



INDIANA BUSINESS COLLEGE

We Change Lives, One Student at a Time®



2008-2009 CATALOG ADDENDUM



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> THE CHEF'S ACADEMY
INDIANAPOLIS MEDICAL
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Addendum to the 2008-2009 Catalog

(Published September 30, 2008: Amends section entitled Admissions Requirements found on page 11 of the catalog and reflects a change to the health screening process prior to taking courses that require invasive procedures.)

Medical Assistant, Medical Assistant with Functional Spanish, Medical Laboratory Technology, and Surgical Technology Program Requirements: After acceptance to Indiana Business College, and before attending the first class, students in the Medical Assistant, Medical Assistant with Functional Spanish, Medical Laboratory Technology, and Surgical Technology programs are required to meet with the Program Coordinator (or designated instructor). This mandatory meeting provides students in these programs with information on the expectations of the program, career opportunities, dress code, CPR certification, externship hours, health screening, and the essential functions and technical standards required of the program.

Medical Assistant, Medical Assistant with Functional Spanish, Medical Laboratory Technology, and Surgical Technology students are required to provide verification of a health screening, which includes recent physical examination by their personal physician, recent TB skin test, Hepatitis-B vaccine and/or waiver, and current immunization records in order to participate in courses that include performing invasive procedures. The Medical Assistant students perform invasive procedures in MAA2150, MAA2200, and Externship. The Medical Laboratory Technology students perform invasive procedures in MLT1250 and MLT1260 thru Externship. Surgical Technology students will participate in invasive procedures during SUR2070 and Externship. The health screen must be recent (within six months prior to performing invasive procedures in the clinical lab and within one year prior to externship), however personal health records will not be maintained after the student ceases attendance.

(Published September 30, 2008: Amends section entitled Accreditation found on page 9 of the catalog and reflects a change to the AAMA review board.)

The Indiana Business College Medical Assisting programs, at the campuses listed below, are accredited by the Commission on Accreditation of Allied Health Education Programs (<http://www.caahep.org/>) on the recommendation of the Medical Assisting Education Review Board (MAERB).

Anderson Campus
140 East 53rd Street
Anderson, Indiana 46013

Evansville Campus
4601 Theater Drive
Evansville, Indiana 47715

Indianapolis Downtown
550 East Washington Street
Indianapolis, Indiana 46204

Marion Campus
830 North Miller Avenue
Marion, Indiana 46952

Muncie Campus
411 West Riggan Road
Muncie, Indiana 47303

Terre Haute Campus
1378 South State Road 46
Terre Haute, Indiana 47803

Columbus Campus
2222 Poshard Drive
Columbus, Indiana 47203

Fort Wayne Campus
6413 North Clinton Street
Fort Wayne, Indiana 46825

Lafayette Campus
4705 Meijer Court
Lafayette, Indiana 47905

Medical Campus
8150 Brookville Road
Indianapolis, Indiana 46239

Northwest Campus
6300 Technology Center Drive
Indianapolis, Indiana 46278

(Published September 30, 2008: Amends section entitled Course Descriptions; section beginning on page 87, revisions made to descriptions found on pages 100 and 101 of the catalog and reflects a change to the prerequisite information.)

EXT2900 Medical Assistant Externship

4 Credit Hours

This experience provides students with actual on-the-job learning opportunities. Students are assigned to an area physician's office, medical clinic, or outpatient clinic chosen by the program coordinator, with the input of the student extern. They serve in both the front office administrative area and the back office clinical area. It is possible that a student may serve in more than one office. Students do not receive pay for hours worked. Pre/Co-Requisite: MAA2900, successful completion of all other core courses, and approval by the Medical Program Coordinator (or Dean). To be taken during the final quarter of instruction.

EXT2910 Medical Reimbursement Externship

4 Credit Hours

This course provides students with actual on-the-job learning opportunities. Students are assigned to a physician's office, medical clinic, coding/billing department, medical record department, or an insurance company chosen by the program coordinator. Students serve in the administrative area of the facility. It is possible that a student may serve in more than one facility. Students do not receive pay for hours worked. Prerequisite: Successful completion of all other core courses, and approval by the Medical Program Coordinator (or Dean). To be taken during the final quarter of instruction.

EXT2940 Massage Practicum

4 Credit Hours

This course provides students with actual on-the-job learning opportunities in an approved facility where massage therapy is offered. Students are assigned positions closely related to those in the actual practice where they will have the opportunity to perform client assessment, develop treatment plans, and implement therapeutic massage treatments. The student will perform administrative duties, and variety of massage assessment and therapeutic techniques for a diverse client population. Students do not receive pay for hours worked. Prerequisite: Successful completion of all other core courses and approval of the Medical Program Coordinator or Dean. To be taken during the final quarter of instruction.

EXT2950 Surgical Technology Externship

12 Credit Hours

This course provides students with actual on-the-job learning opportunities. It is conducted in a surgical facility and provides students a clinical experience with a variety of preoperative and postoperative assignments. Emphasis is placed on the scrub and circulating roles of the surgical technologist including aseptic technique and basic surgical procedures while working as a member of the surgical team. Students do not receive pay for hours worked. Prerequisite: Successful completion of all other core courses, and approval by the Program Coordinator (or Dean). To be taken during the final quarter of instruction.

(Published September 30, 2008: Amends section entitled Course Descriptions; section beginning on page 87, revisions made to description found on pages 121 of the catalog and reflects a change to the prerequisite information.)

MLT1250 Clinical Techniques & Principles I

4 Credit Hours

This course introduces various laboratory techniques and principles utilized for analyses in the medical laboratory, for both macro and micro-techniques. This course focuses on the importance of quality control as it relates to analysis of various constituents. This course places emphasis on math skills as they apply to the clinical laboratory, such as measurement systems, unit inter-conversions and graphs. The focus is on the basic procedures of specimen collection and processing, laboratory calculations, reagent preparation, state and federal safety rules and regulations, utilization of laboratory equipment and supplies, and quality control probability.

Also included are the fundamentals of analytical procedures, their principles, and the operation of laboratory instrumentation. Laboratory training includes performance of various constituents as they enhance the analytical principles utilized in the clinical laboratory.

Prerequisites: CHM1020, MAT1110

(Published September 30, 2008: Amends section entitled Course Descriptions; section beginning on page 87, revisions made to description found on pages 114 of the catalog and reflects a change to the prerequisite information.)

MAA2150 Clinical II 4 Credit Hours

This course instructs medical assistant students in assisting with minor surgical procedures, performing EKGs, and administering injections using subcutaneous, intradermal, intramuscular, and z-tract techniques. Obtaining blood by capillary puncture and venipuncture is also taught. Cardiopulmonary resuscitation (CPR) certification is provided by a certified CPR instructor through the American Red Cross or American Heart Association. Office emergencies are also discussed. Prerequisite: MAA1150, MAT1100, MED1140

(Published September 30, 2008: Amends section entitled Course Descriptions; section beginning on page 87, revisions made to description found on pages 117 of the catalog and reflects a change to the prerequisite information.)

MED1140 Pharmacology

4 Credit Hours

This course examines the various types of drugs and familiarizes the student with the forms by which medications are administered, utilization of proper injection techniques, and preparation of parenteral and oral medications. The student is instructed in the proper use of the Physician's Desk Reference (PDR) and will work with it in classroom assignments. Prerequisites: PHY1020, PHY1030

(Published November 11, 2008: Amends section entitled Course Descriptions; section beginning on page 87, revisions made to descriptions found on pages 123-125 of the catalog and reflects a change to the course description language.)

NUR1050 Adult Health and Illness I

4 Credit Hours

This course further develops nursing knowledge and skills in the management of adult clients with medical-surgical disease processes in a variety of health care delivery systems. Alterations in selected body systems –cardiovascular, gastrointestinal, hematologic, respiratory, integumentary, and musculoskeletal– are explored. Current trends in health/wellness promotion and illness/disease prevention are emphasized. Concepts related to nutrition, physics, and chemistry are incorporated into this course along with legal/ethical principles. Prerequisites: NUR1010, NUR1020 Co-Requisite: NUR1060

NUR1060 Adult Health and Illness I Clinical

2 Credit Hours

This clinical course provides an opportunity for the student to provide safe, comprehensive, and collaborative nursing care for adult clients with recurrent alterations in physical health related to the integumentary, gastrointestinal, musculoskeletal, cardiovascular, hematologic, or respiratory systems in an inpatient setting. Current knowledge, skills and therapeutic interventions of the practice of nursing are emphasized. The use of assessment and diagnosis as the beginning steps for the nursing process are practiced. Prerequisites: NUR1010, NUR1020 Co-Requisite: NUR1050

NUR2010 Adult Health and Illness II

4 Credit Hours

This course provides principles, concepts, and skills as the nursing student expands his/her role to provide holistic nursing care to adult clients and their families with complex medical-surgical disease processes in acute care settings. Students will provide nursing care to clients with alterations in selected body systems – renal, male reproductive, endocrine, immunologic, and neurosensory. Care of the preoperative patient is also presented. Emphasis is on assessment skills, communication, delivery and evaluation of outcomes of nursing care, and collaboration with members of the healthcare team. Current trends in health/wellness promotion and illness/disease prevention are emphasized. Concepts related to nutrition and chemistry are incorporated into this course along with legal/ethical principles. Prerequisites: NUR1050, NUR1060 Co-Requisite: NUR2020

NUR2020 Adult Health and Illness II Clinical

4 Credit Hours

This clinical course provides an opportunity for the student to provide safe, comprehensive, and collaborative nursing care for adult clients with complex medical-surgical disease processes related to the renal, male reproductive, endocrine, immunologic, and neurosensory systems in an acute, inpatient setting. The student will also have an opportunity to observe care of the preoperative patient. Current knowledge, skills and therapeutic interventions of the practice of nursing are emphasized. Prerequisites: NUR1050, NUR1060 Co-Requisite: NUR2010

(Published September 30, 2008: Amends section entitled Attendance found on page 30 of the catalog and reflects a revision to the current attendance policy to include the definition of attendance in online classes.)

At Indiana Business College, students are expected to attend all classes. Regular attendance is critical to success as a student. Potential employers may review attendance records prior to interviewing and/or hiring a graduate.

The following attendance policy has been established after careful consideration of input from students and faculty.

- Attendance is taken each class meeting.
- Each class meeting missed counts as an absence. Indiana Business College does not distinguish between excused and unexcused absences.
- Policy and procedure for any missed assignments, quizzes, and/or exams will be determined separately by the instructors at each campus location.
- Students who do not attend class regularly will be advised and may be involuntarily withdrawn from class if absenteeism continues.
- A student who is absent from consecutive class meetings as outlined in the following schedule will be involuntarily withdrawn from class:

Class Meetings Per Week	Maximum Consecutive Absences
4	8
3	6
2	4
1	2

- Students who have been withdrawn from class as outlined above may submit a formal appeal to the Executive Director. **Only one appeal per class per quarter per student is allowed. The appeal must be in writing and be presented to the Executive Director no later than two business days after the student reaches the maximum consecutive absences as stated above.**
- Students enrolled in programs under The Chef's Academy are bound by a separate attendance policy as published on individual course syllabi. Students enrolled in the Associate Degree in Nursing program are bound by a separate attendance policy as published in the Nursing Student Handbook.

- Students enrolled in online classes must log in to each course every week. If the student does not log in for two (2) consecutive weeks, the student will automatically be dropped from the online course.
 - Academic success depends on active participation in each online course. Completing weekly assignments, taking part in online discussions (e-mail or discussion board), and maintaining open communication with the instructors are all strategies for success. Also, successful online students typically invest a minimum of 10 hours per week for each online course. Lack of participation can lead to lower grades, being dropped from the class, or being permanently suspended from the college.
 - In order to create an attendance record in your Online Course, the student must complete the following tasks in each course on at least a weekly basis:
 - Click on the link for each course the student is taking online.
 - Post and/or reply to a discussion topic OR submit a graded activity such as an assignment or quiz.

(Published November 11, 2008: Includes addition of the new Military Withdrawals policy for students.)

MILITARY WITHDRAWALS

Students who must withdraw due to active military duty will be granted a military leave of absence from Indiana Business College. "Active duty" is defined as full-time enlistment in the active military service of the United States. This includes full-time training duty, annual training duty, and active state duty for members of the National Guard. A military leave of absence will be granted while the student is serving on active duty, and for one year after the conclusion of that service, provided the student is a member of the United States national guard or other reserve component of the armed forces of the United States, or a member of those armed forces in a retired status, and is called to active duty. The student shall not suffer an academic penalty as a result of the leave of absence.

A student who has been granted a military leave of absence can request one of the following options:

- Credit tuition and fee charges toward a subsequent academic term in an amount that is one hundred percent of what the student paid the institution for the academic term in which the student withdrew.
- Refund tuition and fees paid for the academic term, provided the student withdrew before week 7 of the term. The refund shall equal one hundred percent of the tuition and fee charges the student paid for the academic term. If the student withdrew after week 7 of the term, the student is ineligible for a refund of tuition and fee charges.

If requested by a student, previously granted a military leave of absence, within one year of the student's release from active duty, the College will restore the student to the educational status the student had attained prior to being called to active duty without loss of academic credits earned, scholarships, and/or grants awarded prior to the commencement of active duty.

(Published November 11, 2008: Amends section entitled Program Availability by Campus Location found on page 50 of the catalog and reflects the addition of the degree legend at the bottom of the page.)

PROGRAM AVAILABILITY BY CAMPUS LOCATION

	Page	Anderson	Columbus	Elkhart	Evansville	Fort Wayne	Indianapolis (Downtown)	Chef's Academy	Online	Indianapolis (Medical)	Indianapolis (Northwest)	Lafayette	Marion	Muncie	Terre Haute
School of Business															
Accounting	52	●	●	●	●	●	●		●			●	●	●	●
Accounting (B.S.)	53				▲		▲		▲					▲	▲
Accounting Assistant	54	■	■	■	■	■	■		■			■	■	■	■
Administrative Professional	55	●	●	●	●	●	●		●			●	●	●	●
Business Finance	57	●	●	●	●	●	●		●			●	●	●	●
Business Management	58	●	●	●	●	●	●		●			●	●	●	●
Business Management (B.S.)	59				▲	▲	▲		▲					▲	▲
Business Marketing	60	●	●	●	●	●	●		●			●	●	●	●
Fashion Merchandising	65						●								
Human Resources	70	●		●			●		●			●		●	●
Office Assistant	78	■	■	■	■	■	■		■			■	■	■	■
Property and Casualty Claims	80								●						
School of Criminal Justice															
Criminal Justice	62	●		●	●	●	●		●				●	●	●
Criminal Justice (B.S.)	63				▲	▲	▲		▲					▲	▲
School of Health Sciences															
Associate Degree in Nursing*	56								●						
Health Care Management (B.S.)	66				▲	▲	▲		▲					▲	▲
Medical Assistant*	71	●	●	●	●	●	●		●	●	●	●	●	●	●
Medical Assistant with Functional Spanish*	72								●						
Medical Laboratory Technology*	74								●						
Medical Office Assistant	75	◆		◆	◆	◆	◆		◆	◆	◆	◆	◆	◆	◆
Medical Reimbursement Technology	76	●	●	●	●	●	●		●	●	●	●	●	●	●
Spanish for the Medical Community	81								◆						
Surgical Technology*	82					●			●						
Therapeutic and Clinical Massage	84								●						
Therapeutic Massage Practitioner	85								◆						
School of Information Technology															
Cisco Network Associate	61						●								
Help Desk Administration	67				●	●	●		●					●	●
Network Administration	77						●		●					●	
Systems Administration	83						●		●					●	●
School of Veterinary Technology															
Veterinary Technology	86										●				
The Chef's Academy															
Culinary Arts	64						●	●							
Hospitality & Restaurant Management (B.S.)	68						▲	▲							
Pastry Arts	79						●	●							

▲ Bachelor of Science ● Associate in Applied Science Degree ■ Diploma ◆ Certificate