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**INDIANA COMMISSION ON PROPRIETARY EDUCATION**

*Board of Commissioners Meeting Memorandum*

**Date:** December 10, 2008

**From:** Ross Miller, Director of Accreditation

**Subject:** Indiana Business College – Columbus & Indianapolis  
**NEW DEGREE APPLICATIONS**

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**Staff recommendation**

Indiana Business College – Columbus and Indianapolis have submitted new degree applications seeking the authority to award the Associate of Applied Science and Bachelor of Science degrees in the following programs:

Columbus: AAS – Human Resources  
Indianapolis: BS –Information Technology

**Background**

The Accrediting Commission for Independent Colleges and Schools (ACICS) accredits each of the Indiana Business College (IBC) campuses in Indiana.

The Human Resources Associate of Applied Science program provides 96 quarter hours of training. The program includes 79% of courses in the specialty. The program as submitted is currently approved and offered at IBC Anderson, Elkhart, Indianapolis, Lafayette, Muncie, and Terre Haute locations. The faculty for the Human Resources program meets the criteria as stipulated in 570 IAC 1-10. 1- 4 Associate degrees.

The Information Technology Bachelor of Science program includes 180 quarter hours of training. Included in the program is 118 quarter hours (65%) in the specialty. All but one faculty member holds a master's degree. The one individual who does not, holds a bachelor's degree plus a minimum of eight years experience in the area she is teaching.

**Supporting Documentation**

1. Degree Applications
2. Instructor Qualification Record Forms

**INDIANA COMMISSION ON  
PROPRIETARY EDUCATION**

**DEGREE APPLICATION**

*(New or Renewal program)*

*Use the <tab> key to advance to the next field, or select a field by clicking the cursor.*

Name of Institution Indiana Business College – Columbus

Name of Program Human Resources

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AAS

Name of Person Preparing this Form Kimberli J. Zornes

Telephone Number 317-656-4721 **Application Type**

Date the Form was Prepared October 27, 2008  New  Renewal

**I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.**

This program trains students to maintain personnel records of an organization's employees, assist with internal and external notification of position openings, assist in the hiring process, answer employee questions, prepare reports for managers, administer aptitude tests, and screen applicants.

**II. PROGRAM STRUCTURE:** List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Human Resources

TOTAL COURSE HOURS: 96 Check one: Quarter Hours   
 \_\_\_\_\_ Semester Hours   
 \_\_\_\_\_ Clock Hours

LENGTH OF PROGRAM: 21 Months TUITION: \$24,430

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
<u>ACC1010</u>	<u>Accounting I</u>	<u>4</u>
<u>ACC1050</u>	<u>Payroll/10 Key</u>	<u>4</u>
<u>BUS1000</u>	<u>Principles of Business</u>	<u>4</u>
<u>BUS2300</u>	<u>Business Office Procedures</u>	<u>4</u>
<u>BUS2600</u>	<u>Career Development</u>	<u>2</u>
<u>CPU1000</u>	<u>Computers and Office Automation</u>	<u>4</u>
<u>CPU2120</u>	<u>Word Processing</u>	<u>4</u>
<u>CPU2200</u>	<u>Spreadsheets</u>	<u>4</u>
<u>CPU2300</u>	<u>Database</u>	<u>4</u>
<u>KEY1010</u>	<u>Keyboarding I</u>	<u>2</u>
<u>LEG2100</u>	<u>Human Resource Law</u>	<u>4</u>
<u>MAT1050</u>	<u>Business Math</u>	<u>4</u>
<u>MGT1500</u>	<u>Records Management and Security</u>	<u>4</u>
<u>MGT2000</u>	<u>Management</u>	<u>4</u>
<u>MGT2100</u>	<u>Training and Development</u>	<u>4</u>
<u>MGT2150</u>	<u>Group Dynamics</u>	<u>4</u>
<u>MGT2200</u>	<u>Leadership</u>	<u>4</u>
<u>MGT2300</u>	<u>Employee Benefits</u>	<u>4</u>
<u>PSY1050</u>	<u>Strategies for Success</u>	<u>4</u>

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
	Elective	4

**GENERAL EDUCATION / LIBERAL ARTS COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
BUS2050	Economics	4
COM1050	Composition I	4
COM2060	Composition II	4
PSY1060	Psychology	4
SPC1010	Presentation Skills	4

Number of Credit/Clock Hrs. in Specialty: 76 / 96 Percentage: 79%  
Number of Credit/Clock Hrs. in General Courses: 20 / 96 Percentage: 21%

If applicable:  
Number of Credit/Clock Hrs. in Liberal Arts: \_\_\_\_\_ / \_\_\_\_\_ Percentage: \_\_\_\_\_

**III. LIBRARY: Please provide information pertaining to the library located in your institution.**

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**

The library is located in the building at 2222 Poshard Drive, Columbus, IN. Students are allowed access to computers, books, and periodicals in the library from 7:30am to 9pm, Monday through Friday. The library is monitored during the day by Kelly Jones, Administrative Assistant, who is available from 7:30am to 4:30pm to assist students in the library or check out books. The evening shift is covered by a College Work-study student from 4:30pm until 9pm to assist students and check out books.

**2. Number of volumes of professional material:**

The Student Resource Center, or library is located in the building at 2222 Poshard Drive, Columbus, IN. The library currently holds 667 physical volumes of professional material including reference books. All students who use the library also have free access to our online library subscription which includes 100's of additional volumes of professional material. Students who use the online library have access to 10 computers located in the library itself and a laser printer.

**3. Number of professional periodicals subscribed to:**

Our library holds subscriptions for 29 professional periodicals on site. Again, students have access to 100's of additional periodicals via our online library subscription.

**4. Other library facilities in close geographical proximity for student access:**

Students are within 2 miles from the Columbus Learning Center and College library. All college students attending in Bartholomew County have access to use the library. Columbus Public library is also available for students to use located downtown on 4th street in Columbus.

**If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.**

Doc.: degreappform.doc



## HUMAN RESOURCES

### Associate of Applied Science Degree Program

#### School of Business

This program trains students to maintain personnel records of an organization's employees; assist with internal and external notification of position openings; assist in the hiring process; answer employee questions; prepare reports for managers; administer aptitude tests, and screen applicants.

<u>Course No.</u>	<u>Title</u>	<u>Quarter Credit Hours</u>
ACC1010	Accounting I	4
ACC1050	Payroll/10 Key †	4
BUS1000	Principles of Business †	4
BUS2050	Economics @	4
BUS2300	Business Office Procedures	4
BUS2600	Career Development	2
COM1050	Composition I @	4
COM2060	Composition II @	4
CPU1000	Computers and Office Automation	4
CPU2120	Word Processing †	4
CPU2200	Spreadsheets †	4
CPU2300	Database	4
KEY1010	Keyboarding I	2
LEG2100	Human Resource Law	4
MAT1050	Business Math †	4
MGT1500	Records Management & Security	4
MGT2000	Management †	4
MGT2100	Training and Development †	4
MGT2150	Group Dynamics †	4
MGT2200	Leadership †	4
MGT2300	Employee Benefits †	4
PSY1050	Strategies for Success	4
PSY1060	Psychology @	4
SPC1010	Presentation Skills @	4
	Elective	<u>4</u>
		<b>96</b>

†Core Courses

@General Education Courses

INDIANA COMMISSION ON  
PROPRIETARY EDUCATION

**DEGREE APPLICATION**  
(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution Indiana Business College - Indianapolis

Name of Program Information Technology

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) BS

Name of Person Preparing this Form Paul Weathersby

Telephone Number 317-656-4712 **Application Type**

Date the Form was Prepared October 21, 2008  New  Renewal

**I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.**

The mission of this program is to provide a strong foundation in both business and technology skills that are core essentials in information technology careers. It combines basic business concepts, interpersonal communication, customer service skills, and standard applications training with technical skills in the areas of hardware, networking, programming, databases, and web development. This curriculum provides students with the skills necessary to identify computer networks based on the structure, application, and size of the network including local, campus, and wide area networks. Students will be prepared to solve problems with computer software using programming structures, logical design, software design, data representation, algorithm development, efficiency, and correctness. Students will learn how information and decisions are derived from data and how to maintain data integrity while storing, retrieving, and updating data. This program provides the necessary skills for students to start their careers as professionals in the information technology industry.

**II. PROGRAM STRUCTURE:** List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Information Technology

TOTAL COURSE HOURS: 180 Check one: Quarter Hours   
 \_\_\_\_\_ Semester Hours   
 \_\_\_\_\_ Clock Hours

LENGTH OF PROGRAM: 15 Qtrs. TUITION: \$58,000

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
<u>ACC1010</u>	<u>Accounting I</u>	<u>4</u>
<u>BUS1000</u>	<u>Principles of Business</u>	<u>4</u>
<u>BUS2600</u>	<u>Career Development</u>	<u>2</u>
<u>ITS1000</u>	<u>Introduction to Technical Computer Concepts</u>	<u>4</u>
<u>ITS1050</u>	<u>Introduction to Electricity and Electronics</u>	<u>4</u>
<u>ITS1500</u>	<u>Computer Systems and Emerging Technologies</u>	<u>4</u>
<u>ITS1550</u>	<u>Computer Network Infrastructure</u>	<u>4</u>
<u>ITS1600</u>	<u>Applied Network Technologies</u>	<u>4</u>
<u>ITS1650</u>	<u>Help Desk Procedures</u>	<u>4</u>
<u>ITS2000</u>	<u>Windows Administration</u>	<u>4</u>
<u>ITS2050</u>	<u>*NIX Administration</u>	<u>4</u>
<u>ITS2250</u>	<u>Cisco Technologies</u>	<u>4</u>
<u>ITS2300</u>	<u>Strategies and Ethics for the IT Professional</u>	<u>4</u>
<u>ITS3100</u>	<u>Information Systems Management</u>	<u>4</u>
<u>ITS3220</u>	<u>Directory Services Design</u>	<u>4</u>
<u>ITS4200</u>	<u>Implementing Directory Services</u>	<u>4</u>
<u>ITS4220</u>	<u>Convergence Technologies</u>	<u>4</u>
<u>ITS3600</u>	<u>Virtualization Technologies</u>	<u>4</u>
<u>ITS3800</u>	<u>Principles of Programming</u>	<u>4</u>

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
ITS4800	Programming with C# (Sharp)	4
ITS4820	Visual Basic Programming	4
ITS4600	Fundamentals of LAMP (Linux, Apache, MySQL, PHP)	4
ITS4620	SQL Server Administration	4
ITS2400	Fundamentals of Web Technologies	4
ITS3420	Website Administration and Services	4
ITS3440	XML Essentials	4
ITS3640	Database Structure and Design	4
MAT1500	Math for IT Professionals	4
MGT2000	Management	4
PSY1050	Strategies for Success	4

**GENERAL EDUCATION / LIBERAL ARTS COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
ECN2050	Economics	4
ECN3100	Microeconomics	4
COM1050	Composition I	4
COM2060	Composition II	4
COM3150	Advanced Composition	4
MAT1050	Business Math	4
MAT2950	Introductory Algebra	4
MAT3010	College Algebra	4
MAT3650	Statistics	4
KEY1010	Keyboarding I	2
SCI3050	Environmental Science	4
SOC1010	Introduction to Sociology	4

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
SPC1010	Presentation Skills	4
POL3100	American Government	4
PSY3000	Critical Thinking and Problem Solving	4
PSY1060	Psychology	4

Number of Credit/Clock Hrs. in Specialty:  $\frac{118}{62}$  /  $\frac{180}{180}$  Percentage:  $\frac{65\%}{35\%}$   
Number of Credit/Clock Hrs. in General Courses:  $\frac{62}{62}$  /  $\frac{180}{180}$  Percentage:  $\frac{35\%}{35\%}$

If applicable:  
Number of Credit/Clock Hrs. in Liberal Arts: \_\_\_\_\_ / \_\_\_\_\_ Percentage: \_\_\_\_\_

**III. LIBRARY: Please provide information pertaining to the library located in your institution.**

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**

Location: Southeast corner of second floor in the Indianapolis-Downtown campus.

Hours: Monday through Thursday 9:00am - 9:00pm; Friday 9:00am - 5:00pm;  
Saturday 9:00am - 1:00pm

Librarians: One full-time and one half-time

Other Staff: Two college work study students at 40 total hours per week

**2. Number of volumes of professional material:**

There are currently 908 items in the library collection.

**3. Number of professional periodicals subscribed to:**

There are 32 print subscriptions and thousands of periodical titles with full text accessed through Ebsco Host Electronic Databases.

**4. Other library facilities in close geographical proximity for student access:**

Indianapolis Marion County Public Library Central Library is within five blocks from the Indianapolis-Downtown campus. They have 22 branches throughout Marion county for easy access, as well as an online catalog and databases available to card holders.

Indiana University Purdue University at Indianapolis is within two miles of the Indianapolis-Downtown campus. As a state-supported institution, their library collections are available to all Indiana residents.

**If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.**

Doc.: degreappform.doc

**IV. FACULTY:** Attach completed Instructor's Qualification Record for each instructor.  
**\*\* Include all required documentation pertaining to the qualifications of each instructor.**

**Total # of Faculty in the Program:** 11 **Full-time:** 9 **Part-time:** 2

Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Ballinger, Stan	M.A.	23	.5	12	X	
Byrd, Richard	M.B.A.	23	3		X	
Farmer, Belinda	B.S.	8	8		X	
Heavin, Diane	M.A.	26	22		X	
Jeffries, David	Ph.D.	32	12		X	
Loza, Jerry	M.S.	21	4			X
Newcomb, Tom	M.B.A.	21	9		X	
Robinson, Alberta	M.S.	11	2		X	
Tanner-Starks, Tomjari	M.A.	15	.75	5		X
Temple, Diana	M.B.A.	17	7.5	2	X	
Whalen, Alan	M.B.A.	35	2	6	X	

# INFORMATION TECHNOLOGY

## Bachelor of Science Degree Program

### School of Business

The mission of this program is to provide a strong foundation in both business and technology skills that are core essentials in information technology careers. It combines basic business concepts, interpersonal communication, customer service skills, and standard applications training with technical skill in the areas of hardware, networking, programming, databases, and web development. This curriculum provides students with the skills necessary to identify computer networks based on the structure, application, and size of the network including local, campus, and wide area networks. Students will be prepared to solve problems with computer software using programming structures, logical design, software design, data representation, algorithm development, efficiency, and correctness. Students will learn how information and decisions are derived from data and how to maintain data integrity while storing, retrieving, and updating data. This program provides the necessary skills for students to start their careers as professionals in the information technology industry.

<b>Course No.</b>	<b>Title</b>	<b>Quarter Credit Hours</b>
ACC1010	Accounting I	4
BUS1000	Principles of Business	4
BUS2600	Career Development	2
COM1050	Composition I @	4
COM2060	Composition II @	4
COM3150	Advanced Composition @	4
ECN2050	Economics @	4
ECN3100	Microeconomics @	4
ITS1000	Introduction to Technical Computer Concepts †	4
ITS1050	Introduction to Electricity and Electronics †	4
ITS1500	Computer Systems and Emerging Technologies †	4
ITS1550	Computer Network Infrastructure †	4
ITS1600	Applied Network Technologies †	4
ITS1650	Help Desk Procedures †	4
ITS2000	Windows Administration †	4
ITS2050	*NIX Administration †	4
ITS2250	Cisco Technologies †	4
ITS2300	Strategies and Ethics for the IT Professional †	4
ITS2400	Fundamentals of Web Technologies †	4
ITS3100	Information Systems Management †	4
ITS3220	Directory Services Design †	4
ITS3420	Website Administration and Services †	4
ITS3440	XML Essentials †	4
ITS3600	Virtualization Technologies †	4
ITS3640	Database Structure and Design †	4
ITS3800	Principles of Programming †	4
ITS4200	Implementing Directory Services †	4
ITS4220	Convergence Technologies †	4
ITS4600	Fundamentals of LAMP (Linux, Apache, MySQL, PHP) †	4
ITS4620	SQL Server Administration †	4
ITS4800	Programming with C# (Sharp) †	4
ITS4820	Visual Basic Programming †	4
KEY1010	Keyboarding I	2
MAT1050	Business Math	4
MAT1500	Math for IT Professionals	4
MAT2950	Introductory Algebra @	4
MAT3010	College Algebra @	4
MAT3650	Statistics @	4
MGT2000	Management	4
POL3100	American Government @	4

PSY1050	Strategies for Success	4
PSY1060	Psychology @	4
PSY3000	Critical Thinking and Problem Solving @	4
SCI3050	Environmental Science @	4
SOC1010	Introduction to Sociology @	4
SPC1010	Presentation Skills @	4
		<b>180</b>

†Core Courses  
 @General Education Courses













COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR QUALIFICATION RECORD

**Instructions:** Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

**NAME:** Heavin, Diane M  
(Last) (First) (Middle)

**NAME OF INSTITUTION:** Indiana Business College

**Specific Courses that you Teach in a Program:** Business Administration - Marketing  
KEY101 Keyboarding I; BUS230 Business Office Procedures

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
University of Indianapolis	Indianapolis, IN	Elementary Education BS	9/77 5/81
University of Indianapolis	Indianapolis, IN	Elementary Education MA	1/82 6/89
////////////////////////////////////	////////////////////////////////////	////////////////////////////////////	////////////////////////////////////
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Teach Reading and Math	Greenwood, IN	Teaching	9/84 1/86
Substitute Teaching	Indianapolis and Greenwood	Teaching	9/81 4/85

I certify that the above information is correct to the best of my knowledge.

\_\_\_\_\_  
SIGNATURE OF INSTRUCTOR

\_\_\_\_\_  
DATE









**COMMISSION ON PROPRIETARY EDUCATION**

**INSTRUCTOR'S QUALIFICATION RECORD**

**Instructions:** Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., **transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.**)

**NAME: Robinson,**

**Alberta**

**Elizabeth**

(Last)

(First)

(Middle)

**NAME OF INSTITUTION: Indiana Business College**

**Specific Courses that You Teach in Program: Business Administration – Marketing**  
ACC101 Accounting I; ACC102 Accounting II; ACC202 Cost Accounting

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From:                      To:
University of St. Francis	Fort Wayne, IN	Accounting	8/92 to 5/96
Indiana Wesleyan	Marion, IN	Management	2/03 to 12/05
Applicable Experience	Location	Exact Nature of Experience	Employment Period From:                      To:
Ten Adams Advertising	Indianapolis, IN	Payroll, daily accounts, delinquent accounts (providing solutions)	1997 to 1999
Intelenet Commission	Indianapolis, IN	Manager over staff accountants	1999 to 2005
Balkamp	Indianapolis, IN	Staff Accountant	2005 to 2006

**I certify that the above information is correct to the best of my knowledge.**

\_\_\_\_\_  
**SIGNATURE OF INSTRUCTOR**

\_\_\_\_\_  
**DATE**





**COMMISSION ON PROPRIETARY EDUCATION**

**INSTRUCTOR QUALIFICATION RECORD**

**Instructions:** Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

**NAME:** Temple Diana M  
 (Last) (First) (Middle)

**NAME OF INSTITUTION:** Indiana Business College

**Specific Courses that you Teach in a Program:** Network Administration  
 CSS100 Strategies; SPC101 Presentation Skills

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Indiana Wesleyan U.	Marion, IN	Business Administration MBA	1994 1996
Indiana Wesleyan U.	Marion, IN	Business BS	1988 1991
////////////////////////////////////	////////////////////////////////////	////////////////////////////////////	////////////////////////////////////
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
IPL	Indianapolis, IN	Customer Service	1981 1998

I certify that the above information is correct to the best of my knowledge.

\_\_\_\_\_  
**SIGNATURE OF INSTRUCTOR**

\_\_\_\_\_  
**DATE**

