

METRO BUSINESS COLLEGE 2015-2016 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.

MAIN CAMPUS

Metro Business College
1732 North Kingshighway
Cape Girardeau, Missouri 63701-2122
Phone: (573) 334-9181
Toll Free: 1-888-206-4545
Fax: (573) 334-0617
infocape@metrobusinesscollege.edu

ADDITIONAL LOCATIONS

Metro Business College
1202 East Hwy. 72
Rolla, Missouri 65401-0839
Phone: (573) 364-8464
Toll Free: 1-888-206-4545
Fax: (573) 364-8077
inforolla@metrobusinesscollege.edu

Metro Business College
210 El Mercado Plaza
Jefferson City, Missouri 65109-6822
Phone: (573) 635-6600
Toll Free: 1-888-206-4545
Fax: (573) 635-6999
infojeff@metrobusinesscollege.edu

Our web address is www.metrobusinesscollege.edu

This catalog supersedes all other catalogs as of August 28, 2015.

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

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Dear Student:

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

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

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

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

Sincerely,

George R. Holske

George R. Holske
CEO

INSIDE METRO BUSINESS COLLEGE

MISSION STATEMENT

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

OBJECTIVES

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

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

ACCREDITATION, APPROVAL, AND AFFILIATIONS

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

CERTIFIED	to operate by the Missouri Coordinating Board for Higher Education, 205 Jefferson Street, Jefferson City, Missouri 65102. Phone: (573) 751-2361
ACCREDITED	by the Accrediting Council for Independent Colleges and Schools, 750 First Street, NE, Suite 980, Washington, D.C. 20002-4241 to award Certificates, Diplomas, and Associate of Applied Science Degrees. Phone: (202) 336-6780
APPROVED	by the Missouri 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 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	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 Director, Education Director and one member of the faculty. (Faculty members will be appointed to preside at the meetings on a rotating basis.)

NOTICE OF NONDISCRIMINATORY POLICY

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

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.

ADMISSION INFORMATION

ADMISSION PROCEDURES

New Students

Metro Business College is interested in students with a desire to succeed. To be admitted as a regular student, an applicant must be a high school graduate, passed an approved high school equivalency exam, or have a General Education Development (GED) Certificate. If a high school graduate, the applicant must have on file an official copy of their high school transcript. All applicants must 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 for admission is submitted to the Director of the College for acceptance when the applicant has completed both the interview and assessment. Applicants for the Massage Therapy program as well as all Medical programs must submit the Evidence of Good Health form. This form should be on file prior to starting school. Applicants are notified by the Metro Business College Director as to acceptance. MBC reserves the right to reject an applicant for any justifiable reason.

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

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

Associate of Applied Science Degree Students

Metro Business College Associate of Applied Science Degree programs are offered in the following disciplines:

- Accounting Paraprofessional
- Business & Computer Specialist
- 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 or diploma program may do so anytime after completing their second quarter of training. The student must have a minimum academic cumulative grade point average (CGPA) of 2.50 to be accepted into the Associate of Applied Science Degree program. Students must submit an application to the Director of the College. Students are then notified by the Director as to their acceptance into the Associate of Applied Science Degree program.

MINIMUM ENTRANCE ASSESSMENT SCORES BY PROGRAM

Administrative Assistant	15
Massage Therapy	17
Medical Assistant	17
Business and Computer Assistant	17
Medical Office Assistant	17
Accounting Assistant	18
Business and Computer Specialist	18
Medical Specialist	18
Medical Billing and Coding Specialist	18
Accounting Paraprofessional	20

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.

FINANCIAL ASSISTANCE

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

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

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.

Metro Education Group Scholarships are for individuals who enroll at Metro Business College during any school year. The normal school year starts with the September Quarter. Sixteen (16) \$1200* scholarships may be awarded each school year. Each Metro Business College campus receives four (4) MEG Scholarships per year. The scholarships are awarded on the basis of merit and/or need.

A student who receives a MEG Scholarship will be notified in writing by the Director. Anyone wishing to apply for the scholarship may obtain an application from the MBC Admissions office or Financial Aid office. Scholarship applications need to be submitted to the Director no later than the end of the third week of each quarter.

*The Metro Education Group \$1200 Scholarship is awarded on the basis of \$400 per academic quarter for three quarters (an academic year).

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 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 Director/Education Director, enrolling in and successfully completing at least one quarter (at least 6 credit hours or 66 clock hours) without dropping, withdrawing from, or failing any courses after the quarter begins. During this quarter, students must still adhere to the MBC Satisfactory Academic Progress policy and are not eligible for financial aid.

ACADEMIC INFORMATION

CREDIT HOUR DEFINITION

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

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 792 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 can REQUIRE a student who is doing poorly (D or F work) in a course to attend Friday sessions. Students who are doing well in all their courses (C grades or better) normally will not be required to attend sessions on Fridays.

ACADEMIC STANDARDS

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

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
Tr	Transfer	Not Computed

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

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

“W” Withdrawal - A student may withdraw from a course up to the end of the fourth week and receive a “W” which will be recorded on the student transcript. Withdrawal after the fourth week will result in an automatic “F”. A student wishing to withdraw from any course(s) is responsible for submitting a formal withdrawal form and having it approved by the 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 quarter. Any leave of absence and grade of “L” must be approved by the Campus Director or the Education Director. If a student fails to return on or before the end of the LOA, the school will treat the student as a withdrawal.

MID-TERM GRADES

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

For students in the Massage Therapy program, student progress is reviewed at the mid-term of the quarter, the end of the quarter, 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

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

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

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

SATISFACTORY ACADEMIC PROGRESS 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 quarterly for all students. The review is completed at the end of each academic quarter 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 Diploma program within the same discipline one time without penalty. Only the courses required to complete the Certificate or Diploma 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 Re-Admission 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.

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
44 - 264	1.50
265 - 395	1.75
396 - 594	2.00
595 - 792	2.00
793 - 1053	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 re-taking and successfully completing the course.

QUANTITATIVE MEASURE OF PROGRESS

The quantity of a student's progress is measured by the pace of completion (credit/clock hours earned divided by credit/clock hours attempted). 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 quarter 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 quarter 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 quarter. 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)
44 - 264	75%
265 - 395	75%
396 - 594	75%
595 - 792	75%
793 - 1053	75%

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 75%.

MAXIMUM TIME FRAME

All Metro Business College students 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 1.33 times the normal program length, as measured in calendar time. The Massage Therapy program is 33 weeks in length, and must be completed within 44 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.
- **“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.

- **Noncredit 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 quarter 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 quarter 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 quarter. At Metro Business College, Satisfactory Academic Progress (SAP) is reviewed at the end of each quarter for all students. Students in the Massage Therapy Program, a clock hour program, have SAP reviews at the end of each quarter 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 quarter 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 quarter 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 quarter 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 quarter 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 quarter.

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 quarter. If the appeal is approved, the student remains eligible to receive financial aid for the quarter. 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 outline 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 quarter. This Financial Aid Warning status lasts for one quarter 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 re-admittance following dismissal or in the event the student's appeal results in re-admittance.

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

Students re-admitted 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 quarter after re-admittance. During the Academic Probation quarter, a midterm grade point average of 2.00 is required to remain in school and to qualify for federal financial assistance in the following quarter. If at the end of the quarter 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 quarter and will be considered a regular student. Students that are academically dismissed for a second time are not eligible for readmission to Metro Business College.

WITHDRAWAL POLICY

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

RE-ADMISSION POLICY

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

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 quarter within the student's program of study. Successful challenges by examination do not reduce the stated course tuition, unless the student is successful in challenging the maximum number of credit hours by examination. Maximum time frames will be adjusted according to the number of credits that the MBC student successfully challenges.

REPEATING A COURSE

Metro Business College faculty and staff 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. Any absence, tardy, or early exit is recorded. Excessive absenteeism, as defined by the school, may reflect upon the student's grade and/or in extreme cases may lead to dismissal from the course.

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. (Up to five percent additional percent if documented.)

LAPTOP COMPUTER POLICY

Students who are enrolled in the Medical Billing and Coding Specialist program, the Business and Computer Specialist program, and the Accounting Paraprofessional program may be eligible for a laptop computer. Students taking these programs during the day are scheduled to receive a laptop computer during the fourth quarter of the program. Students taking these programs at night are scheduled to receive a laptop computer during the fifth quarter of the program. A student will not receive a laptop computer if they are on probation for any reason. If a student reenters Metro Business College, the student must attend at least one quarter to be eligible for the laptop computer.

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 or Education Director to determine that there is a reasonable expectation that the student will return to school.

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

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

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

personnel 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 quarter in a 12-month period. LOAs will normally not be granted once a quarter 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 9, 10, or 11 of a quarter, he/she may be granted an Incomplete instead of a LOA. Students with Incompletes will have the following quarter to complete their classes and must complete all required coursework before being scheduled for any new classes. While on 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 quarter begins, then he/she may be scheduled for new courses. During the quarter 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.

MAKE-UP TIME POLICY

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

ACADEMIC 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 quarter. 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 quarter.

TRANSCRIPTS

Metro Business College graduates may request an official transcript to be sent to businesses or other institutions directly. Graduates may request an unofficial transcript for their personal use. No requests for transcript will be accepted by telephone. No transcript will be released unless all financial obligations to the College have been met. Request for transcript should be made in writing to the Campus Director/Education Director. 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 quarters of a program. Courses with numbers over 200 are usually taken during the last few quarters of a program. The letter prefixes identify the type of course:

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

GENERAL REGULATIONS

RULES AND REGULATIONS

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

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

STUDENT CONDUCT

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

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

You may be required to submit a drug screen as part of the Drug and Alcohol Abuse Policy of Metro Business College. The drug test must be performed prior to being placed on an outside externship for any of the medical programs. It is your responsibility, prior to testing, to notify the laboratory of any medication, prescribed or non-prescribed, that you may be taking and/or have taken within the last 60 days prior to the testing. If the test results in a positive reading, you will be immediately terminated from Metro Business College. If you do not pass the drug test or do not submit to the drug test at the scheduled time, you must wait one additional quarter after the testing to apply for re-admission.

APPEAL/COMPLAINT/GRIEVANCE PROCEDURE

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

The appeal and documentation should be presented to the instructor in written form within three days from the date of the incident. The instructor will answer in writing within three days of receipt of the appeal. If the student is not satisfied with the instructor's decision, the student has the right to appeal to the 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.

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.

STUDENT SERVICES

ACADEMIC COUNSELING

Metro Business College is concerned not only with career preparation but with the complete

well-being of each student. The entire College staff is available to assist students whenever possible. Students are encouraged to seek help from the instructors and staff.

STUDENT COUNSELING SERVICES

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

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.

PROGRAMS OF STUDY

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

ADMINISTRATIVE ASSISTANT: A Metro Business College Certificate for Administrative Assistant is awarded to a student who successfully completes all the graduation requirements or its equivalent. The Administrative Assistant Certificate curriculum consists of 51 credit hours and normally takes three (3) quarters to complete. A student may attempt no more than 68 credit hours, which is 1.33 times the standard length of the program, to complete this program of study.

Students enrolled in evening programs normally take one to two quarters longer to complete than the daytime programs based on course availability.

MASSAGE THERAPY: A Metro Business College Certificate for Massage Therapy is awarded to a student who successfully completes all the graduation requirements or its equivalent. The Massage Therapy Certificate curriculum consists of 792 clock hours and normally takes three (3) quarters to complete. A student may attempt no more than 1053 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 66 credit hours and normally takes three (3) quarters to complete the classroom training plus a 200 hour externship. A student may attempt no more than 88 credit hours, which is 1.33 times the standard length of the program, to complete this program of study.

Students enrolled in evening programs normally take one to two quarters longer to complete than the daytime programs based on course availability.

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

ACCOUNTING ASSISTANT: A Metro Business College Diploma in Accounting Assistant is awarded to a student who successfully completes all the graduation requirements or its equivalent. The Accounting Assistant Diploma curriculum consists of 72 credit hours and normally takes four (4) quarters to complete. A student may attempt no more than 96 credit hours, which is 1.33 times the standard length of the program, to complete this program of study.

Students enrolled in evening programs normally take one to two quarters longer to complete than the daytime programs based on course availability.

BUSINESS & COMPUTER ASSISTANT: A Metro Business College Diploma in Business & Computer Assistant is awarded to a student who successfully completes all the graduation requirements or its equivalent. The Business & Computer Assistant Diploma curriculum consists of 69 credit hours and normally takes four (4) quarters to complete. A student may attempt no more than 92 credit hours, which is 1.33 times the standard length of the program, to complete this program of study.

Students enrolled in evening programs normally take one to two quarters longer to complete than the daytime programs based on course availability.

MEDICAL OFFICE ASSISTANT: A Metro Business College Diploma for Medical Office Assistant is awarded to a student who successfully completes all the graduation requirements or its equivalent. The Medical Office Assistant Diploma curriculum consists of 76 credit hours and normally takes four (4) quarters to complete. A student may attempt no more than 101 credit hours, which is 1.33 times the standard length of the program, to complete this program of study.

Students enrolled in evening programs normally take one to two quarters 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:

ACCOUNTING PARAPROFESSIONAL: The Metro Business College Associate of Applied Science Degree in Accounting Paraprofessional is awarded to a student who successfully completes all the graduation requirements or its equivalent. The Accounting Paraprofessional Associate of Applied Science Degree consists of 105 credit hours and normally takes six (6) quarters to complete. A student may attempt no more than 140 credit hours, which is 1.33 times the standard length of the program, to complete this program of study.

Students enrolled in evening programs normally take one to two quarters longer to complete than the daytime programs based on course availability.

BUSINESS & COMPUTER SPECIALIST - The Metro Business College Associate of Applied Science Degree for Business & Computer Specialist is awarded to a student who successfully completes all the graduation requirements or its equivalent. The Business & Computer Specialist Associate of Applied Science Degree consists of 105 credit hours and normally takes six (6) quarters to complete. A student may attempt no more than 140 credit hours, which is 1.33 times the standard length of the program, to complete this program of study.

Students enrolled in evening programs normally take one to two quarters 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 104 credit hours and normally takes five (5) quarters to complete the classroom training plus a 200 hour externship. A student may attempt no more than 138 credit hours, which is 1.33 times the standard length of the program, to complete this program of study.

Students enrolled in evening programs normally take one to two quarters 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 105 credit hours and normally takes six (6) quarters of full-time classroom attendance and completion of a 100 hour externship during the final quarter of attendance. A student may attempt no more than 140 credit hours, which is 1.33 times the standard length of the program, to complete this program of study.

Students enrolled in evening programs normally take one to two quarters longer to complete than the daytime programs based on course availability.

NOTE: These programs are offered at each Metro Business College Campus. Evening classes are offered at our Jefferson City campus.

**ADMINISTRATIVE ASSISTANT
CERTIFICATE
51 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) quarters to complete.

Course #	Course Description	Credit Hr.
ACC100	ACCOUNTING I	4
AGE110	ENGLISH	4
AGE130	MATHEMATICS	4
AGE140	ECONOMICS	2
BUS100	PERSONAL DEVELOPMENT	4
BUS110	OFFICE PROCEDURES & RECORDS MANAGEMENT	4
BUS120	BUSINESS COMMUNICATIONS	4
BUS200	CAREER MANAGEMENT SKILLS	4
DPR120	COMPUTER I	4
DPR160	COMPUTER II	4
DPR240	WEB PAGE & VISUAL DESIGN PRINCIPLES	3
ENG101	ENGLISH FUNDAMENTALS	2
KEY100	KEYBOARDING I	3
KEY150	KEYBOARDING II	3
KEY200	KEYBOARDING III	2

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

Students enrolled in evening programs normally take one to two quarters longer to complete than the daytime programs based on course availability.

**MASSAGE THERAPY
CERTIFICATE
792 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) quarters 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.
BUS100	PERSONAL DEVELOPMENT	44
BUS200	CAREER MANAGEMENT SKILLS	44
DPR120	COMPUTER I	66
ENG101	ENGLISH FUNDAMENTALS	22
MED100	MEDICAL TERMINOLOGY I	44
MED110	ANATOMY & PHYSIOLOGY I	44
MED210	ANATOMY & PHYSIOLOGY II	44
MED215	ANATOMY & PHYSIOLOGY III	22
MST100	KINESIOLOGY	22
MST110	MASSAGE THERAPY THEORY I	44
MST150	MASSAGE THERAPY LAB I	88
MST210	MASSAGE THERAPY THEORY II	44
MST250	MASSAGE THERAPY LAB II	88
MST260	MASSAGE THERAPY THEORY III	44
MST270	MASSAGE THERAPY LAB III	88
MST290	PROFESSIONAL BUSINESS DEVELOPMENT	44

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

**MEDICAL ASSISTANT
CERTIFICATE
66 CREDIT HOURS**

The Medical Assistant 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 200-hour externship. This program normally takes three (3) quarters plus the 200-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 200-hour externship (MED290) must usually be completed during the day.

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

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

Students enrolled in evening programs normally take one to two quarters longer to complete than the daytime programs based on course availability.

**ACCOUNTING ASSISTANT
DIPLOMA
72 CREDIT HOURS**

During the Accounting Assistant program our students receive instruction on multiple facets of Accounting, such as payroll tax accounting and computerized finance. This program will prepare students for accounting clerical work in the areas of accounts receivable and payable, payroll activities, and computerized financial management software. This program normally takes four (4) quarters to complete.

Course #	Course Description	Credit Hr.
ACC100	ACCOUNTING I	4
ACC200	ACCOUNTING II	4
ACC210	PAYROLL TAX ACCOUNTING	4
ACC300	ACCOUNTING III	4
AGE110	ENGLISH	4
AGE121	COMPOSITION	2
AGE130	MATHEMATICS	4
AGE140	ECONOMICS	2
AGE160	COMMUNICATION ARTS	4
BUS100	PERSONAL DEVELOPMENT	4
BUS120	BUSINESS COMMUNICATIONS	4
BUS200	CAREER MANAGEMENT SKILLS	4
DPR120	COMPUTER I	4
DPR160	COMPUTER II	4
DPR220	COMPUTER III	4
DPR275	COMPUTERIZED FINANCE	3
DPR285	COMPUTERIZED FINANCE II	3
ENG101	ENGLISH FUNDAMENTALS	2
KEY100	KEYBOARDING I	3
KEY150	KEYBOARDING II	3
KEY200	KEYBOARDING III	2

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

Students enrolled in evening programs normally take one to two quarters longer to complete than the daytime programs based on course availability.

BUSINESS & COMPUTER ASSISTANT
DIPLOMA
69 CREDIT HOURS

The Business & Computer Assistant program provides training for the workforce and its business and computer needs. Elements of this program include accounting, business law, and web page and visual design principles. Graduates will be able to work in the areas of customer service, data entry, and information/records. This program normally takes four (4) quarters to complete.

Course #	Course Description	Credit Hr.
ACC100	ACCOUNTING I	4
ACC200	ACCOUNTING II	4
AGE110	ENGLISH	4
AGE121	COMPOSITION	2
AGE130	MATHEMATICS	4
AGE140	ECONOMICS	2
AGE160	COMMUNICATION ARTS	4
BUS100	PERSONAL DEVELOPMENT	4
BUS110	OFFICE PROCEDURES & RECORDS MANAGEMENT	4
BUS120	BUSINESS COMMUNICATIONS	4
BUS130	BUSINESS LAW	4
BUS200	CAREER MANAGEMENT SKILLS	4
DPR120	COMPUTER I	4
DPR160	COMPUTER II	4
DPR220	COMPUTER III	4
DPR240	WEB PAGE & VISUAL DESIGN PRINCIPLES	3
ENG101	ENGLISH FUNDAMENTALS	2
KEY100	KEYBOARDING I	3
KEY150	KEYBOARDING II	3
KEY200	KEYBOARDING III	2

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

Students enrolled in evening programs normally take one to two quarters longer to complete than the daytime programs based on course availability.

MEDICAL OFFICE ASSISTANT
DIPLOMA
76 CREDIT HOURS

The Medical Office Assistant program provides our students with training for a future in a medical office environment. Students are given the training for the most common medical front office tasks requested in today's workforce including medical office procedures, transcription, electronic health records (EHR), and insurance coding. This program normally takes four (4) quarters 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.
ACC100	ACCOUNTING I	4
AGE110	ENGLISH	4
AGE121	COMPOSITION	2
AGE130	MATHEMATICS	4
BUS100	PERSONAL DEVELOPMENT	4
BUS200	CAREER MANAGEMENT SKILLS	4
DPR120	COMPUTER I	4
DPR160	COMPUTER II	4
DPR220	COMPUTER III	4
ENG101	ENGLISH FUNDAMENTALS	2
KEY100	KEYBOARDING I	3
KEY150	KEYBOARDING II	3
KEY200	KEYBOARDING III	2
MED100	MEDICAL TERMINOLOGY I	4
MED110	ANATOMY AND PHYSIOLOGY I	4
MED130	MEDICAL TRANSCRIPTION	2
MED140	MEDICAL OFFICE PROCEDURES	4
MED200	MEDICAL TERMINOLOGY II	2
MED210	ANATOMY AND PHYSIOLOGY II	4
MED260	MEDICAL INSURANCE CODING I	4
MED265	MEDICAL INSURANCE CODING II	4
MED269	MEDICAL INSURANCE CODING III	4

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

Students enrolled in evening programs normally take one to two quarters longer to complete than the daytime programs based on course availability.

ACCOUNTING PARAPROFESSIONAL
ASSOCIATE OF APPLIED SCIENCE DEGREE
105 CREDIT HOURS

The Accounting Paraprofessional program provides students with accounting career-specific training. Students in this program will learn skills in cost accounting, managerial accounting, federal income tax accounting, and spreadsheet applications. Graduates of this program will be prepared for accounting work in the areas of bookkeeping, accounts payable and receivable, collections, and income tax preparation. This program normally takes six (6) quarters to complete.

Students in this program may be eligible to receive a laptop computer. Refer to the Laptop Computer Policy in the Academic Information section of this catalog for more information.

Course #	Course Description	Credit Hr.
ACC100	ACCOUNTING I	4
ACC200	ACCOUNTING II	4
ACC210	PAYROLL TAX ACCOUNTING	4
ACC215	FEDERAL INCOME TAX ACCOUNTING	4
ACC245	ACCOUNTING INFORMATION SYSTEMS	4
ACC300	ACCOUNTING III	4
ACC310	MANAGERIAL ACCOUNTING	4
ACC320	COST ACCOUNTING	4
AGE110	ENGLISH	4
AGE121	COMPOSITION	2
AGE130	MATHEMATICS	4
AGE140	ECONOMICS	2
AGE160	COMMUNICATION ARTS	4
BUS100	PERSONAL DEVELOPMENT	4
BUS120	BUSINESS COMMUNICATIONS	4
BUS130	BUSINESS LAW	4
BUS150	MANAGEMENT THEORY	4
BUS160	ORGANIZATIONAL BEHAVIOR	2
BUS200	CAREER MANAGEMENT SKILLS	4
BUS235	HUMAN RESOURCE MANAGEMENT	4
DPR120	COMPUTER I	4
DPR160	COMPUTER II	4
DPR165	ADVANCED BUSINESS SPREADSHEET APPLICATIONS	3
DPR220	COMPUTER III	4
DPR275	COMPUTERIZED FINANCE	3
DPR285	COMPUTERIZED FINANCE II	3
ENG101	ENGLISH FUNDAMENTALS	2
KEY100	KEYBOARDING I	3
KEY150	KEYBOARDING II	3
KEY200	KEYBOARDING III	2

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Students enrolled in evening programs normally take one to two quarters longer to complete than the daytime programs based on course availability.

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

The Business & Computer Specialist program provides training in many facets of today's workforce and its business and computer needs. This program builds on the Business and Computer Assistant program by adding skills in desktop publishing, psychology of the workplace, and a choice of four (4) electives which may be subject to availability. Graduates can pursue employment in the fields of bookkeeping, administrative support, and human resources. This program normally takes six (6) quarters to complete.

Students in this program may be eligible to receive a laptop computer. Refer to the Laptop Computer Policy in the Academic Information section of this catalog for more information.

Course #	Course Description	Credit Hr.
ACC100	ACCOUNTING I	4
ACC200	ACCOUNTING II	4
ACC250	ACCOUNTING INDEPENDENT STUDY	2
AGE110	ENGLISH	4
AGE121	COMPOSITION	2
AGE130	MATHEMATICS	4
AGE140	ECONOMICS	2
AGE160	COMMUNICATION ARTS	4
BUS100	PERSONAL DEVELOPMENT	4
BUS110	OFFICE PROCEDURES & RECORDS MANAGEMENT	4
BUS120	BUSINESS COMMUNICATIONS	4
BUS130	BUSINESS LAW	4
BUS150	MANAGEMENT THEORY	4
BUS200	CAREER MANAGEMENT SKILLS	4
BUS205	PSYCHOLOGY OF THE WORKPLACE	4
DPR120	COMPUTER I	4
DPR160	COMPUTER II	4
DPR220	COMPUTER III	4
DPR240	WEB PAGE AND VISUAL DESIGN PRINCIPLES	3
DPR245	DESKTOP PUBLISHING	3
DPR250	COMPUTER APPLICATIONS	3
DPR275	COMPUTERIZED FINANCE	3
DPR280	COMPUTER INDEPENDENT STUDY	1
ENG101	ENGLISH FUNDAMENTALS	2
KEY100	KEYBOARDING I	3
KEY150	KEYBOARDING II	3
KEY200	KEYBOARDING III	2

Each student must select courses from the following elective list for a total of 16 credit hours:

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

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MEDICAL SPECIALIST
ASSOCIATE OF APPLIED SCIENCE DEGREE
104 CREDIT HOURS

The Medical Specialist program combines skills from both the Medical Assistant and Medical Office Assistant programs to train 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 200-hour externship. This program normally takes five (5) quarters plus the 200-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 200-hour externship (MED290) must usually be completed during the day.

Course #	Course Description	Credit Hr.
ACC100	ACCOUNTING I	4
AGE110	ENGLISH	4
AGE121	COMPOSITION	2
AGE130	MATHEMATICS	4
AGE140	ECONOMICS	2
AGE160	COMMUNICATION ARTS	4
BUS100	PERSONAL DEVELOPMENT	4
BUS200	CAREER MANAGEMENT SKILLS	4
DPR120	COMPUTER I	4
DPR160	COMPUTER II	4
DPR220	COMPUTER III	4
ENG101	ENGLISH FUNDAMENTALS	2
KEY100	KEYBOARDING I	3
KEY150	KEYBOARDING II	3
KEY200	KEYBOARDING III	2
MED100	MEDICAL TERMINOLOGY I	4
MED110	ANATOMY AND PHYSIOLOGY I	4
MED130	MEDICAL TRANSCRIPTION	2
MED131	PHARMACOLOGY I	2
MED140	MEDICAL OFFICE PROCEDURES	4
MED150	MEDICAL CLINICAL PROCEDURES I	5
MED200	MEDICAL TERMINOLOGY II	2
MED210	ANATOMY AND PHYSIOLOGY II	4
MED245	PHARMACOLOGY II	4
MED255	MEDICAL CLINICAL PROCEDURES II	5
MED260	MEDICAL INSURANCE CODING I	4
MED265	MEDICAL INSURANCE CODING II	4
MED269	MEDICAL INSURANCE CODING III	4
MED290	MEDICAL EXTERNSHIP	6

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Students enrolled in evening programs normally take one to two quarters longer to complete than the daytime programs based on course availability.

MEDICAL BILLING & CODING SPECIALIST
ASSOCIATE OF APPLIED SCIENCE DEGREE
105 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), current procedural coding, and a 100-hour externship. 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) quarters to complete.

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

Students in this program may be eligible to receive a laptop computer. Refer to the Laptop Computer Policy in the Academic Information section of this catalog for more information.

Course #	Course Description	Credit Hr.
ACC100	ACCOUNTING I	4
AGE110	ENGLISH	4
AGE121	COMPOSITION	2
AGE130	MATHEMATICS	4
AGE140	ECONOMICS	2
AGE160	COMMUNICATION ARTS	4
BUS100	PERSONAL DEVELOPMENT	4
BUS200	CAREER MANAGEMENT SKILLS	4
DPR120	COMPUTER I	4
DPR160	COMPUTER II	4
DPR220	COMPUTER III	4
ENG101	ENGLISH FUNDAMENTALS	2
KEY100	KEYBOARDING I	3
KEY150	KEYBOARDING II	3
KEY200	KEYBOARDING III	2
MED100	MEDICAL TERMINOLOGY I	4
MED110	ANATOMY AND PHYSIOLOGY I	4
MED130	MEDICAL TRANSCRIPTION	2
MED135	MEDICAL OFFICE SOFTWARE	2
MED140	MEDICAL OFFICE PROCEDURES	4
MED200	MEDICAL TERMINOLOGY II	2
MED210	ANATOMY AND PHYSIOLOGY II	4
MED250	PATHOLOGY	4
MED260	MEDICAL INSURANCE CODING I	4
MED265	MEDICAL INSURANCE CODING II	4
MED269	MEDICAL INSURANCE CODING III	4
MED271	MEDICAL INSURANCE CODING IV	4
MED272	REIMBURSEMENT I	4
MED274	HOSPITAL BILLING	2
MED275	REIMBURSEMENT II	4
MED281	BILLING & CODING EXTERNSHIP	3

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Students enrolled in evening programs normally take one to two quarters longer to complete than the daytime programs based on course availability.

COURSE DESCRIPTIONS

- ACC100 - ACCOUNTING I** **4 credit hours**
 This course introduces the student to fundamental accounting principles and procedures and their application as the "language of business". The student will learn to analyze, journalize, and post transactions. Worksheets, adjusting entries, closing entries, and the preparation of financial statements are also introduced. Course meets 4 hours per week.
- ACC200 - ACCOUNTING II** **4 credit hours**
 This course is a continuation of Accounting I. Students will be instructed in the utilization of special journals and subsidiary ledgers as well as payroll preparation and record keeping. Emphasis will be placed on the practical application of learned accounting skills. Course meets 4 hours per week. Prerequisite - ACC100
- ACC210 - PAYROLL TAX ACCOUNTING** **4 credit 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
- ACC215 - FEDERAL INCOME TAX ACCOUNTING** **4 credit hours**
 This course introduces the concepts and procedures for preparing federal income tax returns. Course meets 4 hours per week. Prerequisite - ACC100
- ACC245 - ACCOUNTING INFORMATION SYSTEMS** **4 credit hours**
 Using an accounting information system program, students will learn how to collect and communicate strategically valuable accounting information. Course meets 4 hours per week.
- ACC250 - ACCOUNTING INDEPENDENT STUDY** **2 credit hours**
 Through instructional guidance, students will apply accounting principles to comprehensive problems related to the financial management of an organization. Emphasis is placed on applying problem-solving skills to complete these projects in a timely manner. Course meets a minimum of 2 hours a week. Prerequisites - ACC100, ACC200
- ACC300 - ACCOUNTING III** **4 credit hours**
 This course is a continuation of Accounting II. Students will be instructed in the methods of inventory control as well as the different methods of depreciating long-term assets. The forming of partnerships and corporations and the accounting methods of each will be taught to the students. Various types of bonds will also be discussed. Course meets 4 hours per week. Prerequisites - ACC100, ACC200
- ACC310 - MANAGERIAL ACCOUNTING** **4 credit hours**
 This course explores the use of managerial accounting techniques and analytical tools in business decision-making. Students will focus on financial planning, management planning and control. Course meets 4 hours per week. Prerequisite - ACC100, ACC200, ACC300
- ACC320 - COST ACCOUNTING** **4 credit hours**
 This course covers the fundamentals and principles of cost accounting. Course meets 4 hours per week. Prerequisite - ACC100, ACC200, ACC300
- AGE110 - ENGLISH** **4 credit hours**
 A study of the English language, this course is designed to further the student's knowledge of grammar. The emphasis is on the correct and effective use of sentences in paragraphs, oral communication, proofreading, and editing. Course meets 4 hours per week. Prerequisite - ENG101.
- AGE121 - COMPOSITION** **2 credit hours**
 A competency based course designed to develop the student's writing skills. Students will learn and apply a variety of strategies for written expression. Course meets 2 hours per week.
- AGE130 - MATHEMATICS** **4 credit hours**
 Topics include sets, numeration systems, elementary algebra, interest calculations, and

elementary business problems and statistics. Course meets 4 hours per week.

- AGE140 - ECONOMICS** **2 credit hours**
 This course will explain the economic structure of the United States and its place in the global economy. The student will learn how the economy works, principles of macro and micro economics, and basic business economics at both the local and national level. Course meets 2 hours per week.
- AGE160 - COMMUNICATION ARTS** **4 credit hours**
 This course will enhance the student's ability to communicate with others through reading, writing, listening and speaking skills. The student further develops the ability to communicate effectively with others individually and in group settings. Course meets 4 hours per week.
- BUS100 - PERSONAL DEVELOPMENT** **44 clock hours** **4 credit hours**
 This class introduces the student to the basic psychological and human relations skills which enable individuals to realize their potential. The course addresses the problems of attitude, motivation, values, emotional control, self-esteem and stress as they occur in the work environment. Time management and study skills will be addressed. Course meets 4 hours per week.
- BUS110 - OFFICE PROCEDURES AND RECORDS MANAGEMENT** **4 credit hours**
 This course provides an intensive study of procedures used in the business office. Emphasis is placed on relationships in the workplace, modern office equipment and its practical uses, telephone skills, and future trends in office maintenance. The Records Management portion of the course is a practical application of current practices in managing the more common types of records and record keeping systems. Course meets 4 hours per week.
- BUS120 - BUSINESS COMMUNICATIONS** **4 credit hours**
 This course is designed for students to learn principles of business communication and to apply the skills to the writing of business letters, memorandums, and reports. The course emphasizes appropriate format, proper grammar, and appropriate business language. Course meets 4 hours per week. Prerequisite - ENG101.
- BUS130 - BUSINESS LAW** **4 credit hours**
 This course deals with legal issues in the areas of civil law, criminal law, and contract law. Areas of study include the civil justice system, structure of the U.S. court system and the Uniform Commercial Code. Course meets 4 hours per week.
- BUS150 - MANAGEMENT THEORY** **4 credit hours**
 The student studies theories of management. Students learn the value of management concepts as they apply to planning, organizing, staffing, and controlling the work of others. Course meets 4 hours per week.
- BUS160 - ORGANIZATIONAL BEHAVIOR** **2 credit hours**
 This course is designed to discuss how different organizational practices affect organizations in their competitiveness, profitability and stability. Course meets 2 hours per week
- BUS200 - CAREER MANAGEMENT SKILLS** **44 clock hours** **4 credit hours**
 The primary objective of this course is to equip students with the necessary career hunting skills to acquire a position in today's job market. Course meets 4 hours per week. Prerequisite - The student should be in their final quarter of study.
- BUS205 - PSYCHOLOGY OF THE WORKPLACE** **4 credit hours**
 This course is designed to increase the students' effectiveness in the workplace by addressing the interactions and concerns most relevant to small companies, work groups, and teams. It is practical and action-oriented, allowing students to develop not only new insights but new behaviors as well. Course meets 4 hours per week. Prerequisite - BUS100.
- BUS210 - SMALL BUSINESS MANAGEMENT** **4 credit hours**
 This course introduces students to problems and opportunities involved in setting up and managing a small business. The student will learn how to apply techniques and strategies for managerial decision making. Practical applications are discussed and examples provided.

Course meets 4 hours per week. Prerequisite - BUS150.

BUS215 – SALES AND CUSTOMER SERVICE 4 credit hours

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

BUS220 - RETAIL MANAGEMENT 4 credit hours

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

BUS235 – HUMAN RESOURCE MANAGEMENT 4 credit hours

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

BUS250 – CONFERENCE, MEETING & HOSPITALITY MANAGEMENT 4 credit hours

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

DPR120 - COMPUTER I 66 clock hours 4 credit hours

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

DPR160 - COMPUTER II 4 credit hours

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

DPR165 – ADVANCED BUSINESS SPREADSHEET APPLICATIONS 3 credit 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 – DPR120, DPR160

DPR180 - COMPUTER MAINTENANCE I 4 credit hours

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

DPR220 - COMPUTER III 4 credit hours

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

DPR240 – WEB PAGE AND VISUAL DESIGN PRINCIPLES 3 credit hours

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

DPR245 – DESKTOP PUBLISHING 3 credit hours

The course will provide the basic concepts of desktop publishing. The proper procedures to create professional quality publications for professional and personal use will be taught. The

creation of visual presentations is included in the course. Course meets 4 hours per week. Prerequisites – DPR120, DPR160.

DPR250 - COMPUTER APPLICATIONS 3 credit hours

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

DPR261 – COMPUTER MAINTENANCE II 4 credit hours

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

DPR275 - COMPUTERIZED FINANCE 3 credit hours

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

DPR280 - COMPUTER INDEPENDENT STUDY 1 credit hour

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

DPR285 – COMPUTERIZED FINANCE II 3 credit 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, DPR120, DPR160, DPR275

DPR290 – COMPUTER EXTERNSHIP 4 credit hours

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

ENG101 – ENGLISH FUNDAMENTALS 22 clock hours 2 credit hours

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

KEY100 - KEYBOARDING I 3 credit hours

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

KEY150 - KEYBOARDING II 3 credit hours

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

KEY200 - KEYBOARDING III 2 credit hours

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

MED100 - MEDICAL TERMINOLOGY I 44 clock hours 4 credit hours

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

MED110 - ANATOMY AND PHYSIOLOGY I 44 clock hours 4 credit hours

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

Course meets 4 hours per week.

MED130 - MEDICAL TRANSCRIPTION **2 credit hours**
The student is taught the proper use of transcription equipment. They learn how to enter, manipulate, edit and print text using a software package, and how to produce medical documents. Course meets 4 hours per week. Prerequisites - MED100, KEY100.

MED131 - PHARMACOLOGY I **2 credit hours**
Students learn basic pharmacy skills and knowledge necessary to administer medications under the supervision of the physician. Essential information about mathematics, dosage, and calculations for properly administering medications with emphasis placed on accuracy is taught. Course meets 2 hours per week.

MED135 – MEDICAL OFFICE SOFTWARE **2 credit hours**
Students who complete this course will learn the appropriate terminology and skills necessary to operate a variety of medical office programs. These programs will be used to gather patient information, schedule appointments, and enter coding transactions. Course meets 4 hours per week. Prerequisite – KEY100.

MED140 - MEDICAL OFFICE PROCEDURES **4 credit hours**
The student learns administrative responsibilities for the medical office. Human relations skills are introduced with an emphasis on working with patients and medical professionals. The students will be prepared to make the transition from a traditional to a computerized medical environment. The student will gain a basic understanding of medical law pertinent to the medical field, as well as ethical codes and issues in medicine today. Course meets 4 hours per week. Prerequisites - MED100, MED110.

MED150 - MEDICAL CLINICAL PROCEDURES I **5 credit hours**
Students will gain an understanding of their role in the medical field through theory and hands-on skills. This course is designed to furnish principles along with basic concepts of medical assisting procedures; emphasis will be given in the use of autoclave, minor office surgery procedures and the proper use of equipment and instruments in the medical office. Course meets 8 hours per week.

MED200 - MEDICAL TERMINOLOGY II **2 credit hours**
This course is a continuation of Medical Terminology I in which word parts, prefixes, suffixes and root words are introduced in a logical manner. Body systems will be covered in this course along with a brief outline of anatomy and physiology. Course meets 2 hours per week. Prerequisite - MED100.

MED210 - ANATOMY AND PHYSIOLOGY II **44 clock hours** **4 credit hours**
This is a continuation of Anatomy and Physiology I with emphasis on normal structure and functions of basic body systems such as the heart, circulatory system and the respiratory system. Discussions of abnormal or pathological states of each system are included. Course meets 4 hours per week. Prerequisite - MED110.

MED215 – ANATOMY AND PHYSIOLOGY III **22 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**
This course is a continuation of Pharmacology I. The course will provide a solid pharmaceutical knowledge with emphasis placed on drug groups, their intended use and an introduction to common side effects and their interactions. All previously learned dosage and mathematic calculations will be reviewed through repetition and testing. Course meets 4 hours per week. Prerequisite – MED131.

MED250 – PATHOLOGY **4 credit hours**
This course is designed to provide students with an in-depth study of the diseases and conditions that affect all body systems. Course meets 4 hours per week. Prerequisites – MED100, MED200, MED110, MED210.

MED255 - MEDICAL CLINICAL PROCEDURES II **5 credit hours**
Students will gain additional knowledge and practice clinical skills to build self confidence. Detailed objectives and an in-depth study of the most current and up-to-date clinical procedures performed in the medical office are presented. All procedures are reinforced through repetition and testing. Course meets 8 hours per week. Prerequisite – MED150.

MED260 - MEDICAL INSURANCE CODING I **4 credit hours**
An introduction to the specific tasks a medical insurance specialist will be required to know. The skills will include techniques for filling out standardized and private insurance forms. Both the procedural (CPT) and the diagnostic (ICD) codes will be emphasized and instruction will include using the current reference books. Course meets 4 hours per week. Prerequisite - MED100.

MED265 – MEDICAL INSURANCE CODING II **4 credit hours**
This course will expand the student's coding knowledge. The student will learn the sequence logic used to obtain codes using the CPT and HCPCS Coding manuals. Course meets 4 hours per week. Prerequisites – MED100, MED200, MED260.

MED269 – MEDICAL INSURANCE CODING III **4 credit hours**
This course further expands the student's coding skills in abstracting full data from medical records and combining the coding systems to insure accurate linkage of procedures to diagnosis. The student will use the ICD for hospital inpatient and outpatient coding. Course meets 4 hours per week. Prerequisites – MED100, MED200, MED260, MED265.

MED271 – MEDICAL INSURANCE CODING IV **4 credit hours**
The focus of this course is to expand the student's knowledge by exposing them to a wide range of original source medical documents. Students will build a more in-depth understanding of physician-based medical coding to enhance critical thinking skills. Course meets 4 hours per week. Prerequisites – MED100, MED200, MED260, MED265, MED269.

MED272 – REIMBURSEMENT I **4 credit hours**
This course is designed to give students beginning knowledge of reimbursement practices used in the hospital and clinic settings. Course meets 4 hours per week. Prerequisites – MED260, MED265

MED274 – HOSPITAL BILLING **2 credit hours**
This course focuses on the "real-world" of entry-level hospital billing agents. This includes the hospital billing flow; basic coding and payment systems; forms; patient status; and insurance plans. Course meets 2 hours per week. Prerequisites – MED260, MED265, MED269, MED250.

MED275 – REIMBURSEMENT II **4 credit hours**
This is a continuation of reimbursement practices used in hospital and clinic settings using medical software to increase knowledge. Students will receive extensive hands-on practice using realistic source documents and appropriate medical software. Course meets 4 hours per week. Prerequisites – MED260, MED265, MED272.

MED281 – BILLING & CODING EXTERNSHIP **3 credit hours**
Students will apply billing and coding skills in a medical office environment or in an online externship which simulates the experience of working in an actual medical office. The skill set will evaluate knowledge in different coding and billing areas and will require a competency level much like those required by coding offices in the community. The externship will require a minimum of 100 hours of hands-on billing and coding and will be supervised by a coding instructor. The student must have completed the first five quarters of the program with a 2.0 CGPA and be enrolled in their sixth quarter before becoming eligible for the externship.

MED290 - MEDICAL EXTERNSHIP **6 credit hours**
Students will complete 200 hours of practical field experience in a medical setting. Students will have the opportunity to work and gain practical experience at an approved site. Emphasis is placed on transferring the student's knowledge of classroom theory into clinical practice. Prerequisite - The student must have a 2.0 CGPA and finish all required medical courses before this externship may be taken.

MST100 – KINESIOLOGY**22 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 2 hours per week.

MST110 – MASSAGE THERAPY THEORY I**44 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**88 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**44 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**88 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**44 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**88 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**44 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 4 hours per week.

RETURN OF TITLE IV FUNDS POLICY
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If a student withdraws from all classes during a quarter, 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 quarter is completed, even though the aid typically arrives at the beginning of the quarter. If the student withdraws during the quarter, 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 quarter. (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 quarter. For example, if the student completes 20% of the quarter, then 20% of the aid is considered earned and 80% is considered unearned. Once a student completes more than 60% of the quarter, he/she has earned all the assistance that the student was scheduled to receive for that quarter 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.

REFUND POLICY

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

For those who withdraw after commencement of courses:

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

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

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

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

ADDENDUM TO CATALOG

The following abbreviations may also be found on the transcript and in the Satisfactory Academic Progress Policy in the Metro Business College catalog dated August 28, 2015:

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

ADDENDUM TO CATALOG

In the Metro Business College catalog dated August 28, 2015 on Page 9 in the section “Academic Information” a line was omitted in the printed catalog. This line should have been in the “Academic Standards” paragraph and should have appeared as follows:

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

METRO BUSINESS COLLEGE

1732 North Kingshighway

Cape Girardeau, MO 63701

(573) 334-9181

(888) 43-METRO

Fax: (573) 334-0617

email: infocape@metrobusinesscollege.edu

CATALOG SUPPLEMENT

2015-2016

Effective: September 22, 2015

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 five 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

Shannon Buford.....	BS, Southeast MO State University.....	Business
Brandy Crisel, LMT.....	Certificate, Metro Business College.....	Massage
Mary Ann Glemmo, LPN*.....	Dayton School of Nursing.....	Medical/Massage
Julie Hawk.....	BS, Southeast MO State University.....	Business
Dean Matthews.....	MBA, Southeast MO State University.....	Business
Jan Reimann*.....	BS, Southwest Baptist University.....	Business
Carol Rhodes, R.N.....	AA, Eastern Kentucky University.....	Medical/Massage
Pamela Riehn*.....	MBA, Southeast MO State University.....	Business
Erica Sander, CPC*.....	Certified Professional Coder.....	Medical
Don Swanner*.....	IT Professional, 44 years experience.....	Business
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 quarter. The tuition and fees in this supplement are effective as of March 2015.

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 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. 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, 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 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 quarter 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 four 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, Diploma, and Associate of Applied Science Degree Programs of Study are listed below. Total tuition is figured by multiplying the number of quarters in a program by the quarterly tuition listed below.

Fees:

All Programs of Study

Application Fee	\$ 25.00
Administrative Fee.....	\$100.00
Massage Therapy Program Fee.....	\$400.00
Medical Billing & Coding Program Fee.....	\$600.00

Quarterly Tuition

Certificate Programs:

Administrative Assistant.....	\$3600.00
Massage Therapy	\$3600.00
Medical Assistant.....	\$3600.00
(Medical Externship - \$750.00)	

Diploma Programs

Accounting Assistant	\$3600.00
Business & Computer Assistant.....	\$3600.00
Medical Office Assistant.....	\$3600.00

Associate of Applied Science Degree Programs:

Accounting Paraprofessional	\$3600.00
Business & Computer Specialist.....	\$3600.00
Medical Billing & Coding Specialist.....	\$3600.00
Medical Specialist.....	\$3600.00
(Medical Externship - \$750.00)	

ACADEMIC CALENDAR 2015

Classes resume.....	January 5
Martin Luther King Day (Holiday).....	January 19
Classes meet on Friday.....	January 23
Winter Quarter ends.....	February 26
Spring Quarter begins.....	March 9
Spring Quarter ends.....	May 21
Summer Quarter begins.....	June 1
Summer Vacation (no classes).....	June 19—July 5
Summer Quarter ends.....	August 27
Fall Quarter begins.....	September 8
Classes meet on Friday.....	September 11
Fall Quarter ends.....	November 19
Winter Quarter begins.....	November 30
Christmas Vacation (no classes).....	December 18—January 3

ACADEMIC CALENDAR 2016

Classes resume.....	January 4
Martin Luther King Day (Holiday).....	January 18
Classes meet on Friday.....	January 22
Winter Quarter ends.....	February 25
Spring Quarter begins.....	March 7
Spring Quarter ends.....	May 19
Summer Quarter begins.....	May 31
Classes meet on Friday.....	June 3
Summer Vacation (no classes).....	July 1—July 17
Summer Quarter ends.....	August 25
Fall Quarter begins.....	September 6
Classes meet on Friday.....	September 9
Fall Quarter ends.....	November 17
Winter Quarter begins.....	November 28
Christmas Vacation (no classes).....	December 16—January 1

ACADEMIC CALENDAR 2017

Classes resume.....	January 2
Martin Luther King Day (Holiday).....	January 16
Classes meet on Friday.....	January 20
Winter Quarter ends.....	February 23
Spring Quarter begins.....	March 6
Spring Quarter ends.....	May 18
Summer Quarter Begins.....	May 30
Classes meet on Friday.....	June 2
Summer Vacation (no classes).....	June 30—July 16
Classes meet on Friday.....	July 17
Summer Quarter ends.....	August 24
Fall Quarter begins.....	September 5
Classes meet on Friday.....	September 8
Fall Quarter ends.....	November 16
Winter Quarter begins.....	November 27
Christmas Vacation.....	December 22—January 8