

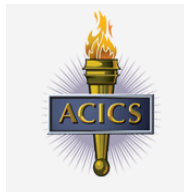
CONSOLIDATED SCHOOL OF BUSINESS CATALOG

**York City Business and Industry Park
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(800) 520-0691
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www.csb.edu

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Consolidated School of Business

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NOTES: This catalog is current at 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/MEMBERSHIPS

The Consolidated School of Business York campus 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
Joshua T. Safran

License

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

Accreditation

The Accrediting Council for Independent Colleges and Schools to award diplomas and Associate in Specialized Business degrees.

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

Approval

- 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)

Approved Testing Site

- Adobe® ACA Certification Testing Center
- Certiport Authorized Testing Center
- IC³ Testing Center
- Intuit® QuickBooks® Testing Center
- Microsoft® Office Specialist Testing Center
- National Center for Competency Testing (NCCT) Center

Memberships

- Pennsylvania Association of Private School Administrators (PAPSA)
- Alpha Beta Kappa National Honor Society
- American Association for Paralegal Education
- National Federation of Paralegal Associations
- Keystone Alliance of Paralegal Associations
- York County Economic Alliance

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 technology; 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 jobs, and that is precisely what CSB provides. Since graduating our first students in January 1983, CSB has continually assisted graduates in finding training-related positions in line with their newly acquired skills. CSB employs a full-time Career Services Director whose sole responsibility is to work with each graduate, recent or past, to offer continuous career services assistance.

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 now and in 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 8:40 AM to 1:45 PM. This schedule also accommodates those students who wish to remain at school in the afternoon to complete homework and lab projects. (Students may use the school facilities from 7 AM until 4 PM Monday through Thursday and from 7 AM until 3 PM Friday, unless otherwise advised.)

Regarding financial assistance, CSB participates in the Federal Pell Grant 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 Opportunity Act (WIOA), the Trade Adjustment Assistance program (TAA), the Office of Vocational Rehabilitation (OVR), or the Veterans Administration (VA).

MESSAGE FROM THE PRESIDENT

Quality computer technology training requires a curriculum of relevant software application courses taught on up-to-date equipment, which is precisely what CSB does. As the computer world changes, so does CSB. We launched a program that provides a laptop computer to each newly enrolled student.

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. You will find that CSB scores high in all of these areas. The school is housed in modern buildings with a floor plan designed to meet CSB's needs. Adequate parking and public transportation are available. When visitors from the business community tour our 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 CONSOLIDATED, terms such as *united*, *combined*, *unified*, *merged*, or *solidified* 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 seeking 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!

A handwritten signature in black ink that reads "Bob Safran". The signature is written in a cursive style with a large, prominent "B" and "S".

PURPOSE AND GOALS

CSB's mission is to provide our students with relevant, skill-based programs of study that they can complete on time and that will enable them to acquire gainful employment in their chosen career fields. We do so utilizing a competency-based curriculum in a training environment that stresses effort, recognition of achievement, and the highest of ethical and moral standards.

An effective business school is one that offers relevant, academically-challenging training programs, maintains a high level of student satisfaction, and assists its graduates in finding 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 students, CSB intends to continually evaluate the effectiveness of all 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 the faculty and staff so that they remain competent and dedicated to assisting students in developing their innate abilities and the professional attitude necessary for employment commensurate with their acquired skill level.

For faculty and administrative staff, CSB intends 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, CSB intends to pay close attention to its current and future employment needs and to expand and revise all programs of study so graduates are adequately trained to fulfill those needs.

CSB ADVISORY COUNCIL

To ensure that all 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 the school's Career Services Office and on the school's website at www.csb.edu.

HISTORY OF CSB

Consolidated School of Business was incorporated in November 1981. In February 1982 the Pennsylvania Department of Education's State Board of Private Licensed Schools approved CSB's license 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.

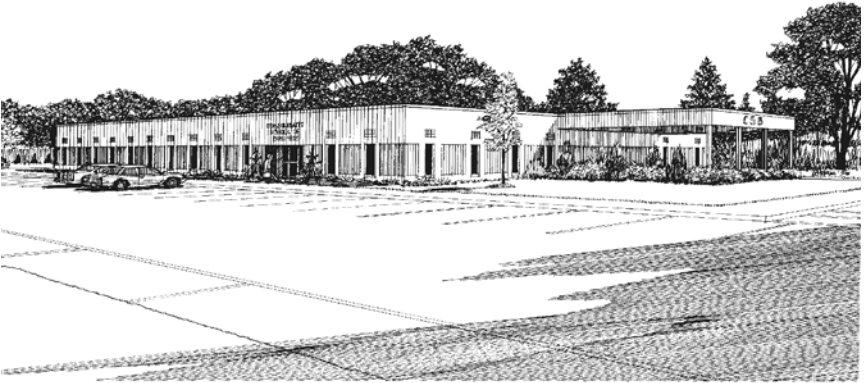
In December 1984 the York school was awarded accreditation by the Accrediting Council for Independent Colleges and Schools (ACICS). In February 1985 the school was approved by the U.S. Department of Education to participate in the Pell Grant and Guaranteed Student Loan Programs.

In August 1986 the Pennsylvania Department of Education's State Board of Private Licensed Schools approved CSB's license to open a business school in Lancaster. The Lancaster school was awarded branch campus accreditation by the Accrediting Council for Independent Colleges and Schools (ACICS) in December 1987 and free-standing accreditation in August 1990.

In September 1986 the Pennsylvania Secretary of Education granted the York school approval to award the Associate in Specialized Business degree for its Computerized Office Management and its Computerized Accounting Management programs. In August 1994 the State Board of Private Licensed Schools approved two new programs: Legal Administrative Assistant and Medical Administrative Assistant. In December 1994 the State Board of Private Licensed Schools approved the Business Administration: Management Trainee program. 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 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.

In February 2017, when the economic and educational climates of Lancaster could no longer sustain a small, independent business school, the York and Lancaster campuses of CSB were consolidated into the York campus at the York City Business and Industry Park location. CSB still serves both counties' residents with the same longstanding commitment to training students and assisting them in achieving their goals of starting a career.

DESCRIPTION OF YORK SCHOOL



The York Campus includes 12 classrooms, a medical lab, a resource center, a student lounge, a student patio, 11 administrative offices, a conference room, a faculty room, 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 are the corporate offices for Consolidated School of Business, Inc. and for the Safran Publishing Company, which is the creator of the highly-interactive online grammar program called EGUMPP. Safran Publishing's software is designed for today's high schools, career schools, colleges, and universities.

CSB ADMINISTRATIVE STAFF

| | |
|-------------------------------|---|
| Robert L. Safran | <i>President</i> |
| William H. Hoyt | <i>Vice President</i> |
| Debra M. Martinez | <i>School Director</i> |
| Jennifer L. Yeagley | <i>School Director</i> |
| Caroline S. LaFrance | <i>Assistant to the President</i> |
| Gail I. Dougherty | <i>Financial Aid Director</i> |
| Diane M. Grant | <i>Bursar</i> |
| Connie R. Winland | <i>Registrar</i> |
| Gholamreza Salari | <i>Director of Information Technology</i> |
| Marlene Garcia-Romero | <i>Accounting Manager</i> |
| Griselle Nazario | <i>Career Services Director</i> |
| Cherie A. Taylor, Esq. | <i>Academic Liaison/Outreach Specialist</i> |
| Sue E. Shuff | <i>Senior Admissions Coordinator</i> |
| Jamie N. Harmon | <i>Admissions Representative</i> |
| Alysa M. Hart | <i>Admissions Representative</i> |
| Janice E. Everette | <i>Curriculum Coordinator</i> |
| Debra L. Lavetan | <i>Administrative Assistant</i> |
| Sonia Colon | <i>Maintenance</i> |

CSB FACULTY

INSTRUCTOR

INSTRUCTIONAL AREA(S)

| | |
|--|--------------------------------|
| Robert J. Adams <i>B.S. Shippensburg University</i> | Communications, General Office |
| Debra E. Beaver, NRCMA <i>NRCMA Academy of Medical Arts and Business</i> | Medical |
| Jeffrey R. Burkholder <i>B.A. Messiah College</i> | Computer Technology |
| Donald J. Clause <i>B.S. York College of Pennsylvania</i> | Management |
| Katrina M. Davies <i>B.S. Eastern University</i> | Computer Technology |
| Barbara J. Douglas <i>B.A. Georgetown University Law Center</i> | Legal |
| Elizabeth E. Eppler <i>B.A. University of Maryland</i> | Accounting, Medical |
| Janice E. Everette <i>M.B.A Eastern University</i> | Management, Medical |
| Caroline S. LaFrance <i>B.S. Hunter College</i> | General Office, Medical |
| Debra M. Martinez <i>B.S. Pennsylvania State University</i> | Personal Development |
| Griselle Nazario <i>ASB Yorktowne Business Institute</i> | Personal Development |
| Thomas L. Rodebaugh <i>B.B.A. Wharton School, University of Pennsylvania</i> | Management |
| Gholamreza Salari <i>B.S. Marywood College</i> | Computer Technology |
| Timothy W. Stabley <i>M.Ed. Pennsylvania State University</i> | Accounting |
| Lori D. Thole <i>J.D. John Marshall College of Law</i> | Legal |

CSB FACULTY

INSTRUCTOR

INSTRUCTIONAL AREA(S)

Joyce E. Turner

B.S. Pennsylvania State University

Communications, General Office,
Numerical

Candice M. Wright

AST YTI Career Institute

Medical

Jennifer L. Yeagley

B.S. Bradley University

Numerical, Personal Development

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, home school graduate from a recognized home school association program, or possess a General Education Development Certificate (GED).

Non-program Students

Non-program students are full-time and part-time students who enroll in courses 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 course are determined by the total number of lecture-instruction hours versus the total number of laboratory-instruction hours within a course. The breakdown is:

1. For successful completion of courses that are lecture-instruction:
1 semester credit hour is awarded for each 15 scheduled class hours and 2 hours of out-of-class work each week.
2. For successful completion of courses that are laboratory-instruction:
1 semester credit hour is awarded for each 30 scheduled class hours and 2 hours of out-of-class work each week.
3. For successful completion of courses that are a combination of lecture-instruction and laboratory-instruction:
1 semester credit hour is awarded for each 20 scheduled class hours and 2 hours of out-of-class work each week.
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.

ENROLLMENT

CSB will accept individuals as program students who are high school graduates, home school graduates from a recognized home school association program providing all are at least 16 years of age or older, or individuals who have earned a General Education Development Certificate (GED) and who have reached the minimum age of 18 years. Factors that CSB will consider when determining a prospective student's starting date 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 a copy of a high school transcript or diploma, home school transcript, or GED transcript.
2. A signed agreement with the Bursar to cover first-year academic charges.
3. The number of student applicants applying for a specific program.

Enrollment Procedures

1. Schedule an interview with an Admissions Office representative.
2. Submit a completed CSB Application for Admission.
3. Receive a Letter of Acceptance to Consolidated School of Business.
4. Schedule an appointment with a Financial Aid or Business Office representative.
5. Register for a Preenrollment Evaluation.

Preenrollment Interview

Prior to starting classes, all prospective students are scheduled for a Preenrollment Interview. The purpose of the interview is to provide a prospective student the opportunity to review with a CSB staff member his or 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 to test for possible course exemption, course acceleration, and/or course transfer. The prospective student will be given a Preenrollment Evaluation to determine the student's level of vocabulary; reading comprehension; and mathematical computations, concepts, and applications.

Course Exemption

Courses that may be exempted are denoted with an "E" under the course descriptions in this catalog. Exemption requests must be submitted no later than the second day of class. In order for a student to receive exemption credit(s), he or she must demonstrate a mastery of the objectives of the course. To do so, the student must pass an exemption test or series of tests with a ninety percent (90%) or higher or demonstrate skills at mastery level. The student's official transcript will denote credits earned by an exemption examination(s): 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. Exemption credits do not impact in any way a student's grade point average, maximum time frame, or credits attempted/credits passed calculation. Students are not eligible to take an exemption test for a class that has been previously attempted. There is no fee charged for an exempted course.

ENROLLMENT

Articulation and Credit Transfer Agreements

CSB welcomes articulation agreements with high schools. Several courses can be waived/articulated by recent high school graduates. Students should contact their guidance counselor for more information. Please check with an Admission's Representative or see the CSB website (www.csb.edu) for up to date information regarding articulation or credit transfer agreements with high schools or other postsecondary schools.

Transfer Credit Policy

CSB may award transfer credits for courses completed at other accredited institutions. Each transfer situation will be evaluated on a case-by-case basis for compatibility; transfer of credits is never guaranteed. A request for transfer of credits should be made prior to starting classes at CSB, preferably during the interview process with the Admissions Department; and a transcript along with the catalog descriptions of all courses the student is requesting to transfer must be submitted on a *CSB Transfer of Credit Form*.

CSB will review the transcript and the course descriptions and award credits for comparable lecture-based courses in which a minimum C grade was earned. For courses that are lab-based or a combination of lecture/lab, the student may be required to demonstrate through testing whether he or she qualifies to transfer these credits. The maximum total number of transferable credits is 15 credits for a diploma program and 38 credits for an ASB degree program. CSB is willing to review all courses regardless of how recently the courses were completed. However, where industry standards have changed, software has been updated, or a significant amount of time has passed, the student may be required to demonstrate through testing whether he or she qualifies to transfer these credits.

Transfer credits are recorded as hours earned toward a program, but the grade points are not averaged into the cumulative average. Although adjustments are not made to tuition costs for transferred credits, most students will benefit financially by reducing the overall length of the program or by being scheduled as less than a full-time student. A letter grade of **T** appears on a student's official transcript for all courses accepted as transfer credits. The student's maximum time frame will be adjusted accordingly.

CSB does not accept credits earned through independent examinations or through institution-developed tests; however, widely accepted industry certifications such as Microsoft® Office certifications may be submitted for consideration in the course exemption process. Credits earned through this process are not considered as transferred credits. In the event that the enrollee does not agree with a decision regarding the transfer of credits, he or she may appeal to the Vice President for review. The Vice President's decision is final. There are no fees associated with any part of the credit transfer process.

Students previously enrolled at CSB and planning to enroll at a different campus will be treated as a readmission.

ENROLLMENT

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 readmitted into the same program of study as a prior enrollment period will have that 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 are not required for 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 readmitted into a different program of study will have credits attempted, credits earned, and quality points earned from courses with a passing grade that are required or recommended for the new program of study credited to his or her academic transcript. A student may include other courses from a prior enrollment period where a passing grade was earned. However, these courses will be listed as transferred credits and 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 CSB diploma graduate who is readmitted into a degree program within the same discipline will have the credential transferred in by name. The total number of credits will be indicated, and the student's maximum time frame for academic progress will be adjusted accordingly.

In cases where credit values may have changed for a particular course, readmitted students will retain the credit value of each course that was previously earned.

Americans with Disabilities Act (ADA) Policy

As part of the enrollment process, CSB will evaluate each student's documented physical or mental limitations and determine reasonable accommodations and/or modify course requirements when necessary.

Veterans Administration (VA) 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 purpose of receiving Veterans Administration Training Allowances. CSB is a signee on the Principles of Excellence.

WITHDRAWAL FROM SCHOOL POLICY

Official Withdrawal

A student who notifies CSB of his or her intention to withdraw from school is considered an official withdrawal. The procedure to follow is to schedule an appointment with the School Director (SD) and complete the *Program Student Withdrawal/Termination Form*. The completion of this form is not a required condition for withdrawal. If the SD is not available, the student should request a meeting with the Vice President to complete this form. The date the student officially begins the withdrawal process will be the official withdrawal date. However, the student may rescind a request to withdraw prior to actual separation from the school. If a student withdraws officially, the student will receive a W grade for all classes in progress.

Unofficial Withdrawal

A student who does not notify CSB of his or her intention to withdraw from school is considered an unofficial withdrawal. The official withdrawal date for an unofficial withdrawal will be the seventh class day after the last day of attendance. If a student withdraws unofficially, the student's grade will be based upon any work completed.

Last Day of Attendance

A student's last day of attendance is the last documented date that a student attempted an academic-related activity while in attendance.

SCHOOL CALENDAR

Two consecutive six-week academic blocks comprise a 12-week academic term.

| TERM STARTING* | TERM ENDING | DATES CLOSED |
|----------------|-------------|--------------|
|----------------|-------------|--------------|

2017

| | | |
|--|--|--|
| January 3, 2017 February 15, 2017 April 10, 2017 May 30, 2017 July 19, 2017 September 5, 2017 October 18, 2017 December 4, 2017 | March 30, 2017 May 23, 2017 July 17, 2017 August 29, 2017 October 16, 2017 November 30, 2017 January 22, 2018 March 8, 2018 | January 2, 16 February 14 March 31 April 3-7 May 24-26, 29 July 3-7, 18 August 30 September 1, 4 October 17 November 23-24 December 1, 25-29 |
|--|--|--|

2018

| | | |
|--|---|---|
| January 24, 2018 March 12, 2018 May 2, 2018 June 18, 2018 August 8, 2018 September 24, 2018 November 7, 2018 | April 30, 2018 June 14, 2018 August 6, 2018 September 20, 2018 November 5, 2018 December 20, 2018 February 14, 2019 | January 1, 15, 23 March 9 April 2-6 May 1, 28 June 15 July 2-6 August 7, 31 September 3, 21 November 6, 22-23 December 21, 24-28, 31 |
|--|---|---|

2019

| | | |
|---|---|--|
| January 2, 2019 February 18, 2019 April 10, 2019 May 28, 2019 July 17, 2019 September 3, 2019 | April 8, 2019 May 22, 2019 July 15, 2019 August 28, 2019 October 14, 2019 November 26, 2019 | January 1, 21 February 15 March 25-29 April 9 May 23, 24, 27 July 1-5, 16 August 29, 30 September 2 October 15 November 27-29 December 23-31 |
|---|---|--|

*Term starts are aligned with established block start dates. However, the school may reserve the right to move first-term-start students to the next scheduled start if a minimum of 12 or more students have not enrolled.

FINANCIAL AID

For students who qualify for financial aid and who desire financial assistance to further their education, Consolidated School of Business works with federal, state, and local aid programs to offer:

GRANTS

Federal Pell Grant

Grants up to the currently funded level of \$5,815 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.

Students are required to complete a deadline-driven application to determine eligibility for this grant. Grants do not need to be repaid.

PHEAA State Grant

Grants up to the currently funded level of \$3,726 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.

Students are required to complete a deadline-driven application to determine eligibility for this grant. Grants do not need to be repaid.

LOANS

Federal Direct Stafford/Ford Loan

Loan maximums of \$3,500 for the first academic year and \$4,500 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 \$2,000 and independent students up to an additional \$6,000 in each academic year.

NOTE: The Federal Government pays the interest on Direct Subsidized Loans while the student is in college. Borrowers are responsible for the interest that begins accruing on Direct Unsubsidized Loans once the first installment of the loan has been disbursed.

Federal Direct PLUS Loan

Parents of undergraduate dependent students may borrow up to the cost of education less any other financial aid received.

Federal student and parent loans are available from the Department of Education through the Federal Direct Loan program. Loans must be repaid.

FINANCIAL AID

OTHER AID

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

WIOA—CSB provides training to eligible participants through the Workforce Investment Opportunity 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

CSB HIGH SCHOOL OUTREACH SCHOLARSHIPS

Every fall CSB may award up to six scholarships based on need or merit to high school seniors graduating from a York or Lancaster area high school or a recognized home-school association. Students may not enroll before May 1 of the calendar year in which the scholarship is awarded. The value of the scholarship will be fifty percent (50%) of the tuition charge for each term except when the total of the CSB scholarship combined with any other grants would exceed the total cost of tuition. If this occurs, the CSB scholarship will be reduced accordingly. However, in no case would the total value of the scholarship be less than twenty-five percent (25%) of the full tuition for an academic year. An independent scholarship committee will select the recipients. In the event all scholarships are not awarded by the deadline, CSB will make the scholarships available to eligible students through the January start date. Eligibility requirements, recipient enrollment requirements, and terms and conditions for retaining a scholarship are:

Eligibility Requirements for a Need-based Scholarship

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

A Need-based Scholarship recipient must also meet one or more of the following conditions:

1. The parental adjusted gross income is less than \$30,000 for the tax year prior to the time of application.
2. Either parent is a documented dislocated worker at the time of application.
3. Neither parent has attended a post-secondary institution.
4. Either parent is serving in the armed forces at the time of application.
5. Either parent is deceased, or is considered disabled as a result of service in the armed forces, law enforcement, or fire protection.

Eligibility Requirements for a Merit-based Scholarship

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

SCHOLARSHIPS

A Merit-based Scholarship recipient must also meet one or more of the following conditions:

1. The student must have participated in one or more school-sponsored extra-curricular activities.
2. The student must have participated in one or more community service activities.
3. The student must submit an essay of approximately 250 words relating the importance of education as it pertains to his or her employment goal(s).

Scholarship Recipient Enrollment Requirements

1. The recipient must enroll as a full-time student in an ASB degree program.
2. The recipient must begin classes prior to the end of the calendar year in which the scholarship was awarded.
3. The recipient must apply for financial aid.
4. The recipient must agree that all fees and all cost of textbooks are the responsibility of the recipient.

Terms and Conditions for Retaining a Scholarship

1. The recipient must maintain full-time status with the possible exception of the recipient's last scheduled academic term.
2. The recipient must attend a minimum of eighty percent (80%) of scheduled class days for each academic term.
3. The recipient must meet or exceed the minimum CGPA for academic progress as indicated in the CSB catalog for each academic term.
4. A recipient failing to meet any condition in any academic term will be placed on probation. Failure to meet any condition in any future academic term will result in the forfeiture of all future scholarship payments. A student may appeal the loss of any scholarship due to extenuating circumstances through a written appeal to the Financial Aid Director for review by the Financial Aid Director in consultation with the School Director. A student may appeal the Financial Aid Director's decision to the Vice President for final review.

OTHER 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 local, regional, and national scholarships available to current and prospective students.

PROGRAM COSTS

| | Terms | Tuition | Total Tuition | Estimated Books |
|---|-------|---------|------------------|--------------------|
| <u>ASB Degree Programs</u> | | | | |
| Business Administration: Management Trainee | 6 | \$4,500 | \$27,000 | \$3,500 |
| Computerized Accounting Management | 6 | \$4,500 | \$27,000 | \$3,300 |
| Computerized Office Management: Administrative Assistant | 6 | \$4,500 | \$27,000 | \$3,000 |
| Legal Administrative Assistant | 6 | \$4,500 | \$27,000 | \$4,100 |
| Medical Administrative Assistant: Clinical Assistant | 6 | \$4,500 | \$27,000 | \$3,000 |
| <u>Diploma Programs</u> | | | | |
| Clerical Accounting Specialist | 3 | \$4,500 | \$13,500 | \$1,800 |
| Legal Office Specialist | 3 | \$4,500 | \$13,500 | \$2,000 |
| Medical Office Specialist | 3 | \$4,500 | \$13,500 | \$1,500 |
| Office Associate | 3 | \$4,500 | \$13,500 | \$1,600 |

The per credit tuition cost is \$380.

Lab Fees

CSB's lab fees include classroom supplies, wireless Internet access, medical lab supplies, and legal library access. The total lab fees for each program will be:

| | |
|-------------------------|-------|
| OA, CAS, MOS, LOS | \$100 |
| BAMT, CAM, COM-AA | \$200 |
| LAA..... | \$500 |
| MAA-CL | \$550 |

A student may choose to purchase a laptop from CSB. The laptop will be fully equipped with all required software, virus protection, and a warranty. The cost for the laptop will be \$900. An additional \$100 fee is charged to each student's account upon completion of an ASB degree or diploma program.

A \$5 fee (\$10 if using MasterCard or Visa) is charged to students for each requested copy of their academic transcript. An original academic transcript is provided to all completers and is covered by the program completion fee.

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

A \$495 course fee will be assessed for those students taking the PD-10 Certified Interpreter course.

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.

Book Billing and Distribution Policy

All students will be billed on a term-by-term basis for book charges.

At the beginning of each 12-week term, the Business Office will post charges to the student account for all books scheduled to be used within the 12-week academic term. A copy of these charges will be distributed to each student.

In the event a student's schedule is adjusted for the mid-term courses, the book charges will be adjusted accordingly. This could mean charges will be removed and/or added.

Payment Options

During the enrollment process, students agree to monthly and/or term installment plans for balances not covered by financial aid. Payment books are issued with due dates chosen to assure the student meets his or her financial obligation prior to the end of the academic term and next enrollment. If payments are delinquent, students are notified and must meet with the financial aid office; plans may be adjusted to meet the needs of the student and/or the institution.

At the conclusion of student enrollment, any balance due is addressed through a letter reminding students of the balance due and options to institute a payment plan. If balances continue to not be addressed, students will be referred to a collection service.

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

***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

A student wishing to withdraw from school is asked to notify the School Director and to complete a *Program Student Withdrawal/Termination Form*. Completion of this form is not a required condition for withdrawal. All refunds are calculated, and any returns are based on a student's last recorded day of attendance (LDA) and the date of determination (DOD)—either the date the student notified the school of his or her intention to withdraw or the date the school determined the student was no longer enrolled.

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 sixty percent (60%) of the term. Once a student has completed more than sixty percent (60%) of the term, the student has earned one hundred percent (100%) of his or her Title IV aid. All calendar days within an academic term are counted except for periods of five (5) 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:

1. Federal Direct Unsubsidized Stafford/Ford Loan.*
2. Federal Direct Stafford/Ford Loan.*
3. Federal Direct PLUS Loan.*
4. Federal Pell 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 or 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 thirty (30) days of the last recorded day of attendance. CSB must determine the student's withdrawal date within thirty (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 or her program of study during the first seven (7) calendar days of the term, the tuition charges refunded by CSB shall be seventy-five percent (75%) of the tuition for the term.

TUITION REFUND POLICY

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

The order of refunds is:

1. Agency.
2. PHEAA Grant.
3. Private Aid.
4. Student.

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

CSB Cancellation and Refund (Program Students)

If an applicant never attends class (no-show) or cancels the contract prior to the class start date, all refunds due must be made within thirty (30) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier. If a first-time program student or reenrollee withdraws from or discontinues his or her program of study within the first fifteen (15) class days (student trial period) of his or her initial academic term for any reason, that student will be considered a cancellation and will receive a one hundred percent (100%) refund.

If a student withdraws during an academic term, the following final calculation is performed to determine if an adjustment to tuition is warranted. The calculation will be based on the portion of the program the student was attending through his or her last date of attendance when the student dropped, not the tuition charged for the entire program listed on the enrollment agreement. Tuition would be calculated using the following formula:

1. During the first week of classes, tuition charges retained will not exceed ten percent (10%) of the stated tuition up to a maximum of \$1,000.
2. After the first week and through fifty percent (50%) of the period of financial obligation, tuition charges retained will not exceed a pro rata portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed, up to a maximum of \$1,000.
3. After fifty percent (50%) of the period of financial obligation is completed by the student, the institution may retain the full tuition for that period.

TUITION REFUND POLICY

An example of this calculation is available in the financial aid office.

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

CSB Cancellation and Refund (Non-program Students)

If an applicant never attends classes, all prepaid tuition will be refunded in full within thirty (30) days. If the student withdraws within commencement of a class, tuition charges withheld will be:

1. After the first calendar day but within one (1) week of the training period, tuition charges retained will not exceed ten percent (10%).
2. After the first week and through fifty percent (50%) of the training period, tuition charges retained will not exceed a pro rata portion of tuition for the training period completed.
3. After fifty percent (50%) of the period of financial obligation is completed by the student, the institution may retain the full tuition for that period.

PROGRAM REQUIREMENTS

For all programs, CSB's intention is to limit classroom attendance to 20 students (20/1) and lab attendance to 12 students (12/1). However, the number of students per class varies depending upon the course to be taught, physical facilities, methodology to be used, equipment, and the instructor's abilities.

Specific information about the Associate in Specialized Business degree programs and the diploma programs offered at CSB can be seen on the following pages:

Degree Programs

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|---|----|
| Business Administration: Management Trainee | 26 |
| Computerized Accounting Management..... | 27 |
| Computerized Office Management: Administrative Assistant..... | 28 |
| Legal Administrative Assistant..... | 29 |
| Medical Administrative Assistant: Clinical Assistant..... | 30 |

Diploma Programs

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|-------------------------------------|----|
| Clerical Accounting Specialist..... | 31 |
| Legal Office Specialist..... | 32 |
| Medical Office Specialist..... | 33 |
| Office Associate..... | 34 |

To read more information about CSB's graduation rates, the median debt of students who completed the program, and other important information, please visit CSB's website at <http://www.csb.edu/General-Info/Gainful-Employment/>.

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

This 72-week (minimum 77 credits/1,710 clock hours) ASB degree program is designed for students to develop advanced-level office, communications, and computer technology 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.

| <u>Catalog Number</u> | <u>Required and Recommended Courses</u> | <u>Credits</u> | <u>Clock Hours</u> |
|-----------------------|---|----------------|--------------------|
| COM-01, 02 | Fundamentals of English I, II | 3.0/3.0 | 60/60 |
| COM-03*, 04* | Composition I, II | 1.5/1.5 | 30/30 |
| COM-05* | Oral Communications | 3.0 | 60 |
| GO-01, 02 | Keyboarding I, II | 1.0/1.5 | 30/30 |
| GO-06* | Office Procedures | 1.5 | 30 |
| LEG-05 | Contracts | 1.5 | 30 |
| LEG-06 | Business Law | 1.5 | 30 |
| MGT-01 | Principles of Supervision | 1.5 | 30 |
| MGT-02 | Introduction to Business | 1.5 | 30 |
| MGT-03 | Business Strategies | 1.5 | 30 |
| MGT-04 | Small Business Management | 3.0 | 60 |
| MGT-05 | Principles of Marketing | 3.0 | 60 |
| MGT-06 | Human Resource Management | 1.5 | 30 |
| MGT-07 | Customer Service | 1.5 | 30 |
| MGT-08 | Money and Banking | 1.5 | 30 |
| MGT-09 | Supervisory Training | 1.0 | 30 |
| MIC-01* | Computer Literacy/Operations | 3.0 | 60 |
| MIC-02* | Microsoft® Word | 3.0 | 60 |
| MIC-03 | Microsoft® Excel® | 3.0 | 60 |
| MIC-04 | Microsoft® Access® | 3.0 | 60 |
| MIC-05 | Microsoft® PowerPoint® | 3.0 | 60 |
| MIC-06 | Microsoft® Publisher | 3.0 | 60 |
| NUM-01 | Math Fundamentals | 1.0 | 30 |
| NUM-02 | Business Math with Calculator | 1.0 | 30 |
| NUM-04, 05 | Principles of Accounting I, II, | 3.0/3.0 | 60/60 |
| NUM-08, 09 | QuickBooks® I, II | 1.5/1.5 | 30/30 |
| NUM-10 | Payroll Preparation | 1.5 | 30 |
| NUM-11 | Income Tax Preparation I | 1.5 | 30 |
| NUM-15, 16 | Sage® 50 I, II | 1.5/1.5 | 30/30 |
| PD-01 | Personal and Study Skills Development | 1.0 | 30 |
| PD-02 | Self Awareness | 1.5 | 30 |
| PD-03 | Portfolio Development | 1.5 | 30 |
| PD-04 | Job Search Preparation | 1.5 | 30 |
| PD-06 | Internship | 4.0 | 180 |
| PD-09 | Financial Literacy | 1.0 | 30 |

*Indicates general education requirements

Bold indicates required courses

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

This 72-week (minimum 77 credits/1,710 clock hours) ASB degree program is designed for students to develop advanced-level office, communications, computer technology and accounting skills. 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.

| <u>Catalog Number</u> | <u>Required and Recommended Courses</u> | <u>Credits</u> | <u>Clock Hours</u> |
|-----------------------|--|----------------|--------------------|
| COM-01, 02 | Fundamentals of English I, II | 3.0/3.0 | 60/60 |
| COM-03*, 04* | Composition I, II | 1.5/1.5 | 30/30 |
| COM-05* | Oral Communications | 3.0 | 60 |
| GO-01, 02 | Keyboarding I, II | 1.0/1.5 | 30/30 |
| GO-06* | Office Procedures | 1.5 | 30 |
| LEG-05 | Contracts | 1.5 | 30 |
| LEG-06 | Business Law | 1.5 | 30 |
| MGT-02 | Introduction to Business | 1.5 | 30 |
| MGT-06 | Human Resource Management | 1.5 | 30 |
| MGT-07 | Customer Service | 1.5 | 30 |
| MIC-01* | Computer Literacy/Operations | 3.0 | 60 |
| MIC-02* | Microsoft® Word | 3.0 | 60 |
| MIC-03 | Microsoft® Excel® | 3.0 | 60 |
| MIC-04 | Microsoft® Access® | 3.0 | 60 |
| MIC-12 | Microsoft® Excel® Certification Review | 1.5 | 30 |
| NUM-01 | Math Fundamentals | 1.0 | 30 |
| NUM-02 | Business Math with Calculator | 1.0 | 30 |
| NUM-04, 05 | Principles of Accounting I, II | 3.0/3.0 | 60/60 |
| NUM-06, 07 | Principles of Accounting III, IV | 3.0/3.0 | 60/60 |
| NUM-08, 09 | QuickBooks® I, II | 1.5/1.5 | 30/30 |
| NUM-10 | Payroll Preparation | 1.5 | 30 |
| NUM-11, 12 | Income Tax Preparation I, II | 1.5/1.5 | 30/30 |
| NUM-13, 14 | Principles of Cost Accounting I, II | 1.5/1.5 | 30/30 |
| NUM-15, 16 | Sage® 50 I, II | 1.5/1.5 | 30/30 |
| NUM-17 | Certified Bookkeeper Preparation | 3.0 | 60 |
| PD-01 | Personal and Study Skills Development | 1.0 | 30 |
| PD-02 | Self Awareness | 1.5 | 30 |
| PD-03 | Portfolio Development | 1.5 | 30 |
| PD-04 | Job Search Preparation | 1.5 | 30 |
| PD-06 | Internship | 4.0 | 180 |
| PD-09 | Financial Literacy | 1.0 | 30 |

*Indicates general education requirement

Bold indicates required courses

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

This 72-week (minimum 77 credits/1710 clock hours) ASB degree program is designed for students to develop advanced-level office, communications, and computer technology 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.

| <u>Catalog Number</u> | <u>Required and Recommended Courses</u> | <u>Credits</u> | <u>Clock Hours</u> |
|-----------------------|---|----------------|--------------------|
| COM-01, 02 | Fundamentals of English I, II | 3.0/3.0 | 60/60 |
| COM-03*, 04* | Composition I, II | 1.5/1.5 | 30/30 |
| COM-05* | Oral Communications | 3.0 | 60 |
| GO-01, 02 | Keyboarding I, II | 1.0/1.5 | 30/30 |
| GO-03 | Keyboarding Applications | 1.5 | 30 |
| GO-06* | Office Procedures | 1.5 | 30 |
| LEG-05 | Contracts | 1.5 | 30 |
| LEG-06 | Business Law | 1.5 | 30 |
| MGT-01 | Principles of Supervision | 1.5 | 30 |
| MGT-02 | Introduction to Business | 1.5 | 30 |
| MGT-03 | Business Strategies | 1.5 | 30 |
| MGT-06 | Human Resource Management | 1.5 | 30 |
| MGT-07 | Customer Service | 1.5 | 30 |
| MGT-09 | Supervisory Training | 1.0 | 30 |
| MIC-01* | Computer Literacy/Operations | 3.0 | 60 |
| MIC-02* | Microsoft® Word | 3.0 | 60 |
| MIC-03 | Microsoft® Excel® | 3.0 | 60 |
| MIC-04 | Microsoft® Access® | 3.0 | 60 |
| MIC-05 | Microsoft® PowerPoint® | 3.0 | 60 |
| MIC-06 | Microsoft® Publisher | 3.0 | 60 |
| MIC-07 | Microsoft® Outlook | 3.0 | 60 |
| MIC-09 | Microsoft® Word Certification Review | 1.5 | 30 |
| MIC-10 | Microsoft® Excel® Certification Review | 1.5 | 30 |
| MIC-11 | Microsoft® Access® Certification Review | 1.5 | 30 |
| MIC-12 | Microsoft® PowerPoint® Certification Review | 1.5 | 30 |
| MIC-17 | Help Desk Support | 3.0 | 60 |
| NUM-01 | Math Fundamentals | 1.0 | 30 |
| NUM-02 | Business Math with Calculator | 1.0 | 30 |
| NUM-04 | Principles of Accounting I | 3.0 | 60 |
| NUM-05 | Principles of Accounting II | 3.0 | 60 |
| NUM-08, 09 | QuickBooks® I, II | 1.5/1.5 | 30/30 |
| PD-01 | Personal and Study Skills Development | 1.0 | 30 |
| PD-02 | Self Awareness | 1.5 | 30 |
| PD-03 | Portfolio Development | 1.5 | 30 |
| PD-04 | Job Search Preparation | 1.5 | 30 |
| PD-06 | Internship | 4.0 | 180 |
| PD-09 | Financial Literacy | 1.0 | 30 |

*Indicates general education requirement

Bold indicates required courses

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

This 72-week (minimum 77 credits/1,710 clock hours) ASB degree program is designed for students to develop advanced-level office, communications, and computer technology 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.

| <u>Catalog Number</u> | <u>Required and Recommended Courses</u> | <u>Credits</u> | <u>Clock Hours</u> |
|-----------------------|---|----------------|--------------------|
| COM-01, 02 | Fundamentals of English I, II | 3.0/3.0 | 60/60 |
| COM-03*, 04* | Composition I, II | 1.5/1.5 | 30/30 |
| COM-05* | Oral Communications | 3.0 | 60 |
| GO-01, 02 | Keyboarding I, II | 1.0/1.5 | 30/30 |
| GO-06* | Office Procedures | 1.5 | 30 |
| LEG-01 | Fundamentals of Legal Assisting | 1.5 | 30 |
| LEG-02 | Legal Terminology | 1.5 | 30 |
| LEG-03, 04 | Legal Transcription I, II | 1.5/1.5 | 30/30 |
| LEG-05 | Contracts | 1.5 | 30 |
| LEG-06 | Business Law | 1.5 | 30 |
| LEG-07 | Administrative Law | 1.5 | 30 |
| LEG-08 | Civil Litigation | 1.5 | 30 |
| LEG-09 | Criminal Law | 1.5 | 30 |
| LEG-10 | Family Law | 1.5 | 30 |
| LEG-11 | Wills, Trusts, and Estates | 1.5 | 30 |
| LEG-12 | Torts | 1.5 | 30 |
| LEG-13 | Real Estate Law | 1.5 | 30 |
| LEG-14 | Legal Research | 3.0 | 60 |
| LEG-15 | Legal Writing | 3.0 | 60 |
| LEG-16 | Law Office Technology | 1.5 | 30 |
| MGT-06 | Human Resource Management | 1.5 | 30 |
| MGT-07 | Customer Service | 1.5 | 30 |
| MIC-01* | Computer Literacy/Operations | 3.0 | 60 |
| MIC-02* | Microsoft® Word | 3.0 | 60 |
| MIC-03 | Microsoft® Excel® | 3.0 | 60 |
| MIC-04 | Microsoft® Access® | 3.0 | 60 |
| MIC-05 | Microsoft® PowerPoint® | 3.0 | 60 |
| NUM-01 | Math Fundamentals | 1.0 | 30 |
| NUM-02 | Business Math with Calculator | 1.0 | 30 |
| NUM-04 | Principles of Accounting I | 3.0 | 60 |
| NUM-08 | QuickBooks® I | 1.5 | 30 |
| PD-01 | Personal and Study Skills Development | 1.0 | 30 |
| PD-02 | Self Awareness | 1.5 | 30 |
| PD-03 | Portfolio Development | 1.5 | 30 |
| PD-04 | Job Search Preparation | 1.5 | 30 |
| PD-06 | Internship | 4.0 | 180 |
| PD-09 | Financial Literacy | 1.0 | 30 |

*Indicates general education requirement

Bold indicates required courses

**Medical Administrative Assistant
Clinical Assistant
(Associate in Specialized Business Degree)**

This 72-week (minimum 77 credits/1,710 clock hours) ASB degree program is designed for students to develop advanced-level office, communications, and computer technology skills and to develop an understanding of the medical terminology and office procedures involved in working in a medical office or center. The Clinical Assistant 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 Clinical Assistant, Medical Secretary, or other medical office positions that require advanced-level office skills.

| <u>Catalog Number</u> | <u>Required and Recommended Courses</u> | <u>Credits</u> | <u>Clock Hours</u> |
|-----------------------|--|----------------|--------------------|
| COM-01, 02 | Fundamentals of English I, II | 3.0/3.0 | 60/60 |
| COM-03*, 04* | Composition I, II | 1.5/1.5 | 30/30 |
| COM-05* | Oral Communications | 3.0 | 60 |
| GO-01, 02 | Keyboarding I, II | 1.0/1.5 | 30/30 |
| MGT-01 | Principles of Supervision | 1.5 | 30 |
| MGT-06 | Human Resource Management | 1.5 | 30 |
| MGT-07 | Customer Service | 1.5 | 30 |
| MED-01 | Medical Terminology | 3.0 | 60 |
| MED-02 | Electronic Care Management | 3.0 | 60 |
| MED-03 | Law and Ethics for Health Occupations | 1.5 | 30 |
| MED-04 | Body Structure and Function | 1.5 | 30 |
| MED-05 | Essentials of Anatomy and Physiology | 1.5 | 30 |
| MED-06 | Elements of Anatomy and Physiology | 1.5 | 30 |
| MED-07 | Principles of Anatomy and Physiology | 1.5 | 30 |
| MED-08 | Basic Coding | 1.5 | 30 |
| MED-11 | Medical Insurance Procedures | 1.5 | 30 |
| MED-12 | Human Diseases and Conditions | 3.0 | 60 |
| MED-13 | Essentials of Pharmacology | 3.0 | 60 |
| MED-14 | Exam Room Procedures | 4.0 | 90 |
| MED-15 | Clinical Laboratory Procedures I | 4.0 | 90 |
| MED-16 | Clinical Laboratory Procedures II | 4.0 | 90 |
| MED-19 | Basic Psychology | 1.5 | 30 |
| MED-20 | Medical Office Procedures | 1.5 | 30 |
| MIC-01* | Computer Literacy/Operations | 3.0 | 60 |
| MIC-02* | Microsoft® Word | 3.0 | 60 |
| MIC-03 | Microsoft® Excel® | 3.0 | 60 |
| NUM-01 | Math Fundamentals | 1.0 | 30 |
| NUM-02 | Business Math with Calculator | 1.0 | 30 |
| PD-01 | Personal and Study Skills Development | 1.0 | 30 |
| PD-02 | Self Awareness | 1.5 | 30 |
| PD-03 | Portfolio Development | 1.5 | 30 |
| PD-04 | Job Search Preparation | 1.5 | 30 |
| PD-06 | Internship | 4.0 | 180 |
| PD-09 | Financial Literacy | 1.0 | 30 |

*Indicates general education requirement

Bold indicates required courses

Clerical Accounting Specialist (Diploma)

This 36-week (minimum 40 credits/930 clock hours) diploma program is designed for students to develop basic office, communications, and computer technology 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.

| <u>Catalog Number</u> | <u>Required and Recommended Courses</u> | <u>Credits</u> | <u>Clock Hours</u> |
|-----------------------|---|----------------|--------------------|
| COM-01, 02 | Fundamentals of English I, II | 3.0/3.0 | 60/60 |
| COM-03* | Composition I | 1.5 | 30 |
| GO-01, 02 | Keyboarding I, II | 1.0/1.5 | 30/30 |
| GO-06* | Office Procedures | 1.5 | 30 |
| MIC-01* | Computer Literacy/Operations | 3.0 | 60 |
| MIC-03 | Microsoft® Excel® | 3.0 | 60 |
| NUM-01 | Math Fundamentals | 1.0 | 30 |
| NUM-02 | Business Math with Calculator | 1.0 | 30 |
| NUM-04, 05 | Principles of Accounting I, II | 3.0/3.0 | 60/60 |
| NUM-08, 09 | QuickBooks® I, II | 1.5/1.5 | 30/30 |
| NUM-10 | Payroll Preparation | 1.5 | 30 |
| NUM-11 | Income Tax Preparation I | 1.5 | 30 |
| PD-01 | Personal and Study Skills Development | 1.0 | 30 |
| PD-02 | Self Awareness | 1.5 | 30 |
| PD-03 | Portfolio Development | 1.5 | 30 |
| PD-04 | Job Search Preparation | 1.5 | 30 |
| PD-06 | Internship | 4.0 | 180 |
| PD-09 | Financial Literacy | 1.0 | 30 |

*Indicates general education requirement

Bold indicates required courses

**Legal Office Specialist
(Diploma)**

This 36-week (minimum 40 credits/900 clock hours) diploma program is designed for students to develop basic office, communications, and computer technology 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.

| <u>Catalog Number</u> | <u>Required and Recommended Courses</u> | <u>Credits</u> | <u>Clock Hours</u> |
|---|---|----------------|--------------------|
| COM-01, 02 | Fundamentals of English I, II | 3.0/3.0 | 60/60 |
| COM-03* | Composition I | 1.5 | 30 |
| GO-01, 02 | Keyboarding I, II | 1.0/1.5 | 30/30 |
| GO-06* | Office Procedures | 1.5 | 30 |
| LEG-01 | Fundamentals of Legal Assisting | 1.5 | 30 |
| LEG-02 | Legal Terminology | 1.5 | 30 |
| LEG-03 | Legal Transcription I | 1.5 | 30 |
| (Any 4 of the following Legal courses are required) | | | |
| LEG-05 | Contracts | 1.5 | 30 |
| LEG-06 | Business Law | 1.5 | 30 |
| LEG-07 | Administrative Law | 1.5 | 30 |
| LEG-08 | Civil Litigation | 1.5 | 30 |
| LEG-09 | Criminal Law | 1.5 | 30 |
| LEG-10 | Family Law | 1.5 | 30 |
| LEG-11 | Wills, Trusts, and Estates | 1.5 | 30 |
| LEG-12 | Torts | 1.5 | 30 |
| LEG-13 | Real Estate Law | 1.5 | 30 |
| LEG-16 | Law Office Technology | 1.5 | 30 |
| MIC-01* | Computer Literacy/Operations | 3.0 | 60 |
| MIC-02* | Microsoft® Word | 3.0 | 60 |
| NUM-04 | Principles of Accounting I | 3.0 | 60 |
| PD-01 | Personal and Study Skills Development | 1.0 | 30 |
| PD-02 | Self Awareness | 1.5 | 30 |
| PD-03 | Portfolio Development | 1.5 | 30 |
| PD-04 | Job Search Preparation | 1.5 | 30 |
| PD-06 | Internship | 4.0 | 180 |
| PD-09 | Financial Literacy | 1.0 | 30 |

*Indicates general education requirement

Bold indicates required courses

Medical Office Specialist (Diploma)

This 36-week (minimum 40 credits/930 clock hours) diploma program is designed for students to develop basic office, communications, and computer technology 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.

| <u>Catalog Number</u> | <u>Required and Recommended Courses</u> | <u>Credits</u> | <u>Clock Hours</u> |
|-----------------------|---|----------------|--------------------|
| COM-01, 02 | Fundamentals English I, II | 3.0/3.0 | 60/60 |
| COM-03* | Composition I | 1.5 | 30 |
| GO-01, 02 | Keyboarding I, II | 1.0/1.5 | 30/30 |
| MED-01 | Medical Terminology | 3.0 | 60 |
| MED-02 | Electronic Care Management | 3.0 | 60 |
| MED-03 | Law and Ethics for Health Occupations | 1.5 | 30 |
| MED-04 | Body Structure and Function | 1.5 | 30 |
| MED-05 | Essentials of Anatomy and Physiology | 1.5 | 30 |
| MED-06 | Elements of Anatomy and Physiology | 1.5 | 30 |
| MED-07 | Principles of Anatomy and Physiology | 1.5 | 30 |
| MED-20 | Medical Office Procedures | 1.5 | 30 |
| MIC-01* | Computer Literacy/Operations | 3.0 | 60 |
| MIC-02* | Microsoft® Word | 3.0 | 60 |
| NUM-01 | Math Fundamentals | 1.0 | 30 |
| NUM-02 | Business Math with Calculator | 1.0 | 30 |
| PD-01 | Personal and Study Skills Development | 1.0 | 30 |
| PD-02 | Self Awareness | 1.5 | 30 |
| PD-03 | Portfolio Development | 1.5 | 30 |
| PD-04 | Job Search Preparation | 1.5 | 30 |
| PD-06 | Internship | 4.0 | 180 |
| PD-09 | Financial Literacy | 1.0 | 30 |

*Indicates general education requirement

Bold indicates required courses

**Office Associate
(Diploma)**

This 36-week (minimum 40 credits/930 clock hours) diploma program is designed for students to develop basic office, communications, and computer technology 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.

| <u>Catalog Number</u> | <u>Required and Recommended Courses</u> | <u>Credits</u> | <u>Clock Hours</u> |
|-----------------------|---|----------------|--------------------|
| COM-01, 02 | Fundamentals of English I, II | 3.0/3.0 | 60/60 |
| COM-03* | Composition I | 1.5 | 30 |
| GO-01, 02 | Keyboarding I, II | 1.0/1.5 | 30/30 |
| GO-03 | Keyboarding Applications | 1.5 | 30 |
| GO-06* | Office Procedures | 1.5 | 30 |
| MGT-02 | Introduction to Business | 1.5 | 30 |
| MGT-03 | Business Strategies | 1.5 | 30 |
| MGT-07 | Customer Service | 1.5 | 30 |
| MIC-01* | Computer Literacy/Operations | 3.0 | 60 |
| MIC-02* | Microsoft® Word | 3.0 | 60 |
| MIC-03 | Microsoft® Excel® | 3.0 | 60 |
| MIC-05 | Microsoft® PowerPoint® | 3.0 | 60 |
| NUM-01 | Math Fundamentals | 1.0 | 30 |
| NUM-02 | Business Math with Calculator | 1.0 | 30 |
| NUM-04 | Principles of Accounting I | 3.0 | 60 |
| PD-01 | Personal and Study Skills Development | 1.0 | 30 |
| PD-02 | Self Awareness | 1.5 | 30 |
| PD-03 | Portfolio Development | 1.5 | 30 |
| PD-04 | Job Search Preparation | 1.5 | 30 |
| PD-06 | Internship | 4.0 | 180 |
| PD-09 | Financial Literacy | 1.0 | 30 |

*Indicates general education requirement

Bold indicates required courses

ACADEMIC POLICIES

Class Scheduling Policy

Full-time students may be scheduled up to five class hours per day during each six-week academic block. (See *CSB ADMINISTRATIVE POLICIES AND PROCEDURES STUDENT HANDBOOK* for additional information.)

Grading Policy

CSB's grading scale is:

| 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 courses 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 course. The QPE for each course is determined by multiplying the numeric value of the letter grade awarded by the numeric credit value of the course. 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 courses. The equation is $CGPA = TQPE/CA$. Prior to official grade reports being released, an "I" for a temporary incomplete may appear on an unofficial grade report. A temporary incomplete grade ("I") does not impact in any way a student's grade point average, maximum time frame, or credits attempted/credits passed calculation. An incomplete grade of "I" is not part of CSB's grading system, and an "I" will not appear on an official transcript.

NOTE: The administration makes every effort to distribute grade reports by Day 10 of the academic block. The grade report may be a mid-term report showing all classes that were completed in the first block of the term or a finalized term report depending on the student's academic block. Students in danger of failing a course will have their grades reviewed immediately following the end of the academic block to determine if course and/or academic progress issues exist.

ACADEMIC POLICIES

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

| Grade | Explanation |
|--------------|------------------------------|
| W | Withdrawal |
| R | Repeat (course was repeated) |
| T | Transfer (transfer credit) |
| X | Exemption (exemption credit) |
| N | Never Attended |

Course Drop/Add Policy

A student who drops a course (s) within the first five (5) class days of an academic term (15 class days for first-time, initial term enrollees or a reenrollee in his or her initial term) will not have that course(s) listed as attempted on his or her transcript, nor will the course count towards his or her enrollment status.

A student who adds a course (s) within the first five (5) class days of an academic term (15 class days for first-time, initial term enrollees or a reenrollee in his or her initial term) will have that course (s) listed as attempted on his or her transcript and the course will count towards his or her enrollment status.

Course Withdrawal Policy

Following the 5-day or 15-day drop/add period, a student who wishes to change his or her schedule by withdrawing from a course may do so only with the permission of the School Director. Students who withdraw from a course 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, maximum time frame, and credits attempted/credits passed calculations. Students who withdraw from a course scheduled to begin after the 5-day or 15-day drop/add period without having attended any class hours of the course will receive an **N** grade and will have all tuition and financial aid adjusted accordingly. These courses will not be included in determining student status, credits attempted/credits passed, or maximum time frame.

ACADEMIC POLICIES

Course Repeat Policy

If a student repeats a course, only the quality points earned and credits attempted from the higher attempt are included in calculating a student's cumulative grade-point average. The attempt not being utilized for CGPA will be changed to an **R** on the student's transcript to indicate that the course was repeated. A maximum of three attempts within a program are counted when determining total credit-hours attempted for student enrollment status purposes. Students may repeat courses to improve non-failure grades; however, the credits will not be counted towards determining enrollment status for financial aid purposes. Reenrollees may be exempt from this policy. Course repeats are included when considering maximum time frame.

Incomplete Policy

Students are expected to have all course requirements completed by the last scheduled class hour of a course. Instructors are required to submit all grades within three (3) class days after the last day of an academic block. In the event that a student has not completed all required course assignments by the last scheduled class hour of a course, the student will receive a failing grade on all outstanding assignments unless he or she has been granted an extension of time to submit all course requirements. In order to qualify for an extension of time, the student must have informed the instructor and the School Director of any personal/medical problem preventing the student from completing the work in the specified time frame. Documentation regarding the personal/medical problem may be requested. Upon completion of the *Incomplete Grade Form*, the School Director will decide whether to grant the extension and determine the appropriate length of the extension. An extension will range from a minimum of one (1) class day to a maximum of three (3) class days.

An incomplete should be requested in one of the following ways:

- The student meets with the instructor and the School Director to complete an *Incomplete Grade Form*.
- The student, if unable to meet in person, contacts either the instructor or the School Director to complete the *Incomplete Grade Form*. The student must meet with the School Director upon return to school to complete the request.
- The instructor and the School Director meet and agree that there is reason to grant a temporary incomplete to a student to retake a final examination or to complete final work.

A temporary incomplete grade does not impact a student's grade point average, maximum time frame, or credits attempted/credits passed calculation in any way. An incomplete grade of "I" is not part of CSB's grading system, and it will not appear on a final transcript.

Grade Dispute Policy

Should a student disagree with a grade(s) earned, he or she must first discuss the problem with the appropriate instructor(s). If dissatisfied, the student may then file a written appeal to the School Director. If the student is still dissatisfied, the appeal may be referred to the Vice President whose decision is final.

ACADEMIC POLICIES

Course Acceleration

Courses that may be accelerated are denoted with an “A” under the course descriptions in this catalog. Course acceleration is designed for an advanced student or a student with a basic-level understanding in a particular subject area to complete course requirements and earn semester credits in fewer classroom hours than are scheduled for the course. Course acceleration may enable a student to request additional courses or may enable a student to complete his or her program of study prior to his or her contracted completion date. Students who accelerate must earn an A on each individual evaluation for the course. Requests for acceleration must be submitted to the School Director.

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 required and recommended 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. If an additional program change would be approved, there would be no subsequent adjustment for maximum time frame.

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 already enrolled when changes occur. This means that program modifications do not change the agreed upon tuition, increase credit requirements, or increase contracted time frame for completion. When program modifications involve course requirement changes, CSB reserves the right to schedule a student in the new required course (s) or waive the new requirement(s) if scheduling presents a problem.

ACADEMIC POLICIES

Enrollment Status

The table below indicates student classifications regarding enrollment status.

| STUDENT CLASSIFICATION TABLE | |
|-------------------------------------|------------------------|
| Status | Minimum Credits |
| 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 5th class day of an academic term (the 15th class day for a first-time, initial term enrollee or a reenrollee in his or her initial term). 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 factor, 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 semester credit hours. 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.

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 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.

ACADEMIC POLICIES

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 (*). All percentages are rounded down to the nearest whole percent when determining evaluation points.

| PROGRESS STANDARDS FOR DIPLOMA PROGRAMS | | |
|---|---|-------------|
| Credits Attempted as a Percent of Maximum Time Frame | Minimum required Percent of credits earned | CGPA |
| Enrollment to 25% | 55% | 1.50* |
| 26% to 50% | 60% | 1.75* |
| 51% to 75% | 65% | 2.00* |
| 76% to MTF | Program Requirements | 2.00* |

| PROGRESS STANDARDS FOR ASB DEGREE PROGRAMS | | |
|---|---|-------------|
| Credits Attempted as a Percent of Maximum Time Frame | Minimum Required Percent of credits earned | CGPA |
| Enrollment to 12% | 55% | 1.50* |
| 13% to 24% | 55% | 1.75* |
| 25% to 36% | 60% | 2.00* |
| 37% to 49% | 60% | 2.00* |
| 50% to 60% | 65% | 2.00* |
| 61% to 72% | 65% | 2.00* |
| 73% to 84% | 70% | 2.00* |
| 85% to 96% | 70% | 2.00* |
| 97% to MTF | Program Requirements | 2.00* |

NOTE: All credit calculations are rounded down to the nearest half or whole credit.

At the end of each term, students not meeting the minimum progress standards will be placed on Financial Aid Warning status and will receive an Unsatisfactory Academic Progress Warning letter outlining the requirements necessary to meet academic progress. (A student on Financial Aid Warning status may continue to receive Title IV aid.)

ACADEMIC POLICIES

Students not meeting minimum progress standards following a Financial Aid Warning status term will receive an Extended Enrollment Status letter and will 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. (A student on extended enrollment status will not be eligible for Title IV aid.)
2. A student may win an appeal decision.

If a student on extended enrollment status does not appeal and fails to meet the minimum academic progress standard for the following evaluation point, the student will be dismissed from school. The student will not be eligible for reenrollment for one full academic year.

A student who can document an undue hardship or extenuating circumstance as the reason for his or her failure to make academic progress, may submit a written appeal to the School Director for review. The appeal must be received by the end of the third day of the academic term to be accepted for review. The appeal must include reason(s) why the student failed to make academic progress and what has changed that will allow the student to make progress by the next evaluation point. The student will be notified in writing of the school's decision within three business days of the date the student submitted the appeal. If the student's appeal is approved, the student is placed on Academic Probation and may continue to receive Title IV aid for one additional term. The student must then make academic progress by the next evaluation point or be making satisfactory progress on an academic plan that will ensure the ability to meet academic standards by a specific point in time. Failure to accomplish either of the above requirements will result in the student being placed on **extended enrollment status**.

Leave of Absence

CSB strongly discourages a student from interrupting his or 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 that necessitate a leave. A leave of absence will be permitted only at the end of and prior to the start of an academic term except for students serving an internship.

The procedure to follow when requesting a leave of absence is to complete and submit a *Leave of Absence Request Form* and a signed statement detailing the reason(s) for the request to the School Director (SD) for consideration. A leave of absence is not officially approved until all required administrative personnel have approved the leave of absence.

ACADEMIC POLICIES

Terms and conditions for a leave of absence are:

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 to 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 requesting and starting a leave of absence. CSB will not assess any additional charges.
4. A leave of absence may not exceed 180 calendar days for a degree student and 120 calendar days for a diploma student, 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 except for students who are serving an internship.
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 (7) calendar days prior to the scheduled end date of the leave and providing the leave will not exceed 180 calendar days for a degree student and 120 calendar days for a diploma student. 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. A student serving an internship may request a leave at any time during the internship period. If approved, the student would be expected to resume the internship at the exact academic credit-hour progress point last completed by the student when the leave first began. The student's official end date will be adjusted accordingly.
9. If a student is a loan recipient and fails to return from a leave of absence, the student's expected loan grace period will be adjusted.

ATTENDANCE POLICY

Punctuality

Students are expected to report to class on time. All instructors record student punctuality and attendance daily.

Although a student may not be scheduled for all five class periods during a given block, the standard class times are:

| Period | Scheduled Time |
|--------|---------------------|
| 1 | 8:40 AM — 9:30 AM |
| 2 | 9:35 AM — 10:25 AM |
| 3 | 10:30 AM — 11:20 AM |
| Break | 11:20 AM — 12:00 PM |
| 4 | 12:00 PM — 12:50 PM |
| 5 | 12:55 PM — 1:45 PM |

Attendance

An important part of the CSB training experience is for students to develop work habits that will enhance a student's employability. For this reason, CSB requires students to attend classes on a regular basis. The CSB attendance policy is:

1. If a student is in the building, he or she is expected to attend all scheduled classes.
2. If a student arrives at the building late or leaves the building prior to the completion of all scheduled classes, the student must sign in/out at the front desk.
3. Students are expected to be present for an entire class. A student's class attendance will be calculated in twenty-minute increments when a student is not present for the entire class. These increments include arriving late to class and leaving early from class. Three (3) twenty-minute increments will be added together and will result in a full class absence that will then be calculated into the attendance of a student for a given class.
4. If a student is going to be absent from school for one or more days due to a prearranged obligation that conflicts with school hours, the student is required to complete an *Absence from School Notification Form*.
5. Each time a student is absent from school, the student is expected to contact the school prior to the start of classes to explain the reason for the absence and to inform the school of his or her expected return date. When a student does not contact the school, it is recorded as an absence not called in.
6. If a student has been absent without notifying the school, the school will attempt to contact the student.
7. If a student misses any class for three (3) or more consecutive days, the student must meet with the School Director and complete a *Return to Class Form* before returning to class. Instructors will not admit students into class if students do not have a *Return to Class Form*.

ATTENDANCE POLICY

8. If a student has been absent for seven (7) consecutive class days, the student will be terminated from school and receive a Student Termination (Excessive Absences) letter
9. Consolidated School of Business reserves the right to terminate a student or to withdraw that student from a class for excessive absences. Any time a student's attendance falls below eighty percent (80%) in any academic term, the student is considered to have excessive absences. A student with attendance below eighty percent (80%) in an academic term may receive an Attendance Warning notice and may be subject to an attendance review with the School Director. The School Director may set terms and conditions for the student to be able to continue attending school, may withdraw the student from a class(es), or may decide to terminate the student.

NOTE: Students who are habitually absent may be subject to termination without the benefit of an attendance review with the School Director.

10. A student terminated as a result of the CSB attendance policy may appeal the termination. The appeal process requires a student to submit a signed letter of appeal, including any supporting documentation, to the School Director within two business days of the termination. If a student is dissatisfied with the decision, he or she may ask for a review by the Vice President whose decision will be final.
11. All students who maintain perfect or near-perfect attendance are recognized for this achievement at graduation.
12. A student is required to maintain an eighty percent (80%) or higher average attendance rate in order to graduate.
 - Each student will be notified of his or her minimum attendance at or prior to the halfway point of his or her program.
 - Make-up time may be scheduled on Fridays. A student's makeup time may only be counted if monitored and approved by an instructor.
 - As soon as it is determined that a student cannot reach an eighty percent (80%) rate of attendance before graduation, the student will be informed of his or her options to proceed. This may include lengthening his or her program time or withdrawal.

ATTENDANCE POLICY

Inclement Weather Schedule

| 1-HOUR DELAY | |
|--------------|---------------------|
| Period | Scheduled Time |
| 1 | 9:30 AM — 10:10 AM |
| 2 | 10:15 AM — 10:55 AM |
| 3 | 11:00 AM — 11:40 AM |
| Break | 11:40 AM — 12:20 PM |
| 4 | 12:20 AM — 1:00 PM |
| 5 | 1:05 PM — 1:45 PM |

| 2-HOUR DELAY | |
|--------------|---------------------|
| Period | Scheduled Time |
| 1 | 10:15 AM — 10:45 AM |
| 2 | 10:50 AM — 11:20 AM |
| 3 | 11:25 AM — 11:55 AM |
| Break | 11:55 AM — 12:35 PM |
| 4 | 12:35 PM — 1:05 PM |
| 5 | 1:10 PM — 1:40 PM |

Information regarding any delayed openings or possible closings will be posted on the CSB Facebook page and broadcast on the following local television stations:

- WGAL-TV 8 (NBC)
- WHP-TV 21 (CBS)
- WHTM-TV 27 (ABC)
- WPMT 43 (FOX)

NOTE: CSB rarely closes. 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 of his or her absence.

GRADUATION

Graduation Requirements

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

1. Earn the required number of credits listed and pass all required courses for the program of study.
2. Earn a minimum cumulative GPA of 2.0 within the maximum time frame of a program of study.
3. Maintain a minimum attendance of eighty percent (80%).
4. Participate in the exit process.

Completer Policy

A student who is no longer enrolled at CSB and who has attempted the maximum allowable number of credits for the program of study but did not accomplish the graduation requirements indicated above will be considered a completer.

Exit Process

The exit process 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 his or her experiences with the School Director.

Graduation Ceremony

Graduation ceremonies are scheduled periodically. Several weeks prior to the ceremony, eligible graduates receive notification of the time, location, and number of guests they may invite.

Academic Honor Society

CSB recognizes outstanding academic achievement by inducting students into the Alpha Beta Kappa National Honor Society. To be eligible for induction into the Alpha Beta Kappa National Honor Society, a student must complete an ASB degree program with a minimum 3.8 cumulative grade point average and maintain a minimum attendance record of 90 percent. In addition, a student must never have received an "F" letter grade or been required to repeat a class. Honor students are recognized at their graduation ceremony.

GRADUATION

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

This is given to all graduates who have maintained perfect attendance.

Exemplary Attendance Award

This is given to all ASB degree graduates who have not missed more than the equivalent of ten days and to all diploma graduates who have not missed more than the equivalent of six days.

Keyboarding Award

This is given to all graduates who achieve a minimum of 70 gross words a minute (GWAM) with no more than three errors on a three minute timed writing.

Medical Terminology Excellence Award

This is given to all graduates who achieve a score of 100 percent on the final evaluation of Medical Terminology.

Medical Award

This is given to all Medical Administrative Assistant ASB degree graduates who earn a CGPA of 3.8 or higher in all medical courses.

Legal Terminology Excellence Award

This is given to all graduates who achieve a score of 100 percent on the final evaluation of Legal Terminology.

Legal Award

This is given to all Legal Administrative Assistant ASB degree graduates who earn a CGPA of 3.8 or higher in all legal courses.

Accounting Award

This is given to all Computerized Accounting Management ASB degree graduates who earn a CGPA of 3.8 or higher in all numerical courses.

Computer Technology Award

This is given to all Computerized Office Management ASB degree graduates who earn a CGPA of 3.8 or higher in all computer courses.

Management Award

This is given to all Business Administration: Management Trainee ASB degree graduates who earn a CGPA of 3.8 or higher in all management courses.

Community Service Award

This is given to any person who goes above and beyond to assist the Community Service Club in its efforts to enhance the school, local, and global communities.

STUDENT SERVICES

Personal and Study Skills Development

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 and Study Skills Development in their first academic block. In this course students receive a copy of the most recent version of the *CSB ADMINISTRATIVE POLICIES AND PROCEDURES STUDENT HANDBOOK*.

Academic Counseling

The School Director reviews all academic transcripts after each six-week academic block and meets with all students who are experiencing academic difficulty. Any academic issues brought to the School Director's attention are addressed immediately.

Tutoring Policy

Students experiencing difficulty in a course may request tutoring by submitting a *Tutoring Request Form* to the School Director. The School Director will review the form, meet with the student's instructor, and decide the best way to help the student. Tutoring sessions will be held before school, after school, during lab hours, or on Fridays. The scheduling of tutoring sessions is dependent upon the availability of both the tutor and the student.

Personal Counseling

CSB does not have a professional psychologist on staff; however, the School 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 that are 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 School Director. The School Director, who is the appointed manager of the school's Drug/Alcohol Abuse Prevention Program, will work with the student and refer him or her to the appropriate counseling and/or treatment program(s).

Career Services

CSB places a heavy emphasis on helping its graduates find appropriate training-related employment. CSB has a full-time Career Services Director whose primary responsibilities are to properly prepare students for employment and to assist students in finding an appropriate job. A specific set of guidelines (see the *CSB CAREER SERVICES OFFICE POLICIES AND PROCEDURES STUDENT HANDBOOK*) has been prepared by the Career Services Office for students to follow. There is no charge for these continuous career services.

STUDENT SERVICES

CSB Community Service Club

For students interested in developing a closer relationship with other members of the student body, increasing leadership skills, and providing worthwhile services to the local, regional, and global communities, CSB sponsors the CSB Community Service Club. Activities include fundraising and in-kind donation drives for community charities and non-profit organizations. Students, faculty, and staff are welcome to join. Meetings are held weekly at the school.

National Proficiency Testing

CSB provides qualifying students opportunities to sit for national proficiency tests in the following areas:

- Cisco Certified Network Associate (CCNA) Exams
- CompTIA Exams
- IC³ Global Standard 4 and/or 5 Certification Exams
- Intuit® QuickBooks® Certified User Exams
- Microsoft® Office Specialist (MOS) Exams
- Microsoft® Technology Associate (MTA) Certification Exams
- National Center for Competency Testing (NCCT) Exams
- TestOut® PC Pro Certification Exam
- WestlawNext® Certification

Library & Resource Center

CSB provides the following resources to assist students during their period of enrollment:

1. Books and periodicals to support CSB curriculum, provide resources for projects, and facilitate further learning in content areas of interest.
2. Pamphlets and information regarding local agencies that could help students going through personal issues.
3. Past student projects that can guide current students' work.

Students using these resources are expected to sign out any materials accessed in the Resource Center.

Legal Administrative Assistant and Legal Office Special students are given access to the online legal research system WestlawNext®.

GENERAL POLICIES

Administrative 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 must always be upheld:

1. A student should always stop at the front desk and request permission before proceeding to any administrative office.
2. A student is expected to schedule all administrative appointments to be held before the student's first scheduled class hour, during the student's scheduled lab period, during the school-wide break time, or after the student's last scheduled class hour. Appointments should not keep a student from attending a class.

Visitor Policy

A visitor is defined as anyone other than a currently enrolled CSB student or a member of the CSB faculty and/or administrative staff. All visitors must enter through the main entrance and immediately report to the front desk.

Student Concerns

1. If a student has a concern/problem with any aspect of CSB, the student should first attempt to resolve the concern/problem on his or her own. If the concern/problem cannot be resolved to the student's satisfaction, then the student should fill out a *Student Concern Form*. The School Director will review the comments on the form and proceed accordingly. *Student Concern Forms* are available at the front desk. Questions and/or concerns regarding any aspect of the enrollment agreement should be referred to the Bursar. In the Bursar's absence, questions should be referred to the Vice President.
2. Any problem that is not completely resolved to a student's satisfaction should be referred directly to the Vice President.
3. Questions or concerns that are not satisfactorily resolved by the Vice President may be brought to the attention of the President.
4. Questions or concerns that are not satisfactorily resolved by the 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

Building Regulations

1. **Student Entrance**—The designated student entrance, located near the student break room and adjacent to the student parking lot, is the preferred entrance/exit for all students. Emergency routes toward alternate exits are marked in every room.
2. **Student Break Room**—Students may be in the student break room only during the scheduled school-wide break time and after scheduled class hours. Food is not permitted anywhere in the building except in the student break room. Smoking, including the smoking of e-cigarettes, 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 Book Bin**—Every student is assigned a numbered book bin for books and supplies. (The number is above the book bin.) Students should not keep personal items such as handbags, laptops, or other valuables in book bins. CSB is not responsible for any lost or stolen items, including personal belongings, missing laptops, textbooks, or supplies. If any student loses or misplaces a laptop, a textbook, or packet, he or she will be personally billed for a replacement. It is recommended that students write their names in all of their books since books are easily misplaced. It is a student's responsibility to empty his or her book bin by the last day of enrollment. In the event that a book bin is not emptied, school personnel will empty the book bin and will not be responsible for the contents. Food and beverages should not be left in the book bins overnight.
5. **Classroom Facilities (additional use)**—Students may use the classroom facilities from 7 AM until 4 PM Monday through Thursday and 7 PM until 3 PM on Fridays (2 PM on Fridays during summer hours) unless otherwise advised. No student may enter a classroom that has an active class in session without the instructor's permission.
6. **Office Copier**—There is a charge of 20 cents per copy for personal use.
7. **Resource Center**—The Resource Center includes textbooks, periodicals, newspapers, and other reference materials. Access to the Internet is also available. Rules and regulations regarding the Resource Center are found in the *CSB ADMINISTRATIVE POLICIES AND PROCEDURES STUDENT HANDBOOK*.
8. **Parking**—There are designated parking spaces for students in the main parking lot adjacent to the student entrance. Students are not permitted to park in the spaces directly facing the front of the building and the main entrance that have been assigned to CSB employees and visitors.

GENERAL POLICIES

Only people who have a special permits or license plates may park in the handicapped parking spaces. The school has been informed by the police that any car without a handicapped license plate or other form of approval being displayed while parked in a handicapped parking space will be ticketed. 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.

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 but are not limited to:

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, including any form of sexual harassment.
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 absences 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 or she must report to the School Director immediately upon return to campus.

GENERAL POLICIES

Classroom/Curriculum Evaluations

CSB's Campus Effectiveness Plan includes the continual monitoring and evaluating of the instructor's effectiveness in the classroom, the relevancy and practicality of the course and the materials used to teach the course, and the overall academic success and satisfaction of the students. This requires conducting classroom observations and receiving continual input from the students. The current evaluating procedures are:

1. **Classroom Observation**—Periodically the School Director, the Curriculum Coordinator, the Vice President, or the President, will visit an instructor's class unannounced for a classroom observation. The administrator's observations are summarized and presented to the instructor for review and comments.
2. **Students' Course/Instructor Evaluation**—Periodically, students are asked to complete a *Course/Instructor Evaluation* at the completion of a course. This evaluation is conducted by the School Director. The results are summarized and discussed with the appropriate instructor.

Dress Code

If a student comes to school dressed in a manner that the School Director feels is inappropriate, that student may be asked to leave the campus. A detailed explanation of appropriate attire is outlined in the *CSB ADMINISTRATIVE POLICIES AND PROCEDURES STUDENT HANDBOOK*.

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 termination 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 front desk 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:

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 list of available drug and alcohol counseling treatment and rehabilitative programs within the York and Lancaster counties.

GENERAL POLICIES

Student Records

The Family Educational Rights and Privacy Act (FERPA) of 1974 provides students the rights 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 School 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 all 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:

1. 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.
2. Copyrighted material includes but is not limited to music, video games, printed publications, TV and radio programs, databases, and worldwide web pages.
3. Penalties for staff, faculty, or students who violate the Copyright laws may include but are not limited to: the infringer pays the actual dollar amount damages and profits; the law provides a range from \$200 to \$150,000 for each work infringed; the infringer pays all attorney fees and court costs; the Court can issue an injunction to stop infringing acts and can impound illegal work; the infringer can go to jail.

Crimes and Emergencies Occurring within CSB's Facility

All students, employees, and guests should promptly report criminal incidents, accidents, and other emergencies by dialing 911 and then alert a senior administrator of the concern. Consolidated School of Business does not have a campus police force or security department.

Any suspected criminal activity should be reported to the designated Campus Security Officials (CSO): Debra Martinez, School Director; and William H. Hoyt, Vice President.

COURSE DESCRIPTIONS

All courses are categorized in the following way:

Field of Study

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

Credit Awarded

The number of credits awarded.

Prerequisites

A prerequisite is a requirement that must be completed prior to course enrollment. Courses with prerequisite requirements contain higher levels in content knowledge and concept application.

Class Weeks

The total number of class weeks the course will meet based on one hour per day. Some courses may meet multiple hours per day.

Number

Course numbering is sequential in nature and not necessarily an indicator of level of difficulty.

NOTE: Courses denoted with an “**A**” indicate acceleration is possible.
Courses denoted with an “**E**” indicate exemption is possible.
Courses denoted with a (**GE**) indicate general education course.

COURSE DESCRIPTIONS COMMUNICATIONS

COM-01 **Fundamentals of English I (12 weeks)** **A**
Prerequisite(s): NONE
3.0 credits 30 lecture hours/30 lab hours

This course is an in-depth study of sentence structure. Using the interactive software program titled ENGLISH GRAMMAR, USAGE, MECHANICS, and PUNCTUATION PROGRAM (EGUMPP), student will learn a systematic approach to identifying how each word, phrase, and clause functions in a sentence for the purpose of being able to write sentences according to a prescribed structure.

COM-02 **Fundamentals of English II (12 weeks)** **A**
Prerequisite(s): COM-01
3.0 credits 30 lecture hours/30 lab hours

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

COM-03 **Composition I (6 weeks)** **(GE)**
Prerequisite(s): COM-02
1.5 credits 15 lecture hours/15 lab hours

This course 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.

COM-04 **Composition II (6 weeks)** **(GE)**
Prerequisite(s): COM-03
1.5 credits 15 lecture hours/15 lab hours

This course is a continuation of Composition I. The student will develop a deeper understanding of proofreading and editing by 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.

COM-05 **Oral Communications (12 weeks)** **(GE)**
Prerequisite(s): NONE
3 credits 30 lecture hours/30 lab hours

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

COURSE DESCRIPTIONS

LEGAL

LEG-01 Fundamentals of Legal Assisting (6 weeks)

Prerequisite(s): NONE
1.5 credits 20 lecture hours/10 lab hours

This course is an introduction to the federal and state court systems. Various topics will include: the difference between criminal law and civil law, legal ethics, the unauthorized practice of law, sources of the law and basic jurisdiction. The legal organizations that define a paralegal will also be discussed. Particular emphasis is placed on developing a foundation of legal terms in selected areas of the law.

LEG-02 Legal Terminology (6 weeks)

Prerequisite(s): NONE
1.5 credits 20 lecture hours/10 lab hours

This course provides students with terminology that is used in the following areas: administrative law, torts, contracts, wills, trusts and estates, family law, and real property-landlord tenant. Simplified definitions, 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 (6 weeks)

A

Prerequisite(s): GO-02, LEG-01, LEG-02
1.5 credits 15 lecture hours/15 lab hours

This course familiarizes the student with the transcriber and builds skills in transcribing legal documents in various areas of law with an emphasis on proper form, punctuation, and accuracy. This course will also reinforce all terminology introduced in other legal courses.

LEG-04 Legal Transcription II (6 weeks)

Prerequisite(s): LEG-03
1.5 credits 15 lecture hours/15 lab hours

This course 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 (6 weeks)

Prerequisite(s): NONE
1.5 credits 20 lecture hours/10 lab hours

This course 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.

COURSE DESCRIPTIONS

LEG-06 Business Law (6 weeks)
Prerequisite(s): NONE
1.5 credits 20 lecture hours/10 lab hours

This course 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.

LEG-07 Administrative Law (6 weeks)
Prerequisite(s): LEG-01, LEG-02
1.5 credits 20 lecture hours/10 lab hours

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

LEG-08 Civil Litigation (6 weeks)
Prerequisite(s): LEG-01, LEG-02
1.5 credits 20 lecture hours/10 lab hours

This course is an overview of the tasks and skills needed by the legal assistant/paralegal in preparing a civil lawsuit. The course begins with the introduction to civil law and discusses the initiation of civil litigation including investigation, evidence, discovery, and initial pleadings.

LEG-09 Criminal Law (6 weeks)
Prerequisite(s): LEG-01, LEG-02
1.5 credits 20 lecture hours/10 lab hours

This course involves the study of criminal law and procedures, specifically elements of crimes and the criminal process including interrogation, arrest, arraignment, pre-trial, trial, and sentencing.

LEG-10 Family Law (6 weeks)
Prerequisite(s): LEG-01, LEG-02
1.5 credits 20 lecture hours/10 lab hours

This course encompasses the study of law relating to domestic relations including marriage, divorce, child custody, child support, marital property, and adoption. The students will learn the diverse range of paralegal tasks that may be performed by a paralegal, in the field of family law.

LEG-11 Wills, Trusts, and Estates (6 weeks)
Prerequisite(s): LEG-01, LEG-02
1.5 credits 20 lecture hours/10 lab hours

This course 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.

COURSE DESCRIPTIONS

LEG-12 **Torts (6 weeks)**
Prerequisite(s): LEG-01, LEG-02
1.5 credits 20 lecture hours/10 lab hours

This course 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.

LEG-13 **Real Estate Law (6 weeks)**
Prerequisite(s): LEG-01, LEG-02
1.5 credits 20 lecture hours/10 lab hours

This course 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 (12 weeks)**
Prerequisite(s): LEG-01, LEG-02
3.0 credits 35 lecture hours/25 lab hours

This course introduces the student to the institutions that create, interpret, and enforce the law. The student will explore primary and secondary legal sources including reporters, digests, legal encyclopedias, legislative sources, the C.F.R., and Internet sources. The student will complete primary and secondary research assignments and exercises. In addition, the student will learn how to develop a research strategy and to validate the law through the use of *Shepard's Citations*® and Westlaw's KeyCite®.

LEG-15 **Legal Writing (12 weeks)**
Prerequisite(s): LEG-14
3.0 credits 35 lecture hours/25 lab hours

This course utilizes the research skills learned in Legal Research and provides the students with an in-depth analysis of legal writing through lectures, textbook exercises, and workbook exercises. The students will apply their analysis of legal writing principles to the drafting of a legal memoranda.

LEG-16 **Law Office Technology (6 weeks)**
Prerequisite(s): GO-02, LEG-01, LEG-02, MIC-01
1.5 credits 20 lecture hours/10 lab hours

This course covers the use of computers and the applications commonly found in the law office. The student will be introduced to general computer terminology, word processing, document assembly, spreadsheet software, legal timekeeping and billing software, database management systems, and presentation software.

COURSE DESCRIPTIONS MANAGEMENT

MGT-01 **Principles of Supervision (6 weeks)** **E**
Prerequisite(s): NONE
1.5 credits 20 lecture hours/10 lab hours

This course focuses upon the human relations and communications techniques that are the keys to successful supervision. Students are involved in realistic supervision problems through discussion in the classroom.

MGT-02 **Introduction to Business (6 weeks)** **E**
Prerequisite(s): NONE
1.5 credits 20 lecture hours/10 lab hours

This course introduces the nature of business including the roles of ethics and social responsibility in business decision making. Business in the global marketplace, the various functions, levels, and areas of management, the organizational structure of a business, employees' needs and motivation, and the quantity and quality of human resources are examined and discussed.

MGT-03 **Business Strategies (6 weeks)**
Prerequisite(s): MGT-02
1.5 credits 20 lecture hours/10 lab hours

This course examines the advantages and disadvantages of the three primary forms of business ownership, surveys the world of entrepreneurship and small business, and focuses on the basic principles of marketing. Ways to build customer relationships and improve customer satisfaction, the role the Internet and information technology have played in the changing the environment of business, and the role that finance management plays in business are also explored.

MGT-04 **Small Business Management (12 weeks)** **E**
Prerequisite(s): NONE
3.0 credits 40 lecture hours/20 lab hours

This course 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 (12 weeks)** **E**
Prerequisite(s): NONE
3.0 credits 40 lecture hours/20 lab hours

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

COURSE DESCRIPTIONS

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| MGT-06 | Human Resource Management (6 weeks) | E |
| Prerequisite(s): | NONE | |
| 1.5 credits | 20 lecture hours/10 lab hours | |

In this course 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 performing valid and reliable performance appraisals will be presented. Workplace safety and ethical and fair work environments will be discussed along with benefits, compensation, and labor relations.

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| MGT-07 | Customer Service (6 weeks) |
| Prerequisite(s): | NONE |
| 1.5 credits | 20 lecture hours/10 lab hours |

This course introduces students to service skills needed by all business people. Discussions will include social networking, customer trends, emerging technologies, and some stress reducing techniques. There will also be an emphasis on good service intentions to build loyalty and success in business.

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| MGT-08 | Money and Banking (6 weeks) |
| Prerequisite(s): | NONE |
| 1.5 credits | 20 lecture hours/10 lab hours |

This course familiarizes the student with money, banking, and the financial system. The student will gain insight into the money and payments system, the Stock Market(s), the economics of banking, the Federal Reserve System, and Monetary Policy.

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| MGT-09 | Supervisory Training (6 weeks) |
| Prerequisite(s): | NONE |
| 1.0 credits | 10 lecture hours/20 lab hours |

This course is designed for CSB students to further develop their supervision skills. A series of case studies will be used to provide greater insight into various management and leadership concepts. Working as a group, and facilitated by a CSB faculty member, students will investigate a variety of topics that are relevant to today's business climate.

COURSE DESCRIPTIONS MEDICAL

MED-01 Medical Terminology (12 weeks) E
Prerequisite(s): NONE
3.0 credits 30 lecture hours/30 lab hours

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

MED-02 Electronic Care Management (12 weeks) A
Prerequisite(s): MED-01
3.0 credits 30 lecture hours/30 lab hours

This course 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-10 and CPT coding data, and handle billing transactions. In addition, students produce various fiscal lists and reports.

MED-03 Law and Ethics for Health Occupations (6 weeks) E
Prerequisite(s): NONE
1.5 credits 20 lecture hours/10 lab hours

This course 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-04 Body Structure and Function (6 weeks) E
Prerequisite(s): NONE
1.5 credits 20 lecture hours/10 lab hours

This course is the study of fundamental human anatomy as it relates to cells, tissues, membranes, integumentary, and reproductive systems of the human body, and the principles of human physiology.

MED-05 Essentials of Anatomy and Physiology (6 weeks) E
Prerequisite(s): NONE
1.5 credits 20 lecture hours/10 lab hours

This course introduces students to the structure and function of the nervous and cardiovascular systems.

MED-06 Elements of Anatomy and Physiology (6 weeks) E
Prerequisite(s): NONE
1.5 credits 20 lecture hours/10 lab hours

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

COURSE DESCRIPTIONS

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| MED-07 | Principles of Anatomy and Physiology (6 weeks) | E |
| Prerequisite | NONE | |
| 1.5 credits | 20 lecture hours/10 lab hours | |

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

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| MED-08 | Basic Coding (6 weeks) | E |
| Prerequisite(s): | MED-04, MED-05, MED-06, MED-07 | |
| 1.5 credits | 15 lecture hours/15 lab hours | |

This course is designed to give students a basic understanding of Current Procedural Terminology (CPT) coding techniques and ICD-10-CM diagnostic coding for optimal medical insurance reimbursement. Beginning with a basic history of coding development, students will be provided with practical examples of CPT and ICD-10 coding according to manuals and guidelines.

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| MED-09 | CPT Coding (6 weeks) | E |
| Prerequisite(s): | MED-04, MED-05, MED-06, MED-07 | |
| 3.0 credits | 30 lecture hours/30 lab hours | |

This course is designed to provide students a comprehensive understanding of Current Procedural Terminology (CPT) coding techniques. Beginning with a basic history of procedural coding and introduction of the coding system, students will be provided with information and application exercises from coding manuals and guidelines.

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|------------------|-----------------------------------|----------|
| MED-10 | ICD-10-CM Coding (6 weeks) | E |
| Prerequisite(s): | MED-04, MED-05, MED-06, MED-07 | |
| 1.5 credits | 15 lecture hours/15 lab hours | |

This course is designed to provide students a comprehensive understanding of ICD-10 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.

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| MED-11 | Medical Insurance Procedures (6 weeks) | E |
| Prerequisite(s): | MED-08 or MED-09, MED-10 | |
| 1.5 credits | 20 lecture hours/10 lab hours | |

This course covers health insurance products and managed care approaches to the financing and delivery of healthcare services. Students explore reimbursement and payment methodologies. Students examine forms, processes, and practices. Students discuss concepts in insurance, third-party and prospective payments, and managed care organizations.

COURSE DESCRIPTIONS

MED-12 Human Diseases and Conditions (12 weeks) E
Prerequisite(s): MED-04, MED-05, MED-06, MED-07
3.0 credits 30 lecture hours/30 lab hours

This course examines the etiology, signs and symptoms, diagnostic procedures, treatment, prognosis, and prevention protocols of digestive, respiratory, circulatory, urinary, reproductive, and neurological symptoms.

MED-13 Essentials of Pharmacology (12 weeks) E
Prerequisite(s): MED-04, MED-05, MED-06, MED-07
3.0 credits 30 lecture hours/30 lab hours

This course 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-14 Exam Room Procedures (6 weeks) E
Prerequisite(s): MED-04, MED-05, MED-06, MED-07
4.0 credits 40 lecture hours/50 lab hours

This course is designed to instruct and train the student to perform basic charting, routine procedures for physical examinations; vital signs; gowning; draping and positioning; care and maintenance of instruments; sterilization techniques; use of equipment such as an EKG machine; and preparation for and assistance during diagnostic exams and minor surgery.

MED-15 Clinical Laboratory Procedures I (6 weeks)
Prerequisite(s): MED-04, MED-05, MED-06, MED-07
4.0 credits 40 lecture hours/50 lab hours

This course is designed to instruct and train the student in performing routine laboratory tests. These include venipuncture, various techniques of injections, urinalysis as well as basic hematology, serology, microbiology tests. Students are instructed on the use of medical equipment such as EKG.

MED-16 Clinical Laboratory Procedures II (6 weeks)
Prerequisite(s): MED-15
4.0 credits 40 lecture hours/50 lab hours

This course is designed to instruct and train the student in performing routine laboratory tests. These include venipuncture, urinalysis as well as basic hematology, serology, and microbiology tests.

COURSE DESCRIPTIONS

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| MED-17 | Advanced Coding (6 weeks) | E |
| Prerequisite(s): | MED-09, MED-10 | |
| 1.5 credits | 15 lecture hours/15 lab hours | |

This course is an advanced CPT, ICD, and HCPCS medical coding course designed to develop critical thinking skills to enable the students to select the correct codes from various types of medical reports. Students will be provided with instruction, practical examples, and worksheets to enhance their coding skills using current coding guidelines and manuals.

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| MED-18 | Health Insurance Processes (6 weeks) | E |
| Prerequisite(s): | MED-11 | |
| 1.5 credits | 20 lecture hours/10 lab hours | |

This course covers health insurance billing processes and the role of the insurance billing specialist in a medical facility. This course guides the student in the necessity of the confidentiality rules associated with HIPAA privacy and compliance. Students will develop the skills necessary to successfully create and process an insurance claim for Medicare, Medicaid, Worker's Compensation, and other insurance plans.

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| MED-19 | Basic Psychology (6 weeks) | E |
| Prerequisite(s): | NONE | |
| 1.5 credits | 20 lecture hours/10 lab hours | |

This course introduces students to mental health and substance abuse disorders and treatment as it relates to the medical field.

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| MED-20 | Medical Office Procedures (6 weeks) | |
| Prerequisite(s): | NONE | |
| 1.5 credits | 20 lecture hours/10 lab hours | |

This course is designed to develop the knowledge and skills necessary for success in the medical office. This introductory course to medical office procedures covers HIPAA regulations, telephone etiquette, mailings, appointment scheduling, and medical records management.

COURSE DESCRIPTIONS MICROCOMPUTER

MIC-01 Computer Literacy/Operations (12 weeks) (GE), A, E
Prerequisite(s): NONE
3.0 credits 30 lecture hours/30 lab hours

In this course 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 and how to work securely using Windows, the local area network, and the Internet. Students are introduced to the Microsoft® Office Suite. Upon completion of this course, students will be prepared to take the three tests for the IC3 Certification: Computer Fundamentals, Living Online, and Key Applications.

MIC-02 Microsoft® Word (12 weeks) (GE), A, E
Prerequisite(s): MIC-01
3.0 credits 30 lecture hours/30 lab hours

This course is the beginning of a sequence to develop a working knowledge of the Microsoft® Office Suite. Word processing operations utilizing Microsoft® Word will include formatting and editing documents, using writing tools, manipulating tabs, and creating and formatting tables. Advanced features included are creating business letters with letterhead, watermarks, mail-merge, newsletters and pull-quotes. Upon completion of this course, students will be prepared for the Microsoft® Word Core Certification.

MIC-03 Microsoft® Excel® (12 weeks) A, E
Prerequisite(s): MIC-01
3.0 credits 30 lecture hours/30 lab hours

This course develops a working knowledge of Microsoft® Office Excel®. Basic spreadsheet operations utilizing Microsoft® Excel® will include ranges, labels, values, formulas, print options, data tables, and graphics. Advanced topics introduced are financial functions, working with tables, and navigating multiple worksheets and workbooks. Upon completion of this course, students will be prepared for the Microsoft® Excel® Core Certification.

MIC-04 Microsoft® Access® (12 weeks) A, E
Prerequisite(s): MIC-01
3.0 credits 30 lecture hours/30 lab hours

In this course students learn database management operations utilizing Microsoft® Access®. This will include learning the functions and commands necessary to create, modify, and manage a database. Students will work with such advanced features as creation and utilization of forms and report techniques. Upon completion of this course, students will be prepared for the Microsoft® Access® Certification.

COURSE DESCRIPTIONS

MIC-05 **Microsoft® PowerPoint® (6 weeks)** **A, E**
Prerequisite(s): MIC-01
3.0 credits 30 lecture hours/30 lab hours

In this course students learn business presentation skills utilizing Microsoft® PowerPoint®. They will create, edit, and enhance presentations by adding media, pictures, shapes, and WordArt. The advanced methods include hyperlinks, action buttons, and animation. To complete their portfolios, students will master using templates, graphic elements, outside sources, collaboration, and delivery methods. Upon completion of this course, students will be prepared to take the Microsoft® Office Specialist PowerPoint® Certification.

MIC-06 **Microsoft® Publisher (12 weeks)** **A, E**
Prerequisite(s): NONE
3.0 credits 30 lecture hours/30 lab hours

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

MIC-07 **Microsoft® Outlook (12 weeks)** **A, E**
Prerequisite(s): NONE
3.0 credits 30 lecture hours/30 lab hours

In this course students develop organizational skills with Outlook that allow 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 introduced to Microsoft® OneNote and learn how to use it to collect, manage, and share notes. Upon completion of this course, students will be prepared for the Microsoft Office Specialist Outlook Certification.

MIC-08 **Advanced Microsoft® Word (6 weeks)**
Prerequisite(s): MIC-02
1.5 credits 15 lecture hours/15 lab hours

In this course students develop advanced word processing skills utilizing Microsoft® Word to prepare them for the Microsoft® Office Specialist Expert Certification. They will complete exercises in collaboration and integration, format a reference document, and create templates for online forms that contain macros and digital signatures.

MIC-09 **Microsoft® Word Certification Review (6 weeks)**
Prerequisite(s): MIC-02
1.5 credits 15 lecture hours/15 lab hours

In this course students will prepare for the Microsoft® Word Certification test. They will spend the time reviewing material, updating their skills, completing assignments, and practicing for the certification.

COURSE DESCRIPTIONS

MIC-10 Microsoft® Excel® Certification Review (6 weeks)

Prerequisite(s): MIC-03
1.5 credits 15 lecture hours/15 lab hours

In this course, students will prepare for the Microsoft® Excel® Certification test. They will spend the time reviewing material, updating their skills, completing assignments, and practicing for the certification.

MIC-11 Microsoft® Access® Certification Review (6 weeks)

Prerequisite(s): MIC-04
1.5 credits 15 lecture hours/15 lab hours

In this course, students will prepare for the Microsoft® Access® Certification test. They will spend the time reviewing material, updating their skills, completing assignments, and practicing for the certification.

MIC-12 Microsoft® PowerPoint® Certification Review (6 weeks)

Prerequisite(s): MIC-05
1.5 credits 15 lecture hours/15 lab hours

In this course students will prepare for the PowerPoint® Certification test. They will spend the time reviewing material, updating their skills, completing assignments, and practicing for the certification.

MIC-13 Basic Internet Programming (6 weeks)

Prerequisite(s): NONE
1.5 credits 15 lecture hours/15 lab hours

E

In this course students are introduced to coding used on the World Wide Web, including HTML and JavaScript. Students will learn to set up basic code that includes text and objects on a web site.

MIC-14 Internet Fundamentals (6 weeks)

Prerequisite(s): NONE
1.5 credits 15 lecture hours/15 lab hours

E

In this course students will learn the most important topics of Internet research and will become familiar with methods of effectively searching the Internet. Students will learn how to construct complex searches, browse course guides, and find specialty information online.

MIC-15 IT Fundamentals (12 weeks)

Prerequisite(s): MIC-18
3.0 credits 30 lecture hours/30 lab hours

This course is the first of the two basic IT classes. Students learn about current and legacy computers and the technology used to produce them. Students learn about motherboards and devices attached to the motherboard. Students continue their studies with peripherals that attach to the computer system and learn how to attach these computers to the network.

COURSE DESCRIPTIONS

MIC-16 Technical Support (12 weeks)
Prerequisite(s): MIC-15
3.0 credits 30 lecture hours/30 lab hours

This course is the second of the two basic IT classes. Students continue their study of computers by learning about mobile devices, configuring the computer, and installing the system and application software. Students also focus on troubleshooting so that they can define problems, document them, and develop solutions. Upon completion of this course, students will be ready to take the CompTIA Strata Certification. Students have practice tests they may take to prepare for additional certifications such as PC PRO through TESTOUT and CompTIA A+ through Pearson VUE testing centers.

MIC-17 Help Desk Support (12 weeks)
Prerequisite(s): NONE
3.0 credits 30 lecture hours/30 lab hours

In this course students learn how to provide support for customers with computer issues. This course updates students' interpersonal skills and demonstrates how to use technical knowledge to troubleshoot and solve problems. The concept of working in cloud computing is introduced during this course. The use of professional software such as LBE Desktop Helpdesk is included.

MIC-18 Windows OS Fundamentals (12 weeks)
Prerequisite(s): MIC-01
3.0 credits 30 lecture hours/30 lab hours

In this course students expand their basic computer skills by learning how to work within a Client/Server network. The focus of this course is the installation and use of the Client computer. A large portion of students' study is devoted to managing files and folders; managing devices connected to the computer via the network; and performing maintenance on the computer. Upon completion of this course, students will be prepared for the MTA: Windows Operating System Fundamentals Certification.

MIC-19 Networking Fundamentals (12 weeks)
Prerequisite(s): MIC-18
3.0 credits 30 lecture hours/30 lab hours

In this course students focus on various networking infrastructures and how computers work within these areas. Switches, routers, and the media supporting them are the backbone of transmitting data. Protocols and services of the network complete the background of this course. Upon completion of this course, students will be prepared for the MTA: Networking Fundamentals Certification.

COURSE DESCRIPTIONS

MIC-20 **Windows Server Fundamentals (12 weeks)**
Prerequisite(s): MIC-18, MIC-19
3.0 credits 30 lecture hours/30 lab hours

In this course students will be working in a LAN simulation utilizing Windows Server. Students will manage hardware devices, disks, and data storage and then implement backups and disaster recovery. Students 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. Upon completion of this course, students will be prepared for the MTA: Windows Server Administration Fundamentals certification test.

MIC-21 **Security Fundamentals (12 weeks)**
Prerequisite(s): MIC-20
3.0 credits 30 lecture hours/30 lab hours

In this course students spend time working in one of the most demanding areas of IT. Security is broken down into two specific areas: Operating Systems and Network Systems. Within these areas, the course breaks down the various Security Layers of physical security, Internet security, and wireless security. Upon completion of this course, students will be prepared for the MTA: Security Fundamentals Certification test.

MIC-22 **CISCO Certified Entry Networking (12 weeks)**
Prerequisite(s): MIC-19
3.0 credits 30 lecture hours/30 lab hours

In this course students prepare to configure devices that work within the cloud. Students will have a small review of the other areas they have covered and use that knowledge to maintain a WAN network system. Students will learn to operate and troubleshoot a small enterprise branch network. Upon completion of this course, students will be prepared for the CISCO CCENT Certification test through Pearson VUE testing centers.

COURSE DESCRIPTIONS NUMERICAL

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|------------------|------------------------------------|----------|
| NUM-01 | Math Fundamentals (6 weeks) | E |
| Prerequisite(s): | NONE | |
| 1.0 credits | 10 lecture hours/20 lab hours | |

This course presents a general review of manual-solving methods for the basic fundamental operations of addition, subtraction, multiplication, and division involving whole numbers, fractions, decimals, and percentages. These methods are then applied in practical applications.

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| NUM-02 | Business Math with Calculator (6 weeks) | E |
| Prerequisite(s): | NONE | |
| 1.0 credits | 10 lecture hours/20 lab hours | |

This course presents the skills that are required to operate a 10-key calculator. Students develop proper key stroking techniques and learn effective use of various operational keys and procedures to solve problems involving addition, subtraction, multiplication, and division with fractions, decimals, percentages, and mixed calculations.

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| NUM-03 | Fundamentals of Accounting (6 weeks) | |
| Prerequisite(s): | NONE | |
| 1.0 credits | 15 lecture hours/15 lab hours | |

This course presents a systematic approach to basic accounting concepts, which is presented to the student using a simulated business environment. Students will learn how to process basic business transactions using common bookkeeping techniques in order to develop a better understanding of accounting concepts.

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|------------------|--|-------------|
| NUM-04 | Principles of Accounting I (12 weeks) | A, E |
| Prerequisite(s): | NONE | |
| 3.0 credits | 30 lecture hours/30 lab hours | |

This introductory accounting course is designed to develop basic accounting skills that can be used in a service or a merchandise business. Initial topics presented include the accounting equation, chart of accounts, debits and credits, general journal, general ledger, posting transactions, and preparing simple financial reports. Students will then demonstrate skills using the closing process, post-closing trial balance, special journals, subsidiary ledgers, purchases, receipts, payments, banking procedures, and petty cash.

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|------------------|---|-------------|
| NUM-05 | Principles of Accounting II (12 weeks) | A, E |
| Prerequisite(s): | NUM-04 | |
| 3.0 credits | 30 lecture hours/30 lab hours | |

This course is designed to expand one's knowledge of the accounting system. Topics include payroll earnings and taxes, worker's compensation, accruals and deferrals, classified income statements, classified balance sheets, and reversing entries. Students will demonstrate skills generating financial reports. Additional topics include Generally Accepted Accounting Principles (GAAP), Financial Accounting Standards Board (FASB), uncollectible accounts, notes payable, notes receivable, and inventory valuation methods.

COURSE DESCRIPTIONS

NUM-06 **Principles of Accounting III (12 weeks)** **A, E**
Prerequisite(s): NUM-05
3.0 credits 30 lecture hours/30 lab hours

This course 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.

NUM-07 **Principles of Accounting IV (12 weeks)** **A, E**
Prerequisite(s): NUM-06
3.0 credits 30 lecture hours/30 lab hours

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

NUM-08 **QuickBooks® I (6 weeks)** **A, E**
Prerequisite(s): NUM-04
1.5 credits 15 lecture hours/15 lab hours

In this course 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-09 **QuickBooks® II (6 weeks)** **A, E**
Prerequisite(s): NUM-05, NUM-08
1.5 credits 15 lecture hours/15 lab hours

This course is designed to give students practical applications of the theories learned in QuickBooks® I by completing a business simulation problem set.

NUM-10 **Payroll Preparation (6 weeks)** **E**
Prerequisite(s): NUM-05
1.5 credits 20 lecture hours/10 lab hours

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

NUM-11 **Income Tax Preparation I (6 weeks)** **A, E**
Prerequisite(s): NUM-05
1.5 credits 20 lecture hours/10 lab hours

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

COURSE DESCRIPTIONS

NUM-12 **Income Tax Preparation II (6 weeks)** **A, E**
Prerequisite(s): NUM-11
1.5 credits 20 lecture hours/10 lab hours

This course 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-13 **Principles of Cost Accounting I (6 weeks)** **A**
Prerequisite(s): NUM-07
1.5 credits 20 lecture hours/10 lab hours

This course 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.

NUM-14 **Principles of Cost Accounting II (6 weeks)** **A**
Prerequisite(s): NUM-13
1.5 credits 20 lecture hours/10 lab hours

This course is a continuation of Principles of Cost Accounting I, which further focuses on the dual management functions of planning and control with emphasis on the cost accounting information system that links these two functions of management.

NUM-15 **Sage® 50 I (6 weeks)** **A**
Prerequisite(s): NUM-05
1.5 credits 15 lecture hours/15 lab hours

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

NUM-16 **Sage® 50 II (6 weeks)** **A**
Prerequisite(s): NUM-15
1.5 credits 15 lecture hours/15 lab hours

This course is designed to give students practical applications of the theories learned in Sage® 50 I by completing a business simulation problem set.

NUM-17 **Certified Bookkeeper Preparation (12 weeks)**
Prerequisite(s): NUM-07, NUM-09, NUM-10
3.0 credits 30 lecture hours/30 lab hours

This course is designed to prepare students to become a Certified Bookkeeper (CB) with the American Institute of Professional Bookkeepers (AIPB). The CB designation is a nationally recognized certification designed to be presented as a "capstone" class. All course matter presented within CSB's ASB Accounting Degree program will be reviewed. The CB certification is awarded upon successful completion of AIPB's testing procedures. Benefits for a CB may include but are not limited to higher earnings, a higher probability of promotion, and national recognition by employers.

COURSE DESCRIPTIONS PERSONAL DEVELOPMENT

PD-01 Personal and Study Skills Development (6 weeks)

Prerequisite(s): NONE
1.0 credits 18 lecture hours/12 lab hours

This course is offered to all incoming students. It provides each 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 by reviewing study skills to help them adjust to CSB's academic environment.

PD-02 Self-Awareness (6 weeks)

Prerequisite(s): NONE
1.5 credits 20 lecture hours/10 lab hours

In this course 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 and professional grooming.

PD-03 Portfolio Development (6 weeks)

Prerequisite(s): NONE
1.5 credits 15 lecture hours/15 lab hours

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

PD-04 Job Search Preparation (6 weeks)

Prerequisite(s): NONE
1.5 credits 20 lecture hours/10 lab hours

The main purpose of this course 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, and development and utilization of a job-search plan.

PD-05 Job Search Preparation Review (6 weeks)

Prerequisite(s): NONE
1.0 credits 20 lecture hours/10 lab hours

This course is available for any student who needs to repeat internship. The Career Services Director will assign the student specific projects designed to refresh the student's job-search and interviewing skills.

COURSE DESCRIPTIONS

PD-06/07/08 Internship (6 weeks)
Prerequisite(s): PD-04
4.0/4.5/5.0 credits 180/205/225 internship hours

Depending upon a student's personal career interest, overall attendance record, and achieved skill level, CSB will assist a diploma or ASB degree student in securing a six-week, 180/205/225 hour, internship at a business site, hospital, doctor's office, law firm, accounting firm, major corporation, or small business to utilize his or her newly developed job skills as well as to gain valuable work experience.

PD-09 Financial Literacy (6 weeks)
Prerequisite(s): NONE
1.0 credits 10 lecture hours/20 lab hours

This course explores the value of successfully managing your money. Using the Financial Avenue Online Money Management Program, students will gain important knowledge about the basics of personal money management with topics ranging from budgeting and identity theft to understanding a paycheck and tackling debt.

PD-10 Certified Interpreter (12 weeks)
Prerequisite(s): NONE
3.0 credits 30 lecture hours/30 lab hours

This course is designed to prepare students for the Certificate of Professional Training for Medical, Education, and Social Services Interpretation, a national certification test. The certification will enable students to act in official capacity as a certified interpreter in the medical, educational, and social services industries.

CLASSROOM LAB DESCRIPTIONS

LAB-01 **Accounting Recitation (6 weeks)**
0 credits 30 lab hours

A six-week accounting recitation period.

LAB-02 **Microcomputer Recitation (6 weeks)**
0 credits 30 lab hours

A six-week microcomputer recitation period.

LAB-03 **Transcription Recitation (6 weeks)**
0 credits 30 lab hours

A six-week transcription recitation period.

LAB-04 **Keyboarding Recitation (6 weeks)**
0 credits 30 lab hours

A six-week keyboarding recitation period.

LAB-05 **General Study Recitation (6 weeks)**
0 credits 30 lab hours

A six-week general study recitation period.

LAB-06 **Medical Recitation (6 weeks)**
0 credits 30 lab hours

A six-week medical recitation period.

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