



**MEDICAL ASSISTANT  
CERTIFICATE**  
**57 CREDIT 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 three (3) terms plus the 180-hour externship 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.



**ADMINISTRATIVE ASSISTANT  
CERTIFICATE**  
**52 CREDIT 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 three (3) terms to complete.



**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 three (3) terms 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.

**Campus Locations**

1732 N. Kingshighway • Cape Girardeau, MO 63701  
(573) 334-9181

1202 E. Highway 72 • Rolla, MO 65401  
(573) 364-8464

210 El Mercado Plaza • Jefferson City, MO 65109  
(573) 635-6600

**FOR INFORMATION REGARDING GRADUATION AND  
PLACEMENT RATES, PROGRAM COSTS AND OTHER  
INFORMATION, PLEASE GO TO  
METROBUSINESSCOLLEGE.EDU/DISCLOSURES**



*A small College Can  
Make a BIG Difference!*

**BUSINESS, MEDICAL  
& MASSAGE THERAPY**



**TOLL FREE  
(All Campuses)**

**1-888-206-4545**

**metrobusinesscollege.edu**

**THREE CONVENIENT  
CAMPUS LOCATIONS**



**MEDICAL BILLING & CODING SPECIALIST  
ASSOCIATE OF APPLIED SCIENCE DEGREE  
107 CREDIT 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 six (6) terms to complete.

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



**MEDICAL SPECIALIST  
ASSOCIATE OF APPLIED SCIENCE DEGREE  
96 CREDIT 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 five (5) terms plus the 180-hour externship 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.



**BUSINESS ADMINISTRATION  
ASSOCIATE OF APPLIED SCIENCE DEGREE  
103 CREDIT 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 six (6) terms to complete.

**metrobusinesscollege.edu**

**When Can I Start?**

Metro has five class starts per year. Please call an admissions representative at the campus nearest you for the next start date and an appointment.

**Why Should I Attend Metro?**

You should attend Metro if you want the personal attention and career focus that transforms "job training" into building a profession. Small classes and dedicated instructors give you an educational advantage as you prepare for the workplace.

**Four Day School Week**

Students attend classes Monday through Thursday. Fridays are designated as an open day to be used to meet the individual needs of students. Evening classes are available at our Jefferson City campus.

**Financial Aid**

A number of financial aid programs are available to qualified applicants to assist with training costs. Grants, student loans, scholarships, veterans benefits and various government sponsored tuition programs are available for those who qualify.

**Career Services**

Metro Business College's Career Services Department offers career counseling for each student and job placement assistance for every graduate. METRO BUSINESS COLLEGE DOES NOT GUARANTEE JOB PLACEMENT. Instead, Metro makes a commitment of staff and resources for career services assistance that is continually attuned to the employment opportunities in the area.

**Student Clubs**

Student Clubs are a vital part of our campuses. The clubs provide a great opportunity for students to get involved in the local community.

**Accreditation**  
ACICS  
Accrediting Council for  
Independent Colleges and Schools

**Evening Classes**

Evening Classes are offered at the Jefferson City campus only. Contact an Admissions Representative for more information.