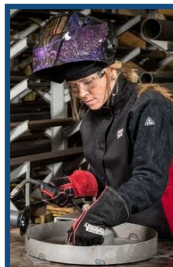




**2025 - 2026 - 2027**  
**ACADEMIC YEAR**

# **INSTITUTE OF MEDICAL AND BUSINESS CAREERS**



**Institute of  
Medical  
and  
Business Careers**

**IMBC.EDU**

5739 West 26th Street  
Erie, PA 16506

**855.773.0758**

**YOUR NEW CAREER STARTS HERE**

**ONLINE PROGRAM CATALOG**

Volume XLIV  
Published January 2025

# ONLINE ACADEMICS CALENDAR 2025 - 2026 - 2027

Students can register for classes anytime prior to the start of each session. Early registration is advised to ensure an applicant's tentative reservation in the class and all necessary arrangements are in order. **A STUDENT SHOULD CALL AND SPEAK WITH THE FINANCIAL AID ADVISOR AS EARLY AS POSSIBLE TO ALLOW ADEQUATE TIME TO APPLY FOR THE STUDENT'S BEST FINANCIAL AID PACKAGE.**

## WINTER QUARTERS: January 6, 2025 to March 30, 2025

	<u>Start of Term</u>	<u>End of Term</u>
Winter Session I	January 6, 2025	February 16, 2025
Winter Session II	February 17, 2025	March 30, 2025

## SPRING QUARTERS: March 31, 2025 to June 22, 2025

	<u>Start of Term</u>	<u>End of Term</u>
Spring Session I	March 31, 2025	May 11, 2025
Spring Session II	May 12, 2025	June 22, 2025

## SUMMER QUARTERS: June 30, 2025 to September 21, 2025

	<u>Start of Term</u>	<u>End of Term</u>
Summer Session I	June 30, 2025	August 10, 2025
Summer Session II	August 11, 2025	September 21, 2025

## FALL QUARTERS: September 22, 2025 to December 14, 2025

	<u>Start of Term</u>	<u>End of Term</u>
Fall Session I	September 22, 2025	November 2, 2025
Fall Session II	November 3, 2025	December 14, 2025

2025

## WINTER QUARTERS: January 5, 2026 to April 5, 2026

	<u>Start of Term</u>	<u>End of Term</u>
Winter Session I	January 5, 2026	February 15, 2026
Winter Session II	February 23, 2026	April 5, 2026

## SPRING QUARTERS: April 6, 2026 to June 28, 2026

	<u>Start of Term</u>	<u>End of Term</u>
Spring Session I	April 6, 2026	May 17, 2026
Spring Session II	May 18, 2026	June 28, 2026

## SUMMER QUARTERS: July 6, 2026 to September 27, 2026

	<u>Start of Term</u>	<u>End of Term</u>
Summer Session I	July 6, 2026	August 16, 2026
Summer Session II	August 17, 2026	September 27, 2026

## FALL QUARTERS: September 28, 2026 to December 27, 2026

	<u>Start of Term</u>	<u>End of Term</u>
Fall Session I	September 28, 2026	November 8, 2026
Fall Session II	November 16, 2026	December 27, 2026

2026

## WINTER QUARTERS: January 4, 2027 to March 28, 2027

	<u>Start of Term</u>	<u>End of Term</u>
Winter Session I	January 4, 2027	February 14, 2027
Winter Session II	February 15, 2027	March 28, 2027

## SPRING QUARTERS: April 5, 2027 to June 27, 2027

	<u>Start of Term</u>	<u>End of Term</u>
Spring Session I	April 5, 2027	May 16, 2027
Spring Session II	May 17, 2027	June 27, 2027

## SUMMER QUARTERS: June 28, 2027 to September 26, 2027

	<u>Start of Term</u>	<u>End of Term</u>
Summer Session I	June 28, 2027	August 1, 2027
Summer Session II	August 16, 2027	September 26, 2027

## FALL QUARTERS: September 27, 2027 to December 12, 2027

	<u>Start of Term</u>	<u>End of Term</u>
Fall Session I	September 27, 2027	October 31, 2027
Fall Session II	November 8, 2027	December 12, 2027

2027

## HOLIDAYS OBSERVED

### 2025

January 1	..... New Year's
January 20	..... Martin Luther King Day
April 18	..... Good Friday
May 26	..... Memorial Day
June 13	..... Juneteenth
July 4	..... Fourth of July
September 1	..... Labor Day
November 27, 28	..... Thanksgiving
December 24, 25	..... Christmas
December 27 - 30	..... Staff Meetings, In-Service

### 2026

January 1	..... New Year's
January 19	..... Martin Luther King Day
April 3	..... Good Friday
May 25	..... Memorial Day
June 19	..... Juneteenth
July 3	..... Fourth of July
September 7	..... Labor Day
November 26, 27	..... Thanksgiving
December 24, 25	..... Christmas
December 28 - 31	..... Staff Meetings, In-Service

### 2027

January 1	..... New Year's
January 18	..... Martin Luther King Day
March 26	..... Good Friday
May 31	..... Memorial Day
June 18	..... Observe Juneteenth
July 4	..... Fourth of July
September 6	..... Labor Day
November 25, 26	..... Thanksgiving
December 24, 25	..... Christmas
December 27 - 31	..... Staff Meetings, In-Service

*Each online term is six (6) weeks in length. One quarter is equal to two (2), six-week day terms.  
The school reserves the right to alter class schedules or starting dates, when necessary.  
Students will not be financially penalized by such changes.*

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## **ASSOCIATIONS AND RELATIONSHIPS**

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### ***Institutionally Accredited By:***

The Accrediting Bureau of Health Education Schools (ABHES)  
6116 Executive Blvd., Suite 730, North Bethesda, MD 20852, Phone: 703-917-9503  
Authorized to Award Associate in Specialized Business / Technology Degrees and Diplomas

### ***Licensed By:***

Pennsylvania State Board of Private Licensed Schools

### ***Degree Authorization:***

Pennsylvania Department of Education to confer the  
Associate in Specialized Business (ASB) / Technology (AST) Degrees

### ***Approved By:***

United States Department of Education for the William Ford Direct Loans  
United States Department of Education for Pell Grants  
United States Department of Education for SEOG Grants  
Pennsylvania Department of Education, GI Bill™  
State Office of Vocational Rehabilitation for the Training of Rehabilitation Students,  
Commonwealth of Pennsylvania  
Workforce Investment Board / Career Link  
Three Rivers Workforce Investment Board / Career Link  
Pennsylvania Higher Education Assistance Agency (PHEAA) for the Pennsylvania State Grant  
Trade Adjustment Act (TAA)  
Workforce Innovation and Opportunity Act (WIOA)  
Pennsylvania Targeted Industry Program (PA-TIP)

### ***Memberships:***

American Association of Medical Assistants (AAMA)  
Penn Hills Chamber of Commerce  
Pennsylvania Association of Student Financial Aid Administrators (PASFAA)  
Pennsylvania Association of Private School Administrators (PAPSA)  
National Association of Student Financial Aid Administrators (NASFAA)  
American Welding Society, Welding Training

“GI Bill®” is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).

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## PHILOSOPHY AND OBJECTIVES

### MISSION STATEMENT OF THE INSTITUTE OF MEDICAL AND BUSINESS CAREERS

*Institute of Medical and Business Careers (IMBC) is dedicated to the preparation of men and women in occupational skills necessary to qualify them for entry into their chosen career. Programs provide a combination of training and classroom instruction to develop the abilities of its students for a successful career. Additionally, online students benefit from the flexibility and freedom of earning their specialized degree or diploma while maintaining their professional and personal commitments.*

#### IMBC'S OBJECTIVES ARE:

- To provide the student useful knowledge for his/her specific career goals.
- To encourage students to accept responsibility for their own actions and career advancement.
- To make students aware of the reality and competitiveness of the world for which they wish to enter.
- To provide a faculty and staff who are dedicated to fulfilling the educational goals of IMBC and its students.
- To provide a supportive environment through the administration and faculty to accomplish the educational goals of IMBC.

The most important prerequisites for enrollment are a good attitude and initiative. Institute of Medical and Business Careers philosophy and objectives are to combine these attributes with the school's programs to help individuals toward a career of their choice to compete in the "working world" society. Institute of Medical and Business Careers will provide the necessary professional educators who will enhance a productive learning experience.

#### HISTORY

The following terms are used as references to the Institute of Medical and Business Careers, Inc. and may be found throughout this catalog: IMBC, the school, the institution, the facility.

The Institute of Medical and Business Careers was originally founded in 1995 in Pittsburgh, Pennsylvania as the Academy of Myofascial Trigger Point Therapy and later became known as the Pittsburgh School of Pain Management.

The Institute of Medical and Business Careers has campuses in Pittsburgh and Erie, Pennsylvania. The school is licensed by the Pennsylvania Department of Education, State Board of Private Licensed Schools and is nationally accredited by the Accrediting Bureau of Health Education Schools (ABHES). IMBC is authorized by the Pennsylvania Department

of Education to confer the Associate in Specialized Business (ASB) and Associate in Specialized Technology (AST) Degrees. In July 2017, IMBC licensed 100% online training programs; two specialized associate degree programs in Business Administration – Marketing and Management and Medical Records Technician and two diploma programs – Medical Office Administrator and Medical Insurance Billing and Coding.

The school will continue to expand into the allied health and business training fields in occupations that project increased employment opportunities with above average growth rates according to the U.S. Bureau of Labor Statistics.

#### FACILITIES

Institute of Medical and Business Careers is located in a modern, two story office building at 133 Jefferson Road, Pittsburgh, Pennsylvania 15235. The school utilizes both floors for lecture classrooms, computer labs, medical assisting labs, dental assisting labs, administrative and staff access in a safe and secure area.

In Erie, PA the school campus is comprised of multiple school buildings located at 5739 West 26th Street, Erie, Pennsylvania 16506. The school offers lecture classrooms, computer labs, welding lab space, medical assisting labs, administrative and staff offices. Students have access to a learning resource center, student lounge, and student vending areas. IMBC's facility offers plenty of free parking and wireless internet access in a safe and secure area.

#### ADMINISTRATION & FACULTY

Please see enclosed addendum for current list of Administration and Faculty members.

#### GOVERNANCE

Institute of Medical Careers, Inc. d/b/a Institute of Medical and Business Careers, is a Pennsylvania Corporation with a Board of Directors.

## ADMISSION REQUIREMENTS

The Institute of Medical and Business Careers encourages potential students to contact the institution to discuss the details of career planning and education. The Institute requires that a student graduate from a recognized high school or have a General Equivalency Diploma (G.E.D.) as evidenced by a high school transcript or a G.E.D. transcript or a signed student attestation that they are a high school / G.E.D. graduate. All applicants take an admission test and have a telephone interview. Previous career training in the career of your choice is not required. Applicants should possess a strong commitment towards their career training and a desire to accept employment upon graduation. Applicants understand that employers may require criminal background checks, drug testing and/or physicals to determine vaccinations and immunizations prior to accepting employment. Previous career training in the career of your choice is not required.

IMBC collects the applicant's physical location address and a copy of their ID during the enrollment process. The applicant is advised to notify IMBC if they change their physical location.

## APPLICATION PROCEDURE

To apply for enrollment, a student must fill out an application form, available online, and submit to: Institute of Medical and Business Careers, 5739 West 26th Street, Erie, PA 16506. Applicants are required to take the online Wonderlic Basic Skills Test. A minimum score of 200 is required for all programs, with the exception of the Paralegal program, which requires a minimum score of 300 or greater. The Wonderlic Basic Skills Test is for assessment purposes prior to acceptance and considers applicants for admission. The last step of the admissions process for potential online students, is to call 814-217-9227 and attend a 30-45 minute online student orientation. Online students must successfully complete the online student orientation course, to ensure that distance learning is a good fit for the student. The student will practice posting on the discussion board, uploading an assignment and submitting a survey. The online applicant will also discuss their preferred learning style, review time management tips, discuss their computer and internet reliability and problem-solve any potential barriers for success. All new students are "conditionally" accepted for the first five weeks of the first term (provisional period) thereby allowing the school to monitor and assess the student's commitment to attend and their academic performance. At the end of the "conditional" period, students may be accepted as regular, matriculating students. Students will be retroactively charged for tuition. If a student is not accepted, the student is terminated from the school, and no charges are assessed.

## CREDIT FOR PREVIOUS EDUCATION AND TRAINING

Appropriate tuition and academic credit may be given for comparable previous education, and/or training, and

the training period may be shortened accordingly upon review of official academic transcripts from other institutions accredited by the U.S. Department of Education or the Council for Higher Education Accreditation.

The acceptance of credits from a previous education institution **must be completed prior to the start of the training program.** Credits transferred into IMBC must be completed with a grade of "C" or better.

All transfer credits are assessed on a course-by-course basis. Transferability of credits to IMBC may be affected by the age of the credits and by the degree to which related technology has changed since the student earned the credits. All courses transferred by a student **must be completed prior to the start of the program.** Transfer credits are determined by the policies of the receiving post-secondary institution and therefore IMBC makes no guarantee of transfer course credit to other post-secondary institutions.

## CLASS SCHEDULE / ACADEMIC YEAR

Online students must actively participate and submit work in their online courses. Each course is 6 weeks long and students must actively participate and submit work weekly. The weekly modules are opened every Monday and each week ends on Sunday.

The academic year is defined as a period that begins on the first day of class and ends on the last day of class or examinations and that is a minimum of 30 weeks of instructional time during which a full-time student is expected to complete at least 36 quarter credits.

## COURSE SUBSTITUTION

The school reserves the right to substitute a course of equivalent weight and value for a prescribed course when, in the opinion of the administration, it will aid the student in achieving his or her vocational objectives.

## CURRICULUM CHANGES / START DATES

IMBC reserves the right to adjust curricula as needed and alter starting dates when necessary. IMBC strives to stay abreast of the requirements of the medical communities at all times. This entails periodic revision to the courses and programs offered at the school. We reserve the right to add or to delete from classes, courses, change programs, change class times, change start dates, modify faculty and adjust tuition rates/fees and modify cancellation/refund policies as circumstance indicates; subject to approval of the various state and national agencies under whose regulations we operate. Also included is the right to cancel a course or program for insufficient enrollment or management choice or discretion.

## SCHOOL CATALOG UPDATES

IMBC reserves the right to change, alter and/or update the school catalog when necessary. Students will be required to adhere to the most current guidelines and information in the most updated school catalog. Current and active students will be under the governance of the most recently updated school catalog. Students may always reference the most updated catalog by visiting the IMBC.edu website.

# PROGRAM DESCRIPTIONS

## MEDICAL RECORDS TECHNICIAN

### ASSOCIATE IN SPECIALIZED TECHNOLOGY (A.S.T.) DEGREE • FULL DISTANCE • BLENDED

This 94-quarter credit hour program prepares the student for a career as a medical records/health information technician. The student will receive specialized instruction in the preparation, maintenance, organization, completeness, and security of the patient's medical record.

The student is instructed in core medical courses such as medical terminology and anatomy/physiology. These courses build the foundation for all other medical courses. Additionally, students will integrate this core medical knowledge into classes in medical coding, medical billing, and medical records management. Students will be exposed to Electronic Health Records (EHR) and how this impacts patient information. The EHR provide the student with real world applications of electronic records software and related tools to create clinical documentation.

The student is also instructed in the proper use of computer technology. Operations software, Internet usage, and application software are integrated throughout numerous courses within the curriculum. The student will study major software programs while using the Windows operating system to manipulate information, think analytically and to use the computer as a productivity tool.

General education courses such as Public Speaking and Critical Thinking, Reading and Writing strengthen the student's ability to communicate effectively and think independently. The general education courses provide the student with the higher degree credential which often times qualifies the graduate for supervisory and/or entry level management positions within the medical office. The student will also receive training in the techniques of finding and retaining a job. Topics will include interviewing skills, human relations, resumé preparation, team building, professional appearance and behaviors, workplace dynamics and ethics, the development of good work habits and the creation of a placement portfolio.

Medical Records Technician students participate in a practicum experience which allows the student to practice classroom skills in the medical office under the supervision of medical professionals. A practicum enables the student to gain on-the-job experience in this area of concentration. The student assumes a wide variety of duties and responsibilities which relate directly to this career choice.

Graduates of this program are prepared to seek entry level employment as a medical records technician in hospitals, physician offices, nursing care facilities, outpatient care centers, and home health services. Insurance firms that deal with health matters and public health departments also hire entry level medical records information technicians. Some medical practicum sites may require a criminal background check prior to attending the practicum site.

Students are encouraged to "sit" for certifications. Certification indicates credibility and competence of their knowledge and skills. Although certification is voluntary,

there is a growing trend toward certification requirements as employers understand students passing voluntary, third party certification exams validate their competencies, skills and abilities in the specialized field of study.

Students may need to relocate to obtain gainful employment.

Course	PROGRAM Description	Clock Hours	Qtr. Credits	Cert. Exam
<b>REQUIRED COURSES</b>				
<i>(All of the following - Not in order of progression)</i>				
ANP100-DE	Anatomy and Physiology I	60	4	
ANP200-DE	Anatomy and Physiology II	60	4	
EHR100-DE	Electronic Health Records	60	4	CEHRS*
MA255-DE	Physician Billing and Coding	60	4	
MD050-DE	Disease Processes	60	4	
MDC150-DE	Procedural Coding	60	4	
MDC200-DE	Diagnostic Coding I	60	4	
MDC240-DE	Advanced Diagnostic Coding II	60	4	
MDC255-DE	Insurance Billing	60	4	
MDT100-DE	Medical Terminology I	60	4	
MDT200-DE	Medical Terminology II	60	4	
MOP200-DE	Medical Office Adm. Procedures	60	4	
<b>PROGRAM RELATED ELECTIVES</b>				
<i>(Four of the following)</i>				
CMP100-DE	Introduction to Computers using Microsoft Word	60	4	
CMP101-DE	Advanced Microsoft Word	60	4	
CMP102-DE	Introduction to Microsoft Excel	60	4	
KEY100-DE	Keyboarding I	60	4	
MBC100-DE	Introduction to Healthcare	60	4	
MED100-DE	Medical Law and Ethics	60	4	
MOA100-DE	Introduction to Medical Office Administration and Customer Service	60	4	
<b>GENERAL EDUCATION ELECTIVES</b>				
<i>(All of the following)</i>				
GEN002-DE	Introduction to Psychology	60	4	
GEN003-DE	Introduction to Public Speaking	60	4	
GEN004-DE	Critical Thinking, Reading & Writing	60	4	
GEN005-DE	English Composition	60	4	
GEN008-DE	Communication for Career Success	60	4	
<b>CAREER PREPARATION</b>				
<i>(Both of the following)</i>				
DEV100-DE	Professional Development	60	4	
IN200-DE	Practicum	180	6	NRCCS*
<b>TOTAL CLOCK HOURS / QUARTER CREDITS</b>		1500	94	

\* Nationally Registered Certified Billing Coding Specialist (NRCCS) and the Certified Electronic Health Record Specialist (CEHRS) are administered by the National Association for Health Professionals (NAHP) and the National Health Association (NHA) respectively. The Institute of Medical and Business Careers encourages the student to sit for National certification credentials. The cost of the certification exams are paid for by IMBC, when the student qualifies and meets the IMBC guidelines. Certification exams are not required for employment; however, employers understand students passing voluntary, third party, certification exams validate their competencies, skills and abilities in the specialized field of study. IMBC believes students passing certification exams have a more competitive employment advantage for being hired over students with no certification.

# MEDICAL INSURANCE BILLING AND CODING PROGRAM

## DIPLOMA PROGRAM • FULL DISTANCE



This 780 clock hour, 52 quarter credit hour Medical Insurance Billing and Coding online program prepares the student for an entry level career as a medical insurance billing and coding specialist. The student is given instruction in medical terminology, office management, and coding techniques to fully prepare for a career in a medical facility.

Courses in medical terminology, anatomy and physiology, and medical coding prepare the student for the specialized nature of this field. Keyboarding concepts taught will help the student achieve speed and accuracy for entering data into the computer system.

The students will be exposed to both office and hospital billing during their program. The proper completion, submission, and claims resolution techniques for the CMS-1500 (UB04) forms will be discussed. Students receive hands on training utilizing Medical Billing software. This software provides the student with experience in the electronic claims submission process. The impact of major insurers on the billing process will also be included. The influence of ever-changing state and federal legislation will round out the material presented in both the billing and coding courses.

The student also receives instruction in the techniques of finding and retaining a job. Topics include interviewing skills, human relations, resume preparation, professional appearance and behavior, team dynamics, developing good work ethics, and development of good work habits.

Graduates are encouraged to take an industry certification exam through the National Association for Health Professionals (NAHP). The NAHP offers a Nationally Registered Certified Coding Specialist (NRCCS) exam. Many students find certification exams enhance employment opportunities. Graduates of this program are prepared to seek entry level employment in hospitals, clinics, physicians' offices, dental offices, nursing homes, and insurance companies.

Students may need to relocate to obtain gainful employment.

<b>PROGRAM</b>				
Course	Description	Clock Hours	Qtr. Credits	Cert. Exam
<b>REQUIRED COURSES</b>				
<i>(All of the following - Not in order of progression)</i>				
ANP150-DE	Anatomy and Physiology	90	6	
DEV100-DE	Professional Development	60	4	
EHR150-DE	Electronic Health Records	90	6	*NRCCS
MBC100-DE	Introduction to Healthcare	90	6	
MBC260-DE	Diagnostic Coding	90	6	
MBC270-DE	Procedural Coding	90	6	
MBC280-DE	Physician Billing & Coding and Insurance Billing	90	6	
MDT150-DE	Medical Terminology & Keyboarding	90	6	
MED150-DE	Medical Law and Ethics	90	6	
<b>TOTAL CLOCK HOURS /</b>				
<b>QUARTER CREDITS</b>		<b>780</b>	<b>52</b>	

\* NRCCS – Nationally Registered Certified Coding Specialist is administered by the National Association for Health Professionals (NAHP). The Institute of Medical and Business Careers encourages the student to sit for National certification credentials. The cost of the certification exams are paid for by IMBC, when the student qualifies and meets the IMBC guidelines. Certification exams are not required for employment; however, employers understand students passing voluntary, third party, certification exams validate their competencies, skills and abilities in the specialized field of study. IMBC believes students passing certification exams have a more competitive employment advantage for being hired over students with no certification.





## MEDICAL OFFICE ADMINISTRATOR DIPLOMA PROGRAM • FULL DISTANCE



The Institute of Medical and Business Careers offers a one year, 52 quarter credit hour online program designed to provide the student with knowledge and skills necessary for entry-level employment as a medical office administrator. Students will practice clerical and administrative duties, organize files, prepare documents, schedule appointments, and support other staff. They also take simple medical histories of patients, arrange for patients to be hospitalized, or process insurance payments.

Most medical office administrators answer telephones, greet patients, maintain patient files, complete forms/ correspondence, schedule appointments, perform book-keeping / billing, and arrange for patient services. The ability to be professional, provide excellent customer service, enter accurate data, multi-tasking, and maintain confidentiality are essential skills for a medical office administrator.

Student will have an entry level understanding and proficiency of Microsoft Word and Excel as basic platforms that will assist them in their potential job duties. The student is instructed in the basic fundamentals of computer operation and in the use of computer operating systems. These skills are integrated into courses in medical terminology, anatomy and physiology, and medical coding to prepare the student for the specialized nature of this field. Keyboarding is also implemented in the curriculum to help the student achieve speed and accuracy for entering data into the computer system.

The student will also receive training in the techniques of finding and retaining a job. Topics will include interviewing skills, human relations, resumé preparation, team and workplace dynamics, professional appearance and behaviors, developing good work ethics and the development of good work habits.

Students may need to relocate to obtain gainful employment.

<b>PROGRAM</b>			
Course	Description	Clock Hours	Qtr. Credits
<b>REQUIRED COURSES</b>			
<i>(All of the following - Not in order of progression)</i>			
ANP150-DE	Anatomy and Physiology	90	6
CMP150-DE	Microsoft Office Word and Excel	90	6
DEV100-DE	Professional Development	60	4
EHR150-DE	Electronic Health Records	90	6
MDC265-DE	Insurance Billing	90	6
MDT150-DE	Medical Terminology and Keyboarding	90	6
MED150-DE	Medical Law and Ethics	90	6
MOA100-DE	Introduction to Medical Office Administration and Customer Service	90	6
MOP250-DE	Medical Office Procedures	90	6
<b>TOTAL CLOCK HOURS / QUARTER CREDITS</b>		<b>780</b>	<b>52</b>



### IMBC ADVANTAGE:

- Experienced & Knowledgeable Instructors
- Learn at your own pace
- Flexible Class Schedule
- National Certifications

## HEALTH SCIENCES - HEALTHCARE SUPPORT

### ASSOCIATE IN SPECIALIZED TECHNOLOGY (A.S.T.) DEGREE • FULL DISTANCE

This 98-quarter credit hour program prepares the student to become an important entry-level part of a medical office support team. The day-to-day work for Healthcare Support staff varies by the organization for which they work (and job title), but the essential core of the job can include: ensuring the smooth operations of a medical office, clinic or healthcare organization, provide outstanding customer service, meeting and greeting patients, scheduling, chart retrieval, managing medical records, processing payments and insurance, promoting population health, assisting with infection prevention and control protocols, etc. These dedicated individuals work closely with other healthcare professionals to ensure that patients receive the best possible care. The Healthcare Support role requires the following soft skills: multi-tasking, problem-solving, a helpful and caring personality, flexibility, and a desire to promote a healthy, safe, and friendly environment simultaneously protecting the confidentiality of patient medical records.

The student is instructed in core medical courses such as medical terminology and anatomy and physiology. These courses build the foundation for all other medical courses. Additionally, students will integrate this core medical knowledge into classes in infection prevention and control, public and community health, and insurance billing. Students will learn about Electronic Health Records (EHR) and how it impacts patient information. The EHR provides the student with real world applications of electronic records software and related tools to create clinical documentation.

The student is also instructed in the proper use of computer technology. Operations software, Internet usage, email and application software are integrated throughout numerous courses within the curriculum. The student will study major software programs while using the Windows operating system to manipulate information, think analytically, and use the computer as a productivity tool.

General education courses such as Public Speaking and Critical Thinking, Reading and Writing strengthen the student's ability to communicate effectively and think independently; providing critical problem solving skills. The student will also receive training in the techniques of finding and retaining a job. Topics will include interviewing skills, human relations, resumé preparation, team building, professional appearance and behaviors, workplace dynamics and ethics, the development of good work habits and the creation of a placement portfolio. Students will also take practice certification exams and work with the certification coach during the Professional Development course.

Graduates of this program are prepared to seek entry level employment in healthcare support roles in hospitals, physician offices, nursing care facilities, out-patient care centers, home health services and healthcare organizations as a medical office administrative assistant, patient services, medical coordinator, medical receptionist, front office assistant, medical concierge and other medical support positions.

Students may need to relocate to obtain gainful employment.

<b>PROGRAM</b>			
Course	Description	Clock Hours	Qtr. Credits
<b>REQUIRED COURSES</b>			
<i>(All of the following - Not in order of progression)</i>			
ANP100-DE	Anatomy and Physiology I	60	4
ANP200-DE	Anatomy and Physiology II	60	4
EHR100-DE	Electronic Health Records	60	4
HCS150-DE	Infection Prevention and Control	60	4
HCS200-DE	Public & Community Health	60	4
KEY100-DE	Keyboarding	60	4
MD050-DE	Disease Processes	60	4
MDC255-DE	Insurance Billing	60	4
MDT100-DE	Medical Terminology I	60	4
MDT200-DE	Medical Terminology II	60	4
MED100-DE	Medical Law and Ethics	60	4
MOA150-DE	Introduction to Medical Office Administration & Customer Service	60	4
<b>PROGRAM RELATED ELECTIVES</b>			
<i>(All of the following)</i>			
BAM100-DE	Principles of Management and Customer Relations	60	4
BAM150-DE	People Management and Team Building	60	4
CMP102-DE	Introduction to Microsoft Excel	60	4
CMP103-DE	Advanced Microsoft Excel	60	4
CMP101-DE	Advanced Microsoft Word	60	4
MOP200-DE	Medical Office Procedures	60	4
<b>GENERAL EDUCATION ELECTIVES</b>			
<i>(Five of the following)</i>			
CMP100-DE	Introduction to Computers using Microsoft Word	60	4
GEN002-DE	Introduction to Psychology	60	4
GEN003-DE	Introduction to Public Speaking	60	4
GEN004-DE	Critical Thinking, Reading & Writing	60	4
GEN005-DE	English Composition	60	4
GEN008-DE	Communication for Career Success	60	4
<b>CAREER PREPARATION</b>			
DEV150-DE	Professional Development	120	6**
<b>TOTAL CLOCK HOURS / QUARTER CREDITS</b>		<b>1500</b>	<b>98</b>

\*\* Medical Office Administrator Certification exam is a third-party certification offered through the American Medical Certification Association. IMBC believes students passing certification exams have a more competitive employment advantage for being hired over students with no certification. The cost of the professional exam is included in the training program.

# BUSINESS ADMINISTRATION SALES AND CUSTOMER SERVICE

## ASSOCIATE IN SPECIALIZED BUSINESS (A.S.B.) DEGREE • FULL DISTANCE

This 98-quarter credit hour program provides instruction for the student to gain both practical and theoretical knowledge of customer service, communication, the art of sales, call center practices, eCommerce, trends in shopping, product branding, social media sales, and ethics in the workplace. Sales and Customer Service courses are taught to prepare the student to be a specialized, yet well-rounded employee and to prepare the student to understand and apply current sales and customer service strategies.

Fundamental sales and customer service courses introduce the student to basic skills.

General and Related courses provide the student with a diverse background necessary to be successful in an entry-level sales and customer service career. The student is instructed in using the computer and Microsoft Word with the ability to create many types of documents such as letters and memos. Two courses in Microsoft Excel teaches concepts and applications, entering common spreadsheet formulas, sorting data, and exporting spreadsheet files. Students should be qualified to sit for the Word and Excel certifications through Microsoft.

General Education electives such as Introduction to Psychology, Communication for Career Success, and Critical Thinking, Reading and Writing strengthen the student's ability to communicate effectively and prepare effective presentations. The student receives instruction in the techniques of finding and retaining a job. Topics include interviewing skills, human relations, resumé preparation, team building, professional appearance and behavior, workplace dynamics and ethics, development of effective work habits and the creation of a professional portfolio.

Graduates may find entry level employment in retail sales, territory sales, insurance sales, business development, customer service roles, call centers, manager trainee, and various other sales and customer service positions. Students may need to relocate to obtain gainful employment.

Course	PROGRAM		Clock Hours	Qtr. Credits
	Description			
<b>REQUIRED COURSES</b>				
<i>(All of the following - Not in order of progression)</i>				
BAM100-DE	Principles of Management and Customer Relations	60	4	
BAM150-DE	People Management and Team Building	60	4	
BAM200-DE	Intro to Business and Financial Management	60	4	
BAM250-DE	Supervisory and Small Business Management	60	4	
BAM300-DE	Managing Human Resources	60	4	
BAM350-DE	Business Law	60	4	
MKT100-DE	Introduction to Marketing and Sales	60	4	
BUS100-DE	Ultimate Customer Service and Communication	60	4	
BUS125-DE	Product Branding	60	4	
BUS150-DE	The Art of Sales	60	4	
BUS175-DE	Sales & Social Media	60	4	
BUS200-DE	Surviving & Thriving in a Call Center	60	4	
BUS250-DE	Ecommerce & Trends in Shopping	60	4	
BUS300-DE	Ethics in the Workplace	60	4	
<b>PROGRAM RELATED ELECTIVES</b>				
<i>(Four of the following)</i>				
CMP101-DE	Advanced Microsoft Word	60	4*	
CMP102-DE	Introduction to Microsoft Excel	60	4*	
CMP103-DE	Advanced Microsoft Excel	60	4	
KEY100-DE	Keyboarding	60	4	
<b>GENERAL EDUCATION ELECTIVES</b>				
<i>(Five of the following)</i>				
CMP100-DE	Introduction to Computers using Microsoft Word	60	4	
GEN002-DE	Introduction to Psychology	60	4	
GEN003-DE	Introduction to Public Speaking	60	4	
GEN004-DE	Critical Thinking, Reading & Writing	60	4	
GEN005-DE	English Composition	60	4	
GEN008-DE	Communication for Career Success	60	4	
<b>CAREER PREPARATION</b>				
DEV150-DE	Professional Development	120	6	
<b>TOTAL CLOCK HOURS / QUARTER CREDITS</b>			<b>1500</b>	<b>98</b>

\* Microsoft Office Specialist (MOS) Exams are third party certifications offered through Certiport Testing Centers. Certification IMBC believes students passing certification exams have a more competitive employment advantage for being hired over students with no certification. The cost of both professional exams are included in the training program.





# PARALEGAL

## ASSOCIATE IN SPECIALIZED BUSINESS (A.S.B.) DEGREE • FULL DISTANCE

This 98-quarter credit hour program prepares the student for a career as a paralegal. Several specialized legal courses are taught to give the student a broad background in the legal profession. The program provides the student comprehensive instruction in legal terminology and how the terms are used in the context of the legal system. The student is then instructed in the basic foundations and practices of civil, family, criminal, real estate, bankruptcy, legal ethics, and business law. Each course is conducted using lecture, simulations, learning activities, case studies, research in LexisNexis and Westlaw, and assessments.

This program provides an overview of legal terminology, concepts, and principles specific to various fields of law, including contracts, torts, criminal law, real-property, and family law - with a designed focus on the paralegal's roles relative to each. Students are introduced and instructed on how to approach a variety of administrative and technical skills necessary to succeed as a paralegal, including legal research (using subscription-based and free legal resources), critical reading and analysis and various forms of legal writing. Students are also introduced to the life cycle of a typical case, including the paralegal's role at each stage, including the initial client interview, investigation, case management, pretrial matters, and the basics of trial preparation. The student is also instructed in the proper use of computer technology, including Microsoft Word, Microsoft Excel, file management, calendaring, and various digital tasks that a paralegal must perform efficiently.

General education courses such as English Composition and Critical Thinking, Reading, and Writing strengthen the student's ability to communicate effectively and think independently, to provide critical problem-solving skills. The student will also receive training in the techniques of finding and retaining a job. Topics will include interviewing skills, human relations, resumé preparation, team building, professional appearance and behaviors, workplace dynamics and ethics, the development of good work habits and professional ethics.

Graduates of this program are prepared to seek entry level employment in private and corporate legal offices, real estate offices, trust departments, insurance claim departments, utility companies, title insurance companies, human resources departments, collections agencies, prison systems, state, county and local government positions and many other areas of specialization.

Students may need to relocate to obtain gainful employment.

Course	Description	PROGRAM	
		Clock Hours	Qtr. Credits
<b>REQUIRED COURSES</b>			
<i>(All of the following - Not in order of progression)</i>			
PLG100-DE	Introduction to Paralegal Studies	60	4
PLG125-DE	Legal Terminology	60	4
PLG150-DE	Real Estate Practice and Procedures	60	4
PLG175-DE	The Law of Contracts	60	4
PLG200-DE	Criminal Law & Procedures	60	4
PLG225-DE	Family Law	60	4
PLG250-DE	Civil Litigation	60	4
PLG275-DE	Business Law & Bankruptcy	60	4
PLG300-DE	Legal Ethics	60	4
PLG325-DE	Law Office Management & Technology	60	4
PLG350-DE	Intellectual Property: Trademarks, Copyrights & Patents	60	4
PLG375-DE	Legal Research and Writing	60	4
<b>PROGRAM RELATED COURSES</b>			
<i>(All of the following)</i>			
CMP100-DE	Introduction to Computers using Microsoft Word	60	4
CMP101-DE	Advanced Microsoft Word	60	4
CMP102-DE	Introduction to Microsoft Excel	60	4
CMP103-DE	Advanced Microsoft Excel	60	4
KEY100-DE	Keyboarding	60	4
BAM300-DE	Managing Human Resources	60	4
<b>GENERAL EDUCATION COURSES</b>			
<i>(All of the following)</i>			
GEN002-DE	Introduction to Psychology	60	4
GEN003-DE	Introduction to Public Speaking	60	4
GEN004-DE	Critical Thinking, Reading & Writing	60	4
GEN005-DE	English Composition	60	4
GEN008-DE	Communication for Career Success	60	4
<b>CAREER PREPARATION</b>			
DEV150-DE	Professional Development	120	6
<b>TOTAL CLOCK HOURS / QUARTER CREDITS</b>		<b>1500</b>	<b>98</b>



# TUITION

## ASSOCIATE IN SPECIALIZED TECHNOLOGY / BUSINESS DEGREE

DEGREE PROGRAM	# OF WEEKS	QUARTER CREDITS	TUITION
Medical Records Technician - ONLINE	75	94	\$36,100.00
Health Sciences - Healthcare Support - ONLINE	75	98	\$36,100.00
Business Administration - ONLINE Marketing and Management	75	94	\$36,100.00
Business Administration - ONLINE Sales and Customer Service	75	98	\$36,100.00
Paralegal - ONLINE	75	98	\$36,100.00

DIPLOMA PROGRAM	# OF WEEKS	QUARTER CREDITS	TUITION
Medical Insurance Billing & Coding - ONLINE	48	52	\$23,100.00
Medical Office Administrator - ONLINE	48	52	\$23,100.00

*Tuition will be charged by the twelve-week quarter (payment quarter).  
All textbooks, ebooks and certifications are included in the tuition.*

### ACADEMIC COACHING and IT HOURS:

Monday thru Friday: 8:00 a.m. to 5:00 p.m. EST      Saturday: 10:00 a.m. to 3:00 p.m. EST

### LAPTOP PROGRAM FOR ONLINE STUDENTS

IMBC offers a voluntary laptop program to online students enrolled in either the diploma or specialized associate degree programs. Online students are eligible to purchase or finance a laptop computer as part of their financial aid package (for those who qualify). To be eligible for receipt of the laptop computer, the student must complete their "conditional" period of enrollment (six weeks) and be accepted as a regular, matriculating student achieving both attendance and academic benchmarks. Laptop computers will be shipped to the student's home address upon completion of the "conditional" six week period.

#### NOT INCLUDED IN TUITION

Laptop (if needed)	\$500.00
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Microsoft Office Suite (if needed) (Excel, PowerPoint, Word)	\$54.00 - \$108.00
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The Institute of Medical and Business Careers charges tuition and fees for each 12 week quarter.

IMBC encourages students to access the 24x7 online Library and Information Resources Network (LIRN).

*The following certification exams or licensure exams could be included depending on the career training program:*

- **Nationally Registered Certified Coding Specialist (NRCCS)** administered by the National Association for Health Professionals (NAHP).
- **Microsoft Office Specialist (MOS)** certification exam for Word and Excel is administered by Microsoft Corporation at Certiport Authorized Testing locations.

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# HOW TO BE A SUCCESSFUL STUDENT

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## SUCCESS FACTORS

**Attending, participating, and submitting work in the online class** is vital to your success. For on-line classes, you must be completely registered and have met all of the Institute's admission criteria the day before the first day of the academic term.

**Focus and Commitment** to your online education is the first step in your academic success. Active participation is the next step in taking classes online.

### Weekly Requirements

Each week you will spend 15-20 hours participating in discussion board posts, reading, watching videos, completing practice exercises, conducting research, completing assignments and projects, engaging with your instructor and classmates, taking a quiz or submitting a test. This will require you to be active in your online course multiple days per week. If you know of anything that will temporarily prevent you from participating and submitting work online, please let your instructor know in advance. Using MoodleRooms as the learning management system will be key in communicating with faculty about course materials and assignments. The student will complete the student orientation course, which is hosted in MoodleRooms so they are familiar with sending and receiving emails, participating in discussion posts, navigating through course materials, submitting tests, using the online library and submitting assignments. It is important to be able to use MoodleRooms for learning activities.

## STUDENT EXPECTATIONS

It is important that all of your attention be focused on the content to be learned. When you are involved and participating in online classes you shouldn't be surfing other websites on your computer, cell phone, and any other device for casual use, only academic purposes. Any use of these devices (including texting) for non-academic purposes draws your attention away from the online course work and could be detrimental to your learning and retaining of information and knowledge.

When taking a course online, you may be required to have discussions of class assignments and share papers and other class materials with instructors and classmates online. The learning management system, MoodleRooms, will be used for this purpose and you must complete the orientation so that you are comfortable with the system and can complete your assignments.

In an online class, certain behaviors are expected when you communicate with your peers and your instructors. You need to contribute to a positive learning/teaching environment, respecting the rights of others and their opportunity to learn. No one has the right to interfere with the teaching/learning process.

Below are the traits of a successful student. These guidelines pertain to your online education environment.

### ***When communicating, you should always:***

- treat everyone with respect in every communication
- use your faculty member's proper title
- use clear and concise language
- remember that IMBC's level of communication should use correct grammar, whether written or spoken and avoid slang
- use correct spelling and avoid texting abbreviations
- avoid using the caps lock feature as it can be interpreted as yelling online
- be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and, even when spoken, your message might be misunderstood
- be cautious with personal information (both yours and others')

### ***When you send an email to your instructor or classmates, you should:***

- use a subject line that describes what you are writing about
- avoid attachments unless you are sure your recipients can open them
- be clear, concise, and courteous
- sign your message with your name

Your faculty member will include in the syllabus expectations for response times on email correspondence. When posting to a discussion board, you should:

- write posts that are on-topic and within the scope of the course material
- take your posts seriously; review and edit your posts before sending
- be as brief as possible while still making a thorough comment
- always give proper credit when referencing or quoting another source

- read all messages in a thread before replying
- avoid repeating someone else’s post without adding something of your own to it
- avoid short, generic replies such as, “I agree.” You should include why you agree or add to the previous point
- always be respectful of others’ opinions, even when they differ from your own
- express any differing opinions in a respectful, non-critical way
- not make personal or insulting remarks
- be open-minded

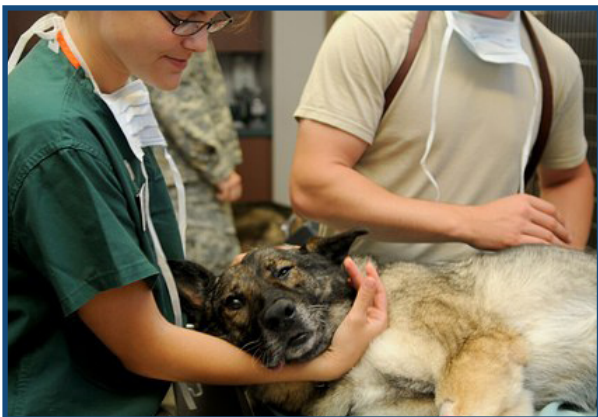
The instructor has the authority to ask a disruptive student to leave an online classroom or exercise. The instructor may also delete posts or materials from an online class and/or take disciplinary action if disruptive behavior continues. This ensures that all students in the online class have an opportunity to learn.

We expect you to be honest in all of your academic work. By enrolling at the school, you agree to obey all of the standards of academic honesty and integrity and you should understand that failing to observe the rules may result in academic and disciplinary action, up to and including termination from the school. As members of the IMBC community, you also have an ethical obligation to report violations of the IMBC academic honesty policies you may witness.

The academic honesty policy is available online and includes details on what is meant by:

- Cheating
- Plagiarism
- Bribery
- Misrepresentation
- Conspiracy
- Improper calculator, computer or online use
- Fabrication
- Collusion
- Duplicate submissions
- Academic misconduct

Some of your courses may include online material that is protected by copyright. This means that the work is available for you to use in your studies but you can’t copy and share the materials (<http://www.copyright.gov>). It’s your responsibility to be academically honest in all of your work.



### TECHNOLOGY REQUIREMENTS

- Download Bandwidth: 5+ Mbps
- RAM: 2+ GB
- CPU: 1.8+ GHz / Multi-core
- Display: 1366 x 768, color
- Graphics: DirectX, 64+ MB
- Audio Enabled
- Printer
- Microsoft Office (Excel, PowerPoint, Word)

### SUPPORTED BROWSERS

#### WINDOWS® 10 and 11

- Chrome™ 122 and 123
- Firefox® 123
- Edge 121 and 122

#### MAC OS™

- Chrome™ 122 and 123
- Safari® 16 and 17

#### CHROME OS™

- Chrome™ 122 and 123

#### iOS

- Safari® 16 and 17

**TABLETS and CELL PHONES** are only used for reading, reviewing, and posting on the discussion board. You cannot submit assignments or take quizzes and tests on your tablet or cell phone.

**Academic Support:** For assistance navigating your online course or academic coaching, please contact the Online Learning Department at [onlinelearning@IMBC.edu](mailto:onlinelearning@IMBC.edu) or call 814-217-9227. Academic coaching is available Monday through Friday, 8:00 am to 5:00 pm, EST and Saturday from 10:00 am to 3:00 pm, EST.

**Technical Support:** For technical support with your computer, please contact [ITSupport@IMBC.edu](mailto:ITSupport@IMBC.edu). The IT support hours are Monday through Friday, 8:00 am to 5:00 pm, EST and Saturday from 10:00 am to 3:00 pm, EST. You will receive assistance within 24 hours.





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## STUDENT SERVICES

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The ultimate goal of faculty and staff at IMBC is to help students successfully complete their online academic program and support the students in whatever way possible to achieve that goal. Here are some of the services IMBC provides as well as other student information.

### COUNSELING

Online students can call Student Services for any academic question by calling 814-217-9227. Students wishing to discuss a personal crisis may call the Crisis Hotline at 800-273-8255.

### CAREER SERVICES

Institute of Medical and Business Careers offers career services assistance. IMBC makes every effort to aid and assist students in resumé preparation and potential job openings. The school offers career services and, although the securing of positions cannot be guaranteed, every avenue is pursued to assist the student in obtaining desirable employment. IMBC offers a Professional Development course assisting in the techniques of finding and retaining a job. Topics include interviewing skills, resumé preparation, team building, soft skills and presentation of the same, professional appearance and behavior, workplace dynamics and ethics, development of good work habits and the creation of a student placement portfolio used by the student on interviews with employers.

### CERTIFICATION

Students enrolled at IMBC are encouraged to sit for the professional certification examinations in their training program. Students are encouraged to take certification exams as a means to show levels of expertise to potential employers. IMBC believes that successfully passing industry-standard certification exams enhance students' employment opportunities and these certifications are added to the student's placement portfolio. Certification exams are voluntary and are not required for employment or successful graduation from IMBC. The cost of the National Certification Exams are paid for by IMBC for students who have met IMBC academic standards and who are recommended by the Academic Dean to take the exams. IMBC will set the exam date and students must take the exam within this time schedule. Only students who are excelling in their academics and who are recommended by IMBC will take the exam paid for by IMBC.

### TUTORIAL ASSISTANCE

Faculty members provide assistance on a course by course basis for students experiencing academic difficulties. Faculty members will make every effort to identify students in need of assistance. However, students are urged to discuss their difficulties with their instructors. Tutoring sessions can be arranged to assist students. Students should contact their instructor to arrange tutoring sessions or make-up or late work. Academic coaching is available when you cannot reach your instructor at 814-217-9227.

### STUDENT ACCESSIBILITY RESOURCES (SAR)

The Institute of Medical & Business Careers supports an inclusive learning environment for all students. If there are aspects of the instruction or design of a class that hinders your full participation, such as time-limited exams, inaccessible web content, or the use of non-captioned videos and podcasts, reasonable accommodations can be arranged. Prior to receiving accommodations, you must self-identify your specific needs and alert the Chief Academic Officer, Dr. Melissa Kaulbach at melissa.kaulbach@imbc.edu and the Director of Student Services, Karen Kidder at Karen.Kidder@imbc.edu. Appropriate academic accommodations will be determined based on the documented needs of the individual.

### LIBRARY / RESOURCE CENTER

The primary function of the library / resource center is to provide online students with materials needed for study and research. IMBC subscribes to the online 24x7 Library and Information Resources Network (LIRN). The Library and Information Resources Network is a consortium of educational institutions that have joined together to share access to information resources. The LIRN® collection provides students with thousands of peer-reviewed and full-text journal, magazine, and newspaper articles, e-books, podcasts, audio, and video resources to support their academic studies from Gale Cengage, ProQuest, EBSCO, e-Library, Books24x7, and more, covering topics for General Education and Medical programs.



## PRACTICUM

As a part of the student's training program, practicum experiences are utilized. During the student's practicum, he/she will have the opportunity to observe and apply the skill/behaviors learned throughout his/her training program. The practicum will be supervised by a site and overseen by the course instructor and the Program Director. The practicum will provide the student with outstanding practical work experience and career networking opportunities prior to graduation. The practicum will provide experience that builds upon the student's educational program; therefore, the practicum is a non-paying position.

Students must abide by the rules and regulations of the designated employer's site. Students are required to follow dress code, rules of conduct, attendance, and safety procedures identified by the site supervisor and also identified by the school. Criminal background checks, drug testing, child abuse clearances, updated immunizations and a physical examination may also be practicum site requirements. These items are the financial responsibility of each student. Practicum sites are valuable learning environments which permit students "hands-on" opportunities under the direct supervision of the site manager. It is therefore important that students respect this privilege and act accordingly. If, for any reason, a student is withdrawn or terminated from an practicum site before completion of the required 180 hours, student may be required to repeat the practicum class again in the next academic term. Student will be financially responsible to repeat this class. The School is not responsible for finding another practicum site for the student.

## GRADUATE REFRESHER COURSES

Graduates of IMBC may audit two (2) classes at no charge as IMBC continues to support its graduates who wish to keep abreast of changing technology. The refresher courses are not graded and cannot be applied toward additional career programs at IMBC. Students must have met all guidelines to be considered a successful graduate of IMBC. Many graduates "audit" courses to enhance their career advancement opportunities. Graduates taking refresher courses must abide by current school rules and regulations. Graduates seeking to take a refresher course must contact the Academic Dean to determine availability of course and class size. Graduates will need to purchase the appropriate textbook(s) or any other equipment or material associated with the audit class.

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## STUDENT FINANCIAL ASSISTANCE

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IMBC makes every possible effort to aid students who need financial assistance in order to complete their training programs. Applicants in need should apply for financial assistance at the same time they apply for admission or go online to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to complete the Free Application for Federal Student Aid. IMBC Federal Student Aid School Code is 041551. Financial assistance in the form of loans and grants is available to qualified students. Students seeking financial assistance through any of the available programs should request information and appropriate financial assistance forms from the school. The financial aid office will be available to assist in completing these forms and submitting them to the appropriate agency. The student is responsible for providing accurate information.

## GRANTS

### PELL GRANT:

The Pell Grant is a major federal grant program available to undergraduates who are enrolled at least on a half-time basis. Eligible recipients of this grant are required to maintain Satisfactory Academic Progress as defined in this catalog. The amount of the award is based on financial need and the student is required to be enrolled in an accredited program.

### SEOG:

#### (Supplemental Educational Opportunity Grant)

The SEOG is a Federal grant program available to undergraduates. The amount of the award is based on financial need and the student must be enrolled at least on a half-time basis. Each year the school receives a set amount of FSEOG Authorization. When the amount authorized is awarded, there are no more FSEOG funds for the year.

### PENNSYLVANIA STATE GRANT:

The Pennsylvania Commonwealth provides a state grant to undergraduate students who reside in the state and meet the income criteria. The amount of this grant is based on financial need and the student is required to be enrolled full-time in an accredited program which is at least two (2) academic years in length. An eligible program would be one in which the student would obtain an Associate in Specialized Business (A.S.B.) or Associate in Specialized Technology (A.S.T.) Degree. All Pennsylvania State Grant recipients must maintain satisfactory academic progress as determined by the State Higher Education Assistance Agency. The state agency which governs this grant program is The Pennsylvania Higher Education Assistance Agency (PHEAA), 1200 North Seventh Street, Harrisburg, PA 17102-1444.

## LOANS

### William D. Ford Federal Direct Loan program:

This Loan Program enables the student to borrow directly from the federal government. Direct Subsidized Loans and Direct Unsubsidized Loans are available for those students who qualify. The maximum amount one may borrow as an undergraduate dependent student in the first year of a one (1) year diploma program is \$5,500. Dependent students in the second year of a two (2) year degree program may borrow up to \$6,500. Repayment begins six (6) months after the student has graduated or he/she has terminated his/her education.

### Veterans Benefits: GI Bill®

Veteran benefits are available for qualified military personnel. Students who believe they may be eligible for benefits under the GI Bill® should contact the Veterans Administration or seek assistance with the Financial Aid Office at the school.

### Vocational Rehabilitation Services (OVR):

The Pennsylvania Office of Vocational Rehabilitation, or OVR, provides vocational rehabilitation services to help persons with disabilities prepare for, obtain, or maintain employment. OVR provides services to eligible individuals with disabilities, both directly and through a network of approved vendors. IMBC is an OVR approved vendor.

### Trade Adjustment Act (TAA):

The school's training programs are PA State approved for student's eligible to receive TAA (Trade Adjustment Act) and WIOA (Workforce Innovation and Opportunity Act) funds.

Workers may be eligible for TAA if their jobs are lost or threatened due to trade-related circumstances as determined by the Department of Labor.

WIOA is legislation designed to strengthen and improve our nation's public workforce system and help get Americans, including youth and those with significant barriers to employment, into high-quality jobs and careers and help employers hire and retain skilled workers.

### Payment Plan:

For those students who demonstrate a financial need and have been unable to obtain alternative funding, payment plans may be available through IMBC to assist with part or all of the remaining unfunded balance. Students seeking financial assistance can apply for a monthly payment program available by contacting the Financial Aid Office.

## ACADEMIC INFORMATION

### Grading System & Graduation Requirements:

GRADE:	GRADE VALUE:	GRADE:	GRADE VALUE:
A ....90 - 100%	- 4.0	Inc... Incomplete	- N/A
B ....80 - 89%	- 3.0	W .... Withdrawal	- N/A
C ....70 - 79%	- 2.0	T ..... Transfer	- N/A
F ....Below 70%	- 0.0		

When the student's course work is completed, a grade will be issued. The student's record will be reviewed to determine whether he or she is making Satisfactory Academic Progress (SAP) when the course work has been completed.

An incomplete grade "Inc" is assigned if the student has not completed all the necessary course work. The student has one week after the end of the grading period (*unless special arrangements are made and approved by management*) to complete all projects or work for the course before the instructor averages all the grades and assigns an appropriate letter grade. An incomplete is issued to a student who is passing the course but who has not been able to complete all required work, generally because of extenuating circumstances. An "Inc." grade will have no effect on the measurement of Satisfactory Academic Progress and will not be included in the grade point average. When an "Inc." grade is converted to a final grade, the final grade will be included in the grade point average and SAP will be recalculated.

A withdrawal grade "W" is assigned when a student withdraws before the 15th class day of the term. Withdrawal from a class on or after the 15th class day of the term will result in an "F" grade. Students may withdraw from a course by completing a withdrawal form before dropping or interrupting training.

Students who have not participated and submitted assignments, tests, or discussion boards by day 14 of the course (excluding holidays), will be automatically withdrawn. To be eligible for graduation, a student must successfully complete all courses designated in his or her curriculum, maintain good attendance, have maintained the minimum academic average of 70% or above, completed all financial obligations to the school and be in good standing with all policies and other requirements of the school.

## HONOR ROLLS

At the end of each term, IMBC recognizes the academic achievement of students who have earned a grade point average of 3.5 to 4.0. Students who qualify for the Dean's List are issued Certificates of Achievements for that term. The Dean's List Recognition is an important achievement and demonstrate to an employer a student's commitment, dedication and responsibility. This achievement will be encouraged to be included in the student graduate portfolio for each student.

## STUDENT RECORDS RETENTION

As required by Federal Regulation (34 CFR 668.24) IMBC maintains all student records for a minimum of five (5) years from the last award year that aid was disbursed after the student is no longer enrolled. Transcripts and applicable financial aid documents are maintained indefinitely as noted in the Federal Regulation (34CFR 668.24).

## AMERICANS WITH DISABILITIES ACT (ADA) POLICY

IMBC adheres to the requirements on a disability established under the American with Disabilities Act (ADA) of 1990 and the Rehabilitation Act of 1973. No qualified individual with a disability shall, on the basis of the disability, be excluded from participation in, be denied the benefit of, or otherwise be subjected to discrimination related to any of IMBC's programs or activities. When a student self discloses their disability, IMBC will make reasonable accommodations to include all students in the school's activities and programs. The self-disclosure of the disability, along with documentation from a health care provider, should be made to the school.

## ADA ACCESSIBILITY

IMBC makes every effort to ensure ADA best practices for the online environment. IMBC students must self-identify any special needs upon enrolling, and IMBC may provide reasonable accommodations on a case-by-case basis.



## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

IMBC adheres to the Family Educational Rights and privacy Act (FERPA) of 1974. FERPA provides guidelines around a student's right to access their information as well as the school and faculty responsibilities to protect the confidentiality of student information.

The following information cannot be provided to any third party, including parents, guardians and spouses: Social Security Number, class schedule, admission information, academic records, grades and performance information, assignments, communications (letters and e-mails) with any information about the students, system reports or information with identifiable student information. Student written consent is needed for the release of records covered by the law to outside parties except for those agencies entitled to access under the provisions of the law (i.e., institution officials, federal education and auditing officials, requests related to the application for or receipt of financial aid, accrediting organizations, and parents of a dependent student, as defined in 26 U.S.C.152). Directory information as it relates to this act includes, but is not limited to, the student's name; address; telephone listing; electronic mail address; status (e.g., undergraduate, full-time or part-time); dates of attendance; degrees, honors, and awards received; and the most recent educational agency or institution attended. You may restrict elements of Directory Information by written request to the Financial Aid Office stating each specific element you do not want released.

IMBC will allow students to review and inspect their records and any record which is incorrect will be amended. Questions with respect to a student's prerogatives under the Family Educational Rights and Privacy Act of 1974 should be directed to the Dean. Faculty take a FERPA quiz in the Faculty orientation course.

## DISASTER CLAUSE

In the event of natural disasters affecting operations (i.e. fire, flood, hurricane, tornado, etc.) the school reserves the right to suspend training for period not to exceed 180 days, providing the school evidences positive effectiveness every 30 days to reactivate the school.

## DEFINITION OF CLOCK HOUR

The clock hour consists of 60 minutes of classroom activity.

## DEFINITION OF CREDIT HOUR

A unit by which an institution may measure its course work. The number of credit hours assigned to an online delivered course is usually defined by a combination of the number of hours per week in class, the number of hours per week in a laboratory, and/or the number of hours devoted to practicum times the number of weeks in the term. One (1) unit of credit is usually equivalent to, at a minimum, one (1) hour of classroom study and two (2) hours of outside preparation, two (2) hours of laboratory experience, or three (3) hours of practicum, or a combination of the three times the number of weeks in the term. IMBC is accredited by the Accrediting Bureau of Health Education Schools (ABHES) and ABHES's standards require a minimum of 5.0 outside homework hours for each quarter credit hour of lecture/laboratory.

## DEFINITION OF QUARTER CREDIT

The number of credit hours assigned to a traditionally delivered course consists of a minimum of 10 lecture hours of not less than 50 minutes each and which assumes not less than 2 hours of outside reading and/or preparation; 20 laboratory clock hours where theory is applied and explored, or manipulative skills are enhanced, 30 hours of external discipline-related work experience with indirect instructor supervision or employer assessment; or an appropriate combination of all three. IMBC is accredited by the Accrediting Bureau of Health Education Schools (ABHES) and ABHES's standards require a minimum of 5.0 outside homework hours for each quarter credit hour of lecture/laboratory.

## RE-ENTRY PROCEDURE

A student must apply for re-admittance to the school after being withdrawn or dismissed. The re-admittance policy is as follows:

1. The student must complete a new Application for Admission with a \$250 re-admit fee. The student will need to provide explanations, to the satisfaction of the school, of the removal of any outside or adverse conditions which contributed to the previous academic deficiencies. The student must re-enroll under the current tuition/fee structure.
2. The student must obtain permission from the School to re-enroll. If necessary, the school may have the student undergo an Academic Evaluation to determine if the student has the desire and academic ability to progress satisfactorily in the program. The school will determine what previously earned credits from IMBC will be accepted to the original or new program of study.

3. The student must meet with the Financial Aid Office to verify all financial obligations to the school have been met and have signed a new enrollment agreement.
4. The student must contact the Financial Aid Office to re-apply for financial aid or make satisfactory payment arrangements.

## RATIOS AND TEACHING LOAD

Class size - the maximum student to teacher ratio in the online courses is 25:1.

## CONDUCT

Students are expected to maintain good behavioral standards at all times. Conduct should be a professional and business-like manner. The school has a strict policy on vulgar language and inappropriate behavior none of which is tolerated and is subject to dismissal from school if violated.

Students are expected to follow expected etiquette in the online learning environment. Students not following these rules of conduct may be subject to dismissal from the school and its training programs.

## HONOR CODE

Institute of Medical and Business Careers expects students to be honest in all of their academic work. By enrolling at the Institute, students agree to adhere to high standards of academic honesty and integrity and understand that failure to comply with this pledge may result in academic and disciplinary action, up to and including termination from the school. Students will be reminded of this policy within each class syllabus. IMBC will help educate and assist students with understanding appropriate etiquette and how to properly cite resources, in order to help prevent and accidental offenses. As members of the educational community, students also have an ethical obligation to report violations of the IMBC academic honesty policies they may witness.

All students have an ethical obligation to adhere to the Honor Code and are required to abide by the following Academic Honesty.

## ACADEMIC INTEGRITY POLICY

Each student is required to subscribe to the policies upon registration by signing the following pledge, which is contained in the Enrollment packet.

*"I understand that IMBC expects its students to be honest in all of their academic work. I agree to adhere to this commitment to academic honesty and understand that my failure to comply with this commitment may result in disciplinary action, up to and including termination from the school."*

The conduct set forth hereinafter constitutes a violation of the Academic Honesty Policies. Those adjudged to have committed such conduct shall be subject to discipline up to termination. Legitimate collaboration between a student and a tutor shall not be considered a violation of the school's Academic Honesty Policy. However, students who receive assistance from a tutor must ensure that any work submitted in class is the student's own. Violations of the Honor Code and Policies include but are not limited to the following:

**Cheating** — The improper taking or tendering of any information or material which shall be used to determine academic credit. Examples include but are not limited to the following:

- Copying from another student's test or homework paper.
- Allowing another student to copy from a test or homework assignment.
- Collaborating during an in-class or take-home test with any other person by giving or receiving information without authority.
- Having another individual write or plan a paper, including those bought from research paper services.
- Submitting the same paper/project in more than one online class.

**Plagiarism** — The attempt to represent the work of another, as it may relate to written or oral works, computer-based work, mode of creative expression (i.e. music, media or the visual arts), as the product of one's own thought, whether the other's work is published or unpublished, or simply the work of a fellow student.

When a student submits oral or written work for credit that includes the words, ideas, or data of others, the source of that information must be acknowledged through complete, accurate, and specific references, and, if verbatim statements are included, through use of quotation marks as well. By placing one's name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgements. A student will avoid being charged with plagiarism if there is an acknowledgement of indebtedness.

**Examples include:**

- Quoting another person's actual words, without proper citations.
- Using another person's idea, opinion, or theory, even if it is completely paraphrased in one's own words, without proper citations.
- Drawing upon facts, statistics, or other illustrative materials — unless the information is common knowledge.

- Submitting a paper purchased from a term paper service as one's own work.
- Failing to accurately document information or wording obtained on the internet.
- Submitting anyone else's paper as one's own work.
- Violating federal copyright laws, including unauthorized duplication and/or distribution of copyrighted material.
- Offering, giving, receiving or soliciting of any materials, items or services of value to gain academic advantages for yourself or another.

**Bribery** — The offering, giving, receiving, or soliciting of any materials, items or services of value to gain academic advantage for yourself or another. This does not apply to School approved or sponsored tutoring or supplemental instruction.

**Misrepresentation** — Any act or omission with intent to deceive an instructor for academic advantage. Misrepresentation includes using computer programs generated by another and handing it in as your own work unless expressly allowed by the instructor; lying to an instructor to increase your grade; lying or misrepresenting facts when confronted with an allegation of academic dishonesty.

**Conspiracy** — The planning or acting with one or more persons to commit any form of academic dishonesty to gain academic advantage for yourself or another.

**Fabrication** — The use of invented or fabricated information, or the falsification of research or other findings with the intent to deceive for academic professional advantage; also the falsification or misrepresentation of experimental data, and violating the professional ethics that are established in clinical activities, science labs, research projects or internships.

**Examples include:**

- Citing information not taken from the source indicated.
- Listing sources in a reference not used in the academic exercise.
- Inventing data or source information for research or other academic exercise.
- Submitting any academic exercise as one's own (e.g. written or oral work, computer program, etc.) prepared totally or in part by another, including online sources.
- Taking a test for someone else or permitting someone else to take a test for you.

**Collusion** — The act of working with another person on an academic undertaking for which a student is individually responsible. Unless working together on an individual assignment has been prior approved, it is not allowed. On group projects, students must stay within the guidelines set by the instructor and this Rule. If the instructor provides additional guidelines, they must be followed. Failure to do so also constitutes a violation of these Policies and Rule.

**Duplicate Submission** — Submission of the same or substantially same paper/project in more than one class unless prior permission has been obtained from the current instructors if the paper/project is being used in two classes in the same term or from the subsequent instructor if being used in a subsequent term.

**Academic Misconduct** — The intentional violation of school policies by tampering with grades or taking part in obtaining or distributing any part of a test, quiz, or graded assignment.

**Examples include:**

- Stealing, buying, downloading, or otherwise obtaining all or part of a test and/or test answers.
- Selling or giving away all or part of an unadministered test and/or test answers.
- Asking or bribing any other person to obtain a test or any information about a test.
- Misrepresenting the truth, including handing in computer programs or using computer programs generated by another as one's own work; lying to an instructor to increase a grade; and lying or misrepresenting facts when confronted with an allegation of academic dishonesty.
- Changing, altering, or being an accessory to changing and/or altering of a grade in a grade book, on a computer, on a test, on a "change of grade" form, or on other official academic records of the school which relate to grades.
- Continuing to work on an examination or project after the specified time has elapsed.

**Improper Computer/Calculator Use**

**Examples of improper computer and/or calculator use include but are not limited to:**

- Unauthorized access, modification, use, creation or destruction of calculator-stored or computer-stored data and programs.
- Selling or giving away all or part of the information on a calculator, computer disk or hard drive, which will be used as graded material.
- Sharing a calculator or computer while leaving answers on display or in memory.

**Improper Online course use include:**

- Having or providing unauthorized outside help when completing online quizzes or assignments.
- Obtaining access to confidential test materials or questions before quizzes or assignments.

**Disruptive Behavior** — Each student's behavior in the online course is expected to contribute to a positive learning/teaching environment, respecting the rights of others and their opportunity to learn. No student has the right to interfere with the teaching/learning process, including the posting of inappropriate materials.

The instructor has the authority to ask a disruptive student to leave the online classroom, online exercise, or online course and to file disciplinary charges if disruptive behavior continues. The instructor also has the option to issue a warning to the offending student, inform the Program Director and/or Academic Dean of the offense.

**Right to Confidentiality** — The Family Educational Rights and Privacy Act of 1974 provides that any information related to an alleged violation of IMBC's disciplinary policy or the outcome of a disciplinary hearing be treated as strictly confidential by faculty members.

**SCHOOL SECURITY AND NON-VIOLENCE POLICY**

The administrative staff of IMBC makes every effort to maintain a safe and secure school. Each fall, as required by the Higher Education Amendment of 1992, IMBC publishes the School Crime & Security Report.

Weapons or violence, of any type, is not permitted on school property or during any school activity on or off school property. Students with weapons will not be allowed to attend class or participate in scheduled school activities, and must leave the property immediately. Students who violate the "zero tolerance" weapons/non-violence policy may be disciplined and/or may be terminated from school. All students and employees are encouraged to report any violation of the above regulation to the Director. All criminal activity will also be reported to the Director. All other criminal activity will also be reported to the School and the law enforcement officials. The institution strives to provide a safe, secure learning environment. However, IMBC cannot be held responsible for any student actions or personality issues as it relates to violation of the above policies.

## **ALCOHOL / DRUG-FREE ENVIRONMENT**

IMBC is committed to having an alcohol / drug-free school. The Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) requires IMBC to adopt and implement a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. IMBC standards of conduct clearly prohibit the unlawful possessions, use, or distribution of drugs and alcohol by students on IMBC's property or during any IMBC activity on or off school property. If any student is suspected of drug or alcohol use, IMBC reserves the right to request drug / alcohol testing and/or counseling, and report incidents to local law enforcement. In addition, consequences up to and including termination may ensue. IMBC has a "zero tolerance" for drug/alcohol use on or off school premise or at school functions. Any student suspected of being under the influence of any alcohol or drugs will be asked to leave the school premise immediately. Further school sanctions, up to and including dismissal from school may occur. IMBC cannot be held responsible for any student actions or personality issues as it relates to violation of the above policies.

## **PRACTICUM DRESS CODE POLICY**

Students are expected to maintain a good grooming and behavioral standard at all times. Students are expected to act at all times like professionals and to dress and groom accordingly, emulating the professional workplace. If a student is wearing clothing deemed unacceptable or inappropriate by their practicum site, he/she will be asked to leave and return with suitable attire. Students are expected to be in proper dress and professional behavior throughout the duration of the practicum experience if required to so do.

## **ATTENDANCE POLICY**

### **Quarter Credit Hour Programs Online Attendance**

A student attends an online course by participating in class or otherwise engaging in an academically related activity. Examples of such activity include but are not limited to: contributing to an online discussion, submitting an assignment or working draft, working through exercises, taking a quiz or exam, viewing and/or completing a tutorial.

Such academically related activities are tracked and documented through the learning management system, (MoodleRooms).

Documenting that a student has logged into an online class is not sufficient to demonstrate academic attendance by the student. For example, if a student simply logs into an online course on September 15 and logs out, without any further activity, the student did not attend the online class on that day.

Frequent engagement and submission of discussions, responses to peers, assignments and assessments should occur multiple days during in each week. Regular attendance is expected for students to develop the skills and professionalism required in the workplace.

Students who are absent for 14 consecutive calendar days (excluding scheduled and observed holiday breaks) are withdrawn from school. Students withdrawn from school because of non-attendance may be readmitted through the established reentry process but no sooner than the next scheduled course start date.

## **REPETITION OF COURSES**

If it is necessary for a student to repeat a course, the highest grade earned will replace the lowest grade and will be used in determining the cumulative grade point average. Repeated courses will be included in the calculation for credit hours earned/attempted for satisfactory progress. However, in no case may the student extend as a regular student beyond one-and-a-half times the normal program length in order to complete the program. The student will be financially responsible for repeating a class. Repeating of a class may extend the students' graduation date.

## **GRIEVANCE / COMPLAINT PROCESS**

In the event that any student has any problems regarding the school, its policies, procedures, practices, facility, or educational programs, a student should first consult his/her instructor or program director. Students are encouraged to communicate in writing their concerns fully and frankly to their assigned instructor or program director. Every effort will be made to resolve the problem as swiftly as possible. If additional assistance is needed, the student should contact the School Director. A meeting or phone conference with all parties involved may occur where a final determination will be reached.

Additional contacts may be made to the Department of Education, State Board of Private Licensed Schools, 607 South Drive, Floor 3E, Harrisburg, PA 17120 or to the Accrediting Bureau of Health Education Schools, 6116 Executive Blvd., Suite 730, North Bethesda, MD 20852.



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# STANDARDS OF SATISFACTORY ACADEMIC PROGRESS FOR QUARTER CREDIT HOUR PROGRAMS

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## QUARTER CREDIT HOUR

The Institute of Medical and Business Career's Satisfactory Academic Progress (SAP) standards measure each student's quantitative (credit completion) and qualitative (cumulative grade point average) progress toward the completion of the student's program of study. The SAP standards are primarily used to determine a student's eligibility to receive federal financial aid under Title IV of the Higher Education Act; however, the SAP standards are applied to all students and represent a minimum standard of academic achievement required by the Institute for continued enrollment.

### SAP Evaluation Periods

The Institute's SAP standards measure a student's SAP at the end of each term or quarter. The Institute will provide an academic grade report to each student at the end of each term or quarter, which will include the student's grades earned in each course attempted. The grade report will also provide cumulative information for all credits attempted and completed and a cumulative grade point average at the end of each grading period.

### Maximum Time Frame

The maximum time frame in which a student may complete his or her program of study is the period of time in which it takes the student to attempt 150% of academic credits contained in his or her educational program.

### Quantitative Requirement Credit Completion

Each student must complete a minimum number of credits by the end of each SAP evaluation period. Only satisfactorily completed course credits are counted as credits completed. Satisfactorily completed course credits include those for which a student receives a grade other than a "W" or "F." All courses for which a student receives a grade, whether passing or failing, a withdrawal ("W"), a repeated course, or an incomplete ("Inc"), are counted in determining credits attempted. Transfer credits accepted for the student's program will be counted as credits attempted and credits completed. A student's SAP standing will be calculated based on the student's entire history of enrollment in a specific program of study, except as noted. *(See Credit Completion requirements at each Evaluation Level in the charts.)*

### Qualitative Requirement – Cumulative Grade Point Average (CGPA)

The Institute measures qualitative progress on the basis of a 4.0 grading scale. All courses for which a student receives a grade will be included when calculating the student's CGPA, except that of a withdrawal ("W") or incomplete ("Inc") will not be included in determining a student's CGPA, and if a student repeats a course, only the highest grade for that course will be included when calculating the student's CGPA. *(See CGPA requirements at each Evaluation Level in the charts.)*

### Academic/Financial Aid Probation

Students who do not meet the minimum standards for credits completed or cumulative grade point average in accordance with the requirements at the appropriate "Evaluation Level", will receive a written notification from the Director or his/her designate stating that he or she is being placed on an Academic/Financial Aid Probation. A student in the Academic/Financial Aid Probation status will have one additional quarter to correct the deficiency and meet the minimum requirements at the end of his/her next quarter. The Academic/Financial Aid Probation period shall be one quarter. The student will remain eligible for federal financial aid while on Academic/Financial Aid Probation. If the student does not achieve the minimum quantitative and qualitative requirements by the end of the Academic/Financial Aid Probation period, the student will no longer be eligible for any form of federal student assistance under Title IV of the Higher Education Act and will be dismissed from the institution unless the student submits an appeal (see description below) and is granted an "Extended Probationary" period by the Financial Aid Committee ("Committee"). A student whose enrollment is terminated because he or she failed to achieve SAP and who does not successfully appeal such termination may make application for re-admission.



## SAP TABLES FOR CREDIT HOUR PROGRAMS:

*The following charts provide the minimum quantitative and qualitative requirements for each evaluation point.*

### PROGRAMS OF STUDY OF LESS THAN ONE ACADEMIC YEAR

Evaluation Levels	Cumulative Credits Attempted (including transfer credits)	Minimum Percentage of Cumulative Credits Completed (including transfer credits)	Minimum CGPA
1	1 to 16	50%	1.85
2	16.1 & Higher	67%	2.0

### PROGRAMS OF STUDY OF MORE THAN ONE ACADEMIC YEAR

Evaluation Levels	Cumulative Credits Attempted (including transfer credits)	Minimum Percentage of Cumulative Credits Completed (including transfer credits)	Minimum CGPA
1	1 to 16	50%	1.5
2	16.11 to 32	60%	1.75
3	32.1 or Higher	67%	2.0

### SAP Appeals & Financial Aid Extended Probation

Students who fail to meet SAP requirements after an Academic/Financial Aid Probation period are permitted to appeal the termination of their federal financial aid eligibility and termination from the school if the student can demonstrate in his or her written appeal that mitigating circumstances were the contributing factors to the student's failure to achieve SAP. Mitigating circumstances would include the death of a relative of the student, injury, disability or illness of the student or other special circumstances. A SAP appeal must be submitted within 30 days of receiving notice of the failure to achieve SAP after an Academic/Financial Aid Probation period. The student's letter of appeal must explain and document, to the satisfaction of the Financial Aid Committee, the mitigating circumstances which caused the student not to achieve SAP after the Academic/Financial Aid Probation period and what circumstances have changed which will now allow the student to achieve SAP at the end of the student's next SAP payment period. The Financial

Aid Committee may grant one additional quarter as a Financial Aid Extended Probationary period, approve an "Academic Improvement Plan", or deny the appeal. If the appeal or an academic improvement plan is approved by the Committee, the student will be eligible for federal student assistance (Grant & Loans) during the extended probationary period. The Financial Aid Committee consists of the School Director, Program Director, and Financial Aid Director, or their designees. The SAP Appeal decisions of the Financial Aid Committee are final and the Committee's decision will be provided to the student in writing within 30 days of receipt.

### Cancellation of Aid

If a student's financial assistance is cancelled for failure to meet SAP after either a SAP Academic/Financial Aid Probationary period or a SAP Financial Aid Extended Probationary period, the student will be notified in writing informing him or her of the cancellation of financial aid and termination from the Institute as well as the requirements for the submission of an appeal and/or the requirements for re-admission to the Institute.

### Re-establishment of Satisfactory Academic Progress, Reinstatement of Financial Aid and Reinstatement of the student

Students who have been terminated from the Institute for failure to achieve SAP may qualify for re-admission to the Institute for the purposes of re-establishing their SAP. However, during this period, the student will not be eligible to receive any form of federal financial aid.

Students may regain financial aid eligibility by correcting their qualitative and/or quantitative deficiencies. Students can accomplish this by raising their cumulative GPA and/or by completing the appropriate number of courses to raise the number of credits successfully completed versus attempted. This can be achieved by successfully completing the necessary course(s) at the Institute at the students' own expense or through transferring credits into the Institute.

When a student who has lost his or her eligibility to receive federal student assistance meets the required cumulative GPA and/or the appropriate minimum percentage of cumulative credits completed, the student's financial aid eligibility may be reinstated. Students are responsible for notifying the Financial Aid Director and Director of Education in writing when they believe they have corrected their SAP deficiencies.

### **Transfer and Re-admitted Students / Students Changing Majors**

If a student transfers to the Institute from another postsecondary institution, the transferred credits that were accepted by the Institute will count as credits attempted and credits completed for purposes of calculating the student's quantitative progress. The corresponding grades will not count toward the student's qualitative progress.

If a student is re-admitted into the Institute, changes his or her program of study, the credits that are applicable to the student's new program of study will be included in determining the student's SAP standing and the appropriate Evaluation Level for the student in terms of establishing the total number of credits attempted and completed at each of the student's evaluation periods. Students receiving federal financial aid may repeat a course in accordance with the Institute's academic policy.

Credits from both course attempts will be counted in total credits attempted and in minimum cumulative credits completed at the Institute, but only the highest grade earned will be included in the calculation of minimum cumulative GPA. Credits from both course attempts will also count towards the Maximum Time Frame for Completion. Students may receive financial aid for each repeated course provided that a student may not repeat a passed course more than once.

### **Repeated Courses**

Only the highest grade received will be included in the calculation of minimum cumulative GPA. The student may be financially responsible for repeating a course. Repeated courses will be included in the calculation for credit hours earned/attempted for satisfactory progress. However, in no case may the student extend as a regular student beyond one-and-one-half times the normal program length in order to complete the program.

### **Incomplete Grades**

An Incomplete "Inc" will be given to any student who does not completely fulfill the requirements of a course. The student has one (1) week after the end of the term or payment period (unless special arrangements are made and approved by management) to complete all projects or work for the course before the instructor averages all the grades and assigns an appropriate letter grade. Failure to complete the course work in the period required will result in the appropriate final average letter grade issued. When the "Inc." is replaced with a letter grade, the GPA and satisfactory progress determination will be recalculated based on that letter grade.

### **Termination**

The Institute reserves the right to terminate a student's enrollment if, during the student's program of study, the Institute determines that the student has failed to maintain SAP, comply with all of the Institute's rules and regulations as published in the Institute's Catalog, or has failed to meet his/her financial obligations. Any refund due to the student or other agencies will be calculated and refunded according to the Tuition Refund Policy. A student who has been dismissed from the Institute for failure to maintain SAP may reapply for admission; however, until satisfactory SAP status is re-established, the student will not be eligible for any form of federal aid assistance. A student making application for re-admission must first satisfy all current requirements for admission. In addition, if a student's enrollment was terminated for failure to maintain SAP, the applicant's academic records will be evaluated to determine if it is possible for a satisfactory cumulative grade point average to be achieved and if the program can be completed within the maximum time frame. If both these standards can be achieved, the student may be considered for re-admittance.

If a student moves during the program to a different state, that IMBC is not approved to operate in, the student would be required to unenroll. A move to an unauthorized state of operation could also impact job placement.

### **NON-DISCRIMINATION POLICY**

Institute of Medical and Business Careers adheres to the following federal regulations to ensure non-discrimination: American Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Titles VI and VII of the Civil Rights Act of 1964, and the Equal Educational Opportunity Act of 1974. IMBC affirms that it will not discriminate on the basis of gender, race, color, national origin, ethnicity, religion, age, disability, sexual orientation, veteran status, or marital status in any of its policies, practices or procedures in accordance with applicable federal, state and local laws, nor will it condone any acts of illegal discrimination by its employees. This provision includes, but is not limited to, employment, admissions, testing, financial aid and educational services. IMBC confirms that the above provisions by its reference to applicable federal, state and local laws prohibits and condemns any retaliation of any kind against any employee or student engaging in the exercise of free speech or in activities protected by federal, state and local laws. If any student or faculty member has a concern about compliance with these federal regulations, please contact the School Director in writing, detailing the concern.

## **IMBC SEXUAL HARASSMENT AND SEXUAL MISCONDUCT POLICY**

IMBC is committed to providing equal opportunities in education and employment and to creating equal access to college benefits, programs, and activities for all students. Toward this commitment, the school strives to provide an environment in which students, staff, and faculty can study and work without having to overcome the barriers of discrimination and harassment because of sex, gender identity, sexual orientation, age, ability, national origin, documentation status, race, ethnicity, or any other protected class.

IMBC opposes sexual harassment in any form, by any employee, student, or representative of the school. Sexual harassment is prohibited by the Civil Rights Act of 1964, Title VII, Section 703, and by the Educational Amendment of 1972, Title IX.

The Title IX Sexual Harassment and Assault Policy covers the principles and procedures related to discriminatory effects of specific sex-based discrimination. Title IX refers to the 1972 Higher Education Amendment, 10 U.S.C. § 1681 et seq., to the U.S. Civil Rights Act (1964) that states: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

This policy prohibits all forms of sexual misconduct, including sexual harassment, sexual assault, sexual exploitation, indecent exposure, intimate-partner violence, dating violence and domestic violence, retaliation, stalking, and other misconduct that is sex or gender based, or in the context of an intimate partner relationship including: bullying and intimidation, physical assault, and discrimination.

Immediate and appropriate corrective action will be taken should any student, faculty member, staff, administrative employee, or contract worker engage in behavior contrary to this policy or who engages in any form of retaliation against individuals who report unwelcome conduct or who cooperate in the investigation of such reports in accordance with this policy.

Such conduct will not be tolerated, and this policy will be vigorously enforced. Violation of this policy is a serious matter and will be dealt with accordingly. The purpose of this policy is to demonstrate a strong commitment to maintaining a working and learning environment free of harassment.

Please report anything regarding sexual violence, sexual misconduct, harassment, dating violence, domestic violence, stalking, and other prohibited behaviors to Philip Book at [philip.book@imbc.edu](mailto:philip.book@imbc.edu). You may also leave a note anonymously at <https://imbc.edu/student-complaint-form/>. (In accordance with Article XX-G and Article XX-J of the Public School Code).

Reports of sexual harassment or sexual misconduct should be reported to the Title IX Coordinator. When anyone reports various forms sexual harassment or assault defined in this policy to the Title IX Office, the Title IX Coordinator works with reporters and respondents to address and remedy situations and to help prevent further harm.

Federal Oversight of Discrimination Inquiries about Title IX rights and responsibilities may be made externally to: Office for Civil Rights (OCR) U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-1100 Customer Service Hotline #: (800) 421-3481 TDD#: (877) 521-2172 Email: [OCR@ed.gov](mailto:OCR@ed.gov) Web: <http://www.ed.gov/ocr>.

## **DIVERSITY AND INCLUSION STATEMENT FOR THE INSTITUTE OF MEDICAL AND BUSINESS CAREERS (IMBC)**

As a post-secondary educational institution with programs that prepare health care and business professionals for practice in communities throughout the United States, the Institute of Medical and Business Careers is dedicated to diversity, equity, and inclusion. IMBC welcomes the diverse experiences and contributions of all of employees, students, advisory board members and vendor representatives, and is committed to creating, supporting, and nurturing an environment, as well as standards and processes, that invite and incorporate the perspectives of individuals of every race, ethnicity, ancestry, national origin, color, gender and gender identity, sexual orientation, socioeconomic status, age, religion, political view, disability, and pregnancy status. IMBC believes that diversity, equity, and inclusion are essential to our mission for preparing men and women in occupational skills to qualify them for entry into their chosen careers. As a post-secondary educational institution, recognized by the United States Secretary of Education and licensed by the Department of Education, Commonwealth of Pennsylvania, IMBC believes that diversity, equity, and inclusion serve to enhance the quality of education programs and services provided by the institution. IMBC understands that its commitment to diversity, equity, and inclusion is not static and pledges to work continually to evaluate its own governance, policies, and operations. IMBC believes that doing so is essential to supporting a well-educated allied healthcare and business careers workforce. To view IMBC's full policy on nondiscrimination, sexual harassment and campus security reports, please go to <https://imbc.edu/wp-content/uploads/2022/10/2022-ERIE-Campus-Security-Policy-and-Campus-Crime-Statistics-Report.pdf>.

## WITHDRAWAL AND REFUND POLICIES

All withdrawn or terminated students that have a tuition obligation to the school will be processed in the following manner:

The Institution may pay an applicable refund if the student withdraws or is dismissed, no later than thirty (30) days from the last day of attendance or thirty (30) days from the date the school determined the student stopped attending. Written notification of withdrawal is not a required condition for making refunds.

Upon receipt of the refund, the student agrees that its receipt constitutes a full and complete release of the Institute of Medical and Business Careers from any and all liabilities. All governmental and agency refunds will be made within the required time limits of the funding agency.

### Cancellation / Rejection Policy:

The Institute of Medical and Business Careers will refund, within thirty (30) days, all monies paid by an applicant who is rejected for enrollment by the Institute, or who enrolls in a program that the Institute of Medical and Business Careers cancels, or who cancels within five (5) calendar days of signing the Enrollment Agreement.

### Tuition Refund Policy:

A student wishing to officially withdraw should inform the Institute of Medical and Business Careers in writing or verbally at least five (5) calendar days, but no more than thirty (30) calendar days, in advance of withdrawal.

A student who returns to the Institute of Medical and Business Careers after withdrawing must sign a new Enrollment Agreement and will be subject to the then-current rate for tuition. A student's last date of attendance, as documented by the Institute of Medical and Business Careers, will be used to calculate any money the student owes and to calculate any refund the student or other funding sources are due.

IMBC will use the Pennsylvania Department of Education, State Board of Private Licensed Schools' refund formula for all students who have withdrawn during the quarter. The calculation is determined as follows:

### Pennsylvania State Board of Private Licensed Schools Tuition Refund Policy:

**100% Refund** 0 Calendar days attended in the quarter

<b>75% Refund</b>	1 – 7 Calendar days from the beginning of the quarter
<b>55% Refund</b>	After 7 Calendar days, but within the first 25% of the quarter
<b>30% Refund</b>	After 25% of the quarter but within 50% of the quarter
<b>0% Refund</b>	After 50% of the quarter

An applicant who is rejected by the Institute shall be entitled to a refund of all monies paid.

### Federal Return of Funds Policy

Under the provisions of the Higher Education Act Reauthorization, institutions participating in the Title IV student aid programs must calculate a Return of Title IV Funds refund calculation for all withdrawn students who received Title IV monies. Title IV student aid is "earned" by the student as he or she progresses through the period of which the student has been charged (quarter). If the withdrawal occurs after the 60% point in the quarter, no return of funds is required. Before that point, though, the amount of financial aid the student earns is exactly the same percent of the total aid for the term as the number of days scheduled until the last date of attendance, divided by the number of days in the student's payment period (quarter).

If the student received living expense monies that exceeded that which he or she earned, the student may be required to return half of the excess.

The Return of Title IV Refund calculation determines the amount of Federal Financial Aid the student has earned for that payment period (quarter). It does not determine the amount of tuition and fees the school has earned. Daily attendance records are maintained for all students. In such cases, the actual last date of attendance will be used for return of funds and refund calculation purposes. Federal regulations require that Federal financial aid will be repaid first in the event of a refund. The refund priority order for students receiving federal financial aid is as follows:

1. Unsubsidized Loan
2. Subsidized Loan
3. Plus Loan
4. Federal Pell Grant
5. Other Federal Title IV programs
6. Other Federal programs
7. State programs
8. Institutional Aid
9. Other Aid
10. Student

# COURSE DESCRIPTIONS

## *Alphabetical By Course Number*

### **ACC100–DE Introduction to Accounting** **60 4 Quarter Credits** **Prerequisites: None**

*Course Description:* This course is designed to give the student a working knowledge of the accounting process for today's business environment. The course will enable the student to perform basic accounting procedures including transaction entry, use of special journals, completion of the accounting cycle, banking procedures, and payroll transactions.

### **ACC150–DE Integrated Accounting** **4 Quarter Credits** **Prerequisites: ACC100**

*Course Description:* This is a continuation of Introduction to Accounting. This course is designed to give the student an expanded view of the adjustment and closing process as well as financial statement preparation. Emphasis is also placed on accounting for assets and liabilities. This course is designed to give the student a working knowledge of a comprehensive accounting package for learning computerized accounting, which is vital to the business employer.

### **ANP100–DE Anatomy and Physiology I** **60 Hours / 4 Quarter Credits** **Prerequisites: None**

*Course Description:* This course is the first of a two part course designed to introduce students to the normal structure and function of the human body. Students will be able to describe the hierarchy system of the human body and why proper structure and function of organ systems is necessary for good health. This course emphasizes the primary and accessory structures associated with cells, human tissues, integumentary system, musculoskeletal system, cardiovascular system, lymphatic system and respiratory system. The understanding of complex principles among and between body systems will be clarified with the use of collaborative learning techniques, hands-on laboratory assignments and group exercises. Understanding of how proper structure supports proper function will be reinforced through research of disease topics relating to the body systems.

### **ANP150–DE Anatomy and Physiology** **90 Hours / 6 Quarter Credits** **Prerequisites: None**

*Course Description:* This course is designed to introduce students to the normal structure and functions of the human body. Students will be able to describe the hierarchy system of the human body and explain why proper structure and function of organ systems are necessary for good health. This course emphasizes the primary and accessory structures associated with cells, human tissues, integumentary system, musculoskeletal system, cardiovascular system, lymphatic system, respiratory system, digestive system, urinary system, nervous system, endocrine system and reproductive system. The understanding of complex principles among and between body systems will be clarified with the use of collaborative learning techniques, simulation educational activities, assignments and labeling exercises, and researching disease topics relating to the body systems.

### **ANP200–DE Anatomy & Physiology II** **60 Hours / 4 Quarter Credits** **Prerequisites: ANP100–DE**

*Course Description:* This course is a continuation of ANP100. Students will be able to identify the primary and accessory structures associated with the digestive system, urinary system, nervous system, endocrine system and reproductive system. Upon completion of this course, students will understand the general anatomical principles of human body systems. Students will also understand the complex interaction between organ systems through the integrating principle of homeostasis and how loss of homeostasis leads to malfunction and disease of the body. The understanding of complex principles among and between body systems will be clarified with the use of collaborative learning techniques, hands-on laboratory assignments and group exercises. Understanding of how proper structure supports proper function will be reinforced through research on disease topics relating to the body systems.

### **BAM100–DE Principles of Management and Customer Relations** **60 Hours / 4 Quarter Credits** **Prerequisites: None**

*Course Description:* The course is designed to introduce the student to historical and current strategies in management. This course will cover the evolution of management, planning and decision making, organization, leadership and communicating, motivation and teamwork. Students will gain insight into CRM software, marketing automation, hiring and staffing strategies, employee development and retention strategies, corporate culture, and effective customer service techniques. Students will study customer behavior, use of technology, diversity in customers, and how to promote customer loyalty.

### **BAM150–DE People Management and Team Building** **60 Hours / 4 Quarter Credits** **Prerequisites: None**

*Course Description:* This course provides theories and practical strategies of how to effectively integrate into professional work settings, partner with co-workers, lead teams, and promote team-building in a collaborative work environment. The course also addresses how to deal with various personalities and behaviors of diverse teams.

### **BAM200–DE Introduction to Business and Financial Management** **60 Hours / 4 Quarter Credits** **Prerequisites: None**

*Course Description:* This course provides the foundation of business and financial knowledge that enables students to research and explore skills needed in professional business settings. Students will research accounting principles, GAAP, business plans, P&L concepts, spreadsheets, bookkeeping skills, payroll and business taxes. This course provides an overview of the different financial topics involved in the business financial process.



**BAM250–DE Supervisory and  
Small Business Management**

**60 Hours / 4 Quarter Credits**

**Prerequisites: None**

*Course Description:* The course is designed to give students a working knowledge of traditional and current management principles. Students will explore the impact of small businesses and review case studies of entrepreneurial and small business failures and successes. The course will enable the student to assist in the planning and operation of a small business, including marketing, screening for staffing, and assisting with team-building, vendors, and production.

**BAM300–DE Managing Human Resources**

**60 Hours / 4 Quarter Credits**

**Prerequisites: None**

*Course Description:* This course is designed to give the student a working knowledge of planning, designing and writing policies and practices to recruit, select, train, develop and compensate employees.

**BAM350–DE Business Law**

**60 Hours / 4 Quarter Credits**

**Prerequisites: None**

*Course Description:* The course is designed to give the student a working knowledge of legal issues surrounding business today. The course will enable the student to explore and research ethical decision making, compliance and regulatory standards, confidentiality, discrimination, and contracts.

**BUS100–DE Ultimate Customer Service  
and Communication**

**60 Hours / 4 Quarter Credits**

**Prerequisites: None**

*Course Description:* This course will allow students to explore the topics of customer service basics, relationship building, strategies to deal with difficult customers, resolve conflict, escalate issues, types of communication, active listening skills, and various types of customers. Students will research these topics and review case studies and scenarios to role play effective customer service strategies.

**BUS125–DE Product Branding**

**60 Hours / 4 Quarter Credits**

**Prerequisites: None**

*Course Description:* This course introduces students to the concepts of product branding and helps develop the skills needed to create a strategy that defines a unique set of marketing elements, to differentiate a product. Students will explore case studies of successful branding campaigns to explore their strategies.

**BUS150–DE The Art of Sales**

**60 Hours / 4 Quarter Credits**

**Prerequisites: None**

*Course Description:* This course explores the art of sales, connecting and building a relationship with a customer, identifying, and acknowledging client needs, learning the basics of powerful presentations, overcoming objections, closing the sale, upselling strategies, and effective follow up. Students will review case studies and role play to begin to develop their ability to understand the sales process.

**BUS175–DE Sales & Social Media**

**60 Hours / 4 Quarter Credits**

**Prerequisites: None**

*Course Description:* The course explores the impact of social media on marketing campaigns. Students will study the application of social media communication and strategies, including social media platforms and user devices, and message distribution in professional environments. Students will also gain basic practical social media skills: understanding the landscape, learning "best practices," and using different social media technologies throughout the class to create and manage sales opportunities. Students will research the power of social media influencers and how they can impact the success of products, brands, sales, and marketing.

**BUS200–DE Surviving & Thriving in a Call Center**

**60 Hours / 4 Quarter Credits**

**Prerequisites: None**

*Course Description:* This course provides students with a working knowledge of the history of call centers, customer service expectations, generational approaches, professionalism, staying motivated, how to overcome objections, and the future of call centers. Students will role-play and review case studies and scenarios to navigate various situations that are typical in call center environments.

**BUS250–DE Ecommerce & Trends in Shopping**

**60 Hours / 4 Quarter Credits**

**Prerequisites: None**

*Course Description:* This course is designed to teach students about the history of eCommerce, online payments, online retailing and services, merchandising, customer transactions, trends in shopping, eCommerce technologies, and eCommerce future trends. Students will review case studies and explore historical, current, and future trends in eCommerce.

**BUS300–DE Ethics in the Workplace**

**60 Hours / 4 Quarter Credits**

**Prerequisites: None**

*Course Description:* This course provides students with a working knowledge of workplace ethics and behaviors, common ethical issues in the workplace, ethical dilemma awareness, moral choices facing employees, working under pressure, meeting deadlines, developing, and monitoring action plans and sales goals, and engaging workers as consumers. Students will review case studies and scenarios to navigate various situations that are typical in work environments.

**CMP100–DE Introduction to Computers using  
Microsoft Word**

**60 Hours / 4 Quarter Credits**

**Prerequisites: None**

*Course Description:* This course provides an introduction to basic computer use and Microsoft Word. Basic computer and internet skills have become prerequisites for virtually every future employment opportunity the student will pursue. This course is designed to provide the basic skills necessary to compete in the digital market. The course provides information on computer basics, including hardware and components, file folder management, email setup and basic internet. Introduction to Microsoft Word will allow the student to create professional documents using character and paragraph formatting, page and section breaks, multiple columns, tables, tabs and an entire array of program tools and techniques.

**CMP101–DE Advanced Microsoft Word**  
**60 Hours / 4 Quarter Credits**  
**Prerequisites: Comp100–DE**

*Course Description:* This course is designed to teach the student advanced word processing concepts using Microsoft Word. The student will be able to utilize advanced techniques using macro commands, mail merge, and electronic forms. At the completion of this course, the student will be prepared to take the Microsoft Office Specialist (MOS) certification exam for Microsoft Word.

**CMP102–DE Introduction to Microsoft Excel**  
**60 Hours / 4 Quarter Credits**  
**Prerequisites: None**

*Course Description:* This course is designed to give the student a working knowledge of Microsoft Excel, a spreadsheet application used in many business offices. Students will learn to create spreadsheets, and to apply formulas, functions, filtering, and formatting. Students will use 3-D cell referencing, diagrams, custom charts, and hyperlinks.

**CMP103–DE Advanced Microsoft Excel**  
**60 Hours / 4 Quarter Credits**  
**Prerequisites: COMP102-DE**

*Course Description:* This course is designed to give the student a requisite knowledge to utilize advanced spreadsheet techniques using macro commands PivotTables and Charts, goal seek, scenario manager, database command and database functions. Students will be trained in the integration of Excel with other types of applications. At the completion of this course, students will be prepared to take the Microsoft Office Specialist (MOS) exam for Microsoft Excel

**CMP150–DE Microsoft Office Word and Excel**  
**90 Hours / 6 Quarter Credits**  
**Prerequisites: None**

*Course Description:* This course is designed as an introduction to basic computer use and Microsoft Word & Excel. This course provides the basic skills necessary to compete in the digital market. Students will explore information on computer basics, including hardware and components, file folder management, email setup and basic Internet navigation. This course will allow the student to create professional documents using character and paragraph formatting, page and section breaks, tables, tabs and a variety of program tools and techniques. Student will gain a working knowledge of Microsoft Excel, learn to create spreadsheets, to apply formulas, functions, filtering, and formatting.

**DEV100–DE Professional Development**  
**60 Hours / 4 Quarter Credits**  
**Prerequisites: None**

*Course Description:* This course is designed to provide the graduate with necessary marketable job search techniques. It will encompass all phases of professional development relative to employment. Upon successful completion of this course, the student will be able to prepare a winning resumé, create a career portfolio, understand the importance of cover letters, understand the application and pre-screening process, interview styles and skills, employment tests and negotiations, How to follow up with potential employers and how to succeed in your new career.

**DEV150-DE Professional Development**  
**120 Hours / 6 Quarter Credits**  
**Prerequisites: None**

*Course Description:* This course is designed to provide the graduate with necessary marketable job search techniques. It will encompass all phases of professional development relative to employment. Upon successful completion of this course, the student will be able to prepare a winning resumé, understand the importance of cover letters, understand the application and pre-screening process, interview styles and skills, employment tests and negotiations, and how to follow up with potential employers and how to succeed in your new career. The student will create an interview portfolio and will also complete practice certification exams to prepare to sit for their certification(s).

**EHR100–DE Electronic Health Records**  
**60 Hours / 4 Quarter Credits**  
**Prerequisites: None**

*Course Description:* This Electronic Health Records (EHR) course will provide students with a comprehensive overview of how Health Information Technology impacts patient information. Students will have the opportunity to develop the required skills and knowledge to be successful EHR professionals. You will be provided with real-world applications of industry standard ER software and related tools to create clinical documentation as well as the storage and retrieval of data as required by health-care providers. This course will cover the legal components and government Acts that impact EHR. You learn how to navigate through patients' EHR and create office visits, order lab exams and process results, enter codes, create reports and manage the patient's healthcare information.

**EHR150–DE Electronic Health Records**  
**90 Hours / 6 quarter credits**  
**Prerequisites: None**

*Course Description:* This Electronic Health Records (EHR) course will provide students with a comprehensive overview of how health information technology impacts patient information. Students will have the opportunity to develop the required skills and knowledge to be successful EHR professionals. Students will be provided with real-world applications of industry standard EHR software and related tools to create clinical documentation as well as the storage and retrieval of data as required by health-care providers. This course will cover the legal components and Government Acts that impact EHR. Students will learn how to navigate through patients' EHR and create office visits, order lab exams and process results, enter codes, create reports and manage the patient's healthcare information. Students will practice with case scenarios and simulation educational activities.

**GEN002–DE Introduction to Psychology**  
**60 Hours / 4 Quarter Credits**  
**Prerequisites: None**

*Course Description:* This course is a general introduction to the study of human behavior. The course explores topics such as methods of research, physiological development of the individual, learning, motivation, emotions, cognitive processes, sensation, perception, testing, personality, behavior disorders, and individual differences.



**GEN003–DE Introduction to Public Speaking**  
**60 Hours / 4 Quarter Credits**

**Prerequisites: None**

*Course Description:* The purpose of this course is to provide the student with the skills necessary to achieve clarity and confidence in speaking in the classroom, on the job, and in the community. Basic principles of speech communication are introduced. The student will learn to select topics, devise a central idea, find verbal and visual support material, and organize the material into a coherent outline. Techniques in analyzing listeners, effectively communicating ideas, and projecting self-confidence will be covered.

**GEN004–DE Critical Thinking, Reading and Writing**  
**60 Hours / 4 Quarter Credits**

**Prerequisites: None**

*Course Description:* This course teaches the basic principles of reasoning and problem solving, and through reading and writing activities helps students to become aware of the personal thinking process. The concepts learned in this course build a bridge to more traditional courses by providing the student with skills that may be used in a variety of real-life settings.

**GEN005-DE English Composition**  
**60 Hours / 4 Quarter Credits**

**Prerequisites: None**

*Course Description:* This course is designed to help students sharpen their writing, speaking, and analytical skills through reading activities, creative writing, and speeches. Through creative writing and research exercises, students will gain experience in professional communication. This course is designed to help students entering the business or medical fields.

**GEN007–DE Business Math**  
**60 Hours / 4 Quarter Credits**

**Prerequisites: None**

*Course Description:* This course prepares today's students with the practical, contemporary math skills they need to build their future career success in business. It provides an arithmetic based basic approach to business math. It emphasizes realistic skill building to prepare students for careers in business through business application of mathematical techniques. Topics covered include fundamental applications in math, such as fractions, decimals, percent's and their applications, accounting applications, and interest applications.

**GEN008–DE Communication for Career Success**  
**60 Hours / 4 Quarter Credits**

**Prerequisites: None**

*Course Description:* This course is designed to help students to develop their communication skills and relate the importance of these skills to their future career. Through writing and educational exercises, the students will gain experience in professional communication. This course is designed to help the student understand the impact of professional communication in the work place.



**HCS150-DE Infection Prevention and Control**  
**60 Hours / 4 Quarter Credits**

**Prerequisites: None**

*Course Description:* This course explores preventing occupational exposure hazards and communicable and infectious diseases. Infection control is a dynamic field, with discoveries being made, court decisions announced, and outbreaks tracked. Students will discover what the Centers for Disease Control and Prevention, along with state and local health officials, are doing to monitor emerging infectious diseases in an attempt to prevent outbreaks. Students will benefit from the discussions of the disease process, protection from communicable disease, and post-exposure protocols. Background information such as legal issues and the immune system provide knowledge regarding exposure to infectious diseases and fundamental infection control.

**HCS200-DE Public & Community Health**  
**60 Hours / 4 Quarter Credits**

**Prerequisites: None**

*Course Description:* This course introduces the basic elements of public health and public health action, along with related ethical and political issues. The course describes ways to define and measure health and illness, social and behavioral determinants of health, and health disparities including socioeconomic status, race/ethnicity, gender, and age. Topics range from infectious disease outbreaks and control, the role of W.H.O and C.D.C., the role of diet and physical activity on health, and the expectations of emergency services and preparedness with public health.

**IN200–DE Practicum**  
**180 Hours / 6 Quarter Credits**

**Prerequisites: Completion of all Course Work**

*Course Description:* This course is a culmination of the student's training and provides the opportunity to observe the work environment. It is designed to give the student the opportunity to observe the day-to-day operation of an organization. The philosophy of the practicum centers on its value as a learning experience thus providing the student with sufficient time to become oriented and feel comfortable in the career they have selected. The students will observe and practice soft skills and professional behavior that is required to be successful in the workplace. This course acquaints the student with the range of what employers offer on a full-time and part-time basis. The student will need to complete 180 observation hours at one or more practicum sites, that are approved by the instructor.

**KEY100–DE Keyboarding I**  
**60 Hours / 4 Quarter Credits**

**Prerequisites: None**

*Course Description:* This course is a performance based program to build up speed and accuracy on the alpha and numeric keyboards. Students will use a variety of software to improve their typing skills and increase their speed. It is designed for the student to achieve a keying speed of 40 wpm.

**MA255–DE Physician Billing and Coding**  
**60 Hours / 4 Quarter Credits**

**Prerequisites: None**

*Course Description:* This course is designed to introduce students to Physician Billing using the CMS 1500. Through lecture and laboratory exercises, the student will learn aspects of submitting, tracing, appealing, and transmitting claims for multiple health care plans. This course work will introduce students to medical software. Students will design their own practice while entering CPT and ICD codes.

**MBC100–DE Introduction to Healthcare**  
**90 Hours / 6 Quarter Credits**  
**Prerequisites: None**

*Course Description:* This course will focus on the healthcare environment, the healthcare team and healthcare delivery systems in the United States. The course will also include an overview of the healthcare industry and trends. Students will learn about the roles and responsibilities for the healthcare provider, billers and coders, and the role and impact of health insurance carriers. The students will explore the scope and practice, types of providers, reimbursement, premiums, deductibles, co-payments, and first, second, and third parties. The course will also provide information on the Affordable Care Act and other government policies that impact the healthcare industry. In addition, HIPAA, fraud and abuse will also be discussed. Credentials and salaries for billers and coders will also be addressed in this course.

**MBC260–DE Diagnostic Coding**  
**90 Hours / 6 Quarter Credits**  
**Prerequisites: None**

*Course Description:* The purpose of this course is to provide the student with the basic principles of the ICD-10-CM Coding and Classification System, including the sequencing of codes and the impact on reimbursement. This course will allow students to use the ICD-10 CM Manual. The students will learn how to abstract information from scenarios in-order to code diagnoses. The students will use the format and guidelines from the ICD-10-CM manual and put into practice what they have learned. Preparation through practice will prepare the students for certification.

**MBC270–DE Procedural Coding**  
**90 Hours / 6 Quarter Credits**  
**Prerequisites: None**

*Course Description:* This course is designed to introduce the student to coding and classification systems and nomenclatures, indexes, registers, and registries and to teach the basic principles and use of each by using Current Procedures Terminology (CPT-4) and Healthcare Common Procedural Coding Systems (HCPCS). Student will acquire the ability to distinguish between CPT basic coding and HCPCS Level II codes. The student will practice assigning codes for procedures in this course using case scenarios and simulation educational activities.

**MBC280–DE Physician Billing & Coding  
and Insurance Billing**  
**90 Hours / 6 Quarter Credits**  
**Prerequisites: None**

*Course Description:* This course is designed to introduce students to insurance billing using the CMS 1500 and the UB-04. Through lecture, scenarios, and simulation exercises, the student will learn all aspects of submitting, tracing, appealing, and transmitting claims to multiple health care plans. This course work will also include Medisoft software implementing patient information, creating insurance claim forms, etc.



**MD050–DE Disease Processes**  
**60 Hours / 4 Quarter Credits**  
**Prerequisites: None**

*Course Description:* This course is designed to provide students with an understanding of common diseases afflicting the organ systems of the human body. Students will have a thorough understanding of common diseases associated with the integumentary system, musculoskeletal system, respiratory system, circulatory system, lymphatic system and cancer. The description, etiology, signs and symptoms, diagnosis, treatment, prognosis and prevention for each disease will be covered. Students will have research assignments that will require the use of medical references and resources.

**MDC150–DE Procedural Coding**  
**60 Hours / 4 Quarter Credits**  
**Prerequisites: None**

*Course Description:* This course is designed to introduce the student to coding the classification systems and nomenclatures, indexes, registers, and registries and to teach the basic principles and use of each by using Current Procedures Terminology (CPT-4) and Healthcare Common Procedural Coding Systems (HCPCS).

**MDC200–DE Diagnostic Coding I**  
**60 Hours / 4 Quarter Credits**  
**Prerequisites: None**

*Course Description:* This course introduces the student to the ICD-10-CM manual. The student will learn to code diseases by using the Alphabet index to look up the disease, then use the Tabular index to locate the code, and use the conventions to assure that the correct code has been chosen. The student will learn to use Vol. 1, Vol. 2 and Vol. 3 along with the neoplasm table, the hypertension table, and the supplementary codes; V and E Vol. 3 will be used with its own Alphabet Index and Tabular to code only inpatient procedures.

**MDC240–DE Advanced Diagnostic Coding II**  
**60 Hours / 4 Quarter Credits**  
**Prerequisites: MDC200–DE**

*Course Description:* This course will put into use the ICD-10-CM manual, CPT manual and the HCPCS manual. The student will learn how to abstract information from scenarios in order to code diagnoses, procedures and supplies. They will use the manuals format and guidelines and put into practice what they have learned. Preparation through practice will prepare the student for certification. Student will be introduced to E/M auditing with thorough practice with case scenarios.

**MDC255–DE Insurance Billing**  
**60 Hours / 4 Quarter Credits**  
**Prerequisites: None**

*Course Description:* This course is designed to introduce students to insurance billing using the CMS1500 and the UB-04. Through lecture and laboratory exercise, the student will learn all aspects of submitting, tracing, appealing, and transmitting claims to multiple health care plans. This course work will also include Medisoft software implementing patient information, creating insurance claim forms, etc.

**MDC265–DE Insurance Billing**  
**90 Hours / 6 Quarter Credits**  
**Prerequisites: None**

*Course Description:* This course is designed to introduce students to insurance billing using the CMS 1500 and the UB-04. Through lecture, scenarios, and simulation exercises, the student will learn all aspects of submitting, tracing, appealing, and transmitting claims to multiple health care plans. This course work will also include Medisoft software implementing patient information, creating insurance claim forms, etc.

**MDT100–DE Medical Terminology I**  
**60 Hours / 4 Quarter Credits**  
**Prerequisites: None**

*Course Description:* This course is designed to introduce students to medical terminology that is associated with the anatomical structures of the body. Students will be able to describe the hierarchy system of the human body and why proper function and interaction between organ systems is necessary for homeostasis. This course emphasizes the primary and accessory organs for the integumentary system, musculo-skeletal system, cardiovascular system and respiratory system. Students will be able to analyze, build, spell and pronounce medical words that relate to each of these systems. Upon completion of this course, the students will understand general anatomical principles and will be able to use medical terminology to describe how pathological principles can become mechanisms of disease. Students will also be able to define selected abbreviations, explain diagnostic tests and use word roots to identify meanings of unknown medical words. Repetition and reinforcement of vocabulary is achieved with the use of a variety of resources including videos, CD-ROMs and in class assignment.

**MDT150–DE Medical Terminology & Keyboarding**  
**90 Hours / 6 Quarter Credits**  
**Prerequisites: None**

*Course Description:* This course is designed to introduce students to medical terminology that is associated with the anatomical structures of the body. Students will be able to describe the hierarchy system of the human body and why proper function and interaction between organ systems is necessary for homeostasis. Students will be able to analyze, build, and spell medical words that are related to each of the body systems. Upon completion of this course, the students will understand general anatomical principles and will be able to use medical terminology to describe how pathological principles can become mechanisms of disease. Students will also be able to define selected abbreviations, explain diagnostic tests and use word roots, prefixes, and suffixes to identify meanings of medical words. Repetition and reinforcement of vocabulary is achieved with the use of a variety of resources including videos, labeling activities, keyboarding exercises, and simulation activities.

**MDT200–DE Medical Terminology II**  
**60 Hours / 4 Quarter Credits**  
**Prerequisites: MDT100–DE**

*Course Description:* This course is a continuation of MDT100. Students will learn the medical terminology associated with the primary and accessory organs of digestive system, urinary system, endocrine system, nervous system, reproductive system. Students will be able to analyze, build, spell and pronounce medical words that relate to each of these systems and to the topics of cancer, psychiatry and radiology. Upon completion of this course, the students will understand general anatomical principles and will be able to use medical terminology to describe how pathological principles can become mechanisms of disease. Students will also be able to define selected abbreviations, explain diagnostic tests and use medical word roots to identify meanings of unknown medical words. Repetition and reinforcement of vocabulary is achieved with the use of variety of resources including videos, CD-ROMs and in class assignments.



**MED100–DE Medical Law and Ethics**  
**60 Hours / 4 Quarter Credits**  
**Prerequisites: None**

*Course Description:* This course covers the standards of ethics that should be used toward patients, colleagues and other members of the medical team. This course discusses legal responsibilities, professional responsibilities, licensure, certification and registration, contracts, risk management, patient rights and other applications of law and medical field.

**MED150–DE Medical Law and Ethics**  
**90 Hours / 6 Quarter Credits**  
**Prerequisites: None**

*Course Description:* This course includes legal and ethical issues related to the health care setting. This course provides an overview of the laws and professional requirements that regulate the delivery of health care, including HIPAA, the Patient's Bill of Rights, and standard of care. This course covers the standards of ethics that should be used towards patients, colleagues, and other members of the medical team. This course discusses legal responsibilities, professional responsibilities, licensure, certification and registration, contracts, risk management, patient rights and other applications of law in the medical field. The student will review case scenarios, review videos, and choose the most ethical decision.

**MKT100–DE Introduction to Marketing and Sales**  
**60 Hours / 4 Quarter Credits**  
**Prerequisites: None**

*Course Description:* This course presents the foundational concepts of marketing and selling of both products and services. Students will study customer behavior, use of technology, marketing plans, telemarketing and compliance, call centers and scripts, B2B, B2C, market research, and elevator pitches. Students will review case studies and marketing plans to evaluate marketing and sales success.

**MKT200–DE Digital Marketing and Social Media**  
**60 Hours / 4 Quarter Credits**  
**Prerequisites: None**

*Course Description:* The course examines digital marketing strategy, implementation and executional considerations for brands and provides a detailed understanding of all digital channels and platforms. This course also explores the impact of social media on marketing campaigns. Students will complete the course with a comprehensive knowledge of and experience with how to develop an integrated digital marketing strategy, from formulation to implementation.

**MKT250–DE Branding and Content Marketing**  
**60 Hours / 4 Quarter Credits**  
**Prerequisites: None**

*Course Description:* This course introduces students to the concepts of content marketing and helps develop the skills needed to create a successful content marketing plan. Content marketing is a strategic approach that focuses on the creation of content to help further an organization's brand. It focuses on the creation of content that is useful for a clearly defined target audience, which attracts and retains customers loyal to an organization's brand, and ultimately driving the organization's profitability. Students will review case studies of successful branding campaigns to explore their strategies.

**MKT300–DE SEO and PPC Strategies**  
**60 Hours / 4 Quarter Credits**

**Prerequisites:** MKT200-DE and MKT250-DE

*Course Description:* Students will learn how to analyze a website and understand various criteria of Search Engine Optimization (SEO) analysis of a website. This course will include introduction of useful SEO analysis tools and effective use of these tools. This course also teaches Pay Per Click (PPC) internet advertising strategies, which are meant to direct online traffic to websites. This course will focus on Google AdWords, Facebook ads, Bing Advertisements, Google Analytics, and Google Tag Manager. Students will explore concepts of online business models and advertising strategies, with detailed presentations covering basics to advanced concepts of various digital marketing channels.

**MOA100–DE Introduction to Medical Office**  
**Administration and Customer Service**

**90 Hours / 6 Quarter Credits**

**Prerequisites:** None

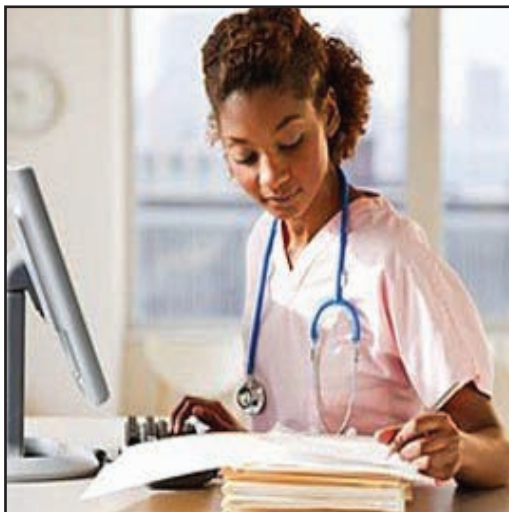
*Course Description:* This course is designed to cover the overview of the healthcare system and roles, effective communication and active listening skills, customer service and marketing essentials, professionalism and how to cultivate a healthy work environment. Students will explore the daily tasks of a medical office administrator, the basic clerical functions, HIPAA and the release of information, and practice verbal and written communication techniques. An emphasis will be placed on the importance of multi-tasking and prioritizing while making each patient feel valued and heard.

**MOA150-DE Introduction to Medical Office**  
**Administration and Customer Service**

**60 Hours / 4 Quarter Credits**

**Prerequisites:** None

*Course Description:* This course is designed to cover the overview of the healthcare system and roles, effective communication and active listening skills, customer service and marketing essentials, professionalism and how to cultivate a healthy work environment. Students will explore the daily tasks of a medical office administrator, the basic clerical functions, HIPAA and the release of information, and practice verbal and written communication techniques. An emphasis will be placed on the importance of multi-tasking and prioritizing while making each patient feel valued and heard.



**MOP200–DE Medical Office Procedures**  
**60 Hours / 4 Quarter Credits**

**Prerequisites:** None

*Course Description:* This course is designed to help health professionals to perform all tasks associated with the administrative aspect of individual and group medical practices and urgent care centers. These tasks include understanding healthcare as a profession, healthcare settings and teams, therapeutic communications, coping skills, legal considerations, ethical considerations, assimilating into the team environment, computers, telecommunications, patient scheduling, medical records management, written communications, daily financial practices, medical insurance, billing and collections, HIPAA, successful operation of office equipment, and employment strategies.

**MOP250–DE Medical Office Procedures**  
**90 Hours / 6 Quarter Credits**

**Prerequisites:** None

*Course Description:* This course is designed to help health professionals to perform all tasks associated with the administrative aspect of individual and group medical practices and urgent care centers. These tasks include understanding healthcare as a profession, healthcare settings and teams, therapeutic communications, coping skills, legal considerations, ethical considerations, assimilating into the team environment, computers, telecommunications, patient scheduling, medical records management, written communications, daily financial practices, medical insurance, billing and collections, HIPAA, successful operation of office equipment, and employment strategies.

**PLG100-DE Introduction to Paralegal Studies**  
**60 Hours / 4 Quarter Credits**

**Prerequisites:** None

*Course Description:* This course is designed to introduce the student to the American legal system, the profession of law, and the evolving roles of today's paralegal. Additionally, this course provides an overview of the legal terminology, concepts, and principles specific to various fields of law, including contracts, torts, criminal law, real property, and family law - with a designed focus on the paralegal's roles relative to each. Students are introduced and instructed on how to approach a variety of administrative and technical skills necessary to succeed as a paralegal, including legal research (using subscription-based and free legal resources), critical reading and analysis and various forms of legal writing. Students are also introduced to the life cycle of a typical case, including the paralegal's role at each stage, including the initial client interview, investigation, case management, pretrial matters, and the basics of trial preparation. The course also provides an overview of law office administration and legal technologies. Underlying each component of this course is a focus on legal ethics and professional responsibility.

**PLG125-DE Legal Terminology**  
**60 Hours / 4 Quarter Credits**

**Prerequisite:** PLG100

*Course Description:* This course is a comprehensive guide to the language of the legal system. It is designed to provide the student with instruction in terminology for the paralegal profession. The focus and concentration will involve term recognition, understanding, utilization, and spelling.

**PLG150-DE Real Estate Practice & Procedures**  
**60 Clock Hours / 4 Quarter Credits**  
**Prerequisites: PLG100 & PLG125**

*Course Description:* This course is designed to introduce the student to the legal specialty field of real estate. The student will become familiar with the basics of real estate property law and the essential areas of real practice as well as the procedures concerning settlement statements and recording various real estate documents. This course also covers methods of title transfer; title examinations and insurance; parties to a real estate transaction; the sales agreement and contract; real estate finance including appraisals and mortgages; the closing and settlement process; and post-settlement activities.

**PLG175-DE The Law of Contracts**  
**60 Clock Hours / 4 Quarter Credits**  
**Prerequisites: PLG100 & PLG125**

*Course Description:* This course will provide the student with a comprehensive understanding of the principles, history, and sources of contract law. Topics include the formation of a contract through its termination, including various ways in which parties can enter into a contract. Also explored are the concepts of consideration, offer and acceptance, enforcement, damages for breach of contract, and defenses available to a party that reneges on a contract. Additionally, this course will familiarize the student with Article 2 of the Uniform Commercial Code regarding the sale of goods, and the role of the paralegal in contract law.

**PLG200-DE Criminal Law and Procedures**  
**60 Clock Hours / 4 Quarter Credits**  
**Prerequisites: PLG100 & PLG125**

*Course Description:* The course provides the student with a solid foundation of the fundamental principles of the criminal justice system. Including procedures from arrest to filing of an appeal, principles of state law, familiarization with federal criminal law and introduction to the preparation of pleadings, motions and brief writing.

**PLG225-DE Family Law**  
**60 Clock Hours / 4 Quarter Credits**  
**Prerequisites: PLG100 & PLG125**

*Course Description:* This course presents fundamental concepts of family law with emphasis on the paralegal's role. The course provides an overview of divorce law and reviews important aspects to consider in property division, alimony, custody, and support in a divorce. The course also describes post-divorce collection actions and necessary court actions after a divorce. Other aspects of family law are studied also, including common law marriage, prenuptial agreements, annulments, civil unions, adoptions, paternity and neglect actions. Students will learn common terminology in family law and some of the procedural concerns to consider in these areas of law.

**PLG250-DE Civil Litigation**  
**60 Clock Hours / 4 Quarter Credits**  
**Prerequisites: PLG100 & PLG125**

*Course Description:* This course is designed to teach the paralegal how to manage a case from beginning to end. The subjects covered in the course will include determining jurisdiction and venue; initiating and commencing a lawsuit; client counseling; investigation techniques and the discovery process; the drafting of summons and complaints, motions, briefs, and pleadings; settlement techniques; the trial itself; pre- and post-trial activities and the appeals process.

**PLG275-DE Business Law & Bankruptcy**  
**60 Clock Hours / 4 Quarter Credits**  
**Prerequisites: PLG100 & PLG125**

*Course Description:* This course is designed to provide students with a basic understanding of the principles of the most significant laws pertaining to business organizations and how they impact the role of the paralegal. The business organization law component of the course will deal with the individual characteristics of various business organizations, the laws governing the creation and operation of these various business entities, their dissolutions and liquidations, and their relationships to various categories of creditors and shareholders. The bankruptcy component of the course will acquaint our students with an understanding of the three most common forms of bankruptcy under Chapters 7, 11 and 13 of the United States Bankruptcy Code.

**PLG300-DE Legal Ethics**  
**60 Clock Hours / 4 Quarter Credits**  
**Prerequisites: PLG100 & PLG125**

*Course Description:* This course covers the basic principles governing the ethical practice of law for paralegals. It will provide students with the necessary tools for identifying and resolving ethical problems and gives practical tips to implement in everyday practice. The areas that will be covered in this course include the regulation of attorney and paralegal conduct, confidentiality, the unauthorized practice of law, conflicts of interest, the handling of client funds, advertising, billing, fee splitting, disciplinary procedures, and malpractice.

**PLG325-DE Law Office Management & Technology**  
**60 Clock Hours / 4 Quarter Credits**  
**Prerequisites: PLG100 & PLG125**

*Course Description:* This course presents the fundamentals of law office management and organization, including basic principles and structures of management, administrative and substantive systems in the law office, and law practice technology. The course also reviews and explores software programs that a Paralegal will encounter in their future careers, such as Lexis-Nexis, Westlaw, TrialDirector, Clio, and Microsoft.

**PLG350-DE Intellectual Property: Trademarks, Copyrights & Patents**  
**60 Clock Hours / 4 Quarter Credits**  
**Prerequisites: PLG100 & PLG125**

*Course Description:* This course is designed to provide students with a basic understanding of the various types of intellectual property, patents, trademarks, and copyrights. Students will cover the basic requirements for protecting each type of intangible, also highlights the sources of authority that govern intellectual property law, explains what types of rights are available, introduces what constitutes infringement, discusses the defenses available for infringement and lists the types of remedies used to compensate an owner for infringement.

**PLG375-DE Legal Research & Writing**  
**60 Clock Hours / 4 Quarter Credits**  
**Prerequisites: PLG300 and PLG325**

*Course Description:* This course will focus on training our students to do competent legal research and develop their ability to draft legal documents. Students will learn to identify and use a variety of research tools, including both the online collection provided by Lexis+® as well as traditional book-based methods of legal research. A portion of the course will focus on the various types and form books of reference books, proper case citation, cite checking and the proper method of case reporting, methods of compiling legislative histories and administrative legal research.

