

METRO BUSINESS COLLEGE 2017-2018 CATALOG

METRO BUSINESS COLLEGE (MBC) is a private career college. MBC is owned and operated by G.R.H., Inc., a Missouri Corporation whose CEO 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.

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**METRO BUSINESS COLLEGE IS AN
EQUAL OPPORTUNITY EMPLOYER**

Our web address is www.metrobusinesscollege.edu

This catalog supersedes all other catalogs as of October 16, 2017.

**For graduation and placement rates, program costs and other information,
please go to www.metrobusinesscollege.edu/disclosures.html**

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MESSAGE FROM THE CHIEF EXECUTIVE OFFICER

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 you 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
CEO

INSIDE METRO BUSINESS COLLEGE

HISTORY

In 1981, George Holske formed GRH, Inc. to purchase an ACICS accredited school in Cape Girardeau, Missouri. The name was changed from Cape Business College to Metro Business College to reflect the name of the school owned by Mr. Holske in St. Louis called Metro Tech Center.

In 1984, a branch campus was added in Rolla, Missouri and in 1985, another branch was established in Jefferson City, Missouri. In 1989, GRH, Inc. trained out the Tech Center students in St. Louis to concentrate on the business colleges.

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, 205 Jefferson Street, Jefferson City, Missouri 65102. Phone: (573) 751-2361
ACCREDITED	by the Accrediting Council for Independent Colleges and Schools (ACICS), 750 First Street, NE, Suite 980, Washington, D.C. 20002-4241 to award Certificates and Associate of Applied Science Degrees. ACICS is recognized as a national accrediting agency by the Council for Higher Education Accreditation. Phone: (202) 336-6780
APPROVED	by the Missouri State Approving Agency Veteran Education Section Division of Vocational Rehabilitation
APPROVED	by the Missouri Board of Therapeutic Massage
APPROVED	by the U.S. Department of Immigration and Naturalization

MEMBERSHIP in the Association of Private Sector Colleges and Universities
MEMBERSHIP in the Missouri Association of Student Financial Aid Professionals

CORPORATE STAFF

Chief Executive Officer.....	George Holske
Vice President of Operations	Mary Buckley
Executive Assistant.....	Randy Martin
Corporate Compliance Coordinator/Equal Opportunity Coordinator.....	Justin Detjen
Default Management Coordinator	Lisa Fialka
Information Technology Coordinator.....	Randy Chockley

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 Campus 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, sexual orientation, gender identity, age, disability, ethnic or 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.

ARTICULATION AGREEMENTS

Metro Business College has articulation agreements with National American University and Lindenwood University. Please contact the Campus Director/ Education Director for more information on these agreements.

CAMPUS CLASSROOM SIZES

Class sizes are designed to provide students with an optimal learning environment. The maximum number of students in a classroom or lab situation at Metro Business College is 25. The maximum student/teacher ratio is 25 to 1.

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 at least 17 years of age and be a high school graduate, passed an approved high school equivalency exam, or a General Education Development (GED) Certificate. Prior to the applicant's start of training, the student must provide documentation. This documentation may include a copy of a high school diploma and a high school transcript, a copy of a high school equivalency exam, a copy of a GED, and/or written certification by a cognizant authority for home-schooled students. All applicants must

FINANCIAL ASSISTANCE

have an interview with an admissions representative of the College and pass 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 is submitted to the Campus Director for acceptance when the applicant has completed both the interview and assessment. Applicants are notified by the Metro Business College Campus Director/Education Director as to acceptance. Metro Business College 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 the following disciplines:

- Business Administration
- Medical Billing & Coding Specialist
- Medical 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 program may do so anytime after completing their second term 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 Campus Director/Education Director of the College. Students are then notified by the Campus Director/Education Director as to their acceptance into the Associate of Applied Science Degree program.

MINIMUM ENTRANCE ASSESSMENT SCORES BY PROGRAM

Administrative Assistant	15
Massage Therapy	17
Medical Assistant	17
Business Administration	18
Medical Specialist	18
Medical Billing and Coding Specialist	18

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 to allow new students to interact among themselves and with the MBC staff and faculty.

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, Federal Supplemental Educational Opportunity Grant (FSEOG) 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 each term for all programs except Massage Therapy, which is disbursed twice during the program. Check with the Financial Aid Office at the campus you attend for information.

The Federal PELL Grant is an entitlement program administered by the U.S. 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 Supplemental Educational Opportunity Grant (FSEOG) is a campus-based financial aid program. An eligible recipient must be an undergraduate student and have financial need, and students with the lowest EFCs receiving PELL Grants for the award year have primary consideration for FSEOG money.

The William D. Ford Direct Loan Program provides low-interest, long-term loans to students and their parents to help meet educational expenses. Federal Direct Subsidized Loans are awarded on the basis of financial need. Federal Direct Unsubsidized Loans are designed to provide financial aid to students who do not demonstrate need for the Federal Direct Subsidized 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.StudentLoans.gov or 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.

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. For more information, see Satisfactory Progress and Financial Assistance Requirements.

UNUSUAL ENROLLMENT HISTORY (UEH) FLAG

Effective July 1, 2013, the Unusual Enrollment History (UEH) flag may affect students' financial aid eligibility. All students with a UEH flag 3 and some students with a UEH flag 2 will

be required to provide their academic transcripts or grade reports from all colleges and universities attended during the review period (the prior three award years). If credit or clock hours were not earned at each institution the student attended during these award years but the student received Pell Grant funds, then the student may be determined to be ineligible for further federal financial aid. The financial aid office has the authority to require an official academic transcript from any and all colleges and universities attended during the review period if the documents provided are unclear.

If MBC determines a student to be ineligible for financial aid on the basis of (or lack of) documentation, the student may appeal the determination to the Campus Director/Education Director and Financial Aid Coordinator. A student's UEH appeal must be in writing.

Students whose aid eligibility has been denied as a result of their UEH may regain their financial aid eligibility after meeting with the Campus Director/Education Director, enrolling in and successfully completing at least one term (at least 6 credit hours or 60 clock hours) without dropping, withdrawing from, or failing any courses after the term begins. During this term, students must still adhere to the MBC Satisfactory Academic Progress policy and are not eligible for financial aid.

SCHOLARSHIPS

The Metro Education Group (MEG) Scholarship is available for new students enrolling at Metro Business College. It is an institutional scholarship funded directly by Metro Business College. The scholarship is awarded on the basis of merit and/or need. Those wishing to apply for a scholarship must be enrolled in a program of study. Students must complete the required application and submit an essay as explained on the application form. The maximum award is \$750. The scholarships are applied to a student's tuition at the rate of \$250 per term. If a student withdraws before the full amount of their scholarship has been applied, the remaining amount of scholarship will be forfeited. Anyone wishing to apply for the Metro Education Group (MEG) Scholarship may obtain an application from the MBC Admissions Office or the Financial Aid Office. Scholarship applications need to be submitted no later than one week prior to the term start. The Scholarship recipients are selected by the Metro Education Group (MEG) Scholarship Committee. The Scholarship Committee may be composed of the Campus Director, Financial Aid Coordinator, and a faculty or staff member. Scholarship recipients will be notified by the Campus Director. One Metro Education Group (MEG) Scholarship will be awarded each term at each campus for a maximum of five (5) per calendar year per campus.

Students are encouraged to search and apply for other scholarships. When searching for other scholarships, students should be aware that MBC itself may not be eligible to receive some scholarships. Some reputable online scholarship search engines include the following: Fastweb, ScholarshipExperts, SuperCollege Scholarship Search, and Sallie Mae's Scholarship Search.

DELINQUENT STUDENT ACCOUNTS

Students, drops, or graduates having a delinquent account will not be issued an official transcript. Graduates will not be issued a certificate or Associate of Applied Science Degree until all accounts are current. After 180 days of non-payment of a delinquent account, the account will be turned over to a collection agency.

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 10 lecture hours, 20 laboratory hours, or 30 externship hours of instruction. A MBC course hour is equivalent to 60 minutes of instruction in each 60-minute period.

CLOCK HOUR DEFINITION FOR THE MASSAGE THERAPY PROGRAM

The Massage Therapy Program is considered to be a clock hour program. In order for a program to be considered a credit-hour program, it must be able to completely transfer its credits into an Associate's Degree program, and the Massage Therapy program does not. The conversion for clock to credit hour is 25 clock hours of instruction is equal to 1 quarter credit hour. The total number of clock hours in the Massage Therapy program is 720 clock hours.

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 may 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:

GRADE	RANGE	POINTS
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
P	Pass	0

“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. The student must retake 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 Campus Director/Education Director. An Incomplete must be successfully completed by the end of the following term. 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 term, 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 Campus Director/Education Director.

“L” Leave - A student may request a leave of absence. 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 term. 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. See “Leaves of Absence and Incompletes” section for more details.

“P” Pass - This grade is only used in the Massage Therapy program for the successful completion and passage of the MBLEx. Students do not take the MBLEx at the campus, but successful passage of the exam is a requirement for graduation. There is no traditional coursework for this requirement. A student's GPA is not affected by having a pass grade, but students who do not successfully complete this requirement and do not earn a pass grade are not eligible for graduation in the Massage Therapy program.

MID-TERM GRADES

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

For students in the Massage Therapy program, student progress is reviewed at the mid-point of the term, the end of the term, and halfway through the total clock hours in the program. Mid-term reviews consist of grade deficiencies (a letter grade of “D” or below in a course) and/or clock hour deficiencies, which will be communicated to the student.

GRADUATION REQUIREMENTS

Students must meet the following requirements to be eligible for graduation from Metro Business College:

1. Students must maintain an overall program attendance of 80% in order to be eligible for graduation.
2. Students must have earned a minimum cumulative grade point average (CGPA) of 2.0.
3. Students must have successfully completed the required number of courses in their program of study within the maximum number of credits that may be attempted.
4. Medical students must complete the core courses (those with a MED prefix) with a minimum of “C” to graduate.
5. Massage Therapy students must complete the core courses (those with a MED and MST prefix) with a minimum of “C” to graduate.
6. Massage Therapy students must successfully pass the approved certification examination in order to graduate.
7. All financial obligations to the school must be current. Any fee or tuition not paid will automatically delay the release of a student’s transcript, grades, Certificate or Associate of Applied Science Degree until all obligations have been met.

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

SATISFACTORY ACADEMIC PROGRESS POLICY

According to the United States Department of Education and the Accrediting Council for Independent Colleges and Schools policy, all students applying for federal and/or state financial assistance must meet and maintain standards of satisfactory academic progress. At Metro Business College all students must meet and maintain the standards of satisfactory academic progress in order to continue as a regularly enrolled student and to remain eligible to continue receiving federal financial assistance. Satisfactory academic progress is reviewed

at a minimum of each term for all students. The review is completed at the end of each academic term for all students, regardless of program. For students enrolled in a clock hour program, additional reviews are completed at the midpoint of the program.

Satisfactory progress is measured in terms of qualitative, quantitative and maximum time standards. Prior periods of enrollment and coursework at Metro Business College are applied to these standards including periods where a student does not receive Federal Student Assistance funding, with the following exceptions.

1. Students that change academic programs at Metro Business College (ex. Change from a Medical or Massage program to a Business program, or vice versa) are allowed to change programs of study one time without penalty. The credits and grades earned in their first program of study, that do not count toward the new program of study, will not be included in the review of satisfactory academic progress.
2. Students may also change from an Associate of Applied Science degree program to a Certificate or a program within the same discipline one time without penalty. Only the courses required to complete the Certificate program will be included in the review of satisfactory academic progress.
3. For students that graduate from a program and return for an additional program, only the courses required for the new program will be included in the review of satisfactory academic progress.

Students wishing to change programs while enrolled must discuss the change with the Campus Director/Education Director and complete the required change of program form. Students that complete a program and seek to enroll in another program of study must complete an application for readmittance to the College. With the exceptions listed above, all Metro Business College hours and associated GPA will transfer toward the completion of the additional program. For students that either complete or transfer in to a clock hour program, the courses taken will be converted to either credit hours or clock hours, as appropriate, and will be included in the review of satisfactory academic progress.

The following abbreviations may also be found on the transcript:

ATM – Hours Attempted
ERN – Hours Earned
GPA – Grade Point Average
GRD – Hours Graded
PTS – Grade Points Earned

QUALITATIVE MEASURE OF PROGRESS

The quality of a student’s progress is measured by cumulative grade point average (CGPA). The minimum CGPA is the same for the Financial Aid recipients and non-Financial Aid recipients.

The following chart will be used to review the quality of each student’s progress enrolled in a quarter Credit hour program at Metro Business College.

Cumulative Attempted Credit Hours	Minimum Cumulative Grade Point Average
1 - 22	1.50
23 - 42	1.75
43 - 62	2.00
63 – 82	2.00
83 - 140	2.00

The following chart will be used to review the quality of each student's progress enrolled in a clock hour program at Metro Business College.

Cumulative Scheduled Clock Hours	Minimum Cumulative Grade Point Average
40 – 240	1.50
241 – 359	1.75
360 – 540	2.00
541 – 720	2.00
721 – 900	2.00

When a student is given a grade of "I" (Incomplete) it will not be used to calculate CGPA. When the "I" is replaced with a letter grade, CGPA will be recalculated. Transfer credit does not count in the calculation of CGPA. A student may challenge a course by examination. This is listed as "TO" (Test-out) on the transcript. Test out credit does not count in the calculation of CGPA.

All Metro Business College students enrolled in either clock or credit hour programs must have earned a minimum CGPA of 2.00 in order to graduate from their program. Medical students must complete their core courses (those with a MED prefix) with a minimum grade of a "C" to graduate. Massage Therapy students must complete the core courses (those with a MED or MST prefix) with a minimum grade of a "C" to graduate. No student will be allowed to graduate with an "F" in any required course without retaking and successfully completing the course.

QUANTITATIVE MEASURE OF PROGRESS

The quantity of a student's progress is measured by the Pace of Completion. For credit hour programs, earned credits are divided by attempted credit hours. For clock hour programs, attended clock hours are divided by scheduled clock hours. This measurement applies to all students regardless of their enrollment status (ie, full-time, part-time, three-quarter-time, half-time, and less-than-half-time). Credits attempted are defined as those credits for which students are enrolled at the end of the add/drop period of an academic term. For calculation of Pace of Completion, grades of "F" (Course Failure), 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, Rate of Progress will be recalculated based on the credits earned. In the event that a student withdraws from a course during the stated drop/add period of a term, the credit hours associated with that course are not treated as credit hours attempted for purposes of a Pace of Completion SAP determination. Additionally, the student will not receive any academic credit for any coursework completed before withdrawing from a course during the stated drop/add period. Transfer credits and test out credits are included as credit hours attempted and successfully completed in calculating the Pace of Completion. Transfer clock hours and test out clock hours are *not* included as clock hours attempted and successfully completed in calculating the Pace of Completion.

The Pace of Completion will be calculated at the end of each academic term for all students. Students enrolled in a clock hour program will also have a review of their Pace of Completion at the midpoint of the program (clock hour and week midpoint) in addition to the end of each term. A student's Pace of Completion is considered satisfactory when meeting the following minimum requirements.

Cumulative Attempted Credit Hours (Includes Test Out/Transfer Credits)	Pace of Completion (Earned/Attempted)
1 – 22	75%
23 – 42	75%

43 – 62	75%
63 – 82	75%
83 – 140	75%

Cumulative Scheduled Clock Hours	Pace of Completion (Attended Clock Hours/Scheduled Clock Hours)
40 – 240	80%
241 – 359	80%
360 – 540	80%
541 – 720	80%
721 – 900	80%

Additionally, it is Metro policy that each student enrolled in a credit hour program must attain a minimum Pace of Completion of 75% at the end of their first academic year and of 75% at the end of their second academic year. Students enrolled in the Massage Therapy program, that includes less than a full academic year of clock hours, must attain a minimum Pace of Completion of 80%.

MAXIMUM TIME FRAME

Metro Business College students enrolled in a credit hour program are allowed a maximum of 1.33 times or 133% of the standard length of the program to complete the requirements for graduation. This is measured by limiting students to attempting 1.33 times or 133% of the number of credits in their program of study. For the clock hour program, Massage Therapy, all program requirements must be completed within a maximum time frame of 1.25 times the normal program length, as measured in calendar time. The Massage Therapy program is 30 weeks in length, and must be completed within 40 calendar weeks. Pace of Completion measurements are to ensure that students are progressing at a rate that will enable them to complete their programs within the maximum time frame. The actual maximum allowable attempted credits or clock hours are noted in the program of study listings. Time spent on an approved leave of absence is not counted against the maximum time frame.

Students exceeding the maximum time frame will be administratively withdrawn. These measurements are used for all students regardless of enrollment status (ie, full-time, part-time, three-quarter-time, half-time, and less-than-half-time).

In measurement of Qualitative and Quantitative Progress, please note the following:

"I" Course Incompletes will be counted initially as hours (credit and contact) attempted, but not as hours (credit and contact) successfully completed and will not be included in the calculation of CGPA; however, when the "I" is replaced with a letter grade, rate of progress will be recalculated based on the credits/contact hours earned and CGPA will be recalculated using the letter grade. If the Incomplete is not finished by the end of the following term, the grade will be converted to an "F". It is the student's responsibility to complete this work.

- **"W" Withdrawals** will not be counted as hours (credit and contact) attempted, or as hours (credit and contact) successfully completed and will not be included in the calculation of CGPA.
- **Course Repetitions** will be counted as hours (credit and contact) attempted and as hours (credit and contact) successfully completed, if completed with a passing grade, and will be included in the calculation of CGPA. See the catalog section, Repeating a Course, for additional information on the ramifications of repeating a course for financial aid purposes.

- **Non-Credit Remedial Courses** are not offered at Metro Business College.

Students who fail to make Satisfactory Academic Progress as defined by the Metro Business College policy will be automatically placed on Academic Probation at any of the defined review periods. Students will be notified by mail of their status and must sign a Probation Form prior to the start of the term they are on probation. If the student fails to raise his/her progress to the accepted levels by the next review period, they will be academically dismissed from the College. Academically dismissed students are not allowed to make application for re-admission for at least one full term following dismissal. A review of the student's qualitative and quantitative progress will be performed to determine if satisfactory academic progress can be achieved. If satisfactory academic progress cannot be achieved, the student will not be eligible for return to the College.

ACADEMIC PROBATION

A student in either a credit hour or clock hour program will be placed on Academic Probation when their rate of progress or cumulative grade point average (CGPA) is less than the minimum required at the end of any term. At Metro Business College, Satisfactory Academic Progress (SAP) is reviewed at the end of each term for all students. Students in the Massage Therapy Program, a clock hour program, have SAP reviews at the end of each term and at the midpoint (clock hour and week) of their program. If the review finds a lack of progress, quantitative or qualitative, the student will be placed on Academic Probation for the upcoming term and are considered to be on Financial Aid Warning for the purposes of financial aid. Students on Financial Aid Warning are eligible to receive financial assistance for the term that they are on Academic Probation.

Students on Academic Probation will be notified by mail and must participate in academic advising as deemed necessary by the Campus Director/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 Pace of Completion or CGPA may be above the dismissal level.

A student on Academic Probation who does not achieve the minimum Pace of Completion or CGPA at the close of the Academic Probation period (their next term of attendance) will be academically dismissed. Students will be notified of academic dismissal by certified letter. A student may appeal academic dismissal 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. This appeal must be filed within five days of the student's receipt of the academic dismissal notice.

SATISFACTORY ACADEMIC APPEAL PROCESS

Students that have been placed on Academic Probation that do not successfully make academic progress by the end of the term following probation status will be academically dismissed from the College. Students that feel the dismissal was caused by extenuating circumstances may appeal to the Campus Director. The appeal must contain the following items and must be received by the College within five days of the student's receipt of the notice:

- A written statement, with documentation, of why the student failed to make Satisfactory Academic Progress.
- What specifically has changed that will allow the student to make Satisfactory Academic Progress by the conclusion of the next term.

Metro Business College allows one appeal process per student per academic year. If the appeal is approved, the Campus Director/Education Director will make an academic plan for the student to follow during the term. If the appeal is approved, the student remains eligible to receive financial aid for the term. The appeal decision will be made within five days of the receipt of the formal appeal made by the student. All appeal decisions made are considered final.

SATISFACTORY PROGRESS AND FINANCIAL ASSISTANCE REQUIREMENTS

Students must meet the standards of Satisfactory Academic Progress (SAP) in order to remain eligible to receive financial assistance and to remain a Metro Business College student. Satisfactory academic progress for purposes of determining continuing federal financial assistance is determined by applying the quantitative and qualitative progress measurements in conjunction with the maximum completion time restrictions, probation provisions, academic dismissal and appeals procedures as outlined in the Satisfactory Academic Progress section of this catalog. If a student is not making SAP at any review period, they are placed on Academic Probation and are on Financial Aid Warning status for the following term. This Financial Aid Warning status lasts for one term only, during which time the student may continue to receive financial assistance. Students who fail to make satisfactory progress at the end of the Financial Aid Warning period will lose their financial aid eligibility at Metro Business College.

Students that fail to make SAP during their Probation and Financial Warning period are then academically dismissed from the College, are no longer active students and are ineligible for federal financial assistance. Reinstatement of financial assistance eligibility will occur only after readmittance following dismissal or in the event the student's appeal results in readmittance.

Students returning to Metro Business College after academic dismissal must submit an application for readmittance. The MBC Education Board must approve the readmittance. 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 term of readmittance, the student will not be readmitted to the College.

Students readmitted will be admitted on a status of Academic Probation. Students are ineligible for federal financial assistance and must bring their qualitative and quantitative measures of progress up to the minimum standards by the end of the first academic term after readmittance. During the Academic Probation term, a midterm grade point average of 2.00 is required to remain in school and to qualify for federal financial assistance in the following term. If at the end of the term with Academic Probation status, the student has progressed above the minimum qualitative and quantitative measures of progress the student will become eligible to receive federal financial assistance in the following term and will be considered a regular student. Students that are academically dismissed for a second time are not eligible for readmittance to Metro Business College.

WITHDRAWAL POLICY

Withdrawing from a Course

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 is responsible for submitting a formal withdrawal form and having it approved by the Campus Director/Education Director.

Withdrawing from Metro Business College

Any student who wishes to withdraw from Metro Business College during a term should notify the Campus Director/Education Director. Merely ceasing to attend classes does not constitute an official withdrawal and will result in termination due to excessive absenteeism. Students wishing to withdraw are encouraged to meet with the Campus Director/Education Director to review their progress and options for completing their education at Metro Business College at a later date.

READMITTANCE POLICY

Students who wish to reenter Metro Business College following a lapse in enrollment must submit an application for readmittance. The MBC Education Board must approve all

readmittance requests.

If there has been a lapse in enrollment of more than five years, the Campus Director/Education Director with the assistance from current faculty will determine if the student has retained the competency gained in previous coursework. This may be achieved by taking the approved test-out for the questioned course and passing with the required score or, for courses requiring hands-on skill (medical, massage, and computer software courses), competency will be assessed by the current instructor of those courses.

In most instances, if it has been less than five years, it will not be necessary to retake classes. However, if there are significant changes in the content of a particular course, it would be in the student's best interest to retake the class. Students in these cases will be counseled appropriately by the Campus Director/Education Director on a case-by-case basis.

TRANSFER OF CREDITS – FROM ANOTHER INSTITUTION

Transfer credits from another institution to Metro Business College will be reviewed for acceptance by the Campus Director/Education Director. Transfer credits will be evaluated from official transcripts only. In order to transfer credits, grades must be 3.00 or higher (based on a 4.00 scale or equivalent). Credits 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. In order to receive an academic degree from MBC, the student must complete a minimum of 50% of the required courses in their program of study at MBC.

If there has been a lapse in enrollment of more than five years, the Campus Director/Education Director, with the assistance from current faculty, will determine if the student has retained the competency gained in previous coursework. This may be achieved by taking the approved test-out for the questioned course and passing with the required score or, for courses requiring hands-on skills (medical, massage, and computer software classes), competency will be assessed by the current instructor of those courses.

TRANSFER OF CREDITS – WITHIN THE METRO BUSINESS COLLEGE SYSTEM

Credit may be transferred within the Metro Business College System from one campus to another for full credit. Because the transfer hours and credits are for courses and programs with virtually identical curricula, transfer grades will be computed in the student's grade point average.

TRANSFER OF CREDITS – TO ANOTHER INSTITUTION

All programs at MBC are intended to prepare the graduate with the skills and knowledge that is necessary to enter or advance in a specific career field. The receiving school maintains the right and responsibility to decide whether to accept credits from Metro Business College.

Credits awarded from Metro Business College programs are not specifically designed to transfer to other colleges; however, some colleges may accept credit for individual courses completed in these programs. Many colleges also allow students to receive credit upon the successful completion of an examination in the subject areas in which students have previously taken courses. In all cases, it is the responsibility of the student to inquire about the policies and procedures for transfer of credit at the receiving institution. Metro Business College will assist students by providing requested documentation of student grades earned.

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 term 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 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 in the medical or massage programs will be required to repeat any core class in which he/she did not achieve a "C" or better. Students may also be required to repeat a course in order to raise their overall grade point average. When the course is repeated, the student will be charged tuition and appropriate fees.

Students wishing to retake a previously passed class for credit may only receive Financial Aid for that class one additional time. By the Department of Education's definitions, a passed class is a final grade higher than an F, regardless of the college's academic policies. Even though MBC medical courses must be passed with a C or higher in order to successfully pass the class, a student who passes with a D may only receive financial aid for that course one more time. As long as the student is meeting Satisfactory Academic Progress, he or she may attempt a failed class multiple times until they pass it. If the first time the student takes the class results in a passing grade but the second time results in an F, then the student may not receive financial aid to cover subsequent attempts.

ATTENDANCE POLICY

It is a Metro Business College belief that regular and punctual attendance is important. Poor attendance and/or frequent lateness can substantially affect the student's ability to master the knowledge and skills necessary for satisfactory course completion. Any absence, tardy, or early exit is recorded as time missed and will also be used in the calculation of the total number of hours of attendance for each class. A tardy is defined as arriving to class at least 15 minutes late. An early exit is defined as leaving class at least 15 minutes early. Any combination of four tardies and early exits will result in an absence.

Students must maintain an overall program attendance of 80% in order to be eligible for graduation.

Program attendance progress reports will be measured at the end of each term and will be given to the student along with term grades. Students who fall below the 80% standard will be advised of the implications if their attendance does not improve in future terms.

If a student has fourteen days of consecutive non-attendance, he or she will be terminated from their program of study.

Attendance is tracked in every class period by the instructor, who enters the class attendance records in the campus database. The absence is recorded in the student's electronic record. Every effort is made to contact the student if they have missed classes.

ATTENDANCE WARNING/ATTENDANCE PROBATION POLICY

When a student misses 10% in a class, he or she will be placed on Attendance Warning, and the Director/Education Director will notify the student in writing of the Attendance Warning.

Time Met Per Week	Go on Attendance Warning
2 hour/week course	2 hours
4 hour/week course	4 hours
6 hour/week course	6 hours
8 hour/week course	8 hours

All absences, tardies, and early exits are recorded as time missed and will also be used in the calculation of the total number of hours of attendance for each class. A tardy is defined as arriving to class at least 15 minutes late. An early exit is defined as leaving class at least 15 minutes early. Any combination of 4 tardies and early exits will result in an absence.

If a student's attendance is below 80% for the term (as calculated at the end of the term), then the student is placed on Attendance Probation. The Director/Education Director will notify the student in writing of the Attendance Probation status. The student will be expected to make improvements to his or her attendance rate by the end of the next term.

While on Attendance Probation, the student will have one term to show improvement to his or her attendance rate. Improvement is defined by the student's attendance rate increasing by the end of the term. During that term, he or she will be alerted to Attendance Warning at the same point as all students. At the end of the term, the student's attendance rate will be reviewed:

- If the student's attendance rate has increased above 80%, the Attendance Probation has been successfully completed.
- If the student's attendance rate has improved but remains below 80%, then he or she will be automatically placed on Attendance Probation for the following term if there is a reasonable expectation the student can make the 80% attendance rate by the end of the next term. However, if there is no reasonable expectation that the student can improve to 80%, then he or she will be terminated.
- If the student's attendance rate fails to improve, he or she will be terminated. The student must then wait one term before re-applying and returns on Attendance Probation status.

In extenuating circumstances, the student can appeal Attendance Probation termination to the Education Board. For there to be extenuating circumstances, an unusual situation must have occurred, i.e. a traffic accident, hospital visit, extended sickness, family emergency, etc. If the appeal is denied, the student will be terminated as outlined. If the appeal is granted, the student may be given an Attendance Plan. An Attendance Plan may include benchmarks for the student to make during the term. If the benchmarks are not met, then the student is considered to not be following the Attendance Plan and will be terminated.

VETERANS ADMINISTRATION ATTENDANCE POLICY

VA eligible students must maintain an attendance average of at least 80% evaluated monthly. Failure to maintain this standard will lead to a 30-day probationary period. If the minimum standard is not achieved through the probationary period, termination from benefits will result.

Mitigating circumstances will be reviewed by school officials for further consideration.

LEAVES OF ABSENCE AND INCOMPLETES

A Metro Business College student is allowed to request a Leave of Absence (LOA) due to medical or personal circumstances that prevent continued attendance in all classes. In order to be approved for a LOA the student must meet with the Campus Director/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 or one-half the published program length whichever is shorter. 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 prior to the LOA being granted in order to determine the effect that an LOA has on Title IV repayment terms. Leaves

of Absence will only be granted for one entire term in a 12-month period. LOAs will normally not be granted once a term has started. While on a LOA, a student will receive no financial aid.

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.

If a student has an extenuating circumstance (such as personal tragedy, emergency surgery, death of an immediate family member, etc.) and is in week 8, 9, or 10 of a term, he/she may be granted an Incomplete instead of a LOA. Students with Incompletes will have the following term to complete their classes and must complete all required coursework before being scheduled for any new classes. While in an Incomplete status, if the student does not demonstrate satisfactory progress in the coursework as previously arranged, the student may be terminated. If a student completes their coursework from their Incomplete before the new term begins, then he/she may be scheduled for new courses. During the term when a student is in an Incomplete status, he/she will not receive any financial aid. Just like a LOA, a student is considered to be enrolled at MBC while in an Incomplete status.

ACADEMIC AND DIRECTOR'S HONOR ROLL

In recognition of scholastic achievement, Metro Business College students who earn at least a 3.5 Grade Point Average (GPA) are placed on the Academic Honor Roll at the end of each term. Metro Business College students who earn a 4.0 Grade Point Average (GPA) are placed on the Director's Honor Roll at the end of each term.

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 Campus Director/Education Director or on the MBC website. There will be a \$3.00 charge for any 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 terms of a program. Courses with numbers over 200 are usually taken during the last few terms of a program. The letter prefixes identify the type of course:

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

GENERAL REGULATIONS

RULES AND REGULATIONS

Students are expected to abide by Metro Business College rules and regulations during training. Students may be subject to dismissal if there is a violation of rules. 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, firearms or drug use on College grounds. 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 conduct 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.

BACKGROUND CHECKS AND DRUG SCREENINGS

Some agencies and employers may require candidates to submit to a drug screening test. Students with criminal records that include felonies or misdemeanors including those that are drug-related or personal background issues such as bankruptcy might not be accepted by these agencies for clinical assignments, externships or employment following completion of the program. Employment and externship decisions are outside the control of Metro Business College.

DRUG TESTING POLICY FOR STUDENTS

Rationale

The mission of Metro Business College is committed to the personal and educational development of each of its students. As an educational and training institution, MBC is concerned not only with the education of each student in specialized training programs, but also with their personal development. This concern includes practicing behaviors that allow employees to perform without judgment impacted by drug use. As such, the possibility of accident and injury in the medical lab necessitates the need for drug testing while students are attending Metro Business College. Employers of these programs often require a negative drug screen in order to accept an extern. For programs containing an outside externship that do not contain medical lab classes, employers may still require a negative drug screen in order for the student to complete their outside externship.

Policy

Enrollment in a program that includes an externship does not guarantee placement in the externship experience. In addition to meeting grade requirements, students must pass a drug screening before they can be placed or participate in the required externship. All students who are placed on an outside externship for the Medical Assistant and Medical Specialist programs are required to pass a drug screening test before entering their externship, and all students who are placed on an outside externship for the Medical Billing and Coding Specialist and the Business and Computer Specialist programs may be required to pass a drug screening test before entering their externship. Prior to enrollment in any program, students must agree to participate in the drug screening program if they choose a program that will/may require a drug test.

If the student is enrolled in a program with an outside externship where a drug test is required, then a negative drug screen is required prior to the start of the externship. In addition, at any time during the enrollment in the Medical Assistant and Medical Specialist

programs, MBC may request a drug screening if there is a reasonable suspicion of drug use. Any student whose drug screening comes back positive will automatically be dismissed from MBC.

Reasonable Suspicion

Reasonable suspicion occurs when there is a belief, based on behavior or other information, among faculty or administration that a student enrolled in the Medical Assistant or Medical Specialist program is in violation of MBC's drug free policy. If a reasonable suspicion occurs, the college may request the student to complete a drug screening at that time.

Cost of Drug Screening

The cost of all drug screening will be paid by MBC. Students will NOT be charged for any drug test screening.

Procedure for Testing

The drug screening will be conducted using the established methods of each campus. Students must complete the drug test within the same day of the drug screening request. Failure to complete the testing within the same day will be considered a Failure to Submit and will have the same actions applied.

Actions for different results:

- Negative Screen: no action taken
- Positive Screen: student will be dismissed from the college
- Diluted Screen: student will be allowed one retest. If the second test comes back diluted or positive, the student will be dismissed
- Adulterated Screen: student will be dismissed from the college
- Substituted Screen: student will be dismissed from the college
- Failure to Submit/Complete Drug Screening: student will be dismissed from the college
- Shy Bladder: If a student is unable to provide a specimen at the time of testing, the student will be given 3 hours and allowed up to 40 ounces of fluid to drink. After 3 hours if the student fails to submit a specimen, the student will be required to take an offsite non-urine based test within 24 hours of the initial request.

If a screening tests positive for prescription drugs, MBC will contact the student for more information. MBC may request that the student provide valid physician prescription and/or signed copies of medical records substantiating the prescribed medication and manner of dosage. By signing the Drug Testing Policy form, the student agrees to provide to MBC such documentation as requested. If MBC finds the prescribed drugs are being taken as prescribed, it will be considered a negative screen. If MBC finds the prescription is not valid or the drugs are being taken in a manner different from the prescription, or if the student fails to cooperate with MBC's request for proper medical documentation, it will be considered a positive screen and appropriate action will be taken.

Assistance for Drug Addiction

Students who need to find information and resources regarding assistance for drug addiction should look in Section 8 of the Consumer Information page of the Metro Business College website.

Re-Admission after Positive Drug Screening

Any student who is dismissed for a positive drug screening may reapply for admission after one additional quarter after the testing has occurred. Upon re-enrollment, a student who had been dismissed for a positive drug screening must submit to a drug screening with a negative result to be allowed reentry. If the result is negative, the student then returns to the regular drug screening policy. If the result is positive, then the student is permanently

dismissed from Metro Business College.

DRUG FREE WORKPLACE AND CAMPUS

Metro Business College adheres to all requirements of the Drug-Free Schools and Communities Act amendments of 1989, Public Law 101-226. Metro is committed to maintaining an environment that is free of illegal drug and alcohol abuse. The unlawful possession, use, or distribution of illicit or non-prescribed prescription drugs by students or employees on Metro Business College property or during any Metro-sponsored activity is strictly prohibited and may result in dismissal. Local law enforcement agencies will be notified, as applicable.

Possession or use of alcohol, or intoxication, or being under the influence of alcohol while on Metro Business College property or during any Metro-sponsored activity is strictly prohibited. Students who violate this policy are subject to disciplinary action up to and including termination from school enrollment, and are required to meet with Metro Business College officials to assess the problem and determine if further action is required, or if referral for substance abuse treatment is warranted.

Metro Business College recognizes that the most effective means of dealing with the complex issues associated with substance abuse is through the intervention of trained professionals. Anyone having such a problem is encouraged to contact his or her Campus Director for support and referral assistance. All such inquiries are held in the strictest confidence and are handled in a non-threatening and supportive manner.

It is the intent of Metro Business College to provide assistance and guidance with compassion and respect rather than to punish. However, it must be emphasized that any occurrence of substance abuse that results in endangering personal safety or compromising the quality of education subjects the offender to immediate dismissal from Metro Business 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 five days from the date of the incident. The instructor will answer in writing within five 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 Campus Director/Education Director. This procedure can be carried to the level of the Education Board. The Education Board decision is final. This procedure is to be started at the appropriate level, and 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
205 Jefferson Street
Jefferson City, Missouri 65102

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.

COPYRIGHT POLICY

Metro Business College is committed to complying with any and all copyright laws regarding the use of copyrighted materials, and does not allow employees or students to copy or utilize copyrighted material without the permission of the author or content owner. Violation of copyright laws by a student may subject them to criminal or civil liability. Therefore, users of Metro Business College's computers in the computer labs or anywhere else on the Metro Business College campus are prohibited from downloading, sharing files, uploading or transmitting anything electronically without proper authorization. Acknowledging the source is not considered permission of the author. Metro Business College does not authorize any photocopying in violation of federal copyright law (Title 17 of the U.S. Code). If your photocopying violates federal law, you are personally liable for any infringement. Metro Business College also reserves the right to erase/remove anything downloaded to a school computer for any purpose. Violation of the rules regarding copyright infringement may result in the following:

- Student's computer access will be blocked
- Access to the computer labs will be prohibited
- Disciplinary action, up to and including dismissal will be considered
- Copyright infringement is punishable by law and may result in criminal or civil liability.

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

School cancellations will be posted on MBC's Facebook page and local television and radio stations.

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 AND RIGHTS OF PRIVACY (FERPA)

The Family Educational Rights and Privacy Act of 1974, as amended (FERPA), is a federal law that affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a written request for access. Students should submit to the Campus Director a written request that identifies the record(s) the student wishes to inspect. A school official will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. A student may request the school to amend an education record the student believes is inaccurate or misleading. The student must write to the Campus Director, clearly identify the part of the education record the student wants changed and specify why the education record is inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. If MBC decides not to amend the education record as requested by the student, MBC will notify the student of the decision and advise the student of his or her right to a hearing regarding the student's request for amendment. Additional information regarding the hearing procedures will be provided to the student when the student is notified by MBC of his or her right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without the student's consent. One exception permits the school to disclose personally identifiable information contained in the student's education records without the student's consent to school officials with legitimate educational interests. A school official is defined as a person employed by the school in an administrative supervisory, academic or research, or support staff position; a person or company with whom the school has contracted; or a student assisting a school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her responsibility. Upon request, MBC discloses education records without student consent to officials of other schools at which the student seeks or intends to enroll or where the student is already enrolled (as long as the disclosure is for purposes related to the student's enrollment or transfer), officials for audit or evaluation purposes, accrediting organizations, judicial order or lawfully issues subpoena, appropriate officials in cases of health and safety emergencies, and state and local authorities.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

Schools may, and Metro Business College will, disclose, without consent, "directory" information, which is defined as information on a student (such as name, address, telephone number, date and place of birth, honors and awards, and dates of attendance) that colleges may release to third parties without the consent of the student. Metro Business College has defined directory information to be the student's name, address(es), telephone number(s), e-mail address, birth date and place, program undertaking, dates of attendance, honors and awards, and credential awarded. If a student does not want some or all of his or her directory information to be released to third parties without the student's consent, the student must present such a request in writing to the Campus Director.

TRANSGENDER POLICY

Purpose

The purpose of the policy is to set a framework to support students, faculty, and staff who

have initiated the process of gender reassignment. Metro Business College aims to give support to those individuals who wish to take, or have taken, steps to present themselves in a gender different than the gender assigned at birth. Metro Business College also strives to create an inclusive transgender friendly culture, workplace, and learning environment, free from discrimination of harassment where all transgender people are treated with dignity and respect.

Terminology

Gender Identity refers to an individual's internal sense of gender. A person's gender identity may be different from or the same as the person's sex assigned at birth.

Transgender describes individuals whose gender identity is different from the sex they were assigned at birth. A transgender male is someone who identifies as male but was assigned the sex of female at birth. A transgender female is someone who identifies as female but was assigned the sex of male at birth.

Gender Transition refers to the process in which transgender individuals begin asserting the sex that corresponds to their gender identity instead of the sex they were assigned at birth. During gender transition, individuals begin to identify as the sex consistent with their gender identity. They may adopt a new name, dress differently, and use pronouns consistent with their gender identity. Transgender individuals may undergo gender transition at any stage of life.

Policy

Metro Business College will not exclude, separate, deny benefits to, or otherwise treat differently on the basis of sex any person in any educational program or activity.

When a student notifies the Metro Business College administration that he or she will assert a gender identity that differs from previous records, Metro Business College will begin treating the student consistent with the student's gender identity. Under Title IX rules, there is no medical diagnosis or treatment requirement that students must meet as a prerequisite to being treated consistent with their gender identity. Because transgender students often are unable to obtain identification documents that reflect their gender identity, requiring students to produce such identification documents in order to treat them consistent with their gender identity may violate Title IX regulations.

Metro Business College has a responsibility to provide a safe and nondiscriminatory environment for all staff, faculty, and student body, including transgender student's harassment that targets an individual based on gender identity, transgender status, or gender transition is considered harassment creates a hostile environment, Metro Business College will take prompt steps to end the harassment, prevent its recurrence, and remedy its effects.

Under Title IX regulations, Metro Business College will use pronouns and names consistent with a transgender student's gender identity.

Title IX implementing regulations permit schools to provide sex-segregated restrooms. Transgender students are allowed to access those facilities consistent with their gender identity. All students may also use individual-user options if they seek additional privacy.

Protecting transgender student's privacy is critical to ensuring they are treated consistent with their gender identity. This includes taking steps to protecting privacy related to transgender status, including birth names or sex assigned at birth. Metro Business College may maintain records with this information, but such records are kept confidential.

Updating a transgender student's educational record to reflect the student's gender identity and new name will protect privacy. Metro Business College will promptly respond to a request to amend information related to a student's transgender status consistent with its general practices for amending other student's records.

STUDENT SERVICES

DISABILITY SUPPORT POLICY

Metro Business College provides reasonable and appropriate accommodations in accordance with the Americans with Disabilities Act for individuals with documented disabilities who request and demonstrate the need for accommodation on a case-by-case basis as required by law.

To be eligible for disability-related services on campus, applicants are responsible for identifying themselves and disclosing information about the disability to the Campus Director at the time of enrollment. The Campus Director will assess the request for accommodations and inform the student as to whether or not the student's request(s) can be accommodated. Certain job competencies may be considered so essential to the professional practice in the field that some accommodations may not be available.

Once eligibility has been established, the student and a staff member will work to make the reasonable and appropriate approved accommodations. Under the Americans with Disabilities Act, a person has a disability if he or she has a physical or mental impairment that substantially limits one or more of the major life activities (e.g. walking, standing, seeing, speaking, hearing, breathing, learning, working, or taking care of oneself), has a record of such impairment, or is regarded as having such impairment.

Disability Support Procedure:

The applicant must exhaust all local state, and federal assistance prior to requesting accommodation from the school

1. The applicant must notify the campus immediately upon enrollment of requests for accommodations in writing
2. Appropriate documentation must support request in a written report prepared on official letterhead by an appropriately credentialed professional that clearly diagnoses a disability and/or records showing the history of the disability. School plans such as individual educational plans are not sufficient documentation although they may be included as part of the comprehensive evaluation and report. Students have the right to choose to disclose or not to disclose their disability. If a student chooses not to disclose, then she/he will not receive accommodations. Metro is not required to provide accommodations to a student who does not self-disclose his or her disability.
3. Once a qualified individual with a disability has requested services in a timely manner, Metro will determine appropriate accommodations based on the disability documentation. The student is responsible for scheduling appointments with the Campus Director to discuss and determine appropriate and reasonable accommodations. It is imperative that the student meet with the Campus Director at the beginning of each term to discuss any concerns.

If a student with a disability believes that his or her requests for accommodations and/or modifications of those accommodations have not been met appropriately or in a timely manner, or if the student believes that her or she has been discriminated against on the basis of the disability, it is recommended that the student contact the Campus Director to discuss the problem. If the problem is not resolved satisfactorily, the student should contact the Corporate Office of Metro Business College to resolve the disagreement regarding the recommended accommodations or modifications. If the student is still not satisfied with the resolution, the student may file a grievance directly with the Corporate Office of Metro Business College. This grievance must be made in writing and must include the following information:

1. The issue involved in the alleged discriminatory act

2. Identification of the complainant's disability
3. The date of the alleged discriminatory acts
4. Specific details of the alleged discriminatory act
5. Identification of witnesses who of have knowledge of the discriminatory act

If the Corporate Office of Metro Business College determines that a violation of the law or this policy has occurred, a remedy will be offered. If not, the complainant will be informed in writing and be offered other possible remedies to the complaint within thirty days.

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. Students are encouraged to seek help from the instructors and staff.

CAREER SERVICES 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 job search 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 college graduates. The Metro Business College Career Services Department offers career counseling for each student and job search 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 job search 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.

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.

SCHEDULE OF STUDENT FEES AND TUITION

Fees and Tuition for Certificate and Associate of Applied Science Degree Programs of Study are listed below.

Fees

There are no additional charges for the use of textbooks.

All Programs of Study

There is a non-refundable \$25 application fee for all programs which is not included in total program cost.

Program Cost

Certificate Programs

Administrative Assistant	\$11,350.00
(Non-refundable Administrative Fee - \$100.00 - included in program cost)	
Massage Therapy.....	\$11,750.00
(Administrative Fee - \$100.00 - included in program cost)	
(Massage Program Fee - \$400.00 - included in program cost)	
Medical Assistant	\$12,220.00
(Administrative Fee - \$100.00 - included in program cost)	
(Medical Externship - \$750.00 - included in program cost)	
(RMA Testing Fee - \$120.00 - included in program cost)	

Associate of Applied Science Degree Programs

Business Administration	\$22,600.00
(Administrative Fee - \$100.00 - included in program cost)	
Medical Billing & Coding Specialist	\$23,200.00
(Administrative Fee - \$100.00 - included in program cost)	
(Billing/Coding Program Fee - \$600.00 - included in program cost)	
Medical Specialist.....	\$19,720.00
(Administrative Fee - \$100.00 - included in program cost)	
(Medical Externship - \$750.00 - included in program cost)	
(RMA Testing Fee - \$120.00 - included in program cost)	

Methods of student payments accepted, include: cash, check, money order, Credit/debit card, PELL, Direct Loans, FSEOG, scholarships, and agency funding.

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 52 Credit hours/600 Clock hours and normally takes thirty (30) weeks to complete. A student may attempt no more than 70 Credit hours, which is 1.33 times the standard length of the program, to complete this program of study.

Check with an Admissions Representative for availability of evening classes. Students enrolled in evening programs normally take one to two terms longer to complete than the daytime programs based on course availability.

MESSAGE 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 720 Clock hours and normally takes thirty (30) weeks to complete. A student may attempt no more than 960 Clock hours, which is 1.33 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 57 Credit hours/780 Clock Hours and normally takes forty (40) weeks to complete. A student may attempt no more than 76 Credit hours, which is 1.33 times the standard length of the program, to complete this program of study.

Check with an Admissions Representative for availability of evening classes. Students enrolled in evening programs normally take one to two terms longer to complete than the daytime programs based on course availability.

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

BUSINESS ADMINISTRATION - The Metro Business College Associate of Applied Science Degree for Business Administration is awarded to a student who successfully completes all the graduation requirements or its equivalent. The Business Administration Associate of Applied Science Degree consists of 103 Credit hours/1160 Clock Hours and normally takes sixty (60) weeks to complete. A student may attempt no more than 138 Credit hours, which is 1.33 times the standard length of the program, to complete this program of study.

Check with an Admissions Representative for availability of evening classes. Students enrolled in evening programs normally take one to two terms longer to complete than the daytime programs based on course availability.

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 96 Credit hours/1200 Clock Hours and normally takes sixty (60) weeks to complete. A student may attempt no more than 128 Credit hours, which is 1.33 times the standard length of the program, to complete this program of study.

Check with an Admissions Representative for availability of evening classes. Students enrolled in evening programs normally take one to two terms longer to complete than the daytime programs based on course availability.

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 107 Credit hours/1180 Clock Hours and normally takes sixty (60) weeks of full-time classroom attendance. A student may attempt no more than 143 Credit hours, which is 1.33 times the standard length of the program, to complete this program of study.

Check with an Admissions Representative for availability of evening classes. Students enrolled in evening programs normally take one to two terms longer to complete than the daytime programs based on course availability.

**ADMINISTRATIVE ASSISTANT
CERTIFICATE**
52 CREDIT HOURS/600 CLOCK HOURS

Completing the Administrative Assistant program gives our graduates the skills they need to succeed as an Administrative Assistant in today's workforce. Students will learn keyboarding, computer skills, and office procedures/records management. This program normally takes thirty (30) weeks to complete.

Course #	Course Description	Credit Hr.	Clock Hr.
ACC100	ACCOUNTING I	4	40
AGE105	PERSONAL MONEY MANAGEMENT	2	20
AGE110	ENGLISH	4	40
AGE130	MATHEMATICS	4	40
AGE150	BUSINESS COMMUNICATIONS	4	40
AGE200	CAREER MANAGEMENT SKILLS	4	40
BUS100	PERSONAL DEVELOPMENT	4	40
BUS110	OFFICE PROCEDURES & RECORDS MANAGEMENT	4	40
DPR121	WORD PROCESSING APPLICATIONS	4	60
DPR161	SPREADSHEET APPLICATIONS	4	60
DPR245	DESKTOP PUBLISHING	3	40
DPR275	COMPUTERIZED FINANCE I	3	40
ENG101	ENGLISH FUNDAMENTALS	2	20
KEY100	KEYBOARDING I	3	40
KEY150	KEYBOARDING II	3	40

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.

NOTE: This program is offered at each Metro Business College Campus. Check with an Admissions Representative for availability of evening classes. Students enrolled in evening programs normally take one to two terms longer to complete than the daytime programs based on course availability.

**MASSAGE THERAPY
CERTIFICATE
720 CLOCK HOURS**

The Massage Therapy program provides our students with training for a future in therapeutic massage therapy. Students are trained in massage therapy and practice their massage therapy skills in our in-house clinic. This program normally takes thirty (30) weeks to complete.

Massage Therapists in the State of Missouri are required to graduate from an approved massage therapy program and successfully pass an approved certification examination in order to obtain licensure. The Missouri Board of Therapeutic Massage requires a federal background check prior to application for student licensure. Students must meet the requirements of the Missouri Board of Therapeutic Massage to successfully obtain student and professional licensure. Metro Business College students who complete the Massage Therapy program must successfully pass the approved certification examination in order to graduate. Metro Business College will submit the application for the student license on behalf of the student. It is the graduate's responsibility to apply for professional licensure through the State Board.

Students must complete the core courses (those with a MED and MST prefix) with a minimum of a "C" to graduate.

Course #	Course Description	Clock Hr.
AGE200	CAREER MANAGEMENT SKILLS	40
BUS100	PERSONAL DEVELOPMENT	40
DPR121	WORD PROCESSING APPLICATIONS	60
ENG101	ENGLISH FUNDAMENTALS	20
MED100	MEDICAL TERMINOLOGY	40
MED110	ANATOMY & PHYSIOLOGY I	40
MED210	ANATOMY & PHYSIOLOGY II	40
MED215	ANATOMY & PHYSIOLOGY III	20
MST100	KINESIOLOGY	40
MST110	MASSAGE THERAPY THEORY I	40
MST150	MASSAGE THERAPY LAB I	80
MST210	MASSAGE THERAPY THEORY II	40
MST250	MASSAGE THERAPY LAB II	80
MST260	MASSAGE THERAPY THEORY III	40
MST270	MASSAGE THERAPY LAB III	80
MST290	PROFESSIONAL BUSINESS DEVELOPMENT	20
MST295	MBLEX TEST EXAM (PASS/FAIL)	0

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
57 CREDIT HOURS/780 CLOCK HOURS**

The Medical Assistant program provides our students with training for a future in a medical back office. Students are given the training for the most common medical assistant functions required in today's workforce including medical clinical procedures, electronic health records (EHR), electronic medical records (EMR), and pharmacology. Students will also complete a 180-hour externship. This program normally takes forty (40) weeks to complete.

Students must complete the core courses (those with a MED prefix) with a minimum of a "C" to graduate. Evening students must understand that while all coursework may be completed during the evening hours, the 180-hour externship (MED290) must usually be completed during the day.

Course #	Course Description	Credit Hr.	Clock Hr.
AGE200	CAREER MANAGEMENT SKILLS	4	40
BUS100	PERSONAL DEVELOPMENT	4	40
DPR121	WORD PROCESSING APPLICATIONS	4	60
ENG101	ENGLISH FUNDAMENTALS	2	20
KEY100	KEYBOARDING I	3	40
MED100	MEDICAL TERMINOLOGY	4	40
MED110	ANATOMY AND PHYSIOLOGY I	4	40
MED131	PHARMACOLOGY I	4	40
MED140	MEDICAL OFFICE PROCEDURES	4	40
MED150	MEDICAL CLINICAL PROCEDURES I	5	80
MED210	ANATOMY AND PHYSIOLOGY II	4	40
MED255	MEDICAL CLINICAL PROCEDURES II	5	80
MED260	MEDICAL INSURANCE CODING I	4	40
MED290	MEDICAL EXTERNSHIP	6	180

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.

NOTE: This program is offered at each Metro Business College Campus. Check with an Admissions Representative for availability of evening classes. Students enrolled in evening programs normally take one to two terms longer to complete than the daytime programs based on course availability.

BUSINESS ADMINISTRATION
ASSOCIATE OF APPLIED SCIENCE DEGREE
103 CREDIT HOURS/1160 CLOCK HOURS

The Business Administration program provides training in many facets of today's workforce and its business and computer needs. This program builds on the Administrative Assistant program by adding skills in accounting, computer applications and management. Graduates can pursue employment in the fields of bookkeeping, administrative support, and human resources. This program normally takes sixty (60) weeks to complete.

Course #	Course Description	Credit Hr.	Clock Hr.
ACC100	ACCOUNTING I	4	40
ACC200	ACCOUNTING II	4	40
ACC210	PAYROLL TAX ACCOUNTING	4	40
AGE105	PERSONAL MONEY MANAGEMENT	2	20
AGE110	ENGLISH	4	40
AGE121	COMPOSITION	2	20
AGE130	MATHEMATICS	4	40
AGE150	BUSINESS COMMUNICATIONS	4	40
AGE160	COMMUNICATION ARTS	4	40
AGE200	CAREER MANAGEMENT SKILLS	4	40
BUS100	PERSONAL DEVELOPMENT	4	40
BUS110	OFFICE PROCEDURES & RECORDS MANAGEMENT	4	40
BUS130	BUSINESS LAW	4	40
BUS150	MANAGEMENT THEORY	4	40
BUS170	MARKETING	4	40
BUS210	SMALL BUSINESS MANAGEMENT	4	40
BUS215	CUSTOMER SERVICE	4	40
BUS235	HUMAN RESOURCE MANAGEMENT	4	40
BUS290	COMPUTER CAPSTONE PROJECT	3	40
DPR121	WORD PROCESSING APPLICATIONS	4	60
DPR161	SPREADSHEET APPLICATIONS	4	60
DPR165	ADVANCED BUSINESS SPREADSHEET APPLICATIONS	3	40
DPR221	DATABASE MANAGEMENT	4	60
DPR245	DESKTOP PUBLISHING	3	40
DPR275	COMPUTERIZED FINANCE I	3	40
DPR285	COMPUTERIZED FINANCE II	3	40
ENG101	ENGLISH FUNDAMENTALS	2	20
KEY100	KEYBOARDING I	3	40
KEY150	KEYBOARDING II	3	40

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.

NOTE: This program is offered at each Metro Business College Campus. Check with an Admissions Representative for availability of evening classes. Students enrolled in evening programs normally take one to two terms longer to complete than the daytime programs based on course availability.

MEDICAL SPECIALIST
ASSOCIATE OF APPLIED SCIENCE DEGREE
96 CREDIT HOURS/1200 CLOCK HOURS

The Medical Specialist program trains our students for a career in medical front and back office environments. Training in this program includes medical office procedures, medical clinical procedures, transcription, electronic health records (EHR), electronic medical records (EMR), insurance coding, and a 180-hour externship. This program normally takes sixty (60) weeks to complete.

Students must complete the core courses (those with a MED prefix) with a minimum of a "C" to graduate. Evening students must understand that while all coursework may be completed during the evening hours, the 180-hour externship (MED290) must usually be completed during the day.

Course #	Course Description	Credit Hr.	Clock Hr.
AGE105	PERSONAL MONEY MANAGEMENT	2	20
AGE110	ENGLISH	4	40
AGE121	COMPOSITION	2	20
AGE130	MATHEMATICS	4	40
AGE150	BUSINESS COMMUNICATIONS	4	40
AGE160	COMMUNICATION ARTS	4	40
AGE200	CAREER MANAGEMENT SKILLS	4	40
BUS100	PERSONAL DEVELOPMENT	4	40
DPR121	WORD PROCESSING APPLICATIONS	4	60
DPR161	SPREADSHEET APPLICATIONS	4	60
ENG101	ENGLISH FUNDAMENTALS	2	20
KEY100	KEYBOARDING I	3	40
KEY150	KEYBOARDING II	3	40
MED100	MEDICAL TERMINOLOGY	4	40
MED110	ANATOMY AND PHYSIOLOGY I	4	40
MED131	PHARMACOLOGY I	4	40
MED140	MEDICAL OFFICE PROCEDURES	4	40
MED150	MEDICAL CLINICAL PROCEDURES I	5	80
MED210	ANATOMY AND PHYSIOLOGY II	4	40
MED245	PHARMACOLOGY II	4	40
MED250	PATHOLOGY	4	40
MED255	MEDICAL CLINICAL PROCEDURES II	5	80
MED260	MEDICAL INSURANCE CODING I	4	40
MED265	MEDICAL INSURANCE CODING II	4	40
MED290	MEDICAL EXTERNSHIP	6	180

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.

NOTE: This program is offered at each Metro Business College Campus. Check with an Admissions Representative for availability of evening classes. Students enrolled in evening programs normally take one to two terms longer to complete than the daytime programs based on course availability.

**MEDICAL BILLING & CODING SPECIALIST
ASSOCIATE OF APPLIED SCIENCE DEGREE
107 CREDIT HOURS/1180 CLOCK HOURS**

The Medical Billing & Coding Specialist program provides training in many areas of today's workforce and its medical billing and coding needs. Students will receive hands-on training in medical insurance, electronic health records (EHR), electronic medical records (EMR), and current procedural coding. Upon completion, graduates will be members of the American Academy of Professional Coders (AAPC) and will be prepared to sit for an exam approved by the AAPC. This program normally takes sixty (60) weeks to complete.

Students must complete the core courses (those with a MED prefix) with a minimum of a "C" to graduate.

Course #	Course Description	Credit Hr.	Clock Hr.
ACC100	ACCOUNTING I	4	40
AGE105	PERSONAL MONEY MANAGEMENT	2	20
AGE110	ENGLISH	4	40
AGE121	COMPOSITION	2	20
AGE130	MATHEMATICS	4	40
AGE150	BUSINESS COMMUNICATIONS	4	40
AGE160	COMMUNICATION ARTS	4	40
AGE200	CAREER MANAGEMENT SKILLS	4	40
BUS100	PERSONAL DEVELOPMENT	4	40
DPR121	WORD PROCESSING APPLICATIONS	4	60
DPR161	SPREADSHEET APPLICATIONS	4	60
ENG101	ENGLISH FUNDAMENTALS	2	20
KEY100	KEYBOARDING I	3	40
KEY150	KEYBOARDING II	3	40
MED100	MEDICAL TERMINOLOGY	4	40
MED110	ANATOMY AND PHYSIOLOGY I	4	40
MED131	PHARMACOLOGY I	4	40
MED135	MEDICAL OFFICE SOFTWARE	2	40
MED140	MEDICAL OFFICE PROCEDURES	4	40
MED210	ANATOMY AND PHYSIOLOGY II	4	40
MED245	PHARMACOLOGY II	4	40
MED250	PATHOLOGY	4	40
MED260	MEDICAL INSURANCE CODING I	4	40
MED265	MEDICAL INSURANCE CODING II	4	40
MED269	MEDICAL INSURANCE CODING III	4	40
MED271	MEDICAL INSURANCE CODING IV	4	40
MED272	REIMBURSEMENT I	4	40
MED275	REIMBURSEMENT II	4	40
MED282	BILLING & CODING CAPSTONE PROJECT	3	40
MED283	MEDICAL CODING CERTIFICATION PREP	2	40

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.

NOTE: This program is offered at each Metro Business College Campus. Check with an Admissions Representative for availability of evening classes. Students enrolled in evening programs normally take one to two terms longer to complete than the daytime programs based on course availability.

COURSE DESCRIPTIONS

ACC100 - ACCOUNTING I

4 Credit Hours/40 Clock 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/40 Clock 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

ACC210 - PAYROLL TAX ACCOUNTING

4 Credit Hours/40 Clock Hours

This course examines systems and operations of payroll tax accounting. Topics will include the Fair Labor Standards Act and the Social Security Act. Course meets 4 hours per week. Prerequisite - ACC100

AGE105 - PERSONAL MONEY MANAGEMENT

2 Credit Hours/20 Clock Hours

Students will gain insights into personal banking, budgeting, borrowing, investments, making wise decisions about insurance, and planning for the student's financial future. Course meets 2 hours per week.

AGE110 - ENGLISH

4 Credit Hours/40 Clock 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.

AGE121 - COMPOSITION

2 Credit Hours/20 Clock 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.

AGE130 - MATHEMATICS

4 Credit Hours/40 Clock Hours

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

AGE150 - BUSINESS COMMUNICATIONS

4 Credit Hours/40 Clock 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.

AGE160 - COMMUNICATION ARTS

4 Credit Hours/40 Clock 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.

AGE200 - CAREER MANAGEMENT SKILLS

4 Credit Hours/40 Clock 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. 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 - The student should be in their final term of study.

BUS100 - PERSONAL DEVELOPMENT

4 Credit Hours/40 Clock 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/40 Clock 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.

BUS130 - BUSINESS LAW 4 Credit Hours/40 Clock 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/40 Clock 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.

BUS170 – MARKETING 4 Credit Hours/40 Clock Hours

This course is designed to expose the student to different forms of marketing commonly used in business, including, but not limited to: social media marketing, print advertisement, digital design, and video production. Students will be given budget parameters and deadlines to simulate the office environment. Course meets 4 hours per week.

BUS210 - SMALL BUSINESS MANAGEMENT 4 Credit Hours/40 Clock 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 – CUSTOMER SERVICE 4 Credit Hours/40 Clock Hours

This course is designed to offer step-by-step information on creating quality customer service in various business settings. Course meets 4 hours per week.

BUS235 – HUMAN RESOURCE MANAGEMENT 4 Credit Hours/40 Clock 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.

BUS290 – COMPUTER CAPSTONE PROJECT 3 Credit Hours/40 Clock Hours

This course is intended to provide the students the opportunity to show overall competency and knowledge they have gained during their degree program. Some options may include Integration of computer applications along with real world computer simulation projects; accounting simulation; or creation of a small business plan along with presentation. Course meeting times and progress requirements will be determined by the selected faculty member in accordance to the student's schedule

DPR121 – WORD PROCESSING APPLICATIONS 4 Credit Hours/60 Clock 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.

DPR161 – SPREADSHEET APPLICATIONS 4 Credit Hours/60 Clock 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.

DPR165 – ADVANCED BUSINESS SPREADSHEET APPLICATIONS 3 Credit Hours/40 Clock Hours

This course is designed to introduce key concepts to develop and analyze business spreadsheets. Projects will be used to integrate skills and create business spreadsheets to communicate financial and operational performance. Course meets 4 hours per week. Prerequisites – DPR121, DPR161.

DPR221 – DATABASE MANAGEMENT 4 Credit Hours/60 Clock 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.

DPR245 – DESKTOP PUBLISHING 3 Credit Hours/40 Clock 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 – DPR121.

DPR275 - COMPUTERIZED FINANCE I 3 Credit Hours/40 Clock 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, DPR121.

DPR285 – COMPUTERIZED FINANCE II 3 Credit Hours/40 Clock Hours

This course is a continuation of DPR275. Students will learn to apply their knowledge to specific accounting problems. Topics will include payroll, ledgers and financial statements. Course will meet 4 hours per week. Prerequisites – ACC100, DPR121, DPR275

ENG101 – ENGLISH FUNDAMENTALS 2 Credit Hours/20 Clock 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.

KEY100 - KEYBOARDING I 3 Credit Hours/40 Clock 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/40 Clock 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.

MED100 - MEDICAL TERMINOLOGY 4 Credit Hours/40 Clock 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/40 Clock 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.

MED131 - PHARMACOLOGY I 4 Credit Hours/40 Clock 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 4 hours per week.

MED135 – MEDICAL OFFICE SOFTWARE 2 Credit Hours/40 Clock 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/40 Clock 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.

MED150 - MEDICAL CLINICAL PROCEDURES I 5 Credit Hours/80 Clock 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.

MED210 - ANATOMY AND PHYSIOLOGY II 4 Credit Hours/40 Clock 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 20 Clock 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/40 Clock 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/40 Clock 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, MED110, MED210.

MED255 - MEDICAL CLINICAL PROCEDURES II 5 Credit Hours/80 Clock 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/40 Clock 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/40 Clock 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, MED260.

MED269 – MEDICAL INSURANCE CODING III 4 Credit Hours/40 Clock 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, MED260, MED265.

MED271 – MEDICAL INSURANCE CODING IV 4 Credit Hours/40 Clock 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, MED260, MED265, MED269.

MED272 – REIMBURSEMENT I 4 Credit Hours/40 Clock 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

MED275 – REIMBURSEMENT II 4 Credit Hours/40 Clock 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, MED272.

MED282 – BILLING & CODING CAPSTONE PROJECT 3 Credit Hours/40 Clock Hours

Students will apply coding skills in an office simulation in specific areas such as Cardiology, Emergency Medicine, and General Surgery. Each module requires a competency level of completion which simulates competency levels required in coding departments in the community. The Capstone project will be completed in a laboratory setting with supervision provided by a coding instructor. Students should be in their last term of study. Course meets 4 hours per week.

MED283 – MEDICAL CODING CERTIFICATION PREP 2 Credit Hours/40 Clock Hours

The focus of this course is to apply the student's knowledge of physician-based medical coding. Students should already possess an in-depth understanding of the CPT, ICD, and HCPCS coding principles at the start of this course. Intensive coding application will be achieved through abstract coding of medical records, case studies, and scenarios. An emphasis will also be placed on overall program review, study sessions and mock testing in anticipation of the student sitting for the Certified Professional Coder exam through the American Academy of Professional Coders. Course meets 2 hours per week. Prerequisites - MED100, MED260, MED265, MED269.

MED290 - MEDICAL EXTERNSHIP 6 Credit Hours/180 Clock Hours

Students will complete 180 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 40 Clock 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 4 hours per week.

MST110 – MASSAGE THERAPY THEORY I 40 Clock 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**80 Clock 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**40 Clock 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**80 Clock 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**40 Clock 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**80 Clock 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**20 Clock 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 2 hours per week.

MST295 – MBLEX TEST EXAM (PASS/FAIL)**0 Clock Hours**

Metro Business College students who complete the Massage Therapy program must also successfully pass the Massage Bodywork Licensing Examination (MBLEX) in order to graduate. Any student failing the examination will receive a Fail grade for this course and will not graduate.

PROGRAM LECTURE, LAB, EXTERNSHIP BREAKDOWNSAdministrative Assistant

<u>[Certificate]</u>	<u>CLOCK HOURS</u>	<u>CREDIT HOURS</u>
Lecture	440	44
Lab	160	8
Externship	0	0
Total	600	52

Massage Therapy

<u>[Certificate]</u>	<u>CLOCK HOURS</u>	<u>CREDIT HOURS</u>
Lecture	500	0
Lab	220	0
Externship	0	0
Total	720	0

Medical Assistant

<u>[Certificate]</u>	<u>CLOCK HOURS</u>	<u>CREDIT HOURS</u>
Lecture	420	42
Lab	180	9
Externship	180	6
Total	780	57

Business Administration

<u>[Associate of Applied Science]</u>	<u>CLOCK HOURS</u>	<u>CREDIT HOURS</u>
Lecture	900	90
Lab	260	13
Externship	0	0
Total	1160	103

Medical Billing and Coding

<u>[Associate of Applied Science]</u>	<u>CLOCK HOURS</u>	<u>CREDIT HOURS</u>
Lecture	960	96
Lab	220	11
Externship	0	0
Total	1180	107

Medical Specialist

<u>[Associate of Applied Science]</u>	<u>CLOCK HOURS</u>	<u>CREDIT HOURS</u>
Lecture	780	78
Lab	240	12
Externship	180	6
Total	1200	96

RETURN OF TITLE IV FUNDS POLICY

If a student withdraws from all classes during a term, a Return of Title IV Funds Refund Calculation must be performed by the college. Depending on when a student withdraws will determine the consequences of the student's withdrawal. Metro Business College takes attendance, so a student's last day of attendance is determined by the daily attendance taken for the student's classes. The notification date is either when a student officially withdraws or when the school determines the student is not returning.

The student earns financial aid as the term is completed, even though the aid typically arrives at the beginning of the term. If the student withdraws during the term, the amount of Title IV aid that has been earned up to that point is determined using a specific formula. If less aid came in than the student earned, then he/she may be eligible to receive those funds; however, if the student received more aid than he/she earned, then the excess funds must be returned by the school and/or the student. The federal government requires a return of Title IV aid that was received if the student withdrew on or before completing 60% of the term. (Federal funds at Metro Business College for the purposes of this regulation include Pell Grants, Iraq and Afghanistan Service Grants, Supplemental Educational Opportunity Grants, Unsubsidized Stafford Loans, Subsidized Stafford Loans, and Parent PLUS Loans.)

The formula used in this federal return of funds calculation divides the aid received into earned aid and unearned aid. A student "earns" financial aid in proportion to the time he/she is enrolled up to the 60% point of the term. For example, if the student completes 20% of the term, then 20% of the aid is considered earned and 80% is considered unearned. Once a student completes more than 60% of the term, he/she has earned all the assistance that the student was scheduled to receive for that term so there is no unearned aid. However, Metro Business College must still complete a Return calculation even if there is no unearned aid.

In the event that the student is a first time, full time student at MBC, and he/she has not completed the first 30 days of the program before withdrawing, then the student will not be eligible for any Direct Loan funds disbursement. The student in this scenario must remain enrolled after the first 30 days in order to be eligible.

If the student's scheduled aid had not all arrived, the student may be due a post-withdrawal disbursement. If this disbursement includes loans, then Metro Business College must obtain the student's permission disbursing the aid. It is up to the student if they wish to decline the disbursement. If there is still a tuition balance, it may be in the student's interest to allow the disbursement of aid; however, if there is no tuition balance, it is recommended the student not disburse the loans in order to limit their loan indebtedness.

Once the amount of unearned federal aid is calculated, Metro Business College must pay back the lesser of the institutional charges multiplied by the unearned percentage of the student's aid or the entire amount of excess funds. Metro Business College satisfies this responsibility by repaying funds in the student's aid package in the following order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Parent PLUS Loan, Pell Grant, FSEOG, other Title IV Grant Funds. If Metro Business College is not required to return all of the excess funds, the student must return the remaining amount. Also, when Title IV funds are returned, the student may owe a balance to Metro Business College and/or the Department of Education.

If the student has to return loan funds, then he/she must repay these funds according to the terms stated in the Master Promissory Note, meaning he/she makes payments over a period of time. If the student owes money because of refunding a grant, that is called an overpayment. The maximum amount of a grant overpayment that student must repay is half of the grant funds he/she received or scheduled to receive. Students in this situation must make arrangements with MBC or the Department of Education to take care of the overpayment. If a student fails to repay grant funds, he/she may be ineligible for future federal financial aid until the overpayment has been taken care of.

Any questions that students have about their Title IV program funds can be directed to the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243), or on Student Aid on the Web at www.studentaid.ed.gov.

CANCELLATION AND REFUND POLICY

CANCELLATION POLICY

All monies will be refunded if Metro Business College does not accept the applicant or if a program is cancelled. When notice of cancellation is given within six days after the date of enrollment all monies will be refunded. When notice is given after the sixth day, but prior to the first day of attendance, the school will retain only the application fee. If the student is a no show/never starts training, the school will retain only the application fee.

REFUND POLICY

For students terminating his/her training after the commencement of classes, refunds are calculated from the last date of recorded attendance.

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 calculated 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%. The student will also be charged a non-refundable administrative fee of \$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 Stafford Loan; Subsidized Stafford Loan; PLUS Loan; PELL Grant; FSEOG; other programs; and then the student.

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

The State of Missouri does not have a separate refund policy.

For graduation and placement rates, program costs and other information, please go to www.metrobusinesscollege.edu/disclosures.html

METRO BUSINESS COLLEGE
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CATALOG SUPPLEMENT
2018-2019

Effective: January 3, 2018

The Cape Girardeau campus of Metro Business College is located within an office complex at 1732 North Kingshighway. The school occupies the entire building which is 11,450 square feet. The facility includes eight classrooms, a medical clinical area, three computer labs, a student lounge, five administrative offices, a reception area, and a resource center. The medical clinical area contains the following instructional equipment: microscopes, centrifuge, micro-centrifuge, incubator, autoclave, EKG, otoscope, ophthalmoscope, and assorted medical clinical items and supplies. Massage Therapy occupies 2,000 square feet of the office space adjacent to the main building. This facility contains a large classroom with four private massage rooms, bathrooms, laundry facilities and reception area. The area also contains massage tables with an assortment of massage supplies.

The facility meets the provisions of the Americans with Disabilities Act.

ADMINISTRATIVE STAFF

Director..... Jan Reimann
 Education Director..... Leslie Watkins
 Financial Aid Coordinator..... Janie Warne
 Admissions Denise Acey
 Administrative Assistant/Admissions..... Melissa Criddle
 Career Services Coordinator..... Diane Jordan

FACULTY

Jacquelyn Collins*..... MA, Southeast MO State University Business
 Brandy Crisel, LMT..... Certificate, Metro Business College Massage
 Donna McClard BS, Southeast MO State University Business
 Patti Parker, CPC* AAS, Metro Business College Medical
 Jan Reimann* BS, Southwest Baptist University Business
 Carol Rhodes, R.N. AA, Eastern Kentucky University Medical/Massage
 Leslie Watkins, CAP* BS, Southeast MO State University Business
 Kim Watson, RMA AAS, Metro Business College Medical

*Part-time

Tuition and Fees

Metro Business College reserves the right to change tuition and fees at the beginning of any term. The tuition and fees in this supplement are effective as of February 2016.

Student tuition is due and payable at the start of each term unless otherwise arranged with the college. An application fee is requested from each student during enrollment. This fee assures the student of space in an educational program.

Tuition at Metro Business College is charged on a term basis. Tuition includes the use of textbooks and graduation fees. This does not include personal supplies and incidental expenses. Full-time tuition rates vary according to programs of study.

Students or graduates having any delinquent accounts will not be issued an Official Transcript, Certificate, or Associate of Applied Science Degree until all accounts are current.

Veterans Administration Attendance Policy

Students attending Metro Business College and receiving Veterans benefits are expected to maintain an attendance average of at least 80% evaluated monthly. Failure to maintain this standard will lead to a 30 day probationary period. If the minimum standard is not achieved through the probationary period, termination from benefits will result. Mitigating circumstances will be reviewed by school officials for further consideration. (Up to five percent additional percent if documented.)

Withdrawal Policy

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

Transfer of Credit Policy-within the Metro Business College System

Credit may be transferred from any of the three campuses of Metro Business College for full credit. Because the transfer hours and credits are for courses and programs with virtually identical curricula, transfer grades will be computed in the student's grade point average.

Schedule of Student Fees and Tuition

Fees and Tuition for Certificate and Associate of Applied Science Degree Programs of Study are listed below.

All Programs of Study

A non-refundable application fee of \$25 should accompany each application. If the application is not accepted, all monies will be refunded. 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 school will retain only the application fee.

Program Cost

Certificate Programs

Administrative Assistant	\$11,350.00
(Administrative Fee - \$100.00 - included in program cost)	
Massage Therapy	\$11,750.00
(Administrative Fee - \$100.00 - included in program cost)	
(Massage Program Fee - \$400.00 - included in program cost)	
Medical Assistant.....	\$12,220.00
(Administrative Fee - \$100.00 - included in program cost)	
(Medical Externship - \$750.00 - included in program cost)	
(RMA Testing Fee - \$120.00 - included in program cost)	

Associate of Applied Science Degree Programs

Business Administration	\$22,600.00
(Administrative Fee - \$100.00 - included in program cost)	
Medical Billing & Coding Specialist	\$23,200.00
(Administrative Fee - \$100.00 - included in program cost)	
(Billing/Coding Program Fee - \$600 - included in program cost)	
Medical Specialist.....	\$19,720.00
(Administrative Fee - \$100.00 - included in program cost)	
(Medical Externship - \$750.00 - included in program cost)	
(RMA Testing Fee - \$120.00 - included in program cost)	

Methods of Student payments accepted include, cash, check, money order, credit/debit card, PELL, Direct Loans, FSEOG, scholarships, and agency funding.

ACADEMIC CALENDAR 2018

January Term begins.....	January 3
Classes meet on Friday	January 5
Martin Luther King Day (Holiday).....	January 15
Classes meet on Friday	January 19
January Term ends.....	March 6
March Term begins.....	March 11
March Term ends.....	May 15
May Term begins.....	May 21
Memorial Day (Holiday)	May 28
Classes meet on Friday	June 1
4th of July (Holiday).....	July 4
Classes meet on Friday	July 6
May Term ends.....	July 24
Summer Vacation (no classes).....	July 25-August 5
August Term begins.....	August 6
Labor Day (Holiday).....	September 3
Classes meet on Friday	September 7
August Term ends.....	October 9
October Term begins	October 15
Thanksgiving (Holiday).....	November 22
Classes meet on Friday	November 30
October Term ends	December 18
Christmas Vacation (no classes)	December 19—January 1

ACADEMIC CALENDAR 2019

January Term begins.....	January 2
Classes meet on Friday	January 4
Martin Luther King Day (Holiday).....	January 14
Classes meet on Friday	January 18
January Term ends.....	March 5
March Term begins.....	March 11
March Term ends.....	May 14
May Term begins.....	May 20
Memorial Day (Holiday)	May 27
Classes meet on Friday	May 31
4th of July (Holiday).....	July 4
Classes meet on Friday	July 12
May Term ends.....	July 23
Summer Vacation (no classes).....	July 24-August 4
August Term begins.....	August 5
Labor Day (Holiday).....	September 2
Classes meet on Friday	September 6
August Term ends.....	October 8
October Term begins	October 14
Thanksgiving (Holiday).....	November 28
Classes meet on Friday	November 6
October Term ends	December 17
Christmas Vacation (no classes)	December 18-January 1

ACADEMIC CALENDAR 2017

January Term begins.....	January 3
Martin Luther King Day (Holiday).....	January 16
Classes meet on Friday	January 20
January Term ends.....	March 7
March Term begins.....	March 13
March Term ends.....	May 16
May Term Begins.....	May 22
Memorial Day (Holiday).....	May 29
Classes meet on Friday	June 2
4th of July (Holiday).....	July 4
Classes meet on Friday	July 7
May Term ends.....	July 25
Summer Vacation (no classes)	July 26 - August 6
August Term Begins.....	August 7
Labor Day (Holiday).....	September 4
Classes meet on Friday	September 8
August Term ends.....	October 10
October Term begins	October 16
Thanksgiving (Holiday).....	November 23
Classes meet on Friday	December 1
October Term ends	December 19
Christmas Vacation (no classes).....	December 20 - January 2

ACADEMIC CALENDAR 2018

January Term begins.....	January 2
Classes meet on	Friday January 5
Martin Luther King Day (Holiday)	January 15
Classes meet on Friday	January 19
January Term ends	March 6
March Term begins	March 12
March Term ends	May 15
May Term Begins	May 21
Memorial Day (Holiday)	May 28
Classes meet on Friday	June 1
4th of July (Holiday)	July 4
Classes meet on Friday	July 6
May Term ends	July 24
Summer Vacation (no classes)	July 25 - August 5
August Term Begins	August 6
Labor Day (Holiday)	September 3
Classes meet on Friday	September 7
August Term ends	October 9
October Term begins	October 15
Thanksgiving (Holiday)	November 22
Classes meet on Friday	November 30
October Term ends	December 18
Christmas Vacation (no classes).....	December 19 - January 1

METRO BUSINESS COLLEGE

1202 East Highway 72

Rolla, Missouri 65401

(573) 364-8464

(888) 43-METRO

TEXT: 573-612-4432

Fax: (573) 364-8077

email: inforolla@metrobusinesscollege.edu

CATALOG SUPPLEMENT 2017-2018

Effective: January 2017

The Rolla campus of Metro Business College is located within an office complex at 1202 East Highway 72. The school occupies approximately 10,000 square feet of the complex. The facility includes six classrooms, a medical clinical area, three computer labs, a student library and lounge, six administrative offices, and a reception area. The medical clinical area contains the following instructional equipment: microscopes, centrifuge, micro-centrifuge, incubator, autoclave, EKG, otoscope, ophthalmoscope, and assorted medical clinical items and supplies. Massage Therapy occupies approximately 1200 square feet. This facility contains a large room for massage training and demonstration, dressing rooms, three private massage areas, reception area and one restroom. The area contains massage tables, washer/dryer and an assortment of massage items and supplies. The facility meets the provisions of the Americans with Disabilities Act.

ADMINISTRATIVE STAFF

Director.....	Mary Gapsch
Financial Aid Coordinator/Admissions	Rob Donnelly

FACULTY

Josh Bostock.....	B.S. Central MO State	Business/Computers
Thomas Susie	B.A. University of Wisconsin.....	Business
Dori Thenhaus*	CPC Certified Professional Coder	Medical
Donna Otis.....	Waynesville Technical College	Medical
Nathan Chirban *.....	L.M.T.	Massage Therapy

* Part-time

Tuition and Fees

Metro Business College reserves the right to change tuition and fees at the beginning of any term. The tuition and fees in this supplement are effective as of February 2016.

Student tuition is due and payable at the start of each quarter unless otherwise arranged with the college. An application fee is requested from each student during enrollment. This fee assures the student a space in an educational program.

Tuition at Metro Business College is charged on a term basis. Tuition includes the use of textbooks and graduation fees. Not included are personal supplies and incidental expenses. Full-time tuition rates vary according to programs of study.

Students or graduates having any delinquent accounts will not be issued an Official Transcript, Certificate, or Associate of Applied Science Degree until all accounts are current.

Veterans Administration Attendance Policy

Students attending Metro Business College and receiving Veterans benefits are expected to maintain an attendance average of at least 80% evaluated monthly. Failure to maintain this standard will lead to a 30 day probationary period. If the minimum standard is not achieved through the probationary period, termination from benefits will result. Mitigating circumstances will be reviewed by school official for further consideration. (Up to five percent additional percent if documented.)

Withdrawal Policy

Any student who desires to withdraw from all classes during a term 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.

Transfer of Credit Policy-within the Metro Business College System

Credit may be transferred from any of the three campuses of Metro Business College for full credit. Because transfer hours and credits are for courses and programs with virtually identical curricula, transfer grades will be computed in the student's grade point average.

Schedule of Student Fees and Tuition

Fees and Tuition for Certificate and Associate of Applied Science Degree Programs of Study are listed below.

All Programs of Study

A non-refundable application fee of \$25 should accompany each application. If the application is not accepted, all monies will be refunded. 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 school will retain only the application fee.

Program Cost:

Certificate Programs:

Administrative Assistant..... \$11,350.00
(Administrative Fee - \$100.00 - included in cost)

Massage Therapy \$11,750.00
(Administrative Fee - \$100.00 - included in cost)
(Massage Program Fee - \$400.00 - included in program cost)

Medical Assistant..... \$12,220.00
(Administrative Fee - \$100.00 - included in cost)
(Medical Externship - \$750.00 - included in program cost)
(RMA Testing Fee - \$120.00 - included in program cost)

Associate of Applied Science Degree Programs:

Business Administration..... \$22,600.00
(Administrative Fee - \$100.00 - included in cost)

Medical Billing & Coding Specialist..... \$23,200.00
(Administrative Fee - \$100.00 - included in cost)
(Billing/Coding Program Fee - \$600 - included in program cost)

Medical Specialist \$19,720.00
(Administrative Fee - \$100.00 - included in cost)
(Medical Externship - \$750.00 - included in program cost)
(RMA Testing Fee - \$120.00 - included in program cost)

Methods of student payments accepted, include: cash, check, money order, credit/debit card, PELL, Direct Loans, FSEOG, scholarships, and agency funding.

ACADEMIC CALENDAR 2017

January Term begins.....	January 3
Classes meet on Friday	January 6
Martin Luther King Day (Holiday).....	January 16
Classes meet on Friday	January 20
January Term ends.....	March 7
March Term begins.....	March 13
March Term ends.....	May 16
May Term Begins	May 22
Memorial Day (Holiday)	May 29
Classes meet on Friday	June 2
4th of July (Holiday).....	July 4
Classes meet on Friday	July 8
May Term ends.....	July 25
Summer Vacation (no classes).....	July 26 - August 6
August Term Begins.....	August 7
Labor Day (Holiday).....	September 4
Classes meet on Friday	September 8
August Term ends.....	October 10
October Term begins	October 16
Thanksgiving (Holiday).....	November 23
Classes meet on Friday	December 1
October Term ends	December 19
Christmas Vacation (no classes).....	December 20 - January 1

ACADEMIC CALENDAR 2018

January Term begins.....	January 2
Classes meet on Friday	January 5
Martin Luther King Day (Holiday).....	January 15
Classes meet on Friday	January 19
January Term ends.....	March 6
March Term begins.....	March 12
March Term ends.....	May 15
May Term Begins	May 21
Memorial Day (Holiday)	May 28
Classes meet on Friday	June 1
4th of July (Holiday).....	July 4
Classes meet on Friday	July 6
May Term ends.....	July 24
Summer Vacation (no classes).....	July 25 - August 5
August Term Begins	August 6
Labor Day (Holiday).....	September 3
Classes meet on Friday	September 7
August Term ends.....	October 9
October Term begins	October 15
Thanksgiving (Holiday).....	November 22
Classes meet on Friday	November 30
October Term ends	December 18
Christmas Vacation (no classes).....	December 19—January 1

METRO BUSINESS COLLEGE

210 El Mercado Plaza

Jefferson City, MO 65109

(573) 635-6600

(800) 467-0786

(888) 43METRO

Fax: (573) 635-6999

email: infojeff@metrobusinesscollege.edu

CATALOG SUPPLEMENT-DAYS

2017

Effective: July 18, 2017

The Jefferson City campus of Metro Business College is located at 210 El Mercado Plaza with additional classroom space located in the lower level of 3515 Amazonas Drive. The school occupies 17,950 square feet of the buildings. The facility includes the following: ten classrooms; a medical clinical area with computers, storage and a restroom; four computer labs; a massage classroom with five private treatment rooms, a waiting area, a restroom and a laundry area; a student library and study area; a student lounge, seven administrative offices; an employee break room with kitchen area; and a reception area. The medical clinical area contains the following instructional equipment: microscopes, centrifuge, micro-centrifuge, incubator, autoclave, EKG, otoscope, ophthalmoscope, computers for charting using electronic medical records, and assorted medical clinical items and supplies. The massage area contains the following items: massage tables, chair massage equipment, washer, dryer, and assorted massage items and supplies. Each classroom contains an adequate number of tables and chairs and a whiteboard. There are three television/dvd combos available for use in any of the classroom in addition to overhead projectors and LED projectors. The entire facility meets the provisions of the Americans with Disabilities Act.

ADMINISTRATIVE STAFF

Director.....	Randy Chockley
Financial Aid Coordinator	Debbie Jenkins
Career Services.....	Randy Chockley
Admissions Representative.....	Tanita Jeffries
Administrative Assistant.....	Shawn Nesbitt

FACULTY

Imogene Raitel.....	B.S.E., Lincoln University.....	Business/Computer
Alisha Cline MA.....	A.A.S., Metro Business College	Medical
Samantha Mitchell	A.A.S., Metro Business College.....	Medical/Massage
	P.T.A. State Tech of Missouri	
	L.M.T. Cert, Metro Business College	
*Kenya Price-Harry CPC.....	B.A., Chicago State University.....	Medical
	A.A.S., Metro Business College	
*George Shelley.....	M.Ed., Lincoln University.....	Applied General Education
Michael Sherman.....	B.S., University of Missouri	Business/Computer
	A.A.S., Metro Business College	
*Lisa Williams.....	B.A., University of Phoenix.....	Business/Massage
	Cert., Metro Business College	

*denotes part-time

Tuition and Fees

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Student tuition is due and payable at the start of each term unless otherwise arranged with the College. An application fee is requested from each student during enrollment. This fee assures the student of space in an educational program.

Tuition at Metro Business College is charged on a quarterly basis. Tuition includes the use of textbooks and graduation fees. Not included are personal supplies and incidental expenses. Full-time tuition rates vary according to programs of study.

Students or graduates having any delinquent accounts will not be issued an Official Transcript, Certificate, Diploma, or Associate of Applied Science Degree until all accounts are current.

Veterans Administration Attendance Policy

Students attending Metro Business College and receiving Veterans benefits are expected to maintain excellent class attendance. It is a Metro Business College belief that regular and punctual attendance is important. All absences, tardies and early exits are recorded.

VA eligible students must maintain an attendance average of at least 80% evaluated monthly. Failure to maintain this standard will lead to a 30 day probationary period. If the minimum standard is not achieved through the probationary period, termination from benefits will result. Mitigating circumstances will be reviewed by school officials for further consideration. (Up to five percent additional percent if documented.)

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Program Cost

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(Administrative Fee - \$100.00 - included in program cost)	
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