

# **Catalog February 2023**

Effective February 2023

## **Lansdale School of Business**

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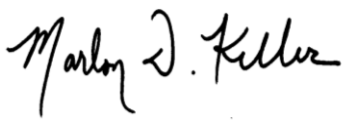
Lansdale School of Business is committed to a policy of non-discrimination in compliance with all applicable Federal and State statutes. Education programs, activities, and employment at the school are provided to individuals without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law. In addition, the school endeavors to remove any barriers and to provide opportunity for education and employment of handicapped persons.

Lansdale School of Business reserves the right to amend any regulations, fees, tuition, and courses described herein as circumstances may require without prior notice to persons who might thereby be affected. The provisions of this catalog are not to be regarded as an irrevocable contract between LSB and the student.

This catalog is not complete without a copy of the current catalog supplement.

## FROM THE PRESIDENT

I would like to take this opportunity to extend to you my personal welcome to the Lansdale School of Business. For more than 100 years, the Lansdale School of Business has helped thousands of men and women prepare for a rewarding career in the field of business. I value the opportunity to help you prepare for your chosen career as well. The decision to continue your education will be one of the most important that you will make. Your commitment to this decision will have a positive effect on nearly every aspect of your life. The faculty and staff are committed to providing you with the training and guidance you need to help your secure employment that matches your career objectives. A hallmark of LSB is that we provide an intimate, friendly atmosphere where students can get the individual attention they need. Again, let me welcome you and wish you unlimited success, not only during your time at LSB but also as you continue on towards a rewarding and satisfying career.

A handwritten signature in black ink, reading "Marlon D. Keller". The signature is written in a cursive style with a vertical line to the right of the name.

Marlon D. Keller

President

## **2023 CALENDAR**

January	2	Classes resume
January	25	Winter Session - new student Orientation – Wednesday
January	28	November Session ends
January	30	Winter Session begins
March	7	Practical Nursing Orientation
March	13	Practical Nursing Program begins
April	4	Spring Session - new student Orientation - Tuesday
April	7	Good Friday Holiday
April	8	Winter Session ends
April	10	Spring Session begins
May	19	Commencement ceremonies (Tentative)
May	29	Memorial Day Holiday
June	6	Practical Nursing Orientation
June	12	Practical Nursing Program begins
June	13	Summer Session - new student Orientation – Tuesday
June	17	Spring Session ends
June	19	Summer Session begins
July	4	Independence Day Holiday
August	26	Summer Session ends
August	29	Fall Session – new student Orientation – Tuesday
September	4	Labor Day Holiday
September	5	Fall Session begins
September	7	Practical Nursing Orientation
September	11	Practical Nursing Program begins
November	8	November Session - new student orientation - Wednesday
November	11	Fall Session ends
November	13	November Session begins
November	23-24	Thanksgiving Holiday
Novemner	30	Practical Nursing Orientation
December	6	Practical Nursing Program begins
Dec 25 to Jan 1		Christmas-Winter Holiday
2024 January	2	Classes Resume

# **Introduction**

## **Out of the past . . . . .**

Lansdale School of Business (LSB) was founded April 1, 1918, by Walter E. Wireback and Wilbur M. Frantz. Founded to help prepare servicemen to re-enter the job force after military service, the school offered bookkeeping and secretarial skills classes. By updating and adding courses in business, management, economics, psychology and small business management, the school continued to grow. In 1967 Lansdale School of Business was granted accreditation by the Association of Independent Colleges and Schools. Throughout the '80s LSB, strengthened its evening division and established diploma programs in several career fields. In 1981, we received approval to grant the Associate in Specialized Business (ASB) degree. Course offerings were expanded to include word processing, paralegal studies, and medical assisting. Continuing enrollment required further expansion and LSB relocated to a modern facility in 1990. Although times have changed, LSB's philosophy has remained the same: to prepare students for the rapidly changing world of business. Lansdale School of Business has experienced increasing enrollment since 1918 and has moved several times to accommodate the growing needs of the students and expanding curricula

## **Into the future . . . . .**

The continuing development of new courses helps our graduates be prepared to meet the needs of their future employers in our footprint of Bucks, Chester and Montgomery counties. As the needs of employers change, Lansdale School of Business responds to those changes by preparing our students for the workplace of today. The students benefit from a selection of a variety diploma and specialized associate (ASB) degree programs as well as individual classes. Smaller classes, especially in their concentration courses, allow our students to receive individualized attention from their instructors. The friendly atmosphere at LSB is appreciated by those students who recently graduated from high school as well as adults returning for continuing education. In 2008, Lansdale School of Business established a satellite location at the Phoenixville Education Center. The school acquired The National Academy of Massage Therapy and Healing Sciences from founder Janet B. Leidy in 2008. We are confident that the addition of the satellite locations and the introduction of a massage therapy program at the North Wales campus will provide more opportunities for our students to pursue their career goals. Because of the up-to-date skills training each student receives at LSB, the graduate is educated to succeed in the business world of today and tomorrow. In the Spring of 2018, Lansdale School of Business made the decision to change accreditors. The school is now accredited by (ACCSC) Accrediting Commission of Career Schools and College. Lansdale School of Business will continue into the next 100 years as a growing dynamic career college. In August of 2020, Lansdale School of Business introduced Practical Nursing into the available courses of study for entering students.

# Memberships

Lansdale School of Business and/or its faculty or staff are members of the following organizations:

American Association of Medical Assistants  
American Academy of Physician Assistants  
American Association of University Women  
American Medical Certification Association  
American Library Association  
Business Networking International  
Mid Atlantic Associations of Career Schools  
National Association of Health Professionals  
National Business Education Association  
National Center for State Courts  
National Council of Teachers of English  
Pennsylvania Association of Practical Nursing Administrators  
Pennsylvania Association of Student Financial Aid Administrators  
Pennsylvania Bar Association  
Pennsylvania Institute of Certified Public Accountants  
Pennsylvania Library Association  
The Chamber of Commerce for Greater Montgomery County

## **GENERAL INFORMATION**

### **Mission Statement**

It is the mission of Lansdale School of Business to provide a quality education in a professional and personal atmosphere with a focus on a contemporary curriculum. It is our goal to empower individuals to develop their talents and skills to their fullest potential, improve their confidence level, and maintain the positive attitude that is necessary to be employable so they can enrich their quality of life and benefit themselves, their families, and their communities.

### **Philosophy and Objectives**

Lansdale School of Business is a private, coeducational post-secondary institution dedicated to offering practical career education in allied health, business administration, computer technology, and Practical Nursing. Our primary focus is to promote the occupational competence, professional awareness, and personal growth of our students. Lansdale School of Business assists students in selecting a career path best suited to their goals and interests. In order to prepare students for entry into a successful career, LSB offers Diploma, and Associate in Specialized Business Degree programs. Rapid changes in the workplace require greater skills, knowledge, and proficiencies for our students to be successful. Lansdale School of Business is dedicated to training our students to meet the challenges they will encounter upon graduation.

Lansdale School of Business adheres to the following objectives:

- Provide specialized training in each program for specific employment skills in the student's chosen program of study
- Provide general education courses which are designed to enable students to become socially aware as members of their communities
- Provide relevant curricula offered in a positive learning environment
- Provide qualified instructors who teach and inspire their students
- Provide continual evaluation of individual courses and programs

### **Licensing and Accreditations**

Lansdale School of Business is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award diplomas and specialized associate degrees. ACCSC is recognized by the Council for Higher Education Accreditation. The address and phone number for ACCSC is: 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, Phone: (703)247-4212.

Lansdale School of Business is approved to grant the Associate in Specialized Business Degree by the State Department of Education of Pennsylvania.

Lansdale School of Business is licensed by the Pennsylvania State Board of Private Licensed Schools.

Lansdale School of Business is approved for training benefits under the following programs: The Office of Vocational Rehabilitation, the Trade Rehabilitation Act, and the U.S. Department of Veterans Affairs *GI Bill*®.

The Practical Nursing program is approved by the Pennsylvania State Board of Nursing

### **Location**

Our main campus in North Wales is located in the heart of historic Montgomery County, minutes from the Lansdale Exit of the Pennsylvania Turnpike. The area is host to thriving businesses and family-oriented communities. This convenient location is within easy commuting distance for students from Bucks, Chester and Philadelphia counties. The North Wales campus is within walking distance of the Pennbrook station of the SEPTA R5 suburban train line and is also served by the SEPTA bus system (Route 94).

## **Facilities**

Students attend classes in a comfortable setting. Classrooms reflect the needs of each specialized program. Lansdale School of Business strives to provide easy access to all handicapped persons. Each location is equipped for WIFI access. Each site has convenient, well-lit parking lots adjacent to the buildings. Lecture rooms are equipped to seat between thirty-two students and forty students, computer labs twenty-four students, medical lab is eighteen.

## **Laboratories**

Laboratories are arranged and equipped to provide students with environments conducive to effective learning and skills practice. The computer laboratories contain a variety of up-to-date equipment and are utilized during classes. All computer labs have Internet access. The medical laboratories provide medical assistant and nursing students with equipment and related supplies for dissection activities and clinical practice.

## **Student Lounge**

Students can relax and socialize in the student lounge called Café LSB. Students can congregate in informal study groups or meet with their classmates for break. Vending machines are provided for a quick snack or on-the-go meal.

## **School Semesters**

Credit hour programs are scheduled by the semester. School semesters are twenty weeks in length. Each semester is divided into two ten-week sessions. Students can attend either day or night classes. At LSB a student is considered full-time when scheduled for 12 credits or more in a semester. Part-time students are scheduled for 8 credits or less. The starting and ending date for each session is listed on the school calendar. Students enrolled in an Associate Degree will complete the program full-time in thirty months. A Diploma student will complete their full-time program in twelve to fifteen months.

Practical Nursing is a clock-hour program. Successful completion of this program requires a student to attend 1500 hours of instruction. Students enrolled full-time complete the 1500 clock hour program over 52 weeks (One Year). The start dates for this program are listed in the school calendar.

## **School Sessions**

Day classes for credit hour programs are offered Monday through Thursday from 8:00 a.m. to 2:05 p.m. **Evening classes** are offered Monday through Thursday from 6:00 to 10:10 p.m. **Saturday Classes** are only held at the main campus in North Wales from 8:30 a.m. until 12:40 p.m. These classes follow the regular academic calendar of the institution. Students wishing to take Saturday classes should notify the Dean of Students of their interest. Saturday classes are not offered during the summer term.

Day classes for the Practical Nursing program are offered Monday through Friday from 9:00 am to 3:30 pm. Clinical times are from 7:00 am to 2:30 pm depending on the clinical site, which will require hours outside of normal class hours.

Instructors are generally available before and/or after class hours to help students on an individual basis.

## **Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under certain applicable programs of the U.S. Department of Education. LSB participates in several of these programs.

FERPA gives both custodial and non-custodial parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or



attends a school beyond the high school level. He or she becomes an "eligible student," and all rights under FERPA transfer from the parent to the student

Parents or eligible students have the right to inspect and review the student's education records maintained by LSB. We are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. Parents or eligible students have the right to request that LSB correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing with the Executive Director. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, LSB must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows us to disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest,
- Other schools to which a student is transferring,
- Specified officials for audit or evaluation purposes,
- Appropriate parties in connection with financial aid to a student,
- Organizations conducting certain studies for or on behalf of the school,
- Accrediting organizations,
- To comply with a judicial order or lawfully issued subpoena,
- Appropriate officials in cases of health and safety emergencies and state and local authorities, within a juvenile justice system, pursuant to specific state law

Lansdale School of Business may disclose, without consent, "Directory Information". The following information has been designated as public or "Directory Information", and may be disclosed by the school. "Directory information" is defined by the Department of Education under FERPA as information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. "Directory Information" could include information such as the student's name, address, e-mail address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended, photograph, grade level (e.g., undergraduate or graduate; full-time, half-time, part-time).

Any student who objects to the school's release of any of the above listed "directory information" should contact the school registrar and indicate their preference on the LSB FERPA Waiver form.

## **ACADEMIC RESOURCE CENTER**

Use of the resources and services of the Lansdale School of Business Academic Resource Center (ARC), housed at the main campus, becomes a critical component in the learning process. The

LSB ARC is an attractive and comfortable room that is open daily for student research, individual and small-group study. Students are encouraged to use the print and electronic resources of the library, which include books, periodicals, on-line resources, and remote access to subscription databases. Students are encouraged to use the computer workstations to access network software. Lansdale School of Business subscribes to two online database collections: The LIRN collection provides students with millions of peer-reviewed and full-text journal, magazine, and newspaper articles, e-books, podcasts, audio, and video resources to support their academic studies from Gale Cengage, ProQuest, EBSCO, Gale Virtual Reference, eLibrary, Books 24x7, and more, covering topics for general education, business, computer applications and technology and allied health programs. Fastcase is a legal database that offers access to full text federal and state documents such as case law, statutory law, constitutions, administrative law, court rules and other authority for all 50 states and D.C. and U.S. Supreme Court cases and rules, U.S. Code. Remote access to the LIRN collection of databases and LOIS Law is available to current students with a User ID/ Password provided by the ARC Coordinator.

In addition to the online database subscriptions, students are encouraged to use appropriate Internet resources. Instruction is provided for researching, evaluating, and using information found on the Internet. Books in the general collection and back issues of periodicals may be borrowed. There are no fines assessed for overdue materials; however, a fee will be charged for lost materials or materials not returned within the term. That fee consists of the replacement cost of the book or periodical and a \$10 service charge for ordering, cataloging, and processing. A professional staff provides reference services, assists students in developing skills in library use and research techniques, and offers individualized and class instruction concerning materials and resources in specific subject areas. In addition to utilizing the resources of the LSB Library, students are urged to explore the many college, public, and special libraries in the area. Information on these libraries and guidance in using their collections is provided by the ARC staff.

Students are required to respect intellectual property and to follow the guidelines for fair use of print and electronic materials as stated in the Lansdale School of Business Copyright Compliance Policy: Library and Classroom. The complete policy is available in the LSB ARC folder on the T:/drive.

## **ADMISSIONS**

Lansdale School of Business is committed to a policy of nondiscrimination in compliance with all applicable Federal and State statutes. Education programs and activities at the School are provided to individuals without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law. In addition, LSB endeavors to remove any barriers and to provide equal opportunities in our programs to handicapped persons.

A \$40 application fee is required with your application. This fee is fully refundable for a student cancelling within five days from the application date.

For a credit-hour program student a tuition deposit is required to reserve a seat in class after the application is accepted. The tuition deposit is \$100. This \$100 deposit is deducted from the initial tuition bill during your first semester. For the prospective student who cancels after the fifth calendar day following the date of application but prior to the beginning of classes, all tuition paid to the school shall be refunded except the application fee, which is nonrefundable. The tuition deposit submitted with the application is fully refundable prior to the start of classes.

For Practical Nursing students a non-refundable Registration Fee is required to reserve a spot in class. If a Practical Nursing application is not approved, then all monies received will be refunded. For a student canceling after the fifth calendar day following the enrollment but prior to the beginning of classes, all monies paid to the school shall be refunded except the non-refundable application fee and Registration Fee.

### **Acceptance Requirements**

Prospective students are invited to visit LSB with a parent, guardian, or spouse for an admissions interview. Each applicant will participate in a career evaluation at their interview.

To qualify for acceptance all applicants must meet the following requirements:

- Be interviewed by an Admissions Representative on location.
- Document their graduation from high school or provide acceptable GED equivalency results.
- Complete on-location testing. This test is administered to all applicants to assist in determining the applicant's readiness for school. An applicant may also provide evidence of credits earned from an accredited postsecondary program of study or other evidence that may satisfy these criteria subject to the approval of our Acceptance Committee.

Applicants enrolling into the Practical Nursing are required to have a current physical, criminal, child abuse and FBI Clearances. Students need to provide evidence of Flu, Covid 19 and TB shots.

Acceptance is based upon meeting the above requirements, a review of the applicant's previous education records, and an appraisal of the applicant's career interests. Students who have failed to adequately meet certain requirements may be eligible for conditional acceptance. In order to be granted a conditional acceptance, a student must have the approval of the Acceptance Committee. The student accepted conditionally will be closely monitored and advised during their first semester of classes. The student will be eligible for financial aid during this conditional period.

### **Validity of High School Credentials**

Students must provide evidence that they possess a high school diploma, recognized equivalency certificate (GED or an acceptable homeschooling certificate) or transcript from a homeschooling program that is equivalent to high school level courses.

In the event the validity of the high school diploma is questionable, LSB will cross check the granting institution with a list of schools from the State of Pennsylvania's Department of Education or state from which the diploma was issued.

If a diploma is present from a foreign country and not translated into English, the applicant is responsible for obtaining a translated copy to verify the authenticity of the document prior to acceptance.

### **Readmission Policy for Students "In Good Standing"**

Students who previously attended LSB and at the time of separation were “in good standing” i.e. a grade point average of 2.0 or higher and a successful course completion percentage of 65 percent or more, may request an application from the Admissions Department to be submitted on behalf of the returning student. This application is reviewed for approval by the Executive Director and a representative from Fiscal Services. The decision regarding readmission will be made on a determination that the student can make progress towards completion of their program and the satisfaction of any financial obligation to the school. All classes/credits from the previous enrollment(s) remain on their transcript. These same credits are used in the calculation for their cumulative grade point average and counted as credits attempted if the students re-enrolls in the same program of study.

A student who wishes to return in a different major will have all courses applied for credit only if the course is required in the new program of study. The courses will be indicated with a transfer credit indicator of # in lieu of the grade earned. These courses will count as credits attempted and credits earned. They will not be factored in to the student's Cumulative Grade Point Average (GPA). Courses with a grade of C- (1.7) or lower must be repeated to complete the new program.

A student who has completed a program and is interested in earning an additional ASB degree or diploma should refer to section **Graduating with Additional ASB Degrees/Diplomas on page 26** for the requirements.

### **Readmission Policy for Students “Not in Good Standing”**

Students who attended LSB and at the time of withdrawal were “not in good standing”, i.e., those with a grade point average less than 2.0 and/or did not meet the benchmarks for Satisfactory Academic Progress (SAP) required at the 50 percent checkpoint or higher, are invited to direct a request to the Admissions Department for an application. This readmission request will be submitted on behalf of the student to the Executive Director and representative from Fiscal Service for review and consideration. A decision regarding readmission will be made based on satisfaction of any financial obligation to the school, the determination that the student can make progress towards completion of their program and upon meeting the criteria as described below. Students may not enroll in the same program of study if, when they were dismissed, they had exceeded the maximum time frame to earn the diploma or ASB degree, or could not earn the diploma or ASB degree upon return without exceeding the maximum time frame.

If the application for readmittance is approved, all courses taken previously will remain on the student's permanent transcript. However, only those courses in which the student earned a grade of C (2.0) or higher are counted for credit upon readmission. They will be treated the same as a transfer credit and will receive a TC indicator of # in lieu of the grade earned and be counted as credits attempted and credits earned. Courses in which the student received a grade of C- (1.7) or lower are not counted towards credit hours attempted. Credit hours that were previously earned through a credit by exam will not apply. Transfer credits from other institutions will be reevaluated at time of reenrollment.

For applicants whose readmission is approved and who resume their studies in a different academic program, do so with no cumulative grade point average for the period to which this readmission policy applies. The student is subject to the conditions of probation and dismissal that govern all students. For the purpose of scholastic action and advising, however, the student is initially subject to the same scholastic standing as when the student last attended Lansdale School of Business. Students who were not in good standing and have been readmitted are not eligible for awards and honors, other than the Dean's List.

Students who have been readmitted in a different program of study from what they were in when they withdrew from LSB, will have the following statement placed on their transcript beginning with the semester in which the student has been readmitted.

*“This student has been readmitted to Lansdale School of Business. A re-evaluation of the student's previous academic record has been granted. Prior grades have not been used to calculate the student's current cumulative grade point average and will not count as credits attempted. All courses that received a grade less than a C- (1.7) have been*

*removed from the cumulative credit hours earned. Courses for which the students previously earned a grade of C or higher are treated the same as a transfer credit and will receive a TC indicator (#) for the course grade.”*

On rare occasions, the reevaluation procedure described above will not be advantageous to the student. The student may then request the Executive Director readmitted them with the same academic record as when they withdrew.

## **Transfer Students**

Transfer students must complete a minimum of 50% of the required credits for graduation at Lansdale School of Business. Transfer students must also complete a minimum of 50% of the Division and concentration requirements at Lansdale School of Business. Receiving transfer credits will not necessarily reduce the total length of time needed to complete a program of study.

Students who have less than 50% of their credits transferred from another institution or program at Lansdale School of Business may earn additional credits through credit by exam, not to exceed 50 percent of the total credits required for their program of study.

Students who opt to take a course, in which they received a transfer credit, or credit by exam credits, will not receive double credit. Students who opt to take a course even though they earned a transfer credit or credit by examination, will have the grade earned for the course taken calculated in the student's grade point average. All credits that are transferred or earned by a credit by exam are counted as classes completed and as credits attempted.

It is the student's responsibility to provide official, sealed transcripts to the Executive Director for transfer credit consideration. Normally, transfer credits will not be awarded after the end of the student's second semester. Students should not take a course that is scheduled for which they have requested a transfer of credit. Once they have attended the class, they can no longer receive transfer credits. They should see the Dean of Students to request a schedule change.

## **Transfer of Credit from Other Institutions**

Lansdale School of Business considers credits for transfer from accredited business schools, colleges, and universities. Credits are considered for transfer provided the courses are similar in objectives and content to those offered at LSB and the letter grade (or equivalent) of the course is a "C" or better. Transcripts submitted to meet entrance requirements by transfer students are evaluated by the Executive Director. The transcript will be evaluated officially only after the applicant has been formally admitted to the school. Transfer credits awarded are not calculated in the student's GPA. Transfer credits are counted as credits attempted and credits earned.

Earned academic credits from accredited schools that did not result in a terminal degree cannot be over ten years old to qualify for transfer. However, any credits over ten years old that were used to complete a degree and are deemed appropriate by the Executive Director may be considered.

Transfer credits may not be earned while enrolled as an LSB student, except when special circumstances would warrant a waiver of this policy by the Executive Director. An example of when a waiver might be granted would be for a student who was near completion of their program of study and the student moved from the area, or entered the armed forces. The student would have to be in good academic standing and close to completing their program of study at Lansdale School of Business.

To Summarize:

- An official transcript of the student's course work must be furnished to Lansdale School of Business directly by the institution where the course work was completed.
- The credits must have been earned in courses offered at an accredited institution acceptable to Lansdale School of Business.
- A grade of "C" or "2.0" or higher must be designated to each course completed to be eligible for transfer. Only courses in which credit has been awarded will be

considered for transfer. No courses with a pass or fail grade are eligible for transfer.

- No more than 50 percent of the credits necessary to complete your program from Lansdale School of Business will be accepted for credit.
- All such transfer credits will count as credits attempted and credits earned. They will not affect a student's CGPA.
- 

Any questions about transfer of credits/clock hours should be discussed with the Executive Director

### **Transfer of Credit to Other Institutions**

Information regarding other schools which may accept LSB credits toward their programs can be obtained by contacting the Student Services Office. However, Lansdale School of Business does not guarantee transferability of credits to any other college, university, or institution. Any decision on the comparability, appropriateness, and applicability of credits and whether they should be accepted is the decision of the receiving institution. It should not be assumed that any courses or programs described in this catalog can be transferred to another institution.

### **Proficiency Exams**

Proficiency exams are provided to the students for a \$30 administrative fee. The student may challenge a course for which proficiency exams are available, but will not receive credit hours for the course. Currently, CIS130 – *Beginning Keyboarding* is the only proficiency exam available.

### **Credit by Examination**

Credits may be awarded to students who successfully challenge a course through a credit by exam. Credit by exam and proficiency exams must be taken during the student's first two semesters at Lansdale School of Business. No exams may be taken after the student has completed their second semester at LSB. Exams not passed or completed may not be retaken. A student who is scheduled for a class they want to challenge is to contact the Student Services Coordinator immediately to be rescheduled. Once a student attends a class, the student can no longer challenge it.

Successful completion of the examination will earn course credits that will be applied toward required credits for graduation and count as credits attempted and credits earned for SAP calculations. Successfully passing an exam will not necessarily reduce the total length of time needed to complete a program of study. Students who have received 50 percent of their credits from transfer credits are not eligible to earn additional credits through credit by exams. In this case, a student may still challenge the class but would need to take another course to earn the credits needed for program completion.

Please contact the person named below to schedule an exam. There is a \$30 administrative fee for all exams except for *CIS140, Introduction to Word Processing*. The administrative fee for *CIS140* is \$60. In addition, for each class successfully challenged tuition will be charged at 25 percent of the current tuition rate. The exam fee must be paid at least one business day prior to the exam. The fee is non-refundable. A student can pay in person, or they can make a credit or debit card payment over the phone. A student who has scheduled an exam and needs to reschedule it may do so one time without penalty. A student who does not keep an appointment for a scheduled exam and does not notify the exam administrator at least one business day in advance will be reassessed the administrative fee upon rescheduling for the exam.

### **CREDIT BY EXAMS/PROFICIENCY EXAMS AVAILABLE** (two credits unless otherwise noted).

To schedule for the following exams, contact **Sharon Yocum – [syocum@lsb.edu](mailto:syocum@lsb.edu)**

- CIS130 – *Beginning Keyboarding* (no credits – proficiency exam)
- CIS140 – *Introduction to Word Processing*

To schedule for the following exams, contact **Kathy Ruggieri – [kruggieri@lsb.edu](mailto:kruggieri@lsb.edu)**

- CIS101 – *Introduction to Computers* (MS Office Suite)
- CIS150 – *Electronic Spreadsheets* (Excel)
- CIS160 – *Database Management* (Access)
- CIS170 – *Presentation Graphics* (PowerPoint)

To schedule for the following exams, contact **Jackie Wheeler – [jwheeler@lsb.edu](mailto:jwheeler@lsb.edu)**

- ACC101 – *Introduction to Accounting* (4 credits)
- MED110 – *Medical Terminology* (4 credits)
- MAT101 – *Business Mathematics*
- MAT103 – *Principles of Mathematics*

# **ACADEMIC INFORMATION**

## **Registration**

New students must register at orientation on the dates listed in the college calendar. Before registration, new students should have completed all necessary enrollment papers through the Admissions Department. The school reserves the right to cancel courses for which there is insufficient registration. Continuing students will be notified of their registration date for the next session.

## **Student Schedules**

All students are pre-scheduled by the Academic department to ensure that they will complete the necessary requirements for their course of study in the shortest possible time. Normally, a student is scheduled for the same number of credits each semester unless the student contacts the Dean of Students to increase or decrease the course load. This requires the approval of the student's financial aid advisor. It is the student's responsibility to keep track of their courses completed to ensure that they are scheduled for all the courses needed for program completion. Students choosing to take courses out of the suggested sequence may find themselves short of the required courses prior to their desired graduation date. Many courses are sequential and a student cannot be placed in an advanced course without taking the prerequisite course. Program completion is dependent on the number of credit hours or clock hours taken each semester and fulfilling all the requirements for the diploma or ASB degree sought.

## **Course Substitution**

The school reserves the right to substitute courses to ensure that a student will complete their program of studies on time. Substitutions occur when a program course is not offered in time for a student to graduate and a related course is offered. These course substitutions need the approval of the Executive Director. A student who requests a course substitution must meet with the Executive Director to justify the request. Approval may be granted if the requested course meets the vocational objectives of the program. Substitutions are not permitted for state mandated courses, i.e. general education courses or courses that are deemed critical to the successful completion of the program of study. Normally, a diploma program student will be allowed to make no more than two subject substitutions during the course of their program, and an ASB degree program student three.

## **Course Changes**

A student who desires to change or drop a course may do so within the first week of each session. No student may enter a course after the first week of class without permission of the Executive Director. Students must complete the necessary Drop/Add form and check with the business office and/or financial aid coordinator to ascertain what effect this action will have on the student's financial obligations if the number of credit hours increases or decreases. No student will be permitted into a course after the conclusion of the second week of classes, unless approved by the instructor.

## **Change of Major**

Students who wish to change their program of study, or add an additional major must submit a request for a change using the appropriate LSB form. Students are to contact the Student Services Coordinator to initiate a program change or addition. The change must be approved by the Executive Director and the student's Financial Aid Coordinator. Refer to the section on graduating with additional ASB degrees or diplomas for further information. The Executive Director will



determine which credits will transfer to the new program of study and how many credits remain to be completed.

Students experiencing academic difficulties and wanting to continue their education in a new program of study may do so with the permission of the Executive Director and their financial aid advisor. Grades that are a C- (1.7) or less will not count for the new program and must be repeated if required for the new program of study. Grades of a C (2.0) or higher will transfer if part of the new program of study. These courses will be indicated with a transfer credit indicator (#) in lieu of the grade earned and they will count as credits attempted and credits earned. The credits will not be factored in to the student's CGPA. A student may change their program of study two times because of academic difficulties. Transfer credits previously received from another school will not automatically count. These transfer credits will need to be reevaluated to ensure their relevance in the program of study. Students will need to meet all the requirements of SAP at the end of each semester. All courses previously taken and grades earned will remain on the student's official transcript.

## **Final Examinations**

Final examinations are held the last week of each session. No student is excused from these examinations. Some courses have final projects or presentations in lieu of final examinations.

## **Incomplete Policy**

A grade of "I" (Incomplete) is given at the discretion of the instructor for any student who has a valid and documented reason for not completing assignments. Students who were negligent in completing their work will receive the grade they earned. An incomplete grade must be made up by the end of the first week of the following session. However, if the course is a pre-requisite course, the student may not take the next level course. Incomplete grades can adversely affect a student's projected completion date.

In special cases a student may request an extension of time to complete the assignments. This request must be made in writing on the appropriate form and have the approval of the instructor and the Executive Director. Under normal circumstances no incomplete grade will be carried past the end of week seven of the following session and never past week ten. The final due date to satisfy an incomplete grade is determined by the instructor.

Incomplete grades not satisfactorily completed within the time allowed will result in the permanent grade being recorded based on the following criteria:

A grade of "F" will be recorded for any student who does not submit or complete *required exams, tests or projects* as listed in the course syllabus/outline.

If all required components have been satisfied, or if there are none for the course, then the grade recorded will be determined by the student receiving a grade of "0" for work not completed.

Incomplete grades are not counted as credits attempted or credits earned. Incomplete grades must be satisfied within the time limits set forth above at which time the student's Satisfactory Academic Progress will be checked.

## **Grade Changes**

The School provides an appeal process for students who believe that a recorded grade for a course is not the one earned. Students must first attempt to resolve the matter with the course instructor. If a resolution cannot be reached, the student may appeal to the Executive Director using the student Grievance form. The grievance should state the session and year, the course number and title and the instructor. The reason for the appeal and evidence that supports the student's challenge of the grade is to be included. The course syllabus, course outline and class policies are

to be included with the appeal. The Executive Director will review the evidence submitted by the student and that of the instructor. Students must challenge a grade within one session (ten weeks) following the end of the session of the contested grade. For Practical Nursing students the challenge must be made within one term (12 weeks) following the end of the term of the contested grade. Challenges made after the above referenced time periods will not be accepted. The student shall be notified in writing as to the result of the appeal. Grades may also be changed by an instructor if the instructor sends a grade change to the registrar and documents the reason for the grade change. The student's Satisfactory Academic Progress will be adjusted when a grade change is made.

### **Class Assignments and Homework**

Class assignments are due on the date designated by the instructor. A minimum of one hour of out-of-class student work is required for each hour of class lecture. For credit hour programs it is the student's responsibility to contact the instructor when they will be absent from class and obtain any missed assignments. Should a student not be able to attend the first week of a session, the student is to notify the Student Services Office in advance. Not notifying the Student Services Office may result in a student's removal from the course if another student is on the waiting list for the course.

### **Credit and Clock Hour Definition**

A clock hour is equal to a minimum of 50 minutes of instruction. Academic credit is measured in semester credit hours. An academic semester credit hour is defined as an amount of work represented in intended learning outcomes and verified by evidence of student achievement for academic activities as established by the institution comprised of the following units: didactic learning environment, supervised laboratory setting of instruction, and out-of-class work/preparation. The following are the measures of these units for establishing credit hour awards: One semester credit hour equals 45 units comprised of the following academic activities:

One clock hour in a didactic learning environment = 2 units

One clock hour in a supervised laboratory setting of instruction = 1.5 units

One hour of externship = 1 unit

One hour of out-of-class work and/or preparation for the didactic learning environment or supervised laboratory setting of instruction that are designed to measure the student's achieved competency relative to the required subject matter objectives = 0.5 unit

### **Credit Load**

For credit hour programs the part-time academic credit load consists of four to ten credits per semester; the full-time academic credit load consists of twelve to twenty credits per semester. A student will be permitted to exceed the standard full-time load only in exceptional cases with approval by the Executive Director.

### **Attendance**

Lansdale School of Business is a non-attendance taking institution. Attendance is the responsibility of the instructors for their own record keeping. Students are expected to attend all classes. In the uncontrollable event of being absent, it is expected and the responsibility of the student to contact their instructors. The exception to this policy is the Practical Nursing Programs. Students enrolled in these programs are required to attend and successfully complete the clock hours required for their programs. Attendance is monitored by the instructors and forwarded to the business office.

### **Make-up Work**

Students are noted as absent by the instructor for any time missed from class. Students are responsible to contact the faculty member for materials presented, Assignments given in the class, and any work or evaluation missed during the absence.

## Grading System

Final grades in courses are A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, W, WF, I, \*, CR, NC, #, \$, P/F  
The key to grades is as follows:

A, A-	Excellent—Sustained mastery of course.
B+, B, B-	Good—Displayed accurate knowledge of course.
C+, C, C-	Satisfactory— Continuation competency—Defined to mean that the student has achieved a level of proficiency so that he or she is prepared to take any subsequent course that has this course as a prerequisite, except for medical courses which require a minimum grade of a C.
D+, D, D-	Unsatisfactory, but passing—Defined to mean that the student has achieved a minimum level of proficiency so that the course may be applied towards graduation except for medical . If the course is a prerequisite course the student must usually retake the course, unless in the estimation of the instructor the student showed progress and is permitted to take the next level course.
F	Failure—Course may not be used towards graduation.
W	Withdraw —To be given to a student who voluntarily withdraws from a course before the midpoint of that particular course. This grade is also given to a student who officially withdraws from the school prior to the midpoint and the grade at the time of withdrawal is a passing grade. This grade has no effect on the student's cumulative grade point average.
WF	Withdraw/Fail—To be given to a student who withdraws from a course after the midpoint of a particular course, regardless of the grade at the time of withdrawal. A WF is also given to a student who withdraws from the school if the student does not have a passing grade in the course, at the time of withdrawal. This grade is entered into the student's grade point average as an "F."
I	Incomplete—a grade of "I" (Incomplete) is given to a student as a temporary grade when all required coursework is not completed due to medical or other unforeseen and verifiable reasons.
*	Indicates midpoint of course— To be given at the end of the session to indicate the midpoint of a two-session course. This symbol has no effect on the student's grade point average.
CR	Credit Earned—Student given credit for the course, usually through a placement exam, but no grade given.
NC	No Credit Earned—Student not given credit for a course. An example is a proficiency exam, or a credit by exam for which the student does not want credit.
#	Courses Repeated and Transfer Credits are all noted with a pound (#) sign. If a course is repeated for which credits have been awarded, the quality points of the highest grade are calculated in computing the cumulative average.
\$	Credits earned for passing a <i>credit by exam</i> test.
P, F	P = Pass Satisfactory completion of course F= Fail Unsatisfactory completion of course. Course must be repeated

## Grade Point Average

Grades correspond with quality points as follows:

Grade	Definition	Grade Points Per Credit
A	Excellent	4.0
A-		3.7
B+		3.3
B	Good	3.0
B-		2.7
C+		2.3
C	Satisfactory	2.0
C-		1.7
D+		1.3
D	Unsatisfactory	1.0
D-		0.7
F	Failure	0.0
I	Incomplete	0.0
W	Withdraw	0.0
WF	Withdraw/Failing	0.0
NC	No Credit Earned	0.0
CR	Credit Earned	0.0
*	Indicates mid-part of course	0.0
**	Indicates mid-point of repeated course	
#	Course not in GPA	0.0
\$	Credit by exam	0.0

To calculate the quality points for each course, credits are multiplied by the quality points for the grade given. The GPA is then determined by dividing the total number of quality points by the number of credits. Credits for grades of F and WF are included in the calculation. A student's transcript reflects both the GPA earned for the individual session and a cumulative average.

### Sample GPA Computation

Grade Points				Credits		Grade Point Total
ACC 101	A	4.0	X	4	=	16.0
BUS 111	C	2.0	X	2	=	4.0
ENG 101	B+	3.3	X	4	=	13.2
CIS 101	C-	1.7	X	2	=	3.4
				<hr/>		<hr/>
				12		36.6

GPA = 36.6 divided by 12 = 3.05

### LSB Standard Grading Scale

A	93 - 100
A-	90 - 92.9
B+	88 - 89.9
B	83 - 87.9
B-	80 - 82.9
C+	78 - 79.9
C	73 - 77.9
C-	70 - 72.9
D+	68 - 69.9
D	63 - 67.9
D-	60 - 62.9
F	59.9 or below

**Dean's List**

In order to qualify for the Dean's List, students enrolled in a program must have completed courses totaling a minimum of six credits for the session and have a session GPA of at least 3.5. Courses completed in that session only will be used to determine a student's eligibility. Students with incomplete grades will not be eligible for the Dean's List. Transfer credits and credits-by-exam are not counted to determine eligibility for the Dean's List.

**Withdrawal from School**

If a student wishes to withdraw from school, they must first notify the Student Services Coordinator and should complete a Withdrawal Form. The notification to the school by the student may be in writing (by post or email) or by phone. The date the notification is received is the recorded date of determination. Courses a student withdraws from are counted as credits attempted.

This is a withdrawal in accordance with Federal Regulations and LSB is required to complete a Return to Title IV calculation and remit refunds in a timely fashion.

**Temporary Interruption in Attendance (TIA)**

A student who begins taking a class or classes during the first session of their semester and then advises LSB that they cannot finish the session but wants to confirm attendance for the second session of the semester must complete a Temporary Interruption in Attendance (TIA) form. The effective date of the TIA is the day on which the student notifies LSB of their inability to complete the first session and also provides confirmation of attendance for the second session of their current semester.

This is not a withdrawal in accordance with Federal Regulations and LSB is not required to complete a Return to Title IV calculation.

A student who stops attending class after they have attended a class during the session will be considered as an active student until the end of that session unless they notify the school that they are withdrawing from school or taking a TIA. If the student does not register for the following session, the student will be withdrawn from school with an effective date as of the last date of the previous session or in the case of a TIA the effective date of withdraw will be the recorded date on the TIA. Classes a student withdraws from are counted as credits attempted.

**Exit Interviews**

Students who want to discontinue their education for any reason are required to schedule exit counseling with their financial aid advisor. This meeting can help the school correct any problems and may assist students with their plans. In many cases, the problem hindering successful completion of the educational objective can be resolved during an exit interview.

**Satisfactory Academic Progress Standards for Federal Aid**

These standards apply to all students: part time; full time; cash paying students and those receiving any form of financial assistance.

A student must meet the minimum standards of academic achievement and successful course completion as outlined in the Satisfactory Progress Table while enrolled to receive federal financial aid. Students who are placed on financial aid warning (see below), or who have submitted a successful appeal to a determination of unsatisfactory progress also remain eligible for federal financial aid.

**Veterans Satisfactory Academic Progress Policy**

All students receiving Veterans Educational Benefits not meeting the Lansdale School of Business SAP requirements will be withdrawn and the VA will be contacted immediately.

**Evaluation Points for Federal Financial Aid**

A student's progress will be evaluated at the end of each student's enrollment period. Students need to meet the requirements as listed in the Satisfactory Progress Table at the 30% checkpoint or higher.

**Federal Financial Aid Keyed to Academic Performance**

A student who does not achieve the required CGPA or who is not completing his or her educational program at the required pace of completion is no longer eligible to receive assistance under the Title IV, HEA programs.

**Financial Aid Warning - (FAW)**

A student who fails to make satisfactory academic progress at the end of their payment period and who is at the 30% checkpoint on the Satisfactory Progress Table is placed on FAW. The student may receive financial aid for one more payment period without filing an appeal. All courses taken while on FAW count towards a student's Cumulative Grade Point Average (CGPA) and the student's Successful Completed Percentage (SCP). Repeated courses count as credits attempted, but not for credits earned if credit was previously awarded. Repeated courses will only have the highest grade earned count for CGPA.

A student may not be placed on FAW for consecutive payment periods. A student who does not meet the standards at the end of the subsequent payment period is ineligible for further federal aid unless a successful appeal is granted.

**Appeal of Financial Aid Warning**

A student not meeting the satisfactory progress academic standards and having had his or her federal financial aid revoked may request a reconsideration in order to continue receiving assistance under the Title IV, HEA programs. A student must submit their appeal in writing to the Executive Director within two weeks of the determination of unsatisfactory academic progress. The appeal must document the circumstances that led to the student's failure to meet the required academic standards. The student must demonstrate that these unusual circumstances had an adverse impact on the student's satisfactory progress such as poor health, family crises, or other significant occurrences outside the control of the student. The student needs to include a statement as to what has changed in their situation that will result in successful completion of their program of study. The student may be granted a "probationary" period not to exceed one payment period, or the appeal may be denied. The decision of the Executive Director will be issued in writing and is final. Courses taken while appealing a FAW are factored in a student's Cumulative Grade Point Average (CGPA). The credits are also applied towards the student's Successful Completed Percentage (SCP). Repeated courses will only have the highest grade earned count for CGPA and will count as credits attempted.

**Financial Aid Probation**

A student who fails to make satisfactory academic progress at the end of a payment period, and who was placed on financial aid warning is ineligible for further financial aid unless the student has successfully appealed and is granted financial aid probation. The student will then have his or her eligibility reinstated for the subsequent payment period.

**Reinstatement of Federal Financial Aid**

Federal student financial aid that was suspended for a student not meeting SAP standards may be reinstated when the student improves their SAP to the minimum standards required at their checkpoint. A student may receive further assistance if the student met the requirements established by the academic plan; failure to meet the school's satisfactory progress standards within the time frame established will result in the denial of further federal financial aid. A student who was not making SAP at the beginning of the payment period but has made SAP by the end of the payment period will be eligible for federal aid for that payment period.

**Minimum Academic Achievement**

A cumulative grade point average of 2.00 or better overall is required to graduate. A student must achieve the required CGPA and SCP benchmarks at the specified evaluation points as found in the Satisfactory Progress Table in order to remain enrolled as a regular student. Additional requirements apply to some Allied Health, and Practical Nursing programs as described in the Programs of Study section.

### Maximum Time Frame

A student who does not successfully complete their program of study with the minimum number of courses required will have to continue to attend beyond the standard length of the program to complete the program. Under no circumstances can a student receive an ASB degree or diploma if it exceeds one-and-a-half times the specified normal program length. The Maximum Time Frame (MTF) is one-and-a-half times (1.5) times the student's normal program length in terms of credit hours. Transfer credits and credits received by exam count as credits attempted and credits completed. Failure to complete the program during the MTF may result in the dismissal of the student from the institution. A student who does not complete their program of study in the MTF may not be reenrolled in the same program of study in the future.

### Successful Course Completion

A student must successfully complete the specified minimum percentages of the courses attempted in order to remain enrolled as a regular student. The following criteria apply to determine a course successfully completed:

- **Course repetitions** – a course that is repeated is counted as credits attempted. A student who wants to repeat a course to improve their CGPA if the original grade received met the minimum grade needed to satisfy program completion requirements may do so one time and still receive federal financial aid. Students who did not meet the requirements needed may repeat a course as often as necessary until the minimum required grade is achieved. All repeated courses affect satisfactory progress calculations. All attempts will be a part of the student's permanent record. A student who receives a transfer credit or a credit by exam and subsequently takes the course at LSB will have the grade earned for the course calculated in their GPA.
- **Course withdrawal** – Students who withdraw from school after the first week of a session will have those courses treated as credits attempted.
- **Credit by exam** – a course that was successfully challenged counts towards successful course completion and credits attempted if the student elects to receive credit for the course.
- **Incomplete grade** – a course is not considered complete until a final grade is recorded. When a grade is submitted it will be factored into the student's CGPA and the course will affect the SCP.
- **Transfer credits** – a course for which transfer credits were awarded count towards successful course completion and credits attempted.

### Satisfactory Academic Progress Table (S.A.P.)

Evaluation Points Attempted Credits	Minimum GPA Required	Pace - Minimum Successful Course Completion of Credit Hours percentage required at designated evaluation point (cumulative number of hours successfully completed divided by the cumulative number of hours attempted)
20% of maximum time frame	1.00	40%
30% of maximum time frame	1.25	55%
50% of maximum time frame	1.50	60%
75% of maximum time frame	1.75	65%
100% of maximum time frame	2.00 overall	67%

## STANDARDS OF SATISFACTORY ACADEMIC PROGRESS TABLES (S.A.P.)

### Credit Hour Degree and Diploma Programs

A student who does not meet any one of the required benchmarks at the 50% or higher checkpoint is subject to academic dismissal and could lose their financial aid.

<b>70 Credit Program *</b> Maximum Program Length 104 credits							
	<b>Student</b>		20%	<b>30%</b>	50%	75%	100%
<b>Credits Attempted:</b>	<b>34</b>		20	<b>30</b>	52	78	104
<b>Credits Earned:</b>	<b>32</b>		14	<b>22</b>	36	54	70
<b>Quality Points:</b>	<b>86.40</b>		1.00	<b>1.25</b>	1.50	1.75	2.00
<b>Credits for GPA:</b>	<b>44</b>						
<b>Cumulative GPA:</b>	<b>2.70</b>						
<b>Successful Completion Percentage (SCP)</b>	<b>94%</b>		40%	<b>55%</b>	60%	65%	67%

\*In this example of a student in a 70-credit program, the student attempted 34 credits. The student is at the 30% checkpoint. At this checkpoint, the student must have earned 22 credits, have a minimum GPA of 1.25 and a 55% SCP. The student meets all of the criteria at the 30% checkpoint.

<b>40 Credit Program**</b> Maximum Program Length 60 credits							
	<b>Student</b>		20%	30%	<b>50%</b>	75%	100%
<b>Credits Attempted:</b>	<b>34</b>		12	18	<b>30</b>	44	60
<b>Credits Earned:</b>	<b>34</b>		8	12	<b>20</b>	30	40
<b>Quality Points:</b>	<b>44.20</b>		1.00	1.25	<b>1.50</b>	1.75	2.00
<b>Credits for GPA:</b>	<b>34</b>						
<b>Cumulative GPA:</b>	<b>1.30</b>						
<b>Successful Completion Percentage (SCP)</b>	<b>100%</b>		40%	55%	<b>60%</b>	65%	67%

\*\*In this example of a student in a 40-credit program, the student attempted 34 credits which places the student at the 50% checkpoint. At this checkpoint, the student must have earned 20 credits, have a minimum GPA of 1.50 and a 60% SCP. The student has a GPA of 1.30, earned 34 credits and also has a SCP of 100%. While the credits earned and the SCP is exemplary, the student will be academically dismissed if he or she is at the end of his or her semester. Why? Because the student is at the 50% checkpoint and the student's GPA is 1.30, below the 1.50 required. If the student was in the mid-point of a semester (end of a session), the student would be counseled and could recover.

<b>30 Credit Program***</b> Maximum Program Length 44 credits							
	<b>Student</b>		20%	30%	<b>50%</b>	<b>75%</b>	<b>100%</b>
<b>Credits Attempted:</b>	<b>22</b>		8	12	<b>22</b>	<b>33</b>	<b>44</b>
<b>Credits Earned:</b>	<b>12</b>		6	8	<b>16</b>	<b>24</b>	<b>30</b>
<b>Quality Points:</b>	<b>50.6</b>		1.00	1.25	<b>1.50</b>	<b>1.75</b>	<b>2.00</b>
<b>Credits for GPA:</b>	<b>22</b>						
<b>Cumulative GPA:</b>	<b>2.30</b>						
<b>Successful Completion Percentage (SCP)</b>	<b>55%</b>		40%	55%	<b>60%</b>	<b>65%</b>	<b>67%</b>



\*\*\*In this example of a student in a 30-credit program, the student attempted 22 credits which places the student at the 50% checkpoint. At this checkpoint, the student must have earned 16 credits, have a minimum GPA of 1.50 and a 60% SCP. The student's GPA is fine at 2.30, however the student has only earned 12 credits and also has a SCP of 55%, both of which fall below the bench marks. This means the student will be academically dismissed if he or she is at the end of their semester. If the student was in the mid-point of a semester (end of a session), the student would be counseled and could recover.

## **STANDARDS OF SATISFACTORY PROGRESS TABLES**

### **Clock Hour Program – Practical Nursing**

The Practical Nursing program is a clock hour program and the basic standards are the same as for the credit hour program above, except the benchmarks fall in place at clock hours attempted. The student needs to have the minimum grade at each checkpoint in order to continue in the program. For example, a student who has attempted 270 hours and less than 450 hours must have a minimum grade of 78% or face academic dismissal.

#### **PRACTICAL NURSING**

##### **1500 clock hours**

<b>1500 HOUR PROGRAM</b>	<b>20%</b>	<b>30%</b>	<b>50%</b>	<b>75%</b>	<b>100%</b>
<b>Hours attempted</b>	450	675	1125	<b>1688</b>	<b>2250</b>
<b>Hours needed</b>	300	<b>450</b>	<b>750</b>	<b>1125</b>	<b>1500</b>
<b>Grade needed</b>	<b>78%</b>	<b>78%</b>	<b>78%</b>	<b>78%</b>	<b>78%</b>

**In addition to the above:**

#### **All Practical Nursing students needs to meet the following criteria:**

Achieve a minimum grade of a C+ (78%) in the all courses, as well as cumulatively, in order to successfully complete the program.

Failure to meet the required minimum grade of 78% in any of these courses will require the student to either repeat the course(s) before they can complete the program, or withdraw from the Practical Nursing Program. Note: Practical Nursing students may not receive Financial aid for any repeated course.

#### **Maximum Time Frame**

(MTF)- One-and-a-half times (1.5) times normal program length in terms of time and clock hours. The Practical Nursing program is 1500 hours in length and students must have completed the program within 2250 attempted clock hours. In terms of time since a full-time Practical Nursing schedule is 4 terms, a student may attend no more than 6 terms.

#### **Practical Nursing Division**

The Practical Nursing division adheres to the same benchmarks as listed in the Satisfactory Progress Table above, but the time frame is based on clock hours.

### **Academic Counseling**

A student who is not meeting Satisfactory Academic Progress Standards will receive academic counseling.

### **Academic Probation**

Even though a student exceeds the minimum standards for academic achievement described in the Standards, the student will be placed on probation if the student's GPA at the 30% evaluation point or higher is less than what is required for graduation. All students placed on probation will be notified. Students will remain on probation until their CGPA is improved to 2.00 or better, or until they are dismissed from the school for not meeting the published standards. A student placed on Academic Probation will remain eligible for federal financial aid during the probation period if they meet the Satisfactory Academic Progress Standards for Federal Aid.

### **Academic Dismissal**

A student is academically dismissed from school as a regular student when their academic criteria do not meet the benchmarks required at the 50% evaluation point or above following the end of the student's semester in which they fail to meet those standards. This includes cumulative grade point average, credits earned and successful completion percentage. Students dismissed may be able to continue their studies at LSB without financial aid as described in the *Continuation as a non-regular student* section that follows.

### **Continuation as a non-regular student**

If a student fails at the 50% evaluation point or above to meet either the minimum academic achievement or successful course completion standards previously described above, the student may no longer continue at Lansdale School of Business as a regular student and is no longer eligible for government student aid. The student is academically dismissed from the program of study; however, if approved by the Executive Director, the student may continue as a non-regular student for a period of time not greater than one semester and will not be eligible for Federal and State student aid in order to retake courses or to practice skills at which the student was previously unsuccessful. All courses taken as a non-regular student count towards a student's Cumulative Grade Point Average (CGPA). The credits are also applied towards the student's Successful Completed Percentage (SCP). Repeated courses will have the highest grade earned count for CGPA. During this period the student will be charged tuition consistent with stated tuition fees.

### **Course withdrawals**

A student who withdraws from a course prior to the midpoint of the class will receive a grade of "W", unless the student was failing at the time of withdrawal which will result in a grade of "WF". A student who withdraws from a course after the midpoint of a session will have a grade of "WF" recorded at the time of the withdrawal regardless of the grade at the time of withdrawal. The course(s) will also be calculated as credits attempted which affect the student's SCP. A "WF" grade will affect a student's CGPA. The midpoint of a session is defined as the end of week five.

### **Appeal of notice of academic dismissal**

A student must submit their appeal in writing to the Executive Director within two weeks of receiving notification of academic dismissal. The circumstances, such as poor health, family crises, or other significant occurrences outside the control of the student, must be documented, and the student must demonstrate that they had an adverse impact on the student's satisfactory progress. The student needs to include a statement as to what has changed in his/her situation that will result in successful completion of his/her program of study.

The student may be granted a "probationary" period not to exceed one payment period, or the appeal may be denied. The decision of the Executive Director will be issued in writing and is final. No waivers will be provided for ASB degree completion or graduation requirements.

### **Application of standards**

These satisfactory progress standards apply to all students, part time and full time, cash paying students or those receiving financial assistance.

### **Graduation Requirements**

A student cannot graduate or participate in the graduation ceremony unless:

- All academic requirements are fulfilled with a 2.00 or better GPA overall; Medical Assistant ASB degree student must earn a minimum grade of a “C” in all medical courses; Practical Nursing students must have a C+ or better in all courses.
- Any and all disciplinary action concluded and /or served.
- All financial obligations met.
- Graduate paperwork and federally mandated Direct Loan Exit Counseling submitted.

### **Graduating with Additional ASB Degrees/Diplomas**

Students who are currently enrolled in a program and want to add an additional ASB degree or diploma must make his or her request on a change of major form. Likewise, students who have completed their ASB degree or diploma and want continue at LSB to earn an additional ASB degree or diploma will need to complete a change of major form.

Students earning an additional ASB degree or diploma will have all of the courses that apply transferred to the new program. The grades earned from the first program of study are part of the student's CGPA. Likewise, these credits will be utilized in computing the student's SCP. The remaining courses taken to complete the additional program will count towards the CGPA and SCP for the added program.

1. A student who desires a second specialized associate's degree from Lansdale School of Business must complete a minimum of 20 additional credits at LSB and fulfill all of the course requirements as outlined in the most recent school catalog for each ASB degree desired.
2. A student, who was enrolled as a diploma student, has completed 50% of the requirements for the diploma and then desires to continue on for the ASB degree in the same discipline can earn the diploma and the ASB degree when all the requirements for the ASB degree are satisfied.
3. A student, who enrolled as or earned an ASB degree and then wants a diploma in a different program, must take a minimum of ten additional credits and satisfy all of the requirements for the diploma.
4. A student, who was enrolled as a diploma student and desires a second diploma, must take a minimum of ten additional credits and satisfy all of the requirements for the second diploma.
5. A student cannot enroll as an ASB degree student, complete the requirements for the ASB degree and also receive a diploma derived from any other program of study.
6. A student cannot be enrolled in more than two programs of study concurrently.

### **Commencement Exercises**

Students complete programs and graduate at the end of each session. Commencement exercises are held once a year, normally in May. All students who have completed graduation requirements are expected to attend commencement. Students must have met all requirements for the diploma or ASB degree in order to participate in the commencement ceremony. Students are reminded that diplomas and transcripts will be held and not released until all financial and other obligations to the school have been met.

### **Graduation Honors**

To graduate from Lansdale School of Business's ASB degree programs with honors, a student must have achieved a cumulative GPA of:

3.90 - 4.00	Summa Cum Laude	Graduate with Highest Honors
3.70 - 3.89	Magna Cum Laude	Graduate with High Honors
3.50 - 3.69	Cum Laude	Graduate with Honors

# TUITION & FEES

## Payment Policy

Tuition and fees are billed on a semester basis for all programs except Practical Nursing. All payments are due and payable at registration or prior to the first day of class. A semester is 20 weeks in length and is divided into two 10-week sessions. Students will be charged per credit hour for each semester.

Practical Nursing students are billed per academic year. 900 clock hours comprise the first academic year and 600 hours comprise the second academic year  
A current schedule of tuition and fees can be found in the Tuition Supplement to this catalog.

## Payment Options

1. Cash
2. Check or money order — made payable to Lansdale School of Business.
3. Debit or Credit card—VISA, Discover, and Master Card are accepted.
4. Tuition Reimbursement or billing your employer—please bring an Authorization-to-Enroll form from the employer at the time of registration. This form should include a statement that the employer is willing to accept the charges and the address to which an invoice should be sent.

Full tuition payment is required at registration. Students who are unable to make complete payment at that time must sign a payment plan from the Business Office that specifies detailed payment arrangements.

A student will be denied entry to classes until their financial obligations have been met to the satisfaction of the school. No grades, transcripts, records of graduation, ASB degrees, diplomas, and related materials will be released to the student, potential employer, or other institutions until all financial obligations have been met.

## Cancellations and Refund Policy

A prospective student may cancel their application without any penalty or obligation within five calendar days of acceptance. This notice to cancel should be sent in writing either by posted mail or email. The five-day window to cancel starts on the date the application is signed. The application fee is fully refundable within this time frame. Any other payments received during this five-day period will be fully refunded, including the tuition deposit.

If a student withdraws or ceases to participate in class, the refund calculation is made on the billed tuition, not on the amount paid. If after calculating the refund the student still has an unpaid balance, this amount becomes payable immediately.

The date for refund computation purposes will be the date the student notifies Lansdale School of Business in writing that he or she will be withdrawing. If the student does not provide notification to Lansdale School of Business, it will be the date the institution becomes aware that the student is no longer attending. Refunds will be made within 30 calendar days of the date the student fails to enter classes, leaves the programs or fails to return from a leave of absence.

A billing period is defined as the 20-week semester and applies to all program students, except practical nursing students. Practical Nursing students have two billing periods, 900 hours comprise the first billing period and 600 hours comprise the second billing period.

Refunds on student accounts will be made at the full value of the unused balance, no refunds will be made for balances less than \$1.00.

## Tuition Refund Schedule for Credit Hour Programs

For a student canceling after the fifth calendar day following the date of enrollment but prior to the beginning of classes, all tuition paid to the school shall be refunded

For semester-based programs after the last day of the drop and add period for each session, no refunds or adjustments will be made to students dropping individual classes but otherwise enrolled at the Lansdale School of Business.

For semester-based programs if a student registers for classes and withdraws or discontinues after the semester has begun but prior to completion of the semester, minimum refunds apply.

For a student withdrawing from or discontinuing the program during the first seven calendar days of the billing period, the tuition refunded by the school shall be 90% of the tuition billed (not the amount paid).

For a student withdrawing from or discontinuing the program after the first seven calendar days, but within the first 10% of the billing period, the tuition refunded by the school shall be 75% of the tuition billed (not the amount paid).

For a student withdrawing from or discontinuing the program after 10% but within the first 25% of the billing period, the tuition refunded by the school shall be 55% of the tuition billed (not the amount paid).

For a student withdrawing from or discontinuing the program after 25% but within the first 50% of the billing period, the tuition refunded by the school shall be 30% of the tuition billed (not the amount paid).

No refund shall be made once a student completes 50% of the semester or billing period.

A student who withdraws and then returns within the same semester must return all refunds.

### **Tuition refund schedule for Practical Nursing**

Practical Nursing students are billed per academic year. 900 clock hours comprise the first academic year and 600 hours comprise the second academic year.

For a student withdrawing from or discontinuing the program during the first seven calendar days the tuition refunded by the school shall be 90% of the tuition billed (not the amount paid)

For a student withdrawing from or discontinuing the program after the first seven calendar days, but within the first 10% of the scheduled clock hours, the tuition refunded by the school shall be 75% of the tuition billed.

For a student withdrawing from or discontinuing the program after 10% but within the first 25% of the scheduled clock hours, the tuition refunded by the school shall be 55% of the tuition billed.

For a student withdrawing from or discontinuing the program after 25% but within the first 50% of the scheduled clock hours, the tuition refunded by the school shall be 30% of the tuition billed.

No refund shall be made once a student completes 50% of the billing period.

### **Books and Supplies**

Books and supplies can be purchased after the Business Office has acknowledged all tuition and fee responsibilities have been fulfilled. Tuition payments and bookstore purchases **should be paid with separate checks.**

### **Miscellaneous Fees**

- Bad Check Fee: \$35
  - Once a student has had a check returned from the bank, only cash, credit card, money order, or certified check will be accepted for future transactions.
- Graduation Fee: \$75 for all programs, billed with the last billing period.
- Late Registration Fee: \$10
- Parking Violation: \$10
- Replacement I.D. Cards: \$10
- Transcript Fee: \$10

# FINANCIAL AID

Lansdale School of Business administers a variety of assistance programs to help students finance their education. Financial aid is offered through a package which consists of some combination of grants and loans. Federal assistance programs are administered through the U.S. Department of Education and Pennsylvania state programs are administered through Pennsylvania Higher Education Assistance Agency (PHEAA).

Our philosophy is to:

- assist all eligible students who elect to participate in any Financial Aid program
- assist in maintaining their eligibility for Federal and State aid
- help our students manage their potential educational indebtedness
- provide exceptional customer service

## Application Procedures

To initiate the financial aid process at LSB, a student must first complete the LSB Preliminary Financial Assistance Application and create a Federal Student Assistance (FSA) User ID and Password for access to the U.S. Department of Education's websites. You create your ID and Password at <https://studentaid.gov>

Once you receive confirmation of your access you can complete the following processes online:

The Free Application for Federal Student Aid (FAFSA)  
Entrance Counseling  
A Master Promissory Note (MPN)

If you are unable to complete these processes online, computers and printers are available on location for your convenience.

The following signed documents are also required:

A Statement of Selective Service Registration Status  
(All male student between the ages of 18 & 26)  
Acknowledgement of the LSB Withdraw and Return to Title IV statement  
Credit Balance Authorization statement  
Federal W9S form

A student may also be required to complete a verification worksheet and submit a signed copy of their applicable tax return transcript. Depending on your financial aid dependency status, you may need to submit a copy of your parent's tax return transcript.

Things to know:

- The Lansdale School of Business **School Code** (OPEID) is: **007779**
- You must be enrolled at least half time to borrow under the Direct Loan program
- All male students over the age of 18 must be registered with Selective Service
- You must complete a new FAFSA every year that you are enrolled
- To be eligible for student assistance you cannot be in default on any prior loans
- Loans are legal obligations and must be repaid regardless of your educational outcome
- Loans are borrowed monies that must be repaid just like car loans and home mortgages
- Your financial aid is a private matter and should not be discussed with classmates
- Parents who wish to borrow under the Direct Loan PLUS program must contact a Financial Aid Officer and submit a signed, dated PLUS loan request form, or complete the request on line.

## **Financial Aid Programs**

Any U.S. citizen, national, eligible noncitizen or person in the United States for other than temporary reasons who is enrolled or accepted for enrollment on at least a half-time basis may apply for these programs. Lansdale School of Business does not guarantee eligibility in these programs.

Programs of financial aid described herein are subject to change due to Federal, State, and local regulations or funding fluctuations. LSB, through the Department of Education and the State of Pennsylvania, participates in the following financial aid programs: Pell Grant, Direct Stafford Undergraduate Loan Programs, PHEAA state grants and PA-TIP grants.

### **Federal PELL Grant**

Pell Grants are federally funded awards, which, unlike loans, do not have to be repaid. The amount of the award depends upon the determination of the student's eligibility or EFC (expected family contribution), enrollment status, the cost of attendance, and the payment schedule issued annually by the U.S. Department of Education. The application for the Federal PELL grant is the FAFSA (Free Application for Federal Student Aid). Each student requesting consideration for aid is required to complete this form once during each academic year of enrollment.

### **Federal Direct Stafford Loan (DL) Programs - Subsidized, Unsubsidized and PLUS**

#### **Subsidized Stafford Loans (DL Sub)**

The Subsidized Direct Stafford Loan is based on financial need in accordance with federal methodology. These low-interest loans are borrowed directly from the U. S. Department of Education. Interest on this type of loan is paid by (subsidized) the Federal Government while the student is enrolled and during the initial six-month grace period. Payment begins six months after a student leaves school.

#### **Unsubsidized Stafford Loans (DL Unsub)**

The Unsubsidized Federal Stafford loan is available to both dependent and independent students with a different eligibility criterion set for each. Eligibility for this loan type is also determined by the students expected family contribution (EFC) as established by the Federal government. The interest rate is set by congress each year. The interest on an unsubsidized loan is accrued and capitalized throughout the life of the loan. Students may elect to pay the accruing interest prior to the repayment period to reduce the total amount of indebtedness. There is a six-month grace period before payment begins.

Students whose parents are denied a PLUS Loan may be eligible to borrow additional unsubsidized Federal Direct Stafford Loan funds. To be considered for these additional unsubsidized funds, the parent should submit a PLUS Loan Request Form and copy of the parent's PLUS Loan denial letter.

#### **Federal Parent's Loan for Undergraduate Students (DL PLUS)**

The Parent's Loan for Undergraduate Students (PLUS) is for parent borrowers. This type of loan requires the parent to apply online using their individual FSA ID and Password. The Federal DL PLUS is credit based with the credit worthiness decision made by the Federal Government. A parent can borrow up to the cost of attendance less any anticipated aid.

#### **Loan Exit Counseling**

If you have received Federal Stafford Loans while attending Lansdale School of Business through the Federal government you are required to complete Exit Counseling. This process must be completed online: <https://studentaid.gov>

## **Pennsylvania Higher Education Assistance Agency PHEAA State Grant**

The Pennsylvania Higher Education Assistance Agency (PHEAA) provides aid to eligible state residents. PHEAA grant applicants must first apply for aid in the Federal Pell Grant program.

Free Application for Federal Student Aid application is available online at: <http://STUDENTAID.gov>

The amount of the PHEAA grant is determined on the basis of the financial need of the applicant, funds available, and the number of eligible applicants. Summer applicants must complete a separate application for consideration each year. Students must be enrolled in a degree program to be eligible for these grant funds. The online applications can be accessed on: [www.PHEAA.org](http://www.PHEAA.org). Students are encouraged to apply early to meet all state and federal deadlines. PA-TIP grants (Pennsylvania Targeted Industry Program grants) are available to practical nursing students who meet the qualifications.

## **Veterans' Benefits**

Lansdale School of Business has been approved by the state of Pennsylvania for training through certain academic programs under the U.S. Department of Veterans' Affairs *GI Bill®* provision.

*"GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is Available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>."*

## **Office of Vocational Rehabilitation**

The state Office of Vocational Rehabilitation (OVR) provides financial assistance for qualified students. Eligibility requirements must be discussed with a local service office. The office that generally services LSB is located at: 1875 New Hope Street, Norristown, PA 19401-3146

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

Federal PELL Grants, Federal Direct Stafford Subsidized and Unsubsidized Loans, Federal Direct PLUS Loans are classified as Title IV funds. If a student leaves school for any reason, other than graduation, a "Return of Title IV Funds" calculation must be performed.

## **How a Withdrawal Affects Financial Aid**

Title IV (TIV/Federal Student Aid) financial aid funds are awarded under the assumption that a student will maintain classroom participation for the entire period (semester) for which the funds were awarded.

When a student withdraws from all courses, regardless of the reason, they may no longer be eligible for the full amount of TIV funds originally awarded. The return of funds to the federal government is based on the premise that a student earns financial aid in proportion to the length of time during which they remain enrolled. A pro-rated schedule determines the amount of federal student aid funds they will have earned at the time of full withdrawal. Once the 60 percent point in the semester is reached, a student is considered to have earned all of the financial aid originally awarded and a return of funds will not be required.

Federal regulations require a recalculation of financial aid eligibility if a student completely withdraws or stops attending before the 20-week semester ends.

LSB students who receive federal financial aid and who do not participate through the end of the semester could be responsible for repaying a portion of the financial aid originally received.

Students who do not sign-in for consensus in class are not eligible for federal financial aid and must repay all aid originally received.

NOTE: LSB's institutional tuition refund policy is separate from federal regulations to return unearned aid. Receiving a tuition/fee refund from LSB will have no impact on the amount the student must repay to the federal aid programs.

## **How Earned Financial Aid is Calculated**



LSB is required to determine the percentage of TIV aid “earned” by the student and return the “unearned” portion to the appropriate federal aid programs. LSB is required to perform this calculation within 30 days of the date the school determines that a student has completely withdrawn. The school must return the TIV funds within 45 days of the calculation. The R2T4 calculation is completed by the Financial Aid Office.

### **For Students Enrolled in Modules**

A student is considered withdrawn if the student does not complete all of the days in the payment period that the student was scheduled to complete. LSB tracks enrollment in each module that doesn’t span the entire 20-week semester and combines them to form a semester. If a student withdraws from a course in a later module while still attending a current module, the student is not considered as withdrawn based on not attending the later module. However, a recalculation of aid based on the change in enrollment status may be required.

If a student provides written notice (TIA Form) to LSB at the time of withdrawal from a current module that s/he plans to attend a later module in the same payment period, s/he is not considered a withdrawal. If the student does not provide that written confirmation, the R2T4 recalculation of aid will be done. However, if the student does return in a later module in the same payment period, regardless of whether prior written confirmation was received, the R2T4 process will be reversed and the student will be awarded the funds that s/he is eligible to receive at the time of return.

### **Withdrawal from a Clock Hour Program**

The program administrator provides the student’s last date of attendance, the number of clock hours completed as of the last date of attendance, and the number of clock hours expected to have been completed as of the last date of attendance. These data elements are used by the Financial Aid Office in completing the R2T4.

### **Order of Return to Federal Aid Programs**

In accordance with federal regulations, unearned aid will be returned to the federal programs in the following order:

- Federal Direct Loans: Unsubsidized, then Subsidized
- Federal Direct Parent Loans
- Federal Pell Grant

Please Note: Students should also be aware of the financial ramifications caused by withdrawing from a class, or withdrawing from school. Therefore, the student should contact the business office to inquire about the financial status of their account based on their intended actions.

### **Miscellaneous Information**

#### **Scheduling**

Credit hour students are normally scheduled for the same number of credits each session. A student who desires more or less credits in the next session needs to notify Student Services. A student who is receiving financial aid also needs the approval of their financial aid counselor.

#### **Definitions in Financial Aid**

##### **Diploma and Degree programs**

Academic Year: 2 semesters and the completion of 24 credits for all semester-based programs

Semester: 20-week semesters consisting of 2 ten-week sessions

Terms; January/Winter, April/Spring, June/Summer, September/Fall and November/November

Full-time enrollment: 12 credits/ 20-week semester

Part-time enrollment: 6 to 8 credits / 20-week semester

Second Level loan eligibility: Once 30 credits have been earned for these programs, eligibility for an increase in the loan amount for the second year’s subsidized loan will be reviewed

Our Practical Nursing diploma program is funded through 900 clock hours for the first academic year and 600 hours during the second academic year.

Further information on policy and procedures regarding financial aid programs can be found in the Federal Student Aid Handbook published by the U. S. Department of Education.

# STUDENT and CAREER SERVICES

## Student Services

The Student Services department offers various services to students of Lansdale School of Business. Students officially meet the Dean of Students at the new student orientation session. During this meeting, the Dean of Students reviews an orientation packet designed to inform students of information they need to be aware of in the first few weeks of class. In addition, recommendations on how to be a successful student are reviewed. At this time, it is stressed that if at any time a student has a question or concern, each student should feel comfortable to contact the Dean of Students for assistance.

While students are attending Lansdale School of Business, they may benefit from many services provided by Student Services. Such services include but are not limited to: academic advising on programs of study or specific classes; assistance in navigating interpersonal issues with faculty or classmates; support with personal issues, particularly those which may hinder success in school; referral to community resources; assistance with class schedules, schedule changes and changes of status; arrangements for and proctoring of Credit by Exam testing; interim report meetings to strategize ways to improve grades in particular classes through personal peer tutors. The Student Services Office is a liaison between the students, faculty and staff and serves as a resource and support center for various student concerns.

In addition to the services listed above, the Student Services department attempts to establish a level of community within the student body by planning and providing activities for student involvement and interaction. Such activities may include but are not limited to: holiday parties and events; hosting community speakers and businesses; sponsoring food drives or collections of necessary items which will benefit community resource centers locally and throughout our country; holding contests for the student body and participation in community events

## Career Services #26

The Career Services department assists students and graduates of Lansdale School of Business to identify and achieve meaningful career objectives that combine their specialized education and experiences. The Dean of Students provides high-quality advising, mock interview opportunities, resume writing resources and programs for ongoing career development that include: exposure to a broad range of career fields; assessing career interests, skills and values; gaining experience to clarify and achieve career goals; developing and practicing presentation skills that integrate information about themselves, their academic skills, extra-curricular activities, and work experience; and learning and implementing effective job search strategies for internships, employment, and postgraduate education.

The Dean of Students can also assist students interested in part-time employment through weekly job listings. Full-time and part-time employment placement assistance is offered to all Lansdale School of Business graduates. Graduates benefit from services that include: defining career goals; resume creation/critique support, mock interviewing, professional behavior modification and/or enrolling in our full- or part-time job-lead generation program.

LSB's strong corporate relationships and excellent reputation among local employers ensures a flow of prospective positions in a variety of professional sectors. The department takes great care to match candidates based on talents and interests. While the securing of positions cannot be guaranteed, the vast majority of graduates committed to their career process find employment success.

In compliance with PA ACT 153, signed by Governor Wolf, graduates seeking employment in a medical facility will now be required to present evidence of an FBI criminal background check and finger-printing, and a clear Child Abuse Clearance from the State of Pennsylvania Department of Human Services. Graduates of other programs may also be required to present the same documentation depending on child interaction of a given position.

**LANSDALE SCHOOL OF BUSINESS MAKES NO GUARANTEE  
OF EMPLOYMENT UPON GRADUATION**

# **STUDENT RIGHTS AND RESPONSIBILITIES**

## **Student Rights**

Lansdale School of Business affirms all students' constitutional rights

### **Rights**

1. Freedom of expression in the classroom.
2. Protection against improper academic evaluation.
3. Freedom of personal association.
4. Freedom to exercise all those rights associated with citizenship.
5. Confidentiality of student records as outlined by the FERPA (see general information section of the catalog).
6. Guarantee of due process in all disciplinary hearings and proceedings.

## **Student Responsibilities**

### **Cell Phones**

The use of cell phones in classroom is prohibited. Other electronic devices such as tablets and laptops may be approved for by individual instructors.

### **Change to Personal Identifying Information**

#### **Name, Address, Telephone Numbers, or E-mail address**

Students are requested to submit changes in name, address, or phone numbers or e-mail addresses as soon as possible through the Business Office. Official correspondence or other communication is based upon current data on file in the student account database.

### **Visitors**

All visitors to the school must sign in the visitors log in the main lobby. This includes guest speakers, guest patients and family members, if a visitor is not signed in they will be asked to leave the school property. Persons loitering in the parking lot will be asked to either sign in or leave. Upper Gwynedd Township Police will be called in the event of suspicious activity

### **Children**

Children are not permitted to attend classes. Children may accompany their parent(s) to and from conducting business in the administrative area; however, the children may not stay in the building for an extended period. Anyone who for any reason brings a child under age 16 to the school must supervise the child at all times. Children must be signed in as a visitor.

### **Class Policies**

Students need to become familiar with each instructor's class policies. These policies have the instructor's contact information, required projects for the class and other information relevant to the class. The format is the same for each class, but the content changes from class to class.

### **Dress Code**

Lansdale School of Business has maintained a high standard of professionalism since 1918. The wearing of inappropriate attire is discouraged. Students wearing clothing that reflects discredit to the standards of the school may be asked to leave the location. Students enrolled in Nursing, and Medical Assistant programs are required to wear scrubs on campus.

### **Lost and Found**

Any found textbooks and personal property should be turned in to the Business Office and can be claimed there. The school is not responsible for lost or stolen property. It is advisable to mark personal items with your name.

## **Parking**

Student parking is provided at the North Wales campus in the large parking lot on the side and behind the building. There are marked parking spots for handicapped (both in the front and back parking lots) and for visitors (front parking lot). Faculty and staff parking spots are marked "reserved".

## **Smoking on Campus**

Lansdale School of Business is committed to providing a smoke-free environment for everyone at each LSB location. All school facilities are designated as non-smoking. This policy will be enforced according to established school policies and procedures. Smoking, though not encouraged, is permitted in designated smoking areas.

## **Telephone/Messages**

Students are not permitted to use the administrative telephones in the front offices. These phones are for official business only. Classes will not be interrupted to deliver personal messages unless they are of an urgent nature at which time there will be every effort made to locate the student.

## **Student Code of Conduct**

Students at LSB are subject to all laws governing public behavior and civil authority. Any student who exhibits conduct not in keeping with the established standards of the school is subject to penalty with possible sanctions including disciplinary action, restitution, suspension, or expulsion.

## **Violations of the Code of Conduct**

Any student who believes that their rights have been violated should submit this assertion in writing with supporting documentation to the Student Services Office.

Violations of the Code of Conduct include:

1. Deliberate destruction of, damage to, misuse of, or abuse of college property.
2. Theft of college property or the property of private individuals associated with the college.
3. Physical or psychological abuse against another student, faculty, or staff member at any site or during LSB sponsored events. This would include bullying and physical, sexual, or verbal harassment.
4. Unauthorized use, possession, or sale of firearms or other dangerous Guns or weapons at any location.
5. The use of alcohol on or off campus or satellite location, arriving at any site impaired, causing disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other LSB activities.
6. The illegal use of drugs on or off campus or satellite location, arriving at any location impaired, causing disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other LSB activities.
7. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other LSB activities.
8. All forms of dishonesty including cheating, plagiarism, forgery, and intent to defraud through falsification, alteration, or misuse of LSB documents.
9. Failure to comply with an LSB employee acting within the scope of their employment responsibilities.
10. Violation of any regulation not contained in official LSB publications, but announced as administrative edict by an LSB official or other person authorized by the president of the college.

11. The Academic Resource Center (ARC) computers connected to the Internet are for academic purposes only. Use for personal business and visits to inappropriate web sites are prohibited.

12. Use of any electronic gaming or communication devices in the classrooms is prohibited.

Lansdale School of Business reserves the right to suspend or dismiss any student for one of the violations of the Code of Conduct. If suspended, the student will be given written notification of the duration of the suspension. Should the school have evidence of further misconduct, the right to dismiss the student is reserved. Dismissal is a terminal action. A student who has been dismissed is not permitted to reenter the school.

Please see the Practical Nursing Student Handbook for an additional Honor Code you must sign upon entering the program.

### **Procedures**

Any member of the LSB community may charge any other member of the LSB community with a code violation. Charges must be in writing and directed to the appropriate school official. Upon the filing of a charge alleging a violation of the code, the individual being charged will have the opportunity to defend himself or herself.

### **Enforcement**

The ultimate responsibility for enforcement of the code of conduct rests with the School President or the President's delegated officials. Chief enforcement of academic violations rests with the Executive Director. Day-to-day enforcement responsibility rests with all members of the school community including students, faculty, administrators, and staff members.

### **Animals/Pets**

Animals and pets of any kind are not permitted on the campus without prior approval. With the proper documentation service animals will be approved. Please note that emotional support animals or therapy pets, even with documentation, are not in the same category as a service animal. An approved pet will not be permitted to disrupt the teaching in a classroom.

### **Cheating and Plagiarism**

It is generally assumed that all academic work done on campus is done without unauthorized aids by the person who claims to do the work. Academic cheating and plagiarism are serious offenses and are a violation of the Student Code of Conduct.

### **Penalties for Cheating and Plagiarism**

Step 1. When detected, the student will receive no credit for the work in question; that is, an automatic zero (0) for the quiz, essay, exam, etc. The Executive Director will be informed of the occurrence.

Step 2. If a second offense occurs, the student will automatically fail the course and face possible suspension from the school. No record of the offense shall be kept beyond the student's enrollment at the school, and no information about the offense shall be passed on to other schools or employers. Appeals of any instructor's actions must be done in writing and submitted to the Executive Director within three school days. All decisions of the Executive Director are final.



## Questions and Concerns

Any questions, concerns, or grievances a student has about LSB may be directed to the appropriate person. Concerns should first be raised on an informal basis with the instructor, or staff member with whom the student has a concern. In most cases the concern can be resolved in this manner. If this approach does not resolve the concern, students may begin the formal grievance procedure by presenting a written description of the complaint to the instructor or staff member with whom the student has a grievance. This written complaint should include as much information as possible to help in addressing the concern and must include the student's name, address, email address along with mobile and landline numbers.

In the event that a resolution is not achieved at this first level, the student must request that the concern be considered at the next level. There are four levels in the formal grievance process. At the first level the instructor or staff member addresses the concern. At the second level the Student Services Office addresses the concern. At the third level the Director of Admissions, or Director of Student Finance addresses the concern, where appropriate. At the fourth level the Executive Director addresses the concern. The student and institution both agree that any grievance still remaining will be finally resolved concern. The student and institution both agree that any grievance still remaining will be finally resolved through binding arbitration. Any concerns not acceptably resolved by the Executive Director may be brought to the attention of the State Board of Private Licensed Schools at the following address: Pennsylvania Department of Education, 333 Market Street 12<sup>th</sup> Floor, Harrisburg, PA 17126-0333.

### STUDENT COMPLAINT PROCEDURE

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to: Accrediting Commission of Career Schools & Colleges 2101 Wilson Boulevard, Suite 302 Arlington, VA 22201 (703) 247-4212 [www.accsc.org](http://www.accsc.org) | [complaints@accsc.org](mailto:complaints@accsc.org) A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting [complaints@accsc.org](mailto:complaints@accsc.org) or at <https://www.accsc.org/StudentCorner/Complaints.aspx>.

The following is an outline of the Commission's process. A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting (Marianne Johnson/Executive Director).

# PROGRAMS OF STUDY

The programs at Lansdale School of Business are organized into four divisions as follows:

## **ALLIED HEALTH BUSINESS ADMINISTRATION COMPUTER TECHNOLOGIES**

Each division consists of several programs of study. These programs are organized into either Associate in Specialized Business Degree programs or Diploma programs.

### **Associate in Specializes Business Degree Programs**

To achieve the curriculum goals and objectives, the ASB degree programs have been divided into four separate components. The centerpiece of the academic program is the core curriculum. This consists of 20 credits of courses which the institution has determined is critical to successful employment in the fields of study offered and is required of all ASB degree graduates.

An additional 16 credits of general education courses are required in order to provide a well-rounded curriculum for all graduates. Eight of these credits are specific in requirement with the remaining eight being comprised of any remaining general education courses, one of which must be a psychology course. All general education courses are identified with an asterisk in the course description section of the catalog.

An additional four credits are maintained as division requirements. These courses are the same for all ASB degree programs within the division.

The remaining 30 credits are allocated to specific requirements of the program. These courses are designed to provide skills and knowledge directed to success in the program of study.

### **Diploma Programs**

Diploma programs are 30, 40 or 42 credits and 1500 clock hours for Practical Nursing and consist mostly of concentration courses.

### **Applicable to All Credit-Hour Programs**

All credit-hour programs contain a component listed as related course requirement. A related course requirement is a required course that is related to the student's career objective. This course can be satisfied by any credit hour course listed in the LSB catalog. The Executive Director guides the student in making a choice that will best satisfy the student's personal or career goals. The final decision rests with the Executive Director.



# ALLIED HEALTH DIVISION

The programs in the Allied Health Division are organized as follows:

## **ASSOCIATE IN SPECIALIZED BUSINESS PROGRAM**

### **Medical Assistant**

This degree program requires 70 credits for successful completion.

## **DIPLOMA PROGRAMS**

### **Medical Administrative Specialist**

This diploma program requires 30 credits for successful completion.

### **Billing and Coding Specialist**

This diploma program requires 42 credits for successful completion.

### **Practical Nursing**

This diploma requires 1500 clock hours for successful completion

### **Allied Health - Medical Assistant**

The Medical Assistant ASB degree requires 70 credits for successful completion. The completion time is dependent upon the number of credits a student successfully completes each semester. Students in this program must have a grade of C (2.0) or higher in each medical class in order to qualify for the externship and graduation. Criminal background checks and child abuse clearances along with updated immunizations, current CPR certification and student liability insurance are required components for Externship.

### **Additional Requirements for Medical Assistant ASB degree Students and Practical Nursing Diploma Students**

Students in these programs perform a variety of clinical skills including injections and phlebotomy. Prior to taking any clinical courses, students are required to have the appropriate insurance coverage, Hepatitis B series immunizations, required equipment, and LSB uniform and name tag. Insurance coverage and Hepatitis B series proof must be submitted to the designated instructor prior of any clinical class.

Students in these programs are required to have professional background checks prior to placement in externship / clinical sites and for employment in any medical facility. Refer to the link below on required professional clearances.

While on externship /clinical rotations students will have direct patient contact. Therefore, students entering the concentration section of the Medical Assistant program or Practical Nursing program are required to pass a physical exam stating that they are in good physical health and have current immunizations and boosters. Externship prerequisites must be to the Externship Coordinator 45 days prior to the start of the assigned term externship.

Applications for insurance are available at [www.proliability.com](http://www.proliability.com).

Child Abuse Clearance and FBI Background Check can be competed at: [www.pa.cogentid.com](http://www.pa.cogentid.com)  
this information is also available on the ARC resources page on the LSB website

**Associate in Specialized Business (ASB) Degree**  
**ALLIED HEALTH**  
**Medical Assistant**

This Degree program requires 70 credits for successful completion.

<b>Core Requirements</b>			<b>Credits</b>
ACC	101	Introduction to Accounting	4
BUS	120	Office Procedures	2
CIS	101	Introduction to Computers	2
CIS	130	Beginning Keyboarding	2
CIS	140	Introduction to Word Processing	2
ENG	103	Written Communications	2
ENG	105	Skills for Academic Success	2
MAT	101	Business Mathematics	2
MAT	102	Personal Finance	2
<b>General Education Requirements</b>			
ENG	101	English Fundamentals	4
ENG	104	Speech Communications	2
MAT	103	Principles of Mathematics	2
Related General Education Requirements			8
<b>Division Requirements</b>			
MED	110	Medical Terminology	4
<b>Concentration Requirements</b>			
MED	103	Fundamentals of Health Care	2
MED	121	Anatomy & Physiology I	4
MED	122	Anatomy & Physiology II	4
MED	130	Beginning Clinical Procedures	2
MED	205	Pharmacology	4
MED	206	Medical Insurance and Billing	2
MED	208	Computerized Medical Office	2
MED	220	Laboratory Procedures	4
MED	230	Advanced Clinical Procedures	2
MED	290	Medical Assistant Externship	2
Related course Requirements			2
Total Credits			70

This Medical Assistant program prepares the graduate to become an important member of the allied health team. Students become skilled in many aspects of medical assisting including essential elements of clinical and laboratory skills combined with medical office administration. Graduates of the Medical Assistant ASB degree program are prepared for front-end and clinical responsibilities within healthcare settings such as physician offices, outpatient clinics, and other health care facilities.

An externship is required for every student enrolled in the Medical Assistant program. Students must maintain a cumulative 2.00 grade point average in all subjects and earn a C (2.0) or better in all medical courses to qualify for the externship. For other requirements for externship, please see "Additional Requirements for Medical Assistants."

Medical Assistant students take classes in anatomy & physiology, medical terminology and pharmacology. They learn laboratory and clinical skills which include phlebotomy, urinalysis, vital signs, sterilization techniques, dressing changes, EKG, and medication administration.

## Diploma

### Medical Administrative Specialist

This Diploma program requires 30 credits for successful completion.

			Credits
ACC	101	Introduction to Accounting	4
CIS	101	Introduction to Computers	2
CIS	130	Beginning Keyboarding	2
CIS	140	Introduction to Word Processing	2
ENG	101	English Fundamentals	4
MED	103	Fundamentals of Health Care	2
MED	110	Medical Terminology	4
MED	206	Medical Insurance and Billing	2
MED	208	Computerized Medical Office	2
MED	250	Introduction to Medical Coding	2
PSY	101	Introduction to Psychology	2
*Related Course Requirements			2
Total Credits			30

The Medical Administrative Specialist diploma program builds a firm foundation of office procedures in a medical setting. An understanding of insurance and coding practices is included to create an all-around skill level and competency. Courses in medical terminology, medical insurance and billing, as well as medical coding provide the knowledge needed for employment. Graduates of this program are prepared for entry-level positions such as a Medical Receptionist, Medical Records Scanner, Medical Data-Entry Clerk, Ophthalmic Technician, Admissions Coordinator, or Insurance Call-Center Representative in a physician's office or other healthcare environments.

## Diploma

### Billing and Coding Specialist

This Diploma program requires 42 credits for successful completion.

			Credits
CIS	130	Beginning Keyboarding	2
CIS	140	Introduction to Word Processing	2
ENG	101	English Fundamentals	4
MED	103	Fundamentals of Health Care	2
MED	110	Medical Terminology	4
MED	121	Anatomy & Physiology I	4
MED	122	Anatomy & Physiology II	4
MED	130	Beginning Clinical Procedures	2
MED	205	Pharmacology	4
MED	206	Medical Insurance and Billing	2
MED	208	Computerized Medical Office	2
MED	250	Introduction to Medical Coding	2
MED	251	Intermediate Medical Coding	2
PSY	101	Introduction to Psychology	2
*Related course Requirements			4
Total Credits			42

The Billing and Coding Specialist diploma program is designed to provide students with the medical & clerical skills needed to be successful in a physician's office or hospital. The Billing and Coding Specialist builds a firm foundation of office procedures in the medical setting. An understanding of insurance and coding practices is included to create an all-around skill level and competency. Courses in medical terminology and anatomy classes add to the knowledge needed for employment. Graduates of this program are prepared for entry-level positions such as a medical receptionist, medical records scanner, medical data-entry clerk, ophthalmic technician, admissions coordinator, or insurance call-center representative in a physician's office, or other healthcare environment

## Diploma

### Practical Nursing

This Diploma program requires 1500 clock hours for successful completion.

		Hours
NUR111	Human Anatomy & Physiology	96
NUR112	Fundamentals of Nursing I	120
NUR113	Medical Terminology	36
NUR114	Professional Concepts	36
NUR115	Clinical Application I	75
NUR121	Fundamentals of Nursing II	48
NUR122	Geriatrics Nursing	30
NUR123	Pharmacology	78
NUR124	IV Therapy	30
NUR125	Clinical Application II	180
NUR131	Adult Nursing I	120
NUR132	Maternal Newborn Nursing	48
NUR133	Pediatric Nursing	48
NUR135	Clinical Application III	150
NUR141	Adult Nursing II	90
NUR145	Clinical Application IV	315
Total Hours		1500

The Practical Nursing program is designed to prepare students with the necessary knowledge, skills, abilities and attitude to obtain entry-level employment as a Practical Nurse. Work settings could include hospitals, physician offices, long-term care facilities, clinical offices, schools, and government agencies. This program will emphasize the values of caring, professional accountability, and professional ethics.

The program consists of lecture courses, labs, and clinical experiences that must be taken in sequence. Material learned in the classroom is practiced in the on-site laboratory and applied to the care of patients in the clinical settings. Hours for clinical rotations will be outside of normal class times and attendance is mandatory. Students are responsible for their own transportation to and from clinical sites.

Graduates of the program are eligible to sit for the NCLEX-PN licensure examination. After passing the exam, graduates may apply for licensure to become a Licensed Practical Nurse (LPN). The school cannot guarantee licensure or certification.

Please review Practical Nursing Handbook for additional requirements and policies regarding Practical Nursing.

# BUSINESS ADMINISTRATION DIVISION

The programs in the Business Administration Division are organized as follows:

## ASSOCIATE IN SPECIALIZED BUSINESS PROGRAMS

The Business Administration Division ASB degree program are divided into core requirements, general education requirements, division requirements, and courses in the student's area of concentration. These programs require 70 credits for successful completion. The completion time is dependent upon the number of credits a student successfully completes each semester.

### **Business Administration Accounting / Management**

This Degree program requires 70 credits for successful completion.

### **Business Administration Marketing Management**

This Degree program requires 70 credits for successful completion.

### **Business Administration Office Operations Management**

This Degree program requires 70 credits for successful completion.

*Office Operations Management program features three office specializations*

Accounting Office  
Medical Office  
Word Processing Office

### **Business Administration Paralegal**

This Degree program requires 70 credits for successful completion.

## DIPLOMA PROGRAMS

### **Accounting Specialist Diploma**

This Diploma program requires 30 credits for successful completion.

### **Administrative Office Specialist Diploma**

This Diploma program requires 40 credits for successful completion.

**Associate in Specialized Business (ASB) Degree**  
**BUSINESS ADMINISTRATION**  
**Accounting/Management**

This Degree program requires 70 credits for successful completion.

<b>Core Requirements</b>			<b>Credits</b>
ACC	101	Introduction to Accounting	4
BUS	120	Office Procedures	2
CIS	101	Introduction to Computers	2
CIS	130	Beginning Keyboarding	2
CIS	140	Introduction to Word Processing	2
ENG	103	Written Communications	2
ENG	105	Skills for Academic Success	2
MAT	101	Business Mathematics	2
MAT	102	Personal Finance	2
<b>General Education Requirements</b>			
ENG	101	English Fundamentals	4
ENG	104	Speech Communications	2
MAT	103	Principles of Mathematics	2
Related General Education Requirements			8
<b>Division Requirements</b>			
BUS	111	Business Law	2
BUS	210	Organizational Management	2
<b>Concentration Requirements</b>			
ACC	200	Computerized Accounting	2
ACC	201	Payroll Accounting	4
ACC	202	Intermediate Accounting	4
ACC	207	Federal Income Taxes	4
ACC	222	Advanced Computerized Accounting	2
BUS	103	Marketing Principles	2
BUS	220	Human Resource Management	2
CIS	150	Electronic Spreadsheets	2
CIS	244	Applied Word Processing	2
CIS	250	Advanced Electronic Spreadsheets	2
Related Course Requirements			4
Total Credits			70

Accountants play key roles in the successful operation and management of businesses and organizations. The basic knowledge of accounting theory and practice, including computerized applications, will qualify graduates for accounting careers. A hands-on practical approach is utilized to teach accounts payable, accounts receivable, payroll, and taxes. LSB's Accounting/Management ASB degree program is designed to enable students to compile, analyze, and audit business records, prepare financial reports, develop budgets and projections, and provide financial advice and direction to management.

The program provides students with a diverse background in professional accounting and fundamental business knowledge and skills to function comfortably in a business environment. Graduates of this program are prepared for entry-level positions such as Junior Accountants, Auditors, Tax Processors, Payroll Managers and Inventory Control Coordinators.

**Associate in Specialized Business (ASB) Degree**  
**BUSINESS ADMINISTRATION**  
**Marketing/Management**

This Degree program requires 70 credits for successful completion.

<b>Core Requirements</b>			<b>Credits</b>
ACC	101	Introduction to Accounting	4
BUS	120	Office Procedures	2
CIS	101	Introduction to Computers	2
CIS	130	Beginning Keyboarding	2
CIS	140	Introduction to Word Processing	2
ENG	103	Written Communications	2
ENG	105	Skills for Academic Success	2
MAT	101	Business Mathematics	2
MAT	102	Personal Finance	2
<b>General Education Requirements</b>			
ENG	101	English Fundamentals	4
ENG	104	Speech Communications	2
MAT	103	Principles of Mathematics	2
Related General Education Requirements			8
<b>Division Requirements</b>			
BUS	111	Business Law	2
BUS	210	Organizational Management	2
<b>Concentration Requirements</b>			
BUS	103	Marketing Principles	2
BUS	105	Salesmanship	2
BUS	107	Advertising Principles	2
BUS	109	Design Principles	2
BUS	141	Small Business Management	2
BUS	204	Applied Marketing Management	2
BUS	205	Social Media Marketing	2
BUS	207	Advertising Campaigns	2
CIS	150	Electronic Spreadsheets	2
CIS	170	Presentation Graphics	2
CIS	180	Digital Publishing	2
CIS	182	Computerized Drawing	2
CIS	285	Photo Editing & Design	2
Related Course Requirements			4
<b>Total Credits</b>			<b>70</b>

Marketing is an exciting, fast-paced and contemporary business discipline. Organizations engage in marketing and advertising activities on a daily basis and need trained individuals to support their goals. The Marketing/Management ASB degree program offers students opportunities to plan and prepare advertising and promotional materials used in campaigns. Critical communications and creative problem-solving skills will be developed to enable graduates to more clearly portray their company or clients' message. Graduates of this program are prepared for entry-level positions such as Account Executive, Assistant Marketing Manager, Human Resource Coordinator, Sales Associate, Sales Engineer and Customer Service Representative.



**Associate in Specialized Business (ASB) Degree**  
**BUSINESS ADMINISTRATION**  
**Office Operations Management**

This Degree program requires 70 credits for successful completion.

<b>Core Requirements</b>			<b>Credits</b>
ACC	101	Introduction to Accounting	4
BUS	120	Office Procedures	2
CIS	101	Introduction to Computers	2
CIS	130	Beginning Keyboarding	2
CIS	140	Introduction to Word Processing	2
ENG	103	Written Communications	2
ENG	105	Skills for Academic Success	2
MAT	101	Business Mathematics	2
MAT	102	Personal Finance	2
<b>General Education Requirements</b>			
ENG	101	English Fundamentals	4
ENG	104	Speech Communications	2
MAT	103	Principles of Mathematics	2
Related General Education Requirements			8
<b>Division Requirements</b>			
BUS	111	Business Law	2
BUS	210	Organizational Management	2
<b>Office Specialization Requirements</b>			
See next page for course requirements			18
<b>Related Course Selections</b>			
Selected in consultation with the Academic Department			12
<b>Total of Requirements</b>			<b>70</b>

Administrative professionals are in high-demand in all industries. The Office Operations Management ASB degree program provides students with fundamental skills for managing daily operations within general corporate, accounting or medical environments. Coursework for the three specializations includes a core understanding of business math principles, personal finance, office procedures and word processing. Graduates of this program are prepared for entry-level positions in a variety of environments such as a Customer Service Manager, Human Resource Manager, Warehouse Manager, Office Supervisor, Medical Admissions Manager, Patient Service Advocate, Home Healthcare Administrator, Financial Office Manager, or Business Manager among others.

**BUSINESS ADMINISTRATION (ASB) Degree**  
**Office Operations Management**

This Degree program requires 70 credits for successful completion.

Students are to choose one of the following office specializations

**Accounting Office Specialization**

ACC	200	Computerized Accounting	2	
ACC	201	Payroll Accounting	4	
ACC	202	Intermediate Accounting	4	
ACC	207	Federal Income Taxes	4	
CIS	150	Electronic Spreadsheets	2	
CIS	160	Database Management	2	
Total Specialization Credits				18

**Medical Office Specialization**

CIS	150	Electronic Spreadsheets	2	
MED	103	Fundamentals of Health Care	2	
MED	110	Medical Terminology	4	
MED	206	Medical Insurance and Billing	2	
MED	208	Computerized Medical Office	2	
MED	250	Introduction to Medical Coding	2	
MED	251	Intermediate Medical Coding	2	
MED	252	Advanced Medical Coding	2	
Total Specialization Credits				18

**Word Processing Office Specialization**

CIS	150	Electronic Spreadsheets	2	
CIS	160	Database Management	2	
CIS	170	Presentation Graphics	2	
CIS	180	Digital Publishing	2	
CIS	201	Systems Management	2	
CIS	244	Applied Word Processing	2	
CIS	250	Advanced Electronic Spreadsheets	2	
CIS	280	Advanced Digital Publishing	2	
CIS	285	Photo Editing & Design	2	
Total Specialization Credits				18

**Associate in Specialized Business (ASB) Degree  
BUSINESS ADMINISTRATION  
Paralegal**

This Degree program requires 70 credits for successful completion.

<b>Core Requirements</b>			<b>Credits</b>
ACC	101	Introduction to Accounting	4
BUS	120	Office Procedures	2
CIS	101	Introduction to Computers	2
CIS	130	Beginning Keyboarding	2
CIS	140	Introduction to Word Processing	2
ENG	103	Written Communications	2
ENG	105	Skills for Academic Success	2
MAT	101	Business Mathematics	2
MAT	102	Personal Finance	2
<b>General Education Requirements</b>			
ENG	101	English Fundamentals	4
ENG	104	Speech Communications	2
MAT	103	Principles of Mathematics	2
Related General Education Requirements			8
<b>Division Requirements</b>			
BUS	111	Business Law	2
BUS	210	Organizational Management	2
<b>Concentration Requirements</b>			
ACC	200	Computerized Accounting	2
BUS	103	Marketing Principles	2
CIS	244	Applied Word Processing	2
PLS	120	Legal Research	2
PLS	140	Legal Writing	2
PLS	160	Civil Procedure & Litigation	2
PLS	180	Bankruptcy Law	2
PLS	210	Wills, Estates, and Trusts	2
PLS	230	Domestic Relations/Family Law	2
PLS	250	Tort Law	2
PLS	260	Commercial and Employment Law	2
PLS	270	Real Estate Law	2
PLS	290	Criminal Law	2
Related Course Requirements			4
Total Credits			70

The Paralegal ASB degree program provides the critical thinking skills necessary to assist attorneys and administratively manage a legal office. A wide variety of career opportunities is available when you decide to enter one of today's fastest growing occupations. A Paralegal will research, analyze information, and prepare written reports. Paralegals may also interview witnesses, obtain affidavits, and administratively support the attorney during the trial. Computer research, course work in a variety of legal specialties, and practical legal skills are among the highlights of this program. Students enrolled in the Paralegal program during the day should be aware that they will be required to attend evening classes to complete the program.

Graduates of this program are prepared for entry-level positions such as a Paralegal, Court Clerk, Office Manager and Compliance Agent in private law firms, government agencies and municipalities, real estate and insurance firms, banks, and corporate law departments.

## Diploma Accounting Specialist

This Diploma program requires 30 credits for successful completion.

			<b>Credits</b>
ACC	101	Introduction to Accounting	4
ACC	200	Computerized Accounting	2
ACC	201	Payroll Accounting	4
ACC	202	Intermediate Accounting	4
CIS	101	Introduction to Computers	2
CIS	130	Beginning Keyboarding	2
MAT	101	Business Mathematics	2
MAT	103	Principles of Mathematics	2
ENG	101	English Fundamentals	4
PSY	101	Introduction to Psychology	2
*Related Course Requirements			2
Total Credits			30

The Accounting Specialist diploma program opens the door to employment in an accounting office or in a general office setting with a strong accounting component. Accounting courses include introductory and intermediate levels, with Payroll Accounting and Computerized Accounting as an extra focus. Accounting Specialists also learn basic computer skills to build competency in a business environment. Graduates of this program are prepared for entry-level positions such as an Accounts Payable/Receivable Clerk, Accounting Assistant, Payroll Clerk, Bank Teller, or Collections Representative.

## Diploma Administrative Office Specialist

This Diploma program requires 30 credits for successful completion.

			<b>Credits</b>
ACC	101	Introduction to Accounting	4
BUS	120	Office Procedures	2
CIS	101	Introduction to Computers	2
CIS	130	Beginning Keyboarding	2
CIS	140	Introduction to Word Processing	2
CIS	150	Electronic Spreadsheets	2
CIS	160	Database Management	2
CIS	170	Presentation Graphics	2
CIS	244	Applied Word Processing	2
ENG	101	English Fundamentals	4
ENG	103	Written Communications	2
ENG	104	Speech Communications	2
MAT	101	Business Mathematics	2
MAT	103	Principles of Mathematics	2
PSY	101	Introduction to Psychology	2
*Related Course Requirements			6
Total Credits			40

*\* Phoenixville Students – ENG105 must be taken at the Main Campus as a related course requirement.*

The Administrative Office Specialist diploma program is geared toward the individual looking for an all-around business education. Coursework in this program gives the student the basic knowledge necessary for entering the business world. It is also a solid program for those employed in an office environment needing skill refreshers or upgrades. Office skills such as keyboarding and office procedures are taught, along with introductory classes in Microsoft Word, Access (database management), Excel (electronic spreadsheets), and the basics of accounting and business communications.

Employers look to their employees for a complement of skills and multi-tasking capabilities. Whether in a one-person office or a support position in a larger corporate setting, graduates of this program are prepared for entry-level positions such as a Data-Entry Associate, Shipping Clerk, Call-Center Coordinator, and Administrative/Mail Room Clerk.

# COMPUTER TECHNOLOGIES DIVISION

The programs in the Computer Technologies Division are organized as follows:

## **ASSOCIATE IN SPECIALIZED BUSINESS DEGREE PROGRAM**

The Computer Technologies Division ASB degree program are divided into core requirements, general education requirements, division requirements, and courses in the student's area of concentration. These programs require 70 credits for successful completion. The completion time is dependent upon the number of credits a student successfully completes each semester.

### **Computer Technologies Computer Graphics and Design**

This Degree program requires 70 credits for successful completion.

### **Computer Technologies Network Administration**

This Degree program requires 70 credits for successful completion.

## **DIPLOMA PROGRAMS**

### **Computer Applications Specialist**

This diploma program requires 30 credits for successful completion.

### **Computer Graphics Specialist**

This diploma program requires 30 credits for successful completion.

### **Technical Support Specialist**

This diploma program requires 30 credits for successful completion.

**Associate in Specialized Business (ASB) Degree**  
**COMPUTER TECHNOLOGIES**  
**Computer Graphics and Design**

This Degree program requires 70 credits for successful completion.

<b>Core Requirements</b>			<b>Credits</b>
ACC	101	Introduction to Accounting	4
BUS	111	Business Law I	2
BUS	120	Office Procedures	2
CIS	101	Introduction to Computers	2
CIS	130	Beginning Keyboarding	2
CIS	140	Introduction to Word Processing	2
ENG	103	Written Communications	2
ENG	105	Skills for Academic Success	2
MAT	101	Business Mathematics	2
<b>General Education Requirements</b>			
ENG	101	English Fundamentals	4
ENG	104	Speech Communications	2
MAT	103	Principles of Mathematics	2
Related General Education Requirements			8
<b>Division Requirements</b>			
CIS	110	Introduction to Networking	2
CIS	201	Systems Management	2
<b>Concentration Requirements</b>			
BUS	103	Marketing Principles	2
BUS	107	Advertising Principles	2
BUS	109	Design Principles	2
CIS	170	Presentation Graphics	2
CIS	180	Digital Publishing	2
CIS	181	Typography	2
CIS	182	Computerized Drawing	2
CIS	207	Multimedia Applications	2
CIS	280	Advanced Digital Publishing	2
CIS	282	Advanced Computerized Drawing	2
CIS	283	Digital Video Editing	2
CIS	285	Photo Editing and Design	2
CIS	286	Advanced Photo Editing and Design	2
Related Course Requirements			4
<b>Total Credits</b>			<b>70</b>

The Computer Graphics and Design ASB degree program allow students use their talents to create realistic and abstract works or images. The student will be prepared to create advertising brochures, newspaper advertisements, reports, and newsletters for both internal and external distribution for a variety of business sectors. As a computer graphics major, you will use your computer skills to layout and experiment with designs, formats, and color combinations before the final printing of the work. Students learn basic principles of computer graphic design, along with the most current computer hardware technology and software programs for application in a variety of creative businesses. Students enrolled in this program during the day should be aware that they will be required to attend evening classes for concentration requirements to complete the ASB degree. Graduates of this program are prepared for entry-level positions such as a Creative Assistant, Assistant Art Director, Packaging Designer, Layout Artist, and Production Assistant.

**Associate in Specialized Business (ASB) Degree**  
**COMPUTER TECHNOLOGIES**  
**Network Administration**

This Degree program requires 70 credits for successful completion.

<b>Core Requirements</b>			<b>Credits</b>
ACC	101	Introduction to Accounting	4
BUS	111	Business Law I	2
BUS	120	Office Procedures	2
CIS	101	Introduction to Computers	2
CIS	130	Beginning Keyboarding	2
CIS	140	Introduction to Word Processing	2
ENG	103	Written Communications	2
ENG	105	Skills for Academic Success	2
MAT	101	Business Mathematics	2
<b>General Education Requirements</b>			
ENG	101	English Fundamentals	4
ENG	104	Speech Communications	2
MAT	103	Principles of Mathematics	2
Related General Education Requirements			8
<b>Division Requirements</b>			
CIS	110	Introduction to Networking	2
CIS	201	Systems Management	2
<b>Concentration Requirements</b>			
CIS	105	Assembling Computer Hardware	2
CIS	160	Database Management	2
CIS	210	Windows Professional	4
CIS	211	Windows Server	4
CIS	213	Windows Directory Services	4
CIS	214	Network Infrastructures	4
CIS	217	Administering Database Servers	4
CIS	220	Network Security	2
Related Course Requirements			4
<b>Total Credits</b>			<b>70</b>

Computers and computer-based technologies change so rapidly that virtually every workplace has a need for highly skilled employees to design and develop their complex computer systems.

Network Administrators use their knowledge and skills to solve complex computer challenges. They develop and implement new computer systems and apply new software to existing systems to maximize computer capabilities. The Network Administration ASB degree program studies business and scientific problems to provide the basic networking tools necessary to design new computer solutions. Students enrolled in this program during the day should be aware that they will be required to attend evening classes for concentration requirements to complete the ASB degree.

Graduates of this program are prepared for entry-level positions such as a Network Administrator/Facilitator, Systems Administrator, Network Specialist, and Information Technology Manager/Specialist.



**Diploma**  
**Computer Applications Specialist**

This Diploma program requires 30 credits for successful completion.

			<b>Credits</b>
CIS	101	Introduction to Computers	2
CIS	130	Beginning Keyboarding	2
CIS	140	Introduction to Word Processing	2
CIS	150	Electronic Spreadsheets	2
CIS	160	Database Management	2
CIS	170	Presentation Graphics	2
CIS	180	Digital Publishing	2
CIS	201	Systems Management	2
ENG	101	English Fundamentals	4
MAT	101	Business Mathematics	2
MAT	103	Principles of Mathematics	2
PSY	101	Introduction to Psychology	2
*Related Course Requirements			4
Total Credits			30

The Computer Applications Specialist diploma program offers comprehensive skills for in a multitude of office or business settings. Basic skills in keyboarding, word processing, spreadsheets, database management, digital publishing and computer graphics help students to adapt to any office environment. An additional accounting component prepares the student for compatibility within a single-person office, or larger, work group environment.

Graduates of this program are prepared for entry-level positions such as an Administrative Assistant, Client Service Associate, Presentation Specialist, and Operations Assistant.

**Diploma  
Computer Graphics Specialist**

This Diploma program requires 30 credits for successful completion.

			<b>Credits</b>
BUS	107	Advertising	2
BUS	109	Design Principles	2
CIS	101	Introduction to Computers	2
CIS	130	Beginning Keyboarding	2
CIS	140	Introduction to Word Processing	2
CIS	170	Presentation Graphics	2
CIS	180	Digital Publishing	2
CIS	182	Computerized Drawing	2
CIS	285	Photo Editing and Design	2
ENG	101	English Fundamentals	4
ENG	103	Written Communications	2
PSY	101	Introduction to Psychology	2
*Related Course Requirements			4
Total Credits			30

The Computer Graphics Specialist diploma program gains comprehensive knowledge of the basic computer graphics applications within a PC environment. Additional curriculum of English, Written Communications, Keyboarding, and Word Processing ensure communication skills are finely honed. Advertising agencies, publishing companies, and general businesses have needs for employees with basic graphics skills, and ability to create a well-designed and well-written product. Students enrolled in this program during the day should be aware that they may be required to attend evening classes for some concentration requirements to complete the diploma. Graduates of this program are prepared for entry-level positions such as Digital Illustrators, Logo Designers, Digital Scanning Technicians, and Digital Printing Prepress Operators.

**Diploma  
Technical Support Specialist**

This Diploma program requires 30 credits for successful completion.

			<b>Credits</b>
CIS 101	Introduction to Computers		2
CIS 105	Assembling Computer Hardware		2
CIS 110	Introduction to Networking		2
CIS 130	Beginning Keyboarding		2
CIS 201	Systems Management		2
CIS 206	Advanced Operating Systems		2
CIS 210	Windows Professional		4
CIS 211	Windows Server		4
CIS 220	Network Security		2
ENG 101	English Fundamentals		4
PSY 101	Introduction to Psychology		2
*Related Course Requirements			2
Total Credits			30

As computer use expands, so does the need for qualified individuals to install and upgrade computer systems, and troubleshoot hardware and operating system problems. Students of the Technical Support Specialist diploma program will be trained to install, repair, and troubleshoot computer hardware components and systems. Students represent Information Technology (IT) departments and service user concerns and provide solutions for problematic issues. The program addresses the needed skills and understanding of computer hardware and operating systems, components, and interoperability. Students will develop critical problem-solving skills and techniques, and written and verbal communication skills to help meet users' support needs. Students enrolled in this program during the day should be aware that they will be required to attend evening classes for concentration requirements to complete the diploma. Graduates of this program will be prepared for entry-level positions as a Computer Tech Analyst, Customer Service Technician, Help Desk Analyst, Field Support Specialist, PC Technician and Technical Sales Associate.

# COURSE NUMBERING SYSTEM

Every course offered by LSB receives a three-digit letter and three-digit number designation. Courses are assigned the letter designation based on the following list:

<b>ACC</b>	Accounting Courses	<b>MAT</b>	Math Related Courses
<b>BUS</b>	Business Courses	<b>MED</b>	Allied Health Courses
<b>CIS</b>	Computer Courses		
<b>ECO</b>	Economics Courses	<b>NUR</b>	Practical Nursing Courses
<b>ENG</b>	English Courses	<b>PLS</b>	Paralegal Studies Courses
<b>GEN</b>	General Education Courses	<b>PSY</b>	Psychology Courses

\* Courses denoted with an asterisk indicate general education courses

Courses are assigned a number designation based on the academic level of the course. Courses in the 100-199 range are more introductory courses and courses in the 200-299 range are usually more advanced classes.

## COURSE DESCRIPTIONS

### **ACC 101 INTRODUCTION TO ACCOUNTING 4 Credits**

This course is a study of accounting principles and their applications. Instruction and practice will be based on the use of common accounting firms such as: general journal, general ledger, and financial statements. The accounting cycle will be completed utilizing the trial balance, worksheet, income statement, owner's equity statement, balance sheet, adjusting and closing entries will be studied. Special journals such as the cash receipts journal, cash payments journal, purchases journal, and sales journal will be introduced along with the use of subsidiary ledgers.

### **ACC 200 COMPUTERIZED ACCOUNTING 2 Credits**

The course emphasis will be on giving the student the opportunity to apply previously learned manual accounting concepts and procedures to the computer. Students will learn to maintain the account records of a small business using the popular software program, QuickBooks. *Prerequisite:* ACC101

### **ACC 201 PAYROLL ACCOUNTING 4 Credits**

This course emphasizes the methods of computing wages and salaries, federal v. state wage hour laws, required payroll data, Form W-4 and state withholding forms, journal entries for payroll, and the preparation of governmental reports. This course includes a continuing payroll problem which reinforces the material learned in each chapter. *Prerequisite:* ACC101

### **ACC 202 INTERMEDIATE ACCOUNTING 4 Credits**

This more detailed look at accounting includes a study of receivables, payables, inventory, property, plant equipment, partnerships, corporations, statement analysis; and statement of cash flows and comparative financial statements. *Prerequisite:* ACC101

### **ACC 203 COST ACCOUNTING 4 Credits**

This course gives the student a basic knowledge of cost concepts, cost behavior, and cost accounting techniques to manufacturing, merchandising, and service businesses. Students learn how to determine costs of products and services more accurately; use the knowledge of product and service costs to set selling prices, to bid on contracts, and to analyze the relative profitability of various products and services. *Prerequisite:* - ACC101

### **ACC 207 FEDERAL INCOME TAXES 4 Credits**

This course studies the federal income tax laws as they relate to individuals. Major topics include gross income with emphasis on inclusions, exclusions, and deductions, itemized deductions, personal exemptions, filing status, tax credits, capital gains and losses, depreciation, and other applicable topics. *Prerequisite:* ACC101

- ACC 222                      ADVANCED COMPUTERIZED ACCOUNTING                      2 Credits**  
 This course is a continuation of ACC200 - Computerized Accounting. The student will continue learning computerized accounting for a merchandising business. In addition to accounting concepts, students use a fictitious company and receive hands-on training in the use of QuickBooks within each chapter. *Prerequisite: ACC200*
- ACC 295                      READINGS IN ACCOUNTING/MANAGEMENT                      2 Credits**  
 This course provides for students to explore aspects of Accounting/ Management which have not yet been covered in other courses or which have not been treated in detail. This course is designed to be an independent study project supervised by a faculty member in a student's last semester. Students are required to read and study articles covering Accounting/Management and prepare and submit summary reports covering these readings each week.
- BUS 103                      MARKETING PRINCIPLES                      2 Credits**  
 A study of the principles, methods, and problems of marketing. A general survey is made of the marketing field, including ethics, global issues, and careers in marketing.
- BUS 105                      SALESMANSHIP                      2 Credits**  
 An extensive study of all phases of successful selling, such as approach demonstrations, sales resistance, closing, suggestive selling, deal service selling, etc. Also a study of the practical psychology related to buying motives, etc.
- BUS 107                      ADVERTISING PRINCIPLES                      2 Credits**  
 This course gives the student an introduction to the core principles of advertising. Topics include the various types of advertising, integrated marketing communications, ethics, consumer behavior, the work of advertising agencies, and media selection.
- BUS 109                      DESIGN PRINCIPLES                      2 Credits**  
 This course is an introduction to the basic principles of two-dimensional design as it pertains primarily to advertising materials. Content of the course will include composition techniques and styles, balance, and proportion as well as design elements including color theory, line, shape, value and texture. Hands-on original projects will take up a substantial portion of the allotted class time. Portfolio Required.
- BUS 111                      BUSINESS LAW                      2 Credits**  
 This course covers the types of law and the judicial system, contracts, personal property, business ethics, basic workplace law, an introduction to corporate law.
- BUS 120                      OFFICE PROCEDURES                      2 Credits**  
 This course is designed to help students deal with the changing nature of work in the twenty-first century. Throughout, the text emphasizes technology, the global economy, increased diversity of the workforce (with oral and written communication skills, teamwork skills, critical thinking skills, and adaptability skills being crucial for success), the changing nature of work (with the virtual office a reality), and the changing organizational structures (with downsizing and the greater use of temporary employees).
- BUS 122                      BUSINESS MACHINES                      2 Credits**  
 This course is designed to assist students in acquiring competence with electronic calculators. Students will be assigned to an advisor for attendance and grading purposes; however, normal classroom instruction will not be provided.
- BUS 141                      SMALL BUSINESS MANAGEMENT                      2 Credits**  
 This course is designed to prepare students for the problems encountered in starting or working for a small business. Topics covered include the importance of small business, franchising, and analysis of the problems facing the small business entrepreneur. The student will develop a business plan.

- BUS 204                    APPLIED MARKETING MANAGEMENT                    2 Credits**  
An in-depth examination of concepts introduced in Marketing Principles as they apply to real life situations. Students will analyze cases based on familiar companies and design and complete a marketing plan. *Prerequisite: BUS103*
- BUS205                    SOCIAL MEDIA MARKETING                    2 Credits**  
Businesses of all types and sizes have recognized the value of social media marketing for its power to reach customers in order to meet diverse strategic objectives that range from building brands to developing customer loyalty. The need for professionals who are attuned to the new and emerging processes for engaging the marketing function in digital spaces is creating a demand for savvy social media marketing professionals.
- BUS 207                    ADVERTISING CAMPAIGNS                    2 Credits**  
A continuation of the fundamentals of advertising. Topics include creative strategies, creative process, and creative execution, producing ads for print, electronic, and digital media, and reaching the target audience. Students will design and present a comprehensive campaign project. *Prerequisite: BUS107*
- BUS 210                    ORGANIZATIONAL MANAGEMENT                    2 Credits**  
An overview of the skills required managing business organizations and supervising people effectively. The management concepts of planning, organizing, leading, team building, decision-making, and controlling are the focus of the course.
- BUS 220                    HUMAN RESOURCE MANAGEMENT                    2 Credits**  
This course focuses on the basic personnel/human resource functions including recruiting, selecting, and training employees; performance appraisal methods; compensation and fringe benefits.
- BUS 295                    READINGS IN BUSINESS                    2 Credits**  
This course encourages students to think critically about the interrelationship between the disciplines within the Business curriculum and topics that the student and faculty member will select. The student will read articles and book selections covering the different aspects of the selected topic as it relates to the disciplines within General Studies and submit critiques/papers each week. This course is designed to be an independent study project supervised by a faculty member.
- CIS 101                    INTRODUCTION TO COMPUTERS                    2 Credits**  
With no prior computer experience, students will progress through a systematic study of the elements of today's desktop operating systems and most commonly used programs. From basic mouse skills through managing files and folders through using the Microsoft Office programs, students will gain a degree of computer literacy necessary to operate in today's high tech environment
- CIS 105                    ASSEMBLING COMPUTER HARDWARE                    2 Credits**  
A study of computer hardware. By assembling a computer during the class, the student will learn about the parts of a computer and how they all work together to provide information technology to the user. Beginning with Week 6, the class will begin assembling their own computers, with parts acquired from a local retailer.
- CIS 110                    INTRODUCTION TO NETWORKING                    2 Credits**  
This course will introduce the student to a networking environment. Through the use of classroom demonstrations and hands-on assignments, the student will be taught the basics of networking including installing, monitoring, administering, and protecting the network.
- CIS 121                    INTRODUCTION TO WEB DEVELOPMENT                    2 Credits**  
Course serves as the connection between the graphic aspects and scripting aspects of website design and development careers. This serves both as a foundation for all components of web development as well as a course to tie together these components. Students will be introduced to principles of how the web works, the skills needed for several career options and introduction to the tools and components of web development including html and script editing, image concepts and editing, page layout and site structure and basic URL principles.

- CIS 122 INTRODUCTION TO HTML 2 Credits**  
This course includes an introduction to creating web pages based on principles of good communication and design
- CIS 123 WEB ANIMATION 2 Credits**  
This course includes an introduction to creating visual and interactive web pages using animation. The student will use a vector-based web animation program to draw, import, and prepare graphics for web movies.
- CIS 130 BEGINNING KEYBOARDING 2 Credits**  
Course emphasis is to develop touch control of the keyboard (typing while not looking at the keyboard), learn proper typing techniques, and build basic speed and accuracy. Instruction will include basic introductory elements of word processing including screen elements, open, close, create and save a file, navigate in a file, select text, spell check, print preview and print documents. Lessons 1-10 must be completed twice, you must complete the key pad in lesson 20, you must type without looking at your hands, and you must be able to type at least 20/3/3 in order to successfully complete this course.
- CIS 140 INTRODUCTION TO WORD PROCESSING 2 Credits**  
Through extensive hands-on applications, the students will learn how to utilize word-processing skills for use in personal and business applications. They will create various types of tables, memorandums, business letters, emails, and reports. Accuracy, attention to detail, listening skills, note taking and production speed are stressed. *Prerequisite: CIS130*
- CIS 150 ELECTRONIC SPREADSHEETS 2 Credits**  
At the completion of this course, students will be familiar with the most commonly used features of electronic spreadsheets. *Prerequisite: CIS101*
- CIS 160 DATABASE MANAGEMENT 2 Credits**  
The term Database Management (DBM) is used to describe computer software that creates, stores, sorts, and retrieves data for business. This course will teach students to create a data file, make additions or changes, sort the data, query the database, and generate reports from the data. Also create a database. *Prerequisite: CIS101*
- CIS 170 PRESENTATION GRAPHICS 2 Credits**  
Corporations need visual aids for their business presentations at sales meetings, seminars, and conferences. Software is used to create presentations, which can be made into overheads, paper slides, or computer slideshows. *Prerequisite: CIS101*
- CIS 180 DIGITAL PUBLISHING 2 Credits**  
This course is an introduction to digital publishing. The student will learn to create layouts, lines and shapes, text formatting, and page elements. *Prerequisite: CIS101*
- CIS 181 TYPOGRAPHY 2 Credits**  
This course is an introduction to the use of typography as a design element. Content of the course will include the history of type, variations in type style and design, purpose of type as a design element, and the relationships between type and subject matter. Hands-on original projects will take up a substantial portion of the allotted class time.
- CIS 182 COMPUTERIZED DRAWING 2 Credits**  
This course is about learning the fundamentals of digital illustration (electronic design), which is used in the field of graphic arts. Digital illustrations can be the graphics used in page layout software, to create high quality publications, or posted on the Web.
- CIS 201 SYSTEMS MANAGEMENT 2 Credits**  
Advanced operating system commands to manage and protect your computer files are stressed. Some of the topics covered are system configuration, backup and restore, file structures, disk organization, and virus protection. Students will also work with utility programs used to manage files on a computer.

- CIS 206            ADVANCED OPERATING SYSTEMS            2 Credits**  
Network Administrators frequently find themselves in mixed environments. This course will focus Linux and how it interacts with Windows. *Prerequisites: CIS105, CIS110*
- CIS 207            MULTIMEDIA APPLICATIONS            2 Credits**  
This course includes an examination of creating and editing sound files, importing and modifying graphics, using text, audio files, and graphics to create multimedia applications.
- CIS 210            WINDOWS PROFESSIONAL            4 Credits**  
A study of networking using Windows Professional; through the use of class demonstrations and assignments, the student will be taught to install, configure, and manage a Windows Professional network. *Prerequisite: CIS105, CIS110*
- CIS 211            WINDOWS SERVER            4 Credits**  
This course is a study of networking using Windows Server. The student will be taught the skills necessary to support, administer, and troubleshoot Windows Server in a network environment. *Prerequisites: CIS105, CIS110*
- CIS213            WINDOWS DIRECTORY SERVICES            4 Credits**  
Through lectures and hands on assignments, the student will learn to install, configure, and troubleshoot the Windows Active Directory components, DNS for Active Directory, and Active Directory security solution. In addition, this course will teach the skills required to manage, monitor, and optimize the desktop environment by using Group Policy. *Prerequisite: CIS211*
- CIS 214            NETWORK INFRASTRUCTURES            4 Credits**  
Through lectures and hands on assignments, the student will learn to install, manage, monitor, configure, and troubleshoot DNS, DHCP, Remote Access, Network Protocols, IP Routing, and WINS in a Windows network infrastructure. In addition, this course will teach the skills required to manage, monitor, and troubleshoot Network Address Translation and Certificate Services. *Prerequisite: CIS211*
- CIS 217            ADMINISTERING DATABASE SERVERS            4 Credits**  
Microsoft SQL Server is a primary choice for many corporate RDBMs. Because of this, it is important to understand how to administer the server on which SQL runs, as well as developing some fundamental understanding of database design. *Prerequisites: CIS105 and CIS110*
- CIS 220            NETWORK SECURITY            2 Credits**  
Through lectures and hands-on assignments, the student will learn to principles for protecting a network from attacks and from malicious software. All aspects of network security will be examined, such as firewalls, anti-virus and other malware protections, as well as securing the network from threats that are both internal and external.
- CIS 222            ADVANCED HTML            2 Credits**  
This course includes an introduction to creating web pages based on principles of good communication and design. *Prerequisite: CIS122*
- CIS 223            ADVANCED WEB ANIMATION            2 Credits**  
This course is a continuation of web animation. Students will create complex visual and interactive web pages using animation. The class builds upon the knowledge gained in the introductory course, adding more complex animations and sound. Students will learn to publish their productions. *Prerequisite: CIS123*
- CIS 224            WEB PAGE DESIGN            2 Credits**  
Once students have learned to create Web pages using HTML, the course focuses on some of the elements of design. Included will be use of color and backgrounds, text, and graphics that inform and communicate concepts and ideas. *Prerequisite: CIS122*



- CIS 227                      WEB SERVER    2 Credits**  
 This course focuses on aspects of browser vs. client server applications including concepts related to data management, email management and web page development from server-based tools. Course will focus on PHP for scripting and layout, MySQL Relational Database management and server-based tools for creating, maintaining and access control  
*Prerequisite: CIS 122*
- CIS 228                      DYNAMIC WEB DEVELOPMENT    2 Credits**  
 This course focuses on scripting tools in the development of reusable website layout and advanced navigation, control options and content management. Students will development web pages using PHP scripting, the MySQL relational database system, and current tools for control of dynamic page content and functionality. *Prerequisite CIS 122*
- CIS 229                      ADVANCED DYNAMIC WEB DEVELOPMENT    4 Credits**  
 This course focuses on developing a complete, functional and well-designed website using HMTL, CSS, PHP and MySQL. Website emphasis will be on good design principles, reusable and maintainable navigation along with dynamic content management. Part one would be formal classroom studies and part two would build a working user defined website. *Prerequisite CIS 228*
- CIS 232                      WEB SECURITY    2 Credits**  
 As web use has exploded and web commerce has become a part of business and daily life, so too have those who would use the World Wide Web for illicit purposes. Credit card fraud, identity theft, defacing web sites and phishing attacks are among the threats facing a web site. This course will focus on how to identify and minimize the effects of these attacks.
- CIS 233                      SEARCH ENGINE MARKETING    2 Credits**  
 This course will focus on paid search marketing including pay per click (PPC) & pay per impression campaigns (PPI). Students will learn the intricacies of text and display ad campaigns. In addition, students will learn about contemporary marketing tactics like Re-Targeting and tracking cookies. They will also learn about customer relationship management (CRM), Inbound Marketing and data capture and management. Finally, students will gain an understanding of budget and ROI (return on investment) analysis. *Prerequisite: CIS 101*
- CIS 234                      SEARCH ENGINE OPTIMIZATION    2 Credits**  
 This class will include an overview of the complexities of today's modern search engines with a focus on the value of a business' organic placement. Students will earn an understanding of how the algorithms work and learn tactics to gain and maintain higher rankings on search engines. Further, students will gain expertise in modern Analytic tools and using data to manage and adjust digital marketing plans and campaigns. *Prerequisite: CIS 101*
- CIS 240                      INTERMEDIATE WORD PROCESSING    2 Credits**  
 This course will teach, in detail, basic word processing skills. It will discuss such topics as creating documents, selecting and editing text, formatting characters, writing tools, formatting paragraphs, tabs and tabbed columns, moving and copying text, find and replace, margins and print options, page and section breaks, page numbers, headers, and footers, styles and themes, templates and mail merge. *Prerequisite: CIS140*
- CIS 242                      ADVANCED WORD PROCESSING    2 Credits**  
 This course will teach advanced word processing skills. It will discuss such topics as tables, columns, graphics, text boxes and desktop publishing, smart art and charts, advanced mail merge, fields and forms, macros, footnotes and endnotes, outlines, indexes and tables of contents, and sharing your work and hyperlinks. *Prerequisite: CIS240*
- CIS 244                      APPLIED WORD PROCESSING    2 Credits**  
 This course will teach, in detail, basic to advanced word processing skills. It will discuss such topics as creating documents, selecting and editing text, formatting characters, writing tools, formatting paragraphs, tabs and tabbed columns, page and section breaks, page numbers, headers, and footers, tables, columns, mail merge, and fields and forms.

- CIS 250            ADVANCED ELECTRONIC SPREADSHEETS            2 Credits**  
 This course will introduce the student to the more sophisticated and powerful areas of electronic worksheets. We will explore ways to increase productivity while using spreadsheets. Students will use analysis, linking, and workgroup features. Included also will be the use of data and list features of spreadsheets. *Prerequisite: CIS150*
- CIS 260            ADVANCED DATABASE MANAGEMENT            2 Credits**  
 This course is a continuation of CIS 160—Database Management. After having learned the basics of table, query and report creation, students will begin to build relationships between tables (the "relationships" of relational databases) based on unique and non-unique relationships. They will learn the basics of building a graphical user interface for users, and learn techniques for automating tasks within the databases. *Prerequisite: CIS160.*
- CIS 280            ADVANCED DIGITAL PUBLISHING            2 Credits**  
 This course is a continuation of the introductory course in digital publishing. The student will learn advanced topics including workflow, layouts, advanced styles and complex text elements. Portfolio required. *Prerequisite: CIS180*
- CIS 282            ADVANCED COMPUTERIZED DRAWING            2 Credits**  
 This course is a continuation of the introductory Computerized Drawing class and covers the more advanced elements of digital illustration (electronic design), which is used in the field of graphic arts. Digital illustrations can be graphics used in page layout software to create high quality publications or can be used as Web page illustrations. Portfolio required. *Prerequisite: CIS182*
- CIS 283            DIGITAL VIDEO EDITING            2 Credits**  
 This course is the study of video editing software. The software allows students to combine and edit source materials, or clips, to create movies. Students will learn to use file formats that integrate video, audio, and animation, allowing digitized movies to be played on a personal computer. *Prerequisite: CIS101*
- CIS 285            PHOTO EDITING & DESIGN            2 Credits**  
 This course is an introduction to the elements of photo editing. One aspect of the course is learning image editing—the process of making changes to existing digital images. Another aspect is learning painting—using brushes and color palettes to create, or modify, digital images. *Prerequisite: CIS101*
- CIS 286            ADVANCED PHOTO EDITING & DESIGN            2 Credits**  
 This course is a continuation of the introductory course, Photo Editing CIS 285, and covers the more advanced elements of photo editing. Portfolio Required. *Prerequisite: CIS285*
- CIS 295            READINGS IN COMPUTERS            2 Credits**  
 This course allows for students to explore aspects of the computer field and see the wealth of technology articles available. This course is designed to be an independent study project supervised by a faculty member. Students are required to read and study articles covering computers and prepare and submit summary reports covering these readings each week. An evaluation by the student is submitted in the final week.
- \*ECO 200            ECONOMICS            2 Credits**  
 This is a study of how the entire economic system works. The course is centered on an examination of gross national product and examines fiscal and monetary policy, the budget, and banking. It shows the roles each plays in stabilizing the economy.
- \*ENG 101            ENGLISH FUNDAMENTALS            4 Credits**  
 A thorough study of the use of style in order to improve the student's ability to communicate effectively. Emphasis is placed on understanding the structure of language and developing writing skills. Various sources provide the basis of instruction, including excerpts from literature and philosophy.

- ENG 103 WRITTEN COMMUNICATIONS 2 Credits**  
Students will learn and practice the process of planning, drafting, revising, and editing to produce more effective written communications. Employing psychology, style, and strategies appropriate for the writer's purpose and audience will be emphasized. Students will also learn to create effective resumes. *Prerequisite: ENG101*
- \*ENG 104 SPEECH COMMUNICATIONS 2 Credits**  
This course is aimed at improving confidence and developing skills in speaking and listening through study, preparation, and presentation of several types of speaking assignments.
- ENG 105 SKILLS FOR ACADEMIC SUCCESS 2 Credits**  
This course is designed to prepare students for success in their academic, professional, and personal endeavors. Students will acquire skills essential to life-long learning and achievement in the workplace. Course content emphasizes: critical thinking and information literacy; oral and written communication; memory, reading, and note taking skills; study and test-taking skills; goal setting; and time and stress management.
- \*GEN 110 WORLD GEOGRAPHY 2 Credits**  
This course provides opportunity for the student to acquire a better understanding of international relations in the world in which we live and do business. Political, geographical, cultural, demographic, and environmental elements will be explored.
- \*GEN 120 INTRODUCTION TO SOCIOLOGY 2 Credits**  
This course is designed as an introduction to sociology focusing on the theories and methods, and basic sociologic concepts. The student will study social institutions that shape and influence the behavior of the individual and groups in society with emphasis on examining contemporary social problems. The basic purpose of the course is to help students examine their place in society.
- \*GEN 130 ETHICS 2 Credits**  
Students will get a thorough introduction of the concepts, theories, and reasoning of morality and ethics in this course. Topics that will be covered in lecture and discussion will be the following: what morality is, moral reasons and explanations, moral theories, integrity, respect for persons, justice, compassion, responsibility, and individual dealings with ethical issues.
- \*GEN 140 HEALTH AND WELLNESS 2 Credits**  
Health and wellness is a general education course designed to expand the student's knowledge of health issues including a definition of health, nutrition, fitness, chronic diseases, environmental issues and health care in this country. Students will have the opportunity to examine their own attitudes toward health issues and perhaps come up with a plan to modify and improve their own health.
- \*GEN 150 SMALL GROUP COMMUNICATION 2 Credits**  
The purpose of this course is to enable the student to become a better communicator and a more productive and effective member of a group by acquiring skills to enhance group interaction. The focus will be on group development and dynamics, group roles, decision-making, leadership, power, diversity, and conflict management including practice with learning situations and problem-solving situations.
- \*GEN 210 CONTEMPORARY ISSUES 2 Credits**  
A study of the important political, economic, and social issues of contemporary society. The social institutions that shape and influence the behavior of the individual and groups in society are studied with emphasis on examining contemporary social problems. The purpose of the course is to help students examine their role in society.

**\*GEN 230                    AMERICAN GOVERNMENT                    2 Credits**  
Students will gain a more complete understanding of the basic organization and functions of the national, state, and local governments through a series of assigned readings and lectures. Emphasis will be placed on learning basic concepts and ideas concerning the Constitution, the interrelationship between the three branches of government: Executive, Legislative and Judicial, the electoral process, the role of government in the lives of ordinary people, and the roles of political parties, interest groups, public opinion, and the mass media in government.

**\*GEN 295                    READINGS IN GENERAL STUDIES                    2 Credits**  
This course encourages students to think critically about the interrelationship between the disciplines within General Studies and topics that the student and faculty member will select. The student will read articles and book selections covering the different aspects of the selected topic as it relates to the disciplines within General Studies and submit critiques/papers each week. This course is designed to be an independent study project supervised by a faculty member.

**MAT 101                    BUSINESS MATHEMATICS                    2 Credits**  
This course reinforces basic mathematics. Topics include operations with whole numbers, fractions, mixed numbers, decimals and percent's as they apply to business activities.

**MAT 102                    PERSONAL FINANCE                    2 Credits**  
This course is designed to enable students to effectively manage their personal and family financial assets. It will include establishing financial goals, budgeting, saving and investing, acquiring and using credit wisely, determining insurance needs, planning for retirement, and making wise spending decisions.

**\*MAT 103                    PRINCIPLES OF MATHEMATICS                    2 Credits**  
This course will give students an understanding and application of mathematical concepts. Topics include, measurement using the metric system, reading of statistical information, signed numbers, and solving basic algebraic equations.

**MED 103                    FUNDAMENTALS OF HEALTH CARE                    2 Credits**  
This course will address the concepts that are common to all health care students in many different health careers. Discussions will center on understanding the basic information needed to succeed in the fast-paced world of medicine. Course topics include discussions related to health care delivery systems, the health care of patients through the life-span, interpersonal skills and human relations, and taking care of oneself in a stress-related occupation. A brief history of medicine will also be included. Certification in first aid and cardiopulmonary resuscitation (CPR) will be included.

**MED 105                    ADMINISTRATIVE MEDICAL OFFICE                    2 Credits**  
Administrative medical office is a lecture course designed to furnish the student with the general administrative skills needed to work in a health care setting. The skills acquired will allow the student to learn front desk operations and provide them with an overview of the medicine profession as a service-oriented business. Included topics are professionalism, medical ethics and law, patient reception, telephone techniques, appointment scheduling, medical records, and an overview of medical office management.

**MED 110                    MEDICAL TERMINOLOGY                    4 Credits**  
This course familiarizes the student with the language of medicine. An introduction to medical terms begin by learning the definitions of common prefixes, root words, and suffixes. The students learn to decipher medical words by identifying the parts of the medical words and their meanings. Medical terminology is studied by learning each of the eleven body systems. Basic anatomy, word building definitions, spelling, and pronunciation will be included for each body system studied. A research project will be completed in this course.

**MED 121                    ANATOMY AND PHYSIOLOGY I                    4 Credits**

Anatomy and physiology are a course that explores normal structure and function of the body. Included is the study of chemistry as it relates to the body, the cell, body tissues, the integumentary system, the musculoskeletal system, nervous, the senses, and the endocrine system. Common diseases, diagnostic techniques and current treatments will be discussed in each system studied.

**MED 122                    ANATOMY AND PHYSIOLOGY II                    4 Credits**

Anatomy and physiology II are a course that continues the study of the structure and function of the various systems of the body. The heart, circulatory, and respiratory systems are studied as well as the digestive, urinary system, reproductive systems, pregnancy, growth and development. Common diseases, diagnostic techniques and current treatments are discussed in each system studied. *Prerequisite: MED121*

**MED 130                    BEGINNING CLINICAL PROCEDURES                    2 Credits**

Beginning clinical skills is a lecture/laboratory course designed to give the student the theory and practice needed to master the basic clinical procedures performed in the medical office. The student will be given instruction in the infectious disease process, infection control, hand washing, and OSHA guidelines. Medical history taking, vital signs, and the routine physical exam will be discussed. Skills to be demonstrated include use of aseptic technique, vital signs, and assisting with routine physical exam. A brief discussion of the basics of prescriptions, pharmaceutical abbreviations, and medication instructions are included. ***If students' clinical skills are not at mastery level according to course requirements they will not be eligible for a passing grade and will have to re-take the entire course.***

**MED 205                    PHARMACOLOGY                    4 Credits**

Pharmacology is a lecture/laboratory course designed to furnish the student with both theory and practical applications of the use of medications in the medical office. Classification of drugs, drug sources, drug legislation, and the most common drugs prescribed in a medical office will be discussed. The metric, apothecary, and household systems of measurement will be learned. Prescriptions, abbreviations, and calculating the correct drug dosage for both pediatric and adult patients will be learned. Medication administration is taught and will include injection techniques. Immunizations will be discussed in detail. Emphasis will be placed on legal implications and safety. ***If students' clinical skills are not at mastery level according to course requirement they will not be eligible for a passing grade and will have to re-take the entire course.***

*Prerequisite: MED110, MED130*

**MED 206                    MEDICAL INSURANCE and BILLING                    2 Credits**

This course presents information in the area of third-party reimbursement of physician services. Medical Billing and submission of the medical insurance claim form are covered. Billing and statement preparation in the medical setting, health insurance coverage, and insurance claim processes, as well as the ethical and legal issues of claims processing are covered.

*Prerequisite MED110*

**MED 207                    MEDICAL TRANSCRIPTION                    2 Credits**

Using actual physician dictation, students will transcribe various medical reports in different specialties including chart notes, discharge summaries, consultations, and histories and physicals. Emphasis will be placed on understanding medical terms in the context of the reports to accurately transcribe physician dictations. Proofreading exercises, abbreviations, and medical sound-alike words will be reviewed for each chapter studied. *Prerequisites: MED110, CIS130*

**MED 208                    COMPUTERIZED MEDICAL OFFICE                    2 Credits**

Computerized medical office introduces the student to the use of computers in the medical office using actual medical office computer software. Using the software, student will work with patient files and perform various office activities including recording patient information, entering transactions, scheduling appointments, using insurance claim management, and printing reports. Simulations then give the students experience in realistic office tasks by providing an overview of the types of tasks they might do on a daily basis. *Prerequisites: MED110, MED206 or taking concurrently.*

- MED 220                      LABORATORY PROCEDURES                      4 Credits**  
 Laboratory Procedures is a lecture/laboratory course in which students are introduced to the theory and clinical aspects of work in a physician's laboratory. The course includes essential skills needed for working in the clinical laboratory and including phlebotomy and finger stick blood collection. Specimen collection and laboratory testing performed includes urinalysis, hematology, clinical chemistry, microbiology, and serology. Safety, OSHA standards and quality assurance are stressed. ***If students clinical skills are not at mastery level according to course requirements and instructor they will not be eligible for a passing grade and will have to re-take the entire course.*** *Prerequisites: MED110, MED121, MED122, MED130, MED205*
- MED 230                      ADVANCED CLINICAL PROCEDURES                      2 Credits**  
 This is a lecture/laboratory course in which students are introduced to the advanced clinical skills that could be performed in a medical office. This course covers the theory and practicum associated with such topics as sterile technique, minor surgery setup, dressing changes, and sterilization of equipment. Various medical specialty exams including pediatrics and obstetrics and gynecology will be discussed as well as electrocardiograms and physical therapy. Students will be able to practice many of these procedures safely in the classroom setting. ***If students' clinical skills are not at mastery level according to course requirements they will not be eligible for a passing grade and will have to re-take the entire course.*** *Prerequisites: MED110, MED121, MED122, MED130*
- MED 250                      INTRODUCTION TO MEDICAL CODING                      2 Credits**  
 This course gives an overview of medicine as a business and gives detailed information in diagnostic coding using ICD-9 and ICD-10 codes. The student learns how to depict cases and how to code various diagnoses needed to complete insurance forms for payment. *Prerequisite: MED110, MED 206 or taking concurrently*
- MED 251                      INTERMEDIATE MEDICAL CODING                      2 Credits**  
 A continuation of the introductory class, this course provides more coding and billing skills. A review of the ICD-9 and ICD-10 manuals will be used as resources to interpret guidelines for appropriate diagnostic codes as well as mock patient case studies. Introduction to the CPT, modifiers, evaluation and management procedural rules and coding systems. *Prerequisite: MED250.*
- MED 252                      ADVANCED MEDICAL CODING                      2 Credits**  
 The focus of this course is to analyze the procedural rules for the CPT, modifiers, evaluation and management coding systems to code patient services and diagnoses using mock patient case studies. Students will apply objectives learned from previous courses to synthesize information. *Prerequisite: MED251.*
- MED 253                      SIMULATIONS IN MEDICAL CODING                      2 Credits**  
 This course focuses on the evaluation of coding principles learned in previous coding courses. In this course, the student codes source documents that he or she can expect to encounter on the job. The student will analyze and synthesize source documents and apply ICD-9/ICD-10, CPT, and HCPCS codes based on documentation. *Prerequisite- MED 252*
- MED 258                      ADVANCED COMPUTERIZED MEDICAL OFFICE                      2 Credits**  
 Advanced computerized medical office reinforces computer utilization in the medical office. Using the software, the student will work with patient files and perform various office activities including recording patient information, entering transactions, scheduling appointments, using insurance claim management, and printing reports. Simulations then give the students experience in realistic office tasks by providing an overview of the types of tasks they might do on a daily basis. *Prerequisite: MED 208.*
- MED 290                      MEDICAL ASSISTANT EXTERNSHIP                      2 Credits**  
 This is an independent study course (100 hours) designed to give the student entry-level competencies as a Medical Assistant. Students will perform both administrative and clinical competencies in a selected physician's office or health care facility. The student is supervised and evaluated by experienced medical staff. *Prerequisites: A "C" (2.0) or better in all medical courses.*

**MED 295                      READINGS IN ALLIED HEALTH                      2 Credits**

This is an independent study course which allows students to explore aspects of medicine and health care in more detail. Students are required to read and study articles concerning seven different topics in health care and submit summary reports and a critical analysis for each topic researched. An evaluation by the student is submitted in the final week. The course may be scheduled during the student's last semester and is supervised by an allied health instructor.

**NUR 111                      HUMAN ANATOMY & PHYSIOLOGY                      96 Hours**

Anatomy and Physiology is designed so the student can learn important concepts about human anatomy and physiology in preparation for their nursing course work and build further knowledge and skills in order to render quality patient care. This course is an essential foundation. There are no prerequisites for the course.

**NUR 112                      FUNDAMENTALS OF NURSING                      120 Hours**

The Fundamentals of Nursing I course presents introductory concepts for the practical nurse. The course emphasizes instruction on the basic nursing skills. It includes infection control techniques, and lab and work place safety. The nursing process, patient assessment, documentation, and vital signs, wound care and mobility concepts are taught. Concepts of caring, client-centered care, teamwork and collaboration, evidence-based nursing practice, quality improvement and safety are introduced. Discussions will also include cultural/racial differences in disease predisposition, therapeutic communication, loss, grief and dying. Nursing skills are developed in the nursing skills laboratory and applied clinical settings during Clinical Applications I.

**NUR 113                      MEDICAL TERMINOLOGY                      36 Hours**

Basic Medical Terminology is designed to introduce students to medical abbreviations and the basic structure of medical words, including prefixes, suffixes, word roots, combining forms, singulars and plurals. Emphasis is on spelling, definitions and pronunciation of diagnostic, therapeutic and symptomatic terminology of all body systems, as well as medical and surgical terminology. The student will gain the tools upon which to build a broader vocabulary within the discipline by learning the basics of medical terminology, its foundations and its structure.

**NUR 114                      PROFESSIONAL CONCEPTS                      36 Hours**

This course is designed to take the student –to- professional, strengthening the student's knowledge and skills that will assist in the transition from the student role to that of a licensed practical nurse. The student is expected to demonstrate ability to apply the concepts of critical thinking, communication and promotion of safety with groups of patients in the clinical setting. The clinical experience provides the opportunity for students to apply concepts of leadership while under the supervision of an RN instructor. Lecture, case studies, and seminar format presentations will focus on the essential competencies for the graduate nurse as defined by the Lansdale School of Business' Practical Nursing Program. Independent & review of NCLEX style test questions will prepare the student for the exit exam and State Board exam.

**NUR 115                      CLINICAL APPLICATION I                      75 Hours**

This course provides the student with the opportunity to develop basic assessment skills using a systems approach. Relevant anatomy and physiology will be reviewed in relation to health assessment. Students will perform physical examination techniques, health histories, clinical assessment tools, utilized health promotion skills, and provide documentation on patient care. Emphasis is placed on the recognition of the normal and abnormal findings related to the most common diseases across the lifespan. Additionally, the physical examination practice component will focus on the adult population.

**NUR 121                      FUNDAMENTALS OF NURSING II                      48 Hours**

Fundamental of Nursing II continues to build on Fundamental of Nursing I, allowing the students to further learn the components of nursing and the application of techniques and procedures to provide competent and safe patients care. Topics include basic changes in fluid & electrolytes, gastrointestinal & respiratory system; promoting urinary and bowel elimination; pain management; wound care & the elderly patient and care of the surgical patient undergoing rehabilitation. Basic math and beginning calculations will be introduced. Hands-on demonstration, practice, and validation of skills are conducted in the nursing lab and in the clinical setting.

**NUR 122      GERIATRICS NURSING****30 Hours**

This course is designed to provide the Practical Nursing Student with nursing principles relevant to the care of the geriatric patient. The nursing roles of provider of care and member within the discipline of nursing are emphasized as they apply to gerontological nursing. The Registered Nurse uses the nursing process as a guide for implementing nursing care and evaluating human response to actual or potential health problems of the geriatric population. Included is development of a knowledge base in the areas of physiological, psychosocial, and emotional changes which occur with the aging process. Integrated throughout the course are concepts relating to illness prevalent in the geriatric population as well as therapeutic regimens. There will be emphasis on both classroom and clinical experiences with focus on the management and delivery of health care to the geriatric population in long term care.

**NUR 123      PHARMACOLOGY****78 Hours**

This course focuses on the practical nurse's role in medication administration to persons across the lifespan. Students are introduced to basic concepts of drug classifications, and nursing implications for medications prescribed to affect various body functions. Vitamins, minerals, and herbs will be discussed in relation to interactions with prescribed medications. Concepts of health care economics and cultural awareness are threaded through the course. Using the nursing process to develop critical thinking skills and safe patient care practices is encouraged. Safe administration and documentation of oral and g-tube, topical and parenteral medications will be presented in the laboratory. Math dosages and calculations practice and evaluations will be included.

**NUR 124      IV THERAPY****30 Hours**

This course is directed toward establishing acceptable standards to delineate the beginning skills and knowledge needed to administer and manage IV therapy in both the pediatric, adult and geriatric patients. Basic Guidelines include: legal aspects of IV system, fluid & electrolyte balance, procedure for venipuncture, prevention & assessment of complications, principles of pharmacology as related to IV therapy, peripheral and central line therapy and demonstration & practice of required skills. Math dosages and calculations practice and evaluations will be included.

**NUR 125      CLINICAL APPLICATION II****180 Hours**

Clinical Applications II builds on previously developed learning outcomes from term one. In conjunction with theory from Fundamentals of Nursing II, Geriatrics Nursing, Pharmacology and IV Therapy, students will develop assessment techniques focusing on the care of the adult client with predictable outcomes. Emphasis will be placed on utilization of the nursing process and demonstration of critical thinking. The lab and clinical setting will be used for students to develop specific psychomotor skills and to practice nursing skills, develop nursing care plans, demonstrate effective documentation and communication skills.

**NUR 131      ADULT NURSING I****120 Hours\**

Adult Nursing Care I build on the foundations taught in Fundamentals of Nursing I & II, and Human Anatomy & Physiology. It is a continuation of competent nursing care with an emphasis on care of individuals with selected medical-surgical conditions. Specific health conditions of the lymphatic, reproductive, musculoskeletal, neurological, integumentary systems, mental health, cancer and the terminally ill will be examined. Preventive, rehabilitative and therapeutic aspects of these conditions are studied as well as the physical, mental, emotional, cultural and spiritual needs of adults and children experiencing these conditions. The student is also, introduced to the nursing concepts essential to meet the needs of clients with various medical-surgical conditions and to explore the pathology and treatment modalities used with an emphasis on pharmacology. The content will progress from simple to complex utilizing the nursing process providing nursing care in various health care facilities (long-term, memory care & rehabilitation).

**NUR 132      MATERNAL NEWBORN NURSING****48 Hours**

Maternal Newborn Nursing provides an integrative approach care of the client and their family in the healthcare setting. Emphasis will focus on the obstetrical client. Principles of pathophysiology, nutrition and pharmacology are applied. The concepts of critical thinking, communication, and promotion of safety and self-care will be threaded throughout. Math dosages and calculations practice and evaluations will be included.



**NUR 133            PEDIATRIC NURSING****48 Hours**

This course provides an integrative approach to the care of children. Emphasis is placed on normal growth and development, and common pediatric disorders. Principles of pathophysiology, nutrition and pharmacology are applied. Community experiences are planned to reinforce principles of growth and development. Pediatric math dosages and calculations practice and evaluations will be included.

**NUR 135            CLINICAL APPLICATION III****150 Hours**

This is a Specialized in Maternal-Newborn, Pediatric & Mental Health Clinical experience where the student will continue to utilize the nursing process, while caring for patients with both short and long-term nursing needs. During the Maternal-Newborn and Pediatric clinical experiences the student will care for multiple patients. This clinical experience will include a pediatric day care for disable children where students will have hands-on experience. And, simulation experience for maternal/child care. The emphasis will be on prioritization, decision-making, time management and critical thinking appropriate to the LPN's scope of practice. The Practical Nursing student will assist the patient and significant others during the normal expected stages of growth and development from conception through advanced old age in the clinical environment. The Practical nurse student will reduce the patient's potential for developing complications or health problems related to treatments, procedures or existing conditions and provide the pediatric patient care related to prevention and early detection of health problems.

The Practical Nursing student will provide nursing care of the expected mother and delivery of the infant in a simulation setting.

The Practical Nursing student will reduce the patient's potential for developing complications or health problems related to treatments, procedures or existing conditions of pregnancy and childbirth and learn how the nurse provides the mother and newborn patient care during labor, delivery and post-partum in a simulation setting.

The PN student will participate in recognizing and providing care for patients with maladaptive behavior and assist with behavior management of the patient with acute and/or chronic mental illness. This experience is to ensure that learner can deliver their client care in a consistent, safe, effective manner

**NUR 141            ADULT NURSING II****90 Hours**

This course builds on the concepts of Adult Nursing Care I introduced in NUR 131. The topics of body defenses, control, mobility, coordination and regulation, digestion and elimination, reproductive and sexual disorders, physical and mental integrity, special areas, and integration of body systems are discussed, as well as the effects of aging on body systems. Students are expected to plan client care including: identifying of risk factors, nutritional assessment, and patient teaching.

**NUR 145            CLINICAL APPLICATION IV****315 Hours**

Clinical Applications IV is a capstone course that focuses on continued supervised chronically ill clinical experience in a skilled nursing facility with both long-term, rehabilitation and hospice care settings. Under the supervision of a currently licensed Pennsylvania registered nurse students will demonstrate the following roles, provider of care, coordinator of care, and member of the discipline of nursing while caring for stable, noncomplex clients. Client needs are stressed and the integrated processes of clinical problem solving, caring, communication, documentation and teaching/learning is incorporated into the care giving demonstrated by the student. A leadership is incorporated and emphasized in this clinical course experience as well. Math dosages and calculations practice and evaluations will be included.

**PLS 120            LEGAL RESEARCH****2 Credits**

This course provides students with a working knowledge of the books available in a law library. Students will develop skills in locating case and reference citations. The use of restatements, legal encyclopedias, law journals, law reviews, treatises, and related items will be discussed.

**PLS 140            LEGAL WRITING****2 Credits**

Students in this course will be introduced to the basics of legal writing. Writing memoranda, briefs, legal correspondence, and various procedural documents will be covered.

*Prerequisite: PLS120*

- PLS 160 CIVIL PROCEDURE & LITIGATION 2 Credits**  
This course introduces the student to the process of civil litigation. The paralegal's role in preparing complaints, motions, and interrogatories is reviewed. The actual trial phase and post-trial procedures will be covered, as will alternative dispute resolution.
- PLS 180 BANKRUPTCY LAW 2 Credits**  
This course acquaints the student with bankruptcy laws and procedures from both the creditor and debtor's point of view. It includes the responsibilities of third parties and the U.S. Bankruptcy Act. History, documentation, jurisdiction and proceeding are also discussed.
- PLS 210 WILLS, ESTATES, AND TRUSTS 2 Credits**  
Emphasis will be placed on the various aspects of estate planning and administration. The settlement of an estate is covered chronologically from the decedent's death to the final accounting and distribution of the assets of the estate.
- PLS 230 DOMESTIC RELATIONS/FAMILY LAW 2 Credits**  
The focus of this course is the legal aspects of marriage, divorce, separation, annulment, child custody and support, adoption, and division of property. Emphasis will be placed on substantive family law as well as Pennsylvania legal procedure in this area of law.
- PLS 250 TORT LAW 2 Credits**  
This course deals with civil wrongs and the remedies for those wrongs. Students read and discuss issues on such matters as intentional torts, negligence, defamation, product liability, and damages, and examine the development of the common law. Modern efforts to reform tort law, including "no-fault" legislation and "caps" on monetary awards are also addressed.
- PLS 260 COMMERCIAL AND EMPLOYMENT LAW 2 Credits**  
This course covers employment and labor law, and commercial law which shall include some basic banking law. The Uniform Commercial Code and how its purpose is to simplify, clarify, and modernize the law governing commercial transactions will also be covered.  
Prerequisite: BUS111.
- PLS 270 REAL ESTATE LAW 2 Credits**  
This course is the study of law as it relates to the acquisition and possession of real property. The preparation of sales agreements, options, and deeds will be covered. Additional topics include title searches, mortgages, surveys, settlements, and closings.
- PLS 290 CRIMINAL LAW 2 Credits**  
This course will provide students with an introduction to the criminal justice system. The course will examine laws and procedures for processing persons accused of a crime. Students will study the elements of a crime, the defenses to a crime, and the Constitutional issues surrounding guilt and innocence.
- PLS 295 READINGS IN PARALEGAL STUDIES 2 Credits**  
This course provides for students to explore aspects of the Paralegal field which have not yet been covered in other courses or which have not been treated in detail. This course is designed to be an independent study project supervised by a faculty member. Students are required to read and study articles covering Paralegals and prepare and submit summary reports covering these readings each week. An evaluation by the student is submitted in the final week.
- \*PSY 101 INTRODUCTION TO PSYCHOLOGY 2 Credits**  
This course, designed as an introductory psychology course, consists of such topics as learning theory, memory and intelligence, attitudes, motivation, personality, developmental theory and therapy.
- \*PSY 201 ORGANIZATIONAL PSYCHOLOGY 2 Credits**  
Human relations in organizations are the focus of this course, directed at helping students to understand themselves and how they influence the behavior of others. Interpersonal communications, differences in values and attitudes, coping with change and stress, and conflict management are among the topics studied

# Administration

## DIRECTORY

### Ownership and Officers

Lansdale School of Business is a wholly-owned subsidiary of the North Penn Business and Technical Institute, Inc. The Officers of the corporation are as follows:

President/Treasurer . . . . . MARLON D. KELLER  
Secretary . . . . . LISA A. KELLER

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Administrative Assistant. / Registrar. . . . . KATHLEEN S. MCDANIEL  
[kmcdaniel@LSB.edu](mailto:kmcdaniel@LSB.edu)

## FACULTY

VINCENT J. CIRILLI <i>General Education, Paralegal</i>	B.A. West Chester University M.S. Villanova University
DEBRA CLARK <i>Practical Nursing</i>	B.S. Villanova University Registered Nurse
MATTHEW G. DREESE <i>Allied Health</i>	B.S. Lock Haven University M.S. East Stroudsburg University
LUANNE GRALA <i>Practical Nursing</i>	A.D.N. Alvernia University Registered Nurse
LISA MARIE LEITCH <i>Practical Nursing</i>	A.A.S. Montgomery County Community College B.S.N. West Chester University M.S.N. Immaculata University
TERESA M. RILEY <i>Practical Nursing</i>	B.S. University Of Saint Francis Registered Nurse
HEATHER L MANNERS <i>Computer Technologies</i>	B.F.A. Arcadia University
H. RAYMOND RITTERSBACH, III <i>Accounting, Business</i>	B.S. St. Joseph's University M.B.A. St. Joseph's University
KATHLEEN A. RUGGIERI <i>Business, Computer Technologies</i>	B.S. Trenton State College
BARBARA SANTANGELO <i>Allied Health</i>	B.S. Philadelphia University M.Ed. Northern Arizona University
ANNETTE SINGLETON <i>Practical Nursing</i>	A, A.S. Manor College B.S.N. Chamberlain University Dixon School of Nursing Registered Nurse
LORI ANN SPIEZIO <i>Practical Nursing</i>	A.S. Manor College P.N. Reading Area Community College A.S.N. Excelsior College B.S.N. Capealla University M.S.N. Capealla University
MARYELLEN STEVENBACH <i>Allied Health, Practical Nursing</i>	B.S. Gwynedd-Mercy College M.S. Eastern University Registered Nurse
DIONNETTE STONE RIEGLER <i>Practical Nursing</i>	B.S.N. University of Virginia M.S.N. American Sentinel University Registered Nurse
SHARON YOCUM <i>Business, General Education, Computer Technologies</i>	B.S. Shippensburg University M. ED. Penn State University

## FACULTY EMERITUS

Institutions of higher learning set aside the special title of faculty emeritus to be reserved for their highest honor and permanent recognition in their catalog. To be eligible for this recognition at Lansdale School of Business, faculty members must have provided the institution with a minimum of twenty years of full-time service, they must have sustained a distinguished record of teaching, and they must have permanently retired from a career in teaching while at Lansdale School of Business.

W. SCOTT KEHS

*Computers*

B.S. Moravian College

M.A. Case Western Reserve  
University

*Years of Service 1982-2007*

MARION E. KELLER

*Business*

B.S. Rider College

*Years of Service 1946-2006*

MARCUS A. SIMMENDINGER, JR.

*Accounting*

A.S.B. Lansdale School of Business

B.A. Eastern University

*Years of Service 1960-2010*

SARAH S. WEBER

*Business, English*

B.A. Westminster College

M.B.A. Temple University

*Years of Service 1982-2005*

A. THOMAS DILLARD

*Computers, Accounting*

B.S. Bloomsburg University

*Years of Service 1995-2016*