

# CONSOLIDATED SCHOOL OF BUSINESS

## CATALOG

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## NOTES:

This catalog is current as of the time of printing. Consolidated School of Business reserves the right to make changes in course content, equipment, materials, organization, policy, tuition, and curriculum as circumstances dictate, subsequent to publication. CSB expects its students to have knowledge of the information presented in this catalog and in other school publications.

Consolidated School of Business is in compliance with the following: Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975, The Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Section 167 of the Job Training Partnership Act of 1982, and The Americans with Disabilities Act of 1990. Consolidated School of Business does not discriminate on the basis of race, color, religion, ethnic origin, sex (sexual harassment is a form of sexual discrimination), age, sexual orientation, political affiliation or belief, or developmental disability.



## **CORPORATE/CREDENTIALS/APPROVALS**

Consolidated School of Business, York and Lancaster campuses, is owned and operated by Consolidated School of Business, Inc., a Commonwealth of Pennsylvania corporation whose corporate officers are:

Robert L. Safran, Sr. - President and Chief Executive Officer  
Patricia R. Marcus, Vice President of Administration  
Craig D. Ellis - Secretary/Treasurer

### **LICENSED BY**

Commonwealth of Pennsylvania, Department of Education, State Board of Private Licensed Schools, 333 Market Street, Harrisburg, PA 17126-0333, (717) 783-8228

### **ACCREDITED BY THE ACCREDITING COUNCIL FOR INDEPENDENT COLLEGES AND SCHOOLS TO AWARD DIPLOMAS AND ASSOCIATE IN SPECIALIZED BUSINESS DEGREES**

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

### **APPROVED BY**

Secretary of Education, Commonwealth of Pennsylvania, to award the Associate in Specialized Business degree

Federal Title IV Financial Aid Programs

Pennsylvania Higher Education Assistance Agency (PHEAA)

Pennsylvania Department of Education for Training of Veterans and Dependents (VA)

Accreditation Council for Accountancy and Taxation (ACAT)

National Center for Competency Testing (NCCT)

### **APPROVED TEST SITE FOR**

National Center for Competency Testing (NCCT), Certified Public Accountant Assistant, Registered Bookkeeper, Certified Medical Office Assistant, Medical Assisting

Council for Accountancy and Taxation (ACAT), Business Accountant

Microsoft Certified Application Specialist Testing Center

### **MEMBER OF**

Pennsylvania Association of Private School Administrators

Lancaster Chamber of Commerce

York Chamber of Commerce

## MESSAGE FROM THE PRESIDENT

Welcome to Consolidated School of Business, a school dedicated to providing its students with the skills necessary to succeed in today's business world. If you are interested in acquiring a position that may require skills such as computer operations; business communications; general, legal, or medical office procedures; medical assisting; or accounting, then CSB is the school for you.

CSB's Associate in Specialized Business (ASB) degree and diploma programs are designed to serve people with various types of training needs: (1) those who are seeking entry-level office or management-trainee positions, (2) those who are already employed but need to further develop skills or acquire new ones, and (3) those who have previously worked in an office and are now considering resuming their career and need to update their skills. Our individualized, problem-solving approach effectively meets the needs of each of these groups.

Quality training leads to quality job placement, and that is precisely what CSB provides. Since graduating our first students in January 1983, both our York school and our Lancaster school have continually placed graduates in training-related positions in line with their newly acquired skills. In fact, each location has a full-time placement director whose sole responsibility is to work with each graduate until he/she is placed. This includes working not only with our most recent graduates, but also with our past graduates who take advantage of our life-long placement service.

The expression "Have Skill, Will Travel" has been quite appropriate for many of our graduates. In addition to obtaining positions throughout Central Pennsylvania, many of our graduates have acquired responsible positions in places such as Baltimore, Washington, D.C., New York City, and Dallas. For the CSB graduate with a solid base of skills, employment opportunities within the business world are available throughout the country for now as well as the future.

For anything of great value, there is always a price to pay; and training for a career in the business world is no exception. It means hard work; and for many students, it may mean financial and other personal sacrifices.

Helping students overcome these problems has always been one of our concerns. CSB helps by participating in federal, state, and local financial aid programs for which the school qualifies; by keeping the tuition rate increases as low as possible; by offering an "interest-free" tuition payment plan; and by offering a morning class schedule with consecutive classes.

For students who work full- or part-time while attending school, completing classes as early as possible is very important. For this reason, CSB classes are scheduled Monday through Friday 8 a.m. to 1:45 p.m. This schedule also accommodates those students who wish to remain in the afternoon to complete homework and lab projects. (Students may use the school facilities until 4 p.m. Monday through Thursday and until 3 p.m. Friday, unless otherwise advised.)

## MESSAGE FROM THE PRESIDENT

Regarding financial assistance, CSB participates in the Federal Pell Grant Program, the Academic Competitiveness Grant (ACG) Program, the PHEAA State Grant Program, and the William D. Ford Federal Direct Loan Program. Other possible financial assistance may be available through the Workforce Investment Act (WIA), the Trade Adjustment Assistance Program (TAA), the Office of Vocational Rehabilitation (OVR), or the Veterans Administration (VA).

Quality computer training requires a curriculum of relevant software application subjects taught on up-to-date equipment, which is precisely what CSB does. As the computer world changes, so does CSB. Both Lancaster and York schools purchase new computers and up-graded versions of the most popular software application packages as soon as it becomes necessary to do so.

Other important factors to consider when choosing a business school are its location, physical appearance, learning environment, and accommodations. Such things as accessibility to the school, the image that the school projects to the business community, the amount of training equipment available, qualifications of the faculty and staff, and comfort within the classrooms are all important considerations. With CSB you will find that both Lancaster and York schools score high in all of these areas. Both schools are housed in modern buildings with floor plans designed to meet each school's specific needs. Adequate parking and public transportation are available. When visitors from the business community tour either facility, they recognize immediately that CSB students are trained in learning environments that are comparable to a modern business office.

Why was the name **Consolidated School of Business** chosen?

When defining the word CONSOLIDATE, terms such as *unite*, *combine*, *unify*, *merge*, or *solidify* are frequently used. These words precisely describe each program of study at CSB--a solid course of study with specific goals and objectives that, when mastered, will lead to a rewarding business career.

If you are looking for a quality training program that will lead to a rewarding business career, enrolling in one of CSB's Associate in Specialized Business degree or diploma programs is a decision that you will never regret!



## **PURPOSE AND GOALS**

Our mission is to be one of the most effective, efficiently-operated, well-managed business schools in the country. An effective business school is one that offers relevant, academically-challenging training programs, maintains a high level of student satisfaction, and places its graduates in training-related employment. With this purpose in mind, it is essential that members of the administrative staff and faculty be positive-thinking administrators and educators who understand the importance of change and are never satisfied with the status quo. Administrators must continually review and evaluate their job objectives and responsibilities for the purpose of improving their effectiveness, and instructors must continually evaluate the effectiveness of their teaching methods and the relevance of the subject matter presented to ensure that they are properly motivating and effectively training all of their students.

For our students, we intend to continually evaluate the effectiveness of our programs of study to ensure that they remain relevant and academically challenging; to offer classes in a facility that is conducive to learning and has the appropriate and adequate training equipment; and to train and motivate our faculty and staff so that they remain competent and dedicated to helping all students develop their innate abilities, along with the professional attitude necessary for employment commensurate with their acquired skill level.

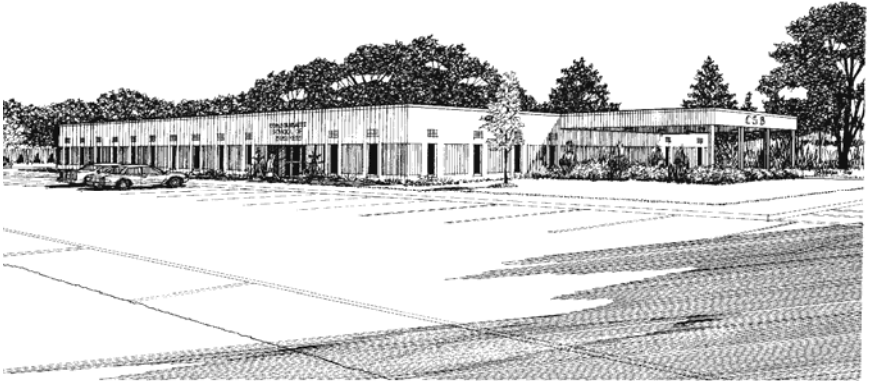
For our faculty and administrative staff, we intend to provide a well-managed, goal-oriented work environment that encourages creative thinking, is consistently open to constructive criticism, and allows each member the opportunity to develop professionally.

For the local business community, we intend to pay close attention to its current and future employment needs and to expand and revise our programs of study so that we are adequately training our students to fulfill those needs.

## **CSB ADVISORY COUNCIL**

To ensure that our programs are continually meeting the needs of the local business community, CSB consults with its advisory council. Members of the council may include human resource specialists, training and development managers, accounting personnel, sales and marketing managers, office managers, medical records supervisors, and hospital personnel. Contact with the Council members may include surveys, curriculum meetings, and/or an annual general meeting. The CSB Advisory Council Directory is available in each school's Placement Office.

## DESCRIPTION OF YORK SCHOOL



The York campus includes 14 classrooms, 4 Internet labs, a technical lab, a medical lab, a resource center, a student lounge, a student patio, 12 administrative offices, and restroom facilities. The school is comprised of 14,000 square feet. The building is situated on 6.2 acres with 200 on-site parking spaces. Public transportation from the city of York to the school is available. Disabled students will find that the building is equipped to meet their needs. Also housed in the building is Safran Publishing, Inc., a company that specializes in publishing textbooks designed to meet the training needs of postsecondary proprietary schools.

## HISTORY OF YORK SCHOOL

Consolidated School of Business was incorporated in November 1981. In February 1982 the Pennsylvania Department of Education, State Board of Private Licensed Schools approved CSB licensure to open a business school in York. At that time CSB leased five office suites on the second floor of the Park Hill Building at 150 North George Street in downtown York. The first student was enrolled in March 1982. As enrollment increased, the York school moved several times. From February 1985 until January 1988, the school was located in the Yorktowne Mall at 131 North Duke Street; from February 1988 until December 1992, the School was located in the Colony Professional Building at 707 Loucks Road; and in January 1993 the York school moved to its present location at 1605 Clugston Road in the York City Business and Industry Park.

In December 1984 the York school was awarded accreditation by the Accrediting Council for Independent Colleges and Schools (ACICS). In February 1985 the school was approved by the U.S. Department of Education to participate in the Pell Grant and Guaranteed Student Loan Programs. In September 1986 the Pennsylvania Secretary of Education granted the School approval to award the Associate in Specialized Business degree for its Computerized Office Management and its Computerized Accounting Management programs. In August of 1994 the State Board of Private Licensed Schools approved two new programs: Legal Administrative Assistant and Medical Administrative Assistant. In December of 1994 the State Board of Private Licensed Schools approved the Business Administration: Management Trainee program. In August 1994 the Pennsylvania Secretary of Education granted the School approval to award the Associate in Specialized Business degree for its Legal Administrative Assistant and Medical Administrative Assistant programs. In December 1994 the Pennsylvania Secretary of Education granted the School approval to award the Associate in Specialized Business degree for its Business Administration: Management Trainee program. In May 1996 the Accreditation Council for Accountancy and Taxation (ACAT) approved CSB as a testing site for its nationwide examination in accountancy. Successful candidates are listed in the Accredited Professionals Directory and Users' Guide. In April 1997 the National Center for Competency Testing (NCCT) reviewed CSB's curriculum and approved the School as a testing site for the NCCT Registered Bookkeeper, Bookkeeper-Advanced, Insurance and Coding, Medical Office Assistant, and Medical Assisting examinations. In March 2000 the State Board of Private Licensed Schools approved the CISCO Networking Academy program.

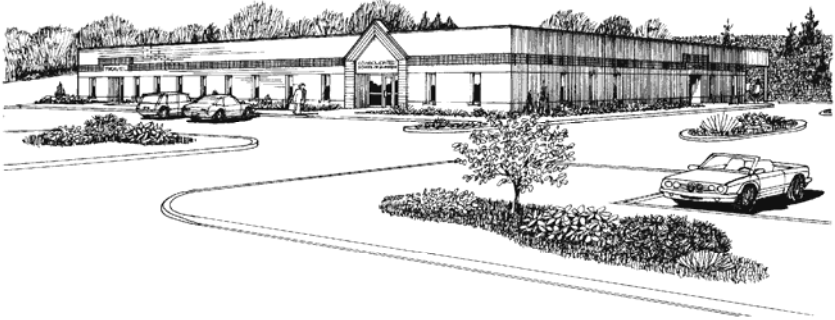
## YORK ADMINISTRATIVE STAFF

<b>Robert L. Safran, Sr.</b>	<i>President</i>
<b>Patricia R. Marcus</b>	<i>Vice President of Administration</i>
<b>Craig D. Ellis</b>	<i>Controller</i>
<b>Jennifer L. Hatch</b>	<i>Student Services Director</i>
<b>Linda L. Hoffmaster</b>	<i>Data Systems Director</i>
<b>William H. Hoyt</b>	<i>Financial Aid Director</i>
<b>Gail I. Dougherty</b>	<i>Bursar</i>
<b>Paul R. Culbertson</b>	<i>Placement Director/Internship Coordinator</i>
<b>Cynthia L. Destafano</b>	<i>Medical Coordinator</i>
<b>Derena Ceden</b>	<i>Admissions Director</i>
<b>Diane Cross</b>	<i>Admissions Representative</i>
<b>Sandra Swanger</b>	<i>Admissions Representative</i>
<b>Connie R. Winland</b>	<i>Administrative Assistant</i>
<b>Deb Lavetan</b>	<i>Fiscal Assistant</i>
<b>Michelle Black</b>	<i>Receptionist</i>
<b>Sue Shuff</b>	<i>CareerLink Representative</i>

## YORK FACULTY

<b><u>INSTRUCTOR</u></b>	<b><u>SUBJECT AREA(S)</u></b>
<b>Joan M. Copp</b> <i>B.S.N. University of Maine</i>	Medical
<b>Paul R. Culbertson</b> <i>B.S. Mansfield University</i>	Personal Development, Microcomputer
<b>Wanda D. Gibson</b> <i>M.Ed. Wright State University</i>	General Office, Microcomputer, Numerical, Management
<b>Jennifer L. Hatch</b> <i>B.S. Bradley University</i>	Personal Development, General Office, Business Math
<b>Linda L. Hoffmaster</b> <i>A.S.B. Consolidated School of Business</i>	Microcomputer
<b>Timothy W. Stabley</b> <i>M.Ed. Pennsylvania State University</i>	Microcomputer, Numerical, Management
<b>Sharon K. Swank</b> <i>B.S.P.A. St. Joseph's College</i>	Medical
<b>Cherie Taylor</b> <i>J.D. Widener University School of Law</i>	Legal
<b>Lori D. Thole</b> <i>J.D. John Marshall College of Law</i>	Legal
<b>Joyce E. Turner</b> <i>B.S. Pennsylvania State University</i>	Communication, General Office, Microcomputer
<b>Betty J. Weaver</b> <i>B.S. Central Pennsylvania College</i>	General Office, Numerical, Microcomputer
<b>Michael K. Wells</b> <i>M. Div. University of St. Michael's College</i>	Communication

## DESCRIPTION OF LANCASTER SCHOOL



The Lancaster campus includes 14 classrooms, 4 Internet labs, a technical lab, a medical lab, a resource center, a student lounge, a student patio, 12 administrative offices, and restroom facilities. The school is comprised of 15,400 square feet. The building is situated on 3.5 acres with 200 on-site parking spaces available. Public transportation from the city of Lancaster is available. Disabled students will find that the building is equipped to meet their needs.

## HISTORY OF LANCASTER SCHOOL

In August 1986 the Pennsylvania Department of Education, State Board of Private Licensed Schools approved CSB licensure to open a business school in Lancaster. At that time CSB leased 6300 square feet of office space in one of the new buildings in the Greenfield Corporate Center and designed a floor plan to meet its specific needs. CSB enrolled its first 12 students on September 26, 1986. In July 1987 the school annexed an additional 2900 square feet and added four new classrooms, a larger student lounge, and additional restroom facilities. In August 1994 the Lancaster School moved to its present location at 2124 Ambassador Circle in the Regency Square Business Park.

The Lancaster school was awarded branch campus accreditation by the Accrediting Council for Independent Colleges and Schools (ACICS) in December 1987. It was awarded free-standing accreditation by the ACICS in August 1990. In March 1987 the Pennsylvania Secretary of Education granted the School approval to award the Associate in Specialized Business degree for its Computerized Office Management program and its Computerized Accounting Management program. In July 1993 the State Board of Private Licensed Schools approved two new programs: Legal Administrative Assistant and Medical Administrative Assistant. In May 1994 the State Board of Private Licensed Schools approved the Business Administration: Management Trainee program. In August 1994 the Pennsylvania Secretary of Education granted the School approval to award the Associate in Specialized Business degree for its Legal Administrative Assistant and Medical Administrative Assistant programs. In December 1994 the Pennsylvania Secretary of Education granted the School approval to award the Associate in Specialized Business degree for its Business Administration: Management Trainee program. In May 1996 the Accreditation Council for Accountancy and Taxation (ACAT) approved CSB as a testing site for its nationwide examination in accountancy. Successful candidates are listed in the Accredited Professionals' Directory and Users' Guide. In April 1997 the National Center for Competency Testing (NCCT) reviewed CSB's curriculum and approved the School as a testing site for the NCCT Registered Bookkeeper, Bookkeeper-Advanced, Insurance and Coding, Medical Office Assistant, and Medical Assisting examinations.

## LANCASTER ADMINISTRATIVE STAFF

<b>Robert L. Safran Sr.</b>	<i>President</i>
<b>Patricia R. Marcus</b>	<i>Vice President of Administration</i>
<b>Craig D. Ellis</b>	<i>Controller</i>
<b>Linda D. Krushinsky</b>	<i>Student Services Director</i>
<b>Gholamreza Salari</b>	<i>Data Systems Director</i>
<b>William H. Hoyt</b>	<i>Financial Aid Director</i>
<b>Gail I. Dougherty</b>	<i>Bursar</i>
<b>Diane M. Grant</b>	<i>Placement Director/Internship Coordinator</i>
<b>Cynthia L. Destafano</b>	<i>Medical Coordinator</i>
<b>Derena Cedeno</b>	<i>Admissions Director</i>
<b>Elizabeth Paul</b>	<i>Admissions Representative</i>
<b>Kathleen Rodgers</b>	<i>Administrative Support/Assistant Instructor</i>
<b>Tiffany A. Richer</b>	<i>Administrative Assistant</i>

## LANCASTER FACULTY

<b><u>INSTRUCTOR</u></b>	<b><u>SUBJECT AREA(S)</u></b>
<b>Robert J. Adams</b> <i>B.S. Shippensburg University</i>	Communication
<b>Terrence Baran</b> <i>B.S. Indiana University</i>	Communication, Management
<b>Gail R. Butler</b> <i>B.S. Central Pennsylvania College</i>	Medical
<b>Joseph Dhansis</b> <i>M.B.A. Shippensburg State University</i>	Numerical
<b>Cynthia L. Destafano</b> <i>B.S. Elizabethtown College</i>	Medical
<b>Diane M. Grant</b> <i>B.S. West Chester University</i>	Personal Development, Microcomputer
<b>Linda D. Krushinsky</b> <i>B.S. Eastern University</i>	General Office, Microcomputer, Personal Development
<b>Tiffany A. Richer</b> <i>B. A. Eastern University</i>	Legal, General Office, Microcomputer
<b>Arlene Rosenberger</b> <i>B.S. State University of New York</i>	General Office, Microcomputer
<b>Gholamreza Salari</b> <i>B.S. Marywood College</i>	Microcomputer
<b>Cherie Taylor</b> <i>J.D. Widener University School of Law</i>	Legal
<b>Lynette E. Turner</b> <i>M.B.A. Eastern University</i>	Microcomputer, General Office, Numerical, Management

## STUDENT CLASSIFICATION

The student body of CSB is comprised of program and non-program students.

### Program Students

Program students are full-time and part-time students enrolled in one of CSB's Associate in Specialized Business degree or diploma programs. To enroll as a program student, an individual must be a high school graduate or possess a General Education Development Certificate (GED).

### Non-program Students

Non-program students are full-time and part-time students who enroll in subjects of their choice. There are no previous educational requirements to enroll as a non-program student. Non-program students are not eligible for financial aid.

### Full-time Status Requirements

Full-time status requires that students attempt a minimum of 12 semester credits per term.

### Semester Credit Hour Determination

Semester credit hours for each subject are determined by the total number of lecture-instruction hours versus the total number of laboratory-instruction hours within a subject. The breakdown is as follows:

- (1) For successful completion of subjects that are lecture-instruction: 1 semester credit hour is awarded for each 15 scheduled class hours.
- (2) For successful completion of subjects that are laboratory-instruction: 1 semester credit hour is awarded for each 30 scheduled class hours.
- (3) For successful completion of subjects that are a combination of lecture-instruction and laboratory-instruction: 1 semester credit hour is awarded for each 20 scheduled class hours.
- (4) For successful completion of an internship: 1 semester credit hour is awarded for each 45 scheduled internship hours.

**NOTE:** A credit hour is a unit of measure, not necessarily an indicator of transferability of credit. The receiving institution, rather than the awarding institution, decides whether to accept credits for transfer.

### Class-hour Defined

Each scheduled class-hour is comprised of 50 minutes.

## **STUDENT ACCEPTANCE**

CSB will accept individuals as program students that are high school graduates or possess a General Education Development Certificate (GED). Prior to enrollment, all prospective program students are given a Preenrollment Evaluation. The purpose of the standardized test is to determine a student's level of vocabulary, reading comprehension, and mathematical computations, concepts, and applications. Factors that CSB will consider when determining a prospective student's enrollment status include:

- (1) The applicant submitting all necessary paperwork to the Admissions Office and the Financial Aid Office. It is the student's responsibility to provide an official high school transcript or evidence of a GED.
- (2) The completeness of the information submitted by the applicant. This includes government training agency approval (if applicable), a signed CSB enrollment agreement, and any other forms or documents requested by the Financial Aid or Business Office.
- (3) A signed agreement with the Business Office to cover first-year academic charges.

## ENROLLMENT

### Enrollment Procedures

- (1) Schedule an interview with an Admissions representative.
- (2) Submit a completed application form.
- (3) Schedule an appointment with a Financial Aid or Business Office representative.
- (4) Register for a Preenrollment Evaluation.

### Preenrollment Evaluation

Prior to starting classes, all prospective students are scheduled for a Preenrollment Evaluation. The purpose of the evaluation is to provide a prospective student the opportunity to review with a CSB staff member his/her selected program of study to determine whether auditing a class or several classes prior to enrollment would be appropriate or whether the student may be a candidate for testing for possible subject exemption, subject acceleration, and/or advanced subject placement.

### Subject Exemption

Subjects that may be exempted are denoted with an “E” under the subject descriptions in this catalog. In order for a student to receive exemption credit(s), he/she must demonstrate a mastery of the objectives of the subject by passing an exemption test. The student’s official transcript will denote credits earned by an exemption examination: a letter grade of **X** will appear on the student’s transcript. Exemption credits are recorded as credits earned toward a program; however, they are not counted toward enrollment status.

### Subject Acceleration

Subject acceleration is designed for an advanced student or a student with a basic-level understanding in a particular subject area to complete the required subject requirements to earn semester credits in fewer classroom hours than is scheduled for the subject. Subject acceleration enables a student to request additional subjects or may enable a student to complete his/her program of study in less time than his/her contracted completion date. Subjects that may be accelerated are denoted with an “A” under the subject descriptions in this catalog.

### Advanced Subject Placement

Advanced subject placement testing is available for *Keyboarding I & II* and *Basic Business Math Using the Calculator*.

### Articulation Agreements

CSB welcomes articulation agreements with high schools. Several subjects can be waived/articulated by recent high school graduates. Students should contact their guidance counselor for more information. If an articulation agreement does not exist between CSB and the high school, the student should contact CSB to arrange for a meeting with the Vice President of Administration to discuss subjects that may be waived. In addition, CSB has articulated with several colleges including Central Pennsylvania College, Eastern University, Slippery Rock University, the University of Phoenix, and Elizabethtown College.

## **ENROLLMENT**

### **Transfer Credit Policy**

CSB awards transfer credits for subjects completed at other accredited institutions. A request for transfer of credits must be made prior to starting classes at CSB, and a transcript along with the catalog descriptions of all subjects the student is requesting to transfer must be submitted. CSB will review the transcript and descriptions and award credits for comparable lecture-based subjects in which a minimum **C** grade was earned. For subjects that are lab-based or a combination of lecture/lab, the student will be required to demonstrate through testing whether he/she qualifies to transfer these credits. The maximum total of transferable credits is 15 credits for a diploma program and 36 credits for an ASB degree program. Transfer credits are recorded as hours earned toward a program, but the grade points are not averaged into the cumulative average. A letter grade of **T** appears on a student's official transcript for all subjects accepted as transfer credits.

### **Readmission Policy**

Readmission to CSB following withdrawal or dismissal will be at the discretion of the school unless the termination was due to academic progress. A student dismissed for academic progress cannot reenroll for a minimum of one full academic year from the date of termination and will automatically be on probation upon return. Returning students will be subject to policies, program requirements, and program costs as outlined in the current school catalog. Prior to being readmitted, the student is required to submit an application for reenrollment.

A student being readmitted into the same program of study as the prior enrollment period will have his/her entire academic history brought forward to the new enrollment period. This will include all credits attempted, credits earned, and quality points earned. CSB is not required to transfer credits that do not apply to the current program of study. The student's academic progress will be evaluated prior to being readmitted and the maximum time frame will be adjusted accordingly.

A student being readmitted into a program of study other than the program in which the student was enrolled in his/her prior enrollment, will be able to transfer credits earned that apply toward the new program of study, as well as credits for courses that do not apply toward the new program as long as those credits do not exceed the program requirements for additional subject hours and providing at least a C letter grade was earned. These transferred credits will appear as a T on the student's transcript. The student's academic progress will be evaluated prior to being readmitted and the maximum time frame will be adjusted accordingly.

A student being readmitted to a degree program, having earned a diploma in that same discipline will have the credential transferred in by name with the total number of credits previously earned. The student's maximum time frame for academic progress will be adjusted accordingly.

### **Americans with Disabilities Act (ADA) Policy**

CSB's policy is to evaluate each student's medically documented limitations due to a disability and modify subject requirements when necessary and possible.

## ENROLLMENT

### Veterans Administration Guidelines

Consolidated School of Business is approved by the Pennsylvania Department of Education for the training of veterans and dependents. Guidelines for student veterans/eligible persons receiving VA Educational Assistance Allowance are the same as all other students, except make-up work is not permitted for the purposes of receiving Veterans Administration Training Allowances

### WITHDRAWAL FROM SCHOOL POLICY

A student who elects to withdraw officially from school must schedule an appointment with the Student Services Director (SSD). If the student is unable to see the SSD in person, he/she may notify the SSD by phone of his/her intention to withdraw. In either case, the student must complete the Program Student Withdrawal/Termination form in order to complete the official withdrawal process.

In the event the SSD is not available when the student wishes to begin the process of withdrawal, the student may schedule an appointment with the Vice President of Administration. The procedures will be the same as described above.

A student may rescind a request to withdraw at any time prior to actual separation from the school. The date the student officially begins the withdrawal process will be the official withdrawal date that will be used on the Program Student Withdrawal/Termination form. The student's last official day of attendance will be determined by using the last date of attendance that can be documented by an academically related activity.

If a student withdraws unofficially, the institution will determine the official withdrawal date. The official withdrawal date will be 10 days after the last day of recorded attendance. In the event a student withdraws unofficially, the student will be graded based upon any work completed.

## SCHOOL CALENDAR

There are usually eight starting dates each year. Two consecutive six-week academic blocks comprise a 12-week academic term.

<u>Term Starting</u>	<u>Term Ending</u>
<p><b>July 6, 2010</b> August 16, 2010 <b>September 30, 2010</b> November 11, 2010</p> <p><b>January 3, 2011</b> February 15, 2011 <b>April 4, 2011</b> May 16, 2011 <b>July 5, 2011</b> August 16, 2011 <b>October 3, 2011</b> November 14, 2011</p> <p><b>January 3, 2012</b> February 14, 2012 <b>April 2, 2012</b> May 14, 2012 <b>July 5, 2012</b> August 16, 2012 <b>October 1, 2012</b> November 12, 2012</p> <p><b>January 2, 2013</b> February 13, 2013 <b>April 1, 2013</b> May 17 2013 <b>July 8, 2013</b> August 13, 2013 <b>October 1, 2013</b> November 12, 2013</p>	<p><b>September 24, 2010</b> November 9, 2010 <b>December 23, 2010</b> February 11, 2011</p> <p><b>March 25, 2011</b> May 12, 2011 <b>June 24, 2011</b> August 12, 2011 <b>September 26, 2011</b> November 10, 2011 <b>December 23, 2011</b> February 10, 2012</p> <p><b>March 23, 2012</b> May 10, 2012 <b>June 22, 2012</b> August 14, 2012 <b>September 25, 2012</b> November 8, 2012 <b>December 21, 2012</b> February 11, 2013</p> <p><b>March 27, 2013</b> May 9, 2013 <b>June 28 2013</b> August 15, 2013 <b>September 27, 2013</b> November 7, 2013 <b>December 23, 2013</b> February 11, 2014</p>

<u>Dates Closed</u>
<p style="text-align: center;"><b>2010</b></p> <p>August 13 September 6, 27-29 November 10, 25-26 December 24-31</p> <p style="text-align: center;"><b>2011</b></p> <p>February 14 March 28-31 April 1 May 13, 30 June 27-30 July 1-4 August 15 September 5, 27-30 November 11, 24-25 December 26-31</p> <p style="text-align: center;"><b>2012</b></p> <p>January 2 February 13 March 26-30 May 11, 28 June 25-29 July 2-4 August 15 September 3, 27-28 November 9, 22-23 December 24-31</p> <p style="text-align: center;"><b>2013</b></p> <p>January 1 February 13 March 28-Apr 3 May 16, 27 July 1-5 August 16 September 2, 30 November 11, 28-29 December 24-31</p>

## FINANCIAL AID

For students who qualify for financial aid and desire financial assistance to further their education, Consolidated School of Business (through federal, state, and local aid programs) offers:

### GRANTS

- **FEDERAL PELL GRANT**  
Grants up to the currently funded level of \$5550 per award year are made to students based on the cost of education and the expected family contribution. The family contribution is based on a federally-applied formula.
- **ACADEMIC COMPETITIVENESS GRANT**  
Grant maximums of \$750 for the first academic year and a maximum of \$1300 for the second academic year are made for students who have successfully completed a rigorous high school program and are Pell eligible.
- **PHEAA STATE GRANT**  
Grants up to the currently funded level of \$3218 per award year are made to students, based on the cost of education and the expected family contribution. The family contribution is based on a federally-applied formula.

### LOANS

Federal student-parent loans are available from the Department of Education through the direct loan program. They must be repaid.

- **FEDERAL DIRECT STAFFORD/FORD LOAN**  
Loan maximums of \$3500 for the first academic year and \$4500 for the second academic year are available for qualified students. These loans may be subsidized or unsubsidized.
- **ADDITIONAL UNSUBSIDIZED FEDERAL DIRECT STAFFORD/FORD LOAN**  
Dependent students may borrow up to an additional \$2000 and independent students up to an additional \$6000 in each academic year.
- **FEDERAL DIRECT PLUS LOAN**  
Parents of undergraduate dependent students may borrow up to the cost of education less any other financial aid received.
- **ALTERNATIVE LOANS**  
CSB will provide, when available, information on alternative educational loans should the need arise. These loans may be available through banks, credit unions or other financial providers.

### OTHER AID

**VA** - CSB has been approved by the Pennsylvania Department of Education for the training of veterans and dependents.

**WIA** - CSB provides training to eligible participants through the Workforce Investment Act.

**TAA** - CSB provides training to eligible participants through the Trade Adjustment Assistance Program.

**OVR** - CSB provides training to eligible participants through the Office of Vocational Rehabilitation.

For additional information, contact CSB's Financial Aid Office.

## SCHOLARSHIPS

Each spring both Lancaster CSB and York CSB sponsor a *high school scholarship competition*. The contest is open to all graduating high school seniors. Early high school graduates are welcome providing they are not currently attending CSB. Each school awards a \$6000 tuition scholarship towards the ASB degree program of the recipient's choice.

Scholarship recipients must enroll as full-time program students and begin classes prior to the end of the calendar year in which the scholarship is awarded. The total scholarship amount awarded is disbursed equally over six academic terms. Scholarship recipients must maintain a minimum 3.0 CGPA and a minimum 80 percent classroom attendance for each academic term. Recipients who do not meet the minimum CGPA or attendance criteria, drop below full-time status, or fail to meet all requirements outlined in CSB's Academic Progress Policy will lose all remaining per term scholarship disbursements. All books and program fees are the responsibility of the recipients. NOTE: If a recipient of a scholarship chooses to enroll in a diploma program, the value of the scholarship is reduced by 50 percent.

Interested high school seniors should contact CSB's Admissions Office or their high school guidance office for a scholarship application form.

### **CSB High School Outreach Scholarship**

Each fall, each CSB campus will award a maximum of six scholarships to high school seniors attending a York or Lancaster county high school. The awards will be based on the following criteria:

#### **CSB CRITERIA**

1. Recipient must be enrolled in an ASB degree program.
2. Recipient must be full-time with the possible exception of the recipient's last scheduled academic term.
3. Recipient must begin classes prior to the end of the calendar year in which the scholarship was awarded.
4. Recipient must maintain a minimum 80 percent classroom attendance for each academic term.
5. Recipient must meet or exceed the minimum CGPA for academic progress as indicated in the CSB catalog for each academic term.
6. Should the recipient withdraw from school, all future scholarship payments will be forfeited.
7. Should the recipient fail to meet all requirements in any academic term, all future scholarship payments will be forfeited.
8. The value of the scholarship will be 50 percent of the tuition charge for each term except where the total of the CSB scholarship combined with any other grants or scholarships would exceed the total cost of tuition in which case the CSB scholarship would be reduced accordingly. However, in no case would the total value of the scholarship be less than 25% of the full tuition for an Associate in Specialized Business degree.
9. Any classroom fees and cost of textbooks will be the responsibility of the recipient.
10. An independent scholarship committee will select the recipients.

# SCHOLARSHIPS

## STUDENT NEED BASED CRITERIA

1. The student must graduate with the high school's equivalent of a "C" or better grade average.
2. The student has obtained one or more letters of recommendation from a school or community representative

(The student must also meet one or more of the following conditions.)

3. The parental income is under \$30,000.00 for the tax year prior to the time of application.
4. Either parent is a documented dislocated worker at the time of application.
5. Neither parent has attended a post-secondary institution.
6. Either parent is serving in the armed forces at the time of application.
7. Either parent has died or is considered disabled as a result of service in the armed forces, law enforcement or fire protection.

## STUDENT MERIT BASED CRITERIA

1. The student must graduate with the high school's equivalent of a "B" or better grade average.
2. The student has obtained one or more letters of recommendation from a school or community representative.

(The student must also meet one or more of the following conditions.)

3. The student has participated in one or more school-sponsored extra curricular activities – clubs, sports, etc.
4. The student has participated in one or more community service activities.
5. The student has written an essay of approximately 250 words relating the importance of education as it pertains to his/her employment goals.

## Local Scholarships

There are community, social, and professional organizations and businesses that offer scholarships to students who plan to enroll in postsecondary schools. CSB's Financial Aid Office has information regarding national and local grants, loans, and scholarships available to current and prospective students.

## PROGRAM COSTS

	Terms	Tuition	Total Tuition	Estimated Books
<b>ASB DEGREE PROGRAMS</b>				
Business Administration: Management Trainee	6	\$4,150	\$24,900	\$3,100
Computerized Accounting Management	6	\$4,150	\$24,900	\$3,100
Computerized Office Management	6	\$4,150	\$24,900	
Administrative Assistant				\$3,100
Web Focus				\$3,100
Systems Specialist				\$3,100*
Legal Administrative Assistant	6	\$4,150	\$24,900	\$3,100
Medical Administrative Assistant	6	\$4,150	\$24,900	
Clinical Assistant/Health Unit Coordinator				\$3,100
Health Insurance/Billing Specialist				\$3,100
Medical Transcriptionist				\$3,100
<b>DIPLOMA PROGRAMS</b>				
Clerical Accounting Specialist	3	\$4,150	\$12,450	\$1,450
Legal Office Specialist	3	\$4,150	\$12,450	\$1,450
Medical Office Specialist	3	\$4,150	\$12,450	\$1,450
Office Associate	3	\$4,150	\$12,450	\$1,450

### NOTES

- The per credit tuition cost is \$350.
- A one-time program fee will be assessed during the first academic year as follows: MAA Clinical-\$400, MAA Billing Specialist - \$400, MAA Transcription - \$250, LAA - \$550, BAMT-\$250, CAM-\$250, COM-\$300. All diploma programs -\$125.
- Tuition rates are effective August 1, 2010.

\*Additional Cisco Networking Academy fees will be charged for the System Specialist option and will be prorated and applied to each academic term.

### **Program Completion Fee**

A \$100 fee is charged to each student's account upon completion of an ASB degree or diploma program.

## PROGRAM COSTS

### Miscellaneous Fees

A \$5 fee (\$10 if using MasterCard or Visa) is charged to students for each requested copy of their academic transcript. The cost of an original academic transcript is provided to all completers at no charge and is covered by the program completion fee.

A \$25 per subject registration fee is charged to all part-time non-program students.

**\* Note: A final transcript will not be issued to any party if there is an outstanding balance on a student's account.**

## **TUITION REFUND POLICY**

Consolidated School of Business performs three separate calculations to determine whether financial aid funds must be returned and what adjustment, if any, must be made to a student's tuition charge when a student withdraws from school. The Return of Title IV Funds policy will first be applied to the account of any Title IV recipient who has withdrawn from school. The Pennsylvania State Refund policy will be calculated following the application of the Return of Title IV Funds policy. Finally, the CSB Refund policy will be applied to determine if the student is due an adjustment of tuition charges.

### **Return of Title IV Funds**

The Return of Title IV Funds policy states that a student has earned a portion of Title IV aid that directly corresponds to the percentage of days completed within an academic term up to and including 60 percent of the term. Once a student has completed more than 60 percent of the term, the student has earned 100 percent of his/her Title IV aid. All calendar days within an academic term are counted except for periods of five days or longer when the school is not in session. For purposes of determining this percentage, Consolidated School of Business will refer to attendance records to determine the student's last day of attendance.

The Federal Register detailing the Return of Title IV Funds policy, as well as samples of Title IV Funds calculations are available upon request from the Financial Aid Office. The order of return of funds is as follows: (1) Federal Direct Unsubsidized Stafford/Ford Loan\* (2) Federal Direct Stafford/Ford Loan\* (3) Federal Direct PLUS Loan\* (4) Federal Pell Grant (5) Academic Competitiveness Grant.

**\*By regulation these funds are returned directly to the lender**

### **Pennsylvania State Refund Formula**

Consolidated School of Business must first determine the student's point of enrollment when a student withdraws from or discontinues his/her program of study. For the Pennsylvania State Refund policy, the point of enrollment is determined by the student's last day of attendance. Based on this finding, CSB will determine if a refund is required. Any refund due directly to the student will be made within 30 days of the last recorded day of attendance. CSB must determine the student's withdrawal date within 30 days of the student's last day of attendance. The percentage of tuition to be refunded is determined by the following schedule:

- (1) For a student withdrawing from or discontinuing his/her program of study during the first 7 calendar days of the term, the tuition charges refunded by CSB shall be 75 percent of the tuition for the term.
- (2) For a student withdrawing from or discontinuing his/her program of study after the first 7 calendar days but within the first 25 percent of the term, the tuition charges refunded by CSB shall be 55 percent of the tuition for the term.
- (3) For a student withdrawing from or discontinuing his/her program of study after the first 25 percent of the term but within 50 percent of the term, the tuition charges refunded by CSB shall be 30 percent of the tuition for the term.
- (4) For a student withdrawing from or discontinuing his/her program of study after 50 percent of the term, the student is entitled to no refund of tuition for the term.

The order of refunds is as follows: (1) Agency (2) PHEAA Grant (3) Private Aid (4) Student.

Specific examples of state refunds are available upon request from the Financial Aid office.

## **TUITION REFUND POLICY**

### **CSB Refund (Program and Non-Program Students)**

If the applicant fails to commence classes, all prepaid tuition will be refunded in full within 30 days. If a first-time program student withdraws from or discontinues his/her program of study within the first 10 class days of the first academic term for any reason, that student will receive a 100 percent tuition refund. Students who reenroll are not eligible for the 10-day tuition refund.

If a student withdraws during an academic term, the following final calculation is performed to determine if an adjustment to tuition is warranted. Tuition would be adjusted using the values in the following table:

<b>TUITION CHARGED</b>	<b>Period of Enrollment</b>
<b>20%</b>	After first calendar day but within two weeks of the term
<b>35%</b>	After two weeks but within four weeks of the term
<b>50%</b>	After four weeks but within six weeks of the term
<b>65%</b>	After six weeks but within 60% of the term
<b>100%</b>	After 60% of the term

Any additional refunds due as a result of this calculation will be made within 30 days of the official withdrawal date. CSB will adjust the amount of any calculated additional refund if the student has a remaining balance with the school.

## **BILLING PROCEDURES AND PAYMENT OPTIONS**

### **Billing Procedures**

CSB bills by the term. Term costs include tuition, books, and program fees. Financial aid is awarded on a term-by-term basis. All financial aid is subtracted from the total term cost, and the remaining balance becomes the responsibility of the student.

### **Payment Options**

CSB prefers the unpaid balance of each term be paid in full prior to the start of each new term; however, CSB will consider payment options. Visa and MasterCard are accepted.

**PROGRAM REQUIREMENTS**  
**Business Administration: Management Trainee**  
**(Associate in Specialized Business Degree)**

This 72-week (minimum 83 credits) ASB degree program is designed for students to develop advanced-level office, communications, and microcomputer skills; to develop introductory principles of accounting skills; and to introduce management and supervision principles and procedures. Graduates of this program meet the job-skill requirements for management trainees in training programs such as those operated by banks, chain stores, and other types of business and industrial enterprises. The subject and credit requirements are:

<u>Catalog Number</u>	<u>Required Subjects</u>	<u>Credits</u>
COM-01, 02*	Fundamentals of English I, II	6.0
COM-03*	Composition	3.0
COM-04*	Oral Communications	3.0
GO-01, 02*	Basic Keyboarding I, II	6.0
GO-09*	Records Control Management	1.5
GO-10*	General Office Procedures	1.5
LEG-05	Contracts	1.5
LEG-06	Business Law	1.5
MGT-01	Principles of Supervision	1.5
MGT-02	Principles of Management	1.5
MGT-04	Small Business Management	3.0
MGT-05	Principles of Marketing	3.0
MGT-06	Human Resource Management	3.0
MIC-01*	Computer Literacy/Operations	3.0
MIC-02, 03	Software Applications I, II	6.0
MIC-04, 05, 06	Advanced Software Applications I, II, III	7.5
MIC-09, 10	Desktop Publishing I, II	3.0
NUM-02	Int. Business Math Using the Calculator	2.0
NUM-04, 05, 06	Principles of Accounting I, II, III	4.5
NUM-10, 11	Computerized General Ledger I, II	3.0
NUM-12	Payroll Preparation	1.5
NUM-13	Income Tax Preparation I	1.5
PD-01*	Self Awareness	1.5
PD-02	Job Search Preparation	2.0
PD-03	Internship	5.0
PD-04	Personal Finance	1.5
PD-05	Portfolio Development	2.0
PD-06	Personal/Career Development	0.0

Additional subject or lab hours: 150 class hours  
(A minimum of 3.0 credits must be earned.)

\*Indicates general education requirement

**PROGRAM REQUIREMENTS**  
**Computerized Accounting Management**  
**(Associate in Specialized Business Degree)**

**General Program Requirements**

This 72-week (minimum 83 credits) ASB degree program is designed for students to develop advanced-level office, communications, microcomputer skills, and skills in accounting. Graduates are encouraged to sit for the National Center for Competency Testing (NCCT) Registered Bookkeeper examination. Graduates of this program meet the job-skill requirements for a position such as Para Professional, Bookkeeper, Payroll Clerk, Accounts Receivable Clerk, Billing Clerk, Financial Accounting Secretary, or ADP Secretary. The subject and credit requirements are:

<u>Catalog Number</u>	<u>Required Subjects</u>	<u>Credits</u>
COM-01, 02*	Fundamentals of English I, II	6.0
COM-03*	Composition	3.0
COM-04*	Oral Communications	3.0
GO-01, 02*	Basic Keyboarding I, II	6.0
GO-09*	Records Control Management	1.5
GO-10*	General Office Procedures	1.5
LEG-05	Contracts	1.5
LEG-06	Business Law	1.5
MGT-01	Principles of Supervision	1.5
MGT-02	Principles of Management	1.5
MIC-01*	Computer Literacy/Operations	3.0
MIC-02, 03	Software Applications I, II	6.0
MIC-04	Advanced Software Applications I	3.0
NUM-02	Int. Business Math Using the Calculator	2.0
NUM-03	Advanced Calculator Operations	1.5
NUM-04, 05, 06, 07, 08, 09	Principles of Accounting I, II, III, IV, V, VI	12.0
NUM-10, 11	Computerized General Ledger I, II	3.0
NUM-12	Payroll Preparation	1.5
NUM-13, 14	Income Tax Preparation I, II	3.0
NUM-15	Principles of Cost Accounting	3.0
NUM-16	Accounting for Non-Profit Organizations	3.0
NUM-20, 21	Accounting Information Systems I, II	3.0
PD-01*	Self Awareness	1.5
PD-02	Job Search Preparation	2.0
PD-03	Internship	5.0
PD-04	Personal Finance	1.5
PD-05	Portfolio Development	2.0
PD-06	Personal/Career Development	0.0

Additional subject or lab hours: 90 class hours

\*Indicates general education requirement

**PROGRAM REQUIREMENTS**  
**Computerized Accounting Management**  
**(Associate in Specialized Business Degree)**

**Advanced-level Requirements**

For Computerized Accounting Management students who excel in the regular six-academic-term program, additional advanced-level subjects are available. These additional subjects will prepare the student for the ACAT exam. Students meeting the advanced level requirements will have the additional designation of “Advanced Level Requirements” denoted on their final transcript. Advanced-level graduates are encouraged to sit for the Accreditation Council for Accountancy and Taxation (ACAT) examination and/or the National Center for Competency Testing (NCCT) CPA Assistant examination. Graduates may qualify for such positions as a CPA Assistant, Business Accountant, Income Tax Preparer, Auditor Assistant, Accounts Receivable Coordinator, Accounts Payable Coordinator, Payroll Specialist, or Junior Accountant. The advanced subjects are:

<u>Catalog Number</u>	<u>Required Subjects</u>	<u>Credits</u>
NUM-17, 18	Intermediate Accounting I, II	6.0
NUM-19	ACAT Review	3.0

**PROGRAM REQUIREMENTS**  
**Computerized Office Management**  
**Administrative Assistant Option**  
**(Associate in Specialized Business Degree)**

This 72-week (minimum 81 credits) ASB degree program is designed for students to develop advanced-level office, communications, and microcomputer skills, and to introduce management and supervision principles and procedures. Graduates of this program meet the job-skill requirements for a position such as Administrative Assistant, Software Applications Specialist, Executive Secretary, or Office Manager Trainee. The subject and credit requirements are:

<u>Catalog Number</u>	<u>Required Subjects</u>	<u>Credits</u>
COM-01, 02*	Fundamentals of English I, II	6.0
COM-03*	Composition	3.0
COM-04*	Oral Communications	3.0
GO-01, 02*	Basic Keyboarding I, II	6.0
GO-07*	Keyboarding III	1.0
GO-09*	Records Control Management	1.5
GO-10*	General Office Procedures	1.5
LEG-05	Contracts	1.5
LEG-06	Business Law	1.5
MGT-01	Principles of Supervision	1.5
MGT-02	Principles of Management	1.5
MIC-01*	Computer Literacy/Operations	3.0
MIC-02, 03	Software Applications I, II	6.0
MIC-04, 05, 06	Advanced Software Applications I, II, III	7.5
MIC-07	Basic Internet Programming	1.5
MIC-08	Internet Fundamentals	1.5
MIC-09, 10, 11	Desktop Publishing I, II, III	4.5
MIC-12, 13	Software Certification Review I, II	6.0
MIC-16	Technical Software Support	3.0
NUM-01*	Basic Business Math Using the Calculator	2.0
NUM-04, 05, 06	Principles of Accounting I, II, III	4.5
PD-01*	Self Awareness	1.5
PD-02	Job Search Preparation	2.0
PD-03	Internship	5.0
PD-04	Personal Finance	1.5
PD-05	Portfolio Development	2.0
PD-06	Personal/Career Development	0.0

Additional subject or lab hours: 120 class hours  
(A minimum of 1.5 credits must be earned.)

\*Indicates general education requirement

**PROGRAM REQUIREMENTS**  
**Computerized Office Management**  
**Web Focus Option**  
**(Associate in Specialized Business Degree)**

This 72-week (minimum 81 credits) ASB degree program is designed for students to develop advanced-level office, communications, and microcomputer skills; to introduce management and supervision principles and procedures; to prepare students for software certification examinations; and to develop multimedia, imaging, web building and design concepts and Internet basics and protocols. Graduates of this program meet the job-skill requirements for a position such as Desktop Publisher, Web Designer, Web Producer, Web Developer, Graphic Designer, Networking Assistant, Internetworking Technician, or Office Manager Trainee. The subject and credit-hour requirements are:

<u>Catalog Number</u>	<u>Required Subjects</u>	<u>Credits</u>
COM-01, 02*	Fundamentals of English I, II	6.0
COM-03*	Composition	3.0
COM-04*	Oral Communications	3.0
GO-01, 02*	Basic Keyboarding I, II	6.0
GO-07*	Keyboarding III	1.0
GO-09*	Records Control Management	1.5
GO-10*	General Office Procedures	1.5
LEG-05	Contracts	1.5
LEG-06	Business Law	1.5
MGT-01	Principles of Supervision	1.5
MGT-02	Principles of Management	1.5
MIC-01*	Computer Literacy/Operations	3.0
MIC-02, 03	Software Applications I, II	6.0
MIC-04, 05	Advanced Software Applications I, II	6.0
MIC-07	Basic Internet Programming	1.5
MIC-08	Internet Fundamentals	1.5
MIC-09, 10	Desktop Publishing I, II	3.0
MIC-12	Software Certification Review I	3.0
MIC-16	Technical Software Support	3.0
MIC-18	Introduction to Web Design	3.0
MIC-19	Fundamentals of Web Design	3.0
MIC-26	Web Project Portfolio	3.0
NUM-01*	Basic Business Math Using the Calculator	2.0
NUM-04, 05	Principles of Accounting I, II	3.0
PD-01*	Self Awareness	1.5
PD-02	Job Search Preparation	2.0
PD-03	Internship	5.0
PD-04	Personal Finance	1.5
PD-05	Portfolio Development	2.0
PD-06	Personal/Career Development	0.0

Additional subject or lab hours: 120 class hours

\*Indicates general education requirement

**PROGRAM REQUIREMENTS**  
**Computerized Office Management**  
**Systems Specialist Option**  
**(Associate in Specialized Business Degree)**

This 72-week (minimum 81 credits) ASB degree program is designed for students to develop advanced-level office, communications, and microcomputer skills; to introduce management and supervision principles and procedures; and to develop computer diagnostic and troubleshooting skills, which include installation and upgrading of computers, LAN and WAN basics, and programming Cisco routers. Graduates of this program meet the job-skill requirements for a position such as Installation Technician, PC Help Desk Specialist, PC Repair Technician, PC Consultant, Internetworking Technician, Network Manager, Network Consultant, System Administrator, Hardware Service Technician, or Office Manager Trainee. The subject and credit requirements are:

<u>Catalog Number</u>	<u>Required Subjects</u>	<u>Credits</u>
COM-01, 02*	Fundamentals of English I, II	6.0
COM-03*	Composition	3.0
COM-04*	Oral Communications	3.0
GO-01, 02*	Basic Keyboarding I, II	6.0
GO-07*	Keyboarding III	1.0
GO-09*	Records Control Management	1.5
GO-10*	General Office Procedures	1.5
MGT-01	Principles of Supervision	1.5
MGT-02	Principles of Management	1.5
MIC-01*	Computer Literacy/Operations	3.0
MIC-02, 03	Software Applications I, II	6.0
MIC-04, 05	Advanced Software Applications I, II	6.0
MIC-07	Basic Internet Programming	1.5
MIC-08	Internet Fundamentals	1.5
MIC-16	Technical Software Support	3.0
MIC-17	Technical Hardware Support	3.0
MIC-20	LAN Server Basics	3.0
MIC-21, 22, 23, 24	Internetworking I, II, III, IV	12.0
MIC-25	Networking Project Portfolio	3.0
NUM-01*	Basic Business Math Using the Calculator	2.0
PD-01*	Self Awareness	1.5
PD-02	Job Search Preparation	2.0
PD-03	Internship	5.0
PD-04	Personal Finance	1.5
PD-05	Portfolio Development	2.0
PD-06	Personal/Career Development	0.0

Additional subject or lab hours: 120 class hours

\*Indicates general education requirement

## PROGRAM REQUIREMENTS

### Legal Administrative Assistant (Associate in Specialized Business Degree)

This 72-week (minimum 81 credits) ASB degree program is designed for students to develop advanced-level office, communications, and microcomputer skills and to develop an understanding of the legal terminology and office procedures involved in working in a legal office. The coursework offers students the opportunity to learn legal research methods, to prepare for trial and appellate procedures, and to draft legal documents. Students are also introduced to various fields of substantive law such as civil and criminal litigation, wills, trusts and estates, and family law. Graduates of this program meet the job-skill requirements for such positions as Legal Office Secretary, Legal Administrative Assistant, Legal Transcriptionist, Paralegal, and other legal office positions that require advanced-level legal office skills. The subject and credit requirements are:

<u>Catalog Number</u>	<u>Required Subjects</u>	<u>Credits</u>
COM-01, 02*	Fundamentals of English I, II	6.0
COM-03*	Composition	3.0
COM-04*	Oral Communications	3.0
GO-01, 02*	Basic Keyboarding I, II	6.0
GO-07*	Keyboarding III	1.0
GO-09*	Records Control Management	1.5
GO-10*	General Office Procedures	1.5
LEG-01	Fundamentals of Legal Assisting	1.5
LEG-02	Legal Terminology	1.5
LEG-03, 04	Legal Transcription I, II	3.0
LEG-05	Contracts	1.5
LEG-06	Business Law	1.5
LEG-07	Administrative Law	1.5
LEG-08	Civil Litigation	1.5
LEG-09	Criminal Law	1.5
LEG-10	Family Law	1.5
LEG-11	Wills, Trusts, and Estates	1.5
LEG-12	Torts	1.5
LEG-13	Real Estate	1.5
LEG-14, 15	Legal Research and Writing I, II	3.0
LEG-16	Advanced Legal Writing	3.0
MGT-01	Principles of Supervision	1.5
MGT-02	Principles of Management	1.5
MIC-01*	Computer Literacy/Operations	3.0
MIC-02, 03	Software Applications I, II	6.0
MIC-04, 05	Advanced Software Applications I, II	6.0
NUM-01*	Basic Business Math Using the Calculator	2.0
NUM-04, 05	Principles of Accounting I, II	3.0
PD-01*	Self Awareness	1.5
PD-02	Job Search Preparation	2.0
PD-03	Internship	5.0
PD-05	Portfolio Development	2.0
PD-06	Personal/Career Development	0.0

Additional subject or lab hours: 90 class hours

\*Indicates general education requirement

**PROGRAM REQUIREMENTS**  
**Medical Administrative Assistant**  
**--Clinical Assistant/Health Unit Coordinator Option--**  
**(Associate in Specialized Business Degree)**

This 72-week (minimum 81 credits) ASB degree program is designed for students to develop advanced-level office, communications, and microcomputer skills and to develop an understanding of the medical terminology and office procedures involved in working in a medical office, center, or hospital. The Clinical Assistant/Health Unit Coordinator Option offers students the opportunity to develop examining room procedures and clinical laboratory skills. Graduates of this program are encouraged to sit for the National Center for Competency Testing (NCCT) Medical Assisting examination. Graduates meet the job-skill requirements for the position of Unit Coordinator, Unit Secretary, Ward Clerk, Floor Administrator, Clinical Assistant, Medical Secretary, or other medical office positions that require advanced-level office skills. The subject and credit requirements are:

<u>Catalog Number</u>	<u>Required Subjects</u>	<u>Credits</u>
COM-01, 02*	Fundamentals of English I, II	6.0
COM-03*	Composition	3.0
COM-04*	Oral Communications	3.0
GO-01, 02*	Basic Keyboarding I, II	6.0
GO-07*	Keyboarding III	1.0
GO-09*	Records Control Management	1.5
GO-10*	General Office Procedures	1.5
MGT-01	Principles of Supervision	1.5
MGT-02	Principles of Management	1.5
MED-01	Medical Terminology	1.5
MED-02.1, 02.2	Medical Transcription I, II	3.0
MED-06	Medical Recordkeeping Procedures	1.5
MED-07.1	Body Structure and Function	1.5
MED-07.2	Essentials of Anatomy and Physiology	1.5
MED-07.3	Elements of Anatomy and Physiology	1.5
MED-07.4	Principles of Anatomy and Physiology	1.5
MED-08.1	CPT Coding	1.5
MED-08.2	ICD-9-CM Coding	1.5
MED-09	Essentials of Pharmacology	1.5
MED-09.1	Fundamentals of Pharmacology	1.5
MED-10	Law and Ethics for Health Occupations	1.5
MED-11	Medical Insurance Procedures	1.5
MED-12.1	Health Care Principles	1.5
MED-12.2	Diseases and Disorders	1.5
MED-13	Examining Room Procedures	3.0
MED-14	Clinical Laboratory Procedures	3.0
MED-17	Health Unit Coordinator Procedures	1.5
MIC-01*	Computer Literacy/Operations	3.0
MIC-02, 03	Software Applications I, II	6.0
NUM-01*	Basic Business Math Using the Calculator	2.0
NUM-04, 05	Principles of Accounting I, II	3.0
PD-01*	Self Awareness	1.5
PD-02	Job Search Preparation	2.0
PD-03	Internship	5.0
PD-05	Portfolio Development	2.0
PD-06	Personal/Career Development	0.0

Additional subject or lab hours: 120 class hours

\*Indicates general education requirement

**PROGRAM REQUIREMENTS**  
**Medical Administrative Assistant**  
**--Health Insurance/Billing Specialist Option--**  
**(Associate in Specialized Business Degree)**

This 72-week (minimum 81 credits) ASB degree program is designed for students to develop advanced-level office, communications, and microcomputer skills and to develop an understanding of the medical terminology and office procedures involved in working in a medical office, center, or hospital. The Health Insurance/Billing Specialist Option offers students the opportunity to develop accounting skills and a more in-depth understanding of medical recordkeeping, billing/coding and insurance forms preparation. Graduates of this program are encouraged to sit for the National Center for Competency Testing (NCCT) Insurance and Coding or Certified Medical Office Assistant examinations. In addition to meeting the job-skill requirements for the position of Medical Records Clerk, Medical Billing Clerk, and other medical office positions that require advanced-level office skills, graduates may also meet the job skill requirements for the various job-title positions that require advanced medical recordkeeping, billing/coding, and insurance forms preparation. The subject and credit requirements are:

<u>Catalog Number</u>	<u>Required Subjects</u>	<u>Credits</u>
COM-01, 02*	Fundamentals of English I, II	6.0
COM-03*	Composition	3.0
COM-04*	Oral Communications	3.0
GO-01, 02*	Basic Keyboarding I, II	6.0
GO-07*	Keyboarding III	1.0
GO-09*	Records Control Management	1.5
GO-10*	General Office Procedures	1.5
MGT-01	Principles of Supervision	1.5
MGT-02	Principles of Management	1.5
MED-01	Medical Terminology	1.5
MED-02.1, 02.2	Medical Transcription I, II	3.0
MED-06	Medical Recordkeeping Procedures	1.5
MED-07.1	Body Structure and Function	1.5
MED-07.2	Essentials of Anatomy and Physiology	1.5
MED-07.3	Elements of Anatomy and Physiology	1.5
MED-07.4	Principles of Anatomy and Physiology	1.5
MED-08.1	CPT Coding	1.5
MED-08.2	ICD-9-CM Coding	1.5
MED-08.3	Advanced Coding	1.5
MED-09	Essentials of Pharmacology	1.5
MED-09.1	Fundamentals of Pharmacology	1.5
MED-10	Law and Ethics for Health Occupations	1.5
MED-11	Medical Insurance Procedures	1.5
MED-12.1	Health Care Principles	1.5
MED-12.2	Diseases and Disorders	1.5
MED-15,	Understanding Health Insurance	1.5
MED-16	Health Insurance Processes	1.5
MIC-01*	Computer Literacy/Operations	3.0
MIC-02, 03	Software Applications I, II	6.0
NUM-01*	Basic Business Math Using the Calculator	2.0
NUM-04, 05, 06	Principles of Accounting I, II, III	4.5
NUM-10	Computerized General Ledger I	1.5
PD-01*	Self Awareness	1.5
PD-02	Job Search Preparation	2.0
PD-03	Internship	5.0
PD-05	Portfolio Development	2.0
PD-06	Personal/Career Development	0.0

Additional subject or lab hours: 120 class hours

\*Indicates general education requirement

**PROGRAM REQUIREMENTS**  
**Medical Administrative Assistant**  
**--Medical Transcriptionist Option--**  
**(Associate in Specialized Business Degree)**

This 72-week (minimum 81 credits) ASB degree program is designed for students to develop advanced-level office, communications, and microcomputer skills and to develop an understanding of the medical terminology and office procedures involved in working in a medical office, center, or hospital. The Medical Transcriptionist Option offers students the opportunity to develop advanced-level medical transcription skills. Graduates of this program are encouraged to sit for the National Center for Competency Testing (NCCT) Certified Medical Office Assistant examination. Graduates meet the job skill requirements for the position of Medical Transcriptionist and other medical office positions that require advanced-level office skills. The subject and credit requirements are:

<u>Catalog Number</u>	<u>Required Subjects</u>	<u>Credits</u>
COM-01, 02*	Fundamentals of English I, II	6.0
COM-03*	Composition	3.0
COM-04*	Oral Communications	3.0
GO-01, 02*	Basic Keyboarding I, II	6.0
GO-07*	Keyboarding III	1.0
GO-09*	Records Control Management	1.5
GO-10*	General Office Procedures	1.5
MGT-01	Principles of Supervision	1.5
MGT-02	Principles of Management	1.5
MED-01	Medical Terminology	1.5
MED-02.1, 02.2	Medical Transcription I, II	3.0
MED-03, 04, 05	Medical Transcription III, IV, V	7.5
MED-06	Medical Recordkeeping Procedures	1.5
MED-07.1	Body Structure and Function	1.5
MED-07.2	Essentials of Anatomy and Physiology	1.5
MED-07.3	Elements of Anatomy and Physiology	1.5
MED-07.4	Principles of Anatomy and Physiology	1.5
MED-08.1	CPT Coding	1.5
MED-08.2	ICD-9-CM Coding	1.5
MED-09	Essentials of Pharmacology	1.5
MED-09.1	Fundamentals of Pharmacology	1.5
MED-10	Law and Ethics for Health Occupations	1.5
MED-11	Medical Insurance Procedures	1.5
MED-12.1	Health Care Principles	1.5
MED-12.2	Diseases and Disorders	1.5
MIC-01*	Computer Literacy/Operations	3.0
MIC-02, 03	Software Applications I, II	6.0
NUM-01*	Basic Business Math Using the Calculator	2.0
NUM-04, 05	Principles of Accounting I, II	3.0
PD-01*	Self Awareness	1.5
PD-02	Job Search Preparation	2.0
PD-03	Internship	5.0
PD-05	Portfolio Development	2.0
PD-06	Personal/Career Development	0.0

Additional subject or lab hours: 120 class hours

\*Indicates general education requirement

**PROGRAM REQUIREMENTS**  
**Clerical Accounting Specialist**  
**(Diploma)**

This 36-week (minimum 41 credits) diploma program is designed for students to develop basic office, communications, and microcomputer skills as well as a basic understanding of the accounting principles necessary to qualify for an entry-level clerical accounting position. Graduates of this program meet the job-skill requirements for a position such as Computerized Accounting Clerk, Payroll Clerk, Accounts Payable Clerk, Accounts Receivable Clerk, or Data-Entry Clerk. The subject and credit requirements are:

<u>Catalog Number</u>	<u>Required Subjects</u>	<u>Credits</u>
COM-01, 02*	Fundamentals of English I, II	6.0
COM-05*	Writing for Business	2.0
GO-01, 02*	Basic Keyboarding I, II	6.0
GO-09*	Records Control Management	1.5
MIC-01*	Computer Literacy/Operations	3.0
MIC-02	Software Applications I	3.0
NUM-02	Int. Business Math Using the Calculator	2.0
NUM-04, 05, 06, 07	Principles of Accounting I, II, III, IV	6.0
NUM-10	Computerized General Ledger I, II	3.0
PD-01*	Self Awareness	1.5
PD-02	Job Search Preparation	2.0
PD-03	Internship	5.0
PD-06	Personal/Career Development	0.0

Additional subject or lab hours: 30 class hours

\*Indicates general education requirement

**PROGRAM REQUIREMENTS**  
**Legal Office Specialist**  
**(Diploma)**

This 36-week (minimum 41 credits) diploma program is designed for students to develop basic office, communications, and microcomputer skills as well as a basic understanding of the legal terminology and office procedures necessary to qualify for an entry-level legal office position. Graduates of this program meet the job-skill requirements for the position of Legal Receptionist and other entry-level positions within the legal office environment. The subject and credit requirements are:

<u>Catalog Number</u>	<u>Required Subjects</u>	<u>Credits</u>
COM-01, 02*	Fundamentals of English I, II	6.0
COM-05*	Writing for Business	2.0
GO-01, 02*	Basic Keyboarding I, II	6.0
GO-09*	Records Control Management	1.5
GO-10*	General Office Procedures	1.5
LEG-01	Fundamentals of Legal Assisting	1.5
LEG-02	Legal Terminology	1.5
LEG-03, 04	Legal Transcription I, II	3.0
MIC-01*	Computer Literacy/Operations	3.0
MIC-02	Software Applications I	3.0
NUM-01*	Basic Business Math Using the Calculator	2.0
PD-01*	Self Awareness	1.5
PD-02	Job Search Preparation	2.0
PD-03	Internship	5.0
PD-06	Personal/Career Development	0.0

Additional subject or lab hours: 60 class hours  
(A minimum of 1.5 Legal credits must be earned.)

\*Indicates general education requirement

**PROGRAM REQUIREMENTS**  
**Medical Office Specialist**  
**(Diploma)**

This 36-week (minimum 41 credits) diploma program is designed for students to develop basic office, communications, and microcomputer skills as well as a basic understanding of the medical terminology and office procedures necessary to qualify for an entry-level medical office position. Graduates of this program meet the job-skill requirements for a position of Medical Receptionist and other entry-level positions within the medical office environment. The subject and credit requirements are:

<u>Catalog Number</u>	<u>Required Subjects</u>	<u>Credits</u>
COM-01, 02*	Fundamentals English I, II	6.0
COM-05*	Writing for Business	2.0
GO-01, 02*	Basic Keyboarding I, II	6.0
MED-01	Medical Terminology	1.5
MED-02.1	Medical Transcription I	1.5
MED-07.1	Body Structure and Function	1.5
MED-07.2	Essentials of Anatomy and Physiology	1.5
MED-07.3	Elements of Anatomy and Physiology	1.5
MED-07.4	Principles of Anatomy and Physiology	1.5
MIC-01*	Computer Literacy/Operations	3.0
MIC-02	Software Applications I	3.0
NUM-01*	Basic Business Math Using the Calculator	2.0
PD-01*	Self Awareness	1.5
PD-02	Job Search Preparation	2.0
PD-03	Internship	5.0
PD-06	Personal/Career Development	0.0

Additional subject or lab hours: 60 hours  
(A minimum of 1.5 Medical credits must be earned.)

\*Indicates general education requirement

## **PROGRAM REQUIREMENTS**

### **Office Associate**

#### **(Diploma)**

This 36-week (minimum 41 credits) diploma program is designed for students to develop basic office, communications, and microcomputer skills as well as a basic understanding of the office procedures necessary to qualify for an entry-level office position. Graduates of this program meet the job-skill requirements for a position such as Data-Entry Clerk, Receptionist, Office Secretary, or Office Clerk. The subject and credit requirements are:

<u>Catalog Number</u>	<u>Required Subjects</u>	<u>Credits</u>
COM-01, 02*	Fundamentals of English I, II	6.0
COM-05*	Writing for Business	2.0
GO-01, 02*	Basic Keyboarding I, II	6.0
GO-09*	Records Control Management	1.5
GO-10*	General Office Procedures	1.5
MIC-01*	Computer Literacy/Operations	3.0
MIC-02	Software Applications I	3.0
MIC-07	Basic Internet Programming	1.5
MIC-08	Internet Fundamentals	1.5
NUM-01*	Basic Business Math Using the Calculator	2.0
NUM-04, 05	Principles of Accounting I, II	3.0
PD-01*	Self Awareness	1.5
PD-02	Job Search Preparation	2.0
PD-03	Internship	5.0
PD-06	Personal/Career Development	0.0

Additional subject or lab hours: 30 class hours  
(A minimum of 1.5 credits must be earned.)

\*Indicates general education requirement

## ACADEMIC POLICIES

### Class Scheduling Policy

Full-time students are usually scheduled five or six class hours per day during each six-week academic block. Within each program, in addition to required subject class hours, class hours are available to be scheduled as “additional subject” class hours or lab class hours. The Program Requirements for each program of study indicate the total number of additional subjects/lab class hours included within each program. (See *CSB ADMINISTRATIVE POLICIES AND PROCEDURES STUDENT HANDBOOK* for additional information.)

### Grading Policy

CSB’s grading scale is as follows:

Grade	Percent	Quality Points
A	90-100	4
B	80-89	3
C	70-79	2
D	60-69	1
F	0-59	0

Only subjects that award an **A-F** letter grade are used to calculate a student’s cumulative grade point average (CGPA). Determining a student’s CGPA is a two-step process. The first step is to determine a student’s total quality points earned (TQPE), which is the sum of the quality points earned (QPE) from each subject. The QPE for each subject is determined by multiplying the numeric value of the letter grade awarded by the numeric credit value of the subject. The TQPE is the sum of the QPEs. The second step is to divide the TQPE by the total number of credits attempted (CA) from the subjects. The equation is  $CGPA = TQPE/CA$ .

**NOTE:** Grade reports are distributed within ten class days after the completion of a student’s academic term.

## ACADEMIC POLICIES

In addition to the letter grades indicated in the grading scale table listed on the preceding page, these additional designations may appear on a student's end-of-term grade report and final academic transcript:

Grade	Explanation
W	Withdrawal
R	Repeat (subject was repeated)
T	Transfer (transfer credit)
X	Exemption (exemption credit)

### Subject Add/Drop Policy

A student who drops a subject(s) within the first 5 class days of an academic term (10 class days for first time, first term enrollees) will not have that subject(s) listed as attempted on his/her transcript, nor will the subject count towards his/her enrollment status.

A student who adds a subject(s) within the first 5 class days of an academic term (10 class days for first time, first term enrollees) will have that subject(s) listed as attempted on his/her transcript and the subject will count towards his/her enrollment status.

### Subject Withdrawal Policy

Following the 5-day or 10-day drop/add period, a student who wishes to change his/her schedule by withdrawing from a subject may do so only with the permission of the Student Services Director. Students who withdraw from a subject prior to completion will be assigned a **W** grade. These grades are not calculated into CGPA (cumulative grade point average) but will be considered credits attempted when determining student enrollment status.

### Subject Repeat Policy

If a student repeats a subject, only the higher grade for the repeated course will be used in the calculation of CGPA. The attempt(s) not being utilized for CGPA will be changed to an **R** on the student's transcript to indicate that the subject was repeated. Only the quality points earned and credits attempted from the higher attempt are included in calculating a student's cumulative grade-point average. A maximum of three attempts are counted when determining total credit-hours attempted for student enrollment status purposes. Students may repeat subjects to improve non-failure grades; however, the credits will not be counted towards determining enrollment status for financial aid purposes. Re-

## ACADEMIC POLICIES

enrollees may be exempt from this policy. Subject repeats are included when considering maximum time frame.

### **Incomplete Policy**

Students are expected to have all subject requirements completed by the last scheduled class day of a subject. Instructors are required to submit all grades within three days after the last day of an academic block. In the event that a student has not completed all subject requirements by the last scheduled class day of a subject, the student will not be permitted to complete the work in that subject unless the student has requested an extension in writing and submitted the request to the Student Services Director no less than two days prior to the last scheduled class day of the subject. If approved, the extension will range from a minimum of one day to a maximum of three days for special circumstances. An extension may be granted if any one of the following has occurred:

- (1) The student met with the instructor, and as a result of the meeting, the instructor granted the student additional time to complete the subject requirements. When this occurs, the student must complete an Incomplete Form and submit it to the Student Services Director (SSD). **NOTE:** A student who is absent on the last day of class and misses the final examination will not necessarily receive an extension. Based on the student's attendance and performance in class, the student may receive a failing grade for the final examination.
- (2) The student met with the Student Services Director, and the SSD approved an extension because of the student's special circumstances such as a personal/medical problem that the SSD believed warranted the additional time.

### **Grade Dispute Policy**

Should a student disagree with a grade(s) earned, he/she must first discuss the problem with the appropriate instructor(s). If still dissatisfied, the student may then appeal to the Student Services Director. If the student is still dissatisfied, he/she may appeal to the Vice President of Administration whose decision will be final.

### **Grade Level Advancement Policy**

Associate in Specialized Business degree students will be classified as second-year students when they have earned a minimum of 36 semester credits.

### **Change of Program**

After the initial enrollment, a student will be permitted to change his or her program a maximum of two times. If approved, CSB will transfer all relevant courses, including repeats and failures but not withdrawals to the new program of study. The student's academic progress will be determined prior to starting the new program and the maximum time frame will be adjusted accordingly.

## ACADEMIC POLICIES

### Program Modification Policy

To achieve the school's stated goal of continually offering relevant, practical training programs and to remain in compliance with federal, state, and accrediting agencies' policies, CSB continually reviews its programs and makes modifications when necessary. Historically, changes have been found in most printings of the catalog. However, it is CSB's policy that program modifications will not affect the terms of the signed enrollment agreement of any student enrolled when changes occur. This means that program modifications do not change the agreed upon tuition, required credit requirements, or contracted time frame for completion. When program modifications involve subject requirement changes, CSB reserves the right to schedule a student in the new required subject(s) or waive the new requirement(s) if scheduling presents a problem.

### Enrollment Status

Regarding student enrollment status, the table below indicates student classification.

<b>STUDENT CLASSIFICATION TABLE</b>	
<i>Status</i>	<i>Minimum Credits</i>
Full-Time	12
3/4 Time	9
1/2 Time	6
Less than 1/2 Time	2

A student's enrollment status will be determined following the 5<sup>th</sup> class day of an academic term (the 10<sup>th</sup> class day for first-time, first term enrollees). A student may drop any subject within the drop/add period without incurring a financial obligation for that subject. A subject may be added at any time during an academic term upon recommendation of the instructor and approval by the Student Services Director. Financial aid is awarded based on the student's enrollment status immediately following the respective drop/add period.

### Satisfactory Academic Progress Policy

All program students are required to meet satisfactory academic progress standards. Progress is reviewed at the end of each 12-week academic term. Both quantitative and qualitative factors are utilized in determining academic progress: Maximum Time Frame is a quantitative, and Academic Achievement is a qualitative factor.

*Maximum Time Frame* (MTF) to complete a program is limited to 1.5 times the standard program length measured in academic terms. Each full-time academic term is assigned a value of 1.00, each three-quarter time academic term a value of 0.75, each half-time academic term a value of 0.50 and each less than half-time academic term a value of 0.25. A student must earn a minimum percentage of credits attempted (CA) at each evaluation point within the maximum time frame to make satisfactory academic progress. Any academic term for which no financial obligation was incurred will not be counted toward the maximum time frame. The total value of all academic terms attempted may not exceed four for diploma students and nine for degree students.

An approved leave of absence does not affect the maximum time frame. The maximum time frame will be adjusted for students awarded transfer credits.

## ACADEMIC POLICIES

*Academic Achievement* is determined by reviewing a student’s CGPA at each evaluation point within the maximum time frame. All semester credits attempted within the same program are counted toward a student’s maximum time frame. This may include previous enrollment periods. In the event a student attempts to earn a credential in more than one program within a single enrollment period, credits—either earned or transferred—will be evaluated independently for each program to ensure the student is meeting both the quantitative and qualitative standards for academic progress in each program. After initial enrollment a student will be permitted to change his or her program a maximum of two times.

The tables below indicate the minimum standards that must be maintained to achieve satisfactory academic progress for both diploma and ASB degree students. Required evaluation points are indicated with an asterisk (\*).

PROGRESS STANDARDS FOR DIPLOMA PROGRAMS		
END OF TERM	Minimum required % of credits earned	CGPA
1	55%	1.50
2	60%	2.00*
3	65%	2.00*
4	Program Requirements	2.00*

PROGRESS STANDARDS FOR ASB DEGREE PROGRAMS		
END OF TERM	Minimum required % of credits earned	CGPA
1	55%	1.50
2	55%	2.00*
3	60%	2.00*
4	60%	2.00*
5	65%	2.00*
6	65%	2.00*
7	70%	2.00*
8	70%	2.00*
9	75%	2.00*

At the end of each term, students not meeting the minimum progress standards at non-required evaluation points will receive an Unsatisfactory Academic Progress Warning Letter outlining the requirements to meet academic progress.

## ACADEMIC POLICIES

Students not meeting minimum progress standards at a required evaluation point will receive an Extended Enrollment Status Letter and be placed on **extended enrollment status**. When a student is placed on extended enrollment status, the student has two ways to regain **regular enrollment status**: (1) a student may enroll for one 12-week term (assuming the student will not exceed the maximum time frame) to meet the minimum academic progress standards for the following evaluation point or (2) win an appeal decision. A student who can document an undue hardship or extenuating circumstances as the reason for his/her failure to make academic progress may submit a written appeal to the Vice-President of Administration for review. The student will be notified in writing of the school's decision within three business days of the date the student submitted the appeal. The student is not eligible for Federal Title IV or institutional aid while on extended enrollment status. If a student on extended enrollment status fails to meet the minimum academic progress standard for the following evaluation point, the student is dismissed. The student will not be eligible for reenrollment for one full academic year.

### LEAVE OF ABSENCE

CSB strongly discourages a student from interrupting his/her program of study with a leave of absence. A leave of absence will not be approved unless there are extenuating circumstances in the student's life which necessitate a leave. The expectation is that the student will return to school on the agreed upon date. A leave of absence will be permitted only at the end of and prior to the start of an academic term.

The procedure to follow when requesting a leave of absence is to complete and submit a Leave of Absence Request form to the Student Services Director (SSD) for consideration. A leave of absence is not officially approved until all required administrative personnel have approved the leave of absence. Terms and conditions for a leave of absence are as follows:

- (1) Students are expected to be in attendance when requesting a leave of absence.
- (2) If a student is receiving any aid from an outside agency, it is the student's responsibility to inform the agency and abide by the agency's policies in regard to a leave of absence.
- (3) A leave of absence may affect a student's financial aid. It is the responsibility of the student to contact the Bursar to determine if any funding would be affected prior to starting a leave of absence. CSB will not assess any additional charges.
- (4) A leave of absence may not exceed 180 calendar days, including holidays and weekends, in any 12-month period. This period begins on the first day of the student's initial leave of absence.
- (5) The minimum time for a leave of absence is one academic term.
- (6) A leave may be extended beyond its originally approved end date providing a Leave of Absence Extension Request Form has been received by the school at least seven calendar days prior to the scheduled end date of the leave. If approved, the return from leave date will be adjusted accordingly.
- (7) If a student fails to return on the specified return date as indicated on the Leave of Absence Request form, the student's enrollment will be terminated.
- (8) If a student is a loan recipient, and fails to return from leave, the student's expected loan grace period will be adjusted accordingly.

## ATTENDANCE POLICY

### Punctuality

As part of its training program CSB is focused on developing good habits for students with regard to attending school each day and being on time – traits expected in the work environment. All instructors record student attendance and punctuality daily. Daily attendance and late arrivals are recorded and reported on the student’s Employability Rating form. Classes begin at the following times:

Daily Class Schedule			
Period	1st Break Schedule	Period	2nd Break Schedule
1	8:00 a.m. - 8:50 a.m.	1	8:00 a.m. - 8:50 a.m.
2	8:55 a.m. - 9:45 a.m.	2	8:55 a.m. - 9:45 a.m.
Break	9:45 a.m. - 9:59 a.m.	3	9:50 a.m. - 10:40 a.m.
3	10:00 a.m. - 10:50 a.m.	Break	10:40 a.m. - 10:54 a.m.
4	10:55 a.m. - 11:45 a.m.	4	10:55 a.m. - 11:45 a.m.
5	11:50 a.m. - 12:40 p.m.	5	11:50 a.m. - 12:40 p.m.
Break	12:40 p.m. - 12:54 p.m.	Break	12:40 p.m. - 12:54 p.m.
6	12:55 p.m. - 1:45 p.m.	6	12:55 p.m. - 1:45 p.m.

### Attendance

CSB recognizes that for many students poor attendance is directly related to poor performance in the classroom. Therefore, our attendance policy includes the following points designed to raise student awareness with regard to attendance:

1. If a student is on campus, he/she is expected to be in his/her assigned class or lab. Class cuts/unexcused departures are recorded and cumulatively reported on the student’s Employability Rating form.
2. If a student plans on being absent from school due to a prearranged obligation, the student is expected to inform the school prior to being absent. All absences are cumulatively reported on a student’s Employability Rating form.
3. Each time a student is absent from school, he/she is expected to contact the school (prior to the start of classes) and explain the reason for the absence and when they expect to be able to return to school. When a student does not contact the school, it is recorded as an absence not called in and cumulatively reported on the student’s Employability Rating form.
4. If it is determined that a student has been absent for three consecutive days without notifying the school, the school will attempt to contact the student by phone.
5. If a student misses any class for three or more consecutive days, the student must meet with the Student Services Director and complete a Return to Class form before returning to class. Instructors will not admit students into class if they do not have a Return to Class form.
6. If a student is absent for five consecutive class days with no contact (this includes cross-over days between academic blocks) a letter will be sent warning the student that his/her enrollment status is in jeopardy.

## ATTENDANCE POLICY

7. If a student is absent for ten consecutive class days and the school has had no contact with the student during this ten day period, the student will receive a Student Termination (Excessive Absences) Letter stating that he/she has been officially terminated from school.
8. Consolidated School of Business reserves the right to terminate a student for excessive absences. A student's attendance is measured at the end of an academic term. If a student's attendance for an academic term (measured in class hours) drops below 80% and the student's CGPA is below 2.00, the student will receive an Attendance Probation Letter and be placed on Attendance Probation for the following academic term. If, for the next academic term, the student's attendance is still below 80% and the CGPA is below 2.00, the student's enrollment will be terminated.
9. A student subject to termination as a result of the CSB attendance policy may appeal the termination. The appeal must be in writing and include any supporting documentation. The appeal is made to the Student Services Director (SSD) and must be made within five business days of the termination. If a student is dissatisfied with the decision of the SSD, he/she may ask for a review by the Vice President of Administration whose decision will be final.
10. All students who maintain perfect or near-perfect attendance are recognized for this achievement at graduation.

## INCLEMENT WEATHER POLICY

CSB does not close because of inclement weather except in extreme conditions. When a delayed opening is announced, all classes will begin at 9 a.m. Information is broadcasted by the following television and radio stations:

### *Television Stations*

WGAL	WPMT FOX 43	WHTM
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### *AM Radio Stations*

WHP	580	WHVR	1280	WLAN	1390
WSBA	910	WGET	1320	WLPA	1490

### *FM Radio Stations*

WITF	89.5	WSOX	96.1	WARM	103
WJTL	90.3	WLAN	97	WIOV	105
WNCE	92.1	WRVV	97.3	WQXA	105.7
WTPA	93.5	WYCR	98.5	WRKZ	106.7
WDAC	94.5	WROZ	101.3	WGTY	107.7

NOTE: If road conditions are hazardous, students should use their own discretion. For these few occurrences, students will not be penalized for absences providing the student has informed the school.

## GRADUATION

### Graduation Requirements

To be awarded an ASB degree or a diploma, a student must meet the following requirements:

- (1) Earn a passing grade in all required subjects.
- (2) Earn a minimum cumulative GPA of 2.0 within the maximum time frame of a program of study.
- (3) Earn a minimum cumulative GPA of 2.0 for all specialized subjects.
- (4) Participate in an exit interview.

### Exit Interview

An exit interview ensures that every aspect of a student's enrollment at CSB has been properly reviewed. This includes a discussion of future obligations involving financial aid payments, a review of payment records, a review of a student's final academic transcript, a review of a student's job-skill portfolio, and an opportunity for a student to discuss with the Student Services Director or the Vice President of Administration his/her experiences at CSB.

### Graduation Ceremony

Graduation ceremonies are scheduled every eight months. The schedule rotates on a cycle of January, May, and September. Several weeks prior to the ceremony, eligible graduates receive notification of time, location, and the number of guests they may invite.

### Academic Honor Society

CSB recognizes outstanding academic achievement by inducting students into its Academic Honor Society. To be eligible for induction into the Academic Honor Society, a student must complete a diploma or an ASB degree program with a minimum 3.8 cumulative grade point average, maintain a minimum attendance record of 90 percent, and maintain an exemplary demonstrated-employability record. In addition, a student must not receive an "F" letter grade, or be required to repeat a subject. Honor students are recognized at their graduation ceremony.

**Note: Students who have an outstanding balance on their account with the business office will not receive their credential or a final transcript until balance is paid in full.**

## GRADUATION

### COMPLETER POLICY

If a student has attempted all required courses, but has failed to meet graduation requirements, he/she will be considered a completer. A completer who subsequently reenrolls to complete his/her graduation requirements will be subject to the program graduation requirements in effect at the time of reenrollment.

#### Achievement Awards

CSB presents achievement awards at each graduation ceremony. These awards recognize students of the graduating class in the following areas:

***Perfect Attendance Award***--to all graduates who have maintained perfect attendance.

***Exemplary Attendance Award***--to all ASB degree graduates who have not missed more than ten days and to all diploma graduates who have not missed more than six days.

***Keyboarding Award***--to all graduates who achieve a minimum of 70 net words a minute (nwam) on five-minute timing.

***Cortez Peters Award of Excellence***--to all graduates who achieve a minimum of 100 wpm/0 errors on a one-minute timing.

***Dean Vaughn Learning System Medical Terminology Award of Excellence***—to all graduates who achieve a score of 100 percent on the final evaluation of Medical Terminology.

***Medical Award***—to all Medical Administrative Assistant ASB degree graduates who earn a CGPA of 3.8 or higher in all Medical Subjects.

***Legal Terminology Excellence Award***—to all graduates who achieve a score of 100 percent on the final evaluation of Legal Terminology.

***Legal Award*** – to all Legal Administrative Assistant ASB degree graduates who earn a CGPA of 3.8 or higher in all Legal Subjects.

***Accounting Award***—to all Computerized Accounting Management ASB degree graduates who earn a CGPA of 3.8 or higher in all Numerical Subjects.

***Computer Award***—to all Computerized Office Management ASB degree graduates who earn a CGPA of 3.8 or higher in all Microcomputer Subjects.

***Management Award***—to all Business Administration: Management Trainee ASB degree graduates who earn a CGPA of 3.8 or higher in all Management Subjects and have demonstrated outstanding performance in Supervisory Training.

## STUDENT SERVICES

### Student Handbooks

To ensure that all program students are well-informed of the school's policies and procedures and to avoid miscommunication problems, new program students are scheduled Personal/Career Development in their first academic block. In this class students receive a copy of the most recent version of the *CSB ADMINISTRATIVE POLICIES AND PROCEDURES STUDENT HANDBOOK*. A large portion of this class is devoted to presenting and discussing the information found in these handbooks. When a revision to a current school policy occurs or a new policy is enacted, students are directly informed only if the change or new policy affects them. New and revised policies (in most cases) do not affect students already enrolled other than individual subject revisions such as a change in grading procedures that automatically affects all students who are enrolled in the subject when the change occurs. If a student becomes aware of a new policy or policy change and desires information regarding the rationale for the change, he/she is encouraged to schedule an appointment with the Student Services Director for clarification.

### Academic Counseling

The Student Services Director reviews all academic transcripts after each six-week academic block and meets with all students who are experiencing academic difficulty.

### Tutoring Policy

Tutoring is available for students with satisfactory attendance who put forth an effort, but are still experiencing difficulty. Tutoring sessions are scheduled before and after classes. Interested students must complete a Tutoring Request form, which is available at the front office.

### Personal Counseling

CSB does not have a professional psychologist on staff; however, the Student Services Director is available to meet with students experiencing personal, social, or economic problems and direct them to the appropriate outside counseling. CSB maintains a list of personal, social, and economic services available throughout the community.

### Drug/Alcohol Counseling

Students who are experiencing problems with a drug and/or alcohol related problem are encouraged to schedule an appointment with the Student Services Director who is the appointed manager of the school's Drug/Alcohol Abuse Prevention Program. The Student Services Director will work with the student and refer him/her to the appropriate counseling and/or treatment program.

## **STUDENT SERVICES**

### **Placement Service (Continuous)**

CSB places a heavy emphasis on helping its graduates find appropriate training-related employment. Both Lancaster CSB and York CSB have a full-time placement director whose primary responsibility is to properly prepare students for employment and help them find the appropriate job. A specific set of guidelines (see the *CSB PLACEMENT OFFICE POLICIES AND PROCEDURES STUDENT HANDBOOK*) has been prepared by the Placement Office for students to follow. There is no charge for these continuous placement services.

### **CSB Community Service Club**

For students interested in developing a closer relationship with other members of the student body as well as providing worthwhile services to the local community, CSB sponsors the CSB Community Service Club. Both Lancaster CSB and York CSB sponsor clubs. Activities of the club include fundraising drives for local community charities. Students, faculty, and staff are welcome to join. Meetings are held regularly at each school.

### **National Proficiency Testing**

CSB provides its qualifying students the opportunity to sit for the following national proficiency examinations:

Registered Bookkeeper, Bookkeeper-Advanced, Certified Medical Office Assistant, Medical Assisting, and Insurance and Coding, accredited by NCCT

Business Accountant accredited by ACAT

Registered Medical Assistant accredited by AMT

Microsoft Certified Application Specialist by Microsoft Corporation

## GENERAL POLICIES

### Administrative Office Guidelines

The members of the administrative staff and faculty are concerned with both the professional and personal welfare of all students. When there is a problem or a concern, a student should not hesitate to contact the appropriate administrator. However, there are professional procedures that always must be upheld:

- (1) A student should always schedule an appointment to see administrative personnel. Front office personnel will schedule an appointment as soon as possible.
- (2) A student is expected to schedule all administrative appointments prior to his/her first scheduled class hour, during his/her break time, or after his/her last scheduled class hour.
- (3) A student should always stop at the front office and request permission prior to proceeding to any administrative office.

### Student Concerns

- (1) If a student has a concern/problem involving CSB personnel or any other CSB student, first the student should attempt to resolve the concern/problem with that person. If the concern/problem is not resolved to the student's satisfaction, then the student should fill out a Student Concern Form. The Student Services Director will review the comments on the form and proceed accordingly. Student Concern Forms are available at the Administrative Office. Questions and/or concerns regarding any aspect of the enrollment agreement should be referred to the Bursar. In his/her absence, questions should be referred to the Vice President of Administration.
- (2) Any problem that is not completely resolved to a student's satisfaction should be referred directly to the Vice President of Administration.
- (3) Questions or concerns that are not satisfactorily resolved by the Vice President may be brought to the attention of the Pennsylvania Department of Education, State Board of Private Licensed Schools, 333 Market Street, Harrisburg, PA 17126-0333 and/or the Accrediting Council for Independent Colleges and Schools, 750 First Street, NE, Suite 980, Washington, DC 20002-4241.

## GENERAL POLICIES

### Student Regulations (Facility)

- (1) *School Entrance* - All students must enter and leave the building through the designated student entrance. Students are not to use the other exits of the school unless there is an emergency.
- (2) *Student Break Area* - Students may be in the student break area only during their scheduled break times and after scheduled class hours. Food and/or beverages are not permitted anywhere in the building except in the student break area. **Smoking is not permitted inside the building.**
- (3) *Room Thermostats* - The air-conditioning/heating unit thermostats are to be regulated only by administrative personnel.
- (4) *Student Visitors* - All visitors must report to the Administrative Office prior to meeting with a student. Students should inform the Administrative Office when they wish to invite a guest to the school.
- (5) *Student Cubicle* - Every student is assigned a numbered cubicle for books and supplies. It is recommended that students write their names in all of their books since books are easily misplaced. Students should not keep personal items such as a purse or other valuables in cubicles. CSB is not responsible for any lost or stolen items, including personal belongings, missing textbooks, or supplies. If any student loses or misplaces a textbook or packet, he/she will be personally billed for a replacement. It is a student's responsibility to empty his/her cubicle by the last day of enrollment. In the event that a cubicle is not emptied, school personnel will empty the cubicle and will not be responsible for the contents.
- (6) *Telephone* - A public telephone has been installed for student convenience. A student may not use one of the school's telephones unless permission from the Administrative Office has been granted.
- (7) *Classroom Facilities (additional use)* - Students may use the classroom facilities until 4 p.m. Monday through Thursday and until 3 p.m. Friday unless otherwise advised. No student may enter a classroom that is in session without the instructor's permission.
- (8) *Office Copier* - Students must request permission from the Administrative Office before using the office copier. With permission, a student may copy training-related materials at no cost to the student. There is a charge of 20 cents per copy for personal use.
- (9) *Resource Center* - The Resource Center includes textbooks, magazines, newspapers, and other reference materials. Also, access to the Internet is available. Rules and regulations regarding the Resource Center are found in the *CSB ADMINISTRATIVE POLICIES AND PROCEDURES STUDENT HANDBOOK*.

## GENERAL POLICIES

- (10) *Parking* - There are designated parking spaces for students. Students are not permitted to park in the spaces directly facing the building that have been assigned to CSB employees and visitors. Only people who have a special permit or license plate may park in the handicapped parking spaces. The school has been informed by the police that they will ticket any car in a handicapped parking space that does not have a handicapped license plate or other form of approval. **NOTE:** CSB provides the parking lot as a convenience to all students, employees, and visitors. CSB assumes no responsibility in the event that there is damage to any vehicle.
- (11) *Student Party* - Parties are not permitted in the school facility except for the Holiday party, which is held on the last day of classes before the holiday break in December.

### Student Conduct/Termination Policy

CSB students, who are enrolled in school, including students on internship, are expected to conduct themselves as responsible adults. Actions or behavior not tolerated include the following:

- (1) Illegal possession, use, or furnishing of alcoholic beverages and/or drugs while on campus or while involved in school-related activities.
- (2) Possession of weapons (legal or illegal) while on campus or while involved in school-related activities.
- (3) Participation in hazing.
- (4) Theft of another's property occurring on school premises.
- (5) Destruction, damage, or misuse of school equipment, facilities, or property.
- (6) Verbal or physical assault that injures, causes serious emotional harm, or grievously demeans another person in the school community.
- (7) Disruptive arguments between two or more students.
- (8) Interruption or any manner of interference with the normal operation of the school, including consistently entering classes late and cell phone usage in class.
- (9) Academic cheating or plagiarism.
- (10) Excessive absence from school.
- (11) Delinquent tuition payments.
- (12) Any other offense that, in the opinion of the administration, may be contrary to the best interest of the school community.

Disciplinary action taken by CSB will depend upon the nature and seriousness of the offense. Sanctions imposed may be a warning, immediate dismissal from the building/school grounds for the remainder of the class day, termination with the possibility of reenrollment, or termination without the possibility of reenrollment. The school may dismiss a student without warning if the offense so warrants. If a student is asked to leave the building/school grounds as a disciplinary measure, he/she must report to the Student Services Director before attending class on the following day. The Vice President of Administration makes the final decision regarding the disciplinary action imposed.

## GENERAL POLICIES

### Classroom/Curriculum Evaluations

CSB's Institutional Effectiveness Plan includes the continual monitoring and evaluating of the instructor's effectiveness in the classroom; the relevancy and practicality of the subject and the materials used to teach the subject; and the overall academic success and satisfaction of the students. This requires conducting classroom observations and receiving continual input from the students. The following evaluating procedures are currently being used by the school:

- (1) **CLASSROOM OBSERVATION** - Periodically the Student Services Director, a program coordinator, the Vice President of Administration, or the President, unannounced, will visit an instructor's class for a classroom observation. The administrator's observations are summarized and presented to the instructor for review and comments.
- (2) **STUDENT'S SUBJECT/INSTRUCTOR EVALUATION** – Periodically, students are asked to complete a Student's Subject/Instructor Evaluation Form at the completion of a subject. This evaluation is conducted by the Student Services Director or a program coordinator. The answers to each question on the form are compiled and summarized and discussed with the instructor.

### Dress Code

CSB does not have a daily dress code. However, if a student comes to school dressed in a manner that the administration feels is inappropriate, that student will be asked to leave the building. A detailed explanation of appropriate attire is outlined in the *CSB ADMINISTRATIVE POLICIES AND PROCEDURES STUDENT HANDBOOK*. As part of the school's Personal Career Development classes, (Self Awareness, Job Search Preparation) students are required to wear appropriate office attire upon request.

### Drug/Alcohol Abuse Prevention Program

CSB prohibits the unlawful possession, use, or distribution of illicit drugs and/or alcohol by students or employees on its property or as part of any of its activities. Any student or employee found in violation of any local, state, or federal guideline regarding the unlawful possession, use, or distribution of drugs and/or alcohol will be liable for expulsion and referred for prosecution to the appropriate local, state, or federal enforcement agency. For specific guidelines or concerns relating to a drug/alcohol-related problem, go to the Administrative Office to schedule a consultation with the Manager of the Drug/Alcohol Abuse Prevention Program. During a student's first six-week academic block, the school's appointed Manager of the Drug/Alcohol Abuse Prevention Program meets with all new students and presents information that includes the following:

- (1) A description of the applicable legal sanctions under local, state, and federal law for unlawful possession, use, or distribution of illicit drugs and alcohol.
- (2) A description of the health risks associated with the use of illicit drugs and alcohol.
- (3) A listing of drug and alcohol counseling treatment and rehabilitative programs that is available within the counties.

## **GENERAL POLICIES**

### **Student Records**

The Family Educational Rights and Privacy Act of 1974 provide students the right to review their educational records, to request corrections or deletions, and to request confidentiality.

CSB will release general information without prior consent from the student primarily for job search and employment purposes. General information is considered information that is found on a resume.

Students who have questions and/or concerns are encouraged to schedule an appointment with the Student Services Director. All requests to review educational records, to request corrections or deletions, and to request confidentiality must be in writing.

### **COPYRIGHT COMPLIANCE POLICY**

CSB is committed to the ideals of honesty and respect for the intellectual property rights of others. As part of its goal to maintain the highest standards for ethical conduct, CSB is committed to fulfilling its moral and legal obligations with respect to the use of copyright-protected works as enacted by The Copyright Act in Title 17 of the U. S. Code. Accordingly, all employees and students are expected to adhere to the following:

- No employee or student may reproduce any copyrighted material in print, video, or electronic form in violation of the law. The best way to avoid violating the law is by receiving express written permission from the owner of the copyright. Copyright laws protect works even if they are not registered with the U. S. Copyright Office and do not have the universal copyright symbol (©). To obtain permission to reproduce copyrighted works, contact the Rights and Licensing Department of the copyright owner or request permission online at [copyright.com](http://copyright.com)
- Copyrighted material includes, but is not limited to, music, video games, printed publications, TV and radio programs, databases, and worldwide web pages.

## SUBJECT DESCRIPTIONS

All subjects are categorized as follows:

### **Field of study:**

COMMUNICATIONS (COM)  
GENERAL OFFICE (GO)  
LEGAL (LEG)  
MANAGEMENT (MGT)  
MEDICAL (MED)  
MICROCOMPUTER (MIC)  
NUMERICAL (NUM)  
PERSONAL DEVELOPMENT (PD)

### **Credit:**

The number of credits awarded.

### **Purpose:**

Knowledge-based (KB) subjects--subjects within the curriculum that emphasize acquiring knowledge such as learning medical terms, computer terms, and learning a variety of general or specialty office procedures.

Performance-based (PB) subjects--subjects within the curriculum in which students can demonstrate their level of performance. This includes such things as demonstrating the ability to perform tasks on a skills checklist, demonstrating the ability to complete tasks on a final project, or demonstrating keyboarding proficiency. PB subject performance aids the Placement Director/Internship Coordinator in placing students in internship sites and permanent jobs that are appropriate for their skill level.

General education (GE) subjects--subjects within the curriculum which are considered general education.

### **Prerequisite:**

A prerequisite is a requirement that must be completed prior to subject enrollment. Subjects with prerequisite requirements are higher level in content.

### **Class Weeks:**

The total number of class weeks the subject will meet.

### **Number:**

Course numbering is sequential in nature and not necessarily an indicator of level of difficulty. Subjects with prerequisite requirements are higher level in content.

Note: Subjects denoted with an "A" indicate acceleration is possible.  
Subjects denoted with an "E" indicate exemption is possible

## SUBJECT DESCRIPTIONS COMMUNICATIONS

<b>COM-01</b>	<b>Fundamentals of English I (3 credits)</b>	(KB)-A
Prerequisite:	NONE	
Class Weeks:	12	

This subject is an in-depth study of English grammar. Using the interactive software program entitled ELECTRONIC GRAMMAR, USAGE, AND MECHANICS PROFICIENCY PROGRAM (EGUMPP), students learn a systematic approach to identifying how each word, phrase, and clause functions in a sentence.

<b>COM-02</b>	<b>Fundamentals of English II (3 credits)</b>	(KB)-A
Prerequisite:	COM-01	
Class Weeks:	12	

This subject is a study of the rules of Standard English pertaining to usage, punctuation, and capitalization. Using the interactive software program entitled ELECTRONIC GRAMMAR, USAGE, AND MECHANICS PROFICIENCY PROGRAM (EGUMPP), students learn the correct application of usage rules, punctuation rules, and capitalization rules.

<b>COM-03</b>	<b>Composition (3 credits)</b>	(KB/GE)-A
Prerequisite:	COM-02	
Class Weeks:	12	

This subject is designed to develop students' basic writing skills. These skills include proofreading, understanding, and composing clear, concise, and readable sentences that are free of syntactical, usage, and mechanical errors; writing paragraphs that include appropriate and effective sentence transitions; drafting internal and external business correspondence; and researching, organizing, documenting, and presenting information in the form of a written research project.

<b>COM-04</b>	<b>Oral Communication (3 credits)</b>	(KB/GE)
Prerequisite:	NONE	
Class Weeks:	12	

This subject develops students' oral communication skills. Students are required to present various types of speeches and to participate in mock meetings, group debates, and sales/product presentations. Students will learn the proper guidelines for preparing outlines, agendas, and meeting minutes.

<b>COM-05</b>	<b>Writing for Business (2.0 credits)</b>	(KB)
Prerequisite:	COM-02	
Class Weeks:	6	

This subject is designed to develop students' basic writing skills. These skills include proofreading, understanding, and composing clear, concise, and readable sentences that are free of syntactical, usage, and mechanical errors; writing paragraphs that include appropriate and effective sentence transitions; and drafting internal and external business correspondence.

## SUBJECT DESCRIPTIONS

### GENERAL OFFICE

**GO-01                      Basic Keyboarding I (3 credits)                      (KB)**  
Prerequisite:            NONE  
Class Weeks:            12

This subject is offered to all students. An introductory timing determines the level for those with keyboarding skill. An individualized progress method allows the student to develop a sound knowledge of the keyboard in this beginning level. The Cortez Peters Championship Keyboarding Drills program provides an individualized diagnostic and prescriptive method for developing speed and accuracy.

**GO-02                      Basic Keyboarding II (3 credits)                      (PB)**  
Prerequisite:            GO-01  
Class Weeks:            12

This subject is a continuation of Basic Keyboarding I. Emphasis is placed on developing proficiency at simple production tasks, including administrative communications and business forms.

**GO-03                      Intermediate Keyboarding I (3 credits)                      (KB)**  
Prerequisite:            A minimum of 35 WPM on a five-minute timed writing  
Class Weeks:            12

This subject is offered to all students with a minimum keyboarding speed of 35 WPM. An introductory timing determines the level for those with keyboarding skill. An individualized progress method allows the student to develop a sound knowledge of the keyboard in this intermediate level. The Cortez Peters Championship Keyboarding Drills program provides an individualized diagnostic and prescriptive method for developing speed and accuracy.

**GO-04                      Intermediate Keyboarding II (3 credits)                      (PB)**  
Prerequisite:            GO-03  
Class Weeks:            12

This subject is a continuation of Intermediate Keyboarding I. Emphasis is placed on developing proficiency at simple production tasks, including administrative communications and business forms.

**GO-05                      Advanced Keyboarding I (3 credits)                      (PB)-A/E**  
Prerequisite:            A minimum of 45 WPM on a five-minute timed writing  
Class Weeks:            12

This subject is offered to students with a minimum keyboarding speed of 45 WPM. An introductory timing determines the level for those with keyboarding skill. An individualized progress method allows the student to develop a sound knowledge of the keyboard in this advanced level. The Cortez Peters Championship Keyboarding Drills program provides an individualized diagnostic and prescriptive method for developing speed and accuracy.

## SUBJECT DESCRIPTIONS

**GO-06**                      **Advanced Keyboarding II (3 credits)**                      (PB)-A/E  
Prerequisite:              GO-05  
Class Weeks:              12

This subject is a continuation of Advanced Keyboarding I. Emphasis is placed on developing proficiency at simple production tasks, including administrative communications and business forms.

**GO-07**                      **Keyboarding III (1 credit)**                      (PB)-E  
Prerequisite:              GO-02, GO-04, or GO-06  
Class Weeks:              6

This subject is offered to students who have not met their keyboarding program goals. Emphasis is placed on increasing keyboarding speed and accuracy by utilizing skill development drills.

**GO-08**                      **Keyboarding IV (1 credit)**                      (PB)  
Prerequisite:              GO-07  
Class Weeks:              6

This subject is offered to students who have not met their keyboarding program goals.

**GO-09**                      **Records Control Management (1.5 credits)**                      (KB)-E  
Prerequisite:              NONE  
Class Weeks:              6

In this subject students learn proficient filing skills. The ARMA-compatible filing rules, managing records, numeric and geographic systems, subject systems, and records control are emphasized. Students are provided with realistic filing and records control tasks through a simulated packet.

**GO-10**                      **General Office Procedures (1.5 credits)**                      (KB)-E  
Prerequisite:              NONE  
Class Weeks:              6

In this subject students are familiarized with typical office equipment and procedures. Through a new business start-up scenario, students will be required to develop an employee handbook/operations manual and complete an initial supply order.

**SUBJECT DESCRIPTIONS**  
**LEGAL**

**LEG-01**                      **Fundamentals of Legal Assisting (1.5 credits)**                      (KB)  
Prerequisite:                NONE  
Class Weeks:                6

This subject includes an introduction to the U.S. courts and legal system, differences between criminal law, civil law and criminal and civil procedures, and a general overview of ethics and law practice specialties. Particular emphasis is placed on developing a foundation of legal terms in various areas of law while reinforcing memorization of terms and definitions through the use of various exercises and quizzes.

**LEG-02**                      **Legal Terminology (1.5 credits)**                      (KB)  
Prerequisite:                NONE  
Class Weeks:                6

This course provides students with the basics of legal terminology. Simplified definitions, including word division rules, reference sources, symbols used by attorneys, and a variety of abbreviations used in courts throughout the United States are included in this terminology course.

**LEG-03**                      **Legal Transcription I (1.5 credits)**                      (PB)-A  
Prerequisite:                GO-01, LEG-01  
Class Weeks:                6

This subject introduces students to the concepts of transcription and the equipment utilized. Transcription skills are developed through the transcribing of a variety of specialized legal documents. Emphasis is placed on proper form, mechanics, and accuracy. This subject both reinforces acquired legal terminology and introduces new legal terminology.

**LEG-04**                      **Legal Transcription II (1.5 credits)**                      (PB)-A  
Prerequisite:                LEG-03  
Class Weeks:                6

This subject is a continuation of Legal Transcription I, furthering a student's knowledge of legal terminology and transcription skills. Students produce a variety of legal documents related to a typical law practice.

**LEG-05**                      **Contracts (1.5 credits)**                      (KB)-E  
Prerequisite:                NONE  
Class Weeks:                6

This subject provides a practical overview of the concepts and principles pertaining to contracts and the Uniform Commercial Code. Specifically, students will learn the essential elements of valid contracts through lectures, case analysis, and class discussions.

**LEG-06**                      **Business Law (1.5 credits)**                      (KB)-E  
Prerequisite:                NONE  
Class Weeks:                6

This subject provides an introduction to the common legal principles pertaining to everyday business activities. Students will learn how the principles and practices of business law affect daily life.

## SUBJECT DESCRIPTIONS

**LEG-07**                      **Administrative Law (1.5 credits)**                      (KB)-E  
Prerequisite:                LEG-01  
Class Weeks:                6

This subject is an overview of administrative law. The student will learn how agencies are created, the role agencies play in our legal system, and how administrative hearings are conducted.

**LEG-08**                      **Civil Litigation (1.5 credits)**                      (KB)-E  
Prerequisite:                LEG-01  
Class Weeks:                6

This subject is an overview of the tasks and skills needed by the legal assistant/paralegal in civil litigation including an introduction to civil law, initiating a civil action including investigation, evidence, initial pleadings, responsive pleadings, and filing motions.

**LEG-09**                      **Criminal Law (1.5 credits)**                      (KB)-E  
Prerequisite:                LEG-01  
Class Weeks:                6

This subject involves the study of criminal law and procedures, including elements of crimes and the criminal process beginning with an arrest through interrogation, arraignment, pre-trial, trial, and sentencing.

**LEG-10**                      **Family Law (1.5 credits)**                      (KB)-E  
Prerequisite:                LEG-02  
Class Weeks:                6

This subject encompasses the study of law relating to domestic relations including marriage, divorce, child custody, child support, spousal support, and marital property. The student is introduced to various forms and procedural rules.

**LEG-11**                      **Wills, Trusts, and Estates (1.5 credits)**                      (KB)-E  
Prerequisite:                LEG-02  
Class Weeks:                6

This subject introduces types of wills, drafting related documents, trusts, estate administration, fiduciary duties, and probate. Emphasis is placed on probate proceedings including state inheritance taxes, federal estate taxes, inventory, and the final accounting.

**LEG-12**                      **Torts (1.5 credits)**                      (KB)-E  
Prerequisite:                LEG-02  
Class Weeks:                6

This subject familiarizes the student with the principles of tort law including negligence, intentional torts, product liability, and strict liability through the use of lectures, case law studies, and classroom exercises.

## SUBJECT DESCRIPTIONS

**LEG-13**                      **Real Estate (1.5 credits)**    (KB)-E  
Prerequisite:              LEG-02  
Class Weeks:              6

This subject introduces various types of real estate transactions and conveyances including the mechanics of deeds, leases, mortgages, drafting property descriptions from surveys, title insurance, and settlement sheets and the recording of closing documents.

**LEG-14**                      **Legal Research/Writing I (1.5 credits)**    (KB)  
Prerequisite:              LEG-01, LEG-02  
Class Weeks:              6

This subject includes the relationship between law and the institutions that create law, situations and fact gathering, analysis and identification, and organization of legal research issues through lectures and workbook exercises.

**LEG-15**                      **Legal Research/Writing II (1.5 credits)**    (KB)  
Prerequisite:              LEG-14  
Class Weeks:              6

This subject introduces the student to computerized legal research using Westlaw and the Internet. Students will have many opportunities to sharpen their research skills by completing workbook exercises. In addition, the student will learn how to develop a research strategy and validate the law through the use of Shepard's Pennsylvania Citations and Keycite.

**LEG-16**                      **Advanced Legal Writing (3.0 credits)**    (KB)  
Prerequisite:              LEG-15  
Class Weeks:              12

This subject utilizes the legal research skills learned in Legal Research and Writing I and II and provides the students with an in-depth analysis of legal writing with opportunities to apply those principles to the drafting of legal memoranda..

## SUBJECT DESCRIPTIONS

### MANAGEMENT

**MGT-01**                      **Principles of Supervision (1.5 credits)**                      (KB)-E  
Prerequisite:                NONE  
Class Weeks:                6

This subject focuses upon the human relations and communications techniques which are the key to successful supervision. Students are involved in realistic supervision problems through discussion in the classroom.

**MGT-02**                      **Principles of Management (1.5 credits)**                      (KB)-E  
Prerequisite:                NONE  
Class Weeks:                6

This subject presents characteristics of a successful manager. Personal development of the individual is stressed. Students are involved in realistic managerial problems through discussion in the classroom.

**MGT-03**                      **Supervisory Training (1 credit)**                      (KB)  
Prerequisite:                NONE  
Class Weeks:                6

This subject is a practical approach to developing communication and supervision skills. With close supervision from a CSB faculty member, an advanced ASB student works in the classroom as an assistant instructor.

**MGT-04**                      **Small Business Management (3 credits)**                      (KB)-E  
Prerequisite:                NONE  
Class Weeks:                12

This subject introduces the basic management principles as they apply to small business. Emphasis is placed on the techniques for planning, organizing, and operating a small business successfully.

**MGT-05**                      **Principles of Marketing (3 credits)**                      (KB)-E  
Prerequisite:                NONE  
Class Weeks:                12

This subject covers the basic concepts and universal functions of marketing. The role of buyers and social issues involved in the marketing process are included.

**MGT-06**                      **Human Resource Management (3 credits)**                      (KB)-E  
Prerequisite:                NONE  
Class Weeks:                12

In this subject students learn how a business utilizes human resources effectively. Topics will include understanding and dealing with the global economy, diversity in the workplace, downsizing, and compliance with current employment law. Hiring, training, and valid and reliable performance appraisals will be presented. Workplace safety and ethical and fair work environments will be discussed along with benefits and labor relations.

## SUBJECT DESCRIPTIONS

### MEDICAL

**MED-01**                      **Medical Terminology (1.5 credits)**                      (KB)-E  
Prerequisite:                NONE  
Class Weeks:                6

This subject offers an in-depth coverage of prefixes, roots, and suffixes, enabling the student to interpret and understand medical terminology.

**MED-02.1**                    **Medical Transcription I (1.5 credits)**                      (PB)-A  
Prerequisite:                GO-01, MED-01  
Class Weeks:                6

This subject introduces students to the concepts of transcription and the equipment utilized. Transcription skills are developed through the transcribing of a variety of specialized medical documents. Emphasis is placed on proper form, mechanics, and accuracy. This subject both reinforces acquired medical terminology and introduces new medical terminology.

**MED-02.2**                    **Medical Transcription II (1.5 credits)**                      (PB)-A  
Prerequisite:                MED-02.1  
Class Weeks:                6

This subject is a continuation of Medical Transcription I, furthering students' knowledge of medical terminology and transcription skills.

**MED-03**                      **Medical Transcription III (3 credits)**                      (PB)-A  
Prerequisite:                MED-02.2  
Class Weeks:                12

Students further develop their transcription skills by completing medical terminology and proofreading exercises. Students transcribe various types of medical documents related to the pulmonary, gastroenterology, and cardiology specialties.

**MED-04**                      **Medical Transcription IV (3 credits)**                      (PB)-A  
Prerequisite:                MED-03  
Class Weeks:                12

This subject is an advanced transcription course. Students transcribe complex transcription cases from the medical specialties of neurology, obstetrics, and gynecology. Also covered are pediatrics, cardiology, gastroenterology, plastic surgery, infectious diseases, oncology, radiology, emergency medicine, and internal medicine. Students will be exposed to dictators with foreign accents as well as typical background noise encountered in the workplace.

**MED-05**                      **Medical Transcription V (1.5 credits)**                      (PB)-A  
Prerequisite:                MED-04  
Class Weeks:                6

This subject is an advanced transcription course. Students are exposed to many dictating variables in style and punctuation as well as distractions such as hospital noises and voices in the background. Students transcribe complex transcription cases from the medical specialties of podiatry, psychology, pulmonary medicine, urology, and ophthalmology that contain regional and foreign accents

## SUBJECT DESCRIPTIONS

**MED-06**                      **Medical Recordkeeping Procedures (1.5 credits)**                      (PB)  
Prerequisite:                      MIC-02, MED-01  
Class Weeks:                      6

This subject prepares students to perform administrative duties in a medical office practice. While progressing through a computerized medical office software program, students learn to input and edit patient information, work within a provider and insurance database, process ICD-9 and CPT coding data, and handle billing transactions.

**MED-07.1**                      **Body Structure and Function (1.5 credits)**                      (KB)-E  
Prerequisite:                      MED-01  
Class Weeks:                      6

This subject is the study of fundamental human anatomy as it relates to cells, cell metabolism, microbiology, tissues and membranes and the structural system (integumentary) of the human body, and the principles of human physiology.

**MED-07.2**                      **Essentials of Anatomy and Physiology (1.5 credits)**                      (KB)-E  
Prerequisite:                      MED-01  
Class Weeks:                      6

This subject introduces students to the structure and function of the nervous, circulatory, and cardiovascular systems.

**MED-07.3**                      **Elements of Anatomy and Physiology (1.5 credits)**                      (KB)-E  
Prerequisite:                      MED-01  
Class Weeks:                      6

This subject introduces students to the structure and function of the skeletal, muscular, endocrine, and reproductive systems.

**MED-07.4**                      **Principles of Anatomy and Physiology (1.5 credits)**                      (KB)-E  
Prerequisite                      MED-01  
Class Weeks:                      6

This subject introduces the students to the structure and function of the lymphatic, immune, respiratory, digestive, and urinary systems.

**MED-08.1**                      **CPT Coding (1.5 credits)**                      (KB)-E  
Prerequisite:                      Med-07.1, MED-07.2, MED-07.3, MED-07.4  
Class Weeks:                      6

This subject is designed to give students a comprehensive understanding of Current Procedural Terminology (CPT) coding techniques for optimal medical insurance reimbursement. Beginning with a basic history of coding development, students will be provided with practical examples of procedural coding according to manuals and guidelines.

## SUBJECT DESCRIPTIONS

**MED-08.2**                    **ICD-9-CM Coding (1.5 credits)**                    (KB)-E  
Prerequisite:                Med-07.1, MED-07.2, MED-07.3, MED-07.4  
Class Weeks:                6

This subject is designed to provide students a comprehensive understanding of ICD-9-CM coding techniques. Beginning with a basic history of diagnostic coding and introduction of the coding system, students will be provided with information and application exercises from coding manuals and guidelines.

**MED-08.3**                    **Advanced Coding (1.5 credits)**                    (KB)-E  
Prerequisite:                MED-08.1, MED-08.2  
Class Weeks:                6

This subject is an advanced CPT, ICD, and HCPCS medical coding course designed to educate the student in optimal medical insurance reimbursement processes. Students will be provided with instruction, practical examples, and worksheets to enhance their coding skills using current coding manual and approved guidelines.

**MED-09**                    **Essentials of Pharmacology (1.5 credits)**                    (KB)-E  
Prerequisite:                MED-07.2, MED-07.3, MED-07.4  
Class Weeks:                6

This subject introduces students to basic concepts in pharmacology and presents a rationale for understanding current drug therapy. Drug classifications are discussed, along with characteristics of typical drugs, side effects, cautions, interactions, and patient education for each category.

**MED-09.1**                    **Fundamentals of Pharmacology (1.5 credits)**                    (KB)-E  
Prerequisite:                MED-07.2, MED07.3, MED07.4  
Class weeks:                6

In this class students will learn the physiology of the body systems relative to the mechanism of action to specific drug classes. The pathophysiology of disease states is addressed to illustrate drug classes in the context of treatment options.

**MED-10**                    **Law and Ethics for Health Occupations (1.5 credits)**                    (KB)-E  
Prerequisite:                NONE  
Class Weeks:                6

This subject covers the legal and ethical considerations that affect medical office personnel. All aspects of medical office employment are explored, from new laws relevant to the medical office to the OSHA, DEA, HIPPA, and CDC requirements most important to medical office workers.

**MED-11**                    **Medical Insurance Procedures (1.5 credits)**                    (KB)-E  
Prerequisite:                MED-08.1, MED-08.2  
Class Weeks:                6

This subject discusses the basic skills necessary to successfully file health insurance claims and to educate patients in the complex area of medical benefits. Claims processing guidelines that are common to all claims are presented, along with a discussion of common errors that delay processing, and the maintenance of a practice's insurance files.

## SUBJECT DESCRIPTIONS

**MED-12.1 Health Care Principles (1.5 credits) (KB)**  
Prerequisite: MED-07.1, MED-07.2, MED-07.3, MED-07.4  
Class Weeks: 6

An overview of the mechanisms of disease, diagnosis, and treatment are presented. This subject examines the etiology, signs and symptoms, diagnostic procedures, treatment, prognosis, and prevention protocols of immunologic, endocrine, integumentary, and musculoskeletal systems. The topics of congenital abnormalities, pediatric illnesses and diseases, and disorders of the eye and ear are also included.

**MED-12.2 Diseases and Disorders (1.5 credits) (KB)**  
Prerequisite: MED-07.1, MED-07.2, MED-07.3, MED-07.4  
Class Weeks: 6

This subject examines the etiology, signs and symptoms, diagnostic procedures, treatment, prognosis, and prevention protocols of digestive, respiratory, circulatory, urinary, reproductive, and neurological systems. The topics of mental disorders and conditions are also included.

**MED-13 Examining Room Procedures (3 credits) (PB)**  
Prerequisite: MED-07.1, MED-07.2, MED-07.3, MED-07.4  
Class Weeks: 6

This subject is designed to instruct the clinical assistant in routine procedures for physical examinations; vital signs; CPR; gowning; draping and positioning; care and maintenance of instruments; sterilization techniques; use of equipment such as an EKG machine, incubator, centrifuge, and audiometer; and preparation for and assistance during diagnostic exams and minor surgery.

**MED-14 Clinical Laboratory Procedures (3 credits) (PB)**  
Prerequisite: MED-07.1, MED-07.2, MED-07.3, MED-07.4  
Class Weeks: 6

This subject introduces the techniques for performing routine laboratory tests. These include simulated venipuncture, urinalysis, as well as basic hematology, serology, and microbiology tests.

**MED-15 Understanding Health Insurance (1.5 credits) (KB)**  
Prerequisite: MED-06, MED-11  
Class Weeks: 6

This subject guides the student through the process of coding from source documents. The relationship between the CMS-1500 claim form and CPT, ICD-9 and HCPCS codes are presented. Students work with and prepare claims for TRICARE, Worker's Compensation, and disability income. The roles and responsibilities of the health insurance specialist involving electronic data interchange and office and insurance collection strategies are discussed. Students work through a computerized billing simulation that allows students to integrate acquired billing skills in a realistic work setting.

## SUBJECT DESCRIPTIONS

**MED-16**                      **Health Insurance Processes (1.5 credits)**                      (KB)  
Prerequisite:                      MED-11  
Class Weeks:                      6

This subject guides the student in working with and preparing claims for Medicare and Medicaid insurance programs. The necessity of understanding the relationship between CPT and HCPCS codes for Medicare and Medicaid claims is also presented. The skills necessary to successfully file health insurance claims and to educate patients in the complex area of medical benefits are presented. The student will also learn about the relationship between insurance claims and the patient billing system.

**MED-17**                      **Health Unit Coordinator Procedures (1.5 credits)**                      (KB)  
Prerequisite:                      MED-07.1, MED-07.2  
Class Weeks:                      6

This subject is designed to give students an introduction to the health care field and to nursing service and hospital departments in relation to health unit coordinating. Nonclinical management of the nursing unit is presented in terms of health care delivery systems, management techniques, interpersonal communication skills, and continuous quality improvement strategies. This subject also discusses the management of the patient's chart. Doctors' orders relating to nursing treatment and observation, dietary, laboratory, diagnostic imaging, respiratory care, physical medicine, gastroenterology, and medication are discussed.

## SUBJECT DESCRIPTIONS

### MICROCOMPUTER

<b>MIC-01</b>	<b>Computer Literacy/Operations (3 credits)</b>	(KB/GE)-A/E
Prerequisite:	NONE	
Class Weeks:	12	

In this subject students learn the latest technology and terminology necessary to communicate effectively in the computerized business world. Students become computer savvy and learn how to guard against identity theft and viruses. They also learn how computers are used in critical industries. They will learn how to work securely using Windows, the local area network, and the Internet.

<b>MIC-02</b>	<b>Software Applications I (3 credits)</b>	(KB)-A/E
Prerequisite:	MIC-01	
Class Weeks:	12	

This subject is the beginning of a sequence to develop a working knowledge of the Microsoft Office Suite. Basic word processing operations utilizing Microsoft Word will include formatting and editing documents, using writing tools, manipulating tabs, and creating and formatting tables. Basic spreadsheet operations utilizing Microsoft Excel will include ranges, labels, values, formulas, print options, data tables, and graphics.

<b>MIC-03</b>	<b>Software Applications II (3 credits)</b>	(KB)-A/E
Prerequisite:	MIC-02	
Class Weeks:	12	

In this subject, students further develop their knowledge of the Microsoft Office Suite. Basic database management operations utilizing Microsoft Access will include learning the functions and commands necessary to create, modify, and manage a database. Basic presentation skills utilizing Microsoft PowerPoint will include learning the functions and commands necessary to create, manage, enhance, and produce a professional business presentation.

<b>MIC-04</b>	<b>Advanced Software Applications I (3 credits)</b>	(KB)-A
Prerequisite:	MIC-03	
Class Weeks:	12	

In this subject students develop advanced word processing and electronic spreadsheet skills utilizing Microsoft Word and Excel to prepare them for the respective Microsoft Certified Application exams.

<b>MIC-05</b>	<b>Advanced Software Applications II (3 credits)</b>	(KB)-A
Prerequisite:	MIC-04	
Class Weeks:	12	

In this subject students develop advanced database management and business presentation skills utilizing Microsoft Access and PowerPoint to prepare them for the respective Microsoft Certified Application Specialist exams.

## SUBJECT DESCRIPTIONS

**MIC-06**                      **Advanced Software Applications III (1.5 credits)**                      (PB)  
Prerequisite:                      MIC-05  
Class Weeks:                      6

In this subject students develop post-advanced word processing and electronic spreadsheet skills utilizing Microsoft Word and Excel to prepare them for the respective Microsoft Certified Application Specialist exams.

**MIC-07**                      **Basic Internet Programming (1.5 credits)**                      (KB)-A/E  
Prerequisite:                      NONE  
Class Weeks:                      6

This subject is a companion course to Internet Fundamentals. Subject content includes introducing students to coding used on the World Wide Web, including HTML and JavaScript. Students will learn how to set up basic code that includes text and objects on a web site.

**MIC-08**                      **Internet Fundamentals (1.5 credits)**                      (KB)-A/E  
Prerequisite:                      NONE  
Class Weeks:                      6

This subject is a companion course to Basic Internet Programming. Subject content includes using the World Wide Web, History and Favorites List, Web Research Techniques and Search Engines, and Communicating over the Internet.

**MIC-09**                      **Desktop Publishing I (1.5 credits)**                      (KB)-A/E  
Prerequisite:                      NONE  
Class Weeks:                      6

In this subject students are introduced to desktop publishing--specifically Adobe Photoshop--to learn the fundamentals of desktop publishing and the proper procedures to create professional quality publications such as newsletters, flyers, and brochures. In addition, students will receive an Introduction to the fundamentals of graphic design.

**MIC-10**                      **Desktop Publishing II (1.5 credits)**                      (PB)-A/E  
Prerequisite:                      MIC-09  
Class Weeks:                      6

This subject is a continuation of Desktop Publishing I. Students develop an in-depth understanding of the desktop publishing concepts needed to create color channels and actions. Students will receive an introduction to basic design layout utilizing color and typography and how to apply filters, modify color ranges, and to work with vector graphics. This course will demonstrate how to work with graphic design from concept to finished product.

**MIC-11**                      **Desktop Publishing III (1.5 credits)**                      (PB)  
Prerequisite:                      MIC-09  
Class Weeks:                      6

In this subject students will create additional document types including tri-fold brochures, e-mail letters, business forms and tables, and e-commerce web sites.

## SUBJECT DESCRIPTIONS

**MIC-12**                      **Software Certification Review I (3 credits)**                      (PB)-A  
Prerequisite:                      MIC-03  
Class Weeks:                      12

Students develop organizational skills with Outlook that allows them to manage a variety of tasks utilizing a centralized application. This application synchronizes external devices with personal computers in order to share contacts, utilities, appointments and e-mail. Students will be prepared for the Outlook Microsoft Certified Application Specialist exam.

**MIC-13**                      **Software Certification Review II (3 credits)**                      (PB)-A  
Prerequisite:                      MIC-03  
Class Weeks:                      12

In this subject, students will prepare for a certification test of their choice. They will spend the time reviewing material, updating their skills, completing assignments, and practicing for the certification.

**MIC-14**                      **Software Certification Review III (3 credits)**                      (PB)-A  
Prerequisite:                      MIC-03  
Class Weeks:                      12

Students will learn the concepts of creating artwork for logos and illustrations utilizing ADOBE Illustrator. Topics include creating text and gradients, drawing, composing and illustrating, transforming and distorting objects, creating three dimensional objects, and preparing a document for printing on the web.

**MIC-15**                      **Software Certification Review IV (3 credits)**                      (PB)-A  
Prerequisite:                      MIC-07  
Class Weeks:                      12

Students will learn how to set up and support Windows. They will build system skills for configuring and managing devices, troubleshooting, and implementing TCP/IP network protocol.

**MIC-16**                      **Technical Software Support (3 credits)**                      (PB)  
Prerequisite:                      MIC-01  
Class Weeks:                      12

This subject is a companion course to Technical Hardware Support. Topics include installation, configuration, and upgrading including the configuration of IRQs, I/O addresses, safety and preventative maintenance, and basic networking with procedures for swapping and configuring NICs.

## SUBJECT DESCRIPTIONS

<b>MIC-17</b>	<b>Technical Hardware Support (3 credits)</b>	(PB)
Prerequisite:	MIC-01	
Class Weeks:	12	

This subject is a companion course to Technical Software Support and designed to prepare students for the COMPTIA A+ certification exam. Emphasis is placed on diagnostics, troubleshooting, categories and principles of motherboards, processors, and memory. Printer components care and service techniques will also be covered.

<b>MIC-18</b>	<b>Introduction to Web Design (3 credits)</b>	(KB)
Prerequisite:	MIC-03	
Class Weeks:	12	

Students will work with web design software to prepare web sites. These websites will include text, image tables, diagrams, cascading style sheets and multimedia. The students will learn to incorporate these files into the site and edit them to complete the website.

<b>MIC-19</b>	<b>Fundamentals of Web Design (3 credits)</b>	(KB)
Prerequisite:	MIC-18	
Class Weeks:	12	

Students will learn advanced features to enhance their websites. These features will include fluid workflow with a streamlined user interface, advanced video tools, and impressive integration with related software. Also included is animation conversion to ActionScript, rich drawing capabilities, advanced QuickTime export, and sophisticated video tools.

<b>MIC-20</b>	<b>LAN Server Basics (3 credits)</b>	(PB)
Prerequisite:	MIC-01	
Class Weeks:	12	

In this subject, students will be working in a LAN simulation utilizing Windows Server. They will begin by managing hardware devices, managing disks and data storage, and managing and implementing backups and disaster recovery. They will spend considerable time creating and managing user accounts, working with file access, and implementing and managing printers. These detailed LAN topics are complemented by the working knowledge they receive in WAN internetworking providing students with a complete network background.

<b>MIC-21</b>	<b>Internetworking I (3 credits)</b>	(PB)
Prerequisite:	MIC-01	
Class Weeks:	12	

Students will develop networking skills using Cisco Systems, Inc. equipment. Students will have an in-depth understanding of the OSI Reference Model, data encapsulation, and TCP/IP protocols with subnetting. Students will prepare cables for use in class while studying cabling techniques.

## SUBJECT DESCRIPTIONS

**MIC-22**                      **Internetworking II (3 credits)**                      (PB)  
Prerequisite:                MIC-21  
Class Weeks:                12

Students continue to develop skills in networking. Hands-on practice with Cisco System routers will further enhance the student's knowledge. Students will study the functions performed by ICMP, manage configuration of routers, and monitor operations on the router.

**MIC-23**                      **Internetworking III (3 credits)**                      (PB)  
Prerequisite:                MIC-22  
Class Weeks:                12

Students will learn how to design, configure, and maintain switches within a LAN and Virtual LAN. Switching architectures and routing protocols along with VLANs are covered in this class.

**MIC-24**                      **Internetworking IV (3 credits)**                      (PB)  
Prerequisite:                MIC-23  
Class Weeks:                12

Students will broaden their knowledge and skills using Cisco routers and switches. WAN services such as ISDN and Frame Relay are covered. Students will be prepared to take the CCNA exam at the completion of this course.

**MIC-25**                      **Internetworking Project Portfolio (3 credits)**                      (PB)  
Prerequisite:                MIC-24  
Class Weeks:                12

Students plan and connect a LAN and WAN starting from the planning phase through final documentation. In the LAN they will need to support two operating systems and office suites within a company. They will then need to expand this company so that it connects with the sister company over a WAN by configuring the computers, routers. They will also utilize security measures to safeguard the entire system.

**MIC-26**                      **Web Project Portfolio (3 credits)**                      (PB)  
Prerequisite:                MIC-19  
Class Weeks:                12

Students create the elements of an electronic portfolio using web design software. During the class they build an interactive website, use a collaborative process to review them, and write documentation to communicate with a variety of audience types. As they complete the course, they will prepare a complete electronic portfolio showing how they used critical thinking to complete their assignment from planning through research and documentation. By the end of this class, they will be ready to sit for the Adobe Certified Associates Certification.

## SUBJECT DESCRIPTIONS

### NUMERICAL

**NUM-01      Basic Business Math Using the Calculator (2 credits)      (KB)-A**  
Prerequisite: NONE  
Class Weeks: 9

This subject presents a general review of manual-solving methods for the basic fundamental operations of addition, subtraction, multiplication, and division of whole numbers, fractions, decimals, and percentages. The basic mathematical skills are further enhanced with the introduction of the operational features of the 10-key electronic calculator. Students develop proper key stroking and effective use of various operational keys to solve problems involving addition, subtraction, multiplication, division, fractions, decimals, percentages, and mixed calculation procedures.

**NUM-02      Intermediate Business Math Using the Calculator (2 credits) (PB)-A**  
Prerequisite: NONE  
Class Weeks: 9

This subject presents a general review of manual-solving methods for the basic fundamental operations of addition, subtraction, multiplication, and division of whole numbers, fractions, decimals, and percentages. The basic mathematical skills are further enhanced with the introduction of the operational features of the 10-key electronic calculator. Students develop proper key stroking and effective use of various operational keys to solve problems involving addition, subtraction, multiplication, division, fractions, decimals, percentages, and mixed calculation procedures. In addition, applications using the calculator are applied to problems involving discounting, invoices, payroll, and interest.

**NUM-03      Advanced Calculator Operations (1.5 credits)      (KB)-E**  
Prerequisite: NUM-06  
Class Weeks: 6

This subject presents additional operational features of a 10-key electronic calculator. Advanced business math application using the calculator is applied to problems involving merchandising calculations, crossfooting, proration, depreciation schedules, inventory costing, discounting non-interest and interest-bearing notes, bad debts, and analysis of financial statements.

**NUM-04      Principles of Accounting I (1.5 credits)      (KB)-A**  
Prerequisite: NONE  
Class Weeks: 6

This introductory accounting subject is designed to develop basic accounting skills that can be used in a service or a merchandise business. Topics presented include the accounting equation, chart of accounts, debits and credits, general journal, general ledger, posting transactions, and preparing simple financial reports.

## SUBJECT DESCRIPTIONS

**NUM-05**                      **Principles of Accounting II (1.5 credits)**                      (KB)-A  
Prerequisite:                NUM-04  
Class Weeks:                6

This subject is a continuation of Principles of Accounting I. Topics include the closing process, post closing trial balance, special journals, subsidiary ledgers, purchases, receipts, payments, banking procedures, and petty cash.

**NUM-06**                      **Principles of Accounting III (1.5 credits)**                      (KB)-A  
Prerequisite:                NUM-05  
Class Weeks:                6

This subject is designed to expand an individual's knowledge of the accounting system. Topics include payroll earnings and taxes, worker's compensation, accruals and deferrals, the classified income statement, the classified balance sheet, and reversing entries.

**NUM-07**                      **Principles of Accounting IV (1.5 credits)**                      (KB)-A  
Prerequisite:                NUM-06  
Class Weeks:                6

This subject is a continuation of Principles of Accounting III and designed for students who have selected accounting as their major. Topics include the use of financial reports, Generally Accepted Accounting Principles (GAAP), Financial Accounting Standards Board (FASB), working with uncollectible accounts, notes payable, notes receivable, and inventory valuation methods.

**NUM-08**                      **Principles of Accounting V (3 credits)**                      (PB)-A  
Prerequisite:                NUM-07  
Class Weeks:                12

This subject expands the study of the accounting system to include partnerships and corporations and their related departments. Special emphasis is placed on analyzing accounting data for management decisions and for budgeting and planning the accounting process, journalizing and posting transactions, and accounting for cash. Students will complete a review of material covered in Principles of Accounting III and IV.

**NUM-09**                      **Principles of Accounting VI (3 credits)**                      (PB)-A  
Prerequisite:                NUM-08  
Class Weeks:                12

This subject is the final sequence to the Principles of Accounting course. The unit expands the study of the accounting system to include cost accounting.

## SUBJECT DESCRIPTIONS

**NUM-10**                      **Computerized General Ledger I (1.5 credits)**                      (KB)-A  
Prerequisite:                      NUM-06  
Class Weeks:                      6

In this subject students learn the basic concepts of a computerized general ledger. Special attention is focused on how to enter business transactions and generate financial statements and reports.

**NUM-11**                      **Computerized General Ledger II (1.5 credits)**                      (PB)-A  
Prerequisite:                      NUM-10  
Class Weeks:                      6

This subject is designed to give students practical applications of the theories learned in Computerized General Ledger I by completing a business simulation problem set.

**NUM-12**                      **Payroll Preparation (1.5 credits)**                      (PB)-E  
Prerequisite:                      NUM-06  
Class Weeks:                      6

This subject is an in-depth study of payroll procedures. Students learn to prepare the payroll records and tax forms most often found in businesses.

**NUM-13**                      **Income Tax Preparation I (1.5 credits)**                      (PB)-A  
Prerequisite:                      NUM-06  
Class Weeks:                      6

This subject is a study of the latest tax information that will enable students to properly prepare income tax forms.

**NUM-14**                      **Income Tax Preparation II (1.5 credits)**                      (PB)-A  
Prerequisite:                      NUM-13  
Class Weeks:                      6

This subject is a continuation of Income Tax Preparation I. Topics include completing the necessary tax forms for gains and losses, depreciation, partnerships, corporations, and the reporting of business tax.

**NUM-15**                      **Principles of Cost Accounting (3 credits)**                      (PB)-A  
Prerequisite:                      NUM-09  
Class Weeks:                      12

This subject maintains a focus on the dual management functions of planning and control with emphasis on the cost accounting information system that links these two functions of management.

## SUBJECT DESCRIPTIONS

**NUM-16                    Accounting for Non-Profit Organizations (3 credits)                    (PB)**  
Prerequisite:            NUM-09  
Class Weeks:            12

This subject provides an understanding of accounting for non-profit organizations including government, hospitals, colleges, universities, health and welfare agencies, churches, and other similar organizations.

**NUM-17                    Intermediate Accounting I (3 credits)                    (PB)**  
Prerequisite:            NUM-15  
Class Weeks:            12

This subject provides a thorough coverage of the standards and concepts of intermediate accounting, including financial reporting, assets, and liabilities and equity.

**NUM-18                    Intermediate Accounting II (3 credits)                    (PB)**  
Prerequisite:            NUM-17  
Class Weeks:            12

This subject is a continuation of Intermediate Accounting I. Topics include special problems in income determination and reporting and financial reporting and analysis.

**NUM-19                    ACAT Review (3 credit)                    (KB)**  
Prerequisite:            NUM-18  
Class Weeks:            12

This subject provides a review of the types of questions which may appear on the Accreditation Council for Accounting and Taxation (ACAT) Accountancy exam.

**NUM-20                    Accounting Information Systems I (1.5 credits)                    (KB)-A**  
Prerequisite:            NUM-06  
Class Weeks:            6

This subject enhances the student's ability to work with computerized accounting systems. The student will enter business transactions and generate financial reports.

**NUM-21                    Accounting Information Systems II (1.5 credits)                    (PB)-A**  
Prerequisite:            NUM-20  
Class Weeks:            6

This subject is designed to give students practical applications of the theories learned in Accounting Information Systems I by completing a business simulation problem set.

## SUBJECT DESCRIPTIONS

### PERSONAL DEVELOPMENT

<b>PD-01</b>	<b>Self-Awareness (1.5 credits)</b>	(KB/GE)
Prerequisite:	NONE	
Class Weeks:	6	

In this subject students become more aware of their personal strengths, abilities, and other positive attributes through classroom discussions that deal with such topics as self-image psychology, interpersonal communications, nonverbal communications, and personal grooming.

<b>PD-02</b>	<b>Job Search Preparation (2.0 credits)</b>	(KB)
Prerequisite:	NONE	
Class Weeks:	6	

The main purpose of this subject is to properly prepare students to acquire employment upon completion of their program of study at CSB. Requirements include resume development (electronic and traditional), acquisition of references, completion of employment applications, participation in a mock employment interview, development and utilization of a job search plan, and either placement in a training related position or participation in a minimum number of interviews.

<b>PD-03</b>	<b>Internship (5 credits)</b>	(KB)
Prerequisite:	PD-02	
Class Weeks:	6	

Depending upon a student's personal career interest and achieved skill level, CSB will place a diploma or ASB degree student on a six-week internship in a business site, at a hospital, doctor's office, law firm, accounting firm, major corporation, or small business to utilize his/her newly developed job skills as well as to gain valuable work experience.

<b>PD-04</b>	<b>Personal Finance (1.5 credits)</b>	(KB)
Prerequisite:	NONE	
Class Weeks:	6	

This subject is an introduction to personal money management. Topics include budgeting; personal income tax preparation; life, health, and automobile insurance coverage; consumer shopping; and financial planning.

<b>PD-05</b>	<b>Portfolio Development (2.0 credits)</b>	(KB)
Prerequisite:	PD-01	
Class Weeks:	6	

This subject is the companion course to Job Search Preparation for ASB degree students. The primary objective of this course is to create and organize a professional credentials portfolio. In addition, students must demonstrate the ability to effectively network through company contacts, cold calls, and interview acquisition.

## SUBJECT DESCRIPTIONS

<b>PD-06</b>	<b>Personal/Career Development (0 credit)</b>	(KB)
Prerequisite:	NONE	
Class Weeks:	3	

This subject is offered to all incoming students. It provides the student with an in-depth understanding of CSB's policies and procedures through presentations by various staff members. Emphasis is placed on assisting the student with any concerns regarding adjustment to CSB's academic environment.

<b>PD-07</b>	<b>Job Search Preparation Review (1 credit)</b>	(KB)
Prerequisite:	NONE	
Class Weeks:	6	

This subject will be required for all students who need to repeat internship. The Placement Coordinator will assign the student specific projects designed to refresh the student's job search and interviewing skills.

## CLASSROOM LAB DESCRIPTIONS

<b>LAB-01</b>	<b>Accounting Recitation (0 credit)</b>
Class Weeks:	6

A six week accounting recitation period.

<b>LAB-02</b>	<b>Microcomputer Recitation (0 credit)</b>
Class Weeks:	6

A six week microcomputer recitation period.

<b>LAB-03</b>	<b>Transcription Recitation (0 credit)</b>
Class Weeks:	6

A six week transcription recitation period.

<b>LAB-04</b>	<b>Keyboarding Recitation (0 credit)</b>
Class Weeks:	6

A six week keyboarding recitation period.

<b>LAB-05</b>	<b>General Study Recitation (0 credit)</b>
Class Weeks:	6

A six week general study recitation period.

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