



erie business center for business careers
center for computer careers
center for healthcare careers
center for hospitality careers
center for legal careers

Opening doors with an EBC Education

Welcome to EBC ●●●●●

Erie Business Center has been helping people build successful futures for more than 125 years. We can help you. Founded in 1884, EBC is the area's longest established career training institution. We offer Associate in Specialized Business (ASB) degrees and diploma programs to prepare students for careers in a range of high-demand fields. You can choose from among programs of study in business, computers, healthcare, hospitality and legal fields.

EBC's courses are designed to prepare you quickly for rewarding, professional careers. Your classes will be directly related to the program you choose and the career you want to pursue. Our programs are structured to give you the best skills training possible for a successful future.



ERIE BUSINESS CENTER

Erie Campus

246 West Ninth Street
Erie, Pennsylvania 16501

(814) 456-7504

(800) 352-ERIE (Toll-free)

(814) 459-3701 (Fax)

ERIE BUSINESS CENTER

New Castle Campus

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AUTHORIZATION

Erie Business Center is authorized by the Pennsylvania Department of Education to award the Associate in Specialized Business (ASB) degree in certain programs.

ACCREDITATION

Erie Business Center is accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas and Occupational Associate degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.

ACICS

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LICENSURE

Licensed (Registered) by the Pennsylvania State Board of Private Licensed Schools
Pennsylvania State Board of Nursing
Ohio State Board of Career Colleges and Schools

Pennsylvania Department of Education,
Division of Occupational Training Schools
333 Market Street, 12th Floor
Harrisburg, PA 17126-0333
(717) 783-8228

APPROVALS

- U.S. Department of Education Title IV Program for Federal Grants and Loans
- Pennsylvania Higher Education Assistance Agency for Pennsylvania State Grant
- Commonwealth of Pennsylvania Bureau of Vocational Rehabilitation
- U.S. Department of Justice for non-immigrant students
- GI Bill

AFFILIATIONS

- Pennsylvania Association of Private School Administrators (PAPSA)
- Association of Private Sector Colleges and Universities
- Pennsylvania Association of Student Financial Aid Administrators (PASFAA)
- The Council for Higher Education Accreditation (CHEA)
- National Association for Practical Nurse Education and Services, Inc. (NAPNES)

Erie Business Center is committed to a policy of non-discrimination and equal opportunity for all persons regardless of disability, race, creed, color, age, sex or national origin. This policy is applicable to all decisions regarding selection for admission to EBC, financial aid to students, application for employment and all other human resources activities. Any changes to this catalog will appear in the form of an addendum or catalog insert.

ABOUT EBC ●●●●●

OUR MISSION

Erie Business Center (EBC) is a progressive private institution offering programs of higher education for men and women. EBC is large enough to provide diverse curricula, yet small enough to give personal attention to each student. Here, every student has the opportunity to become an important part of the program. Students do not lose their identities as individuals.

The purpose of Erie Business Center is to serve the people of the tri-state area by providing students with the necessary skills, knowledge and positive mentality to contribute effectively to the business and healthcare communities.

To achieve these goals, EBC strives to:

- Develop in students useful scholarship, social responsibility and a sense of human values.
- Encourage students to accept responsibility for their own actions and become aware of the importance of an educated society.
- Challenge students to fully realize their potential growth and worth.
- Maintain a faculty and staff committed to superior training in business and healthcare skills.
- Provide a sincere and supportive environment for students to learn on a one-to-one basis.
- Provide an alternative to a four-year education by offering viable, challenging ASB degree programs to prepare students for the business and healthcare fields.
- Develop complementing, supportive courses to promote communication skills and general business and healthcare knowledge as the tools for graduate success.

OUR HISTORY

Erie Business Center opened its doors in 1884 as Clark's Business College and quickly became one of the foremost business training institutions in our part of the country.

In 1923, Charles P. McGeary, Sr. became owner and President of what was then known as Erie Business College. He continued to direct the school until his death in 1953. His wife, Chelsie S. McGeary, then assumed the presidency of the institution until her death in 1972. Charles P. McGeary, Jr. took over as Director, a position he held until 1988.

Today, Mr. McGeary serves as President, and Samuel L. McCaughtry is Chief Executive Officer of Erie Business Center.



ERIE CAMPUS



The Erie campus of Erie Business Center is located at 246 West Ninth Street, just west of Sassafras Street in downtown Erie. The Academic Building opened its doors in 1967 when EBC was incorporated under Pennsylvania law. This building

houses classrooms and computer labs, academic and administration offices and the Blackmer Library. In Founders' Hall, students will find the Admissions and Financial Aid Departments. The Practical Nursing and Nurse Aide programs are located at Metro Center at 252 West 11th Street.

EBC's central location puts students close to numerous restaurants, shops, libraries and museums, apartment complexes, medical facilities and more. Presque Isle Bay and Presque Isle State Park are just a short drive away.

NEW CASTLE CAMPUS

Erie Business Center South is located at 170 Cascade Galleria in New Castle, Pennsylvania, about 50 miles northwest of Pittsburgh.



CORPORATE BOARD

Erie Business Center, Incorporated is duly incorporated under the laws of the Commonwealth of Pennsylvania and is governed by the Corporate Board of Directors:

- Charles P. McGeary, President and Chairman of the Board
- Deborah H. McCaughtry, Secretary of the Board
- Christopher C. McGeary, Treasurer of the Board
- Samuel L. McCaughtry, Board Member
- Hope A. McGeary, Board Member
- Rocco E. Zappia, Board Member

ADMINISTRATION, ERIE CAMPUS

- Charles P. McGeary, President and Chairman of the Board
- Samuel L. McCaughtry, Chief Executive Officer
- Donna B. Perino, Executive Director
- Timothy L. Feltmeyer, Director, Academics
- Gretchen Reinard, Director, Student Services
- Paul Sargent, Director, Admissions
- Michelle L. Blount, Controller
- Jeff Lasky, Director, Financial Aid
- Mike Staaf, Director, Information Technology

ADMISSIONS ●●●●●

ADMISSION TO EBC

Erie Business Center offers Associate in Specialized Business (ASB) degrees and diploma programs designed to provide advanced academic training for business, computer, healthcare, legal and hospitality careers.

We encourage prospective students to visit the school, tour our facilities and talk with members of the Admissions and Financial Aid staffs.

APPLICATION PROCEDURES

To enroll at EBC, you must be a high school graduate or have successfully completed your General Equivalency Diploma (GED). You will be considered individually on the basis of your qualifications.

To complete the application process, you must:

- Complete and submit an EBC application form, indicating your major area of interest and expected starting term. You must also submit a \$25 application fee. This fee is refundable if you cancel your application within 10 days of submitting the completed form.
- Request that your high school and any postsecondary institutions that you have attended forward official copies of your transcripts to the Academic Department. If you are not a high school graduate but have taken the GED, you must submit an official copy of your diploma or test scores.
- Make an appointment to take an entrance evaluation (Wonderlic test, if required). With the exception of students in the Practical Nursing Program, this evaluation is required for all candidates, but it may be waived for students who submit proof of ACT scores of 20 composite or SAT scores of 850 (1270 for SAT exams taken after March 2005), as well as students who hold bachelor's or master's degrees.
- An appointment is not required for online program applicants. Online students will take the online reading comprehension Wonderlic entrance evaluation (emailed to the applicant) and a 303 verbal and 294 quantitative score is required. The entrance evaluation may be waived for students who submit proof of ACT scores of 20 composite or SAT scores of 850 (1270 for SAT exams taken after March 2005), as well as students who hold bachelor's or master's degrees.

Some programs also require taking a reading comprehension exam. The Nurse Aide Training program requires a criminal background check, a physical and various medical tests. The Home Health Aide and Medical Assistant programs require a criminal background check.

The Practical Nursing program requires all candidates to take the Health Education Systems, Inc. (HESI) Admission Assessment Exam (A2). Applicants must pass the reading comprehension portions of the examination at 80% or higher to determine potential for success in the Practical Nursing program. This program also requires a criminal background check, a physical, CPR certification, and various medical tests. There are costs associated with these requirements.

WONDERLIC CENTRAL TENDENCY SCORE	YEARS OF EDUCATION COMPLETED
15	10
16	Between 10-11
17	11
18	Between 11-12
20	Between 11-12

MINIMUM WONDERLIC SCORE PER PROGRAM:	
Accounting	18
Administrative Office Professional	16
Business Management	16
Hotel, Restaurant and Institutional Mgmt.	16
Information Technology	20
Web Design and Marketing (Online)	310 verbal and 290 quantitative
Web Marketing	18
Medical Assistant	18
Medical Secretary	16
Paralegal	18
All Diploma Programs	16
<i>Executive Secretary</i>	
<i>Home Health Aide</i>	
<i>Medical Coding and Billing</i>	
<i>Nurse Aide</i>	
<i>Rehabilitation Technician</i>	

Prior to final acceptance into a program, it may be necessary for you to meet with the Department Head of the particular program. The Admissions Department reserves the right to change entrance requirements without prior notice.

TRANSFERS



Any student with a postsecondary educational background must submit an official high school transcript or GED diploma as well as official transcripts from the colleges or other institutions of higher education attended.

To transfer credits, a student must have earned a minimum C grade from an accredited institution. Credit transferability will be considered based on the compatibility of the given subject with the EBC program. A maximum of 24 transfer credits may be accepted toward an ASB degree at EBC, and a maximum of 12 transfer credits or 40% of the program may be accepted toward a diploma program at the school. (Credits obtained earlier than 10 years prior are reviewed on an individual basis.)

ACCEPTANCE POLICY

A decision on acceptance to EBC will be made within two weeks of an entrance evaluation and completion of all admissions requirements. Based on the admissions requirements, students may also be accepted at EBC on a conditional basis (limited to 12 credits the first term) or a provisional basis (on acceptance of official transcripts or GED scores). A student may not proceed to the next term without providing an official transcript or GED.

ADVANCED PLACEMENT

EBC recognizes that students may demonstrate academic ability or proficiency to meet course objectives; therefore, tests are

available. Arrangements can be made with the Academic Department and there is a fee associated with this option. Current professional certifications may be granted life experience credit in lieu of testing. Credits, but no grade, will be awarded. Advanced placement will be accepted in accordance with any high school articulation and tech-prep agreements.

Academic credits may be obtained from prior learning assessment. These credits are applied toward any EBC program of study. Credit will be given only for courses offered at EBC. For an Associate in Specialized Business (Occupational Associate) degree, a maximum of 24 credits may be accepted. For a diploma program, a maximum of 12 credits or 40% of the program may be accepted.

ACADEMICS ●●●●●

The information in this section will help you meet all of the academic and financial requirements necessary to successfully complete your program of study at Erie Business Center. You will want to review these policies and procedures to ensure you meet all of your program requirements for graduation. Additional information is available from the Academic Director, the Financial Aid Office or your Department Head.

CLASS SESSIONS



Students can register for day or evening courses at EBC. Class sessions are scheduled Monday through Friday, with instructors available for make-up work, tutoring and other assistance. Computer labs and the campus library are also open. Online

classes vary based on the class requirement.

CREDIT HOURS • CLOCK HOURS

EBC lists both term credits and/or clock hours for each course by term. One (1) unit of credit is equal to a minimum of 15 hours of classroom lecture or 30 hours of laboratory experience or a minimum of 45 hours of internship (Medical Assistant and Home Health Aide programs only). One clock hour represents one 50-minute classroom session. FULL-TIME status is defined as 12 or more credits per term (6 or more credits for mid-session). The listing of credit hours is not meant to imply transferability into other college programs. The receiving institution, rather than the training institution, decides whether to accept credits for transfer.

ATTENDANCE POLICY

Each student is expected to attend all classes, arrive on time and stay for the entire class period. Procedures regarding the enforcement of the attendance policy and the appeal process are outlined in the Student Handbook. Online students are expected to log-in and participate at least twice per week.

VETERANS INFORMATION

Erie Business Center will apply the following policy to all students receiving Veterans benefits: A minimum of an 80% attendance rate is required to continue receiving Veterans benefits into the next term. If a student has less than an 80% attendance rate, his/her benefits will not be certified for the following term.

SCHEDULING AND REGISTRATION

Schedules for all first-term students are prepared by the Academic Department. Changes can be made to these schedules during orientation sessions. All other students are required to pre-register on the announced dates each term. EBC Department Heads, as well as the Academic Director, are available to assist in developing schedules.

Some programs may require attending both day and evening classes. (Not all courses are offered in the evening.) EBC reserves the right to cancel any course or program. It is the responsibility of the student to be aware of the requirements for graduation from a program and to schedule the courses that will meet these academic standards. A student may request a transcript audit at any time to review courses taken and those still needed for graduation.

Online students will be scheduled prior to the next term and will be notified through email of their schedule.

An independent study course is offered only under special conditions and upon the approval of the Academic Director. To be considered, a student must have a cumulative grade point average (GPA) of 3.00 or higher and have completed all required paperwork.

SCHEDULE CHANGES

All schedule changes must be made one week prior to the first day of the academic term.

COURSE WITHDRAWAL

Any student who withdraws from a course before the end of the eighth week of a regular term (fourth week of a mid-session term or 50% point of the PN program course) will receive a grade of "W" for the course. Any withdrawal after the eighth week of a regular term (fourth week of a mid-session term or 50% point of the PN program) will result in a "WP" or "WF" grade. Any course in which a student receives a "W," "WP" or "WF" grade is counted toward attempted credits since the student incurs a financial obligation for the course; however, there is no negative effect on the student's cumulative GPA for a "W" or "WP" grade.

GRADING SCALE

Grades are issued at midterm and at the completion of each term. In addition, students are notified after four weeks into each grading period if their grades are below 70% in any course to enable them to improve in deficient areas.

Online students will have access to their grades through First Class.

Academic standing is based on GPA. It is important to know how to compute GPA to determine eligibility for financial aid and to keep a record of graduation requirements. See the grading scale chart.

To determine GPA:

- Multiply the quality points equivalent to the grade by the number of credits for the course.
- Divide the total number of quality points by the total number of credits attempted.

NOTE: Transferred credits from another institution are not included in the cumulative average.

DEAN'S LIST

Full-time students earning term grade point averages of 3.5 or better are placed on the Dean's List. The following averages are used to recognize a student's achievements at the time of his or her graduation.

3.80-4.00	Summa Cum Laude
3.60-3.79	Magna Cum Laude
3.50-3.59	Cum Laude

SATISFACTORY ACADEMIC PROGRESS

For full-time students making satisfactory academic progress, most ASB programs can be completed in less than two years (taking a minimum of four courses per term for five terms). Completion of a diploma program as a full-time student (taking a minimum of four courses per term) may take from one to four terms, depending on the program being considered.

To achieve satisfactory progress, a student must maintain the minimum levels of academic performance throughout the program as outlined in this catalog and in the Student Handbook. Satisfactory academic progress standards apply to all EBC students.

MAXIMUM TIME FOR COMPLETION

The maximum time for completion of any program is limited to the period of time during which a student attempts to complete 1.5 times the number of credit hours required for the particular program. For example, if a student is enrolled in a 60-credit ASB program, he or she must complete the program requirements within the time taken to attempt 90 credits. Attempted credits are those for which the student has incurred a financial obligation.

When a student has attempted 25%, 50% and 100% of the maximum credits in a program (or at the end of the prior term), he or she will be evaluated for satisfactory progress as outlined on the chart. Students will be evaluated for progress at the end of each term. Any student below a 1.80 GPA or 50% completion of credits/hours attempted for the term will be placed on probation.

ASB and Diploma Programs

GRADE	%	QUALITY POINTS
A	94-100%	4.00
A-	90-93	3.75
B+	87-89	3.50
B	83-86	3.00
B-	80-82	2.75
C+	77-79	2.50
C	73-76	2.00
C-	70-72	1.75
D	65-69	1.00
F	0-64	0
W	Withdrawal	0
WF	Withdrawal Failing	0
WP	Withdrawal Passing	0
T	Transfer	0
P	Pass	0
I	Incomplete	0
TO	Test Out	0
AU	Audit	0
R	Repeat*	0
S	Satisfactory*	0
U	Unsatisfactory*	0

(Grading scale effective Aug. 30, 2004.)

*Additional grading classification in effect prior to Aug. 30, 2004.

Nurse Aide Training Program

GRADE	%
A	90-100%
B	80-89
C	70-79
D	60-69
F	0-59

ACADEMIC PROBATION

If at any time prior to 50% of the maximum program length a student falls below minimum requirements, he or she will be placed on academic probation for the next term of enrollment. During probation, a student's progress is closely monitored.

Academic probation serves as a serious warning, and students are encouraged to take whatever steps are necessary to correct the situation. These may include meeting with academic staff, improving attendance and utilizing available tutors. Failure to achieve satisfactory progress during the term of probation may result in academic suspension.



If at the end of the probation period, the student's grades and/or successful completion percentage improves and other standards are met, he or she will be removed from probation. If the student shows some improvement but has

EVALUATION POINT PROGRAM LENGTH	MINIMUM CUMULATIVE GPA	SUCCESSFUL COURSE COMPLETION OF CREDIT HOURS ATTEMPTED
25% maximum*	1.80	60%
50% maximum**	2.00	65%
100%**	2.00	67%
End of 1st year* (or half of program length if less than one academic year)	1.80	60%
End of 2nd year**	2.00	65%

**Students not meeting the standards will be placed on academic probation.*

***Students not meeting the standards are not eligible for financial aid or probation and will be suspended from school.*

not achieved the standards and is at a point of less than 50% of the maximum program length, the probationary period may be extended for an additional term at the discretion of the Academic Director.

ACADEMIC SUSPENSION

If after 50% of the maximum program length or after a period of probation, a student is meeting less than the minimum requirements, he or she will be suspended from school. Students who have been suspended for failure to meet minimum requirements may regain their standing in one of two ways: 1. By making up any academic deficiencies in an extended enrollment status; 2. By requesting an appeal.

EXTENDED ENROLLMENT STATUS

Upon written request, a suspended student may be given extended enrollment status. A student with this status is not eligible for student aid. During the extended enrollment period, the student must attempt to correct the academic deficiencies identified by the Academic Director.

Once a student has improved his or her cumulative GPA or completion percentage to a level above the requirements



outlined previously, the student may be reinstated as eligible for financial aid. Reinstatement will be subject to evaluation by the Academic Director to determine the student's desire and ability to satisfactorily complete the program. A reinstated student will be placed on probation for a period of one term. A student

may not continue studies in an extended enrollment status for a period beyond the published maximum time frame.

APPEAL

Any student who is suspended for failure to maintain satisfactory academic progress may appeal the decision and be considered

for reinstatement as a regular financial aid eligible student. A student may be exempt from suspension if he or she can demonstrate that extreme mitigating circumstances caused the academic shortcomings. The student will be evaluated by the Academic Director to determine if reinstatement is appropriate.

If reinstatement is approved, the student will be on academic probation for the incoming term and must meet minimum standards at the end of that term or face dismissal. Appeals must be made in writing and be filed within one week of notification to the student. The student will be informed of the school's final decision within one week of receipt of the appeal. A record of the appeal and final determination will be maintained in the student's file.

DISMISSAL

Any student readmitted as a regular student after suspension or extended enrollment status who does not meet the standards of satisfactory academic progress after the probationary period will be dismissed from school. The student will not be eligible for readmission for a period of two years.

LEAVE OF ABSENCE

Under certain circumstances, the Academic Director may grant a leave of absence. An approved leave of absence will not be included in the calculation of a student's maximum program length. A leave of absence must be arranged prior to the first day of a term and may not exceed one term.

WITHDRAWAL

Any student wishing to withdraw from EBC after the beginning of a term must complete a withdrawal form available in the Academic Department. This form must be completed by the student, the Academic Director and the Controller's Office.

All arrangements for financial obligations must be completed at this time. No student records will be released if a student has an outstanding balance on his or her account. Any student who has borrowed funds through the Stafford Loan Program must complete a financial aid exit interview and exit counseling.

REPEAT COURSES

When a student repeats a course, the initial grade is not calculated into the cumulative GPA. The credits are, however, counted as attempted credits toward the course completion percentage. Once the new grade is received, it is calculated into the cumulative GPA and counted as attempted credits.

INCOMPLETE GRADES

An incomplete grade may be given by an instructor when a student has a legitimate reason for not completing the required work by the end of the term. Work must be made up within 7 days of the last day of the term, or the student automatically receives a grade of "F." It is the student's responsibility to make arrangements for the completion of an incomplete course.

PROGRAM TRANSFER



The staff and faculty of Erie Business Center make every effort to help individual students find the program of study best suited to their goals and abilities. A student may request in writing a transfer from one program to another. With the approval of the Academic Director, the transfer becomes effective at the start of the next term.

Any student who changes programs will be reevaluated for satisfactory academic progress in the new program of study. Erie Business Center will transfer all relevant courses from the prior program, shortening the maximum time frame in the new program, counting any transfer courses toward the completion percentage and calculating the transferred courses into the cumulative GPA.

TRANSFER CREDITS

Once Erie Business Center has determined the courses that will be accepted for transfer credit, the student's transcript will reflect these courses. The standard program length will then be shortened and the maximum time frame recalculated to reflect the transfer courses. Erie Business Center does not calculate credit hours and grades from transferred courses into the cumulative GPA. A transfer student thus will start with a 0.00 CGPA and 0% courses attempted and successfully completed.

EXTERNSHIPS/INTERNSHIPS

Externships give enrolled students the opportunity to gain on-the-job experience in their career fields. As part of an externship, students typically are assigned projects that relate to their major fields of study. Students interested in exploring externship opportunities should talk with their Department Heads and the Student Services Office.

Externships and internships do not apply to online students.

Externship Eligibility Criteria:

Erie Business Center offers students the opportunity to participate in an externship during the final term of their program of study. Requirements needed to be eligible for an externship include:

- 100 points
- Cumulative GPA of 3.0 - 4.0
- Overall attendance rate of 80 - 90%
- No evidence of academic integrity infringement
- Department Head approval
- Be interviewed by the Student Services Director, submit a cover letter and current resume

The 100-point requirement is a combination of GPA plus attendance — see the schedule below:

CUMULATIVE GPA Points	3.0	3.1	3.2	3.3	3.4	3.5	3.6	3.7	3.8	3.9	4.0
	50	51	52	53	54	55	56	57	58	59	60
Attendance Rate (%) Points	90	89	88	87	86	85	84	83	82	81	80
	50	49	48	47	46	45	44	43	42	41	40

Students interested in exploring externship opportunities should talk with their Department Head. Requests for an externship must be submitted prior to the start of the candidate's final term.

Students enrolled in the Medical Assistant and Home Health Aide programs take part in an internship to gain on-the-job experience in their career field. The internship program is under the direct supervision of the Academic Director.

GRADUATION REQUIREMENTS

At the recommendation of the Academic Director and faculty, Erie Business Center grants Associate in Specialized Business (ASB) degrees and diplomas in the programs listed in this catalog.

To graduate from EBC, a student must have:

1. Fulfilled all requirements of his or her course of study as outlined in this catalog.
2. Achieved a minimum cumulative GPA of 2.00.
3. Completed all financial obligations, including participating in an exit interview with the Financial Aid Office if the student has borrowed through the Stafford Loan Program.

RECORDS

Erie Business Center maintains academic records for each student and adheres to the Family Educational Rights and Privacy Act. By policy, EBC will release information regarding a student only upon the written request of the student.

TRANSCRIPTS

An official transcript will be released only upon the written request of the student or other persons with proven authorization to examine the record of the student. An official transcript will bear the seal of the school and the signature of a school official. A fee is charged for an official transcript. A transcript issued directly to a student will be marked "Unofficial" and will not be stamped with the seal or signed. No transcript will be issued to any student who owes monies or has any other outstanding liabilities with the school.

STUDENT LIFE ●●●●●

STUDENT SERVICES

Continuous placement services are available to all graduates of Erie Business Center at no cost. The Student Services Director assists students with resume preparation, interviewing techniques, federal work study, internships/externships, portfolio development and employer referrals. Many employers contact EBC in search of qualified job applicants. At the same time, EBC initiates and maintains relationships with potential employers. Students may schedule appointments with the Student Services



Director to discuss career goals and are encouraged to utilize these services beginning in their first term.

In addition to graduate job search assistance, the Student Services Office will assist current students seeking part-time employment while attending EBC. Erie Business Center cannot offer any guarantee of employment to its graduates; and relocation may be necessary to obtain employment.

ACTIVITIES

A number of activities for students are planned throughout the year, including graduate seminars, a speakers series and other events. The downtown YMCA, located two blocks from the school, offers discount memberships to EBC students. All students are encouraged to take part in extracurricular activities. EBC faculty and staff will assist students who wish to organize interest groups or athletic teams. In addition, the Student Services Office can assist students in finding tutors to help with studies.

STUDENT ATTIRE

Professional appearance and behavior are important aspects of being accepted by the business and healthcare communities; Erie Business Center encourages students to dress and act professionally. Poor personal grooming habits, offensive language, inappropriate clothing and unprofessional behavior will not be tolerated. Erie Business Center takes seriously its responsibility for preparing students for transition to the working world. We encourage every student to begin building a suitable working wardrobe.

Identification cards are issued to all EBC students. These cards are to be worn at all times while on EBC property. Students may reference the Student Handbook for more information.

LIBRARY RESOURCES

EBC's Blackmer Library, located in the Academic Building, offers general studies, program-specific resources and recreational reading materials to EBC students. Additionally, the EBC Library in the Metro Building provides resources for the Practical Nursing program. Several other libraries are also located within walking distance of campus.

EBC subscribes to the Jones e-global library, a set of online research tools designed and maintained by professional librarians. The service, available at www.egloballibrary.com, gives EBC students access to library resources covering all major academic disciplines and key business areas. The e-library includes the online availability of a librarian 24 hours a day, seven days a week. Students may utilize the site at no charge from any EBC workstation or remote location with an Internet connection. The resources of www.westlaw.com are also available to EBC students studying in the Paralegal program.

STUDENT COUNSELING

The faculty and staff of Erie Business Center are sincerely interested in the progress and well-being of EBC students. Depending on their individual academic, business and/or medical backgrounds, faculty and staff share the responsibility for advising students. Formal counseling is available to students through external agencies.

PARKING

On-campus parking is available free of charge, but space is limited. Information about alternative public parking is available.

STUDENT HANDBOOK

A Student Handbook is provided to each student at orientation and is also available on the EBC Intranet. Students are responsible for understanding and abiding by the policies, procedures and regulations outlined in the handbook which includes, but is not limited to, policies for attendance, absences, tardiness, make-up work, conduct, termination, etc. Some information contained in the EBC Student Handbook is incorporated here for reference.

CONCERN/GRIEVANCE PROCESS

If a student has a concern or complaint, he or she is advised to bring it to the attention of the appropriate school personnel. Concerns not satisfactorily resolved at this level may be directed to the Chief Executive Officer of EBC.

If the student is not satisfied with the outcome of this process, he or she may address the issue to the State Board of Private Licensed Schools, Pennsylvania Department of Education, 333 Market Street, Harrisburg, Pennsylvania, 17126-0333, then to ACICS, 750 First Street, NE, Suite 980, Washington, D.C. 20002-4241.

DISCIPLINARY OFFENSES

Even when a student meets all minimum grade requirements, he or she may be dismissed for other reasons. These would include excessive absences, unprofessional or unethical behavior, criminal activity, serious disciplinary problems, or any drug- or alcohol-induced impairment. All students are expected to conduct themselves in a manner that is conducive to classroom learning and consistent with a professional business environ-

ment. Any student disrupting normal operation may be immediately dismissed.

The use of alcoholic beverages, illegal drugs and weapons on any EBC property or during an EBC-sponsored event is prohibited. Students in violation of this policy can expect to face disciplinary action that could result in probation, suspension or dismissal. (See the Student Handbook for further information on this subject.)

TUITION INFORMATION ●●●●●

The following information will help students understand all of the costs and financial commitments associated with attending Erie Business Center. Before any student is admitted to class, all tuition and fees must be paid or satisfactory financial arrangements made. All tuition and fees are subject to change with 60 days' written notice.

TUITION AND FEES

A complete listing of tuition and fees is included on Page 34. The student will also receive a current listing on the enrollment agreement when he or she applies to EBC.

UNPAID BILLS

Tuition and fees are due before the first day of the term. If a student has sufficient financial aid in place, payment is deferred until the aid is received.

If EBC must engage the services of a collection agency or attorney to obtain payment, the student will be asked to pay the fees associated with these services and any other reasonable expenses and costs incurred to the maximum extent allowed by law.

REFUND POLICY

APPLICATION FEE

The EBC application fee is fully refundable if a student requests cancellation in writing within 10 calendar days of submitting a completed application. If a student is not accepted by the school, he or she shall be entitled to a refund of all monies paid with the exception of the entrance exam fee for the Practical Nursing Program.

FEE REFUNDS

No refunds will be made for any mandatory fees.

EARLY WITHDRAWAL REFUND

If a student withdraws anytime prior to the 60% point of the term, EBC will charge an administrative fee equal to 5% of the total institutional charges or \$100, whichever is less. If the student withdraws or is expelled from school, he or she may be eligible for a refund of a portion of the tuition paid for that term. If the student has received financial aid from grants, scholarships or loans, then the refund will be returned to the source from which that assistance was originally received.

When a student withdraws prior to the 60% point of a term, the appropriate refunds are determined by the state refund policy and/or the federal aid formula. Students who have received no federal aid will have their refunds calculated using only the state refund policy. The federal "Return of Title IV Aid" formula is applicable to any student receiving federal financial aid other than federal work study.

The state refund policy is as follows:

- For a student withdrawing prior to attending any classes, the student will be entitled to a 100% tuition refund.
- For a student withdrawing from or discontinuing the program during the first seven calendar days of the term, the tuition charges refunded by the school will be 75% of the tuition for the term.
- For a student withdrawing from or discontinuing the program after the first seven calendar days, but within the first 25% of the term, the tuition charges refunded by the school will be 55% of the tuition for the term.
- For a student withdrawing from or discontinuing the program after 25% but within 50% of the term, the tuition charges refunded by the school will be 30% of the tuition for the term.



- For a student withdrawing from or discontinuing the program after 50% of the term, the student will be entitled to no tuition refund.
- Tuition adjustments will be made within 30 days of the student's last recorded day of attendance. NOTE: The percentage of the term is calculated by dividing the clock hours scheduled to be completed through the last date of recorded attendance by the total clock hours scheduled for the term.

The state refund policy for on-line programs is as follows:

- For a student cancelling after 5 days after signing the enrollment agreement but prior to receipt by the school of the first completed lesson, the student will be entitled to a refund of all tuition and fees paid to the school except the nonrefundable application fee.
- If a student enrolls and withdraws or is discontinued after submission of the first completed lesson, but prior to the

FINANCIAL AID ●●●●●

completion of the term, refunds shall be calculated as follows:

- Up to and including completion of the first 10% of the term, the school will refund 90% of the tuition for the term.
- Beyond completion of 10% of the term and up to and including completion of 25% of the term, the school will refund 75% of the tuition for the term.
- Beyond completion of 25% of the term and up to and including completion of 50% of the term, the school will refund 50% of the tuition for the term.
- Beyond completion of 50% of the term, the student is entitled to no refund.
- The percentage of the term completed will be determined by comparing the number of completed lessons received for services by the school and the total number of lessons in the term.

The federal formula provides a return of Title IV aid if the student received financial assistance in the form of a PELL Grant, Supplemental Educational Opportunity Grant (SEOG) and/or Stafford or PLUS loans and the student withdraws on or before completing 60% of the term. Except for clock-hour programs, the percentage of the refund is equal to the number



of calendar days remaining in the term divided by the total number of calendar days in the term. For clock-hour programs, the percentage of the Title IV refund is equal to the number of scheduled clock hours remaining in the

term divided by the total number of clock hours in the term.

Refunds must be made in the following order:

1. Unsubsidized Stafford Loans; 2. Subsidized Stafford Loans;
3. Parent PLUS Loans; 4. Federal PELL Grants; 5. Federal SEOG; 6. Other Title IV Assistance. These Title IV refunds will be made within 45 days of the withdrawal determination date.

If any refund remains after the required return of Title IV aid, the refund will be used to repay the school, state funds, other private sources and the student in proportion to the amount paid by each non-federal source, as long as no unpaid balance exists at the time of withdrawal. If an unpaid balance exists, then all aid sources will be repaid before any refund is given to the student.

PLEASE NOTE: Students who receive refunds of financial aid prior to withdrawing from school may owe a repayment of federal financial aid funds received. In such cases, students will be contacted by the EBC Financial Aid Director or Controller's Office and will be given 30 days to repay the funds to the school. Students who fail to return the unearned portion of federal aid funds given to them will be ineligible for further federal financial aid until repayment is made.

All students who wish to be considered for financial aid must complete the Free Application for Federal Student Aid (FAFSA).

This application form is available on the Internet at www.fafsa.ed.gov, through the EBC Financial Aid Department or through the guidance offices of local high schools.

TERMS AND DEFINITIONS

Financial aid comes in different forms. It can help to know some basic terms and definitions.

Grants: These are monetary gifts to qualifying students to be used for educational expenses. Grants do not have to be repaid.

Loans: These are monies borrowed for the purpose of education. Loans must be repaid. Student loans are to be used for educational purposes only. EBC students are encouraged to limit borrowing to an amount that will cover their direct educational expenses (tuition, fees and books) less grants. Federal loans have specific restrictions, but they offer many benefits, including reasonable interest rates, long-term repayment options and deferments.

Scholarships: These are monetary awards made to students who meet the criteria of the given scholarship fund. A scholarship does not have to be repaid if the student maintains eligibility status.

Work Study: These are monies that qualifying students may earn through employment in special work-study positions on campus or in the community.

Other Funding: These are funds available to students as a result of special circumstances such as military service, employment status or other situations.

DRUG-FREE POLICY STATEMENT

By law, federal financial aid recipients must certify that they will maintain a drug-free workplace (applicable to institutions receiving funds), or in the case of individual grantees, to certify that they will not engage in certain unlawful actions involving controlled substances.

The law further states that if an individual is convicted of possession or selling illegal drugs during a period of enrollment for which they were receiving federal aid, the federal government may suspend that individual's federal financial aid eligibility for a period of time related to the dates of conviction.

FEDERAL AID

To be eligible for federal financial aid, a student must meet these basic requirements:

- Be a U.S. citizen or eligible non-citizen
- Be accepted for enrollment in a participating institution of higher learning or, if enrolled, be making satisfactory progress

- Be classified as at least a half-time student and working toward a degree or certificate
- Not be in default on any education loans nor owe any education grant refunds
- Be registered with the Selective Service, if required

PELL GRANT

The Federal PELL Grant is a federally funded financial aid program designed to provide assistance to students to attend postsecondary educational institutions. Eligibility and award amounts are based upon student need, not academic achievement. The Federal PELL Grant is intended to be the base of a student's financial aid package and may be combined with other forms of aid to meet the cost of education.

The amount of the grant is based on the financial circumstances of the student and his or her family. For the 2012-2013 academic year, the maximum amount of the Federal PELL Grant is \$5,550 per academic year.

SEOG GRANT

The Federal Supplemental Educational Opportunity Grant (SEOG) is available to a limited number of students who demonstrate exceptional financial need. All students who are determined to be eligible for a Federal PELL Grant will also be considered for this grant.

STAFFORD LOANS

Stafford Loans are part of the William D. Ford Direct Loan Program. Direct Loans are administered by the U.S. government. To qualify, a student must be enrolled at least half-time in postsecondary education and demonstrate financial need.

Interest on subsidized loans is 3.4% and interest on unsubsidized loans is 6.8%. Repayment begins six months after the last day of enrollment or after the student borrower drops below half-time status.

Subsidized loans are loans on which the government pays the daily interest on a student's loan that builds during the period in which the student is enrolled on a half-time or greater basis or during any approved periods of deferment or forbearance. Eligibility for subsidized loans is based on financial need. If a student does not qualify for a Stafford Subsidized Loan, the Stafford Unsubsidized Loan can be provided. Interest on this type of loan is not paid by the government and is the responsibility of the student.

Applications for Stafford Loans are available online at www.studentloans.gov or in the EBC Financial Aid Office.

For the purpose of processing Stafford Loans, students who have fewer than 24 earned credits are considered to be at grade level 1 and students who have 24 or more earned credits are considered to be at grade level 2. In keeping with the requirements for a two-year associate degree program, students at EBC cannot be certified at a grade level higher than 2. Clock-hour students

STAFFORD LOANS: MAXIMUM LOAN AMOUNTS 2012-2013

	ANNUAL LOAN LIMITS	
	Subsidized	Total (Subsidized/ Unsubsidized)
Dependent Students		
First Year	\$3,500	\$5,500
Second Year	\$4,500	\$6,500
Independent Students		
First Year	\$3,500	\$9,500
Second Year	\$4,500	\$10,500
MAXIMUM AGGREGATE AMOUNTS		
	Subsidized	Total (Subsidized/ Unsubsidized)
Dependent Students	\$23,000	\$31,000
Independent Students	\$23,000	\$57,500

If the borrower does not have financial need for a Stafford Subsidized Loan using expected family contribution or has reached the aggregate limit in Stafford Subsidized Loans, then the borrower may receive up to this entire amount in Stafford Unsubsidized Loans, assuming he or she has remaining eligibility for the loan.

who have completed fewer than 900 hours are considered to be at grade level 1 and students who have completed 900 or more hours are considered to be at grade level 2.

PLUS LOANS

In addition to Stafford Loans, the William D. Ford Direct Loan Program includes Parent Loans for Undergraduate Students (PLUS). Through this program, parents who qualify for the program may borrow up to the difference between the student's educational costs and his or her financial aid award package. Eligibility is dependent upon the credit-worthiness of the parent borrower.

Applications for PLUS loans are available in the EBC Financial Aid Office or online at www.studentloans.gov.

WORK STUDY

Erie Business Center receives a limited amount of Federal Work-Study funding each year, which allows qualifying students to earn income through work-study positions. Students may apply by completing a work-study employment application available through the EBC Student Services Office. Positions for employment may be on campus or in community service. Earnings cannot exceed the amount awarded each term, and the student must maintain a minimum GPA beginning at 2.0 and have satisfactory attendance.

STATE AID

Pennsylvania State Grants are made available to residents of the state who demonstrate financial need as determined by the Pennsylvania Higher Education Assistance Agency (PHEAA). Although this financial aid is provided through the state, you must still complete the FAFSA to be considered. Other financial aid offered through PHEAA includes loans and work-study programs. For more information, visit www.pheaa.org.

PENNSYLVANIA STATE GRANT

The Commonwealth of Pennsylvania provides state grants to undergraduates who are residents of the state. Applicants must demonstrate financial need and be enrolled at least half-time in an approved program of study. (Students enrolled in terms such as mid-session, which is fewer than eight weeks in length, do not qualify for the state grant during such a term.)



State grant amounts are determined by PHEAA. To remain eligible, students must maintain academic progress as set forth by PHEAA. State Grant assistance may be received for up to five full-time terms for any ASB degree program.

Applicants must file the FAFSA by the required deadlines. For first-time applicants, the deadline is August 1 of the current year. Renewal applicants must submit the completed FAFSA prior to May 1 of the current year.

The PHEAA Summer State Grant has a separate application and must be submitted by August 15.

Students enrolled in an online program are not eligible for PHEAA State Grants.

ALTERNATIVE LOANS

A variety of alternative non-federal lending programs are available to help students meet the cost of education at all levels. These loans are credit-based and cannot exceed the cost of a student's education.

FOR MORE INFORMATION

For more information about student aid programs or to check the status of your financial aid, please refer to the following websites:

www.studentaid.ed.gov www.aessuccess.org
www.nsls.ed.gov

OTHER FUNDING

Sometimes funds are available to students from government-related and other organizations based on special circumstances that may include previous military service, employment status or other personal or professional situations.

These funding resources may include:

- Office of Vocational Rehabilitation (OVR)
- Veterans Benefits (GI Bill/Chapter 33/DEAP/VEAP/EAP)
- Blind and Visual Services
- Workforce Investment Act
- Trade Adjustment Act (TAA)/Trade Readjustment Act (TRA)/NAFTA

OFFICE OF VOCATIONAL REHABILITATION

Any student sponsored by OVR must have a letter of verification from the agency prior to the start of the funded term. The EBC Financial Aid Department must be informed of funding eligibility so that the proper verification can be forwarded to OVR to determine the level of support available to the student from OVR.

VETERANS BENEFITS

Erie Business Center is an approved educational institution for the GI Bill/Chapter 33 benefits. VA students must have form DD214 and/or a certificate of eligibility. Any veteran who has not yet received his or her certificate of eligibility may apply through the EBC Financial Aid Department. This application should be made at least 45 days in advance of the term start for which benefits are needed. If this does not occur, the student should expect a delay in the receipt of his or her VA benefits. For more information, visit www.gibill.va.gov.

SCHOLARSHIPS

A number of scholarships are available to EBC students who meet specific criteria. You can also go to www.fastweb.com or www.studentaid.ed.gov to search more scholarship opportunities. To preserve a scholarship, the student must maintain a 3.0 GPA, 80% attendance rate, and continuous enrollment.

CHARLES P. MCGEARY SCHOLARSHIPS

Charles P. McGeary Scholarships are awarded to eligible applicants pursuing associate degrees and the practical nursing program at Erie Business Center. Awards are based on new, first-time applicants meeting EBC's standard entrance requirements. Additionally, each applicant must submit an essay of 300 to 500 words on one of the following topics: (1) What motivates me? Explain and give examples. (2) Are you a leader and/or a follower? Explain and give examples. Applications are reviewed by members of the EBC administrative team, and up to 10 scholarships are awarded annually. Deadlines for applications are December 1 for the Winter term, April 1 for the Spring term and August 1 for the Fall term.

ERIE BUSINESS CENTER SCHOLARSHIPS: HALF TUITION

Erie Business Center awards two half-tuition scholarships each year to high school seniors based on academic ability, involvement in extracurricular activities and financial need. The actual

award amount depends on whether a student is pursuing an Associate in Specialized Business (ASB) degree or shorter-term diploma program.

The scholarship is to be used to cover the cost of EBC tuition. Applications are available by written request to the EBC Admissions Department. The deadline is June 1 of each year.

IMAGINE AMERICA MILITARY AWARD PROGRAM

This program, established by the Career College Foundation, makes scholarship funds available to military personnel pursuing postsecondary career education. Through the program, EBC is able to award up to five scholarships every year. The actual amount depends on whether the student is pursuing an ASB degree or shorter-term diploma program.

To be considered, an applicant must be an active-duty member of the military in good standing or an honorably discharged veteran and meet the EBC entrance requirements for the requested program of study. Applications are available online at www.imagine-america.org. The application deadline is June 30 of each year.

IMAGINE AMERICA SCHOLARSHIP

This program is sponsored by the Imagine America Foundation (IAF). It is a career education award that is available to recent high school graduates who are pursuing postsecondary education at participating career colleges. Each year, every high school may select three graduating seniors to be eligible to receive an Imagine America scholarship. Only graduating high school seniors or recent high school graduates should apply.

To be considered, an applicant must be a high school senior or recent high school graduate, have a grade point average of 2.5 or greater, demonstrate financial need and voluntary community service during senior year. The High School Scholarship Program applications are available online at www.imagine-america.org. The scholarship program runs annually and has a December 31 deadline.

ADULT SKILLS EDUCATION PROGRAM

The ASEP program was established by the Imagine America Foundation to assist adult, non-traditional learners attain post-secondary education goals. It is a one-time grant for qualified adult students planning to attend a participating career school.

To be considered, an applicant must meet EBC entrance requirements for the requested degree program of study, be a U.S. citizen or permanent resident, be at least 19 years of age, have a high school diploma or GED, have documented financial need and demonstrated voluntary community service within the last year, not be a previous recipient of any other Imagine America Foundation scholarships/awards, and complete the NCCT Adult Education Success Potential Assessment. The Adult Skills Education Program applications are available online at www.imagine-america.org. Students may begin to apply on July 1 of each year.

REIMBURSEMENT PROGRAMS

Employer reimbursement/tuition assistance programs are a potential source of funds. If the student is employed, his or her company or organization may offer reimbursement of some educational expenses. If the student is a dependent and his or her parents have reimbursement benefits through their employer, those benefits might extend to the student.

CURRICULA ●●●●●



The next section outlines the various Associate in Specialized Business (ASB) and diploma programs of study offered by Erie Business Center. Each program overview contains a description and a list of required courses.

The final section of the catalog provides descriptions for each specific course. You should use these

sections to familiarize yourself with your program of study, the courses you will be required to take and the electives you can choose.

Each course is identified by a course letter and number. Course numbers in the 100-199 range indicate entry-level courses, generally scheduled for the first two terms. Course numbers in the 200-300 range are assigned to higher-level courses. The number of credits issued for each course is shown after the course title.

Students enrolled in certain programs must obtain grades of 70% or better in specific courses. When that is the case for a given course, it is indicated as part of the course description. Prerequisites (any courses that must be successfully completed prior to scheduling a given course) are listed at the end of each course description.

Erie Business Center reserves the right to make changes in any course content after a careful evaluation by the Academic Department. Any program changes or course additions will be announced to the student body upon the approval of the state and ACICS, the organization that accredits EBC.

Most ASB programs can be completed in two years as a full-time student (taking a minimum of four courses per term for five terms). Completion of a diploma program as a full-time student (taking a minimum of four courses per term) may take from one to four terms, depending on the program being considered.

Associate in Specialized Business Degrees ●●●●●

ACCOUNTING

The Accounting program at Erie Business Center is designed to provide students with a comprehensive study of accounting. Students will take courses in tax accounting, cost accounting, business finance and automated accounting. These specialized courses are combined with a study of business and management.

EBC Accounting graduates are prepared for careers as bookkeepers, payroll clerks, accounts receivable and payable clerks and accounting support staff.

	Credits	Clock Hours
AC110 Accounting I	3	75
AC111 Accounting I Applications	3	75
AC120 Accounting II	3	75
AC121 Accounting II Applications	3	75
AC130 Automated Accounting Systems	3	75
AC210 Intermediate Accounting I	3	75
AC211 Intermediate Accounting II	3	75
AC241 Cost Accounting	3	75
BA103 English Foundations ²	3	75
BA110 Introduction to Business	3	75
BA255 Business Finance	3	75
BA280 Tax Accounting I	3	75
CS112 Word Processing I ¹	3	75
CS125 Spreadsheet Development ¹	3	75
CS201 Enterprise Resource Planning	3	75
LA110 Composition Skills ²	3	75
LA111 Business Communications	3	75
LA170 Psychology ²	3	75
LA210 Oral Communications ²	3	75
MA240 Statistics	3	75
TOTAL	60	1500

2011-2012 Academic Year Data:

- Median Loan Debt: N/A
- On-time Completion Rate: N/A
- Normal Time to Completion: 20 months
- Tuition \$22,200; Fees \$2,420; Books \$2,250
- Job Placement Rate: N/A
- Occupations: SOC Code 43-3031 (Accounting Technology/Technician and Bookkeeping) Job titles include Accounting Clerk, Accounting Assistant, Accounts Payables Clerk, Bookkeeper, Account Clerk, Accounts Receivable Clerk, Accounts Payable Specialist, Accounting Associate. SOC Code 43-3051 (Payroll and Timekeeping Clerk) Job titles include Payroll Clerk, Payroll Specialist, Payroll Coordinator, Payroll Administrator, Payroll Assistant, Accounting Technician, Payroll Representative, Personnel Assistant, Payroll and Benefits Specialist, Payroll Technician.

ADMINISTRATIVE OFFICE PROFESSIONAL

Through the Administrative Office Professional program, Erie Business Center educates students to become skilled, entry-level employees who can contribute to the overall effectiveness of an office.

Courses in this program include keyboarding, word processing, computer applications, database management, and office procedures. Students are prepared to take the MOS certifications. Additional classes in accounting, business law and management provide a solid business background for entry-level, office support staff positions.

	Credits	Clock Hours
AC130 Automated Accounting Systems	3	75
BA103 English Foundations ²	3	75
BA240 Business Law	3	75
BA250 Business Ethics	3	75
BA272 Human Resource Management	3	75
CS112 Word Processing I ¹	3	75
CS125 Spreadsheet Development ¹	3	75
CS142 Web Marketing	3	75
CS160 Desktop Publishing	3	75
CS201 Enterprise Resource Planning	3	75
CS255 Web Design	3	75
CS280 Database Management ¹	3	75
LA110 Composition Skills ²	3	75
LA111 Business Communications	3	75
LA170 Psychology ²	3	75
LA210 Oral Communications ²	3	75
SS120 Keyboarding	3	75
SS130 Advanced Formatting	3	75
SS260 Information Processing	3	75
Elective	3	75
TOTAL	60	1500

2011-2012 Academic Year Data:

- Median Loan Debt: N/A
- On-time Completion Rate: N/A
- Normal Time to Completion: 20 months
- Tuition \$22,200; Fees \$2,420; Books \$2,250
- Job Placement Rate: N/A
- Occupations: SOC Code 43-6011 (Executive Secretaries and Administrative Assistants) Job titles include Administrative Assistant, Executive Assistant, Executive Secretary, Administrative Secretary, Office Manager, Administrative Coordinator, Administrative Aide, Administrative Associate, Executive Administrative Assistant, Secretary. SOC Code 43-6014 (Secretaries, except Legal, Medical and Executive) Job titles include Administrative Assistant, Executive Assistant, Executive Secretary, Administrative Secretary, Office Manager, Administrative Coordinator, Administrative Aide, Administrative Associate, Executive Administrative Assistant, Secretary.

Associate in Specialized Business Degrees

BUSINESS MANAGEMENT

The Business Management program promotes the skills required to formulate short- and long-ranged business plans and make effective business decisions. It also emphasizes the personal and professional skills needed for effectively managing organizational needs. These include values clarification, needs assessment, group facilitation and leadership.

This program prepares students for entry-level work in settings such as management in the private and nonprofit sector, government settings, public administration and management and educational management.

	Credits	Clock Hours
AC130 Automated Accounting Systems	3	75
BA103 English Foundations ²	3	75
BA160 Business Economics	3	75
BA240 Business Law	3	75
BA250 Business Ethics	3	75
BA255 Business Finance	3	75
BA260 Organizational Behavior	3	75
BA265 Operations Management	3	75
BA270 Small Business Management	3	75
BA272 Human Resource Management	3	75
BA275 Labor Relations	3	75
BA278 Leadership	3	75
BA290 Nonprofit Management	3	75
CS112 Word Processing I ¹	3	75
CS125 Spreadsheet Development ¹	3	75
CS201 Enterprise Resource Planning	3	75
CS280 Database Management ¹	3	75
LA110 Composition Skills ²	3	75
LA210 Oral Communications ²	3	75
MA240 Statistics ²	3	75
TOTAL	60	1500

2011-2012 Academic Year Data:

- Median Loan Debt: N/A
- On-time Completion Rate: N/A
- Normal Time to Completion: 20 months
- Tuition \$22,200; Fees \$2,420; Books \$2,250
- Job Placement Rate: N/A
- Occupations: SOC Code 11-1021 (General and Operations Managers) Job titles include Operations Manager, General Manager (GM), Director of Operations, Plant Manager, Store Manager, Facilities Manager, Plant Superintendent, Vice President of Operations, Warehouse Manager, Chief Operating Officer (COO). SOC Code 11-2022 (Sales Manager) Job titles include Vice President of Sales, Director of Sales, District Sales Manager, Regional Sales Manager, Sales Supervisor, General Manager, Sales and Marketing Vice President, Sales Representative, Store Manager.

**Disclaimer – Nationwide relocation may be necessary to obtain employment.*

HOTEL, RESTAURANT AND INSTITUTIONAL MANAGEMENT

The Hotel, Restaurant and Institutional Management program provides hospitality-specific courses enriched by additional required courses that give students a solid understanding of management principles and processes. The curriculum covers selling techniques, management and human resource skills, legal aspects related to hospitality services, food and beverage service and casino operations. Students are prepared to take the ServSafe Certification tests.

This program prepares students to work in settings such as restaurant management, hotel front desk operations and management, public and private food service and casino management.

	Credits	Clock Hours
AC130 Automated Accounting Systems	3	75
BA103 English Foundations ²	3	75
BA160 Business Economics	3	75
BA240 Business Law	3	75
BA265 Operations Management	3	75
BA270 Small Business Management	3	75
BA272 Human Resources Management	3	75
CS112 Word Processing I ¹	3	75
CS125 Spreadsheet Development ¹	3	75
LA110 Composition Skills ²	3	75
LA170 Psychology ²	3	75
LA180 Ethics ²	3	75
SM240 Marketing	3	75
TT216 Hospitality Management	3	75
TT218 Food Services Management	3	75
TT219 Bar and Beverage Management	3	75
TT222 Nutrition, Food Safety & Sanitation	3	75
TT225 Hotel Operations	3	75
TT228 Casino Operations	3	75
TT230 Meeting Convention and Event Planning	3	75
TOTAL	60	1500

2011-2012 Academic Year Data:

- Median Loan Debt: N/A
- On-time Completion Rate: N/A
- Normal Time to Completion: 20 months
- Tuition \$22,200; Fees \$2,420; Books \$2,250
- Job Placement Rate: 83.33%
- Occupations: SOC Code 1-9051 (Food Service Managers) Job titles include Restaurant Manager, Food Service Manager, Food Service Director, Food and Beverage Manager, Banquet Manager, Food Service Supervisor, Restaurant General Manager, Catering Manager, Director of Food and Beverage, Kitchen Manager. SOC Code 11-9081 (Lodging Managers) Job titles include Front Office Manager, Hotel Manager, Resort Manager, Front Desk Manager, Night Manager, Director of Front Office, Rooms Director, Bed and Breakfast Innkeeper.

**Disclaimer – Nationwide relocation may be necessary to obtain employment.*

¹ Microsoft Office Specialist (MOS) Course

² General Education Course

Associate in Specialized Business Degrees

INFORMATION TECHNOLOGY

The Information Technology program is designed to provide students with the knowledge and skills necessary for positions that involve the coding of web and desktop applications, installing and troubleshooting of networks and responding to end-user problems. This program prepares the student for entry into the computer field through instruction and hands-on lab participation to gain knowledge of standard computer concepts and procedures.

Students completing this program are also prepared for the Microsoft exams (070-646 Windows Server 2008, Server Administrator) and 070-680 (Windows 7, Configuring), as well as CompTIA exams 220-701 (A+ Essentials), 220-702 (A+ Practical Application), N10-004 (Net+), Microsoft MTA exam 98-366 (Networking Fundamentals), and SY0-301 (Security+).

	Credits	Clock Hours
BA103 English Foundations ²	3	75
CS112 Word Processing I ¹	3	75
CS120 Visual Basic Programming	3	75
CS125 Spreadsheet Development ¹	3	75
CS140 C++ Programming I	3	75
CS165 Managing Your PC	3	75
CS170 Networking Fundamentals I	3	75
CS175 Network Administration I	3	75
CS180 Computer Security Concepts	3	75
CS207 JAVA	3	75
CS210 Network Administration II	3	75
CS220 Systems Analysis	3	75
CS240 Operating Systems I	3	75
CS255 Web Page Design IV	3	75
CS280 Database Management ¹	3	75
CS295 Network Administration-Capstone	3	75
LA110 Composition Skills ²	3	75
LA210 Oral Communications ²	3	75
MA140 Algebra ²	3	75
Elective	3	75
TOTAL	60	1500

2011-2012 Academic Year Data:

- Median Loan Debt: N/A
- On-time Completion Rate: N/A
- Normal Time to Completion: 20 months
- Tuition \$22,200; Fees \$3,620; Books \$2,250
- Job Placement Rate: N/A
- Occupations: SOC Code 15-1041 (Computer Support Specialist) Job titles include Information Technology Specialist (IT Specialist), Support Specialist, Computer Technician, Computer Support Specialist, Help Desk Analyst, Technical Support Specialist, Network Support Specialist, Electronic Data Processing Auditor (EDP Auditor), Network Technician, Computer Specialist.

MEDICAL ASSISTANT

The Medical Assistant program is designed to provide students with the knowledge and skills to perform administrative and clinical office procedures competently. Through course work and laboratory practice, they develop the skills essential to ensure the efficient operation of a medical office. Emphasis is placed on client interaction and communication, teaching and documentation.

During the final term, students in this program participate in an internship. Some internship sites may require the student to undergo a criminal background check, a drug screen, a physical, and various medical tests. Upon completion of this program, graduates are qualified to take the certification exam for Registered Medical Assistant (RMA), given by the American Medical Technologists (AMT) organization. Job opportunities for medical assistants may exist in medical practices, healthcare clinics, hospitals and dialysis centers.

	Credits	Clock Hours
CS112 Word Processing I ¹	3	75
CS125 Spreadsheet Development ¹	3	75
LA110 Composition Skills ²	3	75
LA130 Math ²	3	75
LA170 Psychology ²	3	75
LA210 Oral Communications ²	3	75
MD115 Anatomy & Physiology Essentials	3	75
MD132 Medical Technology Procedures	4	75
MD133 Medical Technology Practicum	2	75
MD150 Pathology	3	75
MD180 Pharmacology	3	75
MD181 Pharmacology Applications	3	75
MD240 Clinical Procedures I	3	75
MD242 Clinical Procedures II	4	75
MD252 Clinical Procedures Practicum	2	75
MD291 Internship	3	135
MS110 Medical Terminology	3	75
MS225 Medical Office Management	3	75
MS230 Medical Insurance	3	75
MS233 Principles of Medical Coding	3	75
TOTAL	60	1560

2011-2012 Academic Year Data:

- Median Loan Debt: \$18,485
- On-time Completion Rate: 90%
- Normal Time to Completion: 20 months
- Tuition \$22,200; Fees \$2,680; Books \$2,250
- Job Placement Rate: 56%
- Occupations: SOC Code 31-9092 (Medical Assistants) Job titles include Medical Assistant, Certified Medical Assistant (CMA), Doctor's Assistant, Medical Office Assistant, Optometric Assistant, Clinical Assistant, Ophthalmic Technician, Optometric Technician, Outpatient Surgery Assistant.

Associate in Specialized Business Degrees

MEDICAL SECRETARY

This program is designed to give students strong skills in keyboarding, word processing, advanced formatting, computer applications, and office procedures along with a thorough medical office background.

By combining office skills with medical terminology, anatomy and physiology, and medical office management, graduates are well-prepared to enter the medical office environment.

	Credits	Clock Hours
AC130 Automated Accounting Systems	3	75
BA103 English Foundations ²	3	75
BA272 Human Resource Management	3	75
CS112 Word Processing I ¹	3	75
CS125 Spreadsheet Development ¹	3	75
CS160 Desktop Publishing	3	75
CS201 Enterprise Resource Planning	3	75
CS280 Database Management ¹	3	75
LA110 Composition Skills ²	3	75
LA111 Business Communications	3	75
LA170 Psychology ²	3	75
LA210 Oral Communications ²	3	75
MD115 Anatomy and Physiology Essentials	3	75
MS110 Medical Terminology	3	75
MS225 Medical Office Management	3	75
MS230 Medical Insurance	3	75
MS233 Principles of Medical Coding	3	75
SS120 Keyboarding	3	75
SS130 Advanced Formatting	3	75
SS260 Information Processing	3	75
TOTAL	60	1500

2011-2012 Academic Year Data:

- Median Loan Debt: N/A
- On-time Completion Rate: N/A
- Normal Time to Completion: 20 months
- Tuition \$22,200; Fees \$2,420; Books \$2,250
- Job Placement Rate: N/A
- Occupations: SOC Code 43-6013 (Medical Secretaries) Job titles include Medical Secretary, Receptionist, Unit Support Representative, Office Manager, Medical Receptionist, Patient Relations Representative (PRR), Front Office Manager, Health Unit Coordinator, Medical Office Specialist, Patient Coordinator.

PARALEGAL

The Paralegal program is designed to prepare students for entry-level positions assisting legal professionals in traditional law offices and firms as well as government and corporate settings. In such environments, the individual performs duties under the supervision of an attorney.

This program also prepares students to work in settings, both public and private, where legal knowledge, analysis, research and critical-thinking skills are of value.

	Credits	Clock Hours
BA103 English Foundations ²	3	75
BA240 Business Law	3	75
CS112 Word Processing I ¹	3	75
CS125 Spreadsheet Development ¹	3	75
LA110 Composition Skills ²	3	75
LA121 Critical Thinking ²	3	75
LA210 Oral Communications ²	3	75
LE220 Legal Office Procedures	3	75
LE240 Bankruptcy	3	75
LS100 Legal Terminology	3	75
LS120 Administrative Law	3	75
LS130 Legal Research & Writing I	3	75
LS140 Real Estate Law	3	75
LS210 Litigation	3	75
LS220 Probate Law	3	75
LS230 Legal Research & Writing II	3	75
LS240 Criminal Law & Procedure	3	75
LS250 Family Law	3	75
MA110 Business Mathematics	3	75
SS120 Keyboarding	3	75
TOTAL	60	1500

2011-2012 Academic Year Data:

- Median Loan Debt: \$18,599
- On-time Completion Rate: 85.71%
- Normal Time to Completion: 20 months
- Tuition \$22,200; Fees \$2,420; Books \$2,250
- Job Placement Rate: 55%
- Occupations: SOC Code 23-2011 (Paralegal and Legal Assistants) Job titles include Paralegal, Legal Assistant, Real Estate Paralegal, Legal Analyst, Paralegal Specialist, Certified Paralegal, Immigration Paralegal, Litigation Paralegal, Corporate Paralegal, Judicial Assistant.

¹ Microsoft Office Specialist (MOS) Course

² General Education Course

Associate in Specialized Business Degrees

WEB DESIGN AND MARKETING (ONLINE)

The Web Design and Marketing Online program trains students in both the art and the science of designing websites and using websites as part of an integrated marketing strategy, including eCommerce.

Graduates of this program will be skilled in software such as Dream Weaver, HTML, XML, Flash, Java, Photoshop, PHP, and Cold Fusion. These skills, together with an understanding of design principles and psychology as it relates to web surfers, prepare students for entry-level employment in careers like web development or design, multimedia production, mobile application development, graphic design, electronic advertising, eCommerce, or electronic marketing in both the private and public sectors.

	Credits	Clock Hours
DES101 Networking and Internet Technology	3	75
DES110 Principles of Web Design	3	75
DES120 Graphic Design	3	75
DES130 Flash	3	75
DES140 Audio Visual Editing	3	75
DES150 Web Design Applications	3	75
DES210 Dynamic Content Management	3	75
DES220 Interactive Website Design	3	75
GEN103 Research Essentials	3	75
GEN110 English Composition	3	75
GEN170 Psychology	3	75
GEN240 Statistics	3	75
MKT200 Online Advertising	3	75
MKT210 Search Engine Optimization	3	75
MKT220 Online Reputation Management	3	75
MKT230 Customer Relationship Management	3	75
MKT240 Principles of Marketing	3	75
MKT250 Web Design and Development	3	75
MKT260 Web Analytics and Metrics	3	75
MKT270 Web Market Research	3	75
TOTAL	60	1500

2011-2012 Academic Year Data:

- Median Loan Debt: N/A
- On-time Completion Rate: N/A
- Normal Time to Completion: 20 months
- Tuition \$22,200; Fees \$2,010; Books \$2,250
- Job Placement Rate: N/A
- Occupations: SOC Code 11-2011 (Advertising and Promotions Manager) Job titles include Advertising Manager, Promotions Director, Advertising Director, Classified Advertising Manager, Marketing Director, Account Executive, Retail Advertising Sales Manager, Advertising Sales Manager, Marketing and Promotions Manager, Marketing Manager. SOC Code 11-2021 (Marketing Managers) Job titles include Marketing Director, Marketing Manager, Vice President of Marketing, Business Development Manager, Marketing Coordinator, Account Supervisor, Business Development Director, Commercial Lines Manager, Commercial Marketing Specialist, Market Development. SOC Code 11-2022 (Sales Manager) Job titles include Sales Manager, Vice President of Sales, Director of Sales, District Sales Manager, Regional Sales Manager, Sales Supervisor, General Manager, Sales and Marketing Vice President, Sales Representative, Store Manager.

WEB MARKETING

The Web Marketing program prepares students for all aspects of the marketing function. This would include a general survey of theories and principles, applying theory to practice and providing students valuable insights on challenges, opportunities and risks facing today's marketing professionals. This program focuses on strategic planning, international marketing, advertising and marketing communication and marketing research.

Graduates of this program would expect to compete for entry-level jobs in advertising firms, corporate marketing departments, marketing firms and the marketing function in small to mid-sized businesses.

	Credits	Clock Hours
AC130 Automated Accounting Systems	3	75
BA103 English Foundations ²	3	75
CS112 Word Processing I ¹	3	75
CS125 Spreadsheet Development ¹	3	75
CS142 Web Marketing	3	75
CS202 Graphic Design I	3	75
CS205 A/V Editing	3	75
CS206 Macromedia Flash	3	75
CS207 Java	3	75
CS209 PHP/MySQL	3	75
CS255 Web Design IV	3	75
LA110 Composition Skills ²	3	75
LA210 Oral Communications ²	3	75
MA240 Statistics ²	3	75
SM240 Marketing	3	75
SM260 Advertising	3	75
SM270 Marketing Research	3	75
SM275 Integrated Marketing Communications	3	75
SM280 Consumer Behavior	3	75
SM290 International Marketing	3	75
TOTAL	60	1500

2011-2012 Academic Year Data:

- Median Loan Debt: N/A
- On-time Completion Rate: N/A
- Normal Time to Completion: 20 months
- Tuition \$22,200; Fees \$2,420; Books \$2,250
- Job Placement Rate: N/A
- Occupations: SOC Code 11-2011 (Advertising and Promotions Manager) Job titles include Advertising Manager, Promotions Director, Advertising Director, Classified Advertising Manager, Marketing Director, Account Executive, Retail Advertising Sales Manager, Advertising Sales Manager, Marketing and Promotions Manager, Marketing Manager. SOC Code 11-2021 (Marketing Managers) Job titles include Marketing Director, Marketing Manager, Vice President of Marketing, Business Development Manager, Marketing Coordinator, Account Supervisor, Business Development Director, Commercial Lines Manager, Commercial Marketing Specialist, Market Development. SOC Code 11-2022 (Sales Manager) Job titles include Sales Manager, Vice President of Sales, Director of Sales, District Sales Manager, Regional Sales Manager, Sales Supervisor, General Manager, Sales and Marketing Vice President, Sales Representative, Store Manager.

**Disclaimer – Nationwide relocation may be necessary to obtain employment.*

¹ Microsoft Office Specialist (MOS) Course

² General Education Course

Diploma Programs ●●●●●

● EXECUTIVE SECRETARY

This program is designed to provide students with critical knowledge and skills in word processing, keyboarding, spreadsheet development, desktop publishing, machine transcription, automated accounting and web design.

Graduates of this program are well-prepared to function as a receptionist, office assistant, administrative support staff member, office clerk, customer service staff member or clerk/typist.

	Credits	Clock Hours
AC130 Automated Accounting Systems	3	75
BA250 Business Ethics	3	75
CS112 Word Processing I ¹	3	75
CS125 Spreadsheet Development ¹	3	75
CS160 Desktop Publishing	3	75
CS255 Web Design	3	75
LA110 Composition Skills ²	3	75
LA111 Business Communications	3	75
LA210 Oral Communications ²	3	75
SS120 Keyboarding	3	75
SS130 Advanced Formatting	3	75
SS245 Machine Transcription I	3	75
TOTAL	36	900

2011-2012 Academic Year Data:

- Median Loan Debt: N/A
- On-time Completion Rate: N/A
- Normal Time to Completion: 12 months
- Tuition \$11,808; Fees \$1,528; Books \$1,350
- Job Placement Rate: N/A
- Occupations: SOC Code 43-6011 (Executive Secretaries and Administrative Assistants) Job titles include Administrative Assistant, Executive Assistant, Executive Secretary, Administrative Secretary, Office Manager, Administrative Coordinator, Administrative Aide, Administrative Associate, Executive Administrative Assistant, Secretary. SOC Code 43-6014 (Secretaries, except Legal, Medical and Executive) Job titles include Administrative Assistant, Executive Assistant, Executive Secretary, Administrative Secretary, Office Manager, Administrative Coordinator, Administrative Aide, Administrative Associate, Executive Administrative Assistant, Secretary.

● HOME HEALTH AIDE

The Home Health Aide program is designed to prepare students to work effectively in the home healthcare industry. The program provides instruction and skills development necessary for individuals to provide high-quality, personal care, ensure clients' rights, undertake safety and emergency measures as needed, follow infection control processes, act with professionalism and demonstrate good communication. Instruction includes theory, lab work and an internship.

Job opportunities for Home Health Aides may exist as a personal care aide and home health aide.

	Credits	Clock Hours
LA170 Psychology ²	3	75
MD105 Home Health Aide Theory	4	75
MD107 Home Health Aide Practicum	2	75
MD150 Pathology	3	75
MD240 Clinical Procedures I	3	75
MD292 Internship Home Health Aide	3	150
MS110 Medical Terminology	3	75
TOTAL	21	600

2011-2012 Academic Year Data:

- Median Loan Debt: N/A
- On-time Completion Rate: N/A
- Normal Time to Completion: 8 months
- Tuition \$6,888; Fees \$958; Books \$900
- Job Placement Rate: N/A
- Occupations: SOC Code 31-1011 (Home Health Aides) Job titles include Home Health Aide (HHA), Certified Nurses Aid (CNA), Certified Nursing Assistant (CNA), Residential Counselor, Certified Medical Aide (CMA), Home Health Provider, Care Giver, Habilitation Training Specialist, Caregiver, Certified Home Health Aide. SOC Code 39-9021 (Personal and Home Care Aides) Job titles include Certified Nursing Assistant (CNA), Home Health Aide (HHA), Home Care Aide, Caregiver, Personal Care Aide, Personal Care Attendant (PCA), Personal Care Assistant (PCA), Companion, Care Provider, Homemaker.

¹ Microsoft Office Specialist (MOS) Course

² General Education Course

Diploma Programs

MEDICAL CODING AND BILLING

This program is designed to prepare students for careers in medical coding and/or billing in various healthcare settings. This multi-skilled healthcare professional is cross-trained in medical coding and insurance billing. Job opportunities may exist in hospitals, clinics, outpatient surgery centers, medical offices, management services organizations and home-based businesses.

	Credits	Clock Hours
CS 112 Word Processing I ¹	3	75
LA 110 Composition Skills ²	3	75
LA 111 Business Communications	3	75
MD115 Anatomy and Physiology Essentials	3	75
MD150 Pathology	3	75
MD180 Pharmacology	3	75
MD240 Clinical Procedures I	3	75
MS110 Medical Terminology	3	75
MS230 Medical Insurance	3	75
MS233 Principles of Medical Coding	3	75
MS235 Advanced Medical Coding	3	75
MS238 Hospital Billing and Coding	3	75
TOTAL	36	900

2011-2012 Academic Year Data:

- Median Loan Debt: \$15,699
- On-time Completion Rate: 76.92%
- Normal Time to Completion: 12 months
- Tuition \$11,808; Fees \$1,528; Books \$1,350
- Job Placement Rate: 58%
- Occupations: SOC Code 29-2071 (Medical Records and Health Information Technicians) Job titles include Medical Records Clerk, Health Information Clerk, Medical Records Technician, Office Manager, File Clerk, Medical Records Coordinator, Medical Records Analyst, Medical Records Director, Receptionist, Coder.

NURSE AIDE

The Nurse Aide program trains individuals to provide nursing or nursing-related services to residents of nursing facilities. The student will receive instruction focusing on the role and function of a nurse aide, including communication, infection control, safety/emergency measures, residents' rights, personal care and basic nursing skills. Overviews of restorative care, mental health issues, social services needs and care of cognitively impaired residents are also presented.

Instruction includes class participation, lab work and clinical time within a nursing facility. Upon completion of the program, the student will be eligible to take the Nurse Aide Competency Examination by the Pennsylvania Department of Education and be placed on the state's registry.

	Clock Hours
NA101 Nurse Aide Training	58
NA105 Nurse Aide Practicum	62
TOTAL	120

2011-2012 Academic Year Data:

- Median Loan Debt: \$0
- On-time Completion Rate: 100%
- Normal Time to Completion: 8 weeks
- Tuition \$1,025; Fees \$150; Books \$0
- Job Placement Rate: 62%
- Occupations: SOC Code 31-1012 (Nursing Aides, Orderlies, and Attendants) Job titles include Certified Nurses Aide (CNA), Certified Nursing Assistant (CNA), Certified Nurse Aide (CNA), Patient Care Assistant (PCA), Patient Care Technician (PCT), Certified Medication Aide (CMA), Attendant, Psychiatric Attendant, Hospital Assistant.

Diploma Programs

● PRACTICAL NURSING

Through EBC's Practical Nursing program, students receive classroom and laboratory instruction as well as clinical experience in providing nursing care. The program is designed to provide students with the skills necessary to obtain entry-level practical nursing employment in hospital settings, physicians' offices, clinical settings, nursing homes, home healthcare services, residential care facilities, schools, temporary help agencies and/or government agencies.

The primary objective of the program is to provide students with the skills and knowledge necessary to pass a licensing examination (the NCLEX-PN) after completion of the program. Students also receive instruction in the interdisciplinary components of practical nursing.

	Clock Hours
Level 1	
PN100 Medical Terminology	15
PN101 Practical and Vocational Nursing	15
PN102 Pathophysiology	30
PN103 Mathematics for Nursing	25
PN104 Anatomy and Physiology I	60
PN105 Fundamentals of Nursing I	90
PN106 Computer Skills	10
Level 2	
PN150 Geriatrics	120*
PN151 Fundamentals of Nursing II	70
PN152 Anatomy and Physiology II	60
PN153 Pharmacology I	30
PN154 Medical-Surgical Nursing I	55
PN175 Clinical Nursing I	126
Level 3	
PN201 Mental Health	75*
PN202 Advanced Lab Procedures	30
PN203 Pharmacology II – IV Therapy	45
PN204 Medical-Surgical Nursing II	50
PN275 Clinical Nursing II	241
Level 4	
PN252 Pediatrics	60*
PN253 Nutrition	30
PN254 Maternal/Newborn	60*
PN255 Leadership and Professional Development	25
PN375 Clinical Nursing III	238
TOTAL	1560

2011-2012 Academic Year Data:

- Median Loan Debt: \$18,116
- On-time Completion Rate: 93.3%
- Normal Time to Completion: 12 months
- Tuition \$20,080; Fees \$2,835; Books \$1,839
- Job Placement Rate: 80%
- Occupations: SOC Code 29-2061 (Licensed Practical and Licensed Vocational Nurses) Job titles include Licensed Practical Nurse (LPN), Charge Nurse, Licensed Vocational Nurse (LVN), Clinic Licensed Practical Nurse (Clinic LPN), Pediatric Licensed Practical Nurse (Pediatric LPN), Clinic Nurse, Office Nurse, Private Duty Nurse, Triage Licensed Practical Nurse (Triage LPN).

*Includes class, lab and clinical hours.

● REHABILITATION TECHNICIAN

The Rehabilitation Technician program prepares students to enter the rehabilitation therapy industry as a technician, providing knowledge and skills through lecture and hands-on instruction in therapeutic techniques.

Rehabilitation technicians typically work in hospitals, clinics, chiropractic offices and assisted-living communities. They may also work as home health aides, as personal care aides and in medical equipment sales. General duties involve transferring patients, preparing treatment areas, maintaining supplies and assisting with training exercises.

	Credits	Clock Hours
LA170 Psychology ²	3	75
MD115 Anatomy and Physiology Essentials	3	75
MD150 Pathology	3	75
MD240 Clinical Procedures I	3	75
MD245 Rehabilitation Technician: Principles and Techniques	3	75
MS110 Medical Terminology	3	75
MS225 Medical Office Management	3	75
MS230 Medical Insurance	3	75
TOTAL	24	600

2011-2012 Academic Year Data:

- Median Loan Debt: N/A
- On-time Completion Rate: N/A
- Normal Time to Completion: 8 months
- Tuition \$7,872; Fees \$1,082; Books \$900
- Job Placement Rate: N/A
- Occupations: SOC Code 31-2022 (Physical Therapist Aides) Job titles include Physical Therapy Aide (PTA), Physical Therapy Aide (PT Aide), Physical Therapy Technician, Rehabilitation Aide, Physical Therapist Aide (PTA), Physical Therapist Technician, Rehabilitation Technician, Restorative Aide (RA), Clinical Rehabilitation Aide, Physical Therapy Attendant. SOC Code 31-2012 (Occupational Therapist Aides) Job titles include Rehabilitation Aide (Rehab Aide), Occupational Therapy Aide (OT Aide), Occupational Therapy Technician (OT Tech), Rehabilitation Services Aide, Rehabilitation Technician (Rehab Tech), Certified Nursing Assistant (CNA), Certified Occupational Rehabilitation Aide (CORA), Occupational Rehabilitation Aide, Restorative Therapist.

¹ Microsoft Office Specialist (MOS) Course

² General Education Course

● ENTREPRENEUR ESSENTIAL WORKSHOP (ONLINE)

Erie Business Center's Online Entrepreneur Essentials program is a five-part series for those with an entrepreneurial idea who want to start a small business.

With EBC's Online Entrepreneur Essentials, you will learn about:

- the feasibility of your business idea
- the basics of legal, finance and accounting
- strategies for creating and maintaining a competitive advantage
- fundamentals of human resources, marketing and how to measure success
- how to create a functional business plan

Why could EBC's Online Entrepreneur Essentials be right for me?

- With distance learning, there is no need to attend a classroom or even leave your home.
- You learn on your own timeline. Entrepreneur Essentials is a self-paced independent learning series.
- Peer-to-peer discussions are designed to encourage enrollees to share information and solutions.
- Entrepreneur Essentials' distance learning is a perfect fit for those who are self-directed and whose schedules don't allow them to attend class on a fixed schedule.
- At the end of the five-part series, the future entrepreneurs will have the background, knowledge and hands-on experience to prepare a business plan for their own small business.
- Entrepreneur Essentials is an affordable learning series requiring only someone with a small business idea, a computer and a desire to write a working business plan.

EBC's Entrepreneur Essentials series consists of five courses:

Introduction to Entrepreneurial Spirit

In part one of the five-part Entrepreneur Essentials series, future entrepreneurs learn the scope and history of small business in the United States. Next, sources that can be used for generating business ideas are explored. Finally, future entrepreneurs are given a framework that can be used to quickly assess the feasibility of their business ideas and determine estimates of time, cost and other resources needed to get the business off the ground.

Analyzing the Entrepreneurial Idea

In the second part of the five-part Entrepreneur Essentials series, future entrepreneurs are encouraged to further explore business ideas generated in the first seminar. By preparing a SWOT analysis (strengths, weaknesses, opportunities and threats) of the business idea, they are asked to create a mission statement for their business. Based on the mission statement, future entrepreneurs will select a business strategy to pursue in their endeavor. Finally, information about common financial statements is discussed.

Starting the Entrepreneurial Endeavor

In the third installment of the Entrepreneur Essentials series, future entrepreneurs are given a roadmap for establishing their small business. Starting with a basic legal foundation, they are given knowledge about forms of business organization, the basics of contract law and information about intellectual property rights. Next, strategies are examined to create and maintain a competitive advantage. Finally, future entrepreneurs are given a basic primer in general principles of finance and accounting.

Running the Entrepreneurial Endeavor

In part four of the Entrepreneur Essentials series, future entrepreneurs are given a primer in the basics of running a small business. Starting with human resources, they will learn planning, policy creation, and the basics of hiring, firing and disciplining employees. Future entrepreneurs will be exposed to marketing small businesses, including the basics of web marketing. They will then gain a greater understanding of how business success is measured.

Building the Business Plan

In the final seminar of the Entrepreneur Essentials series, future entrepreneurs are encouraged to use the foundation of knowledge forged in the first four parts to build a functional business plan. After completing this final installment, they should be prepared to start their business.

COURSE DESCRIPTIONS ●●●●●

ACCOUNTING (AC)

AC110
ACCOUNTING I (3 credits)
Provides a thorough and comprehensive study of the accounting equation, rules of debit and credit, balance sheet, income statement and account classification. Basic accounting theory is developed and utilized in this course, and accounting for inventories and cash is examined.

AC111
ACCOUNTING I APPLICATIONS (3 credits)
Utilizes the theories presented in Accounting I through working papers and practice sets. This course incorporates the accounting language into a marketable skill for the Business Administration student. Prerequisite: AC110, or concurrent enrollment.

AC120
ACCOUNTING II (3 credits)
Continues the study of accountancy through the balance sheet. Specialized accounting procedures relating to receivables, depreciation, payables, payroll, partnerships, stocks, bonds and cash flow are studied. Prerequisite: AC110.

AC121
ACCOUNTING II APPLICATIONS (3 credits)
Utilizes the theories presented in Accounting II through working papers and practice sets. Prerequisites: AC110 and AC120, or concurrent enrollment of AC120.

AC130
AUTOMATED ACCOUNTING SYSTEMS (3 credits)
Uses computerization to apply the basic principles and procedures of accrual accounting. Computer applications include general ledger, accounts receivable, accounts payable, payroll, inventory and job costs. The course involves lab experiences in hands-on projects.

AC210
INTERMEDIATE ACCOUNTING I (3 credits)
Offers a further study of accounting, beginning with an overview of the accounting process and financial statements, including the statement of cash flows. Current assets are studied in detail. Prerequisite: AC121.

AC211
INTERMEDIATE ACCOUNTING II (3 credits)
Expands students' knowledge of accounting theory, including a detailed study of accounting for long-term assets, liabilities and stockholders' equity. Covers specialized areas such as accounting for income tax and calculation of earnings per share data. Prerequisite: AC210.

AC241
COST ACCOUNTING (3 credits)
Explains how accounting data can be interpreted and applied by management in planning and controlling business activities. The budgeting process, costs for planning and control, and factory overhead control are covered. Prerequisite: AC120.

BUSINESS ADMINISTRATION (BA)

BA103
ENGLISH FOUNDATIONS (3 credits)
Serves as an introductory course that focuses on the comprehensive review of basic grammar, basic research skills using online and library sources and citing sources and research.

BA110
INTRODUCTION TO BUSINESS (3 credits)
Centers on the forms of business ownership, the organization of a firm and basic management. The functional areas of business, including production, marketing, finance, accounting, human resource activities, labor relations and computers, are explained. Emphasis is given to the areas of small business, international business and the interaction of business and society.

BA130
ECONOMICS (3 credits)
Focuses on the production, distribution, exchange and consumption of goods and services. Emphasis is on the development of economic thought and institutions with an application of this knowledge to the understanding of today's world.

BA160
BUSINESS ECONOMICS (3 credits)
Introduces students to the basic economic principles and concepts of today's modern economic systems. Business stability and the concepts of supply and demand are closely considered.

BA240
BUSINESS LAW (3 credits)
Focuses on the law of contracts, warranties, product liability, consumer protection, real and personal property, landlord and tenant law, agency and employment law, partnerships and corporations to a degree that will be useful in business and consumer transactions.

BA250
BUSINESS ETHICS (3 credits)
Examines ethical principles and moral or ethical problems that arise in a business environment. The range and quantity of business ethical issues reflects the degree to which business is perceived to be at odds with non-economic social values. Students will study the demand for more ethical business processes and actions in the conscious-focused marketplaces of the 21st century.

BA255
BUSINESS FINANCE (3 credits)
Offers a comprehensive study of the internal financial management of a business. Discussion centers on the investment and dividend policy decision. The orientation of this course is managerial with an emphasis on the problems confronting the business enterprise.

BA260
ORGANIZATIONAL BEHAVIOR (3 credits)
Explores people at work in all kinds of organizations and how they may be motivated to work together in greater harmony. The key elements emphasized are people, structure, technology and the external environment in which the organization operates. Concepts of organizational behavior are analyzed to understand how managers may apply them to build a climate in which people are motivated to work together and perform more effectively.

COURSE DESCRIPTIONS

BA265
OPERATIONS MANAGEMENT (3 credits)
Presents an introduction to operations management concepts, terminology, purposes and applications. Emphasis will be placed on concepts such as designing, implementing, managing and improving operations in manufacturing and service organizations, including project management, service systems design, resource allocation modeling, facility location, layout, aggregate planning, scheduling and material requirements planning. In addition, a survey of major operations' management strategies such as: just-in-time production, total quality management, business process reengineering, synchronous manufacturing, enterprise resource planning and supply chain management will also be covered.

BA270
SMALL BUSINESS MANAGEMENT (3 credits)
Studies the benefits of small business, the techniques in starting a small business, small business marketing, small business operations management, financial and administrative controls, and the present and future status of small businesses in the national economic picture.

BA272
HUMAN RESOURCE MANAGEMENT (3 credits)
Emphasizes both the theoretical and practical side of human resource management through discussion and actual case studies of changing governmental requirements, the motivation of work forces and intensified foreign competition.

BA275
LABOR RELATIONS (3 credits)
Designed to introduce students to labor relations and collective bargaining, covering the parties (union and management), the legal framework, union structure and administration. In addition, the employer role, union organizing, bargaining issues, the negotiation process, grievances and arbitration will be covered. Finally, issues of labor relations in the public sector will also be covered.

BA278
LEADERSHIP (3 credits)
Provides an overview of the process by which one individual influences others toward the attainment of group or organizational goals. It offers students an introduction to leadership theory and practice, styles and models in the decision-making process.

BA280
TAX ACCOUNTING I (3 credits)
Covers the principles of the current Federal Internal Revenue Code. The course involves a study of professional procedure in the preparation of personal income tax reports. Prerequisite: AC120.

BA290
NONPROFIT MANAGEMENT (3 credits)
Focuses on the unique structure of nonprofits, the theories and concepts of nonprofit administration and management. In addition, this course will introduce the key elements in the strategic planning process with emphasis on goals, objectives and missions. Furthermore, this course will provide a brief survey of management functions including fundraising management, board management and resource management. Finally, a brief survey of tax, accounting and budgeting issues will be covered.

INFORMATION TECHNOLOGY (CS)

CS112
WORD PROCESSING I (3 credits)
This course is an introductory course presenting students with the basic terminology of computers, the Windows environment, and Microsoft Word for Windows word processing package. Students learn basic skills, formatting, advanced editing, tables, charts, tabs, inserting graphics, and mail merge. This course helps to prepare students for the Microsoft Work certification exam.

CS120
VISUAL BASIC PROGRAMMING (3 credits)
This course provides students with a hands-on approach to the basic concepts and methods of object-oriented programming using Visual Basic. Students will incorporate a three-step process in building Windows applications to solve everyday business problems. Prerequisites: CS150, MA140.

CS125
SPREADSHEET DEVELOPMENT (3 credits)
This course introduces students to spreadsheet applications using Microsoft Excel in a Windows environment. Students will learn how to create, edit, save, and print worksheets. Topics also include the creation and use of macros, the use of Scenario Manager, Goal Seeker, Hyperlinks, and database features. Emphasis is placed on developing efficient worksheets using formulas and built-in functions. Upon successful completion of this course, students will be prepared to take a MS certification exam for Excel. Prerequisite: CS112.

CS140
C++ PROGRAMMING I (3 credits)
This course introduces students to beginning and advanced concepts of the C++ programming language with an emphasis on business applications. Hands-on experience with the computer is provided. Prerequisites: MA140.

CS142
WEB MARKETING (3 credits)
Introduces students to marketing concepts and their application as it pertains to the Internet. Students will learn methods for attracting visitors to a site and keeping them. They will learn how to incorporate security, write policies and determine the types of e-commerce for a site. They will also learn how to use Web management tools and evaluate Web management data.

CS160
DESKTOP PUBLISHING (3 credits)
Introduces students to desktop publishing application software which they will use to create a variety of professional-looking publications for print. Students learn the use of master pages, style handling, objects, typography and design, color management, tables, images and powerful organizational tools.

COURSE DESCRIPTIONS

CS165
MANAGING YOUR PC (3 credits)
This hardware course teaches students how a microcomputer works and shows how to manage, upgrade, and repair one. Topics to be included are troubleshooting problems, installing peripheral devices, managing a PC's resources, protecting from data loss and recovering corrupted data, making the best buying decisions when purchasing PCs, and installing software. Students' knowledge and skills will be developed using the hands-on problem-solving exercises at the end of each chapter. This course helps to prepare students for A+ certifications.

CS170
NETWORKING FUNDAMENTALS (3 credits)
This course provides students with the fundamentals of current networking technology and addresses terminology, network design, architecture, standards, and protocols. Students will learn how to plan, implement, troubleshoot, and support both LAN and WAN networks. Students reinforce the concepts learned by performing hands-on exercises and in applying the material learned to different networking scenarios in case studies. Upon successful completion of this course, students will be prepared to take a test covering Networking Fundamentals and apply it towards the MCTS designation. Prerequisites: CS240, CS165.

CS175
NETWORK ADMINISTRATION I (3 credits)
This course introduces students to Microsoft's Windows 7 OS. Students learn how to plan, install, configure, optimize, and troubleshoot client computers using this network operating system. They will also learn how to manage users through groups and policies. Students will apply the material learned through lecture to hands-on labs and case studies throughout the course. Upon successful completion of this course, students will be prepared to take an MCTS certification test for Windows 7 OS and apply it towards the MCTS designation. Prerequisites: CS240, CS165.

CS180
COMPUTER SECURITY CONCEPTS (3 credits)
This course serves as an introduction to computer security concepts and issues. Students learn how to determine the types of security breaches occurring, how to prevent security breaches, and how different security protocols prevent attack. Students also learn how to define and prevent viruses, and implement and maintain a secure network. Upon successful completion of this course, students will be prepared to take the CompTIA Security+ certification exam. Prerequisites: Grade of 70% or better in CS240.

CS201
ENTERPRISE RESOURCE PLANNING (3 credits)
This course introduces the fundamentals of enterprise resource planning (ERP) systems concepts including the importance of integrated information systems in an organization. The focus of this course is on illustrating procurement, production, and sales processes as well as gathering and using business intelligence. Various brands of ERP software will be explored.

CS202
GRAPHIC DESIGN I (3 credits)
Prepares students with knowledge of graphic design, providing an understanding of Adobe Photoshop and how it is used. Students learn to make selections and paths and work with layers to apply graphic design techniques in developing effective websites. Techniques learned apply equally to the Internet and print.

CS205
A/V EDITING (3 credits)
The course is designed to provide students with a basic understanding of the principles of production in audio and video through the theoretical study and practical application of audio engineering, video production/editing and video animation. The study will also include the theoretical and applied differences between Standard Definition, High Definition, and Web standards for Audio and Video. Research will focus on the impact on film and video via the use of digital editing software. Students will be introduced to Adobe Premiere video editing software.

CS206
MACROMEDIA FLASH (3 credits)
Flash is a graphic development program that allows users to create interactive graphics such as animated drawings and other Web-based content. In this course students will learn to use the drawing, animation, and audio functions of Flash to create interactive content for the Internet. In addition, students will create motion graphics, and learn about the aesthetics of designing animation, motion, and sound. Finally, students will complete several projects designing Web-based content. Prerequisites: CS202

CS207
JAVA (3 credits)
This course emphasizes structured and object-oriented programming using the Java language. In this class, students will examine the methodologies and techniques of software development. In addition, students will develop and implement algorithms and simple data structures. Finally, students will survey topics including stacks, queues, lists, trees and sort functions.

CS209
PHP/MySQL (3 credits)
The course is designed to provide students with a basic understanding of the principles of Web design and content management through the theoretical study, practical application and use of Dynamic Content Management Systems (CMS). The study will also include applied Web standards, SEO, and module implementation. Research will focus on the impact on Dynamic Content Management Systems in modern business and society. Students will be introduced to PHPMyAdmin, and MySQL.

CS210
NETWORK ADMINISTRATION II (3 credits)
This course introduces students to Microsoft's Windows Server 2008. Students learn how to plan, install, configure, optimize, and troubleshoot computers running 2008 Server in a network environment. They learn how to manage the server through accounts and groups, manage printers, server folders, permissions, and application software installation. Internet and intranet services are also introduced. Students will apply the material learned through lecture to hands-on labs and case studies throughout the course. Upon successful completion of this course, students will be prepared to take an MCTS certification test for Windows Server 2008 and apply it towards the MCTS designation. Prerequisite: CS175.

CS220
SYSTEMS ANALYSIS (3 credits)
An overview of the system development life cycle is presented. Emphasis is on documentation through the use of classical and structured tools and techniques for describing process flows, data flows, data structures, file design, input and output design, and programming specifications. Students then apply these tools and techniques to actual case studies throughout the course.

COURSE DESCRIPTIONS

CS240
OPERATING SYSTEMS I (3 credits)
This course introduces students to the basic computer concepts and architecture, presents basic and advanced commands used in setting up directory structures, maintaining files, performing backups, and optimizing system performance. Students reinforce these concepts and commands using DOS, Linux, Mac and Windows OS environments.

CS255
WEB DESIGN (3 credits)
This course introduces students to Adobe Dreamweaver CS6. This software contains powerful tools used in designing, constructing, and managing websites. Students will learn how to create database-driven Web applications, design the structure and appearance of a site, build Web pages, debug client and server scripts, maintain the integrity of a site, and operate in a team environment.

CS280
DATABASE MANAGEMENT (3 credits)
This course presents the features of a relational model database management system. Students will learn how to plan, design, build, and maintain a database. Students generate output through the use of queries, forms, and reports. Macros and modules are also covered. Upon successful completion of this course, students will be better prepared to take an MS certification exam for Access.

CS295
NETWORK ADMINISTRATION – CAPSTONE (3 credits)
This course integrates Microsoft Windows OS and Server technologies in a capstone class. Students complete an intense hands-on scenario that includes individual and group projects/labs. Students will independently read and follow instructions in order to complete activities in their lab manuals. The goal will be to configure and maintain a small network of computers. Prerequisites: Grade of 70% or better in CS165, CS170, CS175, and CS210.

WEB DESIGN AND MARKETING (DES, GEN, MKT)

DES101
NETWORKING AND INTERNET TECHNOLOGY (3 credits)
This lecture course provides an introduction to computer concepts and terminology. Topics include hardware components and their functions, various operating systems and their interfaces, as well as application software and their uses in business environments. Hands-on labs are assigned as class work to reinforce concepts and to demonstrate various hardware and software topics.

DES110
PRINCIPLES OF WEB DESIGN (3 credits)
Principles of Web Design examine the basic design and usability issues for Web development. Current platforms and technologies for Web applications are evaluated. The course focuses on usability of websites in terms of content organization, navigation, page and site design, and the general principles of human computer interaction. Prerequisite: DES101.

DES120
GRAPHIC DESIGN (3 credits)
This course is designed to prepare a student with the knowledge of graphic design, providing an understanding of Adobe Photoshop and how it is used. Students learn to make selections and paths and work with layers to apply graphic design techniques in developing effective websites. Techniques learned apply equally to the Internet and print. Prerequisite: DES101.

DES130
FLASH (3 credits)
Flash is a graphic development program that allows users to create interactive graphics such as animated drawings and other Web-based content. In this course, students will learn to use the drawing, animation, and audio functions of Flash to create interactive content for the Internet. In addition, students will create motion graphics, and learn about the aesthetics of designing animation, motion, and sound. Finally, students will complete several projects designing Web-based content. Prerequisite: DES120.

DES140
AUDIO VISUAL EDITING (3 credits)
The course is designed to provide students with a basic understanding of the principles of production in audio and video through the theoretical study and practical application of audio engineering, video production/editing and video animation. The study will also include the theoretical and applied differences between Standard Definition, High Definition, and Web standards for Audio and Video. Research will focus on the impact on film and video via the use of digital editing software. Students will be introduced to Adobe Premiere video editing software. Prerequisite: DES120.

DES150
WEB DESIGN APPLICATIONS (3 credits)
This course introduces students to Adobe Dreamweaver CS6. This software contains powerful tools used in designing, constructing, and managing websites. Students will learn how to create database-driven Web applications, design the structure and appearance of a site, build Web pages, debug client and server scripts, maintain the integrity of a site, and operate in a team environment. Prerequisites: DES110, DES120, and DES130.

DES210
DYNAMIC CONTENT MANAGEMENT (3 credits)
The course is designed to provide students with a basic understanding of the principles of Web design and content management through the theoretical study, practical application and use of Dynamic Content Management Systems (CMS). The study will also include the on applied Web standards, SEO, and module implementation. Research will focus on the impact on Dynamic Content Management Systems in modern business and society. Students will be introduced to CMSMS (CMS Made Simple) software, PHPMyAdmin, and MySQL. Prerequisite: DES110, DES120, and DES150.

DES220
INTERACTIVE WEBSITE DESIGN (3 credits)
This course emphasizes structured and object-oriented programming using the Java language. In this class, students will examine the methodologies and techniques of software development. In addition, students will develop and implement algorithms and simple data structures. Finally, students will survey topics including stacks, queues, lists, trees and sort functions. Prerequisite: DES150.

GEN103
RESEARCH ESSENTIALS (3 credits)
Research Foundations focuses on the comprehensive review of basic grammar, basic research skills using online and library sources and citing sources from research. Prerequisite: None.

GEN110
ENGLISH COMPOSITION (3 credits)
This course stresses the correct use of language to enable students to write as clearly as possible. Special emphasis is given to language structure, paragraphing and rhetorical modes in the writing process. Prerequisite: GEN103.

COURSE DESCRIPTIONS

GEN170
PSYCHOLOGY (3 credits)
This course introduces students to the scientific study of behavior and psychological experience. This course encompasses a study of basic processes and concepts including learning, perception, cognition, motivation, emotion, and personality. It acquaints students with the problems, methods, and applications of this behavioral science. Prerequisite: GEN103.

GEN240
STATISTICS (3 credits)
An overview of the use of statistics in business, descriptive statistics and numerical characteristics of data, introduction to probability, fundamentals of hypothesis testing, and confidence intervals. Use of Microsoft Excel in the application to business problems will be emphasized. Prerequisite: GEN103.

MKT200
ONLINE ADVERTISING (3 credits)
This course provides students with an understanding of advertising principles as they relate to an online environment. Starting with a brief history of the evolution of advertising, this course will show students how to create various types of online campaigns and how to use those campaigns as part of an overarching marketing strategy. Prerequisite: MKT240.

MKT210
SEARCH ENGINE OPTIMIZATION (3 credits)
This course examines the role of search engines in electronic marketing. In addition, this course offers students an understanding of the basic techniques necessary to increase Web visibility organically. To do this, students will learn how search engines like Google, Yahoo, or Bing examine the content of websites and rank them in search listings. Prerequisite: DES150.

MKT220
ONLINE REPUTATION MANAGEMENT (3 credits)
This course is designed to inform students of the importance of managing online profiles. In addition, issues with social media and viral marketing will be covered. Next, this course will delve into Web PR and discuss how blogging and link bait strategies help to improve online reputations. Prerequisite: MKT240.

MKT230
CUSTOMER RELATIONSHIP MANAGEMENT (3 credits)
This course examines customer relationship management and its relationship to marketing. Comprised of technology, people, and process, implementing CRM within an organization can increase customer loyalty and repeat buyers maximizing CLV. This course examines the components of CRM and how they can be used as part of a long-term strategic plan. Prerequisite: MKT240.

MKT240
PRINCIPLES OF MARKETING (3 credits)
This course provides students with an understanding of the fundamentals of marketing with a specific focus on the marketing mix (i.e. product, price, promotion, and place of distribution). Students will examine the major activities involved in transferring a product from a producer/consumer to a buyer/user including advertising, promotion, supply chains, value chains, retail, eCommerce, and customer relationship management. The course presents the fundamental concepts, principles, and theories concerned with the distribution of consumer and industrial products within domestic markets. Prerequisite: GEN103.

MKT250
WEB DESIGN AND DEVELOPMENT (3 credits)
This course introduces students to marketing concepts and their application as it pertains to the Internet. Students will learn methods for attracting visitors to a site and keeping them. They will learn how to incorporate security, write policies and determine the types of e-commerce for a site. They will also learn how to use Web management tools and evaluate Web management data. Prerequisite: DES150, MKT210, and MKT240.

MKT260
WEB ANALYTICS AND METRICS (3 credits)
This course examines Web analytics as a way of measuring how successful your website is at attracting, retaining, and converting visitors into customers. Metrics will also be presented to help website administrators analyze how customers interact with their websites and troubleshoot any problems that may exist in the website design. Prerequisite: MKT250.

MKT270
WEB MARKET RESEARCH (3 credits)
Develops a managerial appreciation of the role of research in marketing practice and how results are used in decision-making. This course emphasizes the total research process as well as specific research steps, stressing information needs, research formulation and design, and research procedure. Integrates and applies concepts through managerially-oriented marketing research cases and a field research project. Prerequisite: GEN240 and MKT240.

LIBERAL ARTS (LA)

LA110
COMPOSITION SKILLS (3 credits)
Stresses the correct use of language to enable students to write as clearly as possible. Special emphasis is given to language structure, paragraphing and rhetorical modes in the writing process.

LA111
BUSINESS COMMUNICATIONS (3 credits)
Focuses on the many different forms of business writing, stressing not only correctness in language usage, but also knowledge of business practices in writing letters, memos, e-mails and reports. A unit on professional writing of resumes and cover letters is included.

LA121
CRITICAL THINKING (3 credits)
Stresses the development of effective thinking. Methods studied to achieve this aim include recognizing and correcting fallacies of thinking, learning patterns of reasoning and evaluating information for decision-making.

LA130
MATH (3 credits)
Serves as an introductory course that focuses on the comprehensive coverage of topics considered essential in a basic college mathematics course. Emphasis is on addition, subtraction, multiplication and division of whole numbers, decimals and fractions; percents, ratios and proportions.

LA170
PSYCHOLOGY (3 credits)
Introduces students to the scientific study of behavior and psychological experience. This course encompasses a study of basic processes and concepts including learning, perception, cognition, motivation, emotion and personality. It acquaints students with the problems, methods and applications of this behavioral science.

COURSE DESCRIPTIONS

LA175
SOCIOLOGY (3 credits)
Presents the systematic, scientific study of the patterns and processes of social life, touching on all of the major dimensions and investigating them at the level of grand social and historical developments as well as everyday interactions. The course covers individuals, informal groups, and the formal organizations that make up society at large.

LA180
ETHICS (3 credits)
Examines how individuals make the right decisions from among the choices they experience every day. Interdisciplinary in nature, the study of ethics encompasses issues in politics, sociology and philosophy as well as practical problems and moral theory.

LA210
ORAL COMMUNICATIONS (3 credits)
Trains students in orderly composition of speeches, stimulating creative imagination and developing logical thinking. This course includes the study of speech composition and techniques of oral communication. Practice delivering different kinds of speeches helps students build self-confidence and poise.

LEGAL (LE, LS)

LE220
LEGAL OFFICE PROCEDURES (3 credits)
Trains students to become successful members of a legal support staff. The course covers law office management, including intake procedures, telephone and mail procedures, correspondence, records management, electronic filing, accounting and equipment use. Also included in the course is the formatting of general legal documents and correspondence.

LE240
BANKRUPTCY (3 credits)
Introduces students to the concepts of bankruptcy, the basics of jurisdiction of the federal courts and procedural matters involved in bankruptcy practice in addition to providing an overview of the attorney's function in advising clients on matters pertaining to bankruptcy. Students will be trained in preparing the various forms required in a bankruptcy case. Prerequisites: LS100, LS130.

LS100
LEGAL TERMINOLOGY (3 credits)
Teaches students the terms and basic legal concepts relating to the major areas of law as well as an overview of concepts relating to Pennsylvania and Federal Trial and Appellate Court Systems.

LS120
ADMINISTRATIVE LAW (3 credits)
Covers the practical stages of preparing, presenting and appealing applications to administrative agencies. Included is a study of both the Federal and Pennsylvania Rules of Evidence. The course also focuses on the creation of administrative agencies by legislatures and the process by which federal agencies make adjudications, rules and regulations.

LS130
LEGAL RESEARCH & WRITING I (3 credits)
Teaches students the main sources of the law as well as how to read cases, statutes and court rules, use various research books, locate the appropriate law for a given topic and complete basic legal research assignments and then write findings in the proper legal format. Prerequisite: LS100.

LS140
REAL ESTATE LAW (3 credits)
Provides an understanding of the legal terms, documents and processes of real estate. Topics include contracts, agreements of sale, contingencies, the conveyance of land and various instruments used in conveyance, title searches, property rights and ownership and landlord-tenant law. The course stresses the development of a working knowledge of real estate law that enables students to think creatively about the physical, economic and social environment of real estate by utilizing case studies, case notes and case problems. Prerequisite: LS100.

LS210
LITIGATION (3 credits)
Introduces students to the process of civil litigation, the basics of jurisdiction of state and federal courts, tort law, the rules of evidence and procedural matters involved in civil litigation as well as an overview of the attorney's function in the trial process. With this information, students should have the ability to perform all of the vital tasks of civil litigation.

LS220
PROBATE LAW (3 credits)
Assists students in understanding probate, probate proceedings, probate laws, the probate process and the way in which lawyers practice. The course covers wills and trusts, information gathering, and state and federal taxation of estates and trusts. Students learn how to function as an executor, administrator, heir, beneficiary or creditor of an estate. Prerequisite: LS100.

LS230
LEGAL RESEARCH & WRITING II (3 credits)
Provides an extension of the concepts and skills developed in Legal Research & Writing I. Particular attention will be given to Computer Assisted Legal Research (CALR) with a focus on developing skills with the Westlaw CALR system and legal research on the Internet. Further, students will continue to develop legal writing skills through the drafting of legal memoranda and an appellate brief. Prerequisite: LS130.

LS240
CRIMINAL LAW & PROCEDURE (3 credits)
Explores how the components of mens rea and actus rea combine to create the criminal act. This knowledge is then applied to analyze and understand the different elements in crimes against the person, against property and against society. Students also learn the components of various defenses to crimes. Criminal procedure is approached through analysis of the U.S. and Pennsylvania Constitutions and the protections afforded to defendants by these documents. The course also covers pre-trial, trial and post-trial processes as they relate to court rules. Prerequisite: LS100.

LS250
FAMILY LAW (3 credits)
Emphasizes marriage, divorce, non-support, adoption, child custody and visitation rights, covering both substantive and procedural law. The student is taught to become aware of the sweeping changes occurring in the field of family law. Concepts such as palimony, joint custody and equitable distribution that are commonly litigated throughout the country are discussed. Prerequisite: LS100.

COURSE DESCRIPTIONS

MATHEMATICS (MA)

MA110
BUSINESS MATHEMATICS (3 credits)
Familiarizes students with a wide range of math-based business procedures. Emphasis is placed on increasing competency in the fundamentals of arithmetic and on learning mathematical concepts through such practical applications as payroll, markups, purchasing, consumer credits and other concepts.

MA140
ALGEBRA (3 credits)
Introduces to students the basic concepts of mathematics and algebra. Topics of study include equations and inequalities, solving applied problems, exponents and polynomials, factoring, fractions and rational expressions and equations.

MA240
STATISTICS (3 credits)
Provides an overview of the use of statistics in business, descriptive statistics and numerical characteristics of data, introduction to probability, fundamentals of hypothesis testing and confidence intervals. Use of Microsoft Excel in the application to business problems will be emphasized.

MEDICAL (MD)

MD105
HOME HEALTH AIDE THEORY (4 credits)
Orients students to the home healthcare industry. This course covers management of the home environment, communication skills, home care procedures, safety and infection control, patients' rights, patient independence, restorative care, meeting the client's special needs and death and dying. Specifically, students will learn how to measure vital signs, administer oral care, toileting, transferring patients, positioning, assisting with grooming, assisting with ambulation and prescribed exercises, skin care and understanding privacy regulations. This course is designed to run concurrently with MD107, Home Health Aide Practicum, in which students will apply the content learned from MD105.

MD107
HOME HEALTH AIDE PRACTICUM (2 credits)
Enables students to develop, demonstrate and practice skills and procedures applying the knowledge learned in MD105. The course covers management of the home environment, communication skills, home care procedures, safety and infection control, patients' rights, patient independence, restorative care, meeting the client's special needs and death and dying. Specifically, students will learn how to measure vital signs, administer oral care, toileting, transferring patients, positioning, assisting with grooming, assisting with ambulation and prescribed exercises, skin care and understanding privacy regulations.

MD115
ANATOMY AND PHYSIOLOGY ESSENTIALS (3 credits)
Assists students in gaining an introductory knowledge of the structure and function of the human body. The course provides the basis for understanding the interplay of the body's systems in maintaining balance and life. The course is intended for those who are not majoring in the Medical Assistant program. Students enrolled in the Medical Transcription program must earn 70% or better in this class.

MD132
MEDICAL TECHNOLOGY PROCEDURES (4 credits)
Presents information on the laboratory principles and procedures used most frequently in the medical office. Topics covered in lecture and discussion include urinalysis, venipuncture, blood banking, hematology and blood chemistry, and microbiology. Students enrolled in the Medical Assistant program must earn 70% or better in this class. Prerequisite: Grade of 70% or better in MD110, MD115 or concurrent enrollment.

MD133
MEDICAL TECHNOLOGY PRACTICUM (2 credits)
Combines hands-on practice of lectures on the principles and procedures presented in MD132. Students enrolled in the Medical Assistant program must earn 70% or better in this class. Prerequisite: Concurrent enrollment in MD132.

MD150
PATHOLOGY (3 credits)
Provides an introductory pathology course designed to address diseases, neoplasms and infections and how they develop in and affect the human body. Particular focus is placed on the understanding of pathology as it applies to these major body systems: cardiovascular, skeletal, muscular, integumentary, nervous, endocrine, special senses, respiratory, lymphatic and immune, digestive, urinary and reproductive. The course is intended for those not majoring in Medical Assisting. Prerequisite: MS110.

MD180
PHARMACOLOGY (3 credits)
Provides students with basic knowledge and understanding of pharmacological principles and practices. The course enables students to apply learned knowledge to drug classifications, body systems and client populations encountered in the healthcare arena. Students enrolled in the Medical Assistant program must earn 70% or better in this class. Prerequisite: Grade of 70% or better in MD110, MD115 or concurrent enrollment.

MD181
PHARMACOLOGY APPLICATIONS (3 credits)
Provides Medical Assistant majors with health profession-specific content and competencies. The course encompasses medication math, medication administration and medical office-specific drugs plus legal/ethical considerations for the field of pharmacology. Students enrolled in the Medical Assistant program must earn 70% or better in this class. Prerequisite: Grade of 70% or better in MD110, MD115 or concurrent enrollment.

MD240
CLINICAL PROCEDURES I (3 credits)
Enables students to assume the role of the healthcare professional, initially focusing on the professional role to be assumed by the learner. Role development covers commitment levels, traits, interactions, image and personal and professional skills. The second focus of the course is development of therapeutic communication techniques. The third focus encompasses multiculturalism and its impact on the client and healthcare professional. This course will also focus on the legal and ethical issues for the medical professional. Topics such as HIPAA, medical liability and the three-step ethical model will be covered.

COURSE DESCRIPTIONS

MD242

CLINICAL PROCEDURES II (4 credits)

Covers principles and procedures related to client care, including those specifically related to preparing for and assisting with the physical examination and diagnosis-related teaching and treatment. Diagnostic tests and treatment modalities consistent with the medical assistant's role related to medical office surgery, diet therapy, physical therapy and other treatments are presented. Students enrolled in the Medical Assistant program must earn 70% or better in this class. Prerequisite: Grade of 70% or better in MD110 or concurrent enrollment in MD110, MD115 or concurrent enrollment.

MD245

REHABILITATION TECHNICIAN:
PRINCIPLES AND TECHNIQUES (3 credits)

Provides students with the background necessary to assume the role of a healthcare professional. Students are introduced to rehabilitation concepts, effective communication, medical terminology as it relates to rehabilitation, transporting and assisting patients, measuring vital signs, applications of functional exercise and surgical precautions.

MD252

CLINICAL PROCEDURES PRACTICUM (2 credits)

Enables students to develop, demonstrate and practice skills and procedures applying the knowledge learned in MD242. Students enrolled in the Medical Assistant program must earn 70% or better in this class. Prerequisite: concurrent enrollment in MD242.

MD291

INTERNSHIP – MEDICAL ASSISTANT (3 credits)

Places students in a physician's office, hospital or clinical environment to receive actual experience related to his or her training. This 135-hour internship allows students to use knowledge received in the classroom. EBC's Medical Department Director directly supervises the internship. Prerequisites: Grade of 70% or better in MD110, MD120, MD132, MD133, MD180, MD181, MD242, MD252 and MS110, or during last term based on Department Director's approval.

MD 292

INTERNSHIP – HOME HEALTH AIDE (3 credits)

Provides students with skills in the home health aide setting to receive actual experience related to his or her training including personal care, ensuring clients' rights, safety and emergency protocols and to follow proper infection control. Students will also be required to act professionally and demonstrate good communication skills. This 150-hour internship allows students to use knowledge received in the classroom. EBC's Director of Medical Programs directly supervises the internship. Prerequisites: Grade of 70% or better in MD105 and MD107.

MEDICAL OFFICE (MS)

MS110

MEDICAL TERMINOLOGY (3 credits)

Places special emphasis on the building and use of proficient medical vocabulary through knowledge of the elements of medical terms, their roots, prefixes and suffixes. Terms that cannot be broken down into word parts are also discussed. Terms are categorized into disease and disorder, surgical, diagnostic and complementary. Common abbreviations are covered. Correct pronunciation, spelling and usage are stressed. A brief introduction to anatomy and physiology is presented at the beginning of each chapter to facilitate learning. Systems include: integumentary, respiratory, urinary, reproductive, cardiovascular, digestive, special senses, musculoskeletal, nervous and endocrine. Obstetrics and neonatology are also covered.

MS225

MEDICAL OFFICE MANAGEMENT (3 credits)

Instructs students in various aspects of medical office management, including the principles and practical applications of business and patient records control, insurance processing, medical bookkeeping, (including the peg-board system), supply ordering, inventory control and office management.

MS230

MEDICAL INSURANCE (3 credits)

Instructs students in all phases of handling insurance claims, placing an emphasis on the major medical insurance companies and agencies such as Blue Shield, Medicare, Medicaid and other federal insurances, as well as third-party companies. Medical benefits and how to determine them, restrictions and member liabilities of each program are covered.

MS233

PRINCIPLES OF MEDICAL CODING (3 credits)

Enables students to understand the codes used for diagnostic and surgical procedures and apply them to various insurance forms. The course emphasizes basic coding principles of ICD-9-CM and CPT/HCPCS. Prerequisite: MS110.

MS235

ADVANCED MEDICAL CODING (3 credits)

Expands coding principles of ICD-9-CM and CPT/HCPCS presented in MS233. Coding skills are enhanced through the use of advanced case scenarios and simulated patient records. Students learn appropriate code selection and the use of modifiers to ensure optimal reimbursement from third-party payers while maintaining compliance with federal and state law. Prerequisite: MS233.

MS238

HOSPITAL BILLING AND CODING (3 credits)

Enables students to understand the codes used for those procedures associated with hospital billing and coding. Students are introduced to various aspects of the healthcare environment, including the hospital revenue cycle, medical insurance, claims forms and payment systems. Coding and billing skills are enhanced through the use of advanced case studies, medical software and the completion of inpatient forms. Prerequisite: MS233.

COURSE DESCRIPTIONS

NURSE AIDE (NA)

NA101
NURSE AIDE TRAINING (58 hours)
Focuses on the role and function of a Nurse Aide, including communication, infection control, safety/emergency measures, residents' rights, personal care and basic nursing skills. Restorative care, mental health, social services needs and care of cognitively impaired residents is also presented. Instruction includes class participation and lab work.

NA105
NURSE AIDE PRACTICUM (62 hours)
Enables the trainee to demonstrate, practice and develop the skills and procedures presented in the Nurse Aide Training course. This practicum is conducted at a state-approved nursing facility. Prerequisite: Concurrent enrollment in NA101.

PRACTICAL NURSING (PN)

PN100
MEDICAL TERMINOLOGY (15 hours)
Places special emphasis on the building and use of medical vocabulary through the acquisition of comprehensive knowledge of the elements of medical terms, their roots, prefixes and suffixes. Correct pronunciation, spelling and usage are stressed.

PN101
PRACTICAL AND VOCATIONAL NURSING (15 hours)
Acquaints students with the history, changing trends and current issues in nursing. The role of the practical nurse as it relates to job performance, job opportunities, interpersonal skills and legal and ethical responsibilities is discussed.

PN102
PATHOPHYSIOLOGY (30 hours)
Focuses on the most current information on pathophysiology for the Practical Nursing student. The course details the biological basis of disease and builds a framework for critical-thinking skills that students need to provide patient care based on skill and knowledge.

PN103
MATHEMATICS FOR NURSING (25 hours)
Reviews basic arithmetic skills needed by Practical Nursing students in solving dosage calculation problems. After successfully passing a basic mathematics test, students must also successfully pass a dosage calculation test.

PN104
ANATOMY AND PHYSIOLOGY I (60 hours)
Studies the normal structure and function of the adult body beginning at the cellular level and continuing through the integumentary, skeletal, muscular and nervous systems. The interaction between the physical and physiological processes and the need to maintain homeostasis are stressed. Basic planes, positions and directional terms are presented. The course serves as a foundation for Anatomy and Physiology II.

PN105
FUNDAMENTALS OF NURSING I (90 hours)
Correlates theory with laboratory and clinical practice to present concepts basic to clinical nursing. The course is designed to provide students with an introduction to the practice of nursing and to give a solid foundation of basic knowledge and skills on which to build in subsequent courses from simple to complex.

PN106
COMPUTER SKILLS (10 hours)
Provides students with the fundamental concepts and the basic terminology for use of computers. Students will understand the use of hardware and software, and the World Wide Web. Students will learn in a computer lab to develop skills essential to the latest technology and trends utilized in a medical profession with regards to electronic charting and research.

PN150
GERIATRICS (120 hours)
Assists students in increasing knowledge of the aging process and its effect on the individual. The aging process is inspected from a physical, psychosocial and spiritual aspect, allowing students to identify optimal functioning in the elderly adult. Students are taught to identify problems and benefits of healthy aging. This course also explores the effects of illness on the older adult's total lifestyle. Utilizing the nursing process, students are taught how to administer care to the chronic and acutely ill elderly, with special emphasis on rehabilitation, nutrition and maintenance of health. Students also explore the different environments of care where the elderly adult resides. Community agencies offering aid to the aged are identified and discussed.

PN151
FUNDAMENTALS OF NURSING II (70 hours)
Prepares the practical nursing student to assist in the care and management of the medical surgical patient. The complexities of care and critical-thinking skills that accompany basic nursing care are coordinated in this course to provide the learner with the integrated knowledge to provide competent and safe care delivery.

PN152
ANATOMY AND PHYSIOLOGY II (60 hours)
Serves as a continuation of Anatomy and Physiology I. The normal structure and function of the endocrine, digestive, respiratory, cardiovascular, urinary and reproductive systems are presented. Anatomical and physiological processes and the need to maintain homeostasis are continued.

PN153
PHARMACOLOGY I (30 hours)
Presents major classifications of pharmacologic agents with prototype drugs in each class, as well as their actions, uses, side effects, dosages and nursing interventions. The nursing process is presented as it applies to the study and administration of drugs.

COURSE DESCRIPTIONS

PN154
MEDICAL-SURGICAL NURSING I (55 hours)
Assists students in applying the nursing process to the common health problems associated with the immune, integumentary, musculoskeletal, respiratory, sensory, urinary and gastrointestinal systems. Basic knowledge of anatomy and physiology is expanded to include the disease process, symptoms, nursing care and treatments that are necessary to assess and meet the needs of the medical-surgical client. An attempt is made to correlate class presentation with the 12 weeks of planned clinical experience in the medical-surgical areas.

PN175
CLINICAL NURSING I (126 hours)
Provides students with supervised experience and how to function in the delivery of care to clients and families. Students will learn data collection skills, identification of client problems and planning appropriate nursing interventions.

PN201
MENTAL HEALTH (75 hours)
Helps students provide more holistic nursing care. The concept of nursing is seen as an interpersonal process with an emphasis on meeting the psychological needs of the individual. The principles of mental health are taught so that students can gain an understanding of the various reactions clients have to stress, illness and hospitalization. Concepts of psychological development, communication and behavior dynamics are introduced. Specific mental disorders are presented, along with current techniques used to treat and rehabilitate the mentally ill.

PN202
ADVANCED LAB PROCEDURES (30 hours)
Continues the study of principles and therapeutic skills of nursing care, correlating with clinical experience in Medical-Surgical divisions. The focus is to teach students to perform advanced nursing skills utilizing scientific principles.

PN203
PHARMACOLOGY II — IV THERAPY (45 hours)
Continues Pharmacology I, with the presentation of drug categories correlated as much as possible with the altered levels of wellness presented in Medical-Surgical Nursing. The course will introduce intravenous therapy as well as phlebotomy skills. Students administer medications to adult and geriatric clients under direct supervision of the clinical instructors.

PN204
MEDICAL-SURGICAL NURSING II (50 hours)
Continues Medical-Surgical Nursing I, assisting students in acquiring knowledge and skills to carry out the nursing process when managing acute and chronic health problems associated with the gastrointestinal, neurological, endocrine, cardiovascular, circulatory, lymphatic and reproductive systems. This course continues to provide knowledge of the disease process and related nursing care as well as diet therapy as it relates to specific health problems.

PN252
PEDIATRICS (90 hours)
Examines the effects of alterations in wellness in inpatient admissions to healthcare facilities of children and their families. Using a body systems approach, the nursing process, well childcare and growth and development are discussed. Nursing interventions, including nutrition, home care and pharmacology therapy, are covered.

PN253
NUTRITION (30 hours)
Informs students of the central role that diet plays in the growth, development, maintenance and repair of the body. By studying the roles of the six basic nutrients in the daily diet, the student practical nurse will be able to make safe and economical choices regarding foods for patients. Through discussion of the nursing process and Daily Food Guides, students develop a basic ability to select and plan diets necessary for normal development and maintenance of health.

PN254
MATERNAL/NEWBORN (90 hours)
Focuses on the physical and psychosocial aspects of the childbearing family. Basic concepts of reproduction and the childbearing cycle are presented. The role of the Practical Nurse is presented as it relates to caring for, supporting and teaching the childbearing family. The nursing process is utilized in discussing the care and treatment of the patient and the family throughout the obstetrical cycle. Nutrition is discussed as it applies to each obstetrical stage. Common complications of these stages are presented, emphasizing the nursing interventions and pharmacological applications.

PN255
LEADERSHIP AND PROFESSIONAL DEVELOPMENT (25 hours)
Provides brief yet wide-ranging content on core leadership and management principles and applications. It is designed to introduce students to the growing managerial and supervisory responsibilities of the Practical Nurse in various healthcare settings.

PN275
CLINICAL NURSING II (241 hours)
Provides the opportunity for students to further integrate theory into practice. Students will develop proficiency in the performance of basic nursing skills and holistic health assessment needed for safe client-centered care.

PN375
CLINICAL NURSING III (178 hours)
Provides students with experiences which will enhance their ability to integrate and build on theory and practice in caring for individuals, across the lifespan, who require acute nursing interventions. The selection of learning experiences is based on client acuity and complexity. The distinct role of the practical nurse as a partner, collaborator, and advocate with the healthcare team and the client need is emphasized.

MARKETING AND SALES (SM)

SM100
PRINCIPLES OF SELLING (3 credits)
Introduces students to basic selling concepts, presenting selling as a career and defining the opportunities, rewards, challenges and satisfactions of successful selling. The course stresses the importance of personal preparation for effective selling through the salesperson's understanding of himself, the product or service, and the customer. The course also discusses application of the behavioral sciences to selling situations and examines the process of completing a sale.

COURSE DESCRIPTIONS

SM240
MARKETING (3 credits)
Focuses first on the major areas of decision-making in marketing: the controllable variables such as product-strategy, pricing, promotion and distribution. The course presents the fundamental concepts, principles and theories concerned with the distribution of consumer and industrial products in domestic markets. Methods of demand forecasting are also introduced in this course.

SM260
ADVERTISING (3 credits)
Designed to familiarize students with a wide range of managerial decisions facing advertising strategists in planning, implementing and controlling the advertising efforts of various enterprises. The course is organized to stress the relationships between the advertising functions and the other elements in the marketing mix, the other managerial functions within the organization and the environmental factors beyond the control of the decision maker.

SM270
MARKETING RESEARCH (3 credits)
Develops a managerial appreciation of the role of research in marketing practice and how results are used in decision-making. This course emphasizes the total research process as well as specific research steps, stressing information needs, research formulation and design and research procedure. Integrates and applies concepts through managerially oriented marketing research cases and a field research project. Prerequisite: MA240.

SM275
INTEGRATED MARKETING COMMUNICATIONS (3 credits)
Explores advertising, sales promotion, publicity and personal selling as the chief elements of promotion. The course is designed to train students in the strategic use of these elements along with the proper use of the media, based upon available budgets. A study of the communication process is also undertaken.

SM280
CONSUMER BEHAVIOR (3 credits)
Gives students knowledge of consumer behavior, the decision-making process and aspects of social science related to the process. Topics include sources of product information, the ways consumers search for products and where they conduct such searches. The basic determinants of consumer behavior, including how the environment, business and promotion affect the consumer, are covered.

SM290
INTERNATIONAL MARKETING (3 credits)
Enables students to explore the international marketing for U.S. products and to explore the increasing competitive international environment and recent changes in the environment that have challenged U.S. business. The course is designed to make students "informed observers" of the global marketplace as well as enabling them to develop skills to make marketing decisions in a global context.

OFFICE CAREERS (SS)

SS120
KEYBOARDING (3 credits)
Develops student skill in operating the keyboard by touch, continually improving speed and accuracy. Students learn to format personal and business correspondence, outlines, reports and memos. Students enrolled in the Administrative Office Professional, Medical Secretary, Medical Transcription, Paralegal and Executive Secretary programs must earn 70% or better in this class.

SS130
ADVANCED FORMATTING (3 credits)
Advances student speed and accuracy in the production of letters, memorandums, reports, tables, forms, wills, and other legal and medical documents. An office simulation requires students to exercise initiative and make decisions regarding format, style and procedure. Prerequisite: Grade of 70% or better in SS120, CS112.

SS245
MACHINE TRANSCRIPTION I (3 credits)
Takes a systems approach to machine transcription providing background and training in the seven elements of transcription skills. The course covers equipment, listening, professional development, proofreading, keyboarding, formatting techniques, grammar and usage. Each of these elements is taught and practiced intensively and extensively by means of a wide variety of text and transcription exercises. Prerequisite: SS120.

SS260
INFORMATION PROCESSING (3 credits)
Integrates Microsoft Office Suite and use of the Internet in a capstone class. Students complete an intense simulation that includes group projects. Students are required to think through all details of an activity and determine what needs to be done and what software packages should be used for the best results. Prerequisites: Grade of 70% or better in CS112, CS125 and CS280.

HOTEL, RESTAURANT, AND INSTITUTIONAL MANAGEMENT (TT)

TT216
HOSPITALITY MANAGEMENT (3 credits)
Provides students with a detailed overview of the functions, characteristics, challenges, structure and motivations of a hospitality management position. The course includes a focus on the structure of the hospitality segments and management duties within each segment.

TT218
FOOD SERVICE MANAGEMENT (3 credits)
Introduces students to food service management, including the areas of menu design, cost control, purchasing and receiving, facilities design, production and service, environmental management and leadership. In addition, the course provides students with a thorough knowledge of food safety and sanitation and the opportunity to take the ServSafe certification exam.

TT219
BAR AND BEVERAGE MANAGEMENT (3 credits)
Provides students with knowledge in each category of beverages. Terminology is presented in an understandable style, along with instruction in safety and sanitation, bar equipment and organization, hiring and service, promotion, and managing costs and profits.

COURSE DESCRIPTIONS

TT222

NUTRITION, FOOD SAFETY AND SANITATION (3 credits)

Provides students with a detailed overview of the key nutrition concepts and terms. This course focuses on understanding food and healthy diets that can be used in menu planning, gives an overview of food labels, food allergies and intolerances and food safety and sanitation techniques.

TT225

HOTEL OPERATIONS (3 credits)

Defines the necessary hotel procedures that take place on a daily basis within all lodging facilities and relates them to each other to create an understanding of the flow of operations among different departments. A front office simulation gives students hands-on experience with an actual hotel property management system.

TT228

CASINO OPERATIONS (3 credits)

Provides students with an overview of casino and gaming operations in terms of the past, present and future of the industry. The course presents detailed information on the operation of the industry, its economic and sociological impact, the importance of customer service, security and surveillance, and gaming regulations.

TT230

MEETING, CONVENTION AND EVENT PLANNING (3 credits)

Gives an overview of the meetings, conventions and events segment of the travel and hospitality industry. Of particular focus are the key players in the industry, their responsibilities and the ways they communicate in developing, executing and following up before, during and after a function occurs.

LISTING OF GENERAL EDUCATION COURSES

(see Course Descriptions)

BA103 English Foundations

BA130 Economics

LA110 Composition Skills

LA121 Critical Thinking

LA130 Math

LA170 Psychology

LA175 Sociology

LA180 Ethics

LA210 Oral Communications

MA140 Algebra

MA240 Statistics

COSTS ●●●●●

TUITION

ASB Degree Program	\$23,400 total
Practical Nursing Program	20,080 total
ES Diploma Program	14,040 total
MCS Diploma Program	14,040 total
RT Diploma Program	9,360 total
HHA Diploma Program	8,190 total
NAT Diploma Program	1,025 total
Entrepreneur Essential Workshop	149 total
Per individual course (NDS)	1,170 each

GENERAL FEES

Application	\$25 one-time charge
Audit Fee	375 each course
Graduation ****	140 one-time charge
Computer Lab Fee	99 per course
Orientation	25 first term only
Student Activity (full-time)	50 each term
Student Activity (part-time)**	25 each term
Test-Out Fee	375 per course
Online Technology Fee	99 per course

PROGRAM SPECIFIC FEES

Nurse Aide

CHRI Fee NAT Program	\$10 one-time charge
NAT Supplies Fee	150 one-time charge

Home Health Aide

CHRI Fee HHA Program	10 one-time charge
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Information Technology

Information Technology Fee ***	400 per term
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Medical Assistant

Medical Assistant Fees *	65 each term
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Practical Nursing

Lab/Clinical Make-up Fee	\$15/hour
PN Entrance Exam Fee	32 total
PN Program Equipment/Maintenance Fee	1,622 total
PN Supplies Fee	541 total
PN State Board Exam/License Fee	300 one-time charge
PN Student Activity Fee	150 total

BOOKS (estimated) \$450 each term

BOOKS Practical Nursing Program (estimated) 1,839 total

MISCELLANEOUS CHARGES

Early Withdrawal Administration Fee	\$100 maximum
Transcripts of Credits	5 each transcript
Returned Check Charge	40 each
Online Program Degree	30 each
Replacement Diploma/Degree	20 each
Replacement Diploma/Degree	35 each

(more than one year old)

Charges will not be incurred for class make-up time other than the PN program. Students are expected to pay for lost library books and library fines as these occur. In the event any student fails to pay these charges within a reasonable period of time, the charges will be added to the student's account.

*Four term maximum

**Less than 12 credits

***Three term maximum

****Billed in student's final term

BILLING

Billing of tuition and fees will follow the academic terms with the exception by payment period. There are four payment periods in the Practical Nursing program.

Payment Period One	Hours 1 thru 450
Payment Period Two	Hours 451 thru 900
Payment Period Three	Hours 901 thru 1230
Payment Period Four	Hours 1231 thru 1560

ACADEMIC CALENDAR ●●●●●

Fall 2013

August 26 Classes begin
Day PN Program classes begin
September 2 Labor Day - No classes
October 18 In-Service - No classes
October 21 Mid-session classes begin
November 28 Thanksgiving - No classes
November 29 Thanksgiving - No classes
December 10 Fall term ends
December 12 Graduation

Winter 2014

January 6 Classes begin
January 20 Martin Luther King Jr. Holiday - No classes
February 28 In-service - No classes
March 3 Mid-session classes begin
Evening PN Program classes begin
April 18 Good Friday - No classes
April 22 Winter term ends
April 24 Graduation

Spring 2014

May 5 Classes begin
May 26 Memorial Day - No classes
June 26 In-service - No classes
June 30 Mid-session classes begin
July 4 July 4th Holiday - No classes
August 19 Spring term ends
August 21 Graduation

Fall 2014

September 1 Labor Day - No classes
September 2 Classes begin
Day PN Program classes begin
October 22 In-service - No classes
October 27 Mid-session classes begin
November 27 Thanksgiving - No classes
November 28 Thanksgiving - No classes
December 17 Fall term ends
December 18 Graduation



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January 2014