

**INTERNATIONAL BUSINESS COLLEGE**

**7205 SHADELAND STATION**

**INDIANAPOLIS, INDIANA 46256**

**(317) 813-2300**

**ACADEMIC YEAR 2018-2019**

**This publication includes the college's current Campus Annual Security Report.**

**This institution is authorized by:**

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

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# GENERAL INFORMATION

## 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 college 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 college 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. Today, International Business College is widely recognized for its strict adherence to high educational standards. Its academic programs are designed specifically to meet the changing trends and requirements of the modern business world.

In 1984 International Business College, Indianapolis, was established. This college from its inception is a result of the Bradford commitment to growth and service to the business community. Students in the Indianapolis and southern Indiana area receive training that is current, professional, and complete, making them valuable employees in the business world.

International Business College, Fort Wayne, is a branch of International Business College, Indianapolis. International Business College, Fort Wayne, is located at 5699 Coventry Lane, Fort Wayne, IN 46804.

## MISSION

International Business College, Indianapolis, is dedicated to providing every student an educational experience to prepare for a solid entry-level position in a specialized career with opportunity for advancement. The college combines technical skills with general education courses in

accelerated programs of study that evolve to meet the demands of our central Indiana employment community. In addition to specific hands-on career skills, we are committed to helping students develop strengths in communication, critical thinking, and professionalism.

To achieve this mission, we are dedicated to these objectives:

1. We will continually assess and improve programs of study which can be completed in as short a time as practical while maintaining quality and integrity in valued skills.
2. We will support and continually train faculty to ensure quality instruction through current skill sets and teaching methods.
3. We will support and continually improve our administration, facility, and student support resources to promote a solid educational environment.

## **LOCATION AND FACILITIES**

International Business College, Indianapolis, is located at 7205 Shadeland Station. In addition to being close to I-465 and I-69 on the northeast side of Indianapolis, the college is in one of the most rapidly growing business and residential areas. International Business College is fully accessible and equipped to handle physically handicapped students.

The general academic space contains a resource library and a total of 18 classrooms. Four of the classrooms are equipped with microcomputers, and the remainder are furnished as lecture/laboratory rooms. Additionally, the college contains one classroom designed as a dental assisting laboratory, one classroom designed as a medical assisting laboratory, and space designed for the veterinary technology program. This space contains six lecture/laboratory classrooms equipped with long tables and rolling chairs, a veterinary technology laboratory, a kennel, a radiology facility, a surgery suite, and a surgery preparation area.

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. 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. A digital dental radiograph machine, an intraoral camera, Dexter dental mannequins, typodont dentition models, and hygiene hand pieces are provided for the Dental Assisting 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 program.

## **ACCREDITATION**

International Business College is accredited by the Accrediting Commission of Career Schools and Colleges. The address, telephone number, and website of the Accrediting Commission of Career Schools and Colleges are 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, (703) 247-4212, [www.accsc.org](http://www.accsc.org).

This institution is authorized by the Indiana Board for Proprietary Education, 101 West Ohio Street, Suite 300, Indianapolis, IN 46204-4206.

The International Business College Medical Assistant programs are currently accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://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](http://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.

The International Business College Dental Assisting program is currently accredited by the Commission on Dental Accreditation and has been granted the accreditation status of “approval without reporting requirements.” The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653

or at 211 East Chicago Avenue, Chicago, IL 60611. The Commission's web address is <http://www.ada.org/en/coda>.

## **AFFILIATIONS**

International Business College is a member of the following organizations:

American Association of Medical Assistants  
American Dental Education Association  
American Veterinary Medical Association  
Career College Association  
Indiana Association of Private Career Schools  
Indiana Cooperative Library Service Authority  
Indiana State Chamber of Commerce

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:

Amazon Partnership Network  
American Accounting Association  
American Association of Medical Assistants  
American Bar Association  
American Dental Assistant Association  
American Heart Association  
American Lung Association  
American Veterinary Medical Association  
Association of Computer and Machinery  
Association of Veterans Education Certifying Officials  
Association of Veterinary Technician Educators, Inc.  
Central Indiana Veterinary Medical Association  
Dental Auxiliary Learning and Education (DALE) Foundation  
Indiana Certified Public Accountant Society  
Indiana Dental Assistant Association  
Indiana State Bar Association  
Indiana Student Financial Aid Association  
Indiana Veterinary Medical Association  
Indiana Windows User Group  
Indianapolis Museum of Art  
Institute of Electronic and Electrical Engineers  
Linux Foundation  
North American Multicultural Association

National Association of Legal Secretaries  
National Association of Programmers  
National Association of Veterinary Technicians in America  
Organization for Safety and Asepsis Procedures  
Society for the Study of Social Problems  
United States Department of Agriculture--Animal, Plant, Health  
Inspection Services

## **APPROVALS**

Approved by the Indiana State Approving Agency for the training of students under the various Veterans Administration programs.

## **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:

Bradford School, Columbus, Ohio  
Bradford School, Pittsburgh, Pennsylvania  
Fox College, Bedford Park, Illinois  
International Business College, Fort Wayne, Indiana  
King's College, Charlotte, North Carolina  
Minneapolis Business College, Minneapolis, Minnesota  
Vet Tech Institute, Pittsburgh, Pennsylvania  
Vet Tech Institute of Houston, Houston, Texas

## **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; modify information in the student handbooks; 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 COLLEGE'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 by phone at 317-813-2300 or in person or by mail at 7205 Shadeland Station, Indianapolis, IN 46256, 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 of 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 college, 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 Registrar.

The most recent important information about the educational debt, earnings, and completion rates of students who attended programs at International Business College may be found at [www.ibcindianapolis.edu/our-programs](http://www.ibcindianapolis.edu/our-programs).

## **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 (GED). 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. Foreign transcripts of students seeking admission must be evaluated by a member of the Association of International Credentials Evaluators (AICE), the American Association of Collegiate Registrars and Admissions Officers (AACRAO), or the National Association of Credential Evaluation Services (NACES) to validate equivalency with graduation from high school and eligibility to enter a college or university in the United States. If an applicant's high school GPA is below 1.8/4.0, the application may be taken to an acceptance committee. The acceptance committee will evaluate information on the student's transcript and may require that the student have an interview with the Director of Education.

Applicants for the Veterinary Technology program must demonstrate an aptitude for, and interest in, a career in veterinary technology. To aid in the demonstration of aptitude and interest, Veterinary Technology program applicants will be required to complete an essay as part of the application process. Veterinary Technology program applicants whose transcripts indicate a possible deficiency in reading comprehension may be required to interview with the Program Manager and complete a test of reading comprehension.

Persons initially applying to the Paralegal program are required to complete tests for reading and written English expression. Currently enrolled legal administrative assistant 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.

## **ADMISSIONS 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, 7205 Shadeland Station, Indianapolis, Indiana 46256. Potential students may also apply online at [www.ibcindianapolis.edu](http://www.ibcindianapolis.edu).

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

Upon receipt of the application, the college 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 college. Generally, the applicant is notified of the college's decision within four weeks after submission of the application.

# FINANCIAL INFORMATION

## TUITION AND FEES

**Application Fee** ..... \$50  
Payable with the application for admission. The fee is refunded only if the application is reviewed and rejected.

**Tuition Deposit** ..... \$50  
For students who are accepted on or before 9/1/18, a \$50 tuition deposit is due no later than 10/1/18. For students who are accepted after 9/1/18, a \$50 tuition deposit is due upon acceptance and payable within 30 days of acceptance. This deposit is applied to tuition when the student begins classes. It is not refundable after the due date.\*

**Confirmation Deposit** ..... \$50  
A \$50 confirmation deposit is due at the time the financial plan is held and payable within 30 days after a financial plan is held. This deposit is applied to tuition when the student begins classes. It is not refundable after the due date.\*

**Residence Reservation Fee** ..... \$100  
A \$100 reservation fee is required by all students entering the residence facility. The reservation fee may be paid at any time after the student is accepted but is due by February 1, 2019, for students beginning classes in March, July, and September of 2019. After February 1, the tuition deposit must accompany or be paid prior to submitting the reservation fee. A reservation fee paid early is refundable until the due date if a student cancels, or if the student is rejected. It is not refundable after the due date.

### Rates for students entering between January 1, 2018, and December 31, 2018:

**Tuition**  
Per semester\*\* ..... \$6,980  
Final half-semester of four and one-half semester Veterinary Technology program ..... \$2,600

**Residence Facilities**  
Per Semester\*\*\* ..... \$3,410

### **Lab Fees**

Dental Assisting (per semester) .....	\$410
Medical Assistant (per semester) .....	\$410
Veterinary Technology (per semester) .....	\$490

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 Assistant programs, the entire four semesters of the Dental Assisting program, and the first four semesters of the Veterinary Technology program. The student is charged at half the rate for a half-semester term.

### **Textbooks and Supplies**

Textbook and supply charges will vary from semester to semester depending upon the program in which the student is enrolled. These charges will range from \$700 to \$1,350 per semester. Actual charges will be used in the student's financial plan.

Uniforms are required for students in the Dental Assisting, Medical Assistant, and Veterinary Technology programs and are not included in the lab fees or estimated textbooks and supplies costs.

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 midsemester 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 of two*

*and one-half semesters. Should a student remain in residence beyond the 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, 2019, and December 31, 2019:

**Tuition**

Per semester** .....	\$6,980
Final half-semester of four and one-half semester Veterinary Technology program .....	\$2,600

**Residence Facilities**

Per semester*** .....	\$3,410
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**Lab Fees**

Dental Assisting (per semester) .....	\$410
Medical Assistant (per semester) .....	\$410
Veterinary Technology (per semester) .....	\$490

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 Assistant programs, the entire four semesters of the Dental Assisting program, and the first four semesters of the Veterinary Technology program. The student is charged at half the rate for a half-semester term.

**Textbooks and Supplies**

Textbook and supply charges will vary from semester to semester depending upon the program in which the student is enrolled. These charges will range from \$525 to \$1,100 per semester. Actual charges will be used in the student’s financial plan.

Uniforms are required for students in the Dental Assisting, Medical Assistant, and Veterinary Technology programs and are not included in the lab fees or estimated textbooks and supplies costs.

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 midsemester 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 of two and one-half semesters. Should a student remain in residence beyond the 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.*

## **CANCELLATION POLICIES**

Applicants who have not visited the college prior to enrollment will have the opportunity to withdraw without penalty within six business days following either the regularly scheduled orientation procedures or following a tour of the college facilities and inspection of equipment where training and services are provided. All monies paid by an applicant will be refunded if requested either verbally or in writing within six business days after signing an enrollment agreement and making an initial payment. An applicant requesting cancellation more than six business days after signing an enrollment agreement and making an initial payment, but prior to entering the college, is entitled to a refund of all monies paid, except the college may retain up to a total of \$150.



## 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 stand-alone 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 Term</u>	<u>% Refund</u>
1	100%	1	100%
2, 3, 4	75%	2	75%
5, 6, 7, 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 college 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 college'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.

## **Lab Fees**

For the purpose of refunds, lab fees for students in the Dental Assisting, Medical Assistant, and Veterinary Technology programs 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 of the Medical Assistant programs, over four semesters in the Dental Assisting program, and over four semesters in the Veterinary Technology 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 first semester in which they would be used.

## **Return of Federal Title IV Funds Upon Withdrawal**

Upon a student's withdrawal or dismissal from college, the U.S. Department of Education requires specific treatment of the federal 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 federal 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 federal 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 federal 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. Federal Title IV funds disbursed in excess of this amount must be returned by the college in the order noted below.

During the calculation of federal 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 a post-withdrawal disbursement is determined by following the requirements for calculating earned federal 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 disbursements. 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 college mid-semester 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 that 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 Federal Direct Stafford loans, (4) subsidized Federal Direct Stafford loans, (5) Federal Perkins loans, (6) Federal PLUS loans, (7) Federal Direct PLUS loans, (8) Federal Pell Grants (for which a return is required), (9) Federal Academic Competitiveness Grant (for which a return is required), (10) Federal Supplemental Educational Opportunity Grants (FSEOG) (for which a return is required), and (11) other assistance under federal 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 or on the student's behalf as directed by 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 federal 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.

### **FINANCIAL AID**

A variety of financial plans are available to assist qualified students in securing a business 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 all students in a program are not 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 federal Title IV aid, the government is randomly selecting applicants whose application information must be verified. The college will also exercise its option to verify additional student aid applicants not selected by the government. The college will not make any disbursement of federal Title IV aid to any student who is selected for verification until all verification documentation is complete.

**Time Frame:** The college 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 to which that ISIR applies. 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 federal Title IV aid awarded will be

canceled. The student must then make new arrangements for paying all tuition and fee charges due to the college.

**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 college 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 college ever disburse on the original ISIR when resubmitting the ISIR would result in an increased award.

In the case of campus-based aid and federal Stafford loans, the college will follow the same procedures that it takes for federal Pell. When applicable, the expected family contribution is recalculated. If an overaward 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.

## **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, practica, and other academic work leading to the award of credit hours.

## **SCHOLARSHIPS AND INSTITUTIONALLY-FUNDED GRANTS AND INSTALLMENT CONTRACTS**

International Business College offers scholarships to incoming students based on the result of scholarship testing. The testing is conducted on the premises of International Business College on Scholarship Day, which is scheduled on the second or third Saturday in January of each year. No prior registration or application is required. Scholarships are awarded in descending order of numerical test scores. Exams are administered and scored by faculty.

International Business College will offer \$15,000 in institutional scholarships through the scholarship test. Based on test results, the awards include 3 scholarships for \$1,500, 5 scholarships for \$1,000, and 11 scholarships for \$500.

A student may receive only one institutional scholarship. The scholarship may be used only at International Business College, Indianapolis. All scholarships are posted directly to the student's account card. Additional information regarding these scholarships may be obtained through the Admissions office.

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 college. Monthly cash payments and interest charges begin following graduation or withdrawal.

International Business College participates in the Student Educational Assistance Foundation Grant Program (SEAF) through institutional funding of up to \$95,000. Needs-based grants may be provided to specific students in accordance with the program guidelines of the SEAF grant program.

## **TERMS OF PAYMENT**

Tuition, textbook/supply charges, lab fees, and residence fees, if applicable, are due on the first day a student begins class each semester unless other prior arrangements have been made with the college. The college does not add any interest charges. Payments can be made by cash, check, money order, or credit card. Financial aid funds are applied to college costs in accordance with state and federal regulations. All financial obligations must be satisfied prior to graduation. If other financial arrangements have been made with the college, the student should ensure that the financial obligations have been met prior to graduation.



# STUDENT SERVICES

## 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 Director of Education 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 Director of Education 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 college 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 college'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.

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.

## **LIBRARY**

A resource library is available daily for the use of students and instructors. Books, periodicals, videotapes, computers, Internet access, and an electronic periodical and reference system are provided. Students are encouraged to make use of the facility for research, study, and enrichment.

## **STUDENT RESIDENCES**

International Business College maintains residence facilities for students in need of housing. 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.

## **CAMPUS ANNUAL SECURITY REPORT**

International Business College strives to provide a safe environment for our students' 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, college 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, directors, the residence director, residence assistants, and program managers. All incidents are then reported to the Director of Student Services and/or the President.

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 are also considered Responsible Employees. International Business College 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 college 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 day 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 buildings are 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 secured by a central alarm system. The alarm is set after building maintenance has walked through.

International Business College residence facilities have a residence director and several residence advisors on duty each night to assist students as needed. Inside doors are equipped with adequate locks, and students are instructed to keep room doors locked at all times. Students are directed to call 911 in the event of a fire or other emergency.

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 nonsafety 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>2015</u>	<u>2016</u>	<u>2017</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	0	0	0
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	0	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*	0	0	0
	On-Campus Housing Facility	0	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*	1	0	0
	On-Campus Housing Facility	1	0	0
	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 2015, 2016, and 2017 there were no reported hate crimes at any of the above-listed geographic locations.

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

### **Disclosures to Alleged Victims**

International Business College will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the college will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

### **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 Student Services 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 college-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 Annual 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 35-31.5-2-211) 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, sexual assault, and stalking. A primary prevention and awareness program focusing on personal safety is presented for incoming students and new employees. Furthermore, continuing students and employees attend a meeting devoted to personal safety annually. These meetings both focus on such topics as typical crimes in the metropolitan area, personal safety techniques in cars and parking lots, and techniques to prevent sexual assault or battery. These programs are offered and conducted by the Indianapolis Metropolitan Police Department. Information on registered sex offenders can be obtained from the web site address [www.in.gov/cji](http://www.in.gov/cji).

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 dating violence, domestic violence, sexual assault, or stalking, the individual should report the offense in a timely manner to a college official either in person or by phone at (317) 813-2300. 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 and the residence director. 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 the 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, residence assistants, and program managers as well as the administration. Campus Security Authorities, other than those who 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. Reports are kept in a secure location. The crime statistics included in the Annual Security Report do not include any information that would identify the victim or the person accused of committing the crime. 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 college 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 college to provide the accommodations or protective measures.

If the victim wishes to notify the proper law enforcement authorities, college 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 college 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 offenses 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, and other services will be provided to the victim by the education support office.

Other than financial aid assistance, no other professional on-campus services are available.

Upon receiving a report of an alleged sex offense, college 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 Student Services, who will be responsible for determining what accommodations are reasonable. College officials are obligated to comply with a student's reasonable request for a living and/or academic situation change following an alleged sex offense and 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. Examples of protective measures include restrictions on contact, changes to a living situation, if applicable, and course rescheduling. International Business College does not issue orders of protection. However, if requested, college officials will also provide information on where and how to obtain protection orders and similar lawful orders issued by the court system. International Business College will take the necessary measures, within reason, to comply with any orders issued by the courts that the institution is made aware of.

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 college'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 in a prompt and equitable manner.

The college 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 the clear and convincing standard of evidence during the procedures, which means that officials must reach a firm belief or conviction that the evidence presented is factual and it is substantially 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, including any sanctions imposed by the institution and the rationale for the result and the sanctions; 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 college imposed and the rationale for the result and the sanctions. Appropriate sanctions may range from suspension to dismissal to termination.

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 college for more than 24 hours without any known reason. Anyone who believes a student is missing should report his/her 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 college 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 and safety of students or staff, the President or any other member of the college 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 college administration will determine the segment(s) of the campus community affected, determine the content of the notification, and immediately notify the college 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 college 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 college 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 conduction 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 Director of Education.

The college 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.
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 President.



## **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 a loss in the event it does occur.

## **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.

## **GRIEVANCE PROCEDURES**

If a student has a problem 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 Program Manager 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 department directors can be made in writing to the President of International Business College.

Colleges accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the college has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the

Commission to forward a copy of the complaint to the college for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
(703) 247-4212  
[www.accsc.org](http://www.accsc.org)

A copy of the Commission's Complaint Form is available at the college and may be obtained by contacting the Director of Education or online at [www.accsc.org](http://www.accsc.org).

A student may also address unresolved concerns by filing a complaint through the Indiana Commission for Higher Education. The form and the procedure for filing the complaint can be found at [www.in.gov/che](http://www.in.gov/che). Students should direct any additional inquiries to:

Indiana Commission for Higher Education  
101 West Ohio Street, Suite 300  
Indianapolis, IN 46204-1984  
(317) 464-4400  
[Complaints@che.in.gov](mailto:Complaints@che.in.gov)

## **ACADEMIC INFORMATION**

### **CLASS SCHEDULE**

Instructional hours are 50 minutes in length. Classes are scheduled Monday through Friday from 8 a.m. to 4:50 p.m. Individual class schedules will vary according to the student's program. In the event of unscheduled college 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 number of classes normally scheduled for a program, for the length of the program in which they are enrolled, except when the student has changed programs or is returning to a program in which he/she was previously enrolled.

Kennel duties, for students in the Veterinary Technology program, are performed before or after classes and on weekends. Students are expected to report to kennel duty as early as 6 a.m. Afternoon kennel duty may be as late as 6:30 p.m. The number of weeks each student is assigned kennel duty depends on the number of in-house veterinary technology students.

### **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.

### **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 college 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. An absence rate in excess of 10 percent of the classes scheduled may result in dismissal from the college. A student who accumulates ten (10) consecutive days of absence is considered to have withdrawn from college.

## **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. A description of the student's dress code is included in the student handbook.

## **MAKEUP POLICY**

Unless students have a valid, documented reason for their absence, they cannot make up a missed quiz or test. Valid, documented reasons are limited to serious illnesses or health conditions that require hospitalization, court hearings, military duty, and/or the death of a close friend or family member for which the student can provide written, official proof. Instructors will be permitted discretion in structuring the value of the missed quiz or test. Instructors may impose penalties for late or missed homework assignments at their discretion. Instructors are required to include their specific requirements concerning the valuing of a missed test or quiz and penalties concerning late or missing homework in their course outline.

## **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 college; 2) destruction, damage, or misuse of college equipment, facilities, or property; 3) illegal possession, use, or furnishing of alcoholic beverages while on campus or while involved in college-related activities; 4) illegal possession, use, or furnishing of drugs while

on campus or while involved in college-related activities; 5) use, possession, or furnishing of weapons while on campus or while involved in college-related activities; 6) verbal, physical, sexual, or online assault that injures, causes serious emotional harm, or grievously demeans or threatens another person in the college community; 7) theft of another's property occurring on college 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 college community.

Sanctions that may be imposed are 1) warning, 2) suspension, or 3) expulsion. In general, the college will issue warnings prior to dismissing a student for poor conduct. The college, however, may dismiss a student without warning if the offense is serious. Serious offenses may be any of those that directly affect the physical well-being of other persons in the college 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 of Education 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/extramural because of inability to pass a drug test or termination for cause from externships/extramurals may result in dismissal from the program, loss of time, loss of credit, and/or increased charges.

## **DEFINITION OF ACADEMIC CREDIT**

A credit hour is defined as an amount of work represented in intended learning outcomes and verified by evidence of student achievement for academic activities as established by the institution comprised of the following units: didactic learning environment; supervised laboratory setting of instruction; externship; and out-of-class work/preparation. The following are the measures of these units for establishing credit hour awards:

One semester credit hour equals 45 units comprised of the following academic activities:

- One clock hour of didactic learning = 2 units
- One clock hour in a supervised laboratory setting of instruction = 1.5 units
- One hour of externship = 1 unit
- One hour of out-of-class work and/or preparation for the didactic learning environment or supervised laboratory setting of instruction that is designed to measure the student's achieved competency relative to the required subject matter objectives = 0.5 unit

## **COURSE NUMBERING SYSTEM**

International Business College uses a five-character course numbering system. The course number consists of two letters and three digits. The letters identify the field of study. The first digit indicates the course level. Level-100 courses are primarily introductory and first-year courses, and level-200 courses are primarily advanced and second-year courses. The second and third digits are used to differentiate between courses in the same field.

## **GRADING SYSTEM**

<u>GRADE</u>	<u>Numerical Value/</u> <u>Description</u>	<u>Quality Points</u>
A	93-100	4
B	85-92	3
C	77-84	2
D	70-76	1
F	Below 70	0
I	Incomplete	0
W	Withdrawal	
S	Waived by Substitution	
X	Credit by Transfer	

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 the 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 who withdraws from a program 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 completion of each 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 college 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 college 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 college, who will make the final determination.

## **READMISSION**

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



A student cannot reenter the college if he/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 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.

If a withdrawal was due to being called to active military duty, a student who notifies the college of his/her intent to return to the college 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 college. 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 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 Paralegal Studies Associate Degree program is 63 credits. Using that number, 150 percent would equal 94 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. Official financial aid satisfactory progress reviews will be conducted at the end of each semester. 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 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
Each remaining term	2.0	67 percent

\*Official financial aid evaluation point

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:

1. Withdraw from the program. A later restart may be permitted under the policy for reentry, provided the student was otherwise making satisfactory academic progress;
2. Change to a like program with a later start date such that the student will be able to retake the prerequisite course and the remainder of the required courses with that program cohort; or
3. Change to another program which does not include and require completion of the failed prerequisite course.

No matter which of the three options above a student may elect, the student will be permitted this option only once. A second failure of a prerequisite course in any program will cause dismissal.

If a student fails a course that is not a prerequisite for another course in the program, 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 nonprerequisite course.

At the end of each term, International Business College will evaluate satisfactory progress. A student who does not meet the maximum timeframe, the minimum grade point average for standard progress, or

the successful course completion requirements will be dismissed. Additionally, if the student does not satisfy the maximum time frame, the minimum grade point average, or the successful course completion requirements at an official financial aid evaluation point, s/he would no longer be eligible to receive assistance under federal 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 timeframe.

In summary, courses 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 graduation within the maximum time frame, the appeal will be granted and the college and the student will develop 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. The student will be placed on probation and financial aid eligibility will 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.

### **Probation**

A student who successfully appeals a determination of unsatisfactory progress will be placed on probation. The college utilizes two types of probation: academic and financial aid probation.

## Academic Probation

If the appeal did not follow an official financial aid evaluation point, the probation is for the 8-week period following the term when the reported grades resulted in a determination of unsatisfactory academic progress. 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, the student is not making satisfactory progress and will be dismissed.

## Financial Aid Probation

If the appeal followed an official financial aid evaluation point, the student will be placed on financial aid probation. Financial aid probation is for the semester following the term when the reported grades resulted in a determination of unsatisfactory academic progress. If receiving financial aid, a student on financial aid 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 of academic 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 federal Title IV, HEA program funds.

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 federal Title IV aid as long as s/he continues to meet the conditions of the plan. A student who is continuing under an academic plan is considered to be on financial aid probation for the first payment period. After that, if the student is meeting the requirements of the academic plan, the student is not considered to be on financial aid probation status and is considered to be making satisfactory progress under the academic plan.

## 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 timeframe. There may be an additional tuition charge. Students are limited in federal Title IV assistance to just one repetition of a previously passed course. Veterans Administration benefits are not payable for repeating courses that, based upon college 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) calendar 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 college'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 courses.
2. Attain an overall 2.0 grade point average.
3. Satisfy all financial obligations.

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

## **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 Student Services' 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. International Business College reserves the right, however, not to offer a planned program if there is insufficient enrollment.

## **CREDIT TRANSFER FROM ANOTHER COLLEGE**

Transcripts of work completed only at institutions that are either accredited by agencies recognized by the United States Department of Education or recognized by their respective government as institutions of higher education, for internationally-based institutions, may be submitted to the Director of Education for review. Transcripts should be submitted during the first term of a student's program. Foreign transcripts must be evaluated by a member of the Association of International Credentials Evaluators (AICE), the American Association of Collegiate Registrars and Admissions Officers (AACRAO), or the National Association of Credential Evaluation Services (NACES) prior to the evaluation and award of credit. 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. Because programs at International Business College are specially tailored to career preparation, course credits from other postsecondary colleges may not be transferable. At a minimum, 25 percent of the credits required for graduation must be completed at the college.

Credit is not granted for advanced placement or experiential learning. One 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 COLLEGE**

The acceptance of credits is always at the discretion of the institution to which a student is attempting to transfer credits. 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 college. **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 college 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.

## **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 to 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/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 college officials with legitimate educational interests. A college 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 agency); a person serving on the Board of Directors; or a person assisting another college official in performing his/her tasks. A college official has a legitimate educational interest if the official

needs to review an education record in order to fulfill his/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, not 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 contact information of the Office that administers FERPA is:

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

## **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 317-813-2301 or in person or by mail at 7205 Shadeland Station, Indianapolis, IN 46256. 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 Section 504 coordinator in a timely manner and appropriate reasonable accommodations will be provided based on the individual student's needs.

## **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.

## **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 eleven specialized programs. Students may select from nine major areas.

1. Accounting
2. Computer Applications and Programming
3. Dental Assisting
4. Graphic Design
5. Legal Studies
6. Medical Assisting
7. Network Management
8. Tourism, Hospitality, and Event Management
9. Veterinary Technology

## ACCOUNTING ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

The objective of this occupational 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.

Course Number	Course Name	Semester Credits
<b>First Academic Year</b>		
AC103	Business Mathematics I	2
AC104	Business Mathematics II	2
AC109	Accounting Principles I	3
AC110	Accounting Principles II	3
AC111	Accounting Principles III	3
AC112	Computerized Accounting	1
AC113	Financial Analysis and Reporting	1
AC116	Payroll Accounting	2
EN101	Business Communications I	2
EN102	Business Communications II	2
EN201	Written Business Communications	2
FI201	Personal Finance	1
OT118	Electronic Spreadsheets	1
OT138	Advanced Spreadsheets and Electronic Communications	1
PD102	Professional Development	2
PD108	Human Relations in the Workplace	2
TY100	Keyboarding	1
<b>Second Academic Year</b>		
AC203	Cost Accounting I	2
AC204	Cost Accounting II	2
AC205	Federal Income Tax	2
AC214	Intermediate Accounting I	3
AC215	Intermediate Accounting II	3

AC221	Advanced Application of Accounting	2
EN205	Public Speaking	3
GS202	Psychology	3
GS203	Economics	3
GS204	Sociology	3
MT200	Principles of Management and Organizational Behavior	3
SS244	Business Law	2

TOTAL 62

## **COMPUTER PROGRAMMING ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM**

The objective of this occupational 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.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
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### **First Academic Year**

AC103	Business Mathematics I	2
CA100	Computer Concepts	2
CA101	Microsoft Operating Systems	1
CA102	Programming Logic	2
CA103	PC Hardware and Diagnostics	3
CA104	Networks	3
CA105	Computer Applications—*NIX	1
CA106	.NET Programming	3
CA119	Web Development	2
CA122	Web Authoring Tools	2
CA129	Database Concepts	1
EN101	Business Communications I	2
EN102	Business Communications II	2
EN201	Written Business Communications	2
FI201	Personal Finance	1
OT118	Electronic Spreadsheets	1
TY100	Keyboarding	1

### **Second Academic Year**

CA107	Network Administration	1
CA108	Advanced .NET Programming	1
CA115	Database Applications	2
CA130	IT Customer Support	1
CA208	Object-Oriented Programming	2
CA223	Implementing and Administering SQL Servers	1
CA230	Advanced Project Development	2
CA231	Microsoft Integration	1



CA232	Java	2
EN205	Public Speaking	3
GS202	Psychology	3
GS203	Economics	3
GS204	Sociology	3
MT200	Principles of Management and Organizational Behavior	3
PD102	Professional Development	2
	TOTAL	61

## DENTAL ASSISTING ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

The objective of this occupational associate degree program is to prepare the graduate to bring diversified skills to an entry-level position as a dental assistant to increase the effectiveness and efficiency of a dental office. The graduate will assist in four-handed dentistry preparation of dental materials; taking radiographs; understanding of patient psychology; and counseling patients on oral hygiene, nutrition, and preventative techniques. Specific procedural competencies will involve rubber dams, matrix bands and wedges, Class I-V composites and amalgams, buccal pit and complex amalgams, sealants, and temporary crowns. The graduate also will learn to handle routine office functions such as receiving telephone calls, scheduling appointments, completing medical and dental histories, preparing insurance forms and monthly statements, and greeting patients. 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.

The Dental Assisting program is currently accredited by the Commission on Dental Accreditation. Graduates of the Dental Assisting program currently satisfy the education program requirements for eligibility to take the certification examinations offered by the Dental Assisting National Board (DANB). Registration and certification requirements are controlled by outside agencies and are subject to change without notice. Licensure and/or registration requirements are controlled by the individual states and are subject to change without notice. Therefore, International Business College cannot guarantee that graduates will be eligible to take the certification examination, be licensed, and/or be registered at all or at any specific time, regardless of their eligibility status upon enrollment.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
<b>First Academic Year</b>		
DA101	Dental Anatomy	2
DA102	Dental Health Sciences and Nutrition	2
DA103	Principles of Practice Management	2
DA104	Biomedical Science	2
DA105	Chairside Assisting I	2
DA106	Chairside Assisting II	2
DA107	Chairside Assisting III	2

DA114	Chairside Assisting IV	3
DA115	Dental Radiology I	3
DA122	Dental Materials I	2
DA123	Dental Materials II	2
DA124	Dental Radiology II	1
EN101	Business Communications I	2
FI201	Personal Finance	1
MT200	Principles of Management and Organizational Behavior	3
PD102	Professional Development	2
TY100	Keyboarding	1
<b>Second Academic Year</b>		
DA132	Dental Assisting Extramural I	5
DA202	Review for DANB's CDA Exam*	1
DA216	Expanded Function Dental Assisting I	2
DA217	Expanded Function Dental Assisting II	1
DA218	Dental Assisting Extramural II	5
EN205	Public Speaking	3
GS202	Psychology	3
GS203	Economics	3
GS204	Sociology	3
	TOTAL	60

\*CDA is a registered certification mark of DANB. The exam review course described above is not reviewed or endorsed by DANB.

## **GRAPHIC DESIGN ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM**

The objective of this occupational 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.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
<b>First Academic Year</b>		
EN101	Business Communications I	2
EN102	Business Communications II	2
GD103	Drawing	1
GD110	Design and Color	3
GD113	Typography I	2
GD117	Introduction to Production	2
GD123	Comprehensive Illustration	1
GS126	History of Graphic Design	2
GD129	Introduction to Macintosh	1
GD130	Typography II	1
OT128	Electronic Drawing I	3
OT132	Multimedia and Animation	2
OT135	Electronic Drawing II	3
OT141	Web Development With HTML	1
OT220	Desktop Publishing	1
PD108	Human Relations in the Workplace	2
TY100	Keyboarding	1
<b>Second Academic Year</b>		
EN205	Public Speaking	3
FI201	Personal Finance	1
GD128	Social Media Management	1
GD205	Design and Presentation Development	3
GD207	Advertising Art Portfolio	3

GS202	Psychology	3
GS203	Economics	3
GS204	Sociology	3
MT200	Principles of Management and Organizational Behavior	3
OT134	Advanced Multimedia and Animation	1
OT137	Microsoft Skills	1
OT235	Electronic Layout and Design	3
PD103	Professional Development for Designers	2
	TOTAL	60

## LEGAL ADMINISTRATIVE ASSISTANT ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

This occupational 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.

Course Number	Course Name	Semester Credits
<b>First Academic Year</b>		
EN101	Business Communications I	2
EN102	Business Communications II	2
EN201	Written Business Communications	2
FI201	Personal Finance	1
OT114	Introduction to Database Management	1
OT118	Electronic Spreadsheets	1
OT139	Word Processing--Core	1
OT216	Electronic Office Systems	2
PD102	Professional Development	2
PL103	Introduction to Law and the Legal System	3
PL109	Legal Research and Legal Writing I	3
PL112	Legal Computer Applications	2
PL113	Ethics	1
PL115	Civil Procedure	1
PL121	Client Interview and Communication Skills	1
SS118	Essentials of Legal Accounting	2
TY100	Keyboarding	1
TY103	Document Formatting	1
TY104	Document Production	1
<b>Second Academic Year</b>		
EN205	Public Speaking	3
EN215	Research and Business Report Writing	2
GS202	Psychology	3
GS203	Economics	3
GS204	Sociology	3
MT200	Principles of Management and Organizational Behavior	3
OT120	Business Organization	2
OT140	Presentation Design and Development	1

OT217	Supervision	2
SS241	Legal Transcription	1
SS244	Business Law	2
SS246	Legal Office Procedures	4
TY201	Advanced Document Production	1
	TOTAL	60

## MEDICAL ASSISTANT 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 assistant students are required to have a physical examination to demonstrate that their health will permit them to meet program requirements. They must also 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 Assistant program is currently accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Graduates of the Medical Assistant 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 Assistant Associate of Applied Science Degree program.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
<b>First Academic Year</b>		
EN101	Business Communications I	2
EN102	Business Communications II	2
FI201	Personal Finance	1
MD101	Medical Administrative Procedures I	1
MD102	Medical Administrative Procedures II	1
MD103	Medical Laboratory Procedures	3
MD106	Medical Office Systems	1



MD110	Medical Terminology			2
MD121	Medical Insurance			2
MD123	Pharmacology			2
MD128	Anatomy and Physiology I			2
MD131	Anatomy and Physiology II			2
MD182	Clinical Procedures I			2
MD185	Clinical Procedures II			3
MD186	Clinical Procedures III			3
PD102	Professional Development			2
TY100	Keyboarding			1
<b>Second Academic Year</b>				
MD292	Medical Assistant Practicum			6
		TOTAL	TOTAL	3838

## MEDICAL ASSISTANT 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 have a physical examination to demonstrate that their health will permit them to meet program requirements. They must also 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 Assistant program is currently accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.com](http://www.caahep.com)) 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.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
<b>First Academic Year</b>		
EN101	Business Communications I	2
EN102	Business Communications II	2
FI201	Personal Finance	1
MD101	Medical Administrative Procedures I	1
MD102	Medical Administrative Procedures II	1
MD103	Medical Laboratory Procedures	3
MD106	Medical Office Systems	1
MD110	Medical Terminology	2

MD121	Medical Insurance	2
MD123	Pharmacology	2
MD128	Anatomy and Physiology I	2
MD131	Anatomy and Physiology II	2
MD182	Clinical Procedures I	2
MD185	Clinical Procedures II	3
MD186	Clinical Procedures III	3
PD102	Professional Development	2
TY100	Keyboarding	1
<b>Second Academic Year</b>		
EN205	Public Speaking	3
GS202	Psychology	3
GS203	Economics	3
GS204	Sociology	3
MD283	CMA Review	1
MD292	Medical Assistant Practicum	6
MT200	Principles of Management and Organizational Behavior	3
OT216	Electronic Office Systems	2
OT217	Supervision	2
SS244	Business Law	2
	TOTAL	60

## NETWORK MANAGEMENT ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

The objective of this occupational 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.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
<b>First Academic Year</b>		
AC103	Business Mathematics I	2
CA100	Computer Concepts	2
CA101	Microsoft Operating Systems	1
CA102	Programing Logic	2
CA103	PC Hardware and Diagnostics	3
CA104	Networks	3
CA105	Computer Applications--*NIX	1
CA106	.NET Programming	3
CA119	Web Development	2
CA122	Web Authoring Tools	2
CA129	Database Concepts	1
EN101	Business Communications I	2
EN102	Business Communications II	2
EN201	Written Business Communications	2
FI201	Personal Finance	1
OT118	Electronic Spreadsheets	1
TY100	Keyboarding	1
<b>Second Academic Year</b>		
CA107	Network Administration	1
CA115	Database Applications	2
CA130	IT Customer Support	1
CA132	Linux Administration	1
CA222	Implementing Microsoft Clients and Servers	2

CA223	Implementing and Administering SQL Servers	1
CA231	Microsoft Integration	1
CA233	Managing a Microsoft Network Environment	2
CA234	Designing Security for a Microsoft Network	2
EN205	Public Speaking	3
GS202	Psychology	3
GS203	Economics	3
GS204	Sociology	3
MT200	Principles of Management and Organizational Behavior	3
PD102	Professional Development	2
	TOTAL	61

## PARALEGAL STUDIES ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

The objective of this occupational 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.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
<b>First Academic Year</b>		
EN101	Business Communications I	2
EN102	Business Communications II	2
FI201	Personal Finance	1
OT114	Introduction to Database Management	1
OT118	Electronic Spreadsheets	1
OT139	Word Processing--Core	1
PL103	Introduction to Law and the Legal System	3
PL109	Legal Research and Legal Writing I	3
PL112	Legal Computer Applications	2
PL113	Ethics	1
PL114	Legal Research and Legal Writing II	3
PL115	Civil Procedure	1
PL121	Client Interview and Communication Skills	1
PL130	Tort Law	2
PL201	Domestic Relations/Family Law	2
SS118	Essentials of Legal Accounting	2
TY100	Keyboarding	1
TY103	Document Formatting	1
<b>Second Academic Year</b>		
EN205	Public Speaking	3
GS202	Psychology	3
GS203	Economics	3
GS204	Sociology	3
MT200	Principles of Management and Organizational Behavior	3

PD102	Professional Development	2
PL104	Contracts	2
PL110	Business Organizations	2
PL111	Litigation	2
PL141	Real Estate Law	1
PL200	Estate Planning and Administration	2
PL221	Criminal Law	1
PL231	Legal Externship	6
	TOTAL	63

## **TOURISM, HOSPITALITY, AND EVENT MANAGEMENT ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM**

The objective of this occupational associate degree program is to provide students with the knowledge and skills required for entry-level employment and subsequent advancement in the hospitality and travel 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.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
<b>First Academic Year</b>		
EN101	Business Communications I	2
EN102	Business Communications II	2
FI201	Personal Finance	1
HP100	Hospitality and Tourism Marketing	2
HP108	Front and Back Office Operations	1
HP109	Guest Relations Management	1
OT118	Electronic Spreadsheets	1
OT139	Word Processing--Core	1
PD102	Professional Development	2
PD108	Human Relations in the Workplace	2
TR104	Domestic Destinations	2
TR105	Worldwide Destinations	2
TR111	Introduction to Travel	2
TR113	Travel Agency Operations and Meeting Management	2
TR114	Worldwide Tourism	2
TR115	Sales and Customer Service	1
TR117	Computerized Reservations	2
TR119	Event Planning I	2
TR120	Event Planning II	2
TY100	Keyboarding	1
<b>Second Academic Year</b>		
EN205	Public Speaking	3
EN215	Research and Business Report Writing	2



GS202	Psychology	3
GS203	Economics	3
GS204	Sociology	3
MT200	Principles of Management and Organizational Behavior	3
OT216	Electronic Office Systems	2
OT217	Supervision	2
SS244	Business Law	2
TR211	Tourism/Hospitality/Event Management Externship	6
	TOTAL	62

## 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 full-time 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.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
<b>First Academic Year</b>		
FI201	Personal Finance	1
GS105	Mathematics for Veterinary Technicians	2
GS106	Chemistry of Life	2
VT101	Clinical Medicine I	2
VT102	Clinical Medicine II	2
VT103	Clinical Medicine III	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
VT124	Animal Anatomy and Physiology I	2
VT130	Animal Anatomy and Physiology II	2
VT131	Clinical Laboratory I	1
VT132	Clinical Laboratory II	1
VT133	Clinical Laboratory III	1
VT143	Veterinary Pharmacology I	2
VT145	Anesthesia I	2
VT147	Veterinary Pharmacology II	2
VT225	Veterinary Office Procedures	1
<b>Second Academic Year</b>		
EN205	Public Speaking	3
GS202	Psychology	3
GS204	Sociology	3
PD102	Professional Development	2
VT104	Clinical Medicine IV	2
VT149	Anesthesia II	1
VT202	Clinical Medicine V	2
VT211	Animal Technology V	1
VT212	Animal Technology VI	1
VT220	Large Animal Theory I	2
VT231	Clinical Laboratory IV	1
VT241	Radiography I	2
VT245	Radiography II	1
VT246	Surgical Nursing I	1
VT247	Surgical Nursing Rotation	1
VT251	Large Animal Practicum	1
VT255	Large Animal Theory II	2
VT260	VTNE Preparation	1
<b>Third Academic Year</b>		
VT265	Veterinary Externship	6
	<b>TOTAL</b>	<b>66</b>

## COURSE DESCRIPTIONS

### **AC103 BUSINESS MATHEMATICS 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 critical thinking, number theory, consumer mathematics, basic algebra, and logic. Basic statistical concepts are also introduced.

### **AC104 BUSINESS MATHEMATICS II** (38 Clock Hours-2 Credits)

This course is a continuation of Business Mathematics I. Students will receive instruction in the mathematics of simple and compound interest, annuities, time value of money, probability, and statistics. Statistical analytical software will be introduced. (Prerequisite: AC103 Business Mathematics I)

### **AC109 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.

### **AC110 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: AC109 Accounting Principles I)

### **AC111 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: AC110 Accounting Principles II)

**AC112 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: AC110 Accounting Principles II)

**AC113 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: AC111 Accounting Principles III)

**AC116 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: AC109 Accounting Principles I)

**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: AC110 Accounting Principles II)

**AC204 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 standards for materials, labor, and factory overhead. A job order cost practice set is required to show mastery of subject matter. (Prerequisite: AC203 Cost Accounting I)

**AC205 FEDERAL 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: AC111 Accounting Principles III)

**AC214 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: AC111 Accounting Principles III)

**AC215 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: AC214 Intermediate Accounting I)

**AC221 ADVANCED APPLICATION OF ACCOUNTING**

(38 Clock Hours-2 Credits)

This course provides a comprehensive review of both financial and managerial accounting. The students will demonstrate their knowledge through advanced applications of accounting theories and concepts. Through the use of a capstone project, students will utilize, explain, and build upon topics such as financial reporting, journalizing, job-order costing, financial statement analysis, and creating business plans. The project will provide an opportunity for students to demonstrate how the various components of accounting work together. (Prerequisite: AC215 Intermediate Accounting II)

**CA100 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 an 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.

**CA101 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.

**CA102 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: CA100 Computer Concepts)

**CA103 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: CA101 Microsoft Operating Systems)

**CA104 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: CA101 Microsoft Operating Systems, CA103 PC Hardware and Diagnostics, and CA100 Computer Concepts)

**CA105 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.

**CA106 .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.

**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: CA104 Networks)

**CA108 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: CA106 .NET Programming)

**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: CA129 Database Concepts)

**CA119 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, frames, images, and tables.

**CA122 WEB AUTHORING 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: CA119 Web Development)

**CA129 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.

**CA130 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.

**CA132 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, services, and system hardware. (Prerequisites: CA107 Network Administration and CA105 Computer Applications--\*NIX)

**CA208 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. (Prerequisite: CA106 .NET Programming and CA102 Programming Logic)



## **CA222 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)

## **CA223 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)

## **CA230 ADVANCED PROJECT DEVELOPMENT**

(76 Clock Hours-2 Credits)

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)

## **CA231 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: CA129 Database Concepts, OT118 Electronic Spreadsheets, and TY100 Keyboarding)

## **CA232 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. Special emphasis is placed on designing applets for Web pages. Students work in a visual Integrated Development Environment (IDE). (Prerequisite: CA208 Object-Oriented Programming)

## **CA233 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: CA222 Implementing Microsoft Clients and Servers)

### **CA234 DESIGNING SECURITY FOR A MICROSOFT NETWORK**

(76 Clock Hours-2 Credits)

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: CA233 Managing a Microsoft Network Environment)

### **DA101 DENTAL ANATOMY**

(38 Clock Hours—2 Credits)

This course studies the anatomy of a tooth and its development from fetus to adulthood. Students also study the landmarks of the face and oral cavity and receive a comprehensive overview of both primary and permanent dentitions. (Corequisite: DA105 Chairside Assisting I)

### **DA102 DENTAL HEALTH SCIENCES AND NUTRITION**

(38 Clock Hours-2 Credits)

This course begins with an overview of basic office medical emergencies, their causes, and treatments. Included in this course are current drugs and medications that are common to the dental practice, as well as virus and disease transmission and oral pathologies. A large role of the dental professional is the promotion of a healthy lifestyle. With this in mind, this course is designed to educate on proper nutrition, its effects on overall health, as well as its effects on dental health. (Corequisite: DA105 Chairside Assisting I)

### **DA103 PRINCIPLES OF PRACTICE MANAGEMENT**

(38 Clock Hours—2 Credits)

This course introduces the skills needed to properly run the front office and be HIPAA compliant. This administrative position involves filing, scheduling patients, office finances, the use of office equipment, and heavy patient relations. Both manual and computer software systems are utilized.

### **DA104 BIOMEDICAL SCIENCE**

(38 Clock Hours-2 Credits)

Students study the functions of the body systems. Microbiology and cellular function are also discussed. Special consideration will be given to the cardiovascular, digestive, respiratory, skeletal, muscular, and nervous systems as they relate to dental procedures.

**DA105 CHAIRSIDE ASSISTING I** (38 Clock Hours-2 Credits)

This course introduces the history of dentistry along with current basic equipment found in the dental office. Using role play, students will learn clinical and communication skills to perform tasks such as taking medical/dental histories and vital signs, intraoral inspections, and giving oral hygiene instructions. Additionally, the student will have the opportunity to become “Healthcare Provider CPR” certified. And finally, treatment room preparation and charting skills help to prepare the student for a more advanced class the following semester. (Corequisites: DA101 Dental Anatomy and DA102 Dental Health Sciences and Nutrition)

**DA106 CHAIRSIDE ASSISTING II** (57 Clock Hours–2 Credits)

This course introduces the students to acceptable communication skills with patients, psychology as it applies to dentistry, and the basic tools (instruments) used in a dental office. A large part of the course is designed to teach the students how to hand dental “tools” to a dentist. Medical/dental charts are also observed, and students learn to record dental conditions of the mouth. Students also learn how to operate and maintain dental equipment. The principles of infection control are stressed and practiced throughout the course. (Prerequisite: DA105 Chairside Assisting I)

**DA107 CHAIRSIDE ASSISTING III** (57 Clock Hours—2 Credits)

This course introduces dental instruments, handpieces, and burs that are used in the dental office today. Students will study the terminology and the uses of dental equipment. A large part of the course is designed to teach the student how to record findings in the oral cavity into the chart. The students will also have an introduction to some of the dental specialties. (Prerequisite: DA106 Chairside Assisting II)

**DA114 CHAIRSIDE ASSISTING IV** (76 Clock Hours—3 Credits)

This course is designed to study the more advanced dental specialties: Endodontics, Oral Surgery, Periodontics, and Prosthodontics. Theory and common clinical procedures of each specialty are presented and demonstrated on mannequins. Instrument identification is an important component of this course as it is a vital role of the dental assistant. (Prerequisite: DA107 Chairside Assisting III)

**DA115 DENTAL RADIOLOGY I** (57 Clock Hours—3 Credits)

This course provides instruction in both theoretical and practical application of dental radiology. Students will learn the fundamental science of x-ray production and management. Students will also learn techniques of exposing, developing, and mounting dental radiographs as well as precautions from

radiation hazards. Students will learn the techniques of film placement and achieving acceptable results. Students must acquire a state-issued radiology permit.

**DA122 DENTAL MATERIALS I** (38 Clock Hours-2 Credits)

This introductory course studies the supplies and materials used in a dental office. Basic dental material terms are covered. The student will also be taught the theoretical and clinical aspects of manipulating restorative and esthetic materials, dental liners, bases, bonding systems, cements, and elementary model (replica of mouth) fabrication.

**DA123 DENTAL MATERIALS II** (38 Clock Hours—2 Credits)

This course gets the dental assistant ready for the upcoming externship. A large part of the dental assistant's role is being skilled in dental materials. Introductory and advanced impression techniques are taught. Students work with classmates to mimic a realistic setting. Temporary crowns, mouth guards, whitening trays, and custom tray fabrication are taught as well as dental waxes and bite registration techniques. (Prerequisite: DA122 Dental Materials I)

**DA124 DENTAL RADIOLOGY II** (38 Clock Hours—1 Credit)

This course provides continued instruction in the theoretical and practical aspects of dental radiology. Students will learn to critique radiographs in addition to learning the corrective approach. Students also learn interpretation techniques through identification of normal/abnormal anatomic features, pathologies, and dental restorations, materials, and caries. Students will be required to attain a live volunteer patient to facilitate the radiology instruction. (Prerequisite: DA115 Dental Radiology I)

**DA132 DENTAL ASSISTING EXTRAMURAL I** (225 Clock Hours—5 Credits)

This 225-hour externship gains experiences in general dentistry at two separate facilities. The opportunity to practice skills in a clinical setting is a valuable component to dental assisting education. Externship sites are selected by their ability to provide the student with not only relevant but also well-supervised experiences. The college provides evaluation instruments to each site that measure the assistant's skill level at appropriate intervals. (Prerequisites: DA114 Chairside Assisting IV and DA123 Dental Materials II)

**DA202 REVIEW FOR DANB'S CDA\* EXAM** (38 Clock Hours—1 Credit)

This course helps students review for the Dental Assisting National Board Exam with the goal of helping students improve their scores. The most vital lecture material and theories from the previous coursework are reviewed. Written

sample test questions are reviewed from a test preparation guidebook. In addition students will be exposed to the computerized software used in conjunction with test preparation workbook review and sample test applications. \*CDA is a registered certification mark of DANB. The exam review course described above is not reviewed or endorsed by DANB.

### **DA216 EXPANDED FUNCTION DENTAL ASSISTING I**

(76 Clock Hours-2 Credits)

This course will include didactic instruction for expanded function operative procedures. Instruction will include the theory behind placing and removing a rubber dam, placing and removing matrices and wedges, performing a caries risk assessment, and the placement and condensing of composite restorations. Dental anatomy and occlusion theories will be reviewed as they relate to restorative dentistry. (Prerequisite: DA122 Dental Materials I)

### **DA217 EXPANDED FUNCTION DENTAL ASSISTING II**

(38 Clock Hours-1 Credit)

This course will include didactic instruction and application for expanded function operative procedures. Instruction will include the theory of placing and removing matrices and wedges along with placement, condensing, carving, finishing, and polishing of amalgam restorations. Temporary restorations and interim crowns will be discussed. Students will receive didactic instruction and clinical applications in coronal polishing and fluoride medicaments in compliance with state regulations. (Prerequisite: DA216 Expanded Function Dental Assisting I)

### **DA218 DENTAL ASSISTING EXTRAMURAL II**

(225 Clock Hours-5 Credits)

This 225-hour clinical rotation combines experience of both general and specialty dentistry in a private dental office. Students will apply the skills and techniques of dental assisting they have gained throughout their education with emphasis on general assisting skills. Students in the extramural assignment are evaluated by the dental office utilizing forms provided by the college. Under the direct supervision of the dentist, students may gain the opportunity to demonstrate the restorative techniques they have acquired through the expanded function courses. The program manager periodically reviews progress by site visits and/or telephone contact. (Prerequisite: DA132 Dental Assisting Extramural I and DA217 Expanded Function Dental Assisting II)

**EN101 BUSINESS COMMUNICATIONS I** (38 Clock Hours-2 Credits)

This course will provide an introduction to business writing. Assignments support the writing demands that students will face in a business environment with a particular emphasis on language skills.

**EN102 BUSINESS COMMUNICATIONS II** (38 Clock Hours-2 Credits)

This course continues the development of the student's ability to produce clear and effective business documents. Assignments support the writing demands that students will face in a business environment and will focus on proper utilization of writing mechanics. (Prerequisite: EN101 Business Communications I)

**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, which may include letters, memorandums, short reports, emails, and specific technical writing assignments. (Prerequisite: EN102 Business Communications II)

**EN205 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.

**EN215 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 plan, research, draft, revise, edit, and produce a variety of business-related reports.

**FI201 PERSONAL FINANCE**

(38 Clock Hours-1 Credit)

This course provides a survey of the major economic decisions facing the typical American household and examines the influence of social and economic change on individual financial planning. Students acquire the knowledge and develop the necessary analytical skills to make informed choices related to topics such as managing finances and budgeting, banking and saving, earning and reporting income, buying goods and services, using credit, and protecting against risk. This course puts emphasis on goal setting, lifelong learning, and active decision making.

**GD103 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 and color theory. Students learn to identify these elements in successful designs and also learn to use these elements to solve their own design problems.

**GD113 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 typestyles and sizes, leading, readability requirements, basic typesetting, and the history of type.

**GD117 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.

**GD123 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: GD103 Drawing)

**GD126 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.

**GD128 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: EN102 Business Communications II)

**GD129 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.

**GD130 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: GD113 Typography I)

**GD205 DESIGN AND PRESENTATION DEVELOPMENT**

(76 Clock Hours-3 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 completion. Emphasis is also placed on the skills associated with designer-client communication and verbal presentation of the finished product. (Prerequisites: OT235 Electronic Layout and Design and PD108 Human Relations in the Workplace)

**GD207 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: OT235 Electronic Layout and Design)

**GS105 MATHEMATICS FOR VETERINARY TECHNICIANS**

(57 Clock Hours-2 Credits)

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

**GS106 CHEMISTRY OF LIFE** (38 Clock Hours-2 Credits)

This course introduces the student to the relationships between chemistry, biology, anatomy, and physiology. Included are the chemical basis for life, anatomy and physiology of the mammalian cell, cellular components of blood and lymph, the immune system, nutrients, and metabolism.

**GS202 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.



**GS203 ECONOMICS**

(57 Clock Hours-3 Credits)

In this course students study macroeconomic and microeconomic 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, the problems resulting from economic progress, and today's economic systems.

**GS204 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.

**HP100 HOSPITALITY AND TOURISM MARKETING**

(38 Clock Hours-2 Credits)

This course applies the general principles of marketing to the hospitality and tourism industries and stresses the importance of marketing to the success of these operations. Marketing research, consumer behavior, targeting and positioning, and the product-service mix are covered in depth. The course culminates with the development of a marketing plan, preparing the learner for an effective role in marketing management.

**HP108 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.

**HP109 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.

**MD101 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.

## **MD102 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: MD101 Medical Administrative Procedures I)

## **MD103 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.

## **MD106 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: MD121 Medical Insurance and MD102 Medical Administrative Procedures II)

## **MD110 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.

## **MD121 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: MD110 Medical Terminology)

## **MD123 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.

## **MD128 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: MD110 Medical Terminology)

**MD131 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: MD128 Anatomy and Physiology I)

**MD182 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.

**MD185 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: MD182 Clinical Procedures I)

**MD186 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. (Prerequisite: MD185 Clinical Procedures II)

**MD283 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: MD186 Clinical Procedures III, MD103 Medical Laboratory Procedures, MD131 Anatomy and Physiology II, MD123 Pharmacology, MD121 Medical Insurance, MD102 Medical Administrative Procedures II, and MD106 Medical Office Systems)

**MD292 MEDICAL ASSISTANT PRACTICUM**

(270 Clock Hours-6 Credits)

This unpaid practicum provides the students with practical on-the-job medical assisting experience in a medical facility. The practicum 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: MD186 Clinical Procedures III, MD102 Medical Administrative Procedures II, MD103 Medical Laboratory Procedures, MD106 Medical Office Systems, and MD123 Pharmacology)

**MT200 PRINCIPLES OF MANAGEMENT AND ORGANIZATIONAL BEHAVIOR** (57 Clock Hours-3 Credits)

This course explores the fundamentals of management while incorporating behavioral science concepts of motivation and leadership. Emphasis will be placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as a contributing member of a team.

**OT114 INTRODUCTION TO DATABASE MANAGEMENT**

(38 Clock Hours-1 Credit)

In this course students learn to use database commands to build and modify tables and forms and to create reports. Students will also learn to track client information using database software.

**OT118 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.

**OT128 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.

**OT132 MULTIMEDIA AND ANIMATION** (38 Clock Hours-2 Credits)

In this course, students apply design principles and utilize a popular authoring tool to create multimedia presentations that include animation. (Prerequisites: GD129 Introduction to Macintosh and GD110 Design and Color)

**OT134 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. (Prerequisite: OT132 Multimedia and Animation)

**OT135 ELECTRONIC DRAWING II** (76 Clock Hours-3 Credits)

In this course students learn to use an image-editing program to generate raster-based images and to prepare photographic files for print production. (Prerequisite: OT128 Electronic Drawing I)

**OT137 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: EN102 Business Communications II and TY100 Keyboarding)

**OT138 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: OT118 Electronic Spreadsheets)

**OT139 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: TY100 Keyboarding)

**OT140 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: TY100 Keyboarding)

**OT141 WEB DEVELOPMENT WITH HTML** (38 Clock Hours-1 Credit)

This course is designed to teach the fundamentals of Hypertext Markup Language (HTML) and the use of a popular web authoring package to create, edit, and manage well-designed Web sites. Students learn basic HTML tags and CSS to format text and include links, tables, images, and frames. The web authoring package will also be used 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.

**OT216 ELECTRONIC OFFICE SYSTEMS** (38 Clock Hours-2 Credits)

This course is an overview of computer information systems. The students learn about computer hardware and software concepts, procedures, and systems. Applications in business and other segments of society are explored.

**OT217 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.

**OT220 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: GD129 Introduction to Macintosh, GD110 Design and Color, and GD113 Typography I)

**OT235 ELECTRONIC LAYOUT AND DESIGN**

(76 Clock Hours-3 Credits)

In this course, students master 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: GD117 Introduction to Production, OT135 Electronic Drawing II, and OT220 Desktop Publishing)

**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 completing job applications, participating in job interviews, and starting a successful new career. Students learn to analyze their job skills and needs and learn how to market and present those skills and needs to prospective employers in a professional manner. Effective time management techniques, as well as stress management techniques, are also introduced.

**PD103 PROFESSIONAL DEVELOPMENT FOR DESIGNERS**

(38 Clock Hours-2 Credits)

This course explores the appropriate techniques for completing job applications and participating in job interviews in the design field. 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.

**PL103 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 administrative assistant are also examined. Additionally, discussion focuses on the ethics of the legal profession based largely on principles promulgated by the American Bar Association.

**PL104 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.

**PL109 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.

**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.

### **PL113 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.

### **PL114 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: PL109 Legal Research and Legal Writing I)

### **PL115 CIVIL PROCEDURE**

(38 Clock Hours-1 Credit)

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.

### **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 receive and give constructive feedback.



**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 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 for sale. Students gain a working knowledge of title searches and a thorough understanding of closing procedures.

**PL200 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.

**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.

**PL231 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. (Prerequisites: PL114 Legal Research and Legal Writing II, PL111 Litigation, and PL121 Client Interview and Communication Skills)

## **SS118 ESSENTIALS OF LEGAL ACCOUNTING**

(38 Clock Hours-2 Credits)

This course presents an introduction to the fundamental principles of accounting functions in a legal office. Also discussed are such specific topics as client billing, documenting time, accounting for estates, and other common fiduciary duties.

## **SS241 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 noncourt 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, 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).

## **SS246 LEGAL OFFICE PROCEDURES**

(76 Clock Hours-4 Credits)

This course prepares the students to handle legal administrative assistant 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.

## **TR104 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.

## **TR105 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.

## **TR111 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.

**TR113 TRAVEL AGENCY OPERATIONS AND MEETING 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.

**TR114 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.

**TR115 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.

**TR117 COMPUTERIZED RESERVATIONS**

(38 Clock Hours-2 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, utilize client profiles, and issue seat assignments. Students also learn to access hospitality, travel, and tourism resources on the Internet.

**TR119 EVENT PLANNING I**

(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.

**TR120 EVENT PLANNING II**

(38 Clock Hours-2 Credits)

This course expands the level of competencies required of a professional event coordinator. Students demonstrate the ability to research, design, plan, coordinate, and evaluate corporate and special events. At the end of this course students should be able to create corporate and special event experiences that are cost effective and maximize return on the investment.

**TR211 TOURISM/HOSPITALITY/EVENT MANAGEMENT  
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. (Prerequisites: HP108 Front and Back Office Operations, TR115 Sales and Customer Service, and TR117 Computerized Reservations)

**TY100 KEYBOARDING**

(38 Clock Hours-1 Credit)

In this course, students learn the proper use of the keyboard, including the alphabetic keys, figures and symbols, and special marks of punctuation. Students will also be introduced to creating and editing different types of business correspondence.

**TY103 DOCUMENT FORMATTING**

(38 Clock Hours-1 Credit)

This course continues development of document production skills as well as keyboarding speed and accuracy. The students produce business correspondence, tables, and reports. (Prerequisite: TY100 Keyboarding)

**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)

**TY201 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; different nutrients, vitamins, and minerals needed in an animal's diet; and animal nutrition and includes nutritional seminars.

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

This course builds upon Clinical Medicine I, focusing on recognition of different canine and feline breeds, dog laws, 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. Specifically students will focus on pathology of disease, necropsy, viruses, bacteria, 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 system, neurological system, musculoskeletal system, and cardiorespiratory system are presented. (Prerequisite: VT103 Clinical Medicine III)

**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, basic grooming, restraint techniques, common abbreviations, and physical exams 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 procedure, eye medications and procedure, Schirmer tear test, corneal stains, glaucoma, fecal equipment and tests, and parasitology. (Prerequisite: VT111 Animal Technology I)

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

This course builds upon Animal Technology II with an emphasis on sample collection. Instruction will cover sample collection of both urine and blood specimens through various routes as well as giving 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 placed on 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 practice. Emphasis is placed on the understanding of composition of terms including the use of prefixes and suffixes.

**VT124 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 the cell system, tissues, integumentary system, skeletal system, muscular system, cardiovascular system, neurologic system, and the blood and immune system. Emphasis is placed on the clinical use of anatomy and physiology in veterinary medicine.

**VT130 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, sense organ, and endocrine systems are studied. Emphasis is placed on the clinical use of anatomy and physiology in veterinary medicine. (Prerequisites: VT123 Veterinary Terminology and VT124 Animal Anatomy and Physiology I)

**VT131 CLINICAL LABORATORY I**

(38 Clock Hours-1 Credit)

This course reviews basic laboratory equipment and glassware. The student is then introduced to basic veterinary hematology with emphasis placed on normal test values of individual animal species.

**VT132 CLINICAL LABORATORY II**

(38 Clock Hours-1 Credit)

This course builds upon Clinical Laboratory I with a more in-depth study of hematology. White blood cell components and morphology 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 to include: Felv/Fiv testing, brucellosis testing, heartworm testing, urinalysis, and blood analyzers. (Prerequisite: VT132 Clinical Laboratory II)

**VT143 VETERINARY PHARMACOLOGY I** (38 Clock Hours-2 Credits)

This course covers all aspects of medications according to their clinical usage and method of administration. Emphasis is placed on the veterinary technician's

role in the veterinary pharmacy. This course also focuses on drug dosage calculations. (Prerequisite: GS105 Mathematics for Veterinary Technicians)

**VT145 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 practice calculations using common anesthetics and their dosages. The veterinary technician's role in relationship to the veterinarian is a key point of study. (Prerequisite: GS105 Mathematics for Veterinary Technicians)

**VT147 VETERINARY PHARMACOLOGY II** (38 Clock Hours-2 Credits)

This course is a continuation of Veterinary Pharmacology I and covers drugs affecting the gastrointestinal, dermatological, neurological, and cardiovascular systems; antimicrobials; and anti-inflammatory and analgesic drugs. (Prerequisite: VT143 Veterinary Pharmacology I)

**VT149 ANESTHESIA II** (38 Clock Hours-1 Credit)

This course is a continuation of VT145, with a focus on acid/base balance, fluid therapy, electrocardiograms, anesthetic emergencies, dental anesthesia, recovery, and pain management. This course also focuses on equine, ruminant, and swine anesthesia as well as anesthesia techniques for exotic pets. (Prerequisite: VT145 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 the following topics: 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 such as laboratory animal research, including care and maintenance, disease process, blood collection procedures, anesthesia administration, and regulatory requirements for rats, mice, guinea pigs, rabbits, and exotics. (Prerequisite: VT114 Animal Technology IV)

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

This course builds upon Animal Technology V with an emphasis placed on more advanced techniques, such as advanced surgical procedures, bandaging and wound management, orthopedics, and special procedures including feeding tubes. (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 student will become acquainted with anatomy, breed identification, management, restraint methods, physical exams, reproduction, nutrition, and husbandry.

**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, client education, teamwork, the veterinary technician's role in euthanasia, and ethical situations are discussed.

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

This course builds upon Clinical Laboratory III. Students will learn the principles of cytology, as well as types of testing for diseases. Students will also learn the principles and perform basic microbiology techniques as well as collect, culture, stain, identify, and perform sensitivity testing on bacterial specimens. (Prerequisite: VT133 Clinical Laboratory III)

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

This course includes the theory of radiography and the methods of exposing and developing films, animal restraint, and proper positioning during film exposure. Radiation safety, film reading, and error identification and correction and prevention are emphasized.

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

This course builds upon the material covered in VT241 Radiography I with students beginning their practical hands-on repetitions to achieve competency in taking and developing radiographs. The course culminates with the production of a final radiograph project that demonstrates the student's proficiency in the technical and analytical skills of radiography. (Prerequisite: VT241 Radiography I)



**VT246 SURGICAL NURSING I** (38 Clock Hours-1 Credit)

This course is designed to prepare the student to assist in all aspects of veterinary surgery. Students are introduced to aseptic surgery techniques, surgical instrumentation identification and use, patient preparation, positioning for various surgical procedures, and common veterinary suture materials and patterns. (Prerequisite: VT147 Veterinary Pharmacology II)

**VT247 SURGICAL NURSING ROTATION** (32 Clock Hours-1 Credit)

This course is designed to permit the students to apply all skills and knowledge acquired in Veterinary Pharmacology, Anesthesia, and Surgical Nursing I to perform actual surgical assisting roles. Students will gain experience in anesthesia administration, sterile and nonsterile assisting, patient preparation, surgical clean up, and recovery of their patient. These duties will be performed as part of a student team under the supervision of the staff veterinarian and licensed instructor. (Prerequisites: VT147 Veterinary Pharmacology II, VT149 Anesthesia II, and VT246 Surgical Nursing I)

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

This course will be conducted at stables, farms, or other large animal facilities. The student will perform and/or assist with husbandry; restraint; and medical, technical, and radiological procedures. This course focuses on cattle and horses and additional farm animal species when available. (Prerequisite: VT220 Large Animal Theory I)

**VT255 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, such as horses, pigs, and cattle. Herd health maintenance measures are also discussed. (Prerequisite: VT251 Large Animal Practicum)

**VT260 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 Exam. Discussions will be followed by exams formatted and timed using parameters similar to the actual test. (Prerequisites: VT202 Clinical Medicine V, VT212 Animal Technology VI, VT220 Large Animal Theory I, VT225 Veterinary Office Procedures, VT231 Clinical Laboratory IV, and VT246 Surgical Nursing I)

**VT265 VETERINARY EXTERNSHIP** (270 Clock Hours-6 Credits)

This unpaid externship is scheduled 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, VT247 Surgical Nursing Rotation, and a cumulative GPA of 2.00 prior to the start of externship)

## ACADEMIC CALENDAR 2018-2019

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 2018

May 7	Summer Session Begins (Term I)
May 28	No Classes: Memorial Day Holiday
June 11-15	No Classes: Summer Break
July 4	No Classes: Independence Day Holiday
July 6	Term I Ends
July 9	Term II Begins
August 31	Summer Session Ends (Term II)

### Fall Semester 2018

September 3	No Classes: Labor Day Holiday
September 4	Fall Semester Begins (Term I)
October 26	Term I Ends
October 29	Term II Begins
November 22-23	No Classes: Thanksgiving Holiday
December 21	Fall Semester Ends (Term II)
December 24-January 4	No Classes: Winter Break

### **Spring Semester 2019**

January 7	Spring Semester Begins (Term I)
February 18	No Classes: Presidents' Day Holiday (Make-up Snow Day if Necessary)
March 1	Term I Ends
March 4	Term II Begins
April 1-5	No Classes: Spring Break
April 19	No Classes: Good Friday Holiday
May 3	Spring Semester Ends (Term II)

### **Summer Session 2019**

May 6	Summer Session Begins (Term I)
May 27	No Classes: Memorial Day Holiday
May 28-31	No Classes: Summer Break
July 3	Term I Ends
July 4-5	No Classes: Independence Day Holiday
July 8	Term II Begins
August 30	Summer Session Ends (Term II)

## ADMINISTRATION, FACULTY, AND STAFF

### Administration

Kathy Chiudioni..... President  
Diane Dalton..... Director of Placement  
Carrie Mengerink..... Director of Student Services  
Judith Thames.....Director of Education

### Faculty

Hollace Bales..... Legal Administrative Assistant Program Manager  
M.L.S., Indiana University  
B.A., Michigan State University  
Darci Barr ..... Dental Assisting Program Manager  
B.S., Indiana State University  
Certified Dental Assistant  
Maysoun Bitar .....Dental Assisting Education  
B.S., College of Medical Profession  
EFDA, IU School of Dentistry  
Robin Carr .....General Education  
M.A., Indiana Wesleyan University  
B.S., Martin University  
A.A.S., ITT Technical Institute  
Amy Crouch .....Accounting Program Manager  
M.S.A., University of Missouri  
M.B.A., Rockhurst University  
B.S., Purdue University

Jennifer Gillis..... Veterinary Technology Education  
 B.S., Purdue University  
 A.A.S., Purdue University  
 Registered Veterinary Technologist

Eryn Gray ..... Veterinary Technology Education  
 A.A.S., Bel-Rea Institute of Animal Technology  
 Registered Veterinary Technician

Nancy Haggard ..... Librarian  
 M.L.S., Indiana University  
 B.A., Western Kentucky University

Leanne Holt .....Medical Assistant Education  
 Diploma, International Business College  
 Certified Medical Assistant

Christine Landeros..... Veterinary Technology Education  
 A.A.S., Purdue University  
 Registered Veterinary Technician

Judy Mackey.....Medical Assistant Program Manager  
 A.A.S., Ashworth College  
 Certified Medical Assistant

Tressa Mazhandu ..... Tourism, Hospitality, and Event Management  
 Program Manager  
 B.L.S., University of Indianapolis

Andrea McClure ..... Veterinary Technology Education  
 A.A.S., International Business College  
 Registered Veterinary Technician

Melinda Moody ..... Veterinary Technology Education  
 A.A.S., Vincennes University  
 A.A.S., Purdue University  
 Registered Veterinary Technician

Joy Ritz .....Veterinary Technology Program Manager  
D.V.M., B.S., Purdue University

John Rowley .....Computer Program Manager  
M.A., M.Div., Abilene Christian University  
B.A., Indiana State University

Krystal Sipes..... Veterinary Technology Education  
A.A.S., International Business College  
Registered Veterinary Technician

Jennifer Spector .....Paralegal Program Manager  
J.D., Indiana University  
B.A., Xavier University

Kathleen Thomas .....Paralegal/General Education  
J.D., Indiana University  
B.A., Miami University

Kevin Wilson ..... Graphic Design Program Manager  
B.F.A., Rhode Island School of Design

Alesha Zuber..... Veterinary Technology Education  
A.A.S., International Business College  
Registered Veterinary Technician

## **Staff**

Kory Amyx-Binford .....	Admissions Representative
Angi Arps .....	Financial Aid Planner
Cathy Bilsland.....	Placement Consultant
Carrie Burnett .....	Admissions Representative
Tara Carpenter .....	Dental Laboratory Assistant
Michelle Casiano .....	Admissions Secretary
Candra Crouse .....	Admissions Representative
Heather Curry .....	Receptionist
Robin Edwards.....	Admissions Representative
Ronda Estridge.....	Regional Admissions Manager
Heather Etherington.....	Student Services Assistant
Rekeya Ford.....	Dental Laboratory Assistant
Amber Savage.....	Education Assistant/Registrar
John Shore .....	Residence Director
Debra Stange.....	Regional Admissions Manager
Carrie Winter .....	Admissions Assistant Supervisor



## APPENDIX

### TITLE 646 DEPARTMENT OF WORKFORCE DEVELOPMENT

#### 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 the 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 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 admissions 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 proprietary educational institution prior to enrollment, and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew 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, Indianapolis, IN**  
**2018–2019 Academic Catalog Addendum**  
**August 2, 2018**

On page 72 and 73, replace the Medical Assistant Program with the following:

**MEDICAL ASSISTANT 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 assistant students are required to have a physical examination to demonstrate that their health will permit them to meet program requirements. They must also 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 Assistant program is currently accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Graduates of the Medical Assistant 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 Assistant Associate of Applied Science Degree program.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
<b>First Academic Year</b>		
EN101	Business Communications I	2
EN102	Business Communications II	2
FI201	Personal Finance	1
MD101	Medical Administrative Procedures I	1
MD102	Medical Administrative Procedures II	1
MD103	Medical Laboratory Procedures	3
MD106	Medical Office Systems	1
MD110	Medical Terminology	2
MD121	Medical Insurance	2
MD123	Pharmacology	2
MD128	Anatomy and Physiology I	2
MD131	Anatomy and Physiology II	2
MD182	Clinical Procedures I	2
MD185	Clinical Procedures II	3
MD186	Clinical Procedures III	3
PD102	Professional Development	2
TY100	Keyboarding	1
<b>Second Academic Year</b>		
MD292	Medical Assistant Practicum	6
	TOTAL	38