

METRO BUSINESS COLLEGE

2009-2010 CATALOG

METRO BUSINESS COLLEGE (MBC) is a private career college. MBC is owned and operated by G.R.H., Inc., a Missouri Corporation whose President is George R. Holske. Metro Business College maintains a corporate office as Metro Education Group at 10777 Sunset Office Drive, Suite 330, St. Louis, Missouri 63127.

MAIN CAMPUS

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1732 North Kingshighway
Cape Girardeau, Missouri 63701-2122
Phone: (573) 334-9181
Toll Free: 1-888-43-METRO
Fax: (573) 334-0617
infocape@metrobusinesscollege.edu

BRANCH CAMPUSES

Metro Business College
1202 East Hwy. 72
Rolla, Missouri 65401-0839
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Toll Free: 1-888-43-METRO
Fax: (573) 364-8077
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Metro Business College
1407 Southwest Boulevard
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Toll Free: 1-888-43-METRO
Fax: (573) 635-6999
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Metro Business College
2132 Tenbrook Road
Arnold, Missouri 63010-1515
Phone: (636) 296-9300
Toll Free: 1-888-43-METRO
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infoarnold@metrobusinesscollege.edu

Our web address is www.metrobusinesscollege.edu

This catalog supersedes all other catalogs as of August, 2009

MESSAGE FROM THE PRESIDENT

Dear Student:

I welcome this opportunity to introduce you to Metro Business College. MBC endeavors to assist each individual in acquiring skills that will enable him/her to compete in today's highly competitive job market. MBC has long been a leader in business and technical education.

Employers demand people who can step into their offices and businesses and do a full day's work from the beginning - people who know and understand how business operates. To meet this need, MBC makes every effort to provide the finest training and education possible. MBC is realistically attuned to the needs of business and industry as well as the rapid technological progress of our day. Programs of study are designed to provide students with skills that are marketable today and with knowledge that will allow them to grow and realize their maximum career potential in the future.

Students learn through a combination of classroom instruction, demonstration, and practical "hands-on" experience. Class size is small and instruction is personalized. Through individual initiative and hard work, each student will learn the skills and knowledge necessary for the job market.

Your future is in your hands. With the help of Metro Business College, your future can be bright and fulfilling. Work hard, study hard, and you can achieve success.

Sincerely,

George R. Holske

George R. Holske
President

INSIDE METRO BUSINESS COLLEGE

MISSION STATEMENT

Metro Business College (MBC) is dedicated to the personal and educational development of each of its students. The programs of study are designed around a philosophy of individualized learning and quality instruction. As an educational and training institution, MBC is concerned not only with the education of our students in specialized training programs, but also with their personal development. We endeavor to prepare men and women to meet career demands and to develop within them a sense of responsibility to their families, to their employers, to their community, and to themselves.

OBJECTIVES

Business and vocational education must continually address the needs of the student preparing for employment. Metro Business College's objectives demand the development of a competent and confident individual whose skills match the needs of employers. Our objectives are:

1. To provide students with an atmosphere conducive to learning.
2. To instruct the student in the basic concepts and practices of each field of study.
3. To provide experience by practical application during a student's education.
4. To prepare each student for at least an entry level position.
5. To aid each student in obtaining employment.
6. To assist and motivate each student in attaining his/her intellectual and vocational potential.
7. To provide students with the skills to enable them to compete successfully in the employment marketplace.

ACCREDITATION, APPROVAL, AND AFFILIATIONS

Metro Business College is proud of its membership, participation, and contribution to a number of organizations. These groups work diligently to preserve high standards of excellence and quality in education.

- CERTIFIED to operate by the Missouri Coordinating Board for Higher Education, 3515 Amazonas Drive, Jefferson City, Missouri 65109. Phone: (573) 751-2361
- ACCREDITED by the Accrediting Council for Independent Colleges and Schools, 750 First Street, NE, Suite 980, Washington, D.C. 20002-4241 to award Certificates, Diplomas, and Associate of Applied Science Degrees. Phone: (202) 336-6780
- APPROVED by the Missouri Department of Elementary and Secondary Education
Veteran Education Section
Division of Vocational Rehabilitation
- APPROVED by the Missouri State Board of Therapeutic Massage for Massage Therapy
- APPROVED by the U.S. Department of Immigration and Naturalization
- MEMBERSHIP in the Missouri Association of Student Financial Aid Professionals
- MEMBERSHIP in the Missouri Association of Private Career Colleges and Schools
- MEMBERSHIP in the Career College Association

CORPORATE STAFF

- PresidentGeorge Holske
- Vice PresidentMary Buckley
- Assistant to the President.....Randy Martin
- Assistant to the Vice President.....Debbie Ellis
- Default Management Coordinator Lisa Fialka

ADMINISTRATIVE PREROGATIVES

Metro Business College reserves the right at any time to add to or delete from any of their programs of study; update and change courses; make faculty changes; modify tuition rates and fees; change or eliminate textbooks; or change any rule or regulation.

EDUCATION BOARD

The Metro Business College Education Board consists of three (3) members including the Director, Education Director and one member of the faculty. (Faculty members will be appointed to preside at the meetings on a rotating basis.)

NOTICE OF NONDISCRIMINATORY POLICY

Metro Business College admits students of any race, religion, color, sex, age, national origin, or disability to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, religion, color, sex, age, disability, national origin, political affiliation or beliefs in administration of its educational policies, admissions policies, and other school-administered programs. MBC's programs are accessible for the disabled. MBC complies with the provisions of the Americans with Disabilities Act.

ADMISSION INFORMATION

ADMISSION PROCEDURES

New Students

Metro Business College is interested in students with a desire to succeed. To be admitted as a regular student, an applicant must be a high school graduate or equivalent or have a General Education Development (GED) Certificate. All applicants must have an interview with an admissions representative of the College and complete an entrance assessment. Persons may be denied admission on the grounds of an unsatisfactory interview or failure to achieve a minimum score on the entrance assessment. The application for admission is submitted to the Director of the College for acceptance when the applicant has completed both the

interview and assessment. Applicants for the Medical Assistant program, Medical Specialist program or Massage Therapy program must submit the Evidence of Good Health form. This form should be on file prior to starting school. Applicants are notified by the Metro Business College Director as to acceptance. MBC reserves the right to reject an applicant for any justifiable reason.

Individuals not using federal financial assistance wishing to register for a single course for academic credit may be admitted without a high school diploma or GED. These individuals may take a maximum of four courses from Metro Business College.

Individuals not using federal financial assistance wishing to register for non-academic credit hours (normally in the evenings) may be admitted without a high school diploma or GED.

Associate of Applied Science Degree Students

Metro Business College Associate of Applied Science Degree programs are offered in Medical Specialist, Business & Computer Specialist, and Medical Billing & Coding Specialist. Students may enroll in these programs during the admissions process.

Students who wish to make application for an Associate of Applied Science Degree program while in a certificate or diploma program may do so anytime after completing their second quarter of training. The student must have a minimum academic cumulative grade point average (CGPA) of 2.50 to be accepted into the Associate of Applied Science Degree program. Students must submit an application to the Director of the College. Students are then notified by the Director as to their acceptance into the Associate of Applied Science Degree program.

ENROLLMENT AND STARTING DATES

Registration is an ongoing process at Metro Business College. MBC will register students on a year round basis. Upon notification of admission, a student must make arrangements with the College for a starting date (see MBC Catalog Supplement). For a student to be considered "enrolled", a Metro Business College Enrollment Contract must be finalized. Any applicable financial aid forms are to be completed at this time.

ORIENTATION

Orientation is held for all new students. Orientation acquaints new students with the rules and procedures of the College and answers questions regarding College activities and operations. The orientation session is conducted informally and allows new students to interact among themselves and with the MBC staff and faculty.

FINANCIAL ASSISTANCE

Metro Business College participates in a number of financial assistance programs. The Financial Aid Office coordinates the benefits of the programs and monitors disbursement of funds.

MBC participates in the Federal PELL Grant Program, the Federal Family Education Loan Program, and the William D. Ford Federal Direct Student Loan Program. In order for the student to apply for financial aid, the student must file the Free Application for Student Financial Aid (FAFSA). The student may apply by filing the FAFSA online at www.fafsa.ed.gov. The student may also apply by meeting with the Financial Aid Coordinator at their chosen campus. The amount of any award may vary from year to year. Financial Aid Awards are disbursed quarterly. Check with the Financial Aid Office at the campus you attend for information.

The Federal PELL Grant is an entitlement program administered by the US Department of Education, which provides grants directly to the student based on need. The amount of the grant is based on family size, income, assets, and the cost of attendance at a given school. Its purpose is to guarantee access and choice to students from families with low and modest incomes. Students interested in obtaining more information about the Federal PELL Grant program may contact the MBC Financial Aid Office.

The Federal Family Education Loan Program and the William D. Ford Direct Loan Program provide low-interest, long-term loans to students and their parents to help meet educational expenses. Federal Subsidized Stafford Loans and Federal Direct Subsidized Stafford Loans are awarded on the basis of financial need. Federal Unsubsidized Stafford Loans and Federal Direct Unsubsidized Loans are designed to provide financial aid to students who do not demonstrate need for the Federal Subsidized Stafford Loan or the Federal Direct Subsidized Stafford Loan. Payments on both the subsidized loan and the unsubsidized loan begin six months after the student completes or leaves their educational program. Any student who borrows student loan funds, regardless of the program, must attend entrance and exit loan counseling as a condition of receiving student loan funds. The counseling sessions may also be accomplished on the Internet at www.mappingyourfuture.org. Students interested in obtaining a student loan should contact the Financial Aid Office. Should a student wish to apply online they may go to www.metrobusinesscollege.edu and apply on Metro's Financial Aid page.

Federal PLUS Loans and Federal Direct PLUS Loans are available to assist qualified parents to borrow in order to pay the education expenses of each dependent student. PLUS loan amounts are limited to the difference between the student's total cost of education and other financial aid the student will receive. A parent may apply online, or through the Financial Aid Office at the campus the student will attend.

Students who receive financial aid through various government programs and other sources should be aware of the rules and regulations that govern a student during training. Although the financial aid may be administered through Metro Business College, the regulations of the program may be stricter and supersede the rules and regulations of MBC.

MBC students receiving financial aid funds must be meeting satisfactory progress in order to continue receiving their awards.

Sixteen \$600 scholarships may be awarded each year. Each campus may award four scholarships. A student wishing to apply for a scholarship should request an application from the financial aid office. The Metro Business College Scholarship is awarded at the rate of \$200 per academic quarter for three quarters (an academic year).

ACADEMIC INFORMATION

CREDIT HOUR DEFINITION

Metro Business College courses are measured in quarter credit hours. An academic quarter credit hour is equivalent to a minimum of 11 lecture hours, 22 laboratory hours, or 33 externship hours of instruction. A MBC course hour is equivalent to 50 minutes of instruction in each 60 minute period.

FOUR DAY SCHOOL WEEK

Metro Business College operates on a four day school week with courses normally meeting Monday through Thursday. Most Fridays are designated as an open day to be used to meet the individual needs of students having difficulty in a particular course or courses. On these days there are no formal course sessions, however instructors are available for students who desire tutoring or other assistance with their course work. Instructors can REQUIRE a student who is doing poorly (D or F work) in a course to attend Friday sessions. Students who are doing well in all their courses (C grades or better) normally will not be required to attend sessions on Fridays.

ACADEMIC STANDARDS

Metro Business College programs of study consist of theoretical concepts and practical applications. Progress tests will be administered by individual instructors at their discretion. Grade reports are issued to the students upon completion of each grading term. Academic standing at MBC is based on the following grading system:

<u>GRADE</u>	<u>RANGE</u>	<u>POINTS</u>
A	100 – 94	4
B	93 – 86	3
C	85 – 78	2
D	77 – 70	1
F	69 – 0	0
I	Incomplete	Not Computed
W	Withdrawal	Not Computed
L	Leave	Not Computed
TO	Test Out	Not Computed
Tr	Transfer	Not Computed

“F” Course Failure - Recognizing the need for special instruction and/or tutoring to prevent failing a course is the responsibility of the student. A course failure is a grade of “F”. Should a student receive a failing grade, it becomes part of the student’s record until the course has been re-taken and successfully completed. The repeat grade will replace the original grade on the student’s record and will be used in re-computing the cumulative grade point average. The student must re-take and pay additional tuition for any required course that was failed. If the course is a required course, it must be repeated successfully to qualify for graduation. If the failed course is a prerequisite for other courses, no subsequent course may be taken until the failed course has been re-taken and successfully completed.

“I” Incomplete - If a student is unable to complete the assigned work during the regular course due to extenuating circumstances such as extended illness, personal tragedy, accident, or a death in the immediate family, a mark of “I” may be assigned by the course instructor, with the approval of the Education Director. An Incomplete must be successfully completed by the end of the following quarter. The course work and the method of make-up that must be completed are determined by the instructor. If the Incomplete is not finished by the end of the following quarter, the grade will be converted to an “F”. It is the student’s responsibility to complete this work.

“W” Withdrawal - A student may withdraw from a course up to the end of the fourth week and receive a “W” which will be recorded on the student transcript. Withdrawal after the fourth week will result in an automatic “F”. A student wishing to withdraw from any course(s) is responsible for submitting a formal withdrawal form and having it approved by the Education Director.

“L” Leave - A student may request a leave of absence during the quarter. Generally, a student requesting a leave of absence would do so if unexpected circumstances beyond a student’s control develop preventing continued attendance in all classes. Examples would include serious illness, death in the immediate family, etc. A grade of “L” is given for any courses that the student is taking during that quarter. Any leave of absence and grade of “L” must be approved by the Campus Director or the Education Director. If a student fails to return on or before the end of the LOA, the school will treat the student as a withdrawal.

MID-TERM GRADES

Student progress is reviewed at mid-term and at the end of each quarter. Mid-term reviews consist of grade deficiencies (a letter grade of “D” or below in a course), which will be communicated to the student.

GRADUATION REQUIREMENTS

In order to graduate from Metro Business College, a student must have earned a minimum cumulative grade point average (CGPA) of 2.00 and have successfully completed the required number of courses in their program of study within the maximum number of credits that may be attempted. Medical students must complete the core courses (those with a MED prefix) with a minimum of a “C” to graduate. Massage Therapy students must complete the core courses (those with a MED and MST prefix) with a minimum of a “C” to graduate.

Students satisfactorily completing their program of study will receive the applicable Certificate, Diploma, or Associate of Applied Science Degree. No student will be allowed to graduate with an “F” in any required course without re-taking the course and successfully completing it.

In order to graduate, all payments by the student must be current. Any fee or tuition not paid will automatically delay the release of a student’s transcript, grades, Certificate, Diploma, or Associate of Applied Science Degree until all obligations have been met.

SATISFACTORY ACADEMIC PROGRESS

Metro Business College students have the primary responsibility for their own academic progress. The student must maintain satisfactory academic progress in order to remain eligible to continue as a regularly enrolled student. In addition, satisfactory academic progress must be maintained in order to remain eligible to continue receiving federal financial assistance.

Cumulative Grade Point Average (CGPA) Requirements

Students must meet specific cumulative grade point average requirements at specific points during their enrollment in order to be considered to be making satisfactory academic progress. These requirements are noted in the table that follows, along with Rate of Progress requirements. These will be reviewed at the end of each academic quarter to determine if the student's CGPA is in compliance.

Rate of Progress Toward Completion Requirements

In addition to the CGPA requirements, a student must successfully complete a certain percentage of the credits attempted to be considered to be making satisfactory academic progress. Credits attempted are defined as those credits for which students are enrolled at the end of the add/drop period of an academic term. These percentage requirements are noted in the following table, along with CGPA requirements. As with the determination of CGPA, the percentage completion requirements will be reviewed at the end of each academic quarter to determine if the student is progressing satisfactorily.

Maximum Time In Which To Complete

A student is not allowed more than 1.5 times or 150% of the standard length of the program in which to complete the requirements for graduation. This will be measured by limiting students to attempting 1.5 times or 150% of the number of credits in their program of study. Rate of progress measurements are to assure that students are progressing at a rate that will enable them to complete their programs within the maximum time frame. Maximum allowable attempted credits are noted in the program of study listings on page 18.

A MBC student's progress is considered satisfactory when meeting the following minimum requirements:

<u>Total Number of Credits Attempted</u>	<u>*Rate of Progress Earned/Attempted</u>	<u>Minimum **CGPA</u>
1 – 22	55%	1.50
23 – 42	60%	1.75
43 – 62	65%	2.00
63 – 82	75%	2.00
83 – 160	75%	2.00

* Rate of progress toward completion requirements

** Cumulative grade point average

In addition to the above, it is Metro policy that the student must attain a minimum CGPA of 1.75 and a rate of progress of 60% at the end of their first academic year. The student must attain a minimum CGPA of 2.00 and a rate of progress of 75% at the end of their second academic year.

Academic Probation

A student will be placed on academic probation when their rate of progress or cumulative grade point average (CGPA) is less than the minimum at the close of any quarter. During the period of academic probation students are considered to be making satisfactory progress for financial aid eligibility.

Students on academic probation must participate in academic advising as deemed necessary by the MBC Education Director. In addition, the student may be asked to participate in extra tutorial sessions. Students who fail to comply with these requirements are subject to academic dismissal even though their rate of progress or CGPA may be above the dismissal level.

A student on academic probation who does not achieve the minimum rate of progress or cumulative grade point average (CGPA) at the close of the probationary quarter will be academically dismissed. Academically dismissed students are not allowed to make application for re-admission for at least one full quarter following dismissal. Students who are academically dismissed for a second time are not eligible for re-admission to Metro Business College.

A student may appeal academic dismissal if they feel that the academic dismissal was caused by extenuating circumstances such as extended illness, personal tragedy, accident, a death in the immediate family, or other special circumstances (see appeal procedure on page 15).

One Quarter (25%) And Midpoint (50%) Standards For Maximum Time To Complete

All students must complete their program of study in the maximum time frame allowed by Metro Business College (see Maximum Time in Which to Complete). In addition, at the one quarter (25%) point of the maximum time frame, a student must have at least a CGPA of 1.50 and a time progress standard of 55% successful completion of credit hours attempted. If a student falls below either of these standards, they are automatically placed on academic probation.

A student must have at least a CGPA of 2.00 and a time progress standard of 65% successful completion of credit hours attempted at the midpoint (50%) of his/her maximum time frame. If a student falls below either of these standards they will be academically dismissed. Academically dismissed students are not allowed to make application for re-admission for at least one full quarter following dismissal.

A student may appeal dismissal at the level of Education Director (see Appeal Procedure) if they feel that the dismissal was caused by extenuating circumstances such as extended illness, personal tragedy, accident, a death in the immediate family, or other special circumstances.

Application of Grades and Credits

For calculating rate of progress, grades of "F" (Course Failure), "W" (Withdrawal), and "L" (Leave) are counted as hours attempted, but are not counted as hours successfully completed. Grades of "I" (Incomplete) will also be counted as hours attempted, but not as hours successfully completed; however, when the "I" is replaced with a letter grade, the CGPA and satisfactory progress determination will be recalculated based on that letter grade and the credits earned.

A grade for a repeated course replaces the original grade in the calculation of CGPA; however, the original course credits remain included in the total number of credits attempted in order to determine the required progress level. The original credits are considered as not successfully completed.

Transfer credits are not included in the calculation of CGPA, but are included in the total number of credits attempted in order to determine the required levels of CGPA and rate of progress. Transfer credits are included as credits attempted and successfully completed in calculating the rate of progress.

WITHDRAWAL POLICY

Any student who desires to withdraw from MBC during a quarter must do so in writing through the Campus Director. Merely ceasing to attend classes does not constitute a withdrawal and will result in termination due to excessive absenteeism.

SATISFACTORY PROGRESS AND FINANCIAL ASSISTANCE REQUIREMENTS

Students must meet the standards of satisfactory progress in order to remain eligible to receive financial assistance as well as to remain a Metro Business College student.

Satisfactory academic progress for purposes of determining continuing federal financial assistance is determined by applying the CGPA requirements, rate of progress requirements, maximum completion time restrictions, probation provisions, academic dismissal, and appeals procedures as outlined in the satisfactory academic progress section of this catalog.

Students on academic probation are considered to be maintaining satisfactory academic progress and are eligible to continue receiving federal financial assistance. Students who have been academically dismissed are no longer active students and are ineligible for federal financial assistance. Reinstatement of financial assistance eligibility will occur only after re-admittance following dismissal or in the event the student's appeal results in re-admittance.

RE-ADMISSION POLICY

Students who wish to re-enter Metro Business College following a lapse in enrollment must submit an application for re-admission. The MBC Education Board must approve all re-admissions.

RE-ADMISSION POLICY FOLLOWING ACADEMIC DISMISSAL

Students returning to MBC after academic dismissal must submit an application for re-admission. The MBC Education Board must approve the re-admission. If (in the opinion of the MBC Education Board) it is highly improbable or mathematically impossible for the student to improve above the minimum standards within the first quarter of re-admission, the student will not be re-admitted.

Students re-admitted will be on probation. Students are ineligible for federal financial assistance, and must bring their CGPA or rate of progress up to the minimum standards by the end of the first academic quarter after being re-admitted. In addition, during the academic probation quarter a midterm grade point average (GPA) of 2.00 is required to remain in school and to qualify for federal financial assistance the following quarter. If at the end of the academic probation quarter the student has progressed above the rate of progress and cumulative grade point (CGPA) minimums they are eligible for federal financial assistance the following academic quarter, and are considered a regular student, but must remain on probation for one additional academic quarter. If the student does not have a midterm grade point average (GPA) of 2.00 they will be academically dismissed a second time. Students who have been academically dismissed a second time are not eligible for re-admission to Metro Business College.

TRANSFER OF CREDITS

The programs of study at Metro Business College are essentially terminal in nature and most graduates go directly into employment upon graduation. Credits may be transferred within the Metro system. Transfer of credit from other colleges will be reviewed for acceptance. Transfer students must have official transcripts from each college or university attended sent to Metro Business College. Failure to indicate previous college attendance will subject the student to dismissal from MBC. Grades must be a 3.00 or higher (based on a 4.00 scale or equivalent) to be acceptable for transfer. Credit hours transferred must be equivalent in content and length and appropriate for the Metro Business College curriculum. Transferred grades are not computed in the student's grade point average. Maximum time frames will be adjusted according to the number of credits that MBC accepts from other institutions. To receive an academic award from MBC, the student must complete a minimum of 50% of the required courses in their program of study at MBC.

CREDIT BY EXAMINATION (TEST OUT)

Students or applicants who believe that they have sufficient background to have the equivalent competency of any given course at Metro Business College may challenge the course by examination. Appropriate credit will be given upon satisfactory completion of the examination with a grade of "B" or better. The maximum number of credit by examination hours cannot exceed the equivalent credit hours for one Metro Business College quarter within the student's program of study. Successful challenges by examination do not reduce the stated course tuition, unless the student is successful in challenging the maximum number of credit hours by examination. Maximum time frames will be adjusted according to the number of credits that the MBC student successfully challenges.

REPEATING A COURSE

Metro Business College faculty and staff will work closely with students to avoid having the student repeat courses. A student must repeat a course in which he/she has received a grade of "F". Students might also be required to repeat a course in order to raise their overall grade point average. When a course is repeated, the student will be charged for tuition and appropriate fees. The repeat grade will replace the original grade on the student's record and will be used in re-computing the cumulative grade point average.

ATTENDANCE POLICY

It is a Metro Business College belief that regular and punctual attendance is important. Any absence, tardy, or early exit is recorded. Excessive absenteeism, as defined by the school, may reflect upon the student's grade and/or in extreme cases may lead to dismissal from the course. Any student whose absentee rate is 18 percent or higher in a class may be terminated from that class.

LEAVES OF ABSENCE

A Metro Business College student is allowed to request a Leave of Absence (LOA) due to medical or personal circumstances that prevent continued attendance at all classes. In order to be approved for a LOA the student must meet with the Campus Director or Education Director to determine that there is a reasonable expectation that the student will return to school.

The student must provide a written, signed and dated request prior to the LOA being granted. The request must include the specific reason for the student's LOA.

A student must apply in advance for an LOA unless unforeseen circumstances such as an automobile accident prevent the student from doing so. An LOA may be granted without a written request in these instances if the school receives the request from the student at a later date.

The LOA together with any additional leaves of absence may not exceed a total of 180 days in any 12-month period. The 12-month period begins on the first day of the student's initial LOA. The maximum time frame of 180 days also includes weekends and scheduled breaks. The student will not incur any additional charges for the LOA and will be permitted to complete the coursework begun prior to the LOA. The student must meet with financial aid personnel to determine the effect that an LOA has on Title IV repayment terms.

While a student is on an approved Leave of Absence he/she is not required to be treated as a withdrawal. If the student fails to return on or before the end of an approved LOA, or if a student takes a LOA that does not meet the criteria described above, the school will treat the student as a withdrawal.

MAKE-UP TIME POLICY

Since courses vary in structure and content, each instructor may set their own policy on make-up work. It is expected that students who are still having difficulty in a course after attending the regular four-day week will take advantage of Fridays. Massage Therapy students must make-up all required hours to complete their program. The College instructors will be available from 8:00 a.m. to noon on Friday to work with students for additional study and help. The College equipment and materials are accessible to students from 8:00 a.m. to 4:30 p.m. when staff is present.

ACADEMIC HONOR LIST

In recognition of scholastic achievement, full-time Metro Business College students who earn at least a 3.5 grade point average (GPA) are placed on the academic honor list at the end of each quarter.

TRANSCRIPTS

Metro Business College graduates may request an official transcript to be sent to businesses or other institutions directly. Graduates may request an unofficial transcript for their personal use. No requests for transcript will be accepted by telephone. No transcript will be released unless all financial obligations to the College have been met. Request for transcript should be made in writing to the Education Director. There will be no charge for the first two transcript requests. There is a \$2.00 charge for any additional transcript requests.

COURSE NUMBER SYSTEM

Numbers with three letter prefixes identifies Metro Business College courses. Courses with numbers between 100-199 are usually taken during the first four quarters of a program. Courses with numbers over 200 are usually taken during the last few quarters of a program. The letter prefixes identify the type of course:

ACC = Accounting
BUS = Business
DPR = Computer
ENG = English
GEN = General Education
KEY = Keyboarding
MED = Medical
MST = Massage Therapy

GENERAL REGULATIONS

RULES AND REGULATIONS

All students are required during orientation to review and accept a set of rules and regulations. Students are expected to abide by these guidelines during training and may be subject to dismissal if they do not. The Rules and Regulations are basically a re-statement of policies in the college catalog and are built upon three simple concepts:

1. A student must pursue a course of instruction which progresses to a point of proficiency. A student should strive to utilize his/her potential.
2. Attendance is essential. Training is similar to a work environment where daily attendance and punctuality are important work habits.
3. No student shall act in a manner that disrupts the school or endangers themselves or others.

STUDENT CONDUCT

Students are expected to conduct themselves in an orderly manner at all times. There will be no drinking of alcohol, gambling, or drug use on College grounds. Smoking is prohibited inside all Metro Business College buildings. Students may smoke outside the school in designated areas only. Any student whose behavior is illegal or considered to be disruptive to normal College activities may be dismissed immediately. Illegal misconduct will be reported to the appropriate authorities. Students are expected to observe all laboratory and classroom practices and safety procedures. Any behavior endangering the safety of the student or others may be considered grounds for dismissal from the College.

APPEAL/COMPLAINT/GRIEVANCE PROCEDURE

Each student has the opportunity to appeal, in writing, any and all objections that he/she may have in regard to his/her education at MBC. This procedure is as follows:

The appeal and documentation should be presented to the instructor in written form within three days from the date of the incident. The instructor will answer in writing within three days of receipt of the appeal. If the student is not satisfied with the instructor's decision, the student has the right to appeal to the Education Director. This procedure can be carried to the level of Director and then to the level of the Education Board. The Education Board decision is final. This procedure is to be started at the appropriate level (such as a student who wishes to appeal dismissal should start at the Education Director level). This procedure

must be done by the student only. No petition by more than one student or a group of students will be considered as an official appeal. Students not satisfied with the MBC Appeal/Complaint/Grievance Process may pursue further resolution of complaints through the following agencies:

Coordinating Board for Higher Education
3515 Amazonas Drive
Jefferson City, Missouri 65109

Accrediting Council for Independent Colleges and Schools
750 First Street, NE Suite 980
Washington, DC 20002

PLAGIARISM/CHEATING

The attempt by any student to present as his/her own work, which he/she has not honestly performed, or to pass any examination by improper means is regarded as a most serious offense and is a cause for administrative action, up to and including immediate dismissal. The aiding and abetting of a student in any dishonest or plagiaristic act will be treated as the same offense and will be grounds for administrative action, up to and including immediate dismissal.

PERSONAL PROPERTY

Metro Business College assumes no responsibility whatsoever for loss or damage to a student's personal property; or for any damage to any car or vehicle; or for loss by theft of any vehicle or any of its contents, in, on, or adjacent to College property.

HOLIDAYS

Metro Business College holidays are included in the Academic Calendar (see MBC Catalog Supplement).

CANCELLATION OF CLASSES

Local radio and television stations will be contacted in case of school cancellations due to bad weather, emergencies, or other reasons deemed necessary by the College.

PARKING

Metro Business College has parking adjoining its facilities. If the parking areas are full, it is the responsibility of the student to find a legal parking area. **DO NOT PARK IN RESTRICTED AREAS BELONGING TO OTHER BUSINESSES OR INDIVIDUALS.** Any fines or towing expenses incurred for parking violations will be the responsibility of the student. MBC assumes no responsibility for vandalism, accidents, or damage to automobiles parked on school property. Students should carry their own insurance to protect them from such occurrences.

PERSONAL CALLS

On all incoming phone calls for students, a number will be taken so the student can return the call at break time. No student will be interrupted in class for a phone call unless it is an emergency. Cell phones must be turned off or set to vibrate in the classrooms.

STUDENT RECORDS

Metro Business College adheres to the provisions of the "Family Educational Rights and Privacy Act of 1974." Student educational records are confidential. Records of each student's grades are kept on permanent file at the College. These records are often referred to when supplying information to legitimate sources.

The student has the right to inspect, review, and in some cases, challenge the records kept. No educational information will be given to third parties, including grade reports to parents, unless authorized by law or in writing by the student. Parents of dependent students (as defined by the Internal Revenue Service code) may obtain grade reports. A student will be informed of any request from a third party for information.

STUDENT SERVICES

ACADEMIC COUNSELING

Metro Business College is concerned not only with career preparation but with the complete well-being of each student. The entire College staff is available to assist students whenever possible. The administrative staff offers counseling in housing, financial assistance, and placement after graduation. Students are encouraged to seek help from the instructors and staff.

STUDENT COUNSELING SERVICES

A Student Resource Program is available to assist students outside the classroom. This is a no cost and confidential service with on-line services, 24 hour telephone coaching and direct counseling with a licensed counselor for any personal or resource need that may or may not interfere with student success during their college career. Please call 800-765-9124 or log on to www.worklifetools.com for assistance with relationship issues, housing or transportation needs, parenting concerns or any other life challenge.

CONTINUOUS PLACEMENT ASSISTANCE

A career requires planning and initiative, which only becomes a reality with the direction and assistance of experienced Career Services Personnel. Therefore, to help achieve the individual student's career aspirations, continuous placement assistance is offered to every student at no additional cost during schooling or after graduation. Each prospective graduate is an individual and has his/her own motivational drive in regard to displaying the acceptable talents required by companies that hire business college graduates. The Metro Business College Career Services Department offers career counseling for each student and job placement assistance for every graduate. **THE MBC OFFICE OF CAREER SERVICES CANNOT LEGALLY GUARANTEE PLACEMENT OR STARTING SALARIES, AND THEREFORE CANNOT BE HELD RESPONSIBLE FOR OBTAINING EMPLOYMENT FOR STUDENTS.** The MBC staff maintains constant contact with potential employers. MBC Career Services entitles all graduates to placement assistance that is continually attuned to the best employment situations and opportunities in the area.

HOUSING ASSISTANCE

Metro Business College does not own or maintain any student housing. MBC will assist students who are in need of housing. Students should indicate the need for housing during the admissions process. Students and their parents/spouses are, however, solely responsible for housing arrangements, as well as the student's security and safety.

STUDENT ACTIVITIES

Student activities at Metro Business College are devoted to the overall social and educational development of the student body. The social functions are varied to provide many exciting opportunities for participation for each student. Many of these College activities allow students to initiate friendships, which often continue beyond graduation and develop into lifelong relationships. Among the many opportunities available to our students are individual club activities, outings, and picnics. Students are encouraged to participate in charitable activities that benefit others in their community.

TRANSPORTATION ASSISTANCE

The College will provide assistance to students experiencing difficulty in getting to/from school. This assistance may be in the form of car-pooling information. The College will assist students to identify other MBC students commuting from the same geographic areas. Car-pooling and other transportation arrangements are solely the responsibility of the students involved.

PROGRAMS OF STUDY

Metro Business College awards Certificates in the following Programs of Study:

ADMINISTRATIVE ASSISTANT: A Metro Business College Certificate for Administrative Assistant is awarded to a student who successfully completes all the graduation requirements or its equivalent. The Administrative Assistant Certificate curriculum consists of 51 credit hours and normally takes three (3) quarters to complete. A student may attempt no more than 77 credit hours, or 1.5 times the standard length of the program, to complete this program of study.

MASSAGE THERAPY: A Metro Business College Certificate for Massage Therapy is awarded to a student who successfully completes all the graduation requirements or its equivalent. The Massage Therapy Certificate curriculum consists of 61 credit hours and normally takes three (3) quarters to complete. A student may attempt no more than 92 credit hours, or 1.5 times the standard length of the program, to complete this program of study.

MEDICAL ASSISTANT: A Metro Business College Certificate for Medical Assistant is awarded to a student who successfully completes all the graduation requirements or its equivalent. The Medical Assistant Certificate curriculum consists of 66 credit hours and normally takes three (3) quarters to complete the classroom training plus a 200 hour externship. A student may attempt no more than 99 credit hours, or 1.5 times the standard length of the program, to complete this program of study.

Metro Business College awards Diplomas in the following Programs of Study:

BUSINESS & COMPUTER ASSISTANT: A Metro Business College Diploma in Business & Computer Assistant is awarded to a student who successfully completes all the graduation requirements or its equivalent. The Business & Computer Assistant Diploma curriculum consists of 69 credit hours and normally takes four (4) quarters to complete. A student may attempt no more than 103 credit hours, or 1.5 times the standard length of the program, to complete this program of study.

MEDICAL OFFICE ASSISTANT: A Metro Business College Diploma for Medical Office Assistant is awarded to a student who successfully completes all the graduation requirements or its equivalent. The Medical Office Assistant Diploma curriculum consists of 76 credit hours and normally takes four (4) quarters to complete. A student may attempt no more than 114 credit hours, or 1.5 times the standard length of the program, to complete this program of study.

Metro Business College awards Associate of Applied Science Degrees in the following Programs of Study:

BUSINESS & COMPUTER SPECIALIST: The Metro Business College Associate of Applied Science Degree in Business & Computer Specialist is awarded to a student who successfully completes all the graduation requirements or its equivalent. The Business & Computer Specialist Associate of Applied Science Degree consists of 105 credit hours and normally takes six (6) quarters to complete. A student may attempt no more than 158 credit hours, or 1.5 times the standard length of the program, to complete this program of study.

MEDICAL SPECIALIST: The Metro Business College Associate of Applied Science Degree for Medical Specialist is awarded to a student who successfully completes all the graduation requirements or its equivalent. The Medical Specialist Associate of Applied Science Degree consists of 104 credit hours and normally takes five (5) quarters to complete the classroom training plus a 200 hour externship. A student may attempt no more than 156 credit hours, or 1.5 times the standard length of the program, to complete this program of study.

MEDICAL BILLING & CODING SPECIALIST: The Metro Business College Associate of Applied Science Degree for Medical Billing & Coding Specialist is awarded to a student who successfully completes all the graduation requirements or its equivalent. The Medical Billing & Coding Specialist Degree consists of 105 credit hours and normally takes six (6) quarters of full-time classroom attendance and completion of a 100 hour externship during the final quarter of attendance. A student may attempt no more than 158 credit hours, or 1.5 times the standard length of the program, to complete this program of study.

NOTE: These programs are offered at each Metro Business College Campus. Evening classes are offered in Jefferson City, Arnold and Cape Girardeau and normally take one quarter longer to complete than the daytime programs.

ADMINISTRATIVE ASSISTANT
CERTIFICATE
51 CREDIT HOURS

The Administrative Assistant Certificate curriculum is designed to give the student the necessary education, training, and skills to obtain an entry-level position in the secretarial/administrative assistant field. This program of study normally takes three (3) quarters to complete.

Course #	Course Description	Credit Hr.
ACC100	ACCOUNTING I	4
BUS100	PERSONAL DEVELOPMENT	4
BUS110	OFFICE PROCEDURES & RECORDS MANAGEMENT	4
BUS120	BUSINESS COMMUNICATIONS	4
BUS200	CAREER MANAGEMENT SKILLS	4
DPR120	COMPUTER I	4
DPR160	COMPUTER II	4
DPR240	WEB PAGE & VISUAL DESIGN PRINCIPLES	3
ENG101	ENGLISH FUNDAMENTALS	2
GEN110	ENGLISH	4
GEN130	MATHEMATICS	4
GEN140	ECONOMICS	2
KEY100	KEYBOARDING I	3
KEY150	KEYBOARDING II	3
KEY200	KEYBOARDING III	2

Courses are not taught in the order listed. Metro Business College reserves the right to change courses, add or delete courses, or substitute courses to improve or upgrade the curriculum at any time.

MASSAGE THERAPY
CERTIFICATE
61 CREDIT HOURS

The Massage Therapy Certificate curriculum is designed to give the student the necessary education, training, and skills to obtain an entry-level position in the therapeutic massage field. Students must complete the core courses (those with a MED and MST prefix) with a minimum of a "C" to graduate.

Massage Therapists in the State of Missouri are required to graduate from an approved massage therapy program and sit for a National Certification Exam in order to obtain licensure. The student must apply for a student license during the program for the purpose of practicing massage therapy on the public. Metro Business College will submit this application for the student license on behalf of the student. The responsibility of applying for the National Exam and Licensure through the State Board is the responsibility of the graduate. This program of study normally takes three (3) quarters to complete.

Course #	Course Description	Credit Hr.
BUS100	PERSONAL DEVELOPMENT	4
BUS200	CAREER MANAGEMENT SKILLS	4
DPR120	COMPUTER I	4
ENG101	ENGLISH FUNDAMENTALS	2
MED100	MEDICAL TERMINOLOGY I	4
MED110	ANATOMY & PHYSIOLOGY I	4
MED210	ANATOMY & PHYSIOLOGY II	4
MED215	ANATOMY & PHYSIOLOGY III	2
MST100	KINESIOLOGY	2
MST110	MASSAGE THERAPY THEORY I	4
MST150	MASSAGE THERAPY LAB I	5
MST210	MASSAGE THERAPY THEORY II	4
MST250	MASSAGE THERAPY LAB II	5
MST260	MASSAGE THERAPY THEORY III	4
MST270	MASSAGE THERAPY LAB III	5
MST290	PROFESSIONAL BUSINESS DEVELOPMENT	4

Courses are not taught in the order listed. Metro Business College reserves the right to change courses, add or delete courses, or substitute courses to improve or upgrade the curriculum at any time.

MEDICAL ASSISTANT
CERTIFICATE
66 CREDIT HOURS

The Medical Assistant Certificate curriculum is designed to give the student the necessary education, training, and skills to obtain an entry-level position in the medical assisting field. Students must complete the core courses (those with a MED prefix) with a minimum of a "C" to graduate. This program of study normally takes three (3) quarters to complete plus a 200 hour externship.

Course #	Course Description	Credit Hr.
BUS100	PERSONAL DEVELOPMENT	4
BUS200	CAREER MANAGEMENT SKILLS	4
DPR120	COMPUTER I	4
ENG101	ENGLISH FUNDAMENTALS	2
KEY100	KEYBOARDING I	3
KEY150	KEYBOARDING II	3
MED100	MEDICAL TERMINOLOGY I	4
MED110	ANATOMY AND PHYSIOLOGY I	4
MED130	MEDICAL TRANSCRIPTION	2
MED131	PHARMACOLOGY I	2
MED140	MEDICAL OFFICE PROCEDURES	4
MED150	MEDICAL CLINICAL PROCEDURES I	5
MED200	MEDICAL TERMINOLOGY II	2
MED210	ANATOMY AND PHYSIOLOGY II	4
MED245	PHARMACOLOGY II	4
MED255	MEDICAL CLINICAL PROCEDURES II	5
MED260	MEDICAL INSURANCE CODING I	4
MED290	MEDICAL EXTERNSHIP	6

Courses are not taught in the order listed. Metro Business College reserves the right to change courses, add or delete courses, or substitute courses to improve or upgrade the curriculum at any time.

BUSINESS & COMPUTER ASSISTANT
DIPLOMA
69 CREDIT HOURS

The Business & Computer Assistant Diploma curriculum is designed to give the student the necessary education, training, and skills to obtain an entry-level position in the business information processing field. This program of study normally takes four (4) quarters to complete.

Course #	Course Description	Credit Hr.
ACC100	ACCOUNTING I	4
ACC200	ACCOUNTING II	4
BUS100	PERSONAL DEVELOPMENT	4
BUS110	OFFICE PROCEDURES & RECORDS MANAGEMENT	4
BUS120	BUSINESS COMMUNICATIONS	4
BUS130	BUSINESS LAW	4
BUS200	CAREER MANAGEMENT SKILLS	4
DPR120	COMPUTER I	4
DPR160	COMPUTER II	4
DPR220	COMPUTER III	4
DPR240	WEB PAGE & VISUAL DESIGN PRINCIPLES	3
ENG101	ENGLISH FUNDAMENTALS	2
GEN110	ENGLISH	4
GEN121	COMPOSITION	2
GEN130	MATHEMATICS	4
GEN140	ECONOMICS	2
GEN160	COMMUNICATION ARTS	4
KEY100	KEYBOARDING I	3
KEY150	KEYBOARDING II	3
KEY200	KEYBOARDING III	2

Courses are not taught in the order listed. Metro Business College reserves the right to change courses, add or delete courses, or substitute courses to improve or upgrade the curriculum at any time.

MEDICAL OFFICE ASSISTANT
DIPLOMA
76 CREDIT HOURS

The Medical Office Assistant Diploma curriculum is designed to give the student the necessary education, training, and skills to obtain an entry-level position in the medical office field. Students must complete the core courses (those with a MED prefix) with a minimum of a "C" to graduate. This program of study normally takes four (4) quarters to complete.

Course #	Course Description	Credit Hr.
ACC100	ACCOUNTING I	4
BUS100	PERSONAL DEVELOPMENT	4
BUS200	CAREER MANAGEMENT SKILLS	4
DPR120	COMPUTER I	4
DPR160	COMPUTER II	4
DPR220	COMPUTER III	4
ENG101	ENGLISH FUNDAMENTALS	2
GEN110	ENGLISH	4
GEN121	COMPOSITION	2
GEN130	MATHEMATICS	4
KEY100	KEYBOARDING I	3
KEY150	KEYBOARDING II	3
KEY200	KEYBOARDING III	2
MED100	MEDICAL TERMINOLOGY I	4
MED110	ANATOMY AND PHYSIOLOGY I	4
MED130	MEDICAL TRANSCRIPTION	2
MED140	MEDICAL OFFICE PROCEDURES	4
MED200	MEDICAL TERMINOLOGY II	2
MED210	ANATOMY AND PHYSIOLOGY II	4
MED260	MEDICAL INSURANCE CODING I	4
MED265	MEDICAL INSURANCE CODING II	4
MED269	MEDICAL INSURANCE CODING III	4

Courses are not taught in the order listed. Metro Business College reserves the right to change courses, add or delete courses, or substitute courses to improve or upgrade the curriculum at any time.

BUSINESS & COMPUTER SPECIALIST
ASSOCIATE OF APPLIED SCIENCE DEGREE
105 CREDIT HOURS

The Business & Computer Specialist AAS Degree is designed to give students additional employment opportunities in the business and computer field. Chances for employment are further enhanced by completion of this program and normally provide rapid advancement opportunities. Students taking this program during the day will receive a laptop computer during the fourth quarter of the program. Students taking this program in the evening will receive a laptop computer during the fifth quarter of the program. A student will not receive the laptop computer if they are on probation for any reason. If a student reenters MBC, the student must attend one quarter to be eligible for the laptop computer. This program of study normally takes six (6) quarters to complete.

Course #	Course Description	Credit Hr.
ACC100	ACCOUNTING I	4
ACC200	ACCOUNTING II	4
ACC250	ACCOUNTING INDEPENDENT STUDY	2
BUS100	PERSONAL DEVELOPMENT	4
BUS110	OFFICE PROCEDURES & RECORDS MANAGEMENT	4
BUS120	BUSINESS COMMUNICATIONS	4
BUS130	BUSINESS LAW	4
BUS150	MANAGEMENT THEORY	4
BUS200	CAREER MANAGEMENT SKILLS	4
BUS205	PSYCHOLOGY OF THE WORKPLACE	4
DPR120	COMPUTER I	4
DPR160	COMPUTER II	4
DPR220	COMPUTER III	4
DPR240	WEB PAGE AND VISUAL DESIGN PRINCIPLES	3
DPR245	DESKTOP PUBLISHING	3
DPR250	COMPUTER APPLICATIONS	3
DPR275	COMPUTERIZED FINANCE	3
DPR280	COMPUTER INDEPENDENT STUDY	1
ENG101	ENGLISH FUNDAMENTALS	2
GEN110	ENGLISH	4
GEN121	COMPOSITION	2
GEN130	MATHEMATICS	4
GEN140	ECONOMICS	2
GEN160	COMMUNICATION ARTS	4
KEY100	KEYBOARDING I	3
KEY150	KEYBOARDING II	3
KEY200	KEYBOARDING III	2

Select courses from the following list for a total of 16 credit hours:

BUS210	SMALL BUSINESS MANAGEMENT	4
BUS215	SALES AND CUSTOMER SERVICE	4
BUS220	RETAIL MANAGEMENT	4
BUS235	HUMAN RESOURCES MANAGEMENT	4
BUS250	CONFERENCE, MEETING & HOSPITALITY MANAGEMENT	4
DPR180	COMPUTER MAINTENANCE I	4
DPR261	COMPUTER MAINTENANCE II	4
DPR290	COMPUTER EXTERNSHIP	4

Courses are not taught in the order listed. Metro Business College reserves the right to change courses, add or delete courses, or substitute courses to improve or upgrade the curriculum at any time.

MEDICAL SPECIALIST
ASSOCIATE OF APPLIED SCIENCE DEGREE
104 CREDIT HOURS

The Medical Specialist AAS Degree is designed to give students additional employment opportunities in the health care field. Chances for employment are further enhanced by the completion of this program and normally provide rapid advancement opportunities. Students must complete the core courses (those with a MED prefix) with a minimum of a "C" to graduate. This program of study normally takes five (5) quarters to complete plus a 200 hour medical externship.

Course #	Course Description	Credit Hr.
ACC100	ACCOUNTING I	4
BUS100	PERSONAL DEVELOPMENT	4
BUS200	CAREER MANAGEMENT SKILLS	4
DPR120	COMPUTER I	4
DPR160	COMPUTER II	4
DPR220	COMPUTER III	4
ENG101	ENGLISH FUNDAMENTALS	2
GEN110	ENGLISH	4
GEN121	COMPOSITION	2
GEN130	MATHEMATICS	4
GEN140	ECONOMICS	2
GEN160	COMMUNICATION ARTS	4
KEY100	KEYBOARDING I	3
KEY150	KEYBOARDING II	3
KEY200	KEYBOARDING III	2
MED100	MEDICAL TERMINOLOGY I	4
MED110	ANATOMY AND PHYSIOLOGY I	4
MED130	MEDICAL TRANSCRIPTION	2
MED131	PHARMACOLOGY I	2
MED140	MEDICAL OFFICE PROCEDURES	4
MED150	MEDICAL CLINICAL PROCEDURES I	5
MED200	MEDICAL TERMINOLOGY II	2
MED210	ANATOMY AND PHYSIOLOGY II	4
MED245	PHARMACOLOGY II	4
MED255	MEDICAL CLINICAL PROCEDURES II	5
MED260	MEDICAL INSURANCE CODING I	4
MED265	MEDICAL INSURANCE CODING II	4
MED269	MEDICAL INSURANCE CODING III	4
MED290	MEDICAL EXTERNSHIP	6

Courses are not taught in the order listed. Metro Business College reserves the right to change courses, add or delete courses, or substitute courses to improve or upgrade the curriculum at any time.

MEDICAL BILLING & CODING SPECIALIST
ASSOCIATE OF APPLIED SCIENCE DEGREE
105 CREDIT HOURS

The Medical Billing & Coding Specialist AAS Degree is designed to give students the necessary education, training, and skills to obtain an entry-level position in the field of medical coding. Students must complete the core courses (those with a MED prefix) with a minimum of a "C" to graduate. Students taking this program in the day will receive a laptop computer during the fourth quarter of attendance. Students attending this program in the evening will receive a laptop computer in the fifth quarter of attendance. Students will not be eligible to receive a laptop if they are on probation for any reason. This program of study normally takes six (6) quarters of full-time classroom attendance and completion of a 100 hour externship during the final quarter of attendance.

Course #	Course Description	Credit Hr.
ACC100	ACCOUNTING I	4
BUS100	PERSONAL DEVELOPMENT	4
BUS200	CAREER MANAGEMENT SKILLS	4
DPR120	COMPUTER I	4
DPR160	COMPUTER II	4
DPR220	COMPUTER III	4
ENG101	ENGLISH FUNDAMENTALS	2
GEN110	ENGLISH	4
GEN121	COMPOSITION	2
GEN130	MATHEMATICS	4
GEN140	ECONOMICS	2
GEN160	COMMUNICATION ARTS	4
KEY100	KEYBOARDING I	3
KEY150	KEYBOARDING II	3
KEY200	KEYBOARDING III	2
MED100	MEDICAL TERMINOLOGY I	4
MED110	ANATOMY AND PHYSIOLOGY I	4
MED130	MEDICAL TRANSCRIPTION	2
MED135	MEDICAL OFFICE SOFTWARE	2
MED140	MEDICAL OFFICE PROCEDURES	4
MED200	MEDICAL TERMINOLOGY II	2
MED210	ANATOMY AND PHYSIOLOGY II	4
MED250	PATHOLOGY	4
MED260	MEDICAL INSURANCE CODING I	4
MED265	MEDICAL INSURANCE CODING II	4
MED269	MEDICAL INSURANCE CODING III	4
MED271	MEDICAL INSURANCE CODING IV	4
MED272	REIMBURSEMENT I	4
MED274	HOSPITAL BILLING	2
MED275	REIMBURSEMENT II	4
MED281	BILLING & CODING EXTERNSHIP	3

Courses are not taught in the order listed. Metro Business College reserves the right to change courses, add or delete courses, or substitute courses to improve or upgrade the curriculum at any time.

COURSE DESCRIPTIONS

ACC100 - ACCOUNTING I

4 credit hours

This course introduces the student to fundamental accounting principles and procedures and their application as the "language of business". The student will learn to analyze, journalize, and post transactions. Worksheets, adjusting entries, closing entries, and the preparation of financial statements are also introduced. Course meets 4 hours per week.

ACC200 - ACCOUNTING II

4 credit hours

This course is a continuation of Accounting I. Students will be instructed in the utilization of special journals and subsidiary ledgers as well as payroll preparation and record keeping. Emphasis will be placed on the practical application of learned accounting skills. Course meets 4 hours per week. Prerequisite - ACC100.

ACC250 - ACCOUNTING INDEPENDENT STUDY

2 credit hours

Through instructional guidance, students will apply accounting principles to comprehensive problems related to the financial management of an organization. Emphasis is placed on applying problem-solving skills to complete these projects in a timely manner. Course meets 4 hours per week. Prerequisites - ACC100, ACC200.

BUS100 - PERSONAL DEVELOPMENT

4 credit hours

This class introduces the student to the basic psychological and human relations skills which enable individuals to realize their potential. The course addresses the problems of attitude, motivation, values, emotional control, self-esteem and stress as they occur in the work environment. Time management and study skills will be addressed. Course meets 4 hours per week.

BUS110 - OFFICE PROCEDURES AND RECORDS MANAGEMENT

4 credit hours

This course provides an intensive study of procedures used in the business office. Emphasis is placed on relationships in the workplace, modern office equipment and its practical uses, telephone skills, and future trends in office maintenance. The Records Management portion of the course is a practical application of current practices in managing the more common types of records and record keeping systems. Course meets 4 hours per week.

BUS120 - BUSINESS COMMUNICATIONS

4 credit hours

This course is designed for students to learn principles of business communication and to apply the skills to the writing of business letters, memorandums, and reports. The course emphasizes appropriate format, proper grammar, and appropriate business language. Course meets 4 hours per week. Prerequisite – ENG101.

BUS130 - BUSINESS LAW

4 credit hours

This course deals with legal issues in the areas of civil law, criminal law, and contract law. Areas of study include the civil justice system, structure of the U.S. court system and the Uniform Commercial Code. Course meets 4 hours per week.

BUS150 - MANAGEMENT THEORY

4 credit hours

The student studies theories of management. Students learn the value of management concepts as they apply to planning, organizing, staffing, and controlling the work of others. Course meets 4 hours per week.

BUS200 - CAREER MANAGEMENT SKILLS

4 credit hours

The primary objective of this course is to equip students with the necessary career hunting skills to acquire a position in today's job market. Course meets 4 hours per week. Prerequisite - The student should be in their final quarter of study.

BUS205 – PSYCHOLOGY OF THE WORKPLACE

4 credit hours

This course is designed to increase the students' effectiveness in the workplace by addressing the interactions and concerns most relevant to small companies, work groups, and teams. It is practical and action-oriented, allowing students to develop not only new insights but new behaviors as well. Course meets 4 hours per week. Prerequisite – BUS100.

BUS210 - SMALL BUSINESS MANAGEMENT

4 credit hours

This course introduces students to problems and opportunities involved in setting up and managing a small business. The student will learn how to apply techniques and strategies for managerial decision making. Practical applications are discussed and examples provided. Course meets 4 hours per week. Prerequisite - BUS150.

BUS215 – SALES AND CUSTOMER SERVICE

4 credit hours

This course provides an introduction to sales, selling techniques and management, with an emphasis on customer service. Course meets 4 hours per week.

BUS220 - RETAIL MANAGEMENT

4 credit hours

Students will study techniques for managing a retail establishment. Aspects of retail management that the student are exposed to include product promotion, inventory management, customer satisfaction, buyer behavior, customer surveys, store layout and designs, and retail location and site selection. Course meets 4 hours per week. Prerequisite - BUS150.

BUS235 – HUMAN RESOURCES MANAGEMENT

4 credit hours

This course introduces the student to the roles and functions of members of the human resource department. Students will learn the importance of human resource management and of maintaining fair and equitable compensation and benefit programs. Students will be exposed to practical situations and problem solving regarding areas of employee counseling, discipline and termination. Course meets 4 hours per week. Prerequisite – BUS150.

BUS250 – CONFERENCE, MEETING & HOSPITALITY MANAGEMENT

4 credit hours

This course introduces students to techniques and methods of conference/meeting planning and hospitality management for business. It includes an overview of food service as related to conferences and meetings. Course meets 4 hours per week. Prerequisite – BUS150.

DPR120 - COMPUTER I

4 credit hours

The basic components of the computer and the keyboard are explained. This course will provide the student with knowledge of the personal computer, operating systems, word processing applications and use of the Internet. Course meets 6 hours per week.

DPR160 - COMPUTER II**4 credit hours**

The course will provide the student with knowledge of electronic spreadsheet software. Students will gain further understanding of operating system, electronic mail, and the Internet. Course meets 6 hours per week. Prerequisite – DPR120.

DPR180 - COMPUTER MAINTENANCE I**4 credit hours**

Students will learn how to manage and maintain personal computers, laptops and how systems are set up and configured. The course includes study of principles of operating systems, data storage and analyzing system performance for use in an office setting. Course meets 4 hours per week. Prerequisites - DPR120, DPR160.

DPR220 - COMPUTER III**4 credit hours**

This course will provide the student with practical hands-on experience with database management software. The course will include how to create a database file, enter records and perform sort and search operations. Course meets 6 hours per week. Prerequisites – DPR120, DPR160.

DPR240 – WEB PAGE AND VISUAL DESIGN PRINCIPLES**3 credit hours**

Through lecture, demonstration and hands-on exercise, students will be taught the creation and installation of effective and well-designed business web sites. Students will learn elements of individual page design and also design strategies for web sites. Students will learn to utilize graphics in the design of web pages. Course meets 4 hours per week. Prerequisites – DPR120, DPR160.

DPR245 – DESKTOP PUBLISHING**3 credit hours**

The course will provide the basic concepts of desktop publishing. The proper procedures to create professional quality publications for professional and personal use will be taught. The creation of visual presentations is included in the course. Course meets 4 hours per week. Prerequisites – DPR120, DPR160.

DPR250 - COMPUTER APPLICATIONS**3 credit hours**

This course will allow students to use their knowledge of previous information processing courses to complete actual business applications. Course meets 4 hours per week. Prerequisites - DPR120, DPR160, DPR220.

DPR261 – COMPUTER MAINTENANCE II**4 credit hours**

This course is a continuation of Computer Maintenance I with an emphasis on interfacing with peripheral equipment such as printers. Students will practice troubleshooting and repair for use in an office setting. Course meets 4 hours per week. Prerequisite – DPR180.

DPR275 - COMPUTERIZED FINANCE**3 credit hours**

This course provides students with experience on how to maintain computerized financial records for a business. Students will learn how to key transactions, read financial statements, and print reports. Course meets 4 hours per week. Prerequisites - ACC100, DPR120, DPR160.

DPR280 - COMPUTER INDEPENDENT STUDY**1 credit hour**

Students will be given practical business problems and projects that will utilize computer studies. Emphasis is placed on applying problem-solving skills to complete these projects in a timely manner. Course meets 2 hours per week. Prerequisites - DPR120, DPR160, DPR220.

DPR290 – COMPUTER EXTERNSHIP**4 credit hours**

Students will complete 132 hours of practical experience in a business setting. Students will be expected to apply computer knowledge and learning classroom techniques in day-to-day business situations. Prerequisite – The student should be in the final quarter of the Business & Computer Specialist program.

ENG101 – ENGLISH FUNDAMENTALS**2 credit hours**

A basic study of the English language, this course is designed to refresh the student's knowledge of grammar. The emphasis is on sentence structure, spelling, punctuation use, mechanics and word usage. Course meets 2 hours per week.

GEN110 - ENGLISH**4 credit hours**

A study of the English language, this course is designed to further the student's knowledge of grammar. The emphasis is on the correct and effective use of sentences in paragraphs, oral communication, proofreading, and editing. Course meets 4 hours per week. Prerequisite – ENG101.

GEN121 - COMPOSITION**2 credit hours**

A competency based course designed to develop the student's writing skills. Students will learn and apply a variety of strategies for written expression. Course meets 2 hours per week.

GEN130 - MATHEMATICS**4 credit hours**

Topics include sets, numeration systems, elementary algebra, interest calculations, and elementary business problems and statistics. Course meets 4 hours per week.

GEN140 - ECONOMICS**2 credit hours**

This course will explain the economic structure of the United States and its place in the global economy. The student will learn how the economy works, principles of macro and micro economics, and basic business economics at both the local and national level. Course meets 2 hours per week.

GEN160 - COMMUNICATION ARTS**4 credit hours**

This course will enhance the student's ability to communicate with others through reading, writing, listening and speaking skills. The student further develops the ability to communicate effectively with others individually and in group settings. Course meets 4 hours per week.

KEY100 - KEYBOARDING I**3 credit hours**

The major objectives of this course are to develop touch control of the keyboard and proper typing techniques, build basic speed and accuracy, and provide practice in applying those basic skills to the formatting of letters, reports, tables, memos, and other kinds of personal and business communications. Course meets 4 hours per week.

KEY150 - KEYBOARDING II**3 credit hours**

This course is designed to further develop the skills learned in the beginning keyboarding course. Students learn business correspondence formats and practice accuracy and speed building. Course meets 4 hours per week. Prerequisite - KEY100.

KEY200 - KEYBOARDING III**2 credit hours**

The primary objective is to build skill of control mechanisms and production. General business, professional, and technical documents are covered. Achievement is measured in terms of proficiency in setting up work, speed, and accuracy. Course meets 4 hours per week. Prerequisites - KEY100, KEY150.

MED100 - MEDICAL TERMINOLOGY I**4 credit hours**

A systematic, scientific study of the structure of medical words, prefixes, suffixes and root words. Course meets 4 hours per week.

MED110 - ANATOMY AND PHYSIOLOGY I**4 credit hours**

This course is designed to educate the student in the structure and functions of the human body. It traces the organization of the human body from a single cell to the coordinated whole. Course meets 4 hours per week.

MED130 - MEDICAL TRANSCRIPTION**2 credit hours**

The student is taught the proper use of transcription equipment. They learn how to enter, manipulate, edit and print text using a software package, and how to produce medical documents. Course meets 4 hours per week. Prerequisites - MED100, KEY100.

MED131 - PHARMACOLOGY I**2 credit hours**

Students learn basic pharmacy skills and knowledge necessary to administer medications under the supervision of the physician. Essential information about mathematics, dosage, and calculations for properly administering medications with emphasis placed on accuracy is taught. Course meets 2 hours per week.

MED135 – MEDICAL OFFICE SOFTWARE**2 credit hours**

Students who complete this course will learn the appropriate terminology and skills necessary to operate a variety of medical office programs. These programs will be used to gather patient information, schedule appointments, and enter coding transactions. Course meets 4 hours per week. Prerequisite – KEY100.

MED140 - MEDICAL OFFICE PROCEDURES**4 credit hours**

The student learns administrative responsibilities for the medical office. Human relations skills are introduced with an emphasis on working with patients and medical professionals. The students will be prepared to make the transition from a traditional to a computerized medical environment. The student will gain a basic understanding of medical law pertinent to the medical field, as well as ethical codes and issues in medicine today. Course meets 4 hours per week. Prerequisites - MED100, MED110.

MED150 - MEDICAL CLINICAL PROCEDURES I**5 credit hours**

Students will gain an understanding of their role in the medical field through theory and hands-on skills. This course is designed to furnish principles along with basic concepts of medical assisting procedures; emphasis will be given in the use of autoclave, minor office surgery procedures and the proper use of equipment and instruments in the medical office. Course meets 8 hours per week.

MED200 - MEDICAL TERMINOLOGY II**2 credit hours**

This course is a continuation of Medical Terminology I in which word parts, prefixes, suffixes and root words are introduced in a logical manner. Body systems will be covered in this course along with a brief outline of anatomy and physiology. Course meets 2 hours per week. Prerequisite - MED100.

MED210 - ANATOMY AND PHYSIOLOGY II**4 credit hours**

This is a continuation of Anatomy and Physiology I with emphasis on normal structure and functions of basic body systems such as the heart, circulatory system and the respiratory system. Discussions of abnormal or pathological states of each system are included. Course meets 4 hours per week. Prerequisite - MED110.

MED215 – ANATOMY AND PHYSIOLOGY III**2 credit hours**

Anatomy and Physiology III introduces advanced concepts in anatomy and physiology, especially as they relate to major diseases and muscular structure. Course meets 2 hours per week. Prerequisites – MED110, MED210.

MED245 - PHARMACOLOGY II**4 credit hours**

This course is a continuation of Pharmacology I. The course will provide a solid pharmaceutical knowledge with emphasis placed on drug groups, their intended use and an introduction to common side effects and their interactions. All previously learned dosage and mathematic calculations will be reviewed through repetition and testing. Course meets 4 hours per week. Prerequisite – MED131.

MED250 – PATHOLOGY**4 credit hours**

This course is designed to provide students with an in-depth study of the diseases and conditions that affect all body systems. Course meets 4 hours per week. Prerequisites – MED100, MED200, MED110, MED210.

MED255 - MEDICAL CLINICAL PROCEDURES II**5 credit hours**

Students will gain additional knowledge and practice clinical skills to build self confidence. Detailed objectives and an in-depth study of the most current and up-to-date clinical procedures performed in the medical office are presented. All procedures are reinforced through repetition and testing. Course meets 8 hours per week. Prerequisite – MED150.

MED260 - MEDICAL INSURANCE CODING I**4 credit hours**

An introduction to the specific tasks a medical insurance specialist will be required to know. The skills will include techniques for filling out standardized and private insurance forms. Both the procedural (CPT) and the diagnostic (ICD) codes will be emphasized and instruction will include using the current reference books. Course meets 4 hours per week. Prerequisite - MED100.

MED265 – MEDICAL INSURANCE CODING II**4 credit hours**

This course will expand the student's coding knowledge. The student will learn the sequence logic used to obtain codes using the CPT and HCPCS Coding manuals. Course meets 4 hours per week. Prerequisites – MED100, MED200, MED260.

MED269 – MEDICAL INSURANCE CODING III**4 credit hours**

This course further expands the student's coding skills in abstracting full data from medical records and combining the coding systems to insure accurate linkage of procedures to diagnosis. The student will use the ICD for hospital inpatient and outpatient coding. Course meets 4 hours per week. Prerequisites – MED100, MED200, MED260, MED265.

MED271 – MEDICAL INSURANCE CODING IV**4 credit hours**

The focus of this course is to expand the student's knowledge by exposing them to a wide range of original source medical documents. Students will build a more in-depth understanding of physician-based medical coding to enhance critical thinking skills. Course meets 4 hours per week. Prerequisites – MED100, MED200, MED260, MED265, MED269.

MED272 – REIMBURSEMENT I**4 credit hours**

This course is designed to give students beginning knowledge of reimbursement practices used in the hospital and clinic settings. Course meets 4 hours per week. Prerequisites – MED260, MED265, MED269.

MED274 – HOSPITAL BILLING**2 credit hours**

This course focuses on the “real-world” of entry-level hospital billing agents. This includes the hospital billing flow; basic coding and payment systems; forms; patient status; and insurance plans. Course meets 2 hours per week. Prerequisites – MED260, MED265, MED269, MED250.

MED275 – REIMBURSEMENT II**4 credit hours**

This is a continuation of reimbursement practices used in hospital and clinic settings using medical software to increase knowledge. Students will receive extensive hands-on practice using realistic source documents and appropriate medical software. Course meets 4 hours per week. Prerequisites – MED260, MED265, MED269, MED272.

MED281 – BILLING & CODING EXTERNSHIP**3 credit hours**

Students will apply billing and coding skills in either a medical billing office or a hospital billing office environment. These offices will be located in a local community with a Metro Business College instructor coordinating 100 hours of practical field experience. The student must have completed the first five quarters of the program with a 2.0 CGPA and be enrolled in their sixth quarter before becoming eligible for this externship.

MED290 - MEDICAL EXTERNSHIP**6 credit hours**

Students will complete 200 hours of practical field experience in a medical setting. Students will have the opportunity to work and gain practical experience at an approved site. Emphasis is placed on transferring the student's knowledge of classroom theory into clinical practice. Prerequisite - The student must have a 2.0 CGPA and finish all required medical courses before this externship may be taken.

MST100 – KINESIOLOGY**2 credit hours**

This course introduces students to the muscles of the human body with some hands-on practice and discussion. Students learn the locations, actions, and palpation of muscle structures while learning how they relate to the practice of massage therapy. Course meets 2 hours per week.

MST110 – MASSAGE THERAPY THEORY I**4 credit hours**

This course introduces students to Swedish massage. The focus is on five basic strokes as well as self-care and stretching. The course explores the emotional aspects of touch and progresses through learning the five Swedish strokes (effleurage, petrissage, tapotement, friction and vibration). Students also learn basic stretching and sanitation along with the concepts of client confidentiality, modesty, ethics, massage law and vulnerability. Course meets 4 hours per week.

MST150 – MASSAGE THERAPY LAB I**5 credit hours**

Practical application and incorporation of the five basic strokes of Swedish massage is taught and demonstrated. Students will gain hands-on experience in the fundamental techniques of Swedish relaxation massage including joint movement and range of motion. The course includes CPR and First Aid training. Course meets 8 hours per week.

MST210 – MASSAGE THERAPY THEORY II**4 credit hours**

This course begins with the basic techniques used for pre-event and post-event massage. The course then progresses to common injury treatment and how to differentiate the muscles involved. Students will gain a basic understanding of the role of the massage therapist in the continuum of care. The course includes techniques in infant, adolescent and geriatric massage. Students will also practice interview techniques and charting of treatment plans. Course meets 4 hours per week. Prerequisite – MST110.

MST250 – MASSAGE THERAPY LAB II**5 credit hours**

This course introduces students to deep tissue and sports massage. The student will learn to combine deep tissue, sports massage and body reading analysis. The student will learn how to analyze soft tissue joint problems to restore balance and function. Course meets 8 hours per week. Prerequisite – MST150.

MST260 – MASSAGE THERAPY THEORY III**4 credit hours**

Students gain skills in the many phases of massage practice: interviewing, developing a treatment plan, review of different massage techniques, and making appropriate recommendations for returns. This course will help students integrate what they have learned in Massage Therapy Theory I and Massage Therapy Theory II. Course meets 4 hours per week. Prerequisites – MST110, MST210.

MST270 – MASSAGE THERAPY LAB III**5 credit hours**

This course consists of supervised clinical practice, which allows the student to gain experience through the performance of massage therapy on the public in a professional setting. Clinical experience is designed to build confidence, promote professional attitude, reinforce rapport skills with clients and improve draping techniques. Course meets 8 hours per week. Prerequisites – MST150, MST250.

MST290 – PROFESSIONAL BUSINESS DEVELOPMENT**4 credit hours**

Emphasis is placed on business practices and ethics that will aid the student in setting up his/her own practice. Time management, goal setting and marketing techniques are covered in this course. Course meets 4 hours per week.

REFUND POLICY

Applicants not accepted by Metro Business College shall receive a refund of all monies paid to the College. When notice of cancellation is given within six days after the date of enrollment, all monies paid to the College will be refunded. When notice of cancellation is given after the sixth day, but prior to the first day of attendance, the College will retain only the application fee.

For those who withdraw after commencement of courses:

A student terminating his/her training should do so by written notice. Refunds are calculated from the date of withdrawal or dismissal.

1. For a student terminating training after entering Metro Business College and starting the course of training, but prior to 60% of the enrollment period, the tuition and fee charge will be prorated on a weekly basis. The portion of the period of enrollment for which the student will be charged is determined by dividing the total number of weeks comprising the period of enrollment into the number of weeks remaining in that period as of the last recorded day of attendance by the student. The resulting percentage will be subtracted from 100% and that number will be rounded upward to the nearest 10%. The student will also be charged an administrative fee, not to exceed \$100.
2. After completing 60% or more of the enrollment period, Metro Business College shall be entitled to receive the total tuition and fees for the enrollment period.
3. AGENCY SPONSORED STUDENTS: The enrollment contract is void if the sponsoring agency cancels the student's authorization to attend school.
4. If a student receives funds from any other financial assistance program, all refunds shall be as prescribed by the applicable Federal and/or State regulations. Refunds are returned according to federal policy in the following order: Unsubsidized FFEL/Direct Stafford Loan; Subsidized FFEL/Direct Stafford Loan; FFEL/Direct PLUS Loan; PELL Grant; other programs; and then the student.

Refunds will be made within 30 days of cancellation or withdrawal from the College.

Refund requests should be made in writing. If the student is a minor, requests should be made by a parent or guardian. Refund requests should be sent to the Metro Business College Campus Director.