

INTERNATIONAL BUSINESS COLLEGE

5699 COVENTRY LANE

FORT WAYNE, INDIANA 46804

(260) 459-4500

(800) 589-6363

ACADEMIC YEAR 2016-17

This institution is regulated by:

**The Indiana Commission for Higher Education/
The Indiana Board for Proprietary Education
101 West Ohio Street, Suite 300
Indianapolis, IN 46204**

317-464-4400

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GENERAL INFORMATION

MISSION

Continuing a tradition of excellence since 1889, International Business College delivers on a commitment to education that transforms the lives of students seeking careers in business, healthcare, and technology. We provide value for students through diploma, associate degree, and bachelor's degree programs that can be completed in the shortest time practical and create attractive career opportunities for our graduates.

PHILOSOPHY AND OBJECTIVES

International Business College is an independent institution of postsecondary education dedicated to the preparation of men and women for careers in business, healthcare, public service, and other types of organizations.

Fundamental to the mission of IBC is the recognition that students have a wide variety of goals relative to career preparation. In addition, these goals often change during the educational experience. In keeping with this recognition, the College offers programs in a number of career fields leading to credentials ranging from certificates and diplomas to associate and baccalaureate degrees.

These programs, which are one to four academic years in length, are offered in such a way that they can be completed in as short a period of calendar time as practicable consistent with educational objectives and thorough student preparation. Curriculum within programs is structured so that from the beginning students acquire knowledge and skills applicable to work in their field of study. Advanced curriculum, particularly that in longer programs, emphasizes educational attainment beyond basic knowledge and helps to equip students with the tools and flexibility for informed decision making as well as lifelong learning.

As a part of its mission, IBC believes it has a responsibility to challenge students to acquire a strong sense of ethical practice, professional behavior, and social responsibility. The College's policies and practices, as well as substantial elements of its educational programs, incorporate that challenge.

In carrying out its mission, IBC must:

1. Continuously evaluate educational and employment outcomes to ensure that graduates are well prepared for contemporary work in the career fields which they have chosen.
2. Promote excellence in teaching through employment of instructors who are well qualified by education and experience and through activities designed to assess and improve the quality of instruction.
3. Ensure through open communication with students that the programs, policies, and services offered by the College meet their primary needs and goals.
4. Maintain a physical environment, including facilities and equipment, that significantly reflects the standards of progressive business and other organizations.

LOCATION AND FACILITIES

International Business College is a private coeducational business school. The school is conveniently located in the Village at Coventry at the interchange of Highways 24 and 69 with professional business offices, restaurants, and stores close by.

The general academic space contains a resource library and a total of 19 classrooms. Five of the classrooms are equipped with microcomputers, and the remainder are furnished as lecture rooms. Additionally, the school contains one classroom designed as a medical assisting laboratory and space designed for the veterinary technology program. This space contains three lecture/laboratory classrooms equipped with long tables and rolling chairs, a veterinary technician laboratory, a kennel, a radiology facility, a surgery suite, and a surgery preparation area.

ACCREDITATION

International Business College is accredited by the Accrediting Council for Independent Colleges and Schools (www.acics.org) to award certificates, diplomas, associate degrees, and bachelor's degrees. The address and telephone number of the Accrediting Council for Independent Colleges and Schools are 750 First Street, N.E., Suite 980, Washington, DC 20002-4223, (202) 336-6780. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.

International Business College is also fully accredited by the Indiana Board for Proprietary Education.

The International Business College Medical Assisting programs are currently accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). The address, telephone number, and website of the Commission on Accreditation of Allied Health Education Programs are 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, (727) 210-2350, www.caahep.org. The International Business College Veterinary Technology Program is currently accredited by the Committee on Veterinary Technician Education and Activities (CVTEA) of the American Veterinary Medical Association (AVMA). The address and telephone number of the American Veterinary Medical Association are 1931 N. Meacham Road, Schaumburg, IL 60173, (847) 925-8070.

International Business College is a private school incorporated under the laws of the State of Indiana June 10, 1901, and is authorized to award certificates, diplomas, associate degrees, and bachelor's degrees in the field of business and related areas.

AFFILIATIONS

International Business College is a member of the Indiana Commission for Postsecondary Proprietary Education.

In addition, International Business College is represented through the membership and participation of various faculty and staff members in a number of other organizations. These organizations include:

American Association of Medical Assistants
American Veterinary Medical Association
Association of Veterinary Technician Educators

Indiana Institute of Certified Public Accountants
Indiana Veterinary Medical Association
Indiana Veterinary Technician Association
International Association of Administrative Professionals
National Association of Veterinary Technicians of America
National Business Education Association
Northeast Indiana Veterinary Medical Association
Student Chapter of the National Association of Veterinary Technicians of America

APPROVALS

The College is approved by the Indiana State Approving Agency for the training of students under the various Veterans Administration programs. The College is also approved by state departments of education for vocational rehabilitation training.

LEGAL CONTROL

International Business College is legally controlled by Bradford Schools, Incorporated, 133 Freeport Road, Pittsburgh, PA 15215. Officers of the corporation are Joseph L. Calihan, Chairman; Martin J. Calihan, President, Chief Executive Officer, and Treasurer; Jo Ann Travis, Vice President; and Jennifer G. Calihan, Secretary.

Other affiliated Bradford schools include:

Antonelli Institute, Philadelphia, Pennsylvania
Bradford School, Columbus, Ohio
Bradford School, Pittsburgh, Pennsylvania
Fox College, Bedford Park, Illinois
Hickey College, St. Louis, Missouri
International Business College, Indianapolis, Indiana
King's College, Charlotte, North Carolina
Minneapolis Business College, Minneapolis, Minnesota
Vet Tech Institute, Pittsburgh, Pennsylvania
Vet Tech Institute of Houston, Houston, Texas
Wood/Tobe-Coburn School, New York, New York

PROGRAM MODERNIZATION

International Business College prepares its students for employment in the business and medical community. To best meet the needs of these employers, periodic revision of our courses and programs is necessary. International Business College, therefore, reserves the right to add to or delete material from courses; alter program content; change software and equipment; change faculty; adjust tuition, fee, and residence rates; and modify cancellation/refund policies as circumstances indicate, subject to approval of the various state and national agencies under whose regulations we operate. Also included is the right to cancel a program if there is insufficient enrollment.

DISASTER AFFECTING THE SCHOOL'S OPERATIONS

In the event of Acts of God affecting operations (i.e., fire, flood, hurricane, tornado, etc.), International Business College reserves the right to suspend training for a period not to exceed 90 days.

NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES

Educational institutions receiving federal financial assistance are required to comply with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title VI of the Civil Rights Act of 1964. These federal laws prohibit discrimination on the basis of gender, including sexual harassment and sexual violence; sexual orientation; genetic information; race; color; religion; national origin; age; veteran status; and disability in the education programs and activities that they operate. International Business College is subject to these laws and complies fully with them in the enrollment of students, the hiring of faculty and staff, and in all other activities of the college. The Director of Education, who is identified in the Administration, Faculty, and Staff section of this catalog and who may be reached at (260) 459-4500, is the Title IX coordinator at International Business College. Questions regarding Title IX may be referred to the Title IX coordinator or to the U.S. Department of Education Office for Civil Rights. Students, faculty, and administrative employees are encouraged to bring any complaints or reports of discrimination to the coordinator's attention. The matter will be investigated promptly, and both parties will be notified in writing about the outcome of the complaint. Appropriate follow-up will be implemented to assure that no person associated with the college is subjected to unlawful discrimination. Individuals who report discrimination will not be subjected to any retaliation for doing so.

COPYRIGHT INFRINGEMENT POLICY AND SANCTIONS

International Business College requires all students, faculty, and staff to comply with copyright laws. Copyright is a form of protection provided by the laws of the United States (Title 17, U.S. Code) to the authors of "original works of authorship." The owner of copyright has the exclusive rights of reproduction, adaptation, publication, performance, and display. Types of works that are covered by copyright law include, but are not limited to, text, music, art, photographs, graphics, film, and software. Copyright covers all forms of a work, including its digital transmission and subsequent use.

It is illegal for anyone to violate any of the rights provided by the copyright law to the owner of copyright. Copying copyrighted materials in excess of the "fair use" limitation without the authority of the copyright owner, including uploading or downloading works protected by copyright, is an infringement of the copyright owner's exclusive rights of reproduction and/or distribution. Unauthorized distribution of copyrighted material, including distribution of copyrighted material through unauthorized peer-to-peer file sharing, may subject individuals to civil and criminal liabilities.

Copyright infringement violates the institution's policies and the law. Anyone who engages in copyright infringement, including the unauthorized distribution of copyrighted materials using the institution's information technology system, will be subject to discipline by the school, which may include warning, suspension, expulsion, or termination. Copyright infringement may also subject the individual to civil and criminal liabilities. Anyone found to have infringed a copyrighted work may be liable for actual damages or statutory damages up to \$30,000 for each work infringed and, if willful infringement is proven by the

copyright owner, that amount may be increased up to \$150,000 for each work infringed. In addition, individual infringers may be subject to criminal prosecution.

STUDENT CONSUMER INFORMATION

Federal regulations set forth by the Higher Education Act of 1965 as amended require International Business College to annually distribute to all enrolled students and to prospective students upon request information about the availability of specific types of consumer information. To comply with these regulations, International Business College has prepared a “Guide to Student Consumer Information.” This report is distributed annually to enrolled students. Copies are available upon request in the office of the president.

ADMISSIONS INFORMATION

ADMISSIONS REQUIREMENTS

To be considered for admission to International Business College, an applicant must have graduated from or be a potential graduate from a valid high school, private school, or equivalent. When an applicant has not yet graduated, offers of admission are contingent on high school graduation. Applicants are admitted for enrollment on the basis of previous scholastic records as evidenced by a transcript of work completed in high school or in college. Information that may be considered when making admissions decisions includes GED scores, other Indiana testing scores, cumulative GPA, program-related course grades, high school rank, written essays, and standardized test scores.

Veterinary technology program applicants whose transcripts indicate a possible deficiency in reading comprehension may be required to interview with the program director and complete an examination of reading comprehension. Applicants for the veterinary technology program must also complete an essay to demonstrate their aptitude for, and interest in, a career in veterinary technology.

Students initially applying to the paralegal studies program are required to complete tests for reading and written English expression. Currently enrolled legal secretarial and legal administration students may apply to the Director of Education for transfer to the paralegal program during their third term. Student requests are evaluated on the basis of the student’s cumulative grade point average, the student’s grade point average in legal courses taken to date, and the student’s attendance record. If the application is accepted, students may transfer to the paralegal program at the beginning of their fourth term.

PROCEDURE

Potential students should call or write the Admissions Department to request an application form. To apply for enrollment, the student should complete the application form and submit it with the application fee to the Director of Admissions, International Business College, 5699 Coventry Lane, Fort Wayne, Indiana 46804. Potential students may also apply online at ibcfortwayne.edu.

Prior to application, potential students are expected to receive a tour of the school.

Upon receipt of the application, the school will request a transcript of the applicant's high school record. Any record of post-high school education should be obtained by the applicant and provided to the school. Generally, the applicant is notified of the school's decision within four weeks after submission of the application.

FINANCIAL INFORMATION

TUITION, RESIDENCE, AND FEES

Application Fee \$50
 The fee is payable with the student's application for admission and is only refundable after an application has been reviewed and rejected.

Tuition Deposit \$50
 The tuition deposit is due 30 days after acceptance and **no later** than October 1, 2016, for applicants accepted for admission on or before September 1, 2016. It is due upon acceptance and no later than 30 days after acceptance for applicants accepted for admission after September 1, 2016.* This deposit is credited to tuition when the student begins classes. The tuition deposit is not refundable after its due date.

Confirmation Deposit \$50
 The confirmation deposit is due when the financial planning meeting is held and no later than 30 days after the initial financial planning session.* This deposit is credited to tuition when the student begins classes. The confirmation deposit is not refundable after its due date.

Reservation Fee \$100
 The reservation fee reserves a residence space. This fee may be paid at any time after the applicant is accepted and is due by February 1, 2016, for programs beginning in July and September of 2016. The tuition deposit must accompany or be paid prior to submitting the reservation fee. The reservation fee is not refundable after the due date unless the applicant is rejected.

Independent Study Fee
 Per course, per term \$200
 This administrative fee is charged for each independent study course in which a student enrolls. Financial aid is not planned or available to cover the independent study fee. Consequently, independent study fees must be paid by students from their own resources by cash, check, or approved credit. The administrative fee for an independent study course is due two weeks prior to the term in which the student plans to begin the course. This fee will be in addition to the tuition for the number of credits assigned to the course.

Rates for students entering between January 1, 2016, and December 31, 2016:

Tuition
 Per semester** \$6,960
 Final half-semester of 4 1/2-semester Veterinary Technology program..... \$2,600

Residence
 Per Semester***..... \$2,990

Lab Fees

Medical Assisting Lab Fee (per semester)..... \$370
This fee is charged for each semester and half-semester term for which the student is enrolled during the first two and one-half semesters of the Medical Assisting programs.
Veterinary Technology Lab Fee (per semester).....\$450
This fee is charged for the first four semesters of the Veterinary Technology program.

Textbooks and Supplies

Book charges will vary from semester to semester depending upon the program in which the student is enrolled. These charges will range from \$368 to \$2,310 per semester. Actual charges will be used in the student’s financial plan. Students may opt out of their plan to have books and/or supplies charged to their account. To start the opt-out process, the student must see the Financial Aid Office to revise the financial plan. If the student has a credit balance on his or her account, those funds will be made available immediately upon the student’s request so that the student may purchase books and supplies.

**Applicants who are accepted or apply within 30 days of their original start date must pay all deposits before classes begin.*

***The quoted tuition rate is based on enrollment for the equivalent of 12 credit hours or more in a semester. Tuition charges for a student enrolled in less than 12 credit hours in a semester will be adjusted proportionately. Students reenrolling mid-semester will be charged for a term. The charge for a stand-alone term is equal to one-half the semester rate and is based on enrollment for the equivalent of 6 credit hours or more in the stand-alone term. Tuition charges for a student enrolled in less than 6 credit hours in a stand-alone term will be adjusted proportionately.*

****To remain enrolled as a student in school, a student who enters residence must continue in residence or pay minimum charges as follows: (1) two semesters for students enrolled in two-semester programs or designated as a “special exclusion” on the residence agreement or (2) two and one-half semesters for students enrolled in other programs. Should a student remain in residence beyond this minimum period of obligation, he or she will be charged for each additional term (half-semester) during which the student continues in residence. For this purpose, any part of a term is considered a full term.*

Rates for students entering between January 1, 2017, and December 31, 2017:

Tuition

Per semester** \$6,980
Final half-semester of 4 1/2-semester Veterinary Technology program..... \$2,600

Residence

Per semester*** \$2,990

Lab Fees

Medical Assisting Lab Fee (per semester)..... \$390
This fee is charged for each semester and half-semester term for which the student is enrolled during the first two and one-half semesters of the Medical Assisting programs. The student is charged at half the rate for a half-semester term.
Veterinary Technology Lab Fee (per semester)..... \$480
This fee is charged for the first four semesters of the Veterinary Technology program.

Textbooks and Supplies

Book charges will vary depending upon the program in which the student is enrolled. These charges will range from \$100 to \$2,005 per semester. Actual charges will be used in the student’s financial plan. Students may opt out of their plan to have books and/or supplies charged to their account. To start the

opt-out process, the student must see the Financial Aid Office to revise the financial plan. If the student has a credit balance on his or her account, those funds will be made available immediately upon the student's request so that the student may purchase books and supplies.

**Applicants who are accepted or apply within 30 days of their original start date must pay all deposits before classes begin.*

*** The quoted tuition rate is based on enrollment for the equivalent of 12 credit hours or more in a semester. Tuition charges for a student enrolled in less than 12 credit hours in a semester will be adjusted proportionately. Students reenrolling mid-semester will be charged for a term. The charge for a stand-alone term is equal to one half the semester rate and is based on enrollment for the equivalent of 6 credit hours or more in a stand-alone term. Tuition charges for a student enrolled in less than 6 credit hours in a stand-alone term will be adjusted proportionately.*

****To remain enrolled as a student in school, a student who enters residence must continue in residence or pay minimum charges as follows: (1) two semesters for students enrolled in two-semester programs or designated as a "special exclusion" on the residence agreement or (2) two and one-half semesters for students enrolled in other programs. Should a student remain in residence beyond this minimum period of obligation, he or she will be charged for each additional term (half-semester) during which the student continues in residence. For this purpose, any part of a term is considered a full term.*

REFUND POLICIES

When students withdraw or are dismissed, refunds shall be based on and computed from the last day of attendance. For these purposes, the week during which the last day of attendance occurs will be considered a week of attendance. Refunds shall be made within 31 days of the date a student withdraws or the date of determination of withdrawal if a student does not notify the college of his/her intention to withdraw. Questions about refunds of tuition, residence fees, and other charges should be referred to the college's administrative or financial aid office. Examples of refund calculations are available upon request.

Tuition Refund

Students who withdraw or who are dismissed during a semester or term may be refunded a portion of the tuition charged. The minimum refund amount will be governed by standards published by the state of Indiana. The expected amount of the refund is illustrated by the table below:

<u>Week of Semester</u>	<u>% Refund</u>	<u>Week of Stand-Alone</u>	
		<u>Term</u>	<u>% Refund</u>
1	100%	1	100%
2-4	75%	2	75%
5-8	50%	3-4	50%
9-10	40%	5	40%
After Week 10	None	After Week 5	None

Refund Policy for Students Called to Active Military Service

A student who withdraws from the school as a result of the student being called to active duty in a military service of the United States or the National Guard will receive a waiver for his/her current semester tuition, lab fees, and residence fees. However, if the student is eligible to graduate from a shorter program mid-semester, the student will be graduated from the shorter program, and tuition and fees for the shorter program will be determined. Tuition and fees in excess of that amount will be waived.

Except as discussed elsewhere in the school's refund policy, charges for current semester textbooks and supply kits will not be reversed. Any cash paid by the student will be used to cover textbook and supply charges. Upon withdrawal, the student should submit a copy of his/her military orders to the Director of Education.

Residence Fees

Refunds of residence fees will be made only to students who withdraw or who are dismissed from the college. In these cases, the refunds will be calculated in the same manner as refunds of tuition.

Reservation Fee

The reservation fee for a residence space is refundable for students beginning on February 29, 2016, July 5, 2016, or August 29, 2016, if it is received before February 1, 2016, and notice of cancellation is received before February 1, 2016. The reservation fee for a residence space is refundable for students beginning on February 27, 2017, if it is received before February 1, 2017, and notice of cancellation is received before February 1, 2017.

Independent Study Fee

The administrative fee for an independent study course is nonrefundable after its due date.

Medical Assisting Lab Fees

For the purpose of refunds, lab fees for students in the Medical Assisting program are treated the same as tuition. There is no refund or reduction of lab fees during a period of externship. To avoid fluctuation in semester or term charges, lab fees are allocated over two and one-half semesters for Medical Assisting students. They apply regardless of whether a student is actually enrolled in a lab at any particular time.

Veterinary Technology Lab Fees

For the purpose of refunds, lab fees for students in the Veterinary Technology program are treated the same as tuition. To avoid fluctuation in semester or stand-alone term charges, lab fees are allocated over the first four semesters of the program. They apply regardless of whether a student is actually enrolled in a lab at any particular time.

Textbooks and Supply Kits

Textbooks and supply kits are available from the college bookstore; however, students are not required to purchase books or supplies from the college. If a student elects to purchase textbooks or supply kits from the bookstore and have them charged to his or her account, the cost will be included as an institutional charge. In effect, the amount charged will be treated for purpose of refunds as additional tuition. Unused and unmarked textbooks and intact supply kits may be returned to the bookstore for full credit at the beginning of the semester in which they would be used.

Return of Title IV Funds Upon Withdrawal

Upon a student's withdrawal or dismissal from college, the U.S. Department of Education requires a specific treatment of the Title IV program funds received by the student. These requirements are published in Chapter 34 of the Code of Federal Regulations, Section 668.22. The college is required to make refunds to the Title IV program funds according to these regulations regardless of amounts resulting from the college's tuition refund policy as described above.

These regulations allow the college to keep as “earned” the amount of Title IV aid that is equivalent to the amount of time the student has been in attendance, except during the first 30 days of a new student’s first semester when the college is sometimes not permitted under regulations to disburse the student’s Stafford loan. For example, if the student completed 30 percent of the payment period or period of enrollment, 30 percent of the assistance originally scheduled for receipt may be earned. Once the student has completed more than 60 percent of the payment period or period of enrollment, all the assistance that the student was scheduled to receive for that period may be earned. Title IV funds disbursed in excess of this amount must be returned by the college in the order noted below.

During the calculation of Title IV aid earned, the college will determine whether the student is due a post-withdrawal disbursement of federal aid. The college will make a determination as to whether the aid could have been disbursed under normal conditions and whether a post-withdrawal disbursement is necessary and appropriate. The amount of the post-withdrawal disbursement is determined by following the requirements for calculating earned Title IV aid and has no relationship to incurred educational costs. In addition, any post-withdrawal disbursement due to the student must meet the current required conditions for late disbursement. If the student is due a post-withdrawal disbursement of loan funds, the college will notify the student and offer those funds. If the student is due a post-withdrawal disbursement of grant funds, the grant funds will be applied to the student’s account and the student will be notified.

If a student withdraws from the school as a result of the student being called to active duty in a military service of the United States or the National Guard, all financial aid (grants and loans) for the current semester will be refunded. However, if the student is eligible to graduate from a shorter program mid-semester, financial aid eligibility for the shorter program will be determined, and aid in excess of this amount will be refunded.

If a student provides notice of withdrawal either verbally or in writing to the Director of Education, the date on which the notice is given is the date of withdrawal. A student who has missed ten (10) consecutive days of class is considered to have withdrawn. If a student is absent from class for a period of 10 consecutive class days, excluding scheduled holidays or breaks, the date of withdrawal will be the first class day after the 10-day period of nonattendance.

In the event the college is prevented from retaining the student’s planned financial aid to satisfy tuition and other charges, the student is directly responsible for paying those charges.

Order of Refund

Funds that must be returned to the federal government when a student is withdrawn, dismissed, or graduated will be applied in the following sequence to eliminate or reduce balances in the aid programs from which the student received funds during the period: (1) unsubsidized Federal Stafford loans, (2) subsidized Federal Stafford loans, (3) unsubsidized Direct Stafford loans, (4) subsidized Direct Stafford loans, (5) Federal Perkins loans, (6) Federal PLUS loans, (7) Direct PLUS loans, (8) Federal Pell Grants (for which a return is required), (9) Academic Competitiveness Grant (for which a return is required), (10) Federal Supplemental Educational Opportunity Grants (FSEOG) (for which a return is required), (11) other assistance under Title IV for which a return is required. Any state or private aid programs will be refunded according to the program requirements. Remaining credit balances will be refunded to the student.

A refund which is designated for return to the student will not be made if there are unpaid charges owed to the college. Student balances that are not subject to Title IV refund regulations and are of an inconsequential amount will be written off. This includes debit and credit balances equal to or less than \$25.

FEDERAL DEFINITION OF A CREDIT HOUR FOR PURPOSES OF FINANCIAL AID

Federal regulations define a credit hour as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than (1) one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester hour of credit or the equivalent amount of work over a different amount of time or (2) at least an equivalent amount of work as required in (1) above for other academic activities as established by the institution, including laboratory work, externships, and other academic work leading to the award of credit hours.

FINANCIAL AID

A variety of financial plans are available to assist qualified students in securing an education, regardless of financial status or family income level. These plans include a combination of student loans, grants, scholarships, and payment plans. The variety of available plans affords flexibility in choosing the one best-suited for a specific need. International Business College offers individual financial planning sessions for each student and family beginning with the completion of the Free Application for Federal Student Aid. Information about these plans is available from the Admissions or Financial Aid Office.

Financial aid is disbursed each semester and upon disbursement is credited directly to the student's account. Additionally, students will be notified in writing when federal student loans are disbursed. Other federal loan information, including the terms and conditions, is presented during planning and again during the entrance interview; it is also available at any time from the Admissions or Financial Aid Office.

In the unexpected circumstance that an associate degree or diploma program does not pass standards established by the U.S. Department of Education based on the amounts previous students have borrowed for enrollment in the program and their reported earnings, causing students who are then enrolled in the program to thus not be able to use federal Title IV aid to continue to pay for the program, International Business College will continue to provide instruction in the program to allow those students to complete the program and will waive unpaid tuition, fees, and textbooks and supplies charges that were scheduled to be paid using federal Title IV aid lost.

Verification Policies and Procedures

To ensure that only eligible students receive Title IV aid, the government is randomly selecting applicants whose application information must be verified. The school will also exercise its option to verify additional student aid applicants not selected by the government. The school will not make any disbursement of Title IV aid to any student that is selected for verification until all verification documentation is complete.

Time Frame: The school will notify students within 30 days of receipt of the applicable Institutional Student Information Record (ISIR), which is generally within two weeks of when the Free Application for Federal Student Aid (FAFSA) is submitted to the Department of Education, if verification is required. Students will be expected to submit all requested documentation within two weeks or no later than the start of the academic year. Students who do not meet this deadline will be given two weeks from the start date to supply the verification documentation. An extension may be granted beyond the two weeks when circumstances beyond the student's control prohibit him/her from submitting the required documentation. In no way, however, will an extension be granted beyond the date for a subsequent financial disbursement.

Consequences for not Submitting Proper Documentation Within the Proper Time Frame: If the student is unable to submit the required documentation within the two weeks or no later than the start of the academic year, he/she may request an extension. If the student does not request an extension or at the end of the extension does not submit the required documentation, the Title IV aid awarded will be canceled. The student must then make new arrangements for paying all tuition and fee charges due to the school.

Notification of Verification Results: If no errors or discrepancies are found during the verification process, the student will be awarded the financial aid for which he/she is eligible. The disbursement of the aid will serve as notification to the student. If errors or discrepancies are found during the verification process, the student will be counseled on how to resolve the discrepancies or correct the errors.

Correction of Incorrect Information: If discrepancies are found in household size or number in postsecondary education, the student will be asked for additional proof of these items. If the independent status is questionable, the student will be asked for additional information to support his/her status. The school will assume the information on the individual's tax return to be correct. Corrections will be made on financial aid applications to reflect the information on the tax return. When applicable, the use of "tolerance" may be exercised. If there is a change in the award amount, or if tolerance may not be applied, the Institutional Student Information Record (ISIR) will be reprocessed. In no case will the school ever disburse on the original ISIR when resubmitting the ISIR would result in an increased award.

In the case of campus-based aid and Stafford loans, the school will follow the same procedures that it takes for Pell. When applicable, the expected family contribution is recalculated. If an over-award is determined, the aid will be decreased to an eligible amount, and the student and the lender will be notified of the change in the award amount.

SCHOLARSHIPS AND INSTITUTIONALLY-FUNDED GRANTS AND INSTALLMENT CONTRACTS

International Business College offers scholarships to incoming students who begin programs in 2017 based on the results of scholarship testing. No prior registration or application is required. The examinations are multiple-choice tests measuring verbal and logical reasoning skills. Scholarships are awarded in descending order of numerical scores. Exams are administered and scored by faculty members.

International Business College will offer \$20,000 in institutional scholarships through the scholarship test. The awards will consist of five \$1500 scholarships, five \$1000 scholarships, and fifteen \$500 scholarships for a total of twenty-five institutional scholarships.

Institutional installment contracts are available on a limited basis for students who have exhausted other possible means of financing. Institutional installment contract applications are accepted throughout the year. Installment contract amounts will vary depending upon financial need and may not exceed institutional charges. Installment contract recipients are required to make minimum monthly cash payments to offset institutional charges while in school. Monthly cash payments and interest charges begin following graduation or withdrawal.

International Business College participates in the Student Education Assistance Foundation Grant Program (SEAF) through institutional funding of up to \$50,000. Needs-based grants may be provided to specific students in accordance with the program guidelines of the SEAF grant program.

PAYMENT TERMS

Tuition, textbook charges, lab fees, and residence fees, if applicable, are due on the first day a student begins class unless other prior arrangements have been made with the school. In the case where a student's financial situation warrants an exception, a member of International Business College staff will meet with the student to develop a financial plan. All financial obligations must be satisfied prior to graduation. If other financial arrangements have been made with the school, the student should ensure that the financial obligations have been met prior to graduation.

STUDENT SERVICES

COUNSELING

Counseling and advising are important services at International Business College. All members of the faculty assume responsibility for helping each student work toward the degree of success that he or she is capable of achieving. The Director of Education and department heads are responsible for academic and basic personal counseling. They guide the student through problems that may arise; for example, problems with schedules, grades, subject matter, or graduation requirements. The Placement Department also provides counseling in the areas of job interviewing and related placement activities.

PLACEMENT

Graduates of all International Business College programs are entitled to use the services of the Placement Department at no additional charge. The school cannot, of course, guarantee employment or placement in the student's field of study, but can provide contacts and guidance during the placement process. Any employment that a student or graduate may obtain with the help of the school's placement department will most likely be at an entry-level position.

International Business College reserves the right to deny placement services to a graduate at any time if he or she is delinquent or in default on a student loan, if he or she owes a refund on any federal or state student financial aid program, or if his or her conduct is significantly detrimental to the integrity of the institution. Examples of cause that could lead to forfeiture of placement privileges are failure to pass a drug test and conviction of criminal activity.

LIBRARY

A resource library is available for students' use each day. Tapes, books, periodicals, computers, Internet access, and electronic periodical and reference systems are available. Students are encouraged to make use of the facility for study and enrichment purposes.

STUDENT RESIDENCES

International Business College maintains student residence facilities. These facilities offer our students the opportunity to experience supervised independent living.

A number of other accommodations for men and women are also available near the college. A complete description of resident housing at International Business College may be secured from the admissions office.

Residence facilities are only for the use of currently enrolled International Business College students. A student who withdraws or is dismissed from International Business College may not continue to reside in the residence facilities without express permission from the school.

PERSONAL PROPERTY

International Business College cannot be responsible for loss or damage to the personal property of students. Students are urged to provide adequate insurance through personal or family policies to cover such loss in the event it does occur.

CAMPUS SECURITY

International Business College strives to provide a safe environment for our student's learning experience. We have located our facility in a typical business setting, and trespassing laws are enforced on our premises. If, however, a crime is committed on our premises, school personnel and building management are available to assist students and staff.

How to Report Criminal Actions or Other Emergencies

If a student or other campus member is the victim of a crime, believes s/he sees a crime being committed, or becomes aware of any other emergency, the individual should report it in a timely manner to a Campus Security Authority. Campus Security Authorities at International Business College include the President, Admissions Manager, directors, residence director, program managers, and security personnel. All incidents are then reported to the Director of Education, who is responsible for collecting crime reports for inclusion in the annual crime statistics report.

If the situation involved dating violence, domestic violence, sexual assault, or stalking, there is a separate section later in this policy that discusses the reporting obligations of Campus Security Authorities and the reporting obligations of Responsible Employees. The difference is important because some Campus Security Authorities, specifically the President, Admissions Manager, and the directors, are also considered Responsible Employees. Bradford School does not employ any professional, licensed counselors who are not required to report information about criminal offenses about which they are informed.

Students and employees are directed to call 911 to reach the city police or fire department should an emergency arise when a school official is not available.

Campus Safety Procedures and Crime Prevention Programs

Procedures for reporting criminal actions or other emergencies are reviewed with students during orientation. Orientation is held the first week of classes for all new students. Mandatory orientation is also conducted for all students residing in college residence facilities. Orientation agendas include information in the areas of personal safety and theft protection. Additionally, during the course of their program, guests are invited to speak to students and employees on

safety procedures, such as self-protection, including prevention of sex offenses. These seminars are provided for all students and employees. Handouts provided by the guest speakers regarding personal safety and crime prevention are distributed to all students and staff.

Timely Warning Reports

The college administration will provide students, faculty, and staff with timely warnings of reported crimes and other events that are considered to be a serious or ongoing threat to the safety of students and employees. These warnings include a description of the crime and the time, date, and location of the occurrence in a manner that withholds the names of victims as confidential. The warnings are posted on campus bulletin boards, residence hall bulletin boards, and other appropriate areas. If campus bulletin boards are not timely enough, the campus community will be notified by a more urgent means as deemed appropriate for the situation.

Security and Access to Campus Facilities

During business hours, the administration and classroom building is open to students, parents, employees, applicants, and other individuals who have a legitimate purpose for being on campus. During nonbusiness hours, these buildings are locked and access is by key, which have been assigned to designated personnel. The security officer on duty activates the building alarm/security system once the buildings are vacated at the end of each day.

International Business College's (IBC) resident facility consists of 32 individual-entry, two-bedroom and two-bathroom apartments housed in two buildings. IBC houses from one to four students in an apartment. Each apartment has two entries. The front door is secured with a deadbolt lock and a peephole. The sliding patio door is secured with a lock and security bar. Residents are instructed to always have doors locked during both day and evening hours. Residents are instructed to never duplicate or give their key to anyone. If a resident loses his/her key, the lock is changed, and new keys are issued to all roommates of that apartment.

IBC employs a resident director who lives in one of the resident facility apartments. Resident assistants (1-3 students) are also employed and live in the resident facility. At least one employee resides in each building. Outside lighting is located at each front door. Pole lighting is also located in the front, back, and the parking lot of the resident facility. Students are instructed to notify the resident employee immediately of any security issue.

Safety and security issues are considered and implemented in the maintenance of all campus lighting, shrubbery, and other areas that could affect the safety of individuals on campus. Safety and security maintenance requests receive priority treatment over non-safety and nonemergency requests.

Authority of Campus Security Personnel

International Business College does not have a campus police or security department.

Crime Statistics

The following is a summary of the crimes that were committed and reported on our campus, including residence facilities, and on public property within the campus or immediately adjacent to and accessible from the campus during the periods indicated.

<u>Category</u>	<u>Location</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Murder/Non-negligent Manslaughter	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Negligent Manslaughter	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Dating Violence	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Domestic Violence	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Stalking	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Rape	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Fondling	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Incest	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Statutory Rape	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Robbery	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	1	0	2

Aggravated Assault	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Burglary	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Motor Vehicle Theft	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	1	0	0
Arson	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Liquor Law Arrests	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Liquor Law Violations Referred for Disciplinary Action	On Campus*	5	0	0
	On-Campus Housing Facility	5	0	0
	Public Property	0	0	0
Drug Law Arrests	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Drug Law Violations Referred for Disciplinary Action	On Campus*	6	4	3
	On-Campus Housing Facility	6	4	3
	Public Property	0	0	0
Illegal Weapons Possession Arrests	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0

*This category includes ALL on-campus incidents, including those listed in the “On-Campus Housing Facility” category.

Hate Crimes: Hate crimes are criminal offenses committed against a person or property that are motivated, in whole or in part, by the offender’s bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their actual or perceived race, gender, gender identity, religion, disability, sexual orientation, ethnicity, or national origin. Included in these statistics are hate crimes of murder and non-negligent manslaughter, negligent manslaughter,

rape, fondling, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property. For the years 2013, 2014, and 2015, there were no reported hate crimes at any of the above-listed geographic locations.

Caveat: International Business College has no non-campus buildings or property nor does it recognize any off-campus locations of student organizations.

Policy for Preparing the Annual Disclosure of Crime Statistics

Campus crime, arrest, and referral statistics include those reported to campus officials and local law enforcement agencies. The report includes crimes that have occurred on campus, in campus residence facilities, and on public property within or adjacent to the campus. The Director of Education is responsible for collecting all crime reports and preparing the annual crime statistics disclosure to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.

Policy on Alcoholic Beverages and Illegal Drugs

Expulsion, suspension, or some lesser sanction may be imposed for the use, possession, or furnishing of alcoholic beverages or illegal drugs while on campus or while involved in school-related activities. Please refer to the International Business College Drug Prevention Program for the full details. The International Business College campus is designated as drug-free, and the consumption of alcohol is not permitted in any circumstances, even by students who are of legal age to purchase alcohol. The college will support local law enforcement agencies in the enforcement of underage drinking laws and federal and state drug laws. Individuals who, in good faith, report incidents of dating violence, domestic violence, stalking, or sexual assault will not be subject to code of conduct action for violations of drug or alcohol policies occurring at or near the time of the alleged incident.

Policy on Dating Violence, Domestic Violence, Sexual Assault, and Stalking

International Business College prohibits the offenses of dating violence, domestic violence, sexual assault, and stalking. For the purpose of reporting crime statistics in this Campus Security report, the following federal definitions of dating violence, domestic violence, sexual assault, and stalking are used.

Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Domestic violence is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or

family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Sexual assault is an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting program. Rape is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object or oral penetration by a sex organ of another person without the consent of the victim. Fondling is defined as the touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity. Incest is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. Statutory rape is sexual intercourse with a person who is under the statutory age of consent.

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or to suffer substantial emotional distress.

Corresponding definitions for these crimes in the state of Indiana are as follows:

Based on good-faith research, it appears Indiana does not have a specific definition relating to dating violence.

A person who knowingly or intentionally touches an individual who is or was a spouse of the other person, is or was living as if a spouse of the other person, or has a child in common with the other person in a rude, insolent, or angry manner that results in bodily injury to the person commits the crime of domestic battery.

A person who knowingly or intentionally has sexual intercourse with another person or knowingly or intentionally causes another person to perform or submit to other sexual conduct (as defined in IC 35-31.5-2-221.5) commits rape when the other person is compelled by force or imminent threat of force, the other person is unaware that the sexual intercourse or other sexual conduct (as defined in IC 35-31.5-2-221.5) is occurring, or the other person is so mentally disabled or deficient that consent to sexual intercourse or other sexual conduct (as defined in IC 35-31.5-2-221) cannot be given. "Other sexual conduct" means an act involving a sex organ of one person and the mouth or anus of another person or the penetration of the sex organ or anus of a person by an object. (IC 35-31.5-2-221.5)

"Stalk" means a knowing or an intentional course of conduct involving repeated or continuing harassment of another person that would cause a reasonable person to feel terrorized, frightened, intimidated, or threatened and that actually causes the victim to feel terrorized, frightened, intimidated, or threatened. The term does not include statutorily or constitutionally protected activity.

Consent is an informed, affirmative decision made freely and actively by all parties to engage in mutually acceptable sexual activity. Consent is given by clear words or actions and may not be inferred from silence, passivity, or lack of resistance alone. Existence of a current or previous dating, marital, and/or sexual relationship is not sufficient to constitute consent to additional

sexual activity. Consent to one type of sexual activity does not imply consent to other types of sexual activity. Someone who is unconscious, asleep, or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition, cannot give consent. Consent cannot be obtained by force, intimidation, threat, coercion, isolation, or confinement. Agreement obtained under such conditions does not constitute consent.

International Business College sponsors educational programs to prevent and promote the awareness of rape, acquaintance rape, dating violence, domestic violence, and stalking. Primary prevention and awareness programs are presented for incoming students and new employees. Ongoing prevention and awareness campaigns are also offered for continuing students and employees. They focus on topics such as personal safety, dating violence, stalking, and rape. Information on registered sex offenders can be obtained from the web site address www.in.gov/idoc.

One of the most effective methods of preventing sexual assault is bystander intervention. Bystander intervention refers to safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene in situations of potential harm when there is a risk of domestic violence, dating violence, sexual assault, or stalking. There are a variety of ways to intervene. Some of them are direct, and some of them are less obvious to the perpetrator. Options include:

- Stepping in and asking if the person needs help.
- Getting support from people around you if you witness sexual violence. You do not have to act alone.
- Distracting the perpetrator so there's time to intervene.
- Being respectful, direct, and honest when intervening.
- Taking steps to curb someone's use of alcohol before problems occur.
- Calling 911 when the situation warrants.

Common sense, situational awareness, and trusting your instincts will reduce the risk of sexual assault. The tips below may help decrease the potential chance of sexual assault:

- If you consume alcohol, do so in moderation. Know your alcohol limits.
- Do not leave your beverage unattended; take your drink to the restroom with you. Never drink a beverage that has been given to you by someone else or taken from a communal alcohol source, like a punch bowl.
- If you go on a date with someone you do not know very well, tell a close friend what your plans are.
- Make sure your cell phone is with you and charged and that you have extra money to get home. Have a plan for someone you can call if you need help.
- If you get a bad feeling about a location or a person, leave the situation immediately and go to a safe place.
- When you go to a party, go with a group of friends. Arrive together, watch out for each other, and leave together.
- Be alert and aware of your surroundings at all times.
- Don't be afraid to ask for help in situations where you feel unsafe.

- Travel, walk, or park in well-lighted areas after dark and with a friend whenever possible.
- Keep the doors to your home, residence room, and car locked.

Procedures for reporting incidents of dating violence, domestic violence, sexual assault, or stalking are the same as for any other crime. If a student or employee is the victim of a dating violence, domestic violence, sexual assault, or stalking offense, the individual should report the offense in a timely manner to a school official either in person or by phone at (260) 459-4500. The student has the option to report to either a Title IX Responsible Employee or a Campus Security Authority.

Responsible employees are the employees listed under Administration in the Administration, Faculty, and Staff section of this catalog. Responsible Employees are required by law to report all known details regarding alleged incidents of sexual harassment, discrimination, or sexual assault to the Title IX Coordinator. This includes the names of the alleged perpetrator and the name of the student/employee who experienced the alleged violence. If a victim discloses an incident but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the college will weigh that request against the college's obligation to provide a safe, nondiscriminatory environment for all students and employees, including the victim.

Campus Security Authorities include the residence director, program managers, and security personnel as well as the administration. Campus Security Authorities, other than those who also serve as Responsible Employees, are required to submit a report for statistical purposes, but their report can be submitted without identifying the victim.

Reports of dating violence, domestic violence, sexual assault, and stalking will be handled with discretion, dignity, and confidentiality. Personally identifiable information about the victim will only be shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. Neither the name of the victim, specific housing information, nor any other information that would serve to identify any individual will be published in the crime log. The school will maintain as confidential any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the school to provide the accommodations or protective measures.

If the victim wishes to notify the proper law enforcement authorities, school officials are available and willing to assist. It is important for the victim to preserve evidence for proof of a criminal dating violence, domestic violence, sexual assault, or stalking offense or for obtaining a protection order. If the victim elects to notify authorities, it is important that the offense be reported immediately. The victim may decline to notify such authorities.

When a student or employee of the school reports to the institution that s/he was a victim of dating violence, domestic violence, sexual assault, or stalking, the victim will be provided with a written explanation of his/her rights and options, whether the offense occurred on campus or off campus. The Financial Aid office is available on campus to provide student victims with financial aid-related services and information. A written listing of off-campus counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, or other services will be

provided to the victim by the education support office. Other than financial aid assistance, no professional on-campus services are available.

Upon receiving a report of an alleged sex offense, school officials will also provide victims with a written explanation of the interim measures available to the victim to ensure his/her safety and equal access to educational programs and activities, including notification of reasonably available options for changing academic, living, transportation, and working situations. A written request for accommodations should be submitted to the Director of Education. School officials will assist in notifying the victim of all reasonably available options available for these changes regardless of whether the victim chooses to report the crime to local law enforcement. If requested, school officials will also provide information on where and how to obtain protection orders and similar lawful orders issued by the court system.

Whether or not law enforcement is notified or criminal charges are filed, a victim may file a disciplinary complaint in writing or verbally with either the Director of Education or the President. A student who is accused of dating violence, domestic violence, sexual assault, or stalking will be subject to action in accordance with the Student Conduct policy published in the school's catalog. Sanctions that may be imposed are warning, suspension, or expulsion. Faculty or staff will be subject to action in accordance with the Anti-Harassment policy in the Bradford Schools Personnel Policies and Procedures Manual. Sanctions may include verbal or written reprimand, referral to appropriate counseling, withholding of a promotion or bonus, reassignment, suspension, or termination without severance benefits.

In a situation where disciplinary action is required, proceedings will provide a prompt, fair, and impartial investigation and resolution and be conducted by officials who receive annual training on issues related to dating violence, domestic violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. Following a reported incident of dating violence, domestic violence, sexual assault, or stalking, the investigation generally shall include interviews with the parties if available, interviews with other witnesses as needed, and a review of relevant documents as appropriate. If necessary, a hearing may be scheduled. College officials shall complete the investigation as promptly as possible and in most cases within 60 working days from the filing of the complaint.

The school will make every feasible effort to preserve the confidentiality of and prevent the disclosure of the identities of the parties involved to the extent permissible by law. The accuser and the accused will be entitled to the same opportunities to have others present during an institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. Officials will use a preponderance of the evidence standard during the procedures, which means that it is more likely than not that the alleged misconduct occurred. Both the accuser and the accused shall be simultaneously informed in writing of the outcome of the proceeding, the institution's procedures for appealing the results of the proceeding, any change to the results that occurs prior to the time that such results become final, and when such results become final. Both the accuser and the accused shall be informed following a final determination of the alleged offense as well as the appropriate sanctions that the school may impose.

No one shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against the complainant or anyone else as a result of reporting or participating in an investigation or adjudication of alleged sexual misconduct.

Missing Student Notification

In compliance with the Higher Education Act of 1965, as amended, the following policy and procedure have been developed in order to assist in locating an International Business College student living in campus residence facilities who is reported missing.

A student shall be deemed missing when s/he is absent from the school for more than 24 hours without any known reason. Anyone who believes a student is missing should report their concern to the office of the Director of Student Services, which will investigate the report and determine whether or not the student is missing. When a student is determined to be missing, the Director of Student Services will immediately contact the local law enforcement agency.

All students shall have the opportunity to identify an individual to be contacted by the school in case a student is determined to be missing. Contact information will be registered confidentially, this information will be accessible only to authorized campus officials, and the contact information will not be disclosed except to law enforcement personnel in furtherance of a missing person investigation. No later than 24 hours after a student is determined to be missing, the office of the Director of Student Services will notify the individual that the student is missing. All students who are less than 18 years of age and not emancipated will have their parent or guardian notified within 24 hours when the student is determined to be missing.

Emergency Response and Evacuation Procedures

In the event of a report of an emergency or dangerous situation involving an immediate threat to the health or safety of students or staff, the President or any other member of the school administration will promptly investigate and, if appropriate, confer with local law enforcement or other first responders to confirm the circumstances of the report. In the event of a confirmed emergency or dangerous situation, the school administration will determine the segment(s) of the campus community affected, determine the content of the notification, and immediately notify the school community or the appropriate segment of the campus community, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The decision will be made on a case-by-case basis. In the event of an emergency or dangerous situation, students should follow the guidance provided by the administration through classroom announcements and personal communications.

Fire alarms are located throughout the building. In the event that a building needs to be evacuated for any reason, a fire alarm will be activated. At the sounding of the alarm, all building occupants shall evacuate the building immediately. Classroom instructors are expected to interrupt class activity and instruct students to evacuate the building when the alarm sounds. Students are expected to follow directions as given to them by their instructor or other school officials. All exits are marked, and students are expected to leave the building in a prompt and orderly fashion using these exits. Instructors should close any windows, turn off room lights, take the sheet for taking attendance, make sure everyone has left the room, close the door of the room, lead students to a safe location, take roll immediately, and stay with the students until instructed to return to the building. Periodically, at least on an annual basis, announced or unannounced fire and other emergency drills will be conducted at the school in order to familiarize students with fire and emergency evacuation procedures. Emergency response and evacuation procedures will be publicized in conjunction with at least one test per calendar year.

Documentation supporting the conduct of the exercise, including a description of the practice exercise, the date, the time, and whether it was announced or unannounced, will be maintained in the office of the President.

The school conducts fire safety training for resident students during the first week of classes. This training will include fire prevention policies and rules, fire safety precautions, protocol for reporting fires, procedures for evacuating the building, and use of fire extinguishers. The fire and smoke alarm systems alert residents of potential hazards. When an alarm sounds, each resident should follow the established procedures:

1. Awaken any sleeping roommate.
2. Feel the doorknob and the door. If they are hot, do not open the door. Use a towel or blanket to fill the cracks around the door. Call 911.
3. If the doorknob and door are cool, slowly open the door and exit the room.
4. Close the door tightly when evacuating.
5. Follow the predetermined exit route in a quick and orderly manner.
6. Leave the building using the nearest accessible stairway. Do not use an elevator.
7. When exiting in smoky conditions, keep your hand on the wall and crawl to the nearest exit.
8. Move safely away from the building and await instructions.

In the event of an incident which would require the larger community to be notified, the college administration will utilize the 911 emergency phone system to report the event.

International Business College also publishes an annual Fire Safety Report. This report is available in the office of the Director of Student Services.

GRIEVANCE PROCEDURES

If a student has a complaint regarding a specific course, instructor, or decision, the student should first appeal to the instructor or staff member involved.

If the problem is not resolved and the problem involves an academic matter, the department head for the student's program should be contacted. If the problem is still not resolved, the student should request a meeting with the Director of Education. If the problem is not resolved and the problem does not involve an academic matter, the student should request a meeting with the appropriate department director. An appeal of decisions by the directors can be made in writing to the President of International Business College.

If the problem is not resolved at this level, the final procedure is to state the concern in writing to the Accrediting Council for Independent Colleges and Schools or the Indiana Board for Proprietary Education. The address and telephone number of the Accrediting Council for Independent Colleges and Schools are 750 First Street, N.E., Suite 980, Washington, DC 20002-4223, (202) 336-6780. The address and telephone number of the Indiana Board for Proprietary Education (IBPE) is 101 West Ohio Street, Suite 670, Indianapolis, IN 46204, (317) 464-4400.

ACTIVITIES

Students are invited to participate in an activity program that takes advantage of the cultural, business, and recreational resources of the area. While the social program varies each year depending upon student choice, all activities are designed to relieve some of the inherent pressures created by an intense academic schedule. In addition, these activities serve as the ideal place to meet new friends and develop greater poise and self-reliance for eventual participation in the business world.

ACADEMIC INFORMATION

CLASS SCHEDULE

Instructional hours are 50 minutes in length. Classes are scheduled Monday through Friday from 8 a.m. to 3:15 p.m. Individual class schedules will vary according to the student's program. In the event of unscheduled closings due to weather or other events, make-up classes may be scheduled on Saturdays, holidays, or during evening hours and may result in an extended semester.

A regularly enrolled student is required to attempt the course load normally scheduled for a program for the length of that program. Students will not be permitted to attempt less than the normal load for the program in which they are enrolled except when circumstances prevent a student from scheduling a normal load; for instance, when he/she has changed programs or is returning to a program in which he/she was previously enrolled. Subject to approval of the Director of Education, students may be permitted to enroll in one additional course during a term in order to satisfy graduation requirements within the normal completion time specified for the program in which they are enrolled.

EXTERNSHIP CREDIT FOR EXPERIENTIAL LEARNING

Returning students who have graduated from an International Business College program that contained an externship component may be awarded additional externship credits for documented work experience in the field when the program to which the student has returned also contains an externship. Credits would be converted using the definition of credit found in this academic catalog. The number of credits that can be awarded is limited to the difference between the number of credits earned for the externship in the student's original program of study and the credit assignment for the externship course in the current program.

INDEPENDENT STUDY

In rare circumstances students may be permitted to complete required courses through faculty-supervised independent study. This option is provided only for students who are unable to schedule required courses during the normal completion time specified for the program in which they are enrolled due to mitigating circumstances; for example, a return to the college after a period of nonattendance.

Students must receive prior approval from the Director of Education. Students may enroll in only one independent study course during a term. Students are limited to enrollment in one independent study course during their first academic year and are limited to a total of two independent study courses during the first two academic years. The total number of courses a student may complete through independent study is limited to four. This last limit applies only to students pursuing the baccalaureate degree.

ATTENDANCE

Regular class attendance is considered essential. Cultivation of desirable habits is just as important as the development of skills. Students should train themselves to be present and on time for all classes. Development of this important habit while in school makes it considerably easier to satisfy the employer who demands regular and punctual attendance.

Absence from class, regardless of reason, involves a loss to both the student and to other members of the class. The International Business College policy is that students should attend all classes. While it is recognized that certain reasons beyond the control of the student may make it impossible for him/her to attend class, excessive absenteeism may result in a lowered grade or other administrative action. Absence in excess of 10 percent of the classes scheduled may result in dismissal from the school. A student who accumulates ten (10) consecutive days of absence is considered to have withdrawn from school. For more detailed information regarding the International Business College attendance policy, please refer to the Student Information Booklet.

DRESS CODE

Students are required to dress in appropriate business attire. The International Business College student is expected to maintain the same high standards of appearance and grooming that are expected by the business community. For additional information regarding the dress code, please refer to the Student Information Booklet.

STUDENT CONDUCT

Students at International Business College are expected to conduct themselves as responsible adults. Expulsion, suspension, or some lesser sanction may be imposed for any of the following offenses: 1) interruption or any manner of interference with the normal operation of the school; 2) destruction, damage, or misuse of school equipment, facilities, or property; 3) illegal possession, use, or furnishing of alcoholic beverages while on campus or while involved in school-related activities; 4) illegal possession, use, or furnishing of drugs while on campus or while involved in school-related activities; 5) use, possession, or furnishing of weapons while on campus or while involved in school-related activities; 6) verbal, physical, sexual, or online assault that injures, causes serious emotional harm, or grievously demeans or threatens another person in the school community; 7) theft of another's property occurring on school premises; 8) participation in hazing; 9) academic cheating, plagiarism, or copyright infringement; 10) stalking; 11) commission of other offenses that in the opinion of the administration may be contrary to the best interest of the school community.

Sanctions that may be imposed are: 1) warning, 2) suspension, or 3) expulsion. In general, the school will issue warnings prior to dismissing a student for poor conduct. The school, however, may dismiss a student without warning if the offense is serious. Serious offenses may be any of those listed in the policy on conduct but are considered to be those that directly affect the physical well-being of other persons in the school community. The Director of Education will investigate all complaints of student misconduct and determine the appropriate sanction to be imposed. For matters involving possible sexual harassment or sexual violence, the Director of Education, who is also the Title IX Coordinator, will ensure that the investigation complies with all Title IX requirements. A student who wishes to question any decision made by the director may appeal to the President, who will then render a final decision. Conviction on a drug-related charge while enrolled and receiving financial aid may result in the loss of certain types of financial aid. Additionally, failure to obtain an externship because of inability to pass a drug test or termination for cause from externships may result in dismissal from the program, loss of time, loss of credit, and/or increased charges.

Conviction on a drug-related charge while enrolled and receiving financial aid may result in the loss of certain types of financial aid. Additionally, failure to obtain an externship because of inability to pass a drug test or termination for cause from externships may result in dismissal from the program, loss of time, loss of credit, and/or increased charges.

CLASS SIZE

Although class size will vary over a considerable range, it will usually average 30 to 36 students.

DEFINITION OF ACADEMIC CREDIT AND SEMESTER

A clock hour is equal to a minimum of 50 minutes of instruction. Credit for academic and financial aid purposes is measured in semester credit hours. A semester credit hour is equivalent to a minimum of 15 clock hours of lecture, 30 clock hours of laboratory where classroom theory is applied and explored or manipulative skills are enhanced, 45 clock hours of externship/practicum, or a combination of these three. This definition also assumes appropriate out-of-class learning activities to support the credit awarded for courses or portions of courses. Federal regulations for the allocation of student financial assistance establish an expectation of two hours of out-of-class work for each hour of lecture for which credit is awarded.

A semester is equal to 16 weeks of instruction, and a term is equal to 8 weeks of instruction.

KENNEL DUTY

International Business College maintains an on-site kennel housing dogs, cats, and rodents. An important part of the education provided by the Veterinary Technology program is learning the duties and responsibilities of animal care and sanitation. Therefore, kennel duty is a vital part of that learning experience, and all veterinary technology students are assigned mandatory kennel duty. Kennel duties are performed before and after classes and on weekends. The number of weeks each student is assigned kennel duty depends on the number of in-house veterinary technology students.

COURSE NUMBERING SYSTEM

Course numbers are assigned on the following basis. Lower-division courses are designated as Level 1 and Level 2 courses and are numbered in the 100s and 200s. Upper-division courses are designated as Level 3 courses and are numbered in the 300s. Because of the inverted arrangement of courses within the programs, where advanced program-specific training precedes education in the liberal arts and general business and management disciplines, upper-division courses may be scheduled prior to the third academic year.

GRADING SYSTEM

<u>GRADE</u>	<u>Numerical Value</u>	<u>Quality Points</u>
A	93-100 Superior	4
B	85-92 Above Average	3
C	77-84 Average	2
D	70-76 Passing	1

F	Below 70 Failure	0
I	Incomplete	0
S	Waived by Substitution	
X	Credit by Transfer	
W	Withdrawal	

The grade point average (GPA) is calculated as follows:

1. For each course taken, multiply the number of quality points assigned to the grade earned by the number of credits received for the course.
2. Add all accumulated quality points.
3. Divide by the total number of credit hours the student has attempted.

Courses in which a student received a failing grade (F) or an incomplete (I) are included in the total number of credit hours attempted when calculating the grade point average and the successful course completion percentage. Courses in which a student received an S or X are not used in computing the grade point average. Courses in which the student received an X are included in both the attempted and successfully completed hours when calculating the successful course completion percentage. A student receives a grade of W in all uncompleted courses. Courses given the grade of W are included in hours attempted when calculating successful course completion percentage but are not included in the total number of credit hours attempted when calculating the grade point average. Withdrawal from individual courses is not allowed.

GRADE REPORTS

Grade reports are issued to students at the end of each eight-week term.

TRANSCRIPTS

Upon request, each student may receive one free copy of his/her transcript. Students will be charged a processing fee for additional transcript copies. Official transcripts will not be issued to a student who owes the school money, who is delinquent or in default on a student loan, or who owes a refund on any federal or state student financial aid program.

WITHDRAWAL

Students who find it necessary to withdraw from a program should have a preliminary interview with the Director of Education. The student is also required to have an exit interview with the Director of Student Services.

If a student provides notice of withdrawal either verbally or in writing to the Director of Education, the date on which the notice is given is the date of withdrawal. If a student provides notice of withdrawal either verbally or in writing within the first 6 class days of a term (drop period), the end date of the previous term will be considered the last date of attendance. If a student withdraws by the second Friday of a student's first semester in a program (first semester drop period), the student will be considered not to have enrolled in the program.

A student who has missed ten (10) consecutive days of class is considered to have withdrawn. If a student is absent from class for a period of 10 consecutive class days, excluding scheduled holidays or breaks, the date of withdrawal will be the first class day after the 10-day period of nonattendance.

DISMISSAL

A student could be dismissed by the school for any of the following reasons:

1. Academic Failure of course work that would preclude graduation.
2. Attendance Excessive absences.
3. Misconduct Behavior unbecoming of a professional business person or offenses listed in the Student Conduct section.
4. Financial Failure to meet obligations outlined in the student's financial plan.

A student who is dismissed may appeal to the President of the school, who will make the final determination.

READMISSION

Readmission to International Business College following dismissal or withdrawal will be at the discretion of the school. Students wishing to reenter must contact the Director of Education.

A student cannot reenter the school if he or she (1) has a loan in default or (2) was dismissed for a violation of the conduct policy. A student who was dismissed for failure to make satisfactory academic progress will not be allowed to reenter except under the circumstances where the student has failed a prerequisite core course and must withdraw.

Except as discussed below, reentering students will be charged the tuition in effect upon reentry and will be required to meet current graduation requirements for the program in which they enroll. Following dismissal or withdrawal for nonmilitary reasons, a student may seek readmission into the same or a different program only one time during the first two academic years. A student who has completed two academic years may seek readmission one additional time provided the school's policies related to satisfactory academic progress are met.

If a withdrawal was due to being called to active military duty, a student who notifies the school of his/her intent to return to the school within three years after the completion of the period of service will be readmitted with the same academic status as at the time of withdrawal. The student will be required to meet current graduation requirements for the program in which s/he enrolls. If the student is readmitted to the same program, the student will be charged the tuition and fee charges that s/he would have been charged for the academic year during which s/he left the school. If the student is admitted to a different program, the student will be charged the tuition in effect upon reentry.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

Academic progress standards for students receiving federal financial assistance are the same as the standards for students enrolled in the same academic program who are not receiving assistance. All students, including those students not currently receiving any financial aid, will be evaluated.

Maximum Time Frame

Students are expected to complete graduation requirements within the normal completion time specified for the program in which they are enrolled. Under certain circumstances, however, the student may require more than the normal completion time to fulfill graduation requirements. The maximum time frame in which a student must complete his or her program is 150 percent of the published length of the program as measured in credit hours to complete the program. To determine the maximum time frame, multiply the published credit hours needed to graduate from the program of study by 1.5 (150 percent). For example, the number of credit hours it should take to complete the Accounting Associate of Applied Science Degree program is 61 credits. Using that number, 150 percent would equal 91 credit hours, which would be the maximum number of credits for which a student could receive financial aid. Transfer credits that apply toward the student's program will be counted toward the maximum time frame.

A student who changes programs is still responsible for maintaining satisfactory academic progress in accordance with the standard above. All courses the student attempts count toward the 150 percent time frame requirement. A student who returns to the institution to pursue a second credential will have his or her maximum time frame established at 150 percent of the normal length of the second program minus the courses applicable from the first program of study and any other documented transfer credits that are counted toward the second program of study.

Satisfactory Progress Measurements

All students must progress satisfactorily toward meeting graduation requirements. The academic progress of each student will be reviewed following each half-semester term of his or her program. A student's progress toward graduation is considered satisfactory if the student is within the maximum time frame and the following minimum requirements are met.

Minimum Grade Point Average (GPA)/Minimum Successful Course Completion Percentage:

Programs Normally Completed in 2 or 2½ Semesters:

	<u>Cumulative GPA</u>	<u>Successful Course Completion</u>
Semester 1 Term 1	1.5	25 percent
Semester 1 Term 2	1.7	25 percent
Semester 2 Term 1	1.9	50 percent
Semester 2 Term 2	2.0	67 percent
Semester 3 Term 1	2.0	67 percent

All Other Programs:

	<u>Cumulative GPA</u>	<u>Successful Course Completion</u>
Semester 1 Term 1	1.5	25 percent
Semester 1 Term 2	1.7	25 percent
Semester 2 Term 1	1.9	33 percent
Semester 2 Term 2	2.0	33 percent
Semester 3 Term 1	2.0	50 percent
Semester 3 Term 2	2.0	67 percent
Semester 4 Term 1	2.0	67 percent
Semester 4 Term 2	2.0	67 percent
End of each remaining term to program completion	2.0	67 percent

The cumulative grade point average will include all grades earned at International Business College. The successful course completion percentage is calculated by dividing the cumulative number of hours the student has successfully completed by the cumulative number of hours the student has attempted.

Additional Successful Course Completion Requirements:

Students are expected to successfully complete all courses attempted. If a student fails a course that is a prerequisite for another course in the program, the student will be required to retake and pass the prerequisite course prior to enrollment in the subsequent course. In some cases, depending on the schedule of course offerings, the student may be able to retake the course and its subsequent course during the normal completion time specified for the program in which he/she is enrolled. If this is not possible, the student may be required to withdraw from the program, change to a like program with a later start date, or change to another program that does not include and require completion of the failed prerequisite course. The failure of more than one prerequisite course during the first two academic years or more than one prerequisite course after the first two years in any program will result in dismissal no matter which of the above actions a student may take.

If a student fails a course that is not a prerequisite for another course, circumstances may occur where a student could continue in the program and repeat the course at a later date provided that the maximum time frame would permit. A student will be allowed to fail and repeat only one non-prerequisite course during the first two academic years. A student will be allowed to fail and repeat a maximum of two non-prerequisite courses after the first two academic years.

At the end of each term, International Business College will evaluate satisfactory progress. A student who does not meet the maximum time frame, the minimum grade point average for standard progress, or the successful course completion requirements will be dismissed and is no longer eligible to receive assistance under the Title IV, HEA programs, if applicable. Students may appeal a decision to dismiss and to have financial aid reinstated, if applicable, by following the appeal procedure outlined below.

Treatment of Failures, Incompletes, Withdrawals, Transfer Credits, and Course Repetitions

Credits for courses in which a student received an F (failing grade) or an I (incomplete) are included in the total number of credits attempted when calculating the grade point average and as credits attempted but not successfully completed when calculating the successful course completion percentage.

A student who withdraws from a program receives a grade of W (withdrawal) in all uncompleted courses. Courses given the grade of W are included in credits attempted but not successfully completed when calculating the successful course completion percentage. They are not included in the total number of credit hours attempted when calculating the grade point average.

Credits for courses in which the student received an X (transfer credit) are not used in computing the grade point average. Transfer credits that are accepted toward a student's program are included in both the attempted and successfully completed hours when calculating the successful course completion percentage.

In the case of repeated courses, credits and grades for both courses are included when computing the cumulative grade point average. Credit hours for both courses are included when calculating the successful course completion percentage and count toward the maximum time frame.

In summary, course with grades of F, I, W, and X as well as both original and repeated courses count toward the maximum time frame and are included in the successful course completion percentage calculation. Courses with grades of F and I as well as repeated courses are included when computing the

cumulative grade point average; courses with grades of W and X are not. International Business College does not offer noncredit remedial courses.

Appeal Process and Reinstatement of Financial Aid Eligibility

A student has the right to appeal a determination that he or she is not making satisfactory progress. The appeal must be in writing and should be submitted to the Director of Education within three (3) class days when the student is notified on site or within a reasonable time (not generally to exceed five [5] class days) when the student must be notified off-site.

An appeal may be considered in cases involving mitigating circumstances. Examples of mitigating circumstances include personal illness, injury, or accident; serious illness or death of a parent, guardian, spouse, or child; and other special circumstances. The student is required to submit information regarding why s/he failed to make satisfactory academic progress and what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the next evaluation. The circumstances in the appeal must be fully documented.

If there is a finding that the mitigating circumstances are in fact the primary reason for the student's failure to make standard progress and if it is determined that the student can reasonably be expected to meet the requirements for standard progress at the end of the next term or if the college and the student have developed an academic plan that, if followed, will ensure that the student is able to meet satisfactory academic progress standards by a specific point in time, then the student may be placed on probation and financial aid may be reinstated, if applicable. Otherwise, the student will be dismissed. Under certain circumstances the student may be allowed to restart at a later time; however, the maximum time frame constraints would have to be met. The Director of Education will notify the student of the results of the evaluation of the appeal.

A student may appeal a determination of unsatisfactory progress as many times as he or she wishes; however, a positive finding of mitigating circumstances over more than one or two terms is highly unlikely. A student who has appealed a determination that s/he is not meeting satisfactory academic progress and who is attending his or her program under an approved academic plan remains eligible for Title IV aid as long as s/he continues to meet the conditions of the plan. The student is not considered to be on probation status, provided s/he is otherwise making satisfactory progress under the academic plan.

Probation

A student who successfully appeals a determination of unsatisfactory progress will be placed on probation. Probation is for the 8-week period following the term when the reported grades resulted in a determination of unsatisfactory academic progress. If receiving financial aid, a student on probation will be eligible to receive any financial aid due to him or her for one payment period. The student's record will be reviewed at the end of the probation period. If the student's grade point average and successful course completion percentage following the probation period still do not meet the standard satisfactory progress requirements or if the student has not met the requirements of the academic plan developed by the college and the student, the student is not making satisfactory progress and will be dismissed and does not qualify for further Title IV, HEA program funds.

The student may appeal this decision after each finding of dismissal. The number of terms during which a student may remain on probation is limited to four terms for programs equal to one academic year and five terms for programs longer than one academic year. However, probationary status over more than one or two terms is highly unlikely.

Course Repetitions

Students should discuss course repetitions with the Director of Education. Students should be aware that course offerings depend on time of year and level of student enrollment. Therefore, not all courses are offered during every term. The student's grade earned in the repeated course work as well as the student's original grade would be included when computing the cumulative grade point average. Both courses are included when calculating the successful course completion percentage and count toward the maximum time frame. There may be an additional tuition charge. Students are limited in Title IV assistance to just one repetition of a previously passed course. However, the student is not eligible for Title IV assistance if the student previously passed the course and is repeating the course because of other failed coursework. Veterans Administration benefits are not payable for repeating courses that, based upon school standards, have previously been successfully completed.

Incomplete Grades

An incomplete (I) grade may be issued to a student who is passing a course but who has not been able to complete all required work, generally because of some extenuating circumstance. The student will be allowed up to four (4) weeks to complete the course work. When the course work is completed, a grade will be issued for the course. If the work is not completed during the allotted time, the incomplete (I) will revert to an "F."

When calculating the grade point average for purposes of determining satisfactory progress, an incomplete (I) is equivalent to an "F." The student accumulates no quality points for the course, but the number of credits assigned to the course is included in the total number of credits attempted both in the grade point average and successful course completion calculations.

If the incomplete prevents a student from meeting graduation requirements, the student will be eligible for placement services if he or she desires. If the incomplete is not resolved within the allotted time period, however, the student will forfeit the future use of the school's placement service and will not be issued a diploma.

GRADUATION REQUIREMENTS

To be eligible for graduation, students in all programs must:

1. Pass all required courses.
2. Attain an overall 2.0 grade point average.
3. Satisfy all financial obligations.

Graduation from the Bachelor of Science Degree in Business Program requires successful completion of a noncredit Senior Project as directed by the appropriate department head. Students will work under the supervision of a department head to complete a mutually designed project. The project design is intended to increase the confidence level of the student before entering his/her career field. Thus, the objective of each project will vary from student to student. The Senior Project will be completed during the final term of the bachelor's degree program and will be evaluated on a pass/fail basis.

Upon fulfillment of these graduation requirements, the student will be issued the appropriate program diploma or degree indicating satisfactory completion of all program requirements.

HONORS

All students with a GPA of 3.80 or above will have achieved honors status and will be included on the President's List.

GRADUATION AND TRANSFER-OUT RATES

To comply with federal regulatory requirements, International Business College is required to disseminate its graduation and transfer-out rates to enrolled students and, upon request, to prospective students. A new rate is calculated by each January 1 and is available for review in the Director of Education's office.

SCHEDULING

Depending on the student's start date, not all programs can be completed without a break in schedule. The Admissions Department can advise prospective students which programs are planned for completion without break. Baccalaureate programs will have one scheduled break of one term. International Business College reserves the right, however, not to offer a planned program if there is insufficient enrollment.

CREDIT TRANSFER FROM ANOTHER SCHOOL

Transcripts of work completed at other accredited colleges may be submitted to the Director of Education for review. Transcripts should be submitted during the first term of a student's program. Other documentation may also be required. Credits considered for transfer are evaluated by the Director of Education to determine if the course work is similar in nature, content, and level to that required at International Business College. If the course work is comparable, transfer students may be given credit for courses completed at other accredited colleges provided the grades received for the courses were "C" or better. However, in the case where a program has been separately accredited by a specialized accreditor and that accreditor requires the credential-granting institution to certify student competency in specified skill areas, course work will not be evaluated and transfer credits will not be awarded for any courses that contain skill evaluations and certification. Courses completed at other Bradford schools will be treated the same as courses taken at International Business College. Students who transfer to International Business College from other institutions must earn at least 50 percent of the total credits required for graduation and at least 50 percent of the required core credits at International Business College. Because programs at International Business College are specially tailored to career preparation, course credits from other postsecondary schools may not be transferable.

Credit is not granted for advanced placement or experiential learning, except as discussed in the Externship Credit for Experiential Learning section of this catalog. One additional exception is credit for military training that has been evaluated and recommended for credit by the American Council on Education (ACE). International Business College may award credit based on these recommendations when the credit is for courses similar in nature, content, and level to that required at the college. Students seeking credit for military training should provide a transcript from the American Council on Education for evaluation. Credit will be treated as transfer credit and will count toward graduation.

CREDIT TRANSFER TO ANOTHER SCHOOL

The acceptance of credits is always at the discretion of the institution to which a student is attempting to transfer credit. There may be articulation agreements in place at the time the student enters that may not be in place when the student graduates or desires to attend a particular school. **Because programs at**

International Business College are designed specifically for career preparation, students must assume that credits for courses taken at International Business College are not transferable to other institutions. Neither International Business College nor any of its employees can represent that another institution will accept any courses for credit.

A student who is interested in attempting to transfer credits to another institution should contact the Director of Education. International Business College will supply the necessary documentation that may aid the student in receiving credits for the completed course work provided the student does not owe the school money, is not delinquent or in default on a student loan, or does not owe a refund on any federal or state student financial aid program.

DISABILITY SUPPORT SERVICES

International Business College is committed to providing equal access to the college's academic programs and services to qualified individuals with disabilities through reasonable accommodation. Students who believe they are in need of accommodations should contact the designated Section 504 coordinator, who is the Director of Education identified in the Administration, Faculty, and Staff section of this catalog, by phone at (260) 459-4500 or by mail or in person at 5699 Coventry Lane, Fort Wayne, Indiana 46804. The student should provide the designated Section 504 coordinator with a current comprehensive evaluation of a specific disability from a qualified diagnostician that identifies the type of disability and lists recommended accommodations. All documentation will be reviewed by the designated Section 504 coordinator in a timely manner, and appropriate reasonable accommodations will be provided based on the individual student's needs.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

These rights are:

1. The right to inspect and review the student's education records within 45 days of the day International Business College receives a request for access. Students should submit to the registrar, dean, or head of the academic department written requests that identify the record(s) they wish to inspect. The International Business College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the International Business College official to whom the request was submitted, that official should advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. They should write the International Business College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If International Business College decides not to amend the record as requested by the student, International Business College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosures without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate

educational interests. A school official is defined as a person employed by International Business College in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom International Business College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a person assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Directory information may be released without a student's prior consent; this information is limited to student name, date admitted, mailing address and telephone number, local address and telephone number, e-mail address, semesters of attendance, major specialization, enrollment status, full- or part-time status, degree sought, honors and awards, and degrees and dates received.

Students have the right to withhold the release of information designated as "directory information" by submitting to International Business College, no later than 14 days after the beginning of the term, a request written and signed that "directory information" not be released. This request is effective until revoked in writing by the eligible student to the same office.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by International Business College to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-5901

PROGRAMS OF STUDY

International Business College offers a wide choice of programs, each designed to prepare students for a particular career in the field of modern business. Relatively short, yet remarkably comprehensive, these programs are carefully planned to provide the best education possible in the business field of your choice.

International Business College offers 20 specialized programs. Students may select from nine major areas.

1. Accounting
2. Administrative Support
3. Computer Science
4. Graphic Design
5. Medical Assisting
6. Legal Studies
7. Retailing
8. Travel and Hospitality
9. Veterinary Technology

BACHELOR OF SCIENCE DEGREE IN BUSINESS

The Bachelor of Science Degree in Business Program provides educational opportunities and experiences in general education, marketing, finance, human resources, accounting, and informational systems. The purpose of the program is to educate students for professional careers in business, industry, and government through the development of their communication skill, the development of concepts and technical skills in their chosen fields, and the development of concepts and skills in the management area.

Students will choose a major area of concentration from among the following: Accounting, Computer Science, Graphic Design, Legal Administration, Medical Office Administration, Office Administration, Paralegal, Retail, or Travel and Hospitality. Students will complete the minimum semester credits required as specified by their chosen major. The combination of the business core and major area courses satisfies the concentration requirement.

Students must complete a minimum of 120 semester credits

Course Number	Course Name	Semester Credits
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General Education Courses

Students will complete a minimum of 42 semester credits in the following general education courses:

EN105	Composition I	2
EN106	Composition II	2
EN202	Public Speaking	3
EN222	American Literature	3
GS206	Psychology	3
GS207	Macroeconomics	3
GS208	Sociology	3
GS209	Introduction to Logic	3
GS211	American Government and Politics	3
GS212	Microeconomics	3
GS304	Group Interaction	2
GS306	Interpersonal Communication	3
GS307	Ethics	3
GS308	Physical Geography	3
GS311	Statistics	3

Business Core Concentration

Students will complete a minimum of 30 semester credits from among the following business core courses:

AC114	Accounting Principles I	3
AC115	Accounting Principles II	3
AC216	Financial Accounting	3
AC303	Managerial Accounting	3
AC308	Advanced Accounting	2
CA316	Implementing and Administering SQL Servers	1
EN114	Business Communications	3
FI200	Personal Finance	2
FI300	Fundamentals of Finance	2
MK300	Marketing Principles	2
MT301	Management and Organization	3
MT302	Human Resource Management	2
MT303	Organizational Behavior	2
MT305	Operations Management	2
MT312	Administrative Policy	3
OT222	Administrative Office Management	3
OT300	Management Information Systems	2
PD102	Professional Development	2
PL141	Contracts	2
SS244	Business Law	2

Major Area of Concentration

Students will complete one of the following major areas of concentration.

Course Number	Course Name	Semester Credits
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Accounting Major

Students will complete a minimum of 30 semester credits in the following accounting major courses.

AC103	Mathematics for Accounting I	2
AC104	Mathematics for Accounting II	2
AC105	Payroll Accounting	2
AC116	Accounting Principles III	3
AC117	Computerized General Ledger	1
AC203	Cost Accounting I	2
AC205	Intermediate Accounting I	3
AC304	Cost Accounting II	2
AC309	Income Tax	2
AC310	Intermediate Accounting II	3
CA105	Database Concepts	1
CA110	Computer Concepts	2
EN201	Written Communications	2
OT116	Electronic Spreadsheets	1
OT211	Advanced Spreadsheets and Electronic Communications	1
OT226	Presentation Design and Development	1

Course Number	Course Name	Semester Credits
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Computer Science Major

Students will complete a minimum of 30 semester credits in the following computer science major courses:

CA103	Microsoft Operating Systems	1
CA105	Database Concepts	1
CA107	Network Administration	1
CA110	Computer Concepts	2
CA115	Database Applications	2
CA118	Networks	3
CA119	Computer Applications--*NIX	1
CA121	PC Hardware & Diagnostics	3
CA123	.NET Programming	3
CA124	Web Development	2
CA130	Web Authoring Tools	2
CA207	Programming Logic	2
CA208	IT Customer Support	1
CA214	Advanced .NET Programming	1
CA231	LINUX Administration	1
CA241	Object-Oriented Programming	2
CA311	Implementing Microsoft Clients and Servers	2
CA321	Managing a Microsoft Network Environment	2
CA327	Designing Security for a Microsoft Network	1
CA339	Java	2
CA345	Advanced Project Development	1

Course Number	Course Name	Semester Credits
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Graphic Design Major

Students will complete 32 semester credits in the following graphic design major courses:

GD100	Drawing	1
GD110	Design and Color	3
GD115	Typography I	2
GD116	Electronic Drawing I	3
GD119	Typography II	1
GD124	Introduction to Production	2
GD126	Electronic Drawing II	3
GD130	Comprehensive Illustration	1
GD211	Web Development With HTML	1
GD215	Multimedia and Animation	2
GD220	Web Design for Graphic Designers	2
GD302	Advertising Art Portfolio	3
GD303	Design and Presentation Development	2
GD336	Advanced Multimedia and Animation	1
OT128	Introduction to Macintosh	1
OT219	Desktop Publishing	1
OT331	Electronic Layout and Design	3

Course Number	Course Name	Semester Credits
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Legal Administration Major

Students will complete 31 semester credits in the following legal administration major courses:

AC106	Essentials of Accounting	2
EN201	Written Communications	2
OT112	Word Processing—Core	1
OT116	Electronic Spreadsheets	1
OT126	Introduction to Database Management	1
OT218	Word Processing—Expert	1
PL106	Introduction to Law and the Legal System	3
PL107	Legal Research and Legal Writing I	3
PL111	Litigation	2
PL112	Legal Computer Applications	2
PL121	Client Interview and Communication Skills	1
PL124	Legal Ethics	1
SS230	Legal Transcription	1
SS244	Business Law	2
SS344	Legal Office Procedures	3
TY101	Keyboarding I	1
TY102	Keyboarding II	1
TY103	Document Formatting	1
TY104	Document Production	1
TY301	Advanced Document Production	1

Course Number	Course Name	Semester Credits
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Medical Office Administration Major

Students will complete 31 semester credits in the following medical office administration major courses:

MD102	Medical Terminology	2
MD103	Anatomy and Physiology I	2
MD105	Clinical Procedures I	2
MD109	Medical Administrative Procedures I	1
MD110	Anatomy and Physiology II	2
MD111	Medical Administrative Procedures II	1
MD131	Clinical Procedures II	3
MD135	Medical Insurance	2
MD203	Medical Laboratory Procedures	3
MD208	Medical Office Systems	1
MD215	Pharmacology	2
MD224	CMA Review	1
MD231	Clinical Procedures III	3
MD370	Medical Externship	6

Course Number	Course Name	Semester Credits
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Office Administration Major

Students will complete 31 semester credits in the following office administration major courses:

EN103	Editing Written Communications	2
EN104	Oral Communications	2
EN201	Written Communications	2
EN206	Specialized Communication Topics	2
OT112	Word Processing—Core	1
OT116	Electronic Spreadsheets	1
OT120	Business Organization	2
OT126	Introduction to Database Management	1
OT127	Database Management	1
OT211	Advanced Spreadsheets and Electronic Communications	1
OT218	Word Processing—Expert	1
OT226	Presentation and Design Development	1
OT311	Data Analysis	1
PD108	Human Relations in the Workplace	2
SS110	Office Procedures I	2
SS214	Office Procedures II	2
TR110	Event Planning	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1
TY103	Document Formatting	1
TY104	Document Production	1
TY301	Advanced Document Production	1

Course Number	Course Name	Semester Credits
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Paralegal Major

Students will complete 34 semester credits in the following paralegal major courses:

PL105	Civil Procedure	2
PL106	Introduction to Law and the Legal System	3
PL107	Legal Research and Legal Writing I	3
PL108	Legal Research and Legal Writing II	3
PL110	Business Organizations	2
PL111	Litigation	2
PL112	Legal Computer Applications	2
PL121	Client Interview and Communication Skills	1
PL124	Legal Ethics	1
PL130	Tort Law	2
PL142	Real Estate Law	1
PL201	Domestic Relations/Family Law	2
PL221	Criminal Law	1
PL300	Estate Planning and Administration	2
PL313	Commercial Law	1
PL330	Legal Externship	6

Course Number	Course Name	Semester Credits
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Retail Major

Students will complete 30 semester credits in the following retail major courses:

EN104	Oral Communications	2
EN201	Written Communications	2
OT116	Electronic Spreadsheets	1
OT211	Advanced Spreadsheets and Electronic Communications	1
RT100	Personal Selling	2
RT102	Retail Business Management	1
RT103	Inventory Maintenance and Control	2
RT106	Personnel Management	2
RT108	Retail Mathematics I	2
RT109	Retail Mathematics II	2
RT111	Visual Merchandising	1
RT112	Techniques of Selling	1
RT113	Supervisory Skills Management	1
RT207	Merchandising Management	2
RT209	Sales Management	2
RT320	Retail Externship	6

Course Number	Course Name	Semester Credits
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Travel and Hospitality Major

Students will complete 30 semester credits in the following travel and hospitality major courses:

EN104	Oral Communications	2
EN201	Written Communications	2
HP101	Worldwide Tourism	2
HP104	Front and Back Office Operations	1
HP106	Sales and Customer Service	1
HP206	Guest Relations Management	1
HP365	Travel and Hospitality Externship	6
PD108	Human Relations in the Workplace	2
TR101	Introduction to Travel	2
TR110	Event Planning	2
TR115	Domestic Destinations	2
TR116	Worldwide Destinations	2
TR203	Computerized Reservations	3
TR205	Travel Agency Operations and Meeting Management	2

Course Number	Course Name	Semester Credits
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Noncore

Students will complete noncore courses from the following list to reach a minimum of 120 total semester credits:

AC103	Mathematics for Accounting I	2
AC106	Essentials of Accounting	2
AC221	Financial Analysis and Reporting	1
CA110	Computer Concepts	2
CA209	Microsoft Integration	1
EN104	Oral Communications	2
EN201	Written Communications	2
EN315	Research and Report Writing	2
GD113	History of Graphic Design	2
MT213	Legal Environment of Business	3
MT313	Business Principles	3
OT112	Word Processing—Core	1
OT116	Electronic Spreadsheets	1
OT120	Business Organization	2
OT126	Introduction to Database Management	1
OT211	Advanced Spreadsheets and Electronic Communications	1
OT221	Social Media Management	1
OT226	Presentation Design and Development	1
OT317	Supervision	2
PD105	Professional Development for Designers	2
PD108	Human Relations in the Workplace	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1
TY103	Document Formatting	1
TY105	Microsoft Skills	1

ACCOUNTING ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

This program of study is designed to provide specialized education for positions in the field of accounting for public and private practice or government work.

Course Number	Course Name	Semester Credits
General Education Courses		
EN105	Composition I	2
EN106	Composition II	2
EN202	Public Speaking	3
GS206	Psychology	3
GS208	Sociology	3
GS308	Physical Geography	3
Related Courses		
EN104	Oral Communications	2
EN201	Written Communications	2
FI200	Personal Finance	2
PD102	Professional Development	2
SS244	Business Law	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1
Concentration Courses		
AC103	Mathematics for Accounting I	2
AC104	Mathematics for Accounting II	2
AC105	Payroll Accounting	2
AC114	Accounting Principles I	3
AC115	Accounting Principles II	3
AC116	Accounting Principles III	3
AC117	Computerized General Ledger	1
AC203	Cost Accounting I	2
AC205	Intermediate Accounting I	3
AC221	Financial Analysis and Reporting	1
AC304	Cost Accounting II	2
AC308	Advanced Accounting	2
AC309	Income Tax	2
AC310	Intermediate Accounting II	3
OT116	Electronic Spreadsheets	1
OT211	Advanced Spreadsheets and Electronic Communications	1
TOTAL		61

ACCOUNTING DIPLOMA PROGRAM

This program of study is designed to provide specialized education for various entry-level positions in the field of accounting for public and private practice or government work.

Course Number	Course Name	Semester Credits
AC103	Mathematics for Accounting I	2
AC104	Mathematics for Accounting II	2
AC105	Payroll Accounting	2
AC114	Accounting Principles I	3
AC115	Accounting Principles II	3
AC116	Accounting Principles III	3
AC117	Computerized General Ledger	1
AC221	Financial Analysis and Reporting	1
EN104	Oral Communications	2
EN105	Composition I	2
EN106	Composition II	2
EN201	Written Communications	2
OT116	Electronic Spreadsheets	1
OT211	Advanced Spreadsheets and Electronic Communications	1
PD102	Professional Development	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1
	TOTAL	31

This diploma program transfers in full to the International Business College Accounting Associate of Applied Science degree program.

ADMINISTRATIVE ASSISTANT DIPLOMA PROGRAM

This Administrative Assistant Program is designed for the person who has completed high school and wishes to expedite entry into the work force. Basic training in communication and technical skills contributes to the graduate's ability to attain entry-level criteria for most positions.

Course Number	Course Name	Semester Credits
EN103	Editing Written Communications	2
EN104	Oral Communications	2
EN105	Composition I	2
EN106	Composition II	2
EN201	Written Communications	2
OT112	Word Processing—Core	1
OT116	Electronic Spreadsheets	1
OT126	Introduction to Database Management	1
OT127	Database Management	1
OT211	Advanced Spreadsheets and Electronic Communications	1
OT218	Word Processing—Expert	1
OT226	Presentation Design and Development	1
PD102	Professional Development	2
PD108	Human Relations in the Workplace	2
SS110	Office Procedures I	2
SS214	Office Procedures II	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1
TY103	Document Formatting	1
TY104	Document Production	1
TOTAL		29

This diploma program transfers in full to the International Business College Office Administration Associate of Applied Science degree program.

COMPUTER PROGRAMMING ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

This program provides specialized education in computer applications and programming. Students learn to use a variety of programming languages to develop solutions to business problems. Students gain proficiency using word processing, spreadsheets, database management, and graphics software packages.

Course Number	Course Name	Semester Credits
General Education Courses		
EN105	Composition I	2
EN106	Composition II	2
EN202	Public Speaking	3
GS206	Psychology	3
GS208	Sociology	3
GS304	Group Interaction	2
GS308	Physical Geography	3
Related Courses		
AC103	Mathematics for Accounting I	2
EN201	Written Communications	2
FI200	Personal Finance	2
OT116	Electronic Spreadsheets	1
PD102	Professional Development	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1
Concentration Courses		
CA103	Microsoft Operating Systems	1
CA105	Database Concepts	1
CA107	Network Administration	1
CA110	Computer Concepts	2
CA115	Database Applications	2
CA118	Networks	3
CA119	Computer Applications --*NIX	1
CA121	PC Hardware and Diagnostics	3
CA123	.NET Programming	3
CA124	Web Development	2
CA130	Web Authoring Tools	2
CA207	Programming Logic	2
CA208	IT Customer Support	1
CA209	Microsoft Integration	1
CA214	Advanced .NET Programming	1
CA241	Object-Oriented Programming	2
CA316	Implementing and Administering SQL Servers	1
CA339	Java	2
CA345	Advanced Project Development	1
TOTAL		61

COMPUTER SPECIALIST DIPLOMA PROGRAM

This program is designed to provide specialized training in microcomputer operations for single- and multi-user systems. Students learn to use a variety of current software application packages and develop skills in software documentation, in database development and management, and in network administration. Upon completion of this program, students will find employment opportunities in positions ranging from those that require microcomputer operations skills in word processing, electronic spreadsheets, and database management to those that require specialized software documentation skills.

Course Number	Course Name	Semester Credits
AC103	Mathematics for Accounting I	2
CA103	Microsoft Operating Systems	1
CA105	Database Concepts	1
CA107	Network Administration	1
CA110	Computer Concepts	2
CA115	Database Applications	2
CA118	Networks	3
CA119	Computer Applications---*NIX	1
CA121	PC Hardware and Diagnostics	3
CA123	.NET Programming	3
CA124	Web Development	2
CA130	Web Authoring Tools	2
CA207	Programming Logic	2
CA208	IT Customer Support	1
CA209	Microsoft Integration	1
EN105	Composition I	2
EN106	Composition II	2
EN201	Written Communications	2
OT116	Electronic Spreadsheets	1
PD102	Professional Development	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1
	TOTAL	38

This diploma program transfers in full to the International Business College Computer Programming and Network Management Associate of Applied Science degree programs.

GRAPHIC DESIGN ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

The Graphic Design Associate of Applied Science Degree Program is designed to offer skills training that will provide a solid basis for a career within the graphic design field. The program provides specialized training in color and design principles; the principles and use of typography, drawing, and illustrating techniques; and an introduction to the product processes. The student's overall foundation is further developed by the inclusion of general education courses and management training.

Course Number	Course Name	Semester Credits
General Education Courses		
EN105	Composition I	2
EN106	Composition II	2
EN202	Public Speaking	3
GS206	Psychology	3
GS208	Sociology	3
GS304	Group Interaction	2
GS308	Physical Geography	3
Related Courses		
EN114	Business Communications	3
FI200	Personal Finance	2
OT221	Social Media Management	1
PD105	Professional Development for Designers	2
PD108	Human Relations in the Workplace	2
TY101	Keyboarding I	1
TY105	Microsoft Skills	1
Concentration Courses		
GD100	Drawing	1
GD110	Design and Color	3
GD113	History of Graphic Design	2
GD115	Typography I	2
GD116	Electronic Drawing I	3
GD119	Typography II	1
GD124	Introduction to Production	2
GD126	Electronic Drawing II	3
GD130	Comprehensive Illustration	1
GD211	Web Development With HTML	1
GD215	Multimedia and Animation	2
GD220	Web Design for Graphic Designers	2
GD302	Advertising Art Portfolio	3
GD303	Design and Presentation Development	2
GD336	Advanced Multimedia and Animation	1
OT128	Introduction to Macintosh	1
OT219	Desktop Publishing	1
OT331	Electronic Layout and Design	3
TOTAL		64

GRAPHIC DESIGN DIPLOMA PROGRAM

The Graphic Design Program provides students with the specialized training they need to work in advertising, publishing, and graphic design industries. The students learn to direct the skills of the artist, both visual and technical, toward the production of effective advertising, design, and promotional pieces.

Course Number	Course Name	Semester Credits
EN105	Composition I	2
EN106	Composition II	2
GD100	Drawing	1
GD110	Design and Color	3
GD113	History of Graphic Design	2
GD115	Typography I	2
GD116	Electronic Drawing I	3
GD119	Typography II	1
GD124	Introduction to Production	2
GD126	Electronic Drawing II	3
GD130	Comprehensive Illustration	1
GD211	Web Development With HTML	1
GD215	Multimedia and Animation	2
GD220	Web Design for Graphic Designers	2
GD302	Advertising Art Portfolio	3
GD303	Design and Presentation Development	2
GD336	Advanced Multimedia and Animation	1
OT128	Introduction to Macintosh	1
OT219	Desktop Publishing	1
OT331	Electronic Layout and Design	3
PD105	Professional Development for Designers	2
PD108	Human Relations in the Workplace	2
TY101	Keyboarding I	1
TY105	Microsoft Skills	1
TOTAL		44

This diploma program transfers in full to the International Business College Graphic Design Associate of Applied Science degree program.

LEGAL ADMINISTRATION ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

The Legal Administration Associate of Applied Science Degree Program is designed to offer skills training that will provide a solid basis for a career in the legal administration field. The program provides comprehensive training in communications, basic secretarial skills subjects, and a concentrated study of the legal environment and legal administrative duties. The training also includes general education courses and advanced computer applications.

Course Number	Course Name	Semester Credits
General Education Courses		
EN105	Composition I	2
EN106	Composition II	2
EN202	Public Speaking	3
GS206	Psychology	3
GS208	Sociology	3
GS304	Group Interaction	2
GS308	Physical Geography	3
Related Courses		
AC106	Essentials of Accounting	2
EN315	Research and Report Writing	2
OT120	Business Organization	2
OT317	Supervision	2
PD102	Professional Development	2
SS244	Business Law	2
Concentration Courses		
EN114	Business Communications	3
EN201	Written Communications	2
OT112	Word Processing—Core	1
OT116	Electronic Spreadsheets	1
OT126	Introduction to Database Management	1
OT218	Word Processing—Expert	1
PL106	Introduction to Law and the Legal System	3
PL107	Legal Research and Legal Writing I	3
PL111	Litigation	2
PL112	Legal Computer Applications	2
PL121	Client Interview and Communication Skills	1
PL124	Legal Ethics	1
SS230	Legal Transcription	1
SS344	Legal Office Procedures	3
TY101	Keyboarding I	1
TY102	Keyboarding II	1
TY103	Document Formatting	1
TY104	Document Production	1
TY301	Advanced Document Production	1
TOTAL		60

LEGAL SECRETARIAL DIPLOMA PROGRAM

The Legal Secretarial Program is designed for the high school graduate and others who have had little previous business training. The program provides comprehensive training in communications, basic secretarial skills subjects, computer training, and a concentrated study of the legal environment and legal secretarial duties.

Course Number	Course Name	Semester Credits
AC106	Essentials of Accounting	2
EN105	Composition I	2
EN106	Composition II	2
EN201	Written Communications	2
OT112	Word Processing—Core	1
OT116	Electronic Spreadsheets	1
OT120	Business Organization	2
OT126	Introduction to Database Management	1
OT218	Word Processing—Expert	1
PD102	Professional Development	2
PL106	Introduction to Law and the Legal System	3
PL107	Legal Research and Legal Writing I	3
PL111	Litigation	2
PL112	Legal Computer Applications	2
PL121	Client Interview and Communication Skills	1
PL124	Legal Ethics	1
SS230	Legal Transcription	1
SS344	Legal Office Procedures	3
TY101	Keyboarding I	1
TY102	Keyboarding II	1
TY103	Document Formatting	1
TY104	Document Production	1
TY301	Advanced Document Production	1
TOTAL		37

This diploma program transfers in full to the International Business College Legal Administration Associate of Applied Science degree program.

MEDICAL ASSISTING ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

The Medical Assisting Associate of Applied Science Degree Program is designed to offer skills training that will provide a solid basis for a career in the medical assisting field. The program provides comprehensive training in medical clinical procedures, medical laboratory procedures, maintaining medical records, and medical office systems. The program also includes basic clerical skills courses, general education courses, and an unpaid externship to provide actual on-the-job training.

The Medical Assisting program is currently accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Graduates of the Medical Assisting program are eligible to take the Certified Medical Assistant (CMA) examination that is offered by the American Association of Medical Assistants and the Registered Medical Assistant (RMA) examination offered by American Medical Technologists (AMT). Registration and certification requirements for taking and passing these examinations are controlled by outside agencies and subject to change without notice. Therefore, International Business College cannot guarantee that graduates will be eligible to take the certification or registration exams at all or at any specific time, regardless of their eligibility status upon enrollment.

Course Number	Course Name	Semester Credits
General Education Courses		
EN105	Composition I	2
EN106	Composition II	2
EN202	Public Speaking	3
GS206	Psychology	3
GS208	Sociology	3
GS304	Group Interaction	2
GS308	Physical Geography	3
Related Courses		
EN315	Research and Report Writing	2
FI200	Personal Finance	2
OT317	Supervision	2
PD102	Professional Development	2
SS244	Business Law	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1
Concentration Courses		
MD102	Medical Terminology	2
MD103	Anatomy and Physiology I	2
MD105	Clinical Procedures I	2
MD109	Medical Administrative Procedures I	1
MD110	Anatomy and Physiology II	2
MD111	Medical Administrative Procedures II	1
MD131	Clinical Procedures II	3
MD135	Medical Insurance	2
MD203	Medical Laboratory Procedures	3
MD208	Medical Office Systems	1
MD215	Pharmacology	2
MD224	CMA Review	1
MD231	Clinical Procedures III	3
MD370	Medical Externship	6
TOTAL		61

MEDICAL ASSISTING DIPLOMA PROGRAM

This program provides training for the student who wishes to join the medical office staff in receiving patients and ascertaining their needs, maintaining medical records, handling patient and office accounts, preparing patients for examination, organizing and maintaining the office and examining areas, arranging appointments, and performing other duties required by the doctor. The program includes an unpaid externship to provide actual on-the-job training for students prior to their initial employment.

The Medical Assisting program is currently accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Graduates of the Medical Assisting program are eligible to take the Certified Medical Assistant (CMA) examination that is offered by the American Association of Medical Assistants and the Registered Medical Assistant (RMA) examination offered by American Medical Technologists (AMT). Registration and certification requirements for taking and passing these examinations are controlled by outside agencies and subject to change without notice. Therefore, International Business College cannot guarantee that graduates will be eligible to take the certification or registration exams at all or at any specific time, regardless of their eligibility status upon enrollment.

Course Number	Course Name	Semester Credits
EN105	Composition I	2
EN106	Composition II	2
MD102	Medical Terminology	2
MD103	Anatomy and Physiology I	2
MD105	Clinical Procedures I	2
MD109	Medical Administrative Procedures I	1
MD110	Anatomy and Physiology II	2
MD111	Medical Administrative Procedures II	1
MD131	Clinical Procedures II	3
MD135	Medical Insurance	2
MD203	Medical Laboratory Procedures	3
MD208	Medical Office Systems	1
MD215	Pharmacology	2
MD231	Clinical Procedures III	3
MD370	Medical Externship	6
PD102	Professional Development	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1
TOTAL		38

This program transfers in full to the International Business College Medical Assisting Associate of Applied Science degree program.

NETWORK MANAGEMENT ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

This program is designed to prepare students to successfully implement, manage, and troubleshoot information systems in a network operating environment. Course work includes operating systems concepts; data management; network media, topologies, protocols, standards, implementation, and security; hardware and software installation and support; as well as administrative responsibilities. The general education component contributes to the students' broad educational background.

Course Number	Course Name	Semester Credits
General Education Courses		
EN105	Composition I	2
EN106	Composition II	2
EN202	Public Speaking	3
GS206	Psychology	3
GS208	Sociology	3
GS304	Group Interaction	2
GS308	Physical Geography	3
Related Courses		
AC103	Mathematics for Accounting I	2
CA130	Web Authoring Tools	2
EN201	Written Communications	2
FI200	Personal Finance	2
OT116	Electronic Spreadsheets	1
PD102	Professional Development	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1
Concentration Courses		
CA103	Microsoft Operating Systems	1
CA105	Database Concepts	1
CA107	Network Administration	1
CA110	Computer Concepts	2
CA115	Database Applications	2
CA118	Networks	3
CA119	Computer Applications--*NIX	1
CA121	PC Hardware and Diagnostics	3
CA123	.NET Programming	3
CA124	Web Development	2
CA207	Programming Logic	2
CA208	IT Customer Support	1
CA209	Microsoft Integration	1
CA231	LINUX Administration	1
CA311	Implementing Microsoft Clients and Servers	2
CA316	Implementing and Administering SQL Servers	1
CA321	Managing a Microsoft Network Environment	2
CA327	Designing Security for a Microsoft Network	1
TOTAL		61

OFFICE ADMINISTRATION ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

This program is designed to offer skills training that will provide a solid basis for a career in the administrative assistant field. The student's overall foundation is further developed by an introduction to the general education courses of public speaking, psychology, and sociology.

Course Number	Course Name	Semester Credits
General Education Courses		
EN105	Composition I	2
EN106	Composition II	2
EN202	Public Speaking	3
GS206	Psychology	3
GS208	Sociology	3
GS304	Group Interaction	2
GS308	Physical Geography	3
Related Courses		
EN315	Research and Report Writing	2
FI200	Personal Finance	2
OT120	Business Organization	2
OT311	Data Analysis	1
OT317	Supervision	2
PD102	Professional Development	2
Concentration Courses		
EN103	Editing Written Communications	2
EN104	Oral Communications	2
EN114	Business Communications	3
EN201	Written Communications	2
EN206	Specialized Communication Topics	2
OT112	Word Processing—Core	1
OT116	Electronic Spreadsheets	1
OT126	Introduction to Database Management	1
OT127	Database Management	1
OT211	Advanced Spreadsheets and Electronic Communications	1
OT218	Word Processing—Expert	1
OT226	Presentation Design and Development	1
PD108	Human Relations in the Workplace	2
SS110	Office Procedures I	2
SS214	Office Procedures II	2
TR110	Event Planning	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1
TY103	Document Formatting	1
TY104	Document Production	1
TY301	Advanced Document Production	1
	TOTAL	60

PARALEGAL STUDIES ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

The Paralegal Studies Program provides students the specialized training they need to work directly under the supervision of an attorney to help prepare cases for trial, investigate facts, and conduct legal research. The curriculum stresses understanding and reasoning of legal concepts, principles, and procedures common to many types of law-related activities and provides the knowledge to enable students to perform detailed work in specific areas.

Course Number	Course Name	Semester Credits
General Education Courses		
EN105	Composition I	2
EN106	Composition II	2
EN202	Public Speaking	3
GS206	Psychology	3
GS208	Sociology	3
GS304	Group Interaction	2
GS308	Physical Geography	3
Related Courses		
AC106	Essentials of Accounting	2
OT112	Word Processing—Core	1
OT116	Electronic Spreadsheets	1
OT126	Introduction to Database Management	1
PD102	Professional Development	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1
TY103	Document Formatting	1
Concentration Courses		
PL105	Civil Procedure	2
PL106	Introduction to Law and the Legal System	3
PL107	Legal Research and Legal Writing I	3
PL108	Legal Research and Legal Writing II	3
PL110	Business Organizations	2
PL111	Litigation	2
PL112	Legal Computer Applications	2
PL121	Client Interview and Communication Skills	1
PL124	Legal Ethics	1
PL130	Tort Law	2
PL141	Contracts	2
PL142	Real Estate Law	1
PL201	Domestic Relations/Family Law	2
PL221	Criminal Law	1
PL300	Estate Planning and Administration	2
PL313	Commercial Law	1
PL330	Legal Externship	6
TOTAL		64

RETAIL MANAGEMENT ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

This program is designed to offer skills training that will provide a solid basis for a career in the retailing industry. The student's overall foundation is further developed by an introduction to the general education courses of public speaking, physical geography, psychology, and sociology.

Course Number	Course Name	Semester Credits
General Education Courses		
EN105	Composition I	2
EN106	Composition II	2
EN202	Public Speaking	3
GS206	Psychology	3
GS208	Sociology	3
GS304	Group Interaction	2
GS308	Physical Geography	3
Related Courses		
EN104	Oral Communications	2
EN315	Research and Report Writing	2
FI200	Personal Finance	2
OT317	Supervision	2
PD102	Professional Development	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1
Concentration Courses		
EN114	Business Communications	3
EN201	Written Communications	2
OT116	Electronic Spreadsheets	1
OT211	Advanced Spreadsheets and Electronic Communications	1
RT100	Personal Selling	2
RT102	Retail Business Management	1
RT103	Inventory Maintenance and Control	2
RT106	Personnel Management	2
RT108	Retail Mathematics I	2
RT109	Retail Mathematics II	2
RT111	Visual Merchandising	1
RT112	Techniques of Selling	1
RT113	Supervisory Skills Management	1
RT207	Merchandising Management	2
RT209	Sales Management	2
RT320	Retail Externship	6
TOTAL		61

RETAIL MERCHANDISING DIPLOMA PROGRAM

This program is designed to offer the student thorough preparation and training for the retailing industry. Emphasis is placed upon understanding the business elements of retailing, as well as the aesthetics generally associated with merchandising. An externship is included in this program to provide on-the-job training.

Course Number	Course Name	Semester Credits
EN104	Oral Communications	2
EN105	Composition I	2
EN106	Composition II	2
EN201	Written Communications	2
OT116	Electronic Spreadsheets	1
OT211	Advanced Spreadsheets and Electronic Communications	1
PD102	Professional Development	2
RT100	Personal Selling	2
RT102	Retail Business Management	1
RT103	Inventory Maintenance and Control	2
RT106	Personnel Management	2
RT108	Retail Mathematics I	2
RT109	Retail Mathematics II	2
RT111	Visual Merchandising	1
RT112	Techniques of Selling	1
RT113	Supervisory Skills Management	1
RT207	Merchandising Management	2
RT209	Sales Management	2
RT320	Retail Externship	6
TY101	Keyboarding I	1
TY102	Keyboarding II	1
TOTAL		38

This diploma program transfers in full to the International Business College Retail Management Associate of Applied Science degree program.

TRAVEL AND HOSPITALITY MANAGEMENT ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

This program is designed to offer skills training that will provide a solid basis for career advancement in the travel and hospitality industries. The student's overall foundation is further developed by an introduction to the general education courses of public speaking, physical geography, psychology, and sociology.

Course Number	Course Name	Semester Credits
General Education Courses		
EN105	Composition I	2
EN106	Composition II	2
EN202	Public Speaking	3
GS206	Psychology	3
GS208	Sociology	3
GS304	Group Interaction	2
GS308	Physical Geography	3
Related Courses		
EN315	Research and Report Writing	2
FI200	Personal Finance	2
OT112	Word Processing—Core	1
OT317	Supervision	2
PD102	Professional Development	2
SS244	Business Law	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1
Concentration Courses		
EN104	Oral Communications	2
EN201	Written Communications	2
HP101	Worldwide Tourism	2
HP104	Front and Back Office Operations	1
HP106	Sales and Customer Service	1
HP206	Guest Relations Management	1
HP365	Travel and Hospitality Externship	6
PD108	Human Relations in the Workplace	2
TR101	Introduction to Travel	2
TR110	Event Planning	2
TR115	Domestic Destinations	2
TR116	Worldwide Destinations	2
TR203	Computerized Reservations	3
TR205	Travel Agency Operations and Meeting Management	2
TOTAL		61

TRAVEL AND HOSPITALITY DIPLOMA PROGRAM

This program provides specialized education for the student who is interested in a career in the travel and hospitality industries. An externship is included at the end of the program to provide actual on-the-job training.

Course Number	Course Name	Semester Credits
EN104	Oral Communications	2
EN105	Composition I	2
EN106	Composition II	2
EN201	Written Communications	2
HP101	Worldwide Tourism	2
HP104	Front and Back Office Operations	1
HP106	Sales and Customer Service	1
HP206	Guest Relations Management	1
HP365	Travel and Hospitality Externship	6
OT112	Word Processing—Core	1
PD102	Professional Development	2
PD108	Human Relations in the Workplace	2
TR101	Introduction to Travel	2
TR110	Event Planning	2
TR115	Domestic Destinations	2
TR116	Worldwide Destinations	2
TR203	Computerized Reservations	3
TR205	Travel Agency Operations and Meeting Management	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1
TOTAL		39

This diploma program transfers in full to the International Business College Travel and Hospitality Management Associate of Applied Science degree program.

VETERINARY TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM*

This program provides the high school graduate with the necessary administrative, clinical, laboratory, radiographic, and surgical training to become a skilled member of the animal healthcare industry. Application of classroom instruction is achieved through a veterinary externship in which each student participates.

The Veterinary Technology program is currently accredited by the Committee on Veterinary Technician Education and Activities (CVTEA) of the American Veterinary Medical Association (AVMA). Graduates of the program are eligible to take the Veterinary Technician National Examination (VTNE). The requirements for taking and passing the VTNE are controlled by an outside agency and subject to change without notice. Therefore, International Business College cannot guarantee that graduates will be eligible to take the examination at all or at any specific time, regardless of their eligibility status upon enrollment. International Business College cannot guarantee that graduates will be eligible to work as veterinary technicians in Indiana or any other state at all or at any specific time, regardless of their eligibility status upon enrollment. The Veterinary Technology program is designed to be completed by full-time students in 18 months.

Course Number	Course Name	Semester Credits
General Education/Applied General Education Courses		
EN202	Public Speaking	3
GS206	Psychology	3
GS208	Sociology	3
VT127	Mathematics for Veterinary Technicians	2
Related Courses		
FI200	Personal Finance	2
VT105	Fundamentals of Chemistry	2
Concentration Courses		
VT101	Clinical Medicine I	2
VT102	Clinical Medicine II	2
VT103	Clinical Medicine III	2
VT104	Clinical Medicine IV	2
VT111	Animal Technology I	1
VT112	Animal Technology II	1
VT113	Animal Technology III	1
VT114	Animal Technology IV	1
VT123	Veterinary Terminology	1
VT131	Clinical Laboratory I	1
VT132	Clinical Laboratory II	1
VT133	Clinical Laboratory III	1

VT149	Animal Anatomy and Physiology I	2
VT150	Animal Anatomy and Physiology II	2
VT155	Veterinary Pharmacology I	2
VT156	Veterinary Pharmacology II	2
VT161	Anesthesia I	2
VT163	Anesthesia II	1
VT202	Clinical Medicine V	2
VT211	Animal Technology V	1
VT212	Animal Technology VI	1
VT220	Large Animal Theory I	2
VT222	Large Animal Theory II	2
VT225	Veterinary Office Procedures	1
VT226	VTNE Preparation	1
VT231	Clinical Laboratory IV	1
VT241	Radiography I	2
VT243	Surgical Nursing Rotation	1
VT245	Radiography II	1
VT247	Surgical Nursing I	1
VT251	Large Animal Practicum	1
VT252	Veterinary Externship	6
	TOTAL	65

*To become a Registered Veterinary Technician in Indiana, an individual must successfully complete a program accredited by the American Veterinary Medical Association (AVMA) and pass the Veterinary Technician National Examination (VTNE) and a written jurisprudence examination. International Business College cannot guarantee that graduates will be eligible to work as a veterinary technician in Indiana or any other state at all or at any specific time, regardless of their eligibility status upon enrollment. An individual who is not a registered veterinary technician may not use the title “Registered Veterinary Technician,” “Veterinary Technician,” or the abbreviation “RVT” in Indiana.

COURSE DESCRIPTIONS

AC103 MATHEMATICS FOR ACCOUNTING I (38 Clock Hours--2 Credits)

This course covers basic mathematical principles as they relate to business and accounting. Students review basic operations including decimals, fractions, equations, and percentages. This course also includes instruction in the calculation of base, rate, and percentage; markup and markdown; and trade and cash discounts. Basic statistical concepts are also introduced.

AC104 MATHEMATICS FOR ACCOUNTING II (38 Clock Hours--2 Credits)

This course is a continuation of Mathematics for Accounting I. The course is divided into two 4-week modules. During one module, the students receive instruction in the mathematics of simple and compound interest, annuities, and consumer credit. During the second module, the students develop speed and accuracy in the use of a 10-key pad. (Prerequisite: AC103 Mathematics for Accounting I)

AC105 PAYROLL ACCOUNTING (38 Clock Hours--2 Credits)

This course is a presentation of the theoretical and practical applications of payroll procedures. It emphasizes the methods of computing wages and salaries, keeping records, and the preparation of various federal and state government reports. Students are required to complete a comprehensive payroll project to show proof of mastery of subject content. (Prerequisite: AC114 Accounting Principles I)

AC106 ESSENTIALS OF ACCOUNTING (38 Clock Hours--2 Credits)

This course presents an introduction to the fundamental principles of accounting including the theory of debit and credit, the accounting cycle, and the end-of-year procedures. Also discussed are such specific topics as payroll procedures and bank statement reconciliations. A review of fundamental math principles is included as well.

AC114 ACCOUNTING PRINCIPLES I (76 Clock Hours--3 Credits)

This course provides students with an introduction to the fundamental principles and concepts of accounting including the theory of debit and credit, the accounting cycle, and the end-of-year procedures. Included is the study of the proper presentation of classified financial statements for a proprietorship operating as a service or as a merchandising form of business.

AC115 ACCOUNTING PRINCIPLES II (76 Clock Hours--3 Credits)

This course is a continuation of Accounting Principles I with special emphasis on internal control, accounting for cash, short-term investments, and receivables. Inventories, plant asset accounting, and intangible assets are included. (Prerequisite: AC114 Accounting Principles I)

AC116 ACCOUNTING PRINCIPLES III (76 Clock Hours--3 Credits)

This course is a continuation of Accounting Principles II and includes the study of partnership and corporate accounting. Partnership accounting deals with division of income and losses. Corporate topics include capital stock transactions, dividends, treasury stock, earnings per share, current and long-term liabilities, and long-term investments. Also covered is the statement of cash flow. (Prerequisite: AC115 Accounting Principles II)

AC117 COMPUTERIZED ACCOUNTING (38 Clock Hours--1 Credit)

This course is a hands-on approach to learning how automated accounting systems function. Students operate a computerized general ledger system including accounts receivable, accounts payable, inventory, and payroll. (Prerequisite: AC115 Accounting Principles II)

AC203 COST ACCOUNTING I (38 Clock Hours--2 Credits)

This course is concerned with job order and process cost accounting systems with emphasis on the cost cycle, raw materials, labor, factory overhead, and financial statements for the business that operates as a manufacturing concern. (Prerequisite: AC115 Accounting Principles II)

AC205 INTERMEDIATE ACCOUNTING I (76 Clock Hours--3 Credits)

This course gives in-depth and special attention to a variety of topics that were introduced in Accounting Principles I, II, and III. Topics discussed include a review of the accounting cycle, preparation of financial statements, analysis of cash, receivables, and inventories. (Prerequisite: AC116 Accounting Principles III)

AC216 FINANCIAL ACCOUNTING (76 Clock Hours--3 Credits)

This course emphasizes the theory and problems of accounting and the accounting cycle. The purpose, form, and content of the balance sheet, income statement, and statement of cash flows are discussed.

AC221 FINANCIAL ANALYSIS AND REPORTING (38 Clock Hours--1 Credit)

This course expands on the material covered in Accounting Principles I, II, and III with an emphasis on the application of analytical techniques. These techniques include vertical, horizontal, and ratio analysis and industry comparisons. This information is then compiled in a student portfolio. (Prerequisite: AC116 Accounting Principles III)

AC303 MANAGERIAL ACCOUNTING (76 Clock Hours--3 Credits)

In this course, students focus on the use of accounting in managerial decision making and in the control and evaluation of the decisions made within business organizations. (Prerequisite: AC216 Financial Accounting or AC116 Accounting Principles III)

AC304 COST ACCOUNTING II (38 Clock Hours--2 Credits)

This course is a continuation of accounting for a manufacturing concern with special emphasis on budgeting factory overhead and determining and applying materials, labor, and factory overhead to work in process. A job order cost practice set is required to show mastery of subject matter. (Prerequisite: AC203 Cost Accounting I)

AC308 ADVANCED ACCOUNTING (38 Clock Hours--2 Credits)

A variety of topics is given special in-depth attention. These topics include partnership formation, operation, dissolution, and liquidation. In addition, home office and branch accounting and the purchase and pooling of interest methods of consolidation are covered. (Prerequisite: AC310 Intermediate Accounting II)

AC309 INCOME TAX (38 Clock Hours--2 Credits)

This annually updated tax course offers students a thorough explanation of the federal tax structure, while training them to apply tax principles to specific problems. Emphasis is placed on the 1040 individual income tax return with supplementary schedules. (Prerequisite: AC116 Accounting Principles III)

AC310 INTERMEDIATE ACCOUNTING II (76 Clock Hours--3 Credits)

This course continues the in-depth analysis of specific accounting topics such as fixed assets, intangible assets, leases, investments, and a thorough study of corporate accounting including contributed capital and retained earnings. Emphasis is placed on the theoretical aspects of these topics while reinforcing the fundamentals. (Prerequisite: AC205 Intermediate Accounting I)

CA103 MICROSOFT OPERATING SYSTEMS (38 Clock Hours--1 Credit)

This course focuses on Microsoft operating systems. Students learn the components of an operating system and learn to interact with a PC using a variety of Microsoft products. Additionally, students learn to customize and manage an operating system as well as solve software-level difficulties.

CA105 DATABASE CONCEPTS (38 Clock Hours--1 Credit)

This course introduces the students to relational databases. The important design concepts and the common standards to which all database packages adhere are discussed. Students also learn to query for information and generate reports using a popular database package. (Prerequisite: CA110 Computer Concepts)

CA107 NETWORK ADMINISTRATION (38 Clock Hours--1 Credit)

This course teaches the students to administer the server. Students learn to configure server roles and features, including domain directory services. Students will also learn to set up security, to audit using event logs, and to configure NICs and backup storage. (Prerequisite: CA118 Networks)

CA110 COMPUTER CONCEPTS (38 Clock Hours--2 Credits)

This course is designed to provide the students with a conceptual understanding of computer hardware and operating system software. The range of computer types from clients to servers is covered with emphasis on explaining the types of applications. Job skills that are common to all computer career environments as well as those that are unique to each type of system are discussed. Students also develop Internet search strategies and examine Internet ethics and responsibilities.

CA115 DATABASE APPLICATIONS (38 Clock Hours--2 Credits)

In this course students learn advanced theories of database design. Students design, critique, optimize, and implement database solutions to business applications. (Prerequisite: CA105 Database Concepts)

CA118 NETWORKS (76 Clock Hours--3 Credits)

This course introduces the students to the networks and explores the interoperability of these networks. Students learn networking fundamentals, the components of a LAN, and the major features and functions of the network software. Students walk through the steps for installing the network software on a server and organizing the server. Additional topics include network topologies, protocols, and the layers of the

OSI Model. (Prerequisites: CA110 Computer Concepts, CA121 PC Hardware and Diagnostics, and CA103 Microsoft Operating Systems)

CA119 COMPUTER APPLICATIONS—*NIX (38 Clock Hours--1 Credit)

This course introduces the students to the *NIX operating and file systems. The students learn shells, command line syntax, and basic scripting. Students learn to use X-Windows. (Prerequisite: CA110 Computer Concepts)

CA121 PC HARDWARE AND DIAGNOSTICS (76 Clock Hours--3 Credits)

This course teaches computer hardware concepts related to installation, configuration, and upgrading of motherboards, processors, and memory. Additional topics covered include diagnosing, troubleshooting, and preventive maintenance. (Prerequisite: CA103 Microsoft Operating Systems)

CA123 .NET PROGRAMMING (76 Clock Hours--3 Credits)

This course introduces the students to the Microsoft Visual Studio packages. The course teaches programming rules and syntax and includes computer assignments where the students create, debug, test, and document their programs.

CA124 WEB DEVELOPMENT (38 Clock Hours--2 Credits)

In this course students learn to use HTML, CSS, and JavaScript to develop well-designed Web pages. Students learn to apply appropriate techniques and to include forms, images, and tables.

CA130 WEB AUTHORIZING TOOLS (38 Clock Hours--2 Credits)

In this course students learn how to automate the developmental process of their Web pages using Web authoring tools including integrated development environments. Emphasis is placed on proper design elements and enhanced through the use of practical exercises. (Prerequisite: CA124 Web Development)

CA207 PROGRAMMING LOGIC (38 Clock Hours--2 Credits)

This course introduces the students to computer programming and problem solving in structured and procedural environments. Students will also learn syntax, algorithms, program design, and logic controls. (Prerequisite: CA110 Computer Concepts)

CA208 IT CUSTOMER SUPPORT (38 Clock Hours--1 Credit)

This course develops student knowledge of the service concepts, skill sets, and abilities necessary for employment in the user-support industry.

CA209 MICROSOFT INTEGRATION (38 Clock Hours--1 Credit)

In this course students learn to work efficiently with multiple applications using the automation and integration capabilities of Microsoft Office. PowerPoint, advanced features of Word, and the Microsoft mini-applications are also covered. (Prerequisites: OT116 Electronic Spreadsheets, CA105 Database Concepts, and TY102 Keyboarding II)

CA214 ADVANCED .NET PROGRAMMING (38 Clock Hours--1 Credit)

This course develops the .NET skills and knowledge required to complete complex business applications. Topics include advanced GUI design skills and incorporation of database connectivity, object-oriented programming, and graphics within .NET applications. (Prerequisite: CA123 .NET Programming)

CA231 LINUX ADMINISTRATION (38 Clock Hours--1 Credit)

In this course students learn how to implement, administer, support, and troubleshoot Linux servers. Topics include maintaining user accounts, Internet services, and system hardware. (Prerequisites: CA119 Computer Applications--*NIX and CA107 Network Administration)

CA241 OBJECT-ORIENTED PROGRAMMING (57 Clock Hours--2 Credits)

This course introduces the students to the syntax and rules of object-oriented programming. Students master the fundamentals and apply the principles of object-oriented design to write programs to solve business problems. (Prerequisites: CA123 .NET Programming and CA207 Programming Logic)

CA311 IMPLEMENTING MICROSOFT CLIENTS AND SERVERS (57 Clock Hours--2 Credits)

In this course students learn to implement, administer, and troubleshoot information systems that incorporate Active Directory Domain Controllers, member servers, and workstations. Topics include installing, configuring, monitoring, and securing resources. (Prerequisite: CA107 Network Administration)

CA316 IMPLEMENTING AND ADMINISTERING SQL SERVERS (38 Clock Hours--1 Credit)

In this course students learn to implement, administer, and troubleshoot SQL servers. Topics include optimizing database performance, extracting and transforming data, and creating and managing database users. (Prerequisite: CA115 Database Applications)

CA321 MANAGING A MICROSOFT NETWORK ENVIRONMENT (76 Clock Hours--2 Credits)

In this course students learn to administer, support, and troubleshoot enterprise network environments. Topics include managing permissions for resources such as printer shares, file shares, and remote access. (Prerequisite: CA311 Implementing Microsoft Clients and Servers)

CA327 DESIGNING SECURITY FOR A MICROSOFT NETWORK (38 Clock Hours--1 Credit)

This course teaches students the skills required to analyze the business requirements for security and to design a security solution. Topics include audit policies, encryption, authentication, and controlling access to resources. Students will create disaster recovery documents to replace a network. (Prerequisite: CA321 Managing a Microsoft Network Environment)

CA339 JAVA (76 Clock Hours--2 Credits)

This course instructs students to use the Java language to design and implement applications using object-oriented topics of classes and objects, inheritance, and polymorphism. Students work in a visual Integrated Development Environment (IDE). (Prerequisite: CA241 Object-Oriented Programming)

CA345 ADVANCED PROJECT DEVELOPMENT (38 Clock Hours--1 Credit)

This capstone course takes the students into their final academic effort. The students are required to design, document, and program their solutions to problems they will likely face in their career pursuits. (Prerequisites: CA115 Database Applications and completion of an advanced programming language course)

EN103 EDITING WRITTEN COMMUNICATIONS (38 Clock Hours--2 Credits)

The practical application of more advanced uses of punctuation is the emphasis of this course. Studies also include application of capitalization, number expression, and abbreviation rules. Upon completion of this course, students should be able to apply these rules to their own written documents as well as those produced by others. (Prerequisite: EN106 Composition II)

EN104 ORAL COMMUNICATIONS (38 Clock Hours--2 Credits)

This course is a presentation of the fundamental principles of the oral communication process. The components of the process, the importance of the skill of active listening, and the importance of verbal and nonverbal communication are emphasized. Students then apply these skills as they learn proper techniques for telephone and interpersonal office communications.

EN105 COMPOSITION I (38 Clock Hours--2 Credits)

This course provides students with a review of grammar and sentence structure. Students gain an understanding of the structural relationship between words and phrases as they apply fundamental rules of grammar to sentence composition.

EN106 COMPOSITION II (38 Clock Hours--2 Credits)

This course is a continuation of Composition I. Students complete an extensive review of grammar principles and are introduced to punctuation. Students learn to integrate sentences into effective, well-organized, properly punctuated paragraphs. Upon completion of this course, students should be able to evaluate and revise their own writing. (Prerequisite: EN105 Composition I)

EN114 BUSINESS COMMUNICATIONS (57 Clock Hours--3 Credits)

The differentiation of the various methods of written presentation of material by form, content, mechanics, and attitude is stressed in this course. This study includes all types of written business communications, including business letters, inquiries, sales letters, and memorandums.

EN201 WRITTEN COMMUNICATIONS (38 Clock Hours--2 Credits)

This course is designed to introduce the methods of writing the most common forms of business correspondence. The students develop and write several different types of correspondence, including request letters, claim and adjustment letters, and memorandums. (Prerequisite: EN106 Composition II)

EN202 PUBLIC SPEAKING (57 Clock Hours--3 Credits)

This course is a presentation of the fundamental principles necessary to prepare sound speeches. The students prepare and deliver informative, persuasive, and special occasion speeches.

EN206 SPECIALIZED COMMUNICATION TOPICS (38 Clock Hours--2 Credits)

This course provides in-depth attention to a variety of specialized communication topics. Students complete an assortment of projects that require them to apply previously learned material and that develop the higher-order skills of analysis, synthesis, and evaluation. (Prerequisite: EN103 Editing Written Communications)

EN222 AMERICAN LITERATURE (76 Clock Hours--3 Credits)

In this course students read and critically examine modern American literature from the turn of the century to the present.

EN315 RESEARCH AND REPORT WRITING (38 Clock Hours--2 Credits)

This course further develops the students' knowledge of the fundamental requirements for effective communication and addresses the role of reports in business. Students develop general research skills and produce simple and complex business reports.

FI200 PERSONAL FINANCE (38 Clock Hours--2 Credits)

This course is designed to equip students with personal money management skills. Topics include how to budget and save, use consumer credit responsibly, make purchasing decisions, and manage risk with insurance. Students develop knowledge and skills needed to make sensible financial decisions on a day-to-day basis.

FI300 FUNDAMENTALS OF FINANCE (38 Clock Hours--2 Credits)

This course emphasizes the modern fundamentals of the theory of finance. Topics include the principles and techniques of financial analysis, long-term financial planning and growth, time value of money, discounted cash flow valuation, capital budgeting, risk and return, short-term financial planning, and working capital management. (Prerequisite: AC116 Principles of Accounting III or AC216 Financial Accounting)

GD100 DRAWING (38 Clock Hours--1 Credit)

This course is an introduction to the art of drawing. Students learn to use a variety of media and techniques as they explore the relationship of drawing to graphic design and illustration.

GD110 DESIGN AND COLOR (76 Clock Hours--3 Credits)

In this course students explore the basic principles and elements of two-dimensional design techniques. Students learn to identify these elements in successful designs and also learn to use these elements to solve their own design problems.

GD113 HISTORY OF GRAPHIC DESIGN (38 Clock Hours--2 Credits)

This course includes a survey of graphic design styles, including its history and contemporary practices. The role of the graphic designer is examined through theoretical discussions and practical applications.

GD115 TYPOGRAPHY I (38 Clock Hours--2 Credits)

This course introduces the students to the fundamentals of typography. The students learn to distinguish between various typefaces. They also learn formatting, specifying tpestyles and sizes, leading, readability requirements, basic typesetting, and the history of type.

GD116 ELECTRONIC DRAWING I (76 Clock Hours--3 Credits)

This course focuses on intermediate to advanced techniques, terminology, tools, and commands for creating graphics in a vector-based drawing program. Students are also introduced to raster-based graphics.

GD119 TYPOGRAPHY II (38 Clock Hours--1 Credit)

In this course students continue to develop their typographic skills. Students design letterforms, learn advanced typesetting techniques, and experiment with the effects that can be achieved through use of type-manipulation software. (Prerequisite: GD115 Typography I)

GD124 INTRODUCTION TO PRODUCTION (38 Clock Hours--2 Credits)

This course explains the production of professional quality printed materials. Upon completion of the course, the students possess the basic knowledge to make informed production decisions from the rough comp stage to the finished printed piece.

GD126 ELECTRONIC DRAWING II (76 Clock Hours--3 Credits)

In this course students learn to use an image-editing program to manipulate and edit raster-based images and to prepare photographic files for print production and optimization for web design. (Prerequisite: GD116 Electronic Drawing I)

GD130 COMPREHENSIVE ILLUSTRATION (38 Clock Hours--1 Credit)

This course builds and develops illustration skills used by the student to visually define subject matter accurately for commercial purposes. Students explore the use of a variety of materials and techniques. (Prerequisite: GD100 Drawing)

GD211 WEB DEVELOPMENT WITH HTML (38 Clock Hours--1 Credit)

This course is designed to teach the fundamentals of Hypertext Markup Language (HTML). Students learn to develop well-designed Web pages using HTML and CSS to format text and to include links, tables, images, and forms.

GD215 MULTIMEDIA AND ANIMATION (38 Clock Hours--2 Credits)

In this course, students apply design principles and utilize a popular authoring tool to create multimedia applications that include animation. (Prerequisites: OT128 Introduction to Macintosh and GD110 Design and Color)

GD220 WEB DESIGN FOR GRAPHIC DESIGNERS (38 Clock Hours--2 Credits)

This course provides instruction and experience in the use of a popular web authoring package to create, edit, and manage well-designed Web sites. Students utilize the software package to quickly build user-

friendly, interactive Web sites that employ image maps and forms. Students also learn how to add interactivity to their HTML pages while being able to preview it at the design stage. (Prerequisite: GD211 Web Development With HTML)

GD302 ADVERTISING ART PORTFOLIO (76 Clock Hours--3 Credits)

In this course, students prepare a professional portfolio of graphic design pieces and also examine comprehensive methods and techniques that will enable them to best present their resumes, portfolios, and personal skills. (Prerequisite: OT331 Electronic Layout and Design)

GD303 DESIGN AND PRESENTATION DEVELOPMENT (76 Clock Hours--2 Credits)

This course is designed to integrate the knowledge and skills previously learned in the program. The students develop, manage, and execute various projects from the initial design stage through prepress completion. Emphasis is also placed on the skills associated with designer-client communication and verbal presentation of the finished product. (Prerequisites: GD336 Advanced Multimedia and Animation, OT331 Electronic Layout and Design, and PD108 Human Relations in the Workplace)

GD336 ADVANCED MULTIMEDIA AND ANIMATION (38 Clock Hours--1 Credit)

This course is a continuation of Multimedia and Animation. Students design and publish functional, professional-looking multimedia presentations that incorporate text graphics, video, and animation. (Prerequisites: GD215 Multimedia and Animation)

GS206 PSYCHOLOGY (57 Clock Hours--3 Credits)

This course provides a study of the basic topics in psychology. It also discusses their application across a broad range of everyday experiences, including but not limited to work, education, consumer concerns, community and civic programs, social and environmental interests, mental health, and human relations.

GS207 MACROECONOMICS (57 Clock Hours--3 Credits)

In this course, students study macroeconomic concepts. Topics considered include the method of economics, supply and demand, the price mechanism, money and the American banking system, national output and national income, monetary and fiscal policies, specialization and trade, and the various market structures.

GS208 SOCIOLOGY (57 Clock Hours--3 Credits)

In addition to the basic sociological concepts and methodology, in this course students study modern social problems in areas such as the family, religion, crime, economics, politics, industry, ethnic groups, and the social process operating within those areas. Theories and perspectives are used eclectically to analyze all problems as they relate to the structure and values of a larger society.

GS209 INTRODUCTION TO LOGIC (76 Clock Hours--3 Credits)

This course introduces students to the fundamentals of logical theory and its application in the development and evaluation of arguments.

GS211 AMERICAN GOVERNMENT AND POLITICS (76 Clock Hours--3 Credits)

This course describes the organization and structure of American Federalism, political parties, interest groups, Congress, the Presidency, and the federal courts. Students examine the many forces that affect how the political system runs--from public opinion, the media, personality, and culture to tradition.

GS212 MICROECONOMICS (76 Clock Hours--3 Credits)

This course provides an introduction to microeconomic theory and application. Students explore the role of individuals in economic decision making; the determination of relative prices and output; and problems associated with resource allocation, monopoly, government regulation, and international trade.

GS304 GROUP INTERACTION (38 Clock Hours--2 Credits)

This course provides the students with a basic understanding of group dynamics and explores leadership and dispute resolution in a group setting. The students develop knowledge of the skills necessary for functioning and working effectively in a group context.

GS306 INTERPERSONAL COMMUNICATION (76 Clock Hours--3 Credits)

In this course students discuss the theory and practice of face-to-face human communication. The course focus is on communication in interpersonal, group, and public contexts and explores such current communication issues as impression management, culture and language, communication competency, and critical thinking.

GS307 ETHICS (76 Clock Hours--3 Credits)

This course provides an introduction to the philosophy of morality as it applies to practical moral needs. Moral character is explored in all its dimensions: virtues, vices, attitudes, emotions, commitments, and personal relationships, in addition to right and wrong conduct. An objective of the course is to stimulate personal reflection and group dialogue.

GS308 PHYSICAL GEOGRAPHY (76 Clock Hours--3 Credits)

This course, aimed at developing an understanding of the physical environment, presents a study of the development and spatial distribution of landforms, climates, soils, minerals, and water resources. Interrelationships among the elements of the physical environment and regional patterns formed by these elements are analyzed against the background of man's utilization of them.

GS311 STATISTICS (76 Clock Hours--3 Credits)

This course is a presentation of the basic principles of statistics. The integral topics include probability, normal distribution, sampling techniques, and hypothesis testing. Students learn the nature of statistics and the fundamentals of descriptive statistics.

HP101 WORLDWIDE TOURISM (38 Clock Hours--2 Credits)

In this course students explore the diverse areas of the hospitality and tourism industries. Special emphasis is placed on the functional areas of hotels, cruises, and resorts.

HP104 FRONT AND BACK OFFICE OPERATIONS (38 Clock Hours--1 Credit)

This course teaches the principles of effective front and back office management. Emphasis is placed on the reservation, check in/check out procedures, and customer service. Accounting functions and administrative procedures are also reviewed.

HP106 SALES AND CUSTOMER SERVICE (38 Clock Hours--1 Credit)

In this course students learn and apply the steps involved in an effective sales presentation. Included in the techniques discussed are acquiring product knowledge, identifying and using appropriate approach techniques, presenting the product through sales talk and demonstration, handling customer objections, closing the sale, and handling customer complaints.

HP206 GUEST RELATIONS MANAGEMENT (38 Clock Hours--1 Credit)

This course provides a comprehensive review of managing hospitality organizations. It focuses on customer satisfaction, retention, and relations.

HP365 TRAVEL AND HOSPITALITY EXTERNSHIP (270 Clock Hours--6 Credits)

This externship provides the students with hands-on, practical work experience for careers in the travel and hospitality industries. Students are placed in hotels, travel agencies, and other businesses in the travel and hospitality fields. Externship experiences are supervised and evaluated by personnel at the extern site and by college faculty.

MD102 MEDICAL TERMINOLOGY (38 Clock Hours--2 Credits)

This course is designed for the medical assisting students to develop a basic knowledge of how complex medical terms are formed from Latin and Greek word parts utilizing root words, prefixes, and suffixes. Emphasis is placed on spelling and pronunciation of medical terms.

MD103 ANATOMY AND PHYSIOLOGY I (38 Clock Hours--2 Credits)

This course is designed to introduce the medical assisting students to basic body structures that contribute to an understanding of the human body process in normal and abnormal conditions. (Prerequisite: MD102 Medical Terminology)

MD105 CLINICAL PROCEDURES I (38 Clock Hours--2 Credits)

This course is designed to instruct the medical assisting students in assisting the physician, nurse, and/or licensed technologist in the medical facility. Procedures covered include OSHA rules and regulations, medical asepsis, documentation and charting, vital signs, and the preparation of the patient for examination.

MD109 MEDICAL ADMINISTRATIVE PROCEDURES I (38 Clock Hours--1 Credit)

In this course the students are introduced to a competency-based approach to the medical assisting profession. Topics include interpersonal human relations and medical law and ethics.

MD110 ANATOMY AND PHYSIOLOGY II (38 Clock Hours--2 Credits)

This course is a continuation of the study of the body structures. The principles of biological and physical sciences that contribute to an understanding of the human body processes are studied. (Prerequisite: MD103 Anatomy and Physiology I)

MD111 MEDICAL ADMINISTRATIVE PROCEDURES II (38 Clock Hours--1 Credit)

This course is designed to continue the development of student competency in medical assisting administrative functions. (Prerequisite: MD109 Medical Administrative Procedures I)

MD131 CLINICAL PROCEDURES II (76 Clock Hours--3 Credits)

This course is designed to instruct the medical assisting students in assisting the physician, nurse, and/or licensed technologist with the following procedures: minor surgery and instrumentation, medical/surgical asepsis, and preparation for specialty examinations. (Prerequisite: MD105 Clinical Procedures I)

MD135 MEDICAL INSURANCE (38 Clock Hours--2 Credits)

This course provides the students with knowledge of the basic fundamentals of ICD-9 and CPT coding, managed-care contracts, reimbursement procedures, and insurance referrals for the health care industry. (Prerequisite: MD103 Anatomy and Physiology I)

MD203 MEDICAL LABORATORY PROCEDURES (76 Clock hours--3 Credits)

This course is designed to introduce the medical assisting students to the basics of laboratory procedures. Topics of discussion and demonstration include an introduction to the laboratory facility, CLIA 88 regulations, and specimen collection and testing. Specialized areas include urinalysis, hematology, microbiology, and phlebotomy. (Prerequisite: MD103 Anatomy and Physiology I)

MD208 MEDICAL OFFICE SYSTEMS (38 Clock Hours--1 Credit)

This course continues building on the student's knowledge of administrative and clinical procedures through computerized simulations. (Prerequisites: MD135 Medical Insurance and MD111 Medical Administrative Procedures II)

MD215 PHARMACOLOGY (38 Clock Hours--2 Credits)

This course is designed to provide the medical assisting students with knowledge of the principles of pharmacology utilizing a body systems approach. (Prerequisite: MD110 Anatomy and Physiology II)

MD224 CMA REVIEW (38 Clock Hours--1 Credit)

This course is a comprehensive review of both administrative and clinical competencies. It is designed to prepare the student to sit for the Certified Medical Assistant national exam. Classroom discussions will be followed by practice exams similar to the actual test. (Prerequisites: MD231 Clinical Procedures III, MD110 Anatomy and Physiology II, MD215 Pharmacology, MD111 Medical Administrative Procedures II, and MD208 Medical Office Systems)

MD231 CLINICAL PROCEDURES III (76 Clock Hours--3 Credits)

In this course the medical assisting student continues the development of skills learned in Clinical Procedures I and Clinical Procedures II. Additional skills and procedures presented include emergency preparedness, EKGs, and preparation for specialty examinations. (Prerequisites: MD131 Clinical Procedures II and MD203 Medical Laboratory Procedures)

MD370 MEDICAL EXTERNSHIP (270 Clock Hours--6 Credits)

This unpaid externship provides the students with practical on-the-job medical assisting experience in a medical facility. The externship experience is a combination of both performance and observation. The students are supervised and evaluated for work performed in both the administrative and clinical areas. (Prerequisites: MD231 Clinical Procedures III, MD111 Medical Administrative Procedures II, MD208 Medical Office Systems, and MD215 Pharmacology)

MK300 MARKETING PRINCIPLES (38 Clock Hours--2 Credits)

This course provides the students with a theoretical and practical understanding of marketing decision making. Students examine the tasks of marketing: product development, methods of pricing, means of distribution, advertising, promotion, selling, and methods of business management.

MT213 LEGAL ENVIRONMENT OF BUSINESS (76 Clock Hour--3 Credits)

This course provides the students with knowledge of the legal system as it applies to business; business ethics and social responsibility; principal/agent relationships; business torts and crimes; contracts; warranty and liability; real, personal, and intellectual property; antitrust; consumer rights; and employer/employee issues. This course prepares the student to recognize and avoid legal problems, to address legal problems when they do arise, to know when to contact a lawyer and what to discuss, and to initiate and participate in the necessary actions that need to be taken in a business environment.

MT301 MANAGEMENT AND ORGANIZATION (76 Clock Hours--3 Credits)

In this course students explore the fundamentals of the management process: planning, organizing, staffing, leading, coordinating, and controlling organizational activities.

MT302 HUMAN RESOURCE MANAGEMENT (38 Clock Hours--2 Credits)

The problems, policies, and procedures associated with the management of personnel are addressed in this course. Particular attention is directed to the topics of staffing, performance appraisal, training, compensation, benefits and services, safety and health, and equal employment.

MT303 ORGANIZATIONAL BEHAVIOR (38 Clock Hours--2 Credits)

In this course students study the dynamics of human behavior in business organizations with an emphasis on problems of motivation and leadership. The students examine the behavior of the organization as a function of individual and interpersonal behavior and group processes within organizations.

MT305 OPERATIONS MANAGEMENT (38 Clock Hours--2 Credits)

This course explores the production and operations components of manufacturing and nonmanufacturing organizations. Topics include forecasting of demand, product design and process selection, job design and

work measurement, inventory management, and quality assurance and control. (Prerequisite: MT301 Management and Organization)

MT312 ADMINISTRATIVE POLICY (76 Clock Hours--3 Credits)

This course is designed to develop the students' analytical, communicative, and evaluative skills in both individual and group problem-solving situations. Through case analysis, students apply concepts previously learned in accounting, economics, marketing, finance, management science, and statistics to conceive and define elements of strategy and to use these elements in strategic design. (Prerequisites: AC303 Managerial Accounting or AC308 Advanced Accounting, GS212 Microeconomics, MK300 Marketing Principles, FI300 Fundamentals of Finance, MT303 Organizational Behavior, and GS311 Statistics)

MT313 BUSINESS PRINCIPLES (76 Clock Hour--3 Credits)

This course is a comprehensive survey of business institutions, including such topics as the organization and management of the business, managerial control, personnel, finance, pricing, production, location, and layout.

OT112 WORD PROCESSING—CORE (38 Clock Hours--1 Credit)

This course provides information and training on the use of microcomputer software for word processing. Students will use a word processing software package to produce a variety of documents from various application exercises. (Prerequisite: TY101 Keyboarding I)

OT116 ELECTRONIC SPREADSHEETS (38 Clock Hours--1 Credit)

This course is an introduction to electronic spreadsheet applications. Through the use of predesigned spreadsheets, students apply the basic functions and concepts of entering, editing, saving, retrieving, and printing. Additionally, students begin to design and structure their own spreadsheets.

OT120 BUSINESS ORGANIZATION (38 Clock Hours--2 Credits)

In this course the students are introduced to the basic functions of business, the legal forms of business ownership, and the internal organization and structure of business. Government regulation of business, labor-management relations, and business strategies are also discussed.

OT126 INTRODUCTION TO DATABASE MANAGEMENT (38 Clock Hours--1 Credit)

In this course students learn the basic principles of filing using the ARMA-recommended unit-by-unit method and are introduced to a relational database management system. They learn to use database commands to build and modify tables and forms and to create reports.

OT127 DATABASE MANAGEMENT (38 Clock Hours--1 Credit)

Using database management software, students continue to learn to use the microcomputer to create and maintain files, to retrieve information from database files, and to present this information in appropriate report formats. (Prerequisite: OT126 Introduction to Database Management)

OT128 INTRODUCTION TO MACINTOSH (38 Clock Hours--1 Credit)

This survey course covers the basics of Macintosh computer operations, including file management and lab hardware. Students are also introduced to the fundamental techniques of graphic software interface.

OT211 ADVANCED SPREADSHEETS AND ELECTRONIC COMMUNICATIONS

(38 Clock Hours--1 Credit)

This course provides instruction in advanced spreadsheet operations and electronic communications. Working with macros, using data and list features, and utilizing electronic communications are covered. (Prerequisite: OT116 Electronic Spreadsheets)

OT218 WORD PROCESSING—EXPERT (38 Clock Hours--1 Credit)

In this course students are introduced to desktop publishing concepts and advanced word processing features. Students learn terminology and advanced formatting concepts. Using word processing software, students combine text and graphics to produce print-ready copy. (Prerequisite: OT112 Word Processing—Core)

OT219 DESKTOP PUBLISHING (38 Clock Hours--1 Credit)

In this course students are introduced to desktop publishing concepts and techniques with specific instruction in digital page composition. (Prerequisites: GD110 Design and Color, OT128 Introduction to Macintosh, and GD119 Typography II)

OT221 SOCIAL MEDIA MANAGEMENT (19 Clock Hours--1 Credit)

In this class, students will learn to plan and execute a professional social media campaign using several online outlets. (Prerequisite: EN106 Composition II)

OT222 ADMINISTRATIVE OFFICE MANAGEMENT (76 Clock Hours--3 Credits)

This course explores the basic principles of management, problem solving, system thinking, productivity evaluation, and technology applications in an office environment. Specific topics that are covered include space management, ergonomic office design, selection of office furnishings and equipment, and distribution of information.

OT226 PRESENTATION DESIGN AND DEVELOPMENT (38 Clock Hours--1 Credit)

In this course students are introduced to presentation techniques and to the use of a specialized presentation graphics program. Students will be able to create, edit, present, and distribute a presentation. (Prerequisite: TY101 Keyboarding I)

OT300 MANAGEMENT INFORMATION SYSTEMS (38 Clock hours--2 Credits)

This course provides the students with an introduction to information systems with an emphasis on strategic and managerial issues. It covers concepts, technology, and system development. Students examine how organizations, decision making, information needs, and technology are all interrelated.

OT311 DATA ANALYSIS (38 Clock Hours--1 Credit)

This course provides clear, step-by-step instruction in the integration of various computer software applications. The need to extract useful decision-making information from data collections is emphasized through computerized activities. The students learn to arrange, present, and interpret data in a realistic business context. (Prerequisites: OT127 Database Management, OT116 Electronic Spreadsheets, OT226 Presentation Design and Development, and OT112 Word Processing—Core)

OT317 SUPERVISION (38 Clock Hours--2 Credits)

This course provides an introduction to the basic responsibilities of a supervisor including problem solving and decision making; planning, organizing, and controlling work; appraising employee performance; and training and developing employees.

OT331 ELECTRONIC LAYOUT AND DESIGN (76 Clock Hours--3 Credits)

In this course, students continue to develop strengths in electronic page layout and design by applying advanced desktop publishing and imaging techniques. Projects require the students to use graphics and text imported from other applications to create original layouts. (Prerequisites: OT219 Desktop Publishing, GD126 Electronic Drawing II, and GD124 Introduction to Production)

PD102 PROFESSIONAL DEVELOPMENT (38 Clock Hours--2 Credits)

This course is designed to prepare the students for making the transition from student to employee. Students learn how individual personality traits affect career advancement. This course also explores the appropriate techniques for making job applications and participating in job interviews and presents suggestions for starting a new job. Students learn to analyze their job skills and needs and how to market and present those skills and needs to prospective employers in a professional manner. Students also learn to manage their time effectively and develop an awareness of stress management techniques.

PD105 PROFESSIONAL DEVELOPMENT FOR DESIGNERS (38 Clock Hours--2 Credits)

This course explores the appropriate techniques for making job applications and participating in job interviews. Additional topics for discussion include types of jobs, agencies, hiring practices, portfolios, resumes, salaries, networking, freelancing, and ethics.

PD108 HUMAN RELATIONS IN THE WORKPLACE (38 Clock Hours--2 Credits)

This course emphasizes the importance of the development of proper attitude in the workplace. The course also covers self-image, motivation, conflict management, team building, and improvement of interpersonal skills.

PL105 CIVIL PROCEDURE (38 Clock Hours--2 Credits)

This course provides the students with detailed overviews of the major forms for the process of dispute resolution: civil procedure, administrative procedure, and criminal procedure, as well as the process of constitutional adjudication. The focus is on (1) the evolution and development of procedural rules; (2) broader jurisprudential questions concerning the nature of litigation, due process, and constitutional adjudication of public values; and (3) detailed exploration of actual cases to provide vivid litigation experience. The emphasis in this course is on the legal procedures to which substantive legal rules are applied.

PL106 INTRODUCTION TO LAW AND THE LEGAL SYSTEM (76 Clock Hours--3 Credits)

This course provides a detailed overview of the American legal system: its structures, its substance, and its terminology. The nature and function of the legal process as well as the roles of the paralegal and legal secretary are also examined. Additionally, discussion focuses on the ethics of the legal profession based largely on principles promulgated by the American Bar Association.

PL107 LEGAL RESEARCH AND LEGAL WRITING I (76 Clock Hours--3 Credits)

This course provides the students with a working knowledge of the major resource books available in a law library. Students are taught the practical approach to finding and interpreting administrative regulations and statutes and to researching and analyzing case law. This course lays the foundation for the intensive case analysis and research that are to follow in Legal Research and Legal Writing II.

PL108 LEGAL RESEARCH AND LEGAL WRITING II (76 Clock Hours--3 Credits)

This course is designed to familiarize students with the legal system and the sources of law generated by each branch of government. The course should enable students to undertake, with the supervision of an attorney, research assignments in which they research and write memorandums, briefs, and other legal documents, while accurately citing research sources. (Prerequisite: PL107 Legal Research and Legal Writing I)

PL110 BUSINESS ORGANIZATIONS (38 Clock Hours--2 Credits)

This course provides the students with an understanding of the various forms of business ownership, such as sole proprietorships, partnerships, limited partnerships, corporations, and S corporations. Students study the laws and concepts relating to these entities and draft documents and forms utilized by the various entities.

PL111 LITIGATION (38 Clock Hours--2 Credits)

This course offers a basic understanding of civil litigation and the functions and operations of the state and federal court systems. Students learn the basic principles of pleading, discovery, motions, court orders, and judgments. Drafting of the necessary litigation documents is emphasized.

PL112 LEGAL COMPUTER APPLICATIONS (38 Clock Hours--2 Credits)

This course provides the students with the essential background and knowledge they need to understand computer technology and applications. The course examines how computers are utilized in law offices, as well as hardware and software. Special attention is given to time-management software and billing software.

PL121 CLIENT INTERVIEW AND COMMUNICATION SKILLS (19 Clock Hours--1 Credit)

The focus of this course is on learning techniques that can be used to become an effective interviewer and communicator when dealing with clients. Students have the opportunity to practice the techniques and give and receive constructive feedback.

PL124 LEGAL ETHICS (19 Clock Hours--1 Credit)

This course provides the students with a clear understanding of the concepts and rules that govern the practice of legal ethics. Topics include the unauthorized practice of law, advocacy, the duty of

confidentiality, conflicts of interest, advertising and solicitation, and competency. The four major ethical codes applicable to legal assistants are analyzed. A conscious quest for professionalism is emphasized.

PL130 TORT LAW (38 Clock Hours--2 Credits)

In this course, students become familiar with all aspects of tort law and the handling of civil cases. Topics include negligence, strict liability, product liability, intentional torts, and the various forms of damages.

PL141 CONTRACTS (38 Clock Hours--2 Credits)

This course is designed to teach students the legal concepts of contract law. Students learn the basic requirements, performance, and remedies of a contract.

PL142 REAL ESTATE LAW (38 Clock Hours--1 Credit)

In this course students study the law of real property and of common types of real estate transactions and conveyances, such as deeds, leases, mortgages, and contracts of sale. Students gain a working knowledge of title searches and a thorough understanding of closing procedures.

PL201 DOMESTIC RELATIONS/FAMILY LAW (38 Clock Hours--2 Credits)

In this course students gain an understanding of the legal aspects of marriage, divorce, annulment, custody and support, adoption, guardianship, and paternity. Students learn to handle client interviews and to draft necessary pleadings and other supporting documents.

PL221 CRIMINAL LAW (38 Clock Hours--1 Credit)

This course provides an understanding of the criminal justice system. It explores substantive and procedural aspects of criminal law and provides a working knowledge of the nature of various crimes, potential charges, and penalties. The students learn to prepare the necessary pleadings and other documents in order to assist and participate with the attorney in the administration of the criminal justice system.

PL300 ESTATE PLANNING AND ADMINISTRATION (38 Clock Hours--2 Credits)

This course provides a general overview of the basic laws relating to probate, wills, and estates. Students analyze estate, administrative, and fiduciary accounting principles and study the organizational and jurisdictional laws of the probate courts.

PL313 COMMERCIAL LAW (38 Clock Hours--1 Credit)

This course is designed to teach students the legal concepts pertaining to substantive business law. A primary objective of the course is to expand student awareness of legal rights in business transactions. Students learn the laws dealing with commercial paper, sales, agency, personal property, secured transactions, and proper usage of legal terminology as applied to business transactions. (Prerequisite: PL141 Contracts)

PL330 LEGAL EXTERNSHIP (270 Clock Hours--6 Credits)

This course provides the students with an opportunity to gain practical work experience under the supervision of an attorney or experienced paralegal through 270 hours of actual work experience. The

students must submit written reports describing their experiences. The students are evaluated by their supervisor at the conclusion of the externship. The students are also required to compile and maintain a notebook of legal documents they have drafted throughout their work experience.

RT100 PERSONAL SELLING (38 Clock Hours--2 Credits)

The psychology of selling and consumer behavior is analyzed and studied. Emphasis is placed on defining the roles of sales in the economy, investigating opportunities in the sales field, understanding the buying process, identifying buying motives, and understanding consumer buying behavior.

RT102 RETAIL BUSINESS MANAGEMENT (38 Clock Hours--1 Credit)

This course provides a foundation upon which the students build an understanding of general management, marketing, merchandising, and operations functions within a retail business organization. A management and marketing analysis of department, specialty, discount, and chain stores is included. The students conduct planning and research for the opening of a simulated retail business.

RT103 INVENTORY MAINTENANCE AND CONTROL (38 Clock Hours--2 Credits)

This course places emphasis on problem areas in controlling inventory and systematic methods to overcome them. The students learn proper inventory procedures from planning to reconciliation, the order sequence from receipt of goods to the selling floor, and the shrinkage control factor of both external and internal theft, while developing an actual inventory plan.

RT106 PERSONNEL MANAGEMENT (38 Clock Hours--2 Credits)

This course enables the students to understand the human resources and personnel functions of management. Emphasis is placed on recruitment, hiring, placement, training, scheduling, job descriptions, compensation, performance appraisals, labor relations, equal opportunity, and the development of policies and procedures. The class conducts a simulation that involves the development of a human resources department for a retail organization.

RT108 RETAIL MATHEMATICS I (38 Clock Hours--2 Credits)

Basic mathematical computation skills required for retailing applications are reviewed and developed. The students learn basic retailing mathematics such as markup, markdown, retail methods of inventory, profit and loss statements, and inventory planning.

RT109 RETAIL MATHEMATICS II (38 Clock Hours--2 Credits)

More advanced skills needed in practical merchandising situations are developed in this course. The students apply and build upon the basic retailing computation skills learned in Retail Mathematics I by learning more advanced skills such as merchandise plans, stock sales planning, discount rates, ratios, turnovers, and open-to-buy. (Prerequisite: RT108 Retail Mathematics I)

RT111 VISUAL MERCHANDISING (38 Clock Hours--1 Credit)

This course presents the most up-to-date principles and techniques on interior and exterior displays, store layouts, and creative visual merchandising to reach various target markets, build a desired store image, and generate sales volume. The students apply this theory to coordinated field studies and in-class products.

RT112 TECHNIQUES OF SELLING (38 Clock Hours--1 Credit)

The students learn and apply the steps involved in an effective sales presentation. Included in the techniques are acquiring product knowledge, identifying and using appropriate approach techniques, presenting the product through the sales talk and demonstration, handling customer objections, closing the sale, and demonstrating creative sales methods.

RT113 SUPERVISORY SKILLS MANAGEMENT (38 Clock Hours--1 Credit)

This course is designed to provide a practical approach to the fundamental skills and techniques necessary to become a successful supervisor. Role playing and case studies are used in the classroom to allow for insightful learning to take place.

RT207 MERCHANDISING MANAGEMENT (38 Clock Hours--2 Credits)

This course is designed to give the students insight into the range of duties, activities, and responsibilities of a buyer, department manager, and store manager. Emphasis is placed on maintaining and developing merchandise assortments, the mathematical development of budgets and plans, and the overall development of a department.

RT209 SALES MANAGEMENT (38 Clock Hours--2 Credits)

This course is concerned with the proper management and organization of an outside sales force. The students learn to select, train, organize, motivate, and evaluate outside sales people.

RT320 RETAIL EXTERNSHIP (270 Clock Hours--6 Credits)

The students apply the classroom studies while gaining school-supervised, on-the-job experience in a merchandising or sales-supporting position with a department, specialty, or discount store. On-the-job hours and work performance are supervised and evaluated by the school with input from the employer.

SS110 OFFICE PROCEDURES I (38 Clock Hours--2 Credits)

This course is designed to include instruction in general office practices and procedures. Topics include time and task management, computer hardware and software systems, reprographics, and mail procedures and regulations.

SS214 OFFICE PROCEDURES II (38 Clock Hours--2 Credits)

This course is designed to provide thorough coverage of the administrative assistant's role in providing research and in organizing data for written reports, speeches, procedures, and publications; in assisting executives with travel arrangements and conference planning; and in handling financial duties. Through office simulations students develop time-management skills as well as skills in handling various office tasks. (Prerequisite: SS110 Office Procedures I)

SS230 LEGAL TRANSCRIPTION (38 Clock Hours--1 Credit)

Through the use of specially prepared text and tape materials, students are exposed to the technicalities of legal terminology, collocations, Latin and French phrases, legal correspondence, and formatting and preparing court and non-court documents. Heavy emphasis is placed on machine transcription.

SS244 BUSINESS LAW (38 Clock Hours--2 Credits)

In this course, students develop an understanding of contracts, negotiable instruments, wills, trusts, insurance, real and personal property, bailments, and court procedures as they apply to business.

SS344 LEGAL OFFICE PROCEDURES (76 Clock Hours--3 Credits)

This course prepares the students to handle legal secretarial procedures, to exercise judgment, to take independent action when necessary, and to cope with interruptions. Students transcribe from rough drafts; type legal documents, forms, and case reports; keep court and office calendars up to date; handle telephone situations; prepare clients' ledger cards for fees and expenses; write checks for filing and recording fees; and file and record legal documents.

TR101 INTRODUCTION TO TRAVEL (38 Clock Hours--2 Credits)

This course covers the history, scope, and functions of the travel industry. Students gain knowledge of domestic and international air travel, tours, ground transportation, and the technical and personal skills needed for a career in the travel field in the twenty-first century.

TR110 EVENT PLANNING (38 Clock Hours--2 Credits)

This course provides an overview of the competencies required of a professional event coordinator. Students examine the full event planning process from early conceptualization, sourcing, and contracting to last-minute details and follow-ups. At the end of this course, students should be able to create event experiences that serve the needs of the client or host and fulfill the expectations of the guest or attendee.

TR115 DOMESTIC DESTINATIONS (38 Clock Hours--2 Credits)

This course is an introduction to the study of the geography of the United States, Canada, Mexico, and the Caribbean and their major attractions.

TR116 WORLDWIDE DESTINATIONS (38 Clock Hours--2 Credits)

This course is an introduction to the study of the geography of Europe, South America, Asia, Oceania, and Africa and their major attractions.

TR203 COMPUTERIZED RESERVATIONS (76 Clock Hours--3 Credits)

This course provides an understanding of the computerization of the industry with emphasis on microcomputer skills. Students learn the concepts and skills required to create and modify Passenger Name Records (PNR), provide fares, interpret and modify availability, sell air space, modify and price itineraries, issue tickets, and utilize and issue seat assignments. Students also learn to access hospitality, travel, and tourism resources on the Internet.

TR205 TRAVEL AGENCY OPERATIONS AND CONVENTION MANAGEMENT

(38 Clock Hours--2 Credits)

This course focuses on the operations of a travel agency and examines the unique needs of the corporate traveler. In addition, students are presented with an overview of the meeting planning/convention management industry.

TY101 KEYBOARDING I (38 Clock Hours--1 Credit)

In this course, the students learn the proper use of the keyboard, including the alphabetic keys, figures and symbols, and special marks of punctuation. Techniques and procedures for acquiring stroking accuracy and speed, as well as error identification, are emphasized. A brief introduction of the current operating system will be included.

TY102 KEYBOARDING II (38 Clock Hours--1 Credit)

This course is designed to improve the students' keyboarding speed and accuracy skills through the use of various methods and drills. Creating and editing different types of business correspondence and reports are also covered. (Prerequisite: TY101 Keyboarding I)

TY103 DOCUMENT FORMATTING (38 Clock Hours--1 Credit)

This course continues development of basic production skills as well as keyboarding speed and accuracy. The students produce business correspondence, tables, and reports. (Prerequisite: TY102 Keyboarding II)

TY104 DOCUMENT PRODUCTION (38 Clock Hours--1 Credit)

This course is designed to develop expertise in producing a variety of business documents utilizing word processing software. Students begin to use decision-making techniques to produce acceptable business communications. Greater emphasis is placed on keyboarding speed and accuracy. (Prerequisite: TY103 Document Formatting)

TY105 MICROSOFT SKILLS (38 Clock Hours--1 Credit)

This course covers the fundamental techniques of the Microsoft Office Suite. Students will be introduced to Word, PowerPoint, and Excel. (Prerequisites: TY101 Keyboarding I and EN106 Composition II)

TY301 ADVANCED DOCUMENT PRODUCTION (38 Clock Hours--1 Credit)

Emphasis in this course is placed on using word processing software to create documents containing statistical copy, such as complex tables, specialized correspondence, and financial reports. This course continues to build the students' keyboarding speed and accuracy and formatting skills. (Prerequisite: TY104 Document Production)

VT101 CLINICAL MEDICINE I (38 Clock Hours--2 Credits)

This course introduces basic terminology and nutrition.

VT102 CLINICAL MEDICINE II (38 Clock Hours--2 Credits)

This course builds upon Clinical Medicine I, focusing on canine and feline breeds, concepts of canine and feline behavior, and vaccine types and protocols for both canines and felines. (Prerequisite: VT101 Clinical Medicine I)

VT103 CLINICAL MEDICINE III (38 Clock Hours--2 Credits)

This course is an in-depth study of canine and feline diseases. Students will focus on pathology of disease, necropsy, protozoal and vector-borne diseases, zoonoses, dermatology, and the endocrine system. (Prerequisite: VT102 Clinical Medicine II)

VT104 CLINICAL MEDICINE IV (38 Clock Hours--2 Credits)

This course is a continuation of Clinical Medicine III. Diseases of the reproductive, neurological, musculoskeletal, and cardio-respiratory systems are presented. (Prerequisite: VT103 Clinical Medicine III)

VT105 FUNDAMENTALS OF CHEMISTRY (38 Clock Hours--2 Credits)

This course introduces the student to general chemistry and focuses upon the relationship between chemistry and biological reactions in living organisms. Included are the properties of matter, interactions between molecules, acids and bases, and basic biochemical principles.

VT111 ANIMAL TECHNOLOGY I (38 Clock Hours--1 Credit)

Through theory and practical application, this course teaches the student aspects of kennel care and management. Additionally, restraint techniques, physical examinations, basic grooming techniques, and common abbreviations are included.

VT112 ANIMAL TECHNOLOGY II (38 Clock Hours--1 Credit)

This course builds upon Animal Technology I and is focused on oral medications and procedures, eye medications and procedures, fecal tests, and parasitology. (Prerequisite: VT111 Animal Technology I)

VT113 ANIMAL TECHNOLOGY III (38 Clock Hours--1 Credit)

This course builds upon Animal Technology II. Instruction will cover sample collection of both urine and blood specimens through various routes as well as administering injections through various routes. (Prerequisite: VT112 Animal Technology II)

VT114 ANIMAL TECHNOLOGY IV (38 Clock Hours--1 Credit)

This course builds upon Animal Technology III with an emphasis on intravenous catheterization fluid therapy, electrocardiograms, blood transfusions, and dentistry. (Prerequisite: VT113 Animal Technology III)

VT123 VETERINARY TERMINOLOGY (38 Clock Hours--1 Credit)

The student will be introduced to basic terminology used in veterinary medicine. Emphasis is based on the understanding of composition of terms including the use of prefixes and suffixes.

VT127 MATHEMATICS FOR VETERINARY TECHNICIANS (57 Clock Hours--2 Credits)

The student will be introduced to basic math skills, including dosage calculations, which are an important part of their career.

VT131 CLINICAL LABORATORY I (38 Clock Hours--1 Credit)

This course reviews basic laboratory equipment and glassware. The student is introduced to basic veterinary hematology with emphasis placed on normal values of individual animal species. (Prerequisites: VT123 Veterinary Terminology and VT127 Mathematics for Veterinary Technicians)

VT132 CLINICAL LABORATORY II (38 Clock Hours--1 Credit)

This course builds upon Clinical Laboratory I with a more in-depth study of hematology. Measurements of blood components as well as responses to disease processes are covered. (Prerequisite: VT131 Clinical Laboratory I)

VT133 CLINICAL LABORATORY III (38 Clock Hours--1 Credit)

This course builds upon Clinical Laboratory II, with emphasis placed on further individual animal species testing for common diseases as well as urinalysis techniques and the use of blood analyzers. (Prerequisite: VT132 Clinical Laboratory II)

VT149 ANIMAL ANATOMY AND PHYSIOLOGY I (57 Clock Hours--2 Credits)

This course concerns the structure and function of the animal body and its parts. Instruction is geared toward the understanding of cells and tissues as well as the integumentary, skeletal, muscular, neurological, and blood and immune systems. Emphasis is placed on the clinical use of anatomy and physiology in veterinary medicine.

VT150 ANIMAL ANATOMY AND PHYSIOLOGY II (57 Clock Hours--2 Credits)

This course builds on Animal Anatomy and Physiology I. In this course, the structure and function of the circulatory, respiratory, gastrointestinal, excretory/renal, reproductive, and sense organ systems are studied. Emphasis is placed on the clinical use of anatomy and physiology in veterinary medicine. (Prerequisite: VT149 Animal Anatomy and Physiology I)

VT155 VETERINARY PHARMACOLOGY I (38 Clock Hours--2 Credits)

This course covers clinical usage of medications and methods of administration. Emphasis is placed on the veterinary technician's role in the veterinary pharmacy. This course also focuses on drug dosage calculations. (Prerequisite: VT127 Mathematics for Veterinary Technicians)

VT156 VETERINARY PHARMACOLOGY II (38 Clock Hours--2 Credits)

This course is a continuation of Veterinary Pharmacology I and covers more specific drugs affecting various systems and functions as well as an introduction to herbal therapeutics. (Prerequisite: VT155 Veterinary Pharmacology I)

VT161 ANESTHESIA I (38 Clock Hours--2 Credits)

This course concerns all aspects of the anesthetic process, anesthetic agents used in veterinary medicine and their effects, and anesthetic equipment functions and use. The student will apply mathematical skills to determine appropriate dosages of common anesthetic agents. The veterinary technician's role in relationship to the veterinarian is a key point of study. (Prerequisite: VT127 Mathematics for Veterinary Technicians)

VT163 ANESTHESIA II (38 Clock Hours--1 Credit)

This course is a continuation of Anesthesia I with a focus on anesthetic monitoring, emergencies, recovery, and pain management as well as electrocardiography. (Prerequisite: VT161 Anesthesia I)

VT202 CLINICAL MEDICINE V (57 Clock Hours--2 Credits)

This course is a continuation of Clinical Medicine IV. Diseases of the digestive system and renal system will be discussed as well as emergency management and the veterinary technician's role in emergency situations. Emphasis is placed on: proper methods of evaluating an animal in an emergency situation, how disease processes manifest as emergencies, and the equipment and medications used during emergencies. (Prerequisite: VT104 Clinical Medicine IV)

VT211 ANIMAL TECHNOLOGY V (38 Clock Hours--1 Credit)

This course builds upon Animal Technology IV with an emphasis placed on more advanced techniques, including advanced surgical procedures, bandaging and wound management, orthopedics, feeding tube usage, and other special procedures. (Prerequisite: VT114 Animal Technology IV)

VT212 ANIMAL TECHNOLOGY VI (38 Clock Hours--1 Credit)

This course builds upon Animal Technology V with an emphasis on more advanced techniques including laboratory animal research and care and maintenance, disease process, blood collection procedures, anesthesia administration, and regulatory requirements for rats, mice, guinea pigs, rabbits, and exotics species. (Prerequisite: VT211 Animal Technology V)

VT220 LARGE ANIMAL THEORY I (38 Clock Hours--2 Credits)

This course will introduce the student to farm animal medicine. The course will cover anatomy, breed identification, management, restraint methods, physical examinations, reproduction, nutrition, and husbandry of large animals.

VT222 LARGE ANIMAL THEORY II (38 Clock Hours--2 Credits)

This course continues theories introduced in Large Animal Theory I to include more in-depth information on diseases for farm animal species. Herd health maintenance measures are discussed. (Prerequisite: VT220 Large Animal Theory I and Corequisite: VT251 Large Animal Practicum)

VT225 VETERINARY OFFICE PROCEDURES (38 Clock Hours--1 Credit)

This course focuses on aspects of veterinary practice operations. Topics such as appointment scheduling, general office and billing procedures, client relations, OSHA compliance, client education, teamwork, the veterinary technician's role in euthanasia, and ethical situations are discussed.

VT226 VTNE PREPARATION (38 Clock Hours--1 Credit)

This course is a comprehensive review of both theory and practical application. It is designed to prepare the student to sit for the Veterinary Technician National Examination. Discussions will be followed by exams formatted and timed using parameters similar to the actual test. (Prerequisites: VT202 Clinical Medicine V, VT211 Animal Technology V, VT220 Large Animal Theory I, VT225 Veterinary Office Procedures, VT231 Clinical Laboratory IV, and VT247 Surgical Nursing I)

VT231 CLINICAL LABORATORY IV (38 Clock Hours--1 Credit)

This course builds upon Clinical Laboratory III. Students will learn the principles of clinical chemistry, diagnostic tests, and use and maintenance of analytic equipment as well as basic microbiological, cytological, and hematological techniques. (Prerequisite: VT133 Clinical Laboratory III)

VT241 RADIOGRAPHY I (38 Clock Hours--2 Credits)

This course includes the theory of radiography, proper positioning, and methods of exposing and developing films. Radiation safety as well as recognition of technique errors is emphasized. (Prerequisites: VT127 Mathematics for Veterinary Technicians and VT150 Animal Anatomy & Physiology II)

VT243 SURGICAL NURSING ROTATION (32 Clock Hours--1 Credit)

In this course students will apply all skills and knowledge acquired in Veterinary Pharmacology I and II, Anesthesia I and II, Clinical Laboratory I, II, III, IV, and Surgical Nursing I in the various roles in assisting surgical procedures. Students will gain experience in anesthesia administration, sterile and non-sterile assisting, patient preparation, surgical clean up, and recovery of patients. (Prerequisites: VT156 Veterinary Pharmacology II, VT163 Anesthesia II, and VT247 Surgical Nursing I)

VT245 RADIOGRAPHY II (32 Clock Hours--1 Credit)

This course builds upon the material covered in Radiography I with students practicing hands-on repetitions to achieve competency in taking and developing diagnostic radiographs. (Prerequisite: VT241 Radiography I)

VT247 SURGICAL NURSING I (38 Clock Hours--1 Credit)

This course will prepare the student to assist in veterinary surgery. Students are introduced to aseptic surgery techniques, surgical instrumentation identification and use, patient preparation, and positioning for various surgical procedures. (Prerequisite: VT156 Veterinary Pharmacology II)

VT251 LARGE ANIMAL PRACTICUM (45 Clock Hours--1 Credit)

This course is conducted at stables, farms, or other off-campus facilities. Students will perform husbandry and restraint techniques as well as various medical and radiological procedures on horses, cattle, and other available large animal species. (Prerequisite: VT220 Large Animal Theory I and Co-requisite: VT222 Large Animal Theory II)

VT252 VETERINARY EXTERNSHIP (270 Clock Hours--6 Credits)

This unpaid externship is completed in the last 8 instructional weeks of the program. Externships are served in a veterinary clinic or hospital or other animal facility. The externship experience provides the student with the opportunity to build upon the clinical and practical skills learned in the classroom. (Prerequisites: VT212 Animal Technology VI, VT231 Clinical Laboratory IV, VT241 Radiography I, VT243 Surgical Nursing Rotation, and a cumulative GPA of 2.00 prior to the start of externship)

ACADEMIC CALENDAR 2016-2017

The institution's scheduled academic year is composed of the fall and spring semesters. The academic years for individual students can vary and are made up of the equivalent of two semesters of work.

Summer Session 2016

May 2	Term I Begins
May 30	No Classes: Memorial Day Holiday
June 13-17	No Classes: Summer Break
July 1	Term I Ends
July 4	No Classes: Summer Break
July 5	Term II Begins
August 26	Term II Ends

Fall Semester 2016

August 29	Fall Semester Begins
September 5	No Classes: Labor Day Holiday
October 21	Term I Ends
October 24	Term II Begins
November 24-25	No Classes: Thanksgiving Holiday
December 16	Fall Semester Ends
December 19-January 2	No Classes: Christmas Holiday

Spring Semester 2017

January 3	Spring Semester Begins
February 20	No Classes: Presidents' Day Holiday (Make-up Snow Day if Necessary)
February 24	Term I Ends
February 27	Term II Begins
April 3-7	No Classes: Spring Break
April 14	No Classes: Good Friday (Make-up Snow Day if Necessary)
April 28	Spring Semester Ends

Summer Session 2017

May 1	Term I Begins
May 29	No Classes: Memorial Day Holiday
June 12-16	No Classes: Summer Break
July 3	Term I Ends
July 4-7	No Classes: Independence Day Holiday
July 10	Term II Begins
September 1	Term II Ends

ADMINISTRATION, FACULTY, AND STAFF

Administration

Kathy Chiudioni.....President/Responsible Employee
 Gena Hopkins..... Admissions Manager/Responsible Employee
 Anee Augenstein.....Director of Education/Responsible Employee
 Roxanna Shull..... Director of Student Services/Responsible Employee
 Marty Bianski..... Director of Placement/Responsible Employee

Faculty

Allied Health

Tonya Perry	AAS AS BS MLS RT CCMA RMA	Ivy Tech Community College Michiana College Indiana Institute of Technology Trine University
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Business and Computers

Jacquelyn Bair	AAS BS MSM	International Business College Indiana Wesleyan University Indiana Wesleyan University
Timothy Edington	BS CPA	Indiana University
Sean Fears	BS MS	University of Missouri-Rolla Rensselaer Polytechnic Institute
Keith Lipke	BA MS	Eastern Illinois University Argosy University
Catherine Nowicki	BS MS	Indiana State University Indiana University
Peggy Richter	AAS BS MS	International Business College University of Saint Francis Indiana University

Graphic Design

Leslie Leavell	BFA	Indiana State University
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Law

Nathan Hoggatt

BGS
JDIndiana University
Cleveland State University**Librarian**

Megan Gurney

BA
MLISValparaiso University
University of Wisconsin-Milwaukee**Travel and Hospitality**

Marilyn Carunchia

AAS
BSIvy Tech State College
Purdue University**Veterinary Technology**

Rachel Black

AAS
RVT

International Business College

Angela Braun

BS
DVMClemson University
University of Georgia

Heather Buckland

AAS
RVT

International Business College

Paul Clemente

BS
MS
DVMPurdue University
University of Wyoming
Purdue University

Emily Dill

AAS
RVT

Purdue University

Julie Hix

AAS
BA
RVTPurdue University
Butler University

Kristin Husband

AAS
BS
RVTPurdue University
Purdue University

Staff

Sarah Benz Regional Admissions Manager
Marianne Gibson..... Regional Admissions Manager
Karen Louis..... Admissions Representative
Melissa Mirelez..... Admissions Representative
Carol Roop..... Admissions Representative
Yolanda Campbell Admissions Assistant Supervisor
Suzanna Bacon..... Admissions Secretary
Jen Wilcoxson..... Education Assistant
Sarah Hubert Financial Aid Officer
Megan Runyan Residence Director
Taffie Hosler Placement Counselor
Ashley Lenhart-Miller Receptionist

APPENDIX

STATE UNIFORM REFUND POLICY

646 IAC 6-8-4 Uniform refund policy

Authority: IC 22-4.1-21-10

Affected: IC 22-4.1-21

Sec. 4 If a postsecondary proprietary educational institution utilizes a refund policy of their recognized national accrediting agency or the new United States Department of Education (USDOE) Title IV refund policy enacted by the 1992 Amendments to the Higher Education Act, the postsecondary proprietary educational institution must provide written verification in the form of a final refund calculation, upon request of the commission, that its refund policy is, indeed, more favorable to the student than that of the commission's. Postsecondary proprietary educational institutions accredited by a nationally recognized accrediting agency must uniformly apply the commission's tuition refund policy or the refund policy of their recognized accrediting agency, as previously approved by the commission to all first-time students enrolled. Postsecondary proprietary educational institutions using a refund policy other than that of the commission's must list the complete policy and its origination in the institutional catalog and the enrollment agreement.

646 IAC 6-8-6 Resident institutions; refunds

Authority: IC 22-4.1-21-10

Affected: IC 22-4.1-21

Sec. 6 (a) The postsecondary proprietary educational institution shall pay a refund to the student in the amount calculated under the refund policy specified in this section or as otherwise approved by the commission. The institution must make the proper refund no later than thirty-one (31) days of the student's request for cancellation or withdrawal.

(b) The following refund policy applies to each resident postsecondary proprietary educational institution, except as noted in section 4.5 of this rule:

- (1) A student is entitled to a full refund if one (1) or more of the following criteria are met:
 - (A) The student cancels the enrollment agreement or enrollment application within six (6) business days after signing.
 - (B) The student does not meet the postsecondary proprietary educational institution's minimum admission requirements.
 - (C) The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary proprietary educational institution.
 - (D) If the student has not visited the postsecondary educational institution prior to enrollment, and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.

- (2) A student withdrawing from an instructional program, after starting the instructional program at a postsecondary proprietary institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
- (3) A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
- (4) A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
- (5) A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent (40%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
- (6) A student withdrawing from an instructional program, after attending more than sixty percent (60%) of the duration of the instructional program, is not entitled to a refund.

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INTERNATIONAL BUSINESS COLLEGE
5699 Coventry Lane
Fort Wayne, Indiana 46804

2016-17 ACADEMIC CATALOG ADDENDUM
Effective Date: October 19, 2016

On page 5, replace the first and second paragraphs in the **ADMISSIONS REQUIREMENTS** section with the following:

To be considered for admission to International Business College, an applicant must have graduated from or be a potential graduate from a valid high school, private school, or equivalent. When an applicant has not yet graduated, offers of admission are contingent on high school graduation. Applicants are admitted for enrollment on the basis of previous scholastic records as evidenced by a transcript of work completed in high school or in college. If an applicant's high school GPA is below 2.0/4.0, the application may be taken to an acceptance committee. Information that may be considered by the acceptance committee includes GED scores, other Indiana testing scores, program-related course grades, high school rank, written essays, reading comprehension examination results.

On page 60, replace the description for the **TRAVEL AND HOSPITALITY MANAGEMENT ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM** with the following:

The objective of this associate degree program is to provide students with the knowledge and skills required for entry-level employment and subsequent advancement in the travel and hospitality industries. Areas of study include geography, reservations and ticketing, front and back office management, sales and marketing, and event planning. General education courses build skills in critical thinking, problem solving, and research and develop an appreciation for lifelong learning. Application of classroom instruction is achieved through an externship in which each student participates. This program will normally be completed in 16 months of full-time enrollment. Upon successful completion of this program, students will receive an Associate of Applied Science Degree.

On page 61, replace the description for the **TRAVEL AND HOSPITALITY DIPLOMA PROGRAM** with the following:

The objective of this program is to prepare individuals for entry-level employment in the travel and hospitality industry. The program emphasizes principles of tourism, hotel management, and event planning with related studies in computer applications and oral and written business communications. Application of classroom instruction is achieved through an externship in which each student participates. This program will normally be completed in 10 months of full-time enrollment. Upon meeting graduation requirements, the students receive a diploma. This program transfers in full to the Travel and Hospitality Management Associate of Applied Science Degree program.

On page 69, replace names and course descriptions of EN103, EN104, EN114, and EN201 with the following:

EN103 EDITING BUSINESS CORRESPONDENCE (38 Clock Hours--2 Credits)

This course focuses on the student's ability to produce clear and effective business correspondence. Assignments support the demands that students will face in a business environment to edit documents to produce professional correspondence. (Prerequisite: EN106 Composition II)

EN104 ORAL COMMUNICATIONS IN THE WORKPLACE (38 Clock Hours--2 Credits)

This course is designed to develop and enhance the oral communication skills required in the workplace. Special emphasis is placed on proper techniques for telephone and interpersonal office communications.

EN114 BUSINESS COMMUNICATIONS (57 Clock Hours--3 Credits)

This course will provide an introduction to written business communications. Assignments support the writing demands that students will face in a business environment with a particular emphasis on language skills. This study includes form, content, mechanics, and attitude in all types of written business communications, including business letters, inquiries, sales letters, and memorandums.

EN201 WRITTEN BUSINESS COMMUNICATIONS (38 Clock Hours--2 Credits)

This course is designed to introduce the methods of writing the most common forms of business correspondence. The students develop and write several different types of correspondence, including request letters, claim and adjustment letters, and memorandums. (Prerequisite: EN106 Composition II)

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2016-17 ACADEMIC CATALOG ADDENDUM
Effective Date: October 19, 2016

On pages 39-43, add program descriptions for all Bachelor degree major areas of concentration to say the following:

Accounting Major

This major prepares students for careers in the accounting field. It provides students with the necessary background and tools to build a foundation of accounting knowledge, technical expertise, communication skills, and professional insights. Graduates enter the workforce with solid training in the intricacies of accounting work, but also with a broader understanding of the way the business world functions.

Computer Science Major

This major prepares students for careers in the computer systems field. It provides students with the necessary background and tools to collaborate, investigate, assess, design, and create technology-based solutions to business problems. Graduates enter the workforce with a balance of technical, business, and communication skills that prepare them for advancement in their profession.

Graphic Design Major

This major prepares students for careers in graphic design, including but not limited to advertising, publishing, graphic design, and Web design. It provides students with the necessary background and tools to build a foundation of visual techniques and design methods. In addition to a solid technical foundation in graphic design, graduates enter the workforce with a balance of technical, communication, critical thinking, and problem-solving skills that prepare them for advancement in their profession.

Legal Administration Major

This major prepares students for administrative, supportive, and supervisory positions in a legal office environment. It provides students with the necessary background and tools to build a foundation of computer technology, legal office procedures, management, human resources, and law. Graduates enter the workforce with a balance of technical, business, communication, critical thinking, and problem-solving skills that prepare them for advancement in their profession.

Medical Office Administration Major

This major prepares students for administrative, supportive, and supervisory positions in a medical office environment. It provides students with the necessary background and tools to build a foundation of medical clinical, laboratory, and administrative skills as well as management and human resources. Graduates enter the workforce with a balance of medical, business, communication, critical thinking, and problem-solving skills that prepare them for advancement in their profession.

Office Administration Major

This major prepares students for administrative, supportive, and supervisory positions in business settings, professional offices, public institutions, and government agencies. Students are exposed to numerous areas of study, including business, economics, accounting, computer technology, office management, and more. Graduates enter the workforce with a balance of technical, business, communication, critical thinking, and problem-solving skills that prepare them to be confident and competent office administrators.

Paralegal Major

This major prepares students to work in a variety of settings within the legal system. It provides students with the necessary background and tools to build a foundation of knowledge of the law and skills in legal research, legal

writing, technology, and investigation. Graduates enter the workforce with a balance of technical, business, communication, critical thinking, and problem-solving skills that prepare them for advancement in their profession.

Retail Major

This major prepares students for a variety of leadership roles in the retail industry. It provides students with the theoretical knowledge and practical skills to effectively manage a variety of retail operations. Graduates enter the workforce with a balance of business, interpersonal, managerial, human resource, communication, and critical thinking skills necessary for success in the retail industry.

Travel and Hospitality Major

This major prepares students for positions in tourism, hospitality, and event management. It provides students with the necessary background and tools to build a foundation of knowledge of industry-standards and practices, lodging, meeting and event planning, travel and tourism management, and marketing. Graduates enter the workforce with a balance of practical, managerial, and communication skills and business decision-making capability.

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Fort Wayne, Indiana 46804

2016-17 ACADEMIC CATALOG ADDENDUM
Effective Date: October 19, 2016

On pages 79-82, replace the course descriptions for all Paralegal courses with the following:

PL105 CIVIL PROCEDURE (38 Clock Hours--2 Credits)

This course provides the students with detailed overviews of the major forms for the process of dispute resolution: civil procedure, administrative procedure, and criminal procedure, as well as the process of constitutional adjudication. The focus is on (1) the evolution and development of procedural rules; (2) broader jurisprudential questions concerning the nature of litigation, due process, and constitutional adjudication of public values; and (3) detailed exploration of actual cases to provide vivid litigation experience. The emphasis in this course is on the legal procedures to which substantive legal rules are applied. (Prerequisite: PL106 Introduction to Law and the Legal System)

PL106 INTRODUCTION TO LAW AND THE LEGAL SYSTEM (76 Clock Hours--3 Credits)

This course provides a detailed overview of the American legal system: its structures, its substance, and its terminology. The nature and function of the legal process as well as the roles of the paralegal and legal secretary are also examined. Additionally, discussion focuses on the ethics of the legal profession based largely on principles promulgated by the American Bar Association.

PL107 LEGAL RESEARCH AND LEGAL WRITING I (76 Clock Hours--3 Credits)

This course provides the students with a working knowledge of the major resource books available in a law library. Students are taught the practical approach to finding and interpreting administrative regulations and statutes and to researching and analyzing case law. This course lays the foundation for the intensive case analysis and research that are to follow in Legal Research and Legal Writing II. (Prerequisite: PL106 Introduction to Law and the Legal System)

PL108 LEGAL RESEARCH AND LEGAL WRITING II (76 Clock Hours--3 Credits)

This course is designed to familiarize students with the legal system and the sources of law generated by each branch of government. The course should enable students to undertake, with the supervision of an attorney, research assignments in which they research and write memorandums, briefs, and other legal documents, while accurately citing research sources. (Prerequisite: PL106 Introduction to Law and the Legal System and PL107 Legal Research and Legal Writing I)

PL110 BUSINESS ORGANIZATIONS (38 Clock Hours--2 Credits)

This course provides the students with an understanding of the various forms of business ownership, such as sole proprietorships, partnerships, limited partnerships, corporations, and S corporations. Students study the laws and concepts relating to these entities and draft documents and forms utilized by the various entities. (Prerequisite: PL106 Introduction to Law and the Legal System)

PL111 LITIGATION (38 Clock Hours--2 Credits)

This course offers a basic understanding of civil litigation and the functions and operations of the state and federal court systems. Students learn the basic principles of pleading, discovery, motions, court orders, and judgments. Drafting of the necessary litigation documents is emphasized. (Prerequisite: PL106 Introduction to Law and the Legal System)

PL112 LEGAL COMPUTER APPLICATIONS (38 Clock Hours--2 Credits)

This course provides the students with the essential background and knowledge they need to understand computer technology and applications. The course examines how computers are utilized in law offices, as well as hardware and software. Special attention is given to time-management software and billing software. (Prerequisite: PL106 Introduction to Law and the Legal System)

PL121 CLIENT INTERVIEW AND COMMUNICATION SKILLS (19 Clock Hours--1 Credit)

The focus of this course is on learning techniques that can be used to become an effective interviewer and communicator when dealing with clients. Students have the opportunity to practice the techniques and give and receive constructive feedback. (Prerequisite: PL106 Introduction to Law and the Legal System)

PL124 LEGAL ETHICS (19 Clock Hours--1 Credit)

This course provides the students with a clear understanding of the concepts and rules that govern the practice of legal ethics. Topics include the unauthorized practice of law, advocacy, the duty of confidentiality, conflicts of interest, advertising and solicitation, and competency. The four major ethical codes applicable to legal assistants are analyzed. A conscious quest for professionalism is emphasized. (Prerequisite: PL106 Introduction to Law and the Legal System)

PL130 TORT LAW (38 Clock Hours--2 Credits)

In this course, students become familiar with all aspects of tort law and the handling of civil cases. Topics include negligence, strict liability, product liability, intentional torts, and the various forms of damages. (Prerequisite: PL106 Introduction to Law and the Legal System)

PL141 CONTRACTS (38 Clock Hours--2 Credits)

This course is designed to teach students the legal concepts of contract law. Students learn the basic requirements, performance, and remedies of a contract. (Prerequisite: PL106 Introduction to Law and the Legal System)

PL142 REAL ESTATE LAW (38 Clock Hours--1 Credit)

In this course students study the law of real property and of common types of real estate transactions and conveyances, such as deeds, leases, mortgages, and contracts of sale. Students gain a working knowledge of title searches and a thorough understanding of closing procedures. (Prerequisite: PL106 Introduction to Law and the Legal System)

PL201 DOMESTIC RELATIONS/FAMILY LAW (38 Clock Hours--2 Credits)

In this course students gain an understanding of the legal aspects of marriage, divorce, annulment, custody and support, adoption, guardianship, and paternity. Students learn to handle client interviews and to draft necessary pleadings and other supporting documents. (Prerequisite: PL106 Introduction to Law and the Legal System)

PL221 CRIMINAL LAW (38 Clock Hours--1 Credit)

This course provides an understanding of the criminal justice system. It explores substantive and procedural aspects of criminal law and provides a working knowledge of the nature of various crimes, potential charges, and penalties. The students learn to prepare the necessary pleadings and other documents in order to assist and participate with the attorney in the administration of the criminal justice system. (Prerequisite: PL106 Introduction to Law and the Legal System)

PL300 ESTATE PLANNING AND ADMINISTRATION (38 Clock Hours--2 Credits)

This course provides a general overview of the basic laws relating to probate, wills, and estates. Students analyze estate, administrative, and fiduciary accounting principles and study the organizational and jurisdictional laws of the probate courts. (Prerequisite: PL106 Introduction to Law and the Legal System)

PL313 COMMERCIAL LAW (38 Clock Hours--1 Credit)

This course is designed to teach students the legal concepts pertaining to substantive business law. A primary objective of the course is to expand student awareness of legal rights in business transactions. Students learn the laws dealing with commercial paper, sales, agency, personal property, secured transactions, and proper usage of legal terminology as applied to business transactions. (Prerequisite: PL141 Contracts and PL106 Introduction to Law and the Legal System)

PL330 LEGAL EXTERNSHIP (270 Clock Hours--6 Credits)

This course provides the students with an opportunity to gain practical work experience under the supervision of an attorney or experienced paralegal through 270 hours of actual work experience. The students must submit written reports describing their experiences. The students are evaluated by their supervisor at the conclusion of the externship. The students are also required to compile and maintain a notebook of legal documents they have drafted throughout their work experience. (Prerequisite: PL106 Introduction to Law and the Legal System)

INTERNATIONAL BUSINESS COLLEGE
5699 Coventry Lane
Fort Wayne, Indiana 46804

2016-17 ACADEMIC CATALOG ADDENDA
Effective Date: January 3, 2017

As of January 3, 2017, International Business College will no longer offer a bachelor's degree. This pertains to any reference to the bachelor's degree program in the 2016-2017 Academic Catalog. The students currently enrolled in the bachelor's degree will graduate by July 3, 2017.

On page 1, replace the MISSION with the following:

MISSION

Continuing a tradition of excellence since 1889, International Business College delivers on a commitment to education that transforms the lives of students seeking careers in business, healthcare, and technology. We provide value for students through diploma and associate degree programs that can be completed in the shortest time practical and create attractive career opportunities for our graduates.

On page 1, replace the PHILOSOPHY AND OBJECTIVES section with the following:

PHILOSOPHY AND OBJECTIVES

International Business College is an independent institution of postsecondary education dedicated to the preparation of men and women for careers in business, healthcare, public service, and other types of organizations.

Fundamental to the mission of IBC is the recognition that students have a wide variety of goals relative to career preparation. In addition, these goals often change during the educational experience. In keeping with this recognition, the College offers programs in a number of career fields leading to credentials ranging from certificates and diplomas to associate degrees.

These programs, which are one to two and a half academic years in length, are offered in such a way that they can be completed in as short a period of calendar time as practicable consistent with educational objectives and thorough student preparation. Curriculum within programs is structured so that from the beginning students acquire knowledge and skills applicable to work in their field of study. Advanced curriculum, particularly that in longer programs, emphasizes educational attainment beyond basic knowledge and helps to equip students with the tools and flexibility for informed decision making as well as lifelong learning.

As a part of its mission, IBC believes it has a responsibility to challenge students to acquire a strong sense of ethical practice, professional behavior, and social responsibility. The College's policies and practices, as well as substantial elements of its educational programs, incorporate that challenge.

In carrying out its mission, IBC must:

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3. Ensure through open communication with students that the programs, policies, and services offered by the College meet their primary needs and goals.
4. Maintain a physical environment, including facilities and equipment, that significantly reflects the standards of progressive business and other organizations.

On page 2, replace the ACCREDITATION section with the following:

ACCREDITATION

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International Business College is also fully accredited by the Indiana Board for Proprietary Education.

The International Business College Medical Assisting programs are currently accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). The address, telephone number, and website of the Commission on Accreditation of Allied Health Education Programs are 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, (727) 210-2350, www.caahep.org. The International Business College Veterinary Technology Program is currently accredited by the Committee on Veterinary Technician Education and Activities (CVTEA) of the American Veterinary Medical Association (AVMA). The address and telephone number of the American Veterinary Medical Association are 1931 N. Meacham Road, Schaumburg, IL 60173, (847) 925-8070.

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On pages 37-43, remove the section BACHELOR OF SCIENCE DEGREE IN BUSINESS.
The institution will no longer offer the following courses which were part of the bachelor's degree program:

GS207	Macroeconomics
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GS307	Ethics
GS311	Statistics
MT312	Administrative Policy
MT313	Business Principles

On page 92, under ADMINISTRATION, FACULTY, AND STAFF, change Ameer Augenstein's title to the following:

Ameer Augenstein.....Campus Administrator/Chief
Academic Officer/Responsible Employee

**INTERNATIONAL BUSINESS COLLEGE
5699 Coventry Lane
Fort Wayne, Indiana 46804**

**2016-17 ACADEMIC CATALOG ADDENDUM
Effective Date: December 1, 2016**

On page 94, under STAFF, change Karen Louis's title to the following:

Karen Louis.....Financial Aid Planner

International Business College, Fort Wayne, IN
2016-2017 Academic Catalog Addendum
February 22, 2017

Add the following to the inside cover below “ACADEMIC YEAR 2016-2017”:

Published June 2016

Add the following section to page 2 above “LOCATION AND FACILITIES”:

HISTORY

International Business College was first organized in August 1889 by Professor Thomas L. Staples. Professor Staples had migrated to Fort Wayne, Indiana, from Ontario, Canada, where he had established the first of six International Colleges in 1882.

In 1882, the purpose of the college was to teach penmanship and the bookkeeping necessary for the business houses of that time. Fort Wayne was a thriving community, and the school also prospered. By the turn of the century, International Business College had been incorporated under laws of the state of Indiana and was authorized to confer appropriate degrees and certificates in business. About this time the school was teaching typewriting and shorthand along with the penmanship necessary for modern business.

In 1969, International Business College was acquired by its present owners, Bradford Schools, Inc. In 2002, the College moved to its current location in the Village at Coventry.

Replace the second paragraph in “LOCATION AND FACILITIES” on page 2:

LOCATION AND FACILITIES

International Business College strives to provide students with a learning environment that is similar to that in which they desire to work. As a result, great effort has been made to provide attractive surroundings with industry-standard equipment to create an atmosphere conducive to learning. The general academic space contains a resource library and a total of 19 classrooms. Four of the classrooms are equipped with microcomputers, and the remaining classrooms are furnished as lecture/laboratory rooms. Additionally, the school contains one classroom designed as a medical assisting laboratory and space designed for the veterinary technology program. This space contains three lecture/laboratory classrooms equipped with long tables and rolling chairs, a veterinary technician laboratory, a kennel, a radiology facility, a surgery suite, and a surgery preparation area.

Major equipment includes, but is not limited to, a stationary radiograph machine, a dental radiograph machine, and an IDEXX Vet Lab System in the Veterinary Technology program. An electrocardiograph machine, bi-ocular microscopes, and a Stat Spin III centrifuge are provided in the Medical Assistant program, and a classroom is equipped with Apple iMac stations for the Graphic Design programs.

Replace the “COUNSELING” and “PLACEMENT” sections on page 13 as follows:

ADVISING

Counseling and advising are important services that are available to every student attending International Business College. All members of the faculty assume responsibility for helping each student work toward the degree of success that he or she is capable of achieving. The Chief Academic Officer and the program managers are responsible for academic and basic personal advising. They guide the student through problems that may arise; for example, problems with schedules, grades, subject matter, or graduation requirements. Students with problems that require professional counseling will be referred to appropriate agencies. The Placement Department also advises in the areas of job interviewing and related placement activities. The Chief Academic Officer and Director of Student Services are available to help students having problems with transportation, day care, housing, and other personal problems. The Director of Student Services is available to assist students experiencing financial difficulties.

PLACEMENT

Graduates of all International Business College programs are entitled to use the services of the Placement Department at no additional charge. The school cannot, of course, guarantee employment or placement in the student's field of study, but can provide contacts and guidance during the placement process. Any employment that a student or graduate may obtain with the help of the school's placement department will most likely be at an entry-level position.

Students begin active job search preparation during their final months of training. They are taught to:

- Complete an employment application.
- Prepare a resume, cover letter, and thank you letter.
- Generate job leads effectively.
- Participate in the interviewing process.
- Communicate valuable skills to the employer during an interview.
- Function successfully as a professional.

Students nearing program completion meet with a placement representative to discuss job expectations, needs, and requirements as well as geographic preferences. This information is obtained in order to provide more personalized, effective placement assistance. Employers contact the placement department on a consistent basis to inquire about our graduates, and these job leads are supplied to graduates pursuing employment.

In addition to the services of the International Business College Placement Department, an International Business College graduate can request assistance from the Placement Department at any affiliated Bradford school.

International Business College reserves the right to deny placement services to a graduate at any time if he/she is delinquent or in default on a student loan, if he/she owes a refund on any federal or state student financial aid program, or if his/her conduct is significantly detrimental to the integrity of the institution. Examples of cause that could lead to forfeiture of placement privileges are failure to pass a drug test and conviction of criminal activity.

Add the following section after the "ATTENDANCE" section on page 26:

MAKEUP POLICY

Tests must be taken on the day they are administered in the classroom. There is only **one makeup** per class allowed to the student who is absent when the test is administered. If no mitigating circumstance caused the student to miss the test, the missed test must be taken the day the student returns to school. In the case of mitigating circumstances that were beyond the student's control, instructors will be permitted discretion concerning when the first missed test is taken and the makeup of a possible second missed test.

Replace the "CLASS SIZE" section on page 30:

CLASS SIZE

Class size is dependent on the nature of instruction. Maximum class sizes are 50 for lecture, 40 for computer laboratory, and 25 for other laboratory classes. Class sizes typically are less than these maximums.

Replace each of the program descriptions beginning on page 44 with the appropriate following description:

ACCOUNTING DIPLOMA PROGRAM

The objective of this accounting diploma program is to provide a specialized education for various entry-level positions in the field of accounting. Graduates are qualified to handle office accounting preparation procedures, such as accounts receivable, accounts payable, payroll, and general record keeping. This program will normally be completed in 8 months of full-time enrollment. This diploma program transfers in full to the Accounting Associate of Applied Science Degree program.

ACCOUNTING ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

The objective of this associate degree program is to prepare students for entry-level employment in the accounting field. The program emphasizes basic and advanced accounting principles, theories, and practices with related studies in the areas of computer applications and oral and written communications. General education courses build skills in critical thinking, problem solving, and research and develop an appreciation for lifelong learning. This program will normally be completed in 16 months of full-time enrollment. Upon successful completion of this program, students will receive an Associate of Applied Science Degree.

COMPUTER SPECIALIST DIPLOMA PROGRAM

The objective of this program is to build student skills in microcomputer operations for single- and multi-user systems for entry-level employment in the information technology field. Students learn to use and customize packaged word processing, spreadsheet, graphics, and database programs. The students also develop skills in software development documentation, database software development, network administration, and web authoring tools. This program will normally be completed in 10 months of full-time enrollment. This diploma program transfers in full to the Computer Programming and Network Management Associate of Applied Science Degree programs.

COMPUTER PROGRAMMING ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

The objective of this associate degree program is to provide specialized education in the area of computer applications and programming for entry-level employment. Students learn to use a variety of programming languages to develop solutions to business problems. Students also learn to administer and manage a basic networking system and gain proficiency with a variety of software application packages, including word processing, electronic spreadsheets, database management, and graphics. General education courses build skills in critical thinking, problem solving, and research and develop an appreciation for lifelong learning. This program will normally be completed in 16 months of full-time enrollment. Upon meeting graduation requirements, the students receive an Associate of Applied Science Degree.

GRAPHIC DESIGN DIPLOMA PROGRAM

The objective of the graphic design diploma program is to prepare students for an entry-level position in the advertising, publishing, and graphic design industries. The students learn to direct the skills of the artist, both visual and technical, toward the production of effective advertising, design, and promotional pieces. This program will normally be completed in 12 months of full-time enrollment. Upon successful completion of this program, students will be issued a diploma. This diploma program transfers in full to the Graphic Design Associate of Applied Science Degree program.

GRAPHIC DESIGN ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

The objective of this associate degree program is to provide a specialized education in graphic design so that students can find entry-level employment in the graphic design field. The program provides training in color and design principles and the principles and use of typography, drawing, and illustration techniques as well as an introduction to the production process. In addition to graphic design skills, students will develop skills in verbal and written communications, critical thinking, and problem solving. This program will normally be completed in 16 months of full-time enrollment. Upon successful completion of this program, students will receive an Associate of Applied Science Degree.

TRAVEL AND HOSPITALITY DIPLOMA PROGRAM

The objective of this program is to prepare individuals for entry-level employment in the travel and hospitality industry. The program emphasizes principles of tourism, hotel management, and event planning with related studies in computer applications and oral and written communications. Application of classroom instruction is achieved through an externship in which each student participates. This program will normally be completed in 10 months of full-time enrollment. Upon meeting graduation requirements, the students receive a diploma. This program transfers in full to the Travel and Hospitality Associate of Applied Science Degree program.

TRAVEL AND HOSPITALITY ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

The objective of this associate degree program is to provide students with the knowledge and skills required for entry-level employment and subsequent advancement in the travel and hospitality industries. Areas of study include geography, reservations and ticketing, front and back office management, sales and marketing, and event planning. General education courses build skills in critical thinking, problem solving, and research and develop an appreciation for lifelong learning. Application of classroom instruction is achieved through an externship in which each student participates. This program will normally be completed in 16 months of full-time enrollment. Upon successful completion of this program, students will receive an Associate of Applied Science Degree.

LEGAL SECRETARIAL DIPLOMA PROGRAM

The objectives of this diploma program are to provide comprehensive training in legal concepts and to develop basic legal administrative assistant, computer applications, and communication skills. Graduates will be prepared for entry-level positions in several types of office environments, including legal firms, corporate legal offices, nonprofit organizations, and government offices. This program will normally be completed in 10 months of full-time enrollment. Upon meeting graduation requirements, the students receive a diploma. This program transfers in full to the Legal Administration Associate of Applied Science Degree program.

LEGAL ADMINISTRATION ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

This associate degree program is designed for those students who have an interest in working in a legal-related administrative capacity. The objective of the program is to prepare students for entry-level employment by providing instruction in legal vocabulary, legal office procedures, computer applications, administrative functions, and communication. General education courses build skills in critical thinking, problem solving, and research and develop an appreciation for lifelong learning. This program will normally be completed in 16 months of full-time enrollment. Upon successful completion of this program, students will receive an Associate of Applied Science Degree.

MEDICAL ASSISTING DIPLOMA PROGRAM

The objective of this program is to prepare competent entry-level medical assistants in their cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. It provides the high school graduate with the necessary administrative, clinical, and laboratory training to become a skilled member of the health care industry. Application of classroom instruction is achieved through a medical externship in which each student participates. Medical assisting students are required to provide an immunization history. This program will normally be completed in 10 months of full-time enrollment. Students who complete this program will receive a diploma.

The Medical Assisting program is currently accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Graduates of the Medical Assisting program are eligible to take the Certified Medical Assistant (CMA) examination that is offered by the American Association of Medical Assistants and the Registered Medical Assistant (RMA) examination offered by American Medical Technologists (AMT). Registration and certification requirements for taking and passing these examinations are controlled by outside agencies and subject to change without notice. Therefore, International Business College cannot guarantee that graduates will be eligible to take the certification or registration examinations at all or at any specific time, regardless of their eligibility status upon enrollment. This program transfers in full to the Medical Assisting Associate of Applied Science Degree program.

MEDICAL ASSISTING ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

The objective of this [occupational] degree program is to prepare competent entry-level medical assistants in their cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. It provides the high school graduate with the necessary administrative, clinical, and laboratory training to become a skilled member of the health care industry. Application of classroom instruction is achieved through a medical externship in which each student participates. The general education courses build skills in critical thinking, problem solving, and research and develop an appreciation for lifelong learning. Medical assisting students are required to provide an immunization history. This program will normally be completed in 16 months of full-time enrollment. Upon successful completion of this program, students will receive an Associate of Applied Science Degree.

The Medical Assisting program is currently accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Graduates of the Medical Assisting program are eligible to take the Certified Medical Assistant (CMA) examination that is offered by the American Association of Medical Assistants and the Registered Medical Assistant (RMA) examination offered by American Medical Technologists (AMT). Registration and certification requirements for taking and passing these examinations are controlled by outside agencies and subject to change without notice. Therefore, International Business College cannot guarantee that graduates will be eligible to take the certification or registration examinations at all or at any specific time, regardless of their eligibility status upon enrollment.

NETWORK MANAGEMENT ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

The objective of this associate degree program is to prepare students to successfully implement, manage, and troubleshoot information systems in a network operating environment in an entry-level position. Graduates will possess the knowledge and skills needed to work with networking products, including MS Windows, Linux, and SQL servers; the ability to configure all Microsoft desktop operating systems and implement and use SQL servers to control an organization's database; and the skills necessary to obtain and analyze an organization's security system as well as design solutions to improve security. This program will normally be completed in 16 months of full-time enrollment. Upon successful completion of this program, students will receive an Associate of Applied Science Degree.

ADMINISTRATIVE ASSISTANT DIPLOMA PROGRAM

The objective of this program is to provide comprehensive training in oral and written communications and computer applications for entry-level positions in today's office environment. Students develop administrative skills and competency with word processing, electronic spreadsheet, and presentation graphics programs. This program will normally be completed in 8 months of full-time enrollment. Upon successful completion of this program, students will receive a diploma. This program transfers in full to the Office Administration Associate of Applied Science Degree program.

OFFICE ADMINISTRATION ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

The objectives of this associate degree program are to develop and build office administration skills and to provide intensive hands-on computer training necessary for entry-level positions in today's office environment. General education courses build skills in critical thinking, problem solving, and research and develop an appreciation for lifelong learning. This program will normally be completed in 16 months of full-time enrollment. Upon successful completion of this program, students will receive an Associate of Applied Science Degree.

PARALEGAL STUDIES ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

The objective of this associate degree program is to provide students with the specialized training necessary to obtain entry-level employment in a capacity or function that involves the performance of specifically delegated legal work under the direction and supervision of an attorney. The curriculum stresses understanding and reasoning of legal concepts, principles, and procedures common to many different areas of law and many types of law-related activities. This program will normally be completed in 16 months of full-time enrollment. Upon successful completion of this program, students will receive an Associate of Applied Science Degree.

RETAIL MERCHANDISING DIPLOMA PROGRAM

The objective of this diploma program is to prepare students for entry-level employment in the business of retail and merchandising management. The program emphasizes principles of merchandising, marketing, retail management, and business communications and provides training on relevant microcomputer applications. Application of classroom instruction is achieved through an externship in which each student participates. This program will normally be completed in 10 months of full-time enrollment. Upon meeting graduation requirements, the students receive a diploma. This program transfers in full to the Retail Management Associate of Applied Science Degree program.

RETAIL MANAGEMENT ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

The objective of this associate degree program is to provide the students with the knowledge, skills, and techniques required to secure entry-level positions and subsequent advancement in the retail field. Students develop skills in business communications, general accounting, marketing, management, merchandising, and relevant microcomputer applications. General education courses build skills in critical thinking, problem solving, and research and develop an appreciation for lifelong learning. Application of classroom training is achieved through an externship in which each student participates. This program will normally be completed in 16 months of full-time enrollment. Upon successful completion of this program, students will receive an Associate of Applied Science Degree.

VETERINARY TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

The objective of this occupational associate degree program is to provide the high school graduate with the necessary clinical, laboratory, surgical assisting, and administrative training to become a skilled entry-level member of the veterinary care industry. Application of classroom instruction is achieved through a veterinary externship in which each student participates. This program will normally be completed in 18 months of enrollment.

The Veterinary Technology program is currently accredited by the Committee on Veterinary Technician Education and Activities (CVTEA) of the American Veterinary Medical Association (AVMA). The requirements for becoming a registered veterinary technician and taking and passing the VTNE are both controlled by outside agencies and subject to change without notice. Therefore, International Business College cannot guarantee that graduates will be eligible to work as veterinary technicians in Indiana or another state, or be eligible to take the VTNE, at all or at any specific time, regardless of their eligibility status upon enrollment. To become a registered veterinary technician in Indiana, an individual must successfully complete a program accredited by the CVTEA, take and pass the Veterinary Technician National Exam (VTNE), and take and pass a written jurisprudence examination. An individual who is not a registered veterinary technician may not use the title “registered veterinary technician,” “veterinary technician,” or the abbreviation “RVT” in Indiana.

Upon successful completion of this program, students will receive an Associate of Applied Science Degree.

Insert the following courses and course descriptions on pages 73 and 78:

GS221 QUANTITATIVE LITERACY (57 Clock Hours--3 Semester Credits)

This course is designed to develop mathematical reasoning skills through interpreting formulas, graphs, and schematics; displaying real-world situations symbolically, numerically, and verbally; and utilizing algebraic, geometric, and statistical models to solve problems.

OT227 PRESENTATION DESIGN AND DEVELOPMENT (38 Clock Hours--2 Credits)

In this course students are introduced to presentation techniques and to the use of a specialized presentation graphics program. Students will be able to create, edit, present, and distribute a presentation. (Prerequisite: TY101 Keyboarding I)

Revise the following course names and/or course descriptions on pages 69, 70, and 84:

EN114 WORKPLACE COMMUNICATION SKILLS (57 Clock Hours--3 Credits)

In this course, students will develop an understanding of what constitutes effective and ethical communication in today’s digital workplace. They will learn to positively contribute to team meetings as well as how to plan, write, and revise a variety of written and oral business messages. Students will apply these principles to a variety of realistic workplace situations.

EN206 SPECIALIZED BUSINESS COMMUNICATION TOPICS (38 Clock Hours--2 Credits)

This course is the capstone course in the business communications course sequence. Students will apply previously learned material to create a variety of business documents appropriate to meet industry standards. (Prerequisite: EN103 Editing Business Correspondence)

EN315 RESEARCH AND BUSINESS REPORT WRITING (38 Clock Hours--2 Credits)

This course further develops the students' knowledge of the fundamental requirements for effective business communication and addresses the role of reports in business. Students will work through the processes of planning, researching, drafting, revising, editing, and producing a variety of business-related reports.

SS244 BUSINESS LAW (38 Clock Hours--2 Credits)

In this course, students develop an understanding of contracts, criminal law, legal ethics, wills, trusts, insurance, real and personal property, bailments, and court procedures as they apply to business. Students are introduced to occupational safety and health topics, such as the Health Insurance Portability and Accountability Act (HIPAA) and the Occupational Safety and Health Administration (OSHA).

Effective for programs beginning after July 1, 2017:

On page 46:

- replace course OT226 with “OT227 Presentation Design and Development 2”; and
- change the Total Credits Required For Graduation from 29 to 30.

On page 56:

- replace course OT226 with “OT227 Presentation Design and Development 2”; and
- change the Total Credits Required For Graduation from 60 to 61.

On page 79, replace the course description for OT311 to reflect the new prerequisite:

This course provides clear, step-by-step instruction in the integration of various computer software applications. The need to extract useful decision-making information from data collections is emphasized through computerized activities. The students learn to arrange, present, and interpret data in a realistic business context. (Prerequisites: OT127 Database Management, OT116 Electronic Spreadsheets, OT112 Word Processing—Core, and OT227 Presentation Design and Development)

INTERNATIONAL BUSINESS COLLEGE
5699 Coventry Lane
Fort Wayne, Indiana 46804

2016-17 ACADEMIC CATALOG ADDENDA
Effective Date: January 3, 2017

As of January 3, 2017, International Business College will no longer offer a bachelor's degree. This pertains to any reference to the bachelor's degree program in the 2016-2017 Academic Catalog. The students currently enrolled in the bachelor's degree will graduate by July 3, 2017.

On page 1, replace the MISSION with the following:

MISSION

Continuing a tradition of excellence since 1889, International Business College delivers on a commitment to education that transforms the lives of students seeking careers in business, healthcare, and technology. We provide value for students through diploma and associate degree programs that can be completed in the shortest time practical and create attractive career opportunities for our graduates.

On page 1, replace the PHILOSOPHY AND OBJECTIVES section with the following:

PHILOSOPHY AND OBJECTIVES

International Business College is an independent institution of postsecondary education dedicated to the preparation of men and women for careers in business, healthcare, public service, and other types of organizations.

Fundamental to the mission of IBC is the recognition that students have a wide variety of goals relative to career preparation. In addition, these goals often change during the educational experience. In keeping with this recognition, the College offers programs in a number of career fields leading to credentials ranging from diplomas to associate degrees.

These programs, which are one to two and a half academic years in length, are offered in such a way that they can be completed in as short a period of calendar time as practicable consistent with educational objectives and thorough student preparation. Curriculum within programs is structured so that from the beginning students acquire knowledge and skills applicable to work in their field of study. Advanced curriculum, particularly that in longer programs, emphasizes educational attainment beyond basic knowledge and helps to equip students with the tools and flexibility for informed decision making as well as lifelong learning.

As a part of its mission, IBC believes it has a responsibility to challenge students to acquire a strong sense of ethical practice, professional behavior, and social responsibility. The College's policies and practices, as well as substantial elements of its educational programs, incorporate that challenge.

In carrying out its mission, IBC must:

1. Continuously evaluate educational and employment outcomes to ensure that graduates are well prepared for contemporary work in the career fields which they have chosen.
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Ameer Augenstein.....Campus Administrator/Chief
Academic Officer/Responsible Employee