

November 4, 2004

MEMORANDUM

TO: Mr. Dalton B. Floyd, Jr., Chairman, and Members, Commission on
Higher Education

FROM: Dr. Vermelle J. Johnson, Chairman, and Members, Committee on
Academic Affairs and Licensing

**Consideration of Request to Amend License
with additional Programs at Charleston
ECPI College of Technology, Virginia Beach, Virginia (Home Campus)**

Summary

ECPI College of Technology www.ecpi.edu requests approval of an amendment to its license to offer additional programs at its existing location in Charleston.

- 1) programs leading to the A.A.S. degree that have been offered at the Greenville location: a) Computer and Information Science with concentrations in Accounting Administration, Information Technology/Business Systems Administration, Information Technology/Computer Programming, Information Technology/ Networking & Security Management, Information Technology/Web Design, and Medical Administration; and b) Computer Electronics Technology with concentrations in Computer Network Technology and in Wireless Communications; and
- 2) a new program leading to the A.A.S. degree in Health Science with a concentration in Medical Assisting.

ECPI College of Technology is a private proprietary institution; it was founded

in the Commonwealth of Virginia in February 1966. The acronym ECPI stands for electronics, communications, programming, and information systems. In addition to its main campus in Virginia Beach, it operates in Greenville, South Carolina; Newport News and Manassas, Virginia; and in Greensboro, Raleigh, and Charlotte, North Carolina. The Southern Association of Colleges and Schools has accredited ECPI College of Technology since January 1998.

In April 2000 the Commission on Higher Education licensed ECPI to offer in Greenville, South Carolina, programs leading to A.A.S. degrees in (1) Computer and Information Science with concentrations in Accounting Administration, Information Technology/Business Systems Administration, Information Technology/Computer Programming, Information Technology/ Networking & Security Management, Information Technology/Web Design, and Medical Administration; and (2) Computer Electronics Technology with concentrations in Computer Network Technology and in Wireless Communications. The programs are terminal occupational/technical degrees and credits from these programs are not designed for transfer to other degree programs.

For admission to ECPI, candidates must score 950 or greater on the SAT, 20 on the ACT, or pass the ACT Computer Adaptive Placement Assessment and Support System (COMPASS) placement test. Applicants scoring within defined ranges will be required to take one or more prerequisite courses (Introduction to Mathematics, Introduction to Writing). These prerequisite courses are graded on a Pass/Fail basis and are in addition to the credit hours required in each program. Medical assisting program students must also provide documentation of a physical examination and proof of immunization prior to skills labs/clinical/externship studies. Applicants may be required to provide medical documentation regarding any disability or physical limitation prior to beginning class and may be asked to sign an awareness statement.

ECPI began in April 2004 offering programs leading to certificates and diplomas at the location in Charleston where it leases approximately 8,000 square feet of commercial space at 7410 Northside Drive. The building is at the intersection of I-26 and Ashley Phosphate Road in North Charleston. The space houses administrative offices, medical and electronics labs, three lecture classrooms, a library, and a student lounge with vending.

The objective of the 65 semester-credit-hour program leading to the A.A.S. degree in Health Science with a concentration in Medical Assisting is to provide the knowledge and skills necessary for entry-level employment in various health-care related positions. The curriculum includes 18 semester credit hours in general education and 47 semester credit hours in the major. The program includes a medical

assisting externship.

The Bureau of Labor Statistics, *Occupational Outlook Handbook*, projects that medical assisting is to be the fastest growing occupation during 2002-12. There is no licensing for medical assistants and no requirements for certification to work in the field; however, job prospects should be best for medical assistants with certification. Application materials reflect that the officials of the institution will seek specialized accreditation with the Commission on Accreditation of Allied Health Education Programs (CAAHEP). CAAHEP accreditation will allow graduates to become certified.

ECPI projects enrollment for the first year of 15 students in the medical assisting program. Tuition, texts, and taxes for the program are \$8,950 for the first academic year, \$9,500 for the second academic year, and \$1,500 for the third academic year.

Recommendation

The Committee on Academic Affairs and Licensing recommends that the Commission approve an amendment to the license of ECPI College of Technology to offer in Charleston programs leading to A.A.S. degrees in (1) Computer and Information Science with concentrations in Accounting Administration, Information Technology/Business Systems Administration, Information Technology/Computer Programming, Information Technology/ Networking & Security Management, Information Technology/Web Design, and Medical Administration; (2) Computer Electronics Technology with concentrations in Computer Network Technology and in Wireless Communications; and (3) Health Science with a concentration in Medical Assisting.