



# Minneapolis Business College

A Bradford School

## 2018-2019 Academic Catalog

This publication includes the school's current  
**Campus Annual Security Report.**



# **MINNEAPOLIS BUSINESS COLLEGE**

**1711 WEST COUNTY ROAD B**

**ROSEVILLE, MINNESOTA 55113**

**(651) 636-7406**

**ACADEMIC YEAR 2018-2019**

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# GENERAL INFORMATION

## MISSION AND OBJECTIVES

Minneapolis Business College provides short-term, quality programs emphasizing hands-on skills, professionalism, and critical thinking to students seeking immediate entry into their careers.

Minneapolis Business College focuses on students' career preparation through these initiatives:

*Treat the classroom like the workplace:* Students attend class regularly, dress like professionals in their field, acquire professional social skills, and gain meaningful and relevant experience from faculty members who have worked in the real world.

*Provide accessible student services:* Students receive financial aid advising and can utilize residential facilities.

*Focus on career placement:* Students receive advising in resume development, job applications, interview preparation, and salary negotiation. Career placement advising is individualized.

## HISTORY

Minneapolis Business College is the oldest and smallest accredited business college in the state of Minnesota. Our Medical Assistant Diploma and Associate in Applied Science Degree Programs also maintain programmatic accreditation by CAAHEP. Founded in 1874, MBC primarily offered accounting and administrative programs. MBC moved from downtown Minneapolis in 1983 to its present location in St. Paul. The college has responded to student and local business demands with additional program areas in business, technology, and allied health.

MBC has always focused on career placement through short-term, high-quality programs emphasizing hands-on learning and soft skills. In 2010 our mission was refocused to further emphasize the characteristics that differentiate us from other colleges in the region and contribute to our successful outcomes. The mission includes an emphasis on professional development and soft-skills required for success.

## LOCATION AND FACILITIES

Minneapolis Business College is located at 1711 West County Road B, Roseville, Minnesota 55113, at the intersection of Highways 35W and 36. The college is easily accessible by all means of transportation from both Minneapolis and St. Paul. The academic space contains a resource library and fourteen classrooms. Five classrooms and the resource library are equipped with microcomputers. Two of the classrooms are designed for the preparation of medical assistants. One of these is equipped with microscopes and other clinical and laboratory equipment found in a modern medical office, while the other contains medical examination beds and equipment for obtaining patient vital signs. The remaining classrooms are for lecture. Minneapolis Business College is fully accessible and equipped to



serve physically handicapped students.

## **ACCREDITATION AND REGISTRATION**

Minneapolis Business College is accredited by the Accrediting Commission of Career Schools and Colleges. The address, telephone number, and website of the Accrediting Commission of Career Schools and Colleges are 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, (703) 247-4212, [www.accsc.org](http://www.accsc.org).

The Minneapolis Business College Medical Assistant Programs are currently accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB). The address, telephone number, and web site of the Commission on Accreditation of Allied Health Education Programs are 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, (727) 210-2350, [www.caahep.org](http://www.caahep.org).

Minneapolis Business College is registered with the Minnesota Office of Higher Education pursuant to Minnesota Statutes sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions. Minneapolis Business College is approved by the State of Wisconsin Education Approval Board.

## **APPROVALS**

Approved by the Minnesota State Approving Agency for the training of students under the various veterans education benefits programs.

Approved by the Minnesota Department of Employment and Economic Development for vocational rehabilitation training.

## **AFFILIATIONS**

American Association of Medical Assistants  
American Medical Technologists  
Association of Executive and Administrative Professionals  
CompTIA  
Minnesota Association of Financial Aid Administrators  
Minnesota Paralegal Association  
National Federation of Paralegal Associations

## **LEGAL CONTROL**

Minneapolis Business College is legally controlled by Bradford Schools, Incorporated, 133 Freeport Road, Pittsburgh, PA 15215. Officers of the corporation are Joseph L. Calihan, Chairman; Martin J. Calihan, President, Chief Executive Officer, and Treasurer; JoAnn Travis, Vice President; and Jennifer G. Calihan, Secretary.

Other affiliated Bradford schools include:  
Bradford School, Columbus, Ohio  
Bradford School, Pittsburgh, Pennsylvania  
Fox College, Bedford Park, Illinois  
International Business College, Fort Wayne, Indiana



## **PROGRAM MODERNIZATION**

Minneapolis Business College prepares its students for employment in the business community. To best meet the needs of these employers, periodic revision of our courses and programs is necessary. Minneapolis Business College, therefore, reserves the right to add to or delete material from courses; alter program content; change software and equipment; change faculty; adjust tuition, fee, and residence rates; and modify cancellation/refund policies as circumstances indicate, subject to approval of the various state and national agencies under whose regulations we operate. Also included is the right to cancel a program if there is insufficient enrollment.

## **COPYRIGHT INFRINGEMENT POLICY AND SANCTIONS**

Minneapolis Business College requires all students, faculty, and staff to comply with copyright laws. Copyright is a form of protection provided by the laws of the United States (Title 17, U.S. Code) to the authors of “original works of authorship.” The owner of copyright has the exclusive rights of reproduction, adaptation, publication, performance, and display. Types of works that are covered by copyright law include, but are not limited to, text, music, art, photographs, graphics, film, and software. Copyright covers all forms of a work, including its digital transmission and subsequent use.

It is illegal for anyone to violate any of the rights provided by the copyright law to the owner of copyright. Copying copyrighted materials in excess of the “fair use” limitation without the authority of the copyright owner, including uploading or downloading works protected by copyright, is an infringement of the copyright owner’s exclusive rights of reproduction and/or distribution. Unauthorized distribution of copyrighted material, including distribution of copyrighted material through unauthorized peer-to-peer file sharing, may subject individuals to civil and criminal liabilities.

Copyright infringement violates the institution’s policies and the law. Anyone who engages in copyright infringement, including the unauthorized distribution of copyrighted materials using the institution’s information technology system, will be subject to discipline by the college, which may include warning, suspension, expulsion, or termination. Copyright infringement may also subject the individual to civil and criminal liabilities. Anyone found to have infringed a copyrighted work may be liable for actual damages or statutory damages up to \$30,000 for each work infringed and, if willful infringement is proven by the copyright owner, that amount may be increased up to \$150,000 for each work infringed. In addition, individual infringers may be subject to criminal prosecution.



## **DISASTER AFFECTING THE COLLEGE'S OPERATIONS**

In the event of Acts of God affecting operations (i.e., fire, flood, hurricane, tornado, etc.), Minneapolis Business College reserves the right to suspend training for a period not to exceed 90 days.

## **NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES**

Educational institutions receiving federal financial assistance are required to comply with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title VI of the Civil Rights Act of 1964. These federal laws prohibit discrimination on the basis of gender, including sexual harassment and sexual violence; sexual orientation; genetic information; race; color; religion; national origin; age; veteran status; and disability in the education programs and activities that they operate. Minneapolis Business College is subject to these laws and complies fully with them in the enrollment of students, the hiring of faculty and staff, and in all other activities of the college. The Director of Student Services, who is identified in the Administration section of this catalog and who may be reached by phone at (651) 636-7406 or by mail or in person at 1711 West County Road B, Suite 100N, Roseville, Minnesota 55113, is the Title IX coordinator at Minneapolis Business College. Questions regarding Title IX may be referred to the Title IX coordinator or to the U. S. Department of Education Office for Civil Rights. Students, faculty, and administrative employees are encouraged to bring any complaints or reports of discrimination to the coordinator's attention. The matter will be investigated promptly, and both parties will be notified in writing about the outcome of the complaint. Appropriate follow-up will be implemented to assure that no person associated with the college is subjected to unlawful discrimination. Individuals who report discrimination will not be subjected to any retaliation for doing so.

## **STUDENT CONSUMER INFORMATION**

Federal regulations set forth by the Higher Education Act of 1965 as amended require Minneapolis Business College to annually distribute to all enrolled students and to prospective students upon request information about the availability of specific types of consumer information. To comply with these regulations, Minneapolis Business College has prepared a "Guide to Student Consumer Information." This report is distributed annually to enrolled students. Copies are available upon request in the office of the Director of Education. The most recent important information about the educational debt, earnings, and completion rates of students who attended programs at Minneapolis Business College may be found at [www.minneapolisbusinesscollege.edu/our-programs](http://www.minneapolisbusinesscollege.edu/our-programs).



# ADMISSIONS INFORMATION

## ADMISSIONS REQUIREMENTS

To be considered for admission to Minneapolis Business College, an applicant must have graduated from or be a potential graduate from a valid high school, private school, or equivalent (GED). When an applicant has not yet graduated, offers of admission are contingent on high school graduation. Applicants are admitted for enrollment on the basis of previous scholastic records as evidenced by a transcript of work completed in high school or college. Foreign transcripts of students seeking admission must be evaluated by a member of the Association of International Credentials Evaluators (AICE), the American Association of Collegiate Registrars and Admissions Officers (AACRAO), or the National Association of Credential Evaluation Services (NACES) to validate equivalency with graduation from high school and eligibility to enter a college or university in the United States. Previous training in business subjects is generally not required. All students will be notified of acceptance/rejection in writing.

Students whose high school transcripts show a GPA of 1.0 through 1.8 (4.0 scale) may be accepted on the basis of an acceptable score on a scholastic level exam.

Students applying to the Associate in Applied Science Degree—Paralegal program are required to complete a test for reading and written English expression and may not have a record of any felony convictions. Currently enrolled Legal Administrative Assistant Diploma and Associate in Applied Science Degree—Legal Office Administration students may apply to the Director of Education for transfer to the Associate in Applied Science Degree—Paralegal program during their third term. Student requests are evaluated on the basis of the student's cumulative grade point average, the student's grade point average in legal courses taken to date, and the student's attendance record. If the application is accepted, students may transfer to the Associate in Applied Science Degree—Paralegal program at the beginning of their fourth term.

## ADMISSIONS PROCEDURE

Potential students should call or write the Admissions Department to request an application form. To apply for enrollment, the student should complete the application form and submit it with the application fee to the Director of Admissions, Minneapolis Business College, 1711 West County Road B, Roseville, Minnesota 55113. Applications will be accepted for a period of four days after any starting date. Potential students may also apply online at <http://www.MinneapolisBusinessCollege.edu>.

Prior to application, potential students are expected to receive a tour of the college.

Upon receipt of the application, the college will request a transcript of the applicant's high school record. Any record of post-high school education should be obtained by the applicant and provided to the college. Generally, the applicant is notified in writing of acceptance or rejection within 30 days after submission of the application.



# FINANCIAL INFORMATION

## TUITION AND FEES

**Application Fee**..... \$ 50  
Payable with all applications for admission.

**Tuition Deposit\*** ..... \$ 50  
A \$50 tuition deposit is due no later than 30 days after a student's acceptance, except for students who apply in the summer for admission not in the upcoming academic year but in the subsequent year. In those cases, deposits are due by October 1 of the current academic year. Tuition deposits are applied to tuition when students begin classes.

**Confirmation Deposit\*** ..... \$ 50  
A \$50 confirmation deposit is due no later than 30 days after the financial plan is held. Confirmation deposits are applied to tuition when students begin classes.

Rates for students entering between January 1, 2018, and December 31, 2018:

### Tuition

Per semester\*\* ..... \$ 7,560

### Lab Fee

Medical Assistant Programs per semester..... \$ 390  
This fee is charged for each semester and half-semester term for which the student is enrolled during the first two and one-half semesters of the program. The student is charged at half the rate for a half-semester term.

### Residence Fee

Per semester\*\*\* ..... \$ 3,490

**Residence Reservation Fee\*** ..... \$ 100

A reservation fee is required to reserve a residence space. This fee may be paid any time after the student is accepted, but is due no later than March 1, 2018.

### Books and Supplies

Book charges will vary from term to term depending upon the program in which the student is enrolled. These charges will range from \$160 to \$560 per term. Actual charges will be used in the student's financial plan. Students may opt out of their plan to have books and/or supplies charged to their account. To start the opt-out process, the student must see the Financial Aid Office to revise the financial plan. If the student has a credit balance on his or her account, those funds will be made available immediately upon the student's request so that the student may purchase books and supplies.

*\*Applicants who are accepted or apply within 30 days of their original start date must pay all deposits before classes begin.*

*\*\*The quoted tuition rate is based on enrollment for the equivalent of 12 credit hours or more in a semester. Tuition charges for a student enrolled in less than 12 credit hours in a semester will be adjusted proportionately. Students reenrolling midsemester will be charged for a term. The charge for a stand-alone term is equal to one-half the semester rate and is based on enrollment for the equivalent of 6 credit hours or more in the stand-alone term. Tuition charges for a student enrolled in less than 6 credit hours in a stand-alone term will be adjusted proportionately.*

*\*\*\*To remain enrolled as a student, a student who enters residence must continue in residence or pay minimum charges of two semesters for students enrolled in two-semester programs or two and one-half semesters for students enrolled in other programs. Should a student remain in residence beyond this minimum period of obligation, he or she will be charged for each additional term (half-semester)*



during which the student continues in residence. For this purpose, any part of a term is considered a full term.

### Rates for students entering between January 1, 2019, and December 31, 2019:

#### **Tuition**

Per semester\*\* ..... \$ 7,560

#### **Lab Fee**

Medical Assistant Programs per semester ..... \$ 420

This fee is charged for each semester and half-semester term for which the student is enrolled during the first two and one-half semesters of the program. The student is charged at half the rate for a half-semester term.

#### **Residence Fee**

Per semester\*\*\* ..... \$ 3,490

**Residence Reservation Fee\*** ..... \$ 100

A reservation fee is required to reserve a residence space. This fee may be paid any time after the student is accepted, but is due no later than March 1, 2019.

#### **Books and Supplies**

Book charges will vary from term to term depending upon the program in which the student is enrolled. These charges will range from \$160 to \$560 per term. Actual charges will be used in the student's financial plan. Students may opt out of their plan to have books and/or supplies charged to their account. To start the opt-out process, the student must see the Financial Aid Office to revise the financial plan. If the student has a credit balance on his or her account, those funds will be made available immediately upon the student's request so that the student may purchase books and supplies.

*\*Applicants who are accepted or apply within 30 days of their original start date must pay all deposits before classes begin.*

*\*\*The quoted tuition rate is based on enrollment for the equivalent of 12 credit hours or more in a semester. Tuition charges for a student enrolled in less than 12 credit hours in a semester will be adjusted proportionately. Students reenrolling midsemester will be charged for a term. The charge for a stand-alone term is equal to one-half the semester rate and is based on enrollment for the equivalent of 6 credit hours or more in the stand-alone term. Tuition charges for a student enrolled in less than 6 credit hours in a stand-alone term will be adjusted proportionately.*

*\*\*\*To remain enrolled as a student in school, a student who enters residence must continue in residence or pay minimum charges of two semesters for students enrolled in two-semester programs or two and one-half semesters for students enrolled in other programs. Should a student remain in residence beyond this minimum period of obligation, he or she will be charged for each additional term (half-semester) during which the student continues in residence. For this purpose, any part of a term is considered a full term.*

## **CANCELLATION POLICIES**

Applicants who have not visited the college prior to enrollment will have the opportunity to withdraw without penalty within five calendar days following either the regularly scheduled orientation procedures or following a tour of the college facilities and inspection of equipment where training and services are provided. All monies paid by an applicant will be refunded if requested in



writing within five calendar days after signing an enrollment agreement and making an initial payment. An applicant requesting cancellation more than five calendar days after signing an enrollment agreement and making an initial payment, but prior to entering the college, is entitled to a refund of all monies paid, except the college may retain up to a total of \$150. Written notification should be sent to the college president.

## **REFUND POLICIES**

### **Application Fee**

The application fee will be refunded if an applicant is not accepted for admission or if an applicant cancels the application within five (5) business days after being accepted by the college.

### **Tuition/Confirmation Deposits**

The Tuition Deposit and the Confirmation Deposit will be refunded to a student who gives written notice of cancellation prior to the start of the course of instruction. Once the course of instruction has begun, refunds of these deposits will be made to a student who gives written notice of cancellation within five (5) business days after the day of acceptance. (See No. 5 below.)

### **Medical Lab Fee**

For the purpose of refunds, lab fees for students in the Medical Assistant programs are treated the same as tuition. There is no refund or reduction of lab fees during a period of externship. To avoid fluctuation in semester or stand-alone term charges, lab fees are allocated over two and one-half semesters of the program. They apply regardless of whether a student is actually enrolled in a lab at any particular time.

### **Residence Reservation Fee**

A \$100 fee is required to reserve a residence space. If a student cancels, a fee paid before the due date is refundable until the due date. The fee is nonrefundable following payment on or after the due date. For late applicants, a fee received on or after the due date is nonrefundable except when an application is rejected.

### **Residence Fees**

Refunds of residence fees will be made only to students who withdraw or who are dismissed from the college. In those cases, the refunds will be calculated in the same manner as refunds of tuition.

### **Tuition/Residence Refund Policy**

1. Each student will be notified of acceptance/rejection in writing. The date of acceptance will be presumed to be the date of delivery of the notice of acceptance; if delivered by mail, five days following the postmark date of the letter of acceptance.



2. If the student is rejected by the college, all tuition and residence charges will be refunded.
3. The refund policy at Minneapolis Business College is not conditional upon compliance with the college's regulations or rules of conduct.
4. Written notice is only required of students who choose to cancel. A student who terminates his or her enrollment must provide to the college a written notice of cancellation. This written notice of cancellation will take effect on the date the letter of cancellation is postmarked. In cases where the notice is hand carried, it will occur on the date the notice is delivered to the college.
5. The college will acknowledge in writing any valid notice of cancellation within ten (10) business days and issue refunds as follows: (a) for Minnesota students, within thirty (30) business days; (b) for Wisconsin students, within ten (10) business days.
6. The college will refund all required charges paid by the student if the student gives written notice of cancellation within five (5) business days after the day on which the student is accepted (see No. 5 above). This refund will take place notwithstanding anything to the contrary and regardless of whether the course of instruction has started.
7. When a student has been accepted by the college but does not give notice of cancellation during the period stated in No. 6 above and fails to attend any classes, all required charges except the application fee and residence reservation fee, if applicable, will be refunded to the student.
8. When students withdraw or are dismissed, refunds shall be based on and computed from the last day of attendance. Refunds shall be made within 30 days of the date a student withdraws or the date of determination of withdrawal if a student does not notify the college of his/her intention to withdraw. Questions about refunds of tuition and other charges should be referred to the college's administrative or financial aid office. Examples of refund calculations are available upon request.

Refunds will be calculated according to standards published by the State of Minnesota. These standards require the following:

For a student who withdraws or is dismissed from college after attending any classes in a period of instruction (semester/half-semester stand-alone term) for which the student has been charged, but before completion of seventy-five percent of the period of instruction, the amount charged shall be prorated as a portion of the total charges of the period of instruction plus a \$100 administrative fee. The State of Minnesota requires that the proration calculation be made in the same manner as is used for the Federal Return of Title IV Funds which is based on the number of calendar days completed versus the number of calendar days in the period of instruction. After completion of seventy-five percent of the period of instruction for which the



student has been charged, no refunds of tuition will be made.

9. The word “student” means the student if the student is party to the contract or the student’s parent or guardian or other person if the parent or guardian or other person is party to the contract on behalf of the student.
10. The college will not negotiate any promissory instrument received as payment of tuition or other charge prior to completion of 50 percent of the program. Prior to that time, instruments may be transferred by assignment to purchasers who shall be subject to all defenses available against the college named as payee.

## **Refund Policy for Students Called to Active Military Service**

A student who withdraws from the college as a result of the student being called to active duty in a military service of the United States or the National Guard will receive a waiver for his/her current semester tuition, lab fees, and residence fees. However, if the student is eligible to graduate from a shorter program mid-semester, the student will be graduated from the shorter program, and tuition and fees for the shorter program will be determined. Tuition and fees in excess of that amount will be waived. Except as discussed elsewhere in the college’s refund policy, charges for current semester textbooks and supply kits will not be reversed. Any cash paid by the student will be used to cover textbook and supply charges. Upon withdrawal, the student should submit a copy of his/her military orders to the Director of Education.

## **Return of Federal Title IV Funds Upon Withdrawal**

Upon a student’s withdrawal or dismissal from college, the U.S. Department of Education requires specific treatment of the federal Title IV program funds received by the student. These requirements are published in Chapter 34 of the Code of Federal Regulations, Section 668.22. The college is required to make refunds to the federal Title IV program funds according to these regulations regardless of amounts resulting from the college’s tuition refund policy as described above.

These regulations allow the college to keep as “earned” the amount of federal Title IV aid that is equivalent to the amount of time the student has been in attendance, except during the first 30 days of a new student’s first semester when the college is sometimes not permitted under regulations to disburse the student’s federal Stafford loan. For example, if the student completed 30 percent of the payment period or period of enrollment, 30 percent of the assistance originally scheduled for receipt may be earned. Once the student has completed more than 60 percent of the payment period or period of enrollment, all the assistance that the student was scheduled to receive for that period may be earned. Federal Title IV funds disbursed in excess of this amount must be returned by the college in the order noted below.

During the calculation of federal Title IV aid earned, the college will determine whether the student is due a post-withdrawal disbursement of federal aid. The college will make a determination as to whether the aid could have been



disbursed under normal conditions and whether a post-withdrawal disbursement is necessary and appropriate. The amount of a post-withdrawal disbursement is determined by following the requirements for calculating earned federal Title IV aid and has no relationship to incurred educational costs. In addition, any post-withdrawal disbursement due to the student must meet the current required conditions for late disbursements. If the student is due a post-withdrawal disbursement of loan funds, the college will notify the student and offer those funds. If the student is due a post-withdrawal disbursement of grant funds, the grant funds will be applied to the student's account and the student will be notified.

If a student withdraws from the college mid-semester as a result of the student being called to active duty in a military service of the United States or the National Guard, all financial aid (grants and loans) for that current semester will be refunded. However, if the student is eligible to graduate from a shorter program mid-semester, financial aid eligibility for the shorter program will be determined, and aid in excess of this amount will be refunded.

If a student provides notice of withdrawal either verbally or in writing to the Director of Education, the date on which the notice is given is the date of withdrawal. A student who has missed ten (10) consecutive days of class is considered to have withdrawn. If a student is absent from class for a period of 10 consecutive class days, excluding scheduled holidays or breaks, the date of withdrawal will be the first class day after the 10-day period of nonattendance.

In the event the college is prevented from retaining the student's planned financial aid to satisfy tuition and other charges, the student is directly responsible for paying those charges.

## **Order of Refund**

Funds that must be returned to the federal government when a student is withdrawn, dismissed, or graduated will be applied in the following sequence to eliminate or reduce balances in the aid programs from which the student received funds during the period: (1) unsubsidized Federal Stafford loans, (2) subsidized Federal Stafford loans, (3) unsubsidized Federal Direct Stafford loans, (4) subsidized Federal Direct Stafford loans, (5) Federal Perkins loans, (6) Federal PLUS loans, (7) Federal Direct PLUS loans, (8) Federal Pell Grants (for which a return is required), (9) Federal Academic Competitiveness Grant (for which a return is required), (10) Federal Supplemental Educational Opportunity Grants (FSEOG) (for which a return is required), and (11) other assistance under federal Title IV for which a return is required. Any state or private aid programs will be refunded according to the program requirements. Remaining credit balances will be refunded to the student or on the student's behalf as directed by the student.

A refund which is designated for return to the student will not be made if there are unpaid charges owed to the college. Student balances that are not subject to federal Title IV refund regulations and are of an inconsequential amount will be written off. This includes debit and credit balances equal to or less than \$25.



## **Textbooks or Supply Kits**

Textbooks and supply kits are available from the college bookstore; however, students are not required to purchase books or supplies from the college. If a student elects to purchase textbooks or supply kits from the college bookstore and have them charged to his or her account, the cost will be included as an institutional charge. In effect, the amount charged will be treated for purpose of refunds as additional tuition. Unused and unmarked textbooks and intact supply kits may be returned to the bookstore for full credit at the beginning of the term in which they would be used.

## **FINANCIAL AID**

Financial planning is available to assist students in securing a career education, regardless of financial status or family income level. This planning includes a combination of student loans, grants, and scholarships and permits cash payment plans. Minneapolis Business College offers individual financial planning sessions for each student and family beginning with the completion of the Free Application for Federal Student Aid. Information about financial planning is available from the Admissions or Financial Aid Office.

Financial aid is disbursed each semester and upon disbursement is credited directly to the student's account. Additionally, students will be notified in writing when federal student loans are disbursed. Other federal loan information, including the terms and conditions, is presented during planning and again during the entrance interview; it is also available at any time from the Admissions or Financial Aid Office.

In the unexpected circumstance that all students in a program are not able to use federal Title IV aid to continue to pay for the program, Minneapolis Business College will continue to provide instruction in the program to allow those students to complete the program and will waive unpaid tuition, fees, and textbooks and supplies charges that were scheduled to be paid using federal Title IV aid lost.

For financial aid purposes, a semester of enrollment is defined as 16 weeks of full-time instruction. A half-semester term refers to a scheduled 8-week term indicated in the academic calendar (see Academic Calendar).

## **Verification Policies and Procedures**

To ensure that only eligible students receive federal Title IV aid, the government is randomly selecting applicants whose application information must be verified. The college will also exercise its option to verify additional student aid applicants not selected by the government. The college will not make any disbursement of federal Title IV aid to any student that is selected for verification until all verification documentation is complete.

## **Time Frame**

The college will notify students within 30 days of receipt of the applicable Institutional Student Information Record (ISIR), which is generally within two weeks of when the Free Application for Federal Student Aid (FAFSA) is submitted to the Department of Education, if verification is required. Students will be expected to submit all requested documentation within two weeks or no later



than the start of the academic year to which that ISIR applies. Students who do not meet this deadline will be given two weeks from the start date to supply the verification documentation. An extension may be granted beyond the two weeks when circumstances beyond the student's control prohibit him/her from submitting the required documentation. In no way, however, will an extension be granted beyond the date for a subsequent financial disbursement.

### **Consequences for Not Submitting Proper Documentation Within the Proper Time Frame**

If the student is unable to submit the required documentation within the two weeks or no later than the start of the academic year, he/she may request an extension. If the student does not request an extension or at the end of the extension does not submit the required documentation, the federal Title IV aid awarded will be cancelled. The student must then make new arrangements for paying all tuition and fee charges due to the college.

### **Notification of Verification Results**

If no errors or discrepancies are found during the verification process, the student will be awarded the financial aid for which he/she is eligible. The disbursement of the aid will serve as notification to the student. If errors or discrepancies are found during the verification process, the student will be counseled on how to resolve the discrepancies or correct the errors.

### **Correction of Incorrect Information**

If discrepancies are found in household size or number in postsecondary education, the student will be asked for additional proof of these items. If the independent status is questionable, the student will be asked for additional information to support his/her status. The college will assume the information on the individual's tax return to be correct. Corrections will be made on financial aid applications to reflect the information on the tax return. When applicable, the use of "tolerance" may be exercised. If there is a change in the award amount, or if tolerance may not be applied, the Institutional Student Information Record (ISIR) will be reprocessed. In no case will the college ever disburse on the original ISIR when resubmitting the ISIR would result in an increased award.

In the case of campus-based aid and federal Stafford loans, the college will follow the same procedures that it takes for federal Pell. When applicable, the expected family contribution is recalculated. If an overaward is determined, the aid will be decreased to an eligible amount, and the student and the lender will be notified of the change in the award amount.

## **FEDERAL DEFINITION OF A CREDIT HOUR FOR PURPOSES OF FINANCIAL AID**

Federal regulations define a credit hour as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than (1) one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for



one semester hour of credit or the equivalent amount of work over a different amount of time or (2) at least an equivalent amount of work as required in (1) above for other academic activities as established by the institution, including laboratory work, externships, and other academic work leading to the award of credit hours.

## **SCHOLARSHIPS AND INSTITUTIONALLY-FUNDED GRANTS AND INSTALLMENT CONTRACTS**

### **Minneapolis Business College Scholarship**

Minneapolis Business College offers scholarships to incoming students from Minnesota and Wisconsin based on the results of scholarship testing. Minneapolis Business College will award 24 scholarships ranging from \$500 to \$2000 and totaling \$24,000 in institutional awards. The number and the amounts of the scholarships awarded may be adjusted due to identical test scores. The testing is conducted on the premises of Minneapolis Business College on two scholarship days scheduled in October and January. No prior registration or application is required.

Minneapolis Business College will award 7 scholarships at each scholarship day that are designated for students from Minnesota. The amounts awarded will be one \$2000 scholarship, four \$1000 scholarships, and two \$500 scholarships. Minneapolis Business College will award 5 scholarships at each scholarship day that are designated for students from Wisconsin. The amounts awarded are one \$2000 scholarship, two \$1000 scholarships, and two \$500 scholarships.

Students are eligible to take more than one test. However, an individual student is limited to \$2000 in Minneapolis Business College scholarship awards. The scholarships may be used only at Minneapolis Business College. All scholarships are posted directly to the student's account card. Additional information regarding these scholarships may be obtained through the Admissions Office.

### **Institutionally-Funded Grants**

Minneapolis Business College participates in the Student Education Assistance Foundation Grant Program (SEAF) through institutional funding of up to \$10,000. Needs-based grants may be provided to specific students in accordance with the program guidelines of the SEAF grant program.

### **Institutionally-Funded Installment Contracts**

Institutional installment contracts are available on a limited basis for students who have exhausted other possible means of financing. Institutional installment contract applications are accepted throughout the year. Installment contract amounts will vary depending upon financial need and may not exceed institutional charges. Installment contract recipients are required to make minimum monthly cash payments to offset institutional charges while in college. Monthly cash payments and interest charges begin following graduation or withdrawal.



## **TERMS OF PAYMENT**

Tuition, textbook/supply charges, lab fees, and residence fees, if applicable, are due on the first day a student begins class each semester unless other prior arrangements have been made with the college. The college does not add any interest charges. Payments can be made by cash, check, money order, or credit card. Financial aid funds are applied to college costs in accordance with state and federal regulations. All financial obligations must be satisfied prior to graduation. If other financial arrangements have been made with the college, the student should ensure that the financial obligations have been met prior to graduation.

## **STUDENT SERVICES**

### **PLACEMENT**

Graduates of all Minneapolis Business College programs are entitled to use the services of the Placement Assistance Department at no additional charge. The college cannot, of course, guarantee employment or placement in the student's field of study but can provide contacts and guidance during the placement process. Any employment that a student or graduate may obtain with the help of the college's placement department will most likely be at an entry-level position.

Students begin active job search preparation during their final months of training. They are taught to:

- Complete an employment application.
- Prepare a resume, cover letter, and thank you letter.
- Generate job leads effectively.
- Participate in the interviewing process.
- Communicate valuable skills to the employer during an interview.
- Function successfully as a professional.

Students nearing program completion meet with a placement representative to discuss job expectations, needs, and requirements as well as geographic preferences. This information is obtained in order to provide more personalized, effective placement assistance. Employers contact the placement department on a consistent basis to inquire about our graduates, and these job leads are supplied to graduates pursuing employment.

Minneapolis Business College reserves the right to deny placement services to a graduate at any time if he or she is delinquent or in default on a student loan, if he or she owes a refund on any federal or state student financial aid program, or if his or her conduct is significantly detrimental to the integrity of the institution. Examples of causes that could lead to forfeiture of placement privileges are failure to pass a drug test and conviction of criminal activity.

### **STUDENT RESIDENCES**

Minneapolis Business College maintains modern apartment-style residences



within 5 miles of the campus. These apartments are completely furnished, air-conditioned, and equipped with dishwashers and garbage disposals. Washers and dryers are located in each building. Cable television and telephone hookups are also available. Resident assistants and/or a director are on duty to assist the residence students whenever necessary. All outside doors are locked to prevent unauthorized persons from entering the facility. A verbal intercom security system is in place for admittance. These residence facilities, which are available on a first-come basis, offer the students an opportunity to experience supervised independent living.

Residence facilities are only for the use of currently enrolled Minneapolis Business College students. A student who withdraws or is dismissed from Minneapolis Business College may not continue to reside in the residence facilities.

## **CAMPUS ANNUAL SECURITY REPORT**

Minneapolis Business College strives to provide a safe environment for our students' learning experience. We have located our facility in a typical business setting, and trespassing laws are enforced on our premises. If, however, a crime is committed on our premises, college personnel and building management are available to assist students and staff.

### **How to Report Criminal Actions or Other Emergencies**

If a student or other campus member is the victim of a crime, believes s/he sees a crime being committed, or becomes aware of any other emergency, the individual should report it in a timely manner to a Campus Security Authority. The Campus Security Authorities at Minneapolis Business College are the Director of Education, President, Director of Placement, and Resident Director. All incidents are then reported to the Director of Student Services, who is responsible for collecting crime reports for inclusion in the annual crime statistics report.

If the situation involved dating violence, domestic violence, sexual assault, or stalking, there is a separate section later in this policy that discusses the reporting obligations of Campus Security Authorities and the reporting obligations of Responsible Employees. The difference is important because some Campus Security Authorities, specifically the President, Director of Placement, and Resident Director, are also considered Responsible Employees. Minneapolis Business College does not employ any professional, licensed counselors who are not required to report information about criminal offenses about which they are informed.

Students and employees are directed to call 911 to reach the city police or fire department should an emergency arise when a college official is not available.

### **Campus Safety Procedures and Crime Prevention Programs**

Procedures for reporting criminal actions or other emergencies are reviewed

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with students during orientation. Orientation is held the first week of classes for all new students. Mandatory orientation is also conducted for all students residing in college residence facilities. Additionally, during the course of the students' program, guests are invited to speak to students on topics such as self-protection, awareness of rape, acquaintance rape, dating violence, domestic violence, stalking, and other forcible and nonforcible sex offenses. The staff and faculty receive instructions about security through their own orientation, held prior to the first week of class. Ongoing written and verbal communications about campus safety are provided to staff and faculty throughout the year.

## **Timely Warning Reports**

The college administration will provide students, faculty, and staff with timely warnings of reported crimes and other events that are considered to be a serious or ongoing threat to the safety of students and employees. These warnings include a description of the crime and the time, date, and location of the occurrence in a manner that withholds the names of victims as confidential. The warnings are posted on campus bulletin boards, residence hall bulletin boards, and other appropriate areas. If campus bulletin boards are not timely enough, the campus community will be notified by a more urgent means as deemed appropriate for the situation.

## **Security and Access to Campus Facilities**

During business hours, the administration and classroom buildings are open to students, parents, employees, applicants, and other individuals who have a legitimate purpose for being on campus. During hours in which the college is closed, security systems are utilized and access is by keycard and key, which have been assigned to directors, managers, and support staff. The building's security system self-arms at the end of each day. Minneapolis Business College does not provide residential facilities for students on campus.

Safety and security issues are considered and implemented in the maintenance of all campus lighting, shrubbery, and other areas that could affect the safety of individuals on campus. Safety and security maintenance requests receive priority treatment over nonsafety and nonemergency requests.

## **Authority of Campus Security Personnel**

Minneapolis Business College does not have a campus police or security department.



# Crime Statistics

The following is a summary of the crimes that were committed and reported on our campus, in or on noncampus buildings or property, and on public property within the campus or immediately adjacent to and accessible from the campus during the periods indicated.

<u>Category</u>	<u>Location</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Murder/Non-negligent Manslaughter	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Negligent Manslaughter	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Dating Violence	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Domestic Violence	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Stalking	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Rape	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Fondling	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Incest	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Statutory Rape	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Robbery	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Aggravated Assault	On Campus	0	0	0
	Noncampus	0	0	0



	Public Property	0	0	0
Burglary	On Campus	1	1	0
	Noncampus	0	0	0
	Public Property	0	0	0
Motor Vehicle Theft	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Arson	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Liquor Law Arrests	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Liquor Law Violations Referred for Disciplinary Action	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Drug Law Arrests	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Drug Law Violations Referred for Disciplinary Action	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Illegal Weapons Possession Arrests	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0

**Hate Crimes:** Hate crimes are criminal offenses committed against a person or property that are motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their actual or perceived race, gender, gender identity, religion, disability, sexual orientation, ethnicity, or national origin. Included in these statistics are hate crimes of murder and non-negligent manslaughter, negligent manslaughter, rape, fondling, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property. For the years 2015, 2016, and 2017, there were no reported hate crimes at any of the above-



listed geographic locations.

Caveat: Minneapolis Business College has no residential facilities for students on campus nor does it recognize any off-campus locations of student organizations.

## **Disclosures to Alleged Victims**

Minneapolis Business College will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the college will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

## **Policy for Preparing the Annual Disclosure of Crime Statistics**

Campus crime, arrest, and referral statistics include those reported to campus officials and local law enforcement agencies. The report includes crimes that have occurred on campus, in or on noncampus buildings or property, and on public property within or adjacent to the campus. The Director of Student Services is responsible for collecting all crime reports and preparing the annual crime statistics disclosure to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.

## **Policy on Alcoholic Beverages and Illegal Drugs**

Expulsion, suspension, or some lesser sanction may be imposed for the use, possession, or furnishing of alcoholic beverages or illegal drugs while on campus or while involved in school-related activities. Please refer to the Minneapolis Business College Drug Prevention Program for the full details. The Minneapolis Business College campus is designated as drug-free, and the consumption of alcohol is not permitted in any circumstances, even by students who are of legal age to purchase alcohol. The college will support local law enforcement agencies in the enforcement of underage drinking laws and federal and state drug laws.

Individuals who, in good faith, report incidents of dating violence, domestic violence, stalking, or sexual assault will not be subject to code of conduct action for violations of drug or alcohol policies occurring at or near the time of the alleged incident.

## **Policy on Dating Violence, Domestic Violence, Sexual Assault, and Stalking**

Minneapolis Business College prohibits the offenses of dating violence, domestic violence, sexual assault, and stalking. For the purpose of reporting crime statistics in this Campus Security report, the following federal definitions of dating violence, domestic violence, sexual assault, and stalking are used.



Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Domestic violence is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Sexual assault is an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting program. Rape is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object or oral penetration by a sex organ of another person without the consent of the victim. Fondling is defined as the touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity. Incest is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. Statutory rape is sexual intercourse with a person who is under the statutory age of consent.

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or to suffer substantial emotional distress.

Corresponding definitions for these crimes in the state of Minnesota are as follows:

Based on good-faith research, it appears Minnesota does not define the crime of dating violence.

Domestic abuse means physical harm, bodily injury, or assault; infliction of fear of imminent physical harm, bodily injury, or assault; terroristic threats, criminal sexual conduct, or interference with an emergency call if committed against a family or household member by a family or household member. Family or household members means: (1) spouses and former spouses; (2) parents and children; (3) persons related by blood; (4) persons who are presently residing together or who have resided together in the past; (5) persons who have a child in common regardless of whether they have been married or have lived together at any time; (6) a man and woman if the woman is pregnant and the man is alleged to be the father, regardless of whether they have been married or have lived together at any time; and (7) persons involved in a significant romantic or sexual



relationship.

Sexual assault is referred to as “criminal sexual conduct” under Minnesota law. The offense includes conduct that ranges from unwanted sexual contact such as touching clothing that covers an intimate part of the body to rape with a dangerous weapon. Criminal sexual conduct under Minnesota law also covers activities such as sex with a minor and incest. Minnesota law defines “sexual assault” to include five degrees of criminal sexual conduct as well as incest. Each degree or category involves some type of unwanted, coerced, and/or forced sexual contact (e.g., fondling, groping), sexual penetration, sexual relations. The variation in degree is related to status and relationship of the persons involved as well as factors such as the ages of the victim and perpetrator, their relationship to one another, and the presence of weapons.

- First degree criminal sexual conduct. First degree is the most serious level of the offense. Although the statute does not use the term rape, this type of violation includes forced intercourse with a person age 16 or older in which the victim has fear of imminent bodily harm, the perpetrator uses a dangerous weapon to force the victim to consent, or the perpetrator causes injury to the victim. If the victim is under 13 and the perpetrator is at least 36 months older, any sexual contact constitutes a first degree violation. First degree conduct also includes provisions for sexual conduct with children who are between 13 and 16 if the perpetrator is in a position of authority or has a significant relationship with the child.
- Second degree criminal sexual conduct. This includes circumstances described in first degree conduct except that it involves sexual contact instead of penetration.
- Third degree criminal sexual conduct. Third degree sexual assault includes various acts involving juveniles that are considered less serious than those covered by first degree sexual conduct. It includes penetration of a victim of any age if force or coercion is used.
- Fourth degree criminal sexual conduct. Fourth degree sexual conduct typically involves a young victim who was vulnerable, unable to consent to sexual conduct, or did not consent to the sexual contact. Statutory rape charges will often fall into this category.
- Fifth degree criminal sexual conduct. A person is guilty of criminal sexual conduct in the fifth degree if the person engages in nonconsensual sexual contact or the person engages in masturbation or lewd exhibition of the genitals in the presence of a minor under the age of 16, knowing or having reason to know the minor is present.

Stalking means to engage in conduct which the actor knows or has reason to know would cause the victim under the circumstances to feel frightened,



threatened, oppressed, persecuted, or intimidated and causes this reaction on the part of the victim regardless of the relationship between the actor and victim.

Consent means words or overt actions by a person indicating a freely given present agreement to perform a particular sexual act with the actor. Consent does not mean the existence of a prior or current social relationship between the actor and the complainant or that the complainant failed to resist a particular sexual act. A person who is mentally incapacitated or physically helpless cannot consent to a sexual act.

Minneapolis Business College sponsors educational programs to prevent and promote the awareness of rape, acquaintance rape, dating violence, domestic violence, sexual assault, and stalking. Primary prevention and awareness programs are presented for incoming students and new employees. Programs include Annual Sexual Safety presentations to students and faculty. Ongoing prevention and awareness campaigns are also offered for continuing students and employees. They focus on topics such as myths and facts about sexual violence, personal protection, and victim resources and advocacy.

Information on registered sex offenders can be obtained from the Minnesota Department of Corrections web site (<http://www.doc.state.mn.us>).

One of the most effective methods of preventing sexual assault is bystander intervention. Bystander intervention refers to safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene in situations of potential harm when there is a risk of domestic violence, dating violence, sexual assault, or stalking. There are a variety of ways to intervene. Some of them are direct, and some of them are less obvious to the perpetrator. Options include:

- Stepping in and asking if the person needs help.
- Getting support from people around you if you witness sexual violence. You do not have to act alone.
- Distracting the perpetrator so there's time to intervene.
- Being respectful, direct, and honest when intervening.
- Taking steps to curb someone's use of alcohol before problems occur.
- Calling 911 when the situation warrants.

Common sense, situational awareness, and trusting your instincts will reduce the risk of sexual assault. The tips below may help decrease the potential chance of sexual assault:

- If you consume alcohol, do so in moderation. Know your alcohol limits.
- Do not leave your beverage unattended; take your drink to the restroom with you. Never drink a beverage that has been given to you by someone else or taken from a communal alcohol source, like a punch bowl.
- If you go on a date with someone you do not know very well, tell a close friend what your plans are.
- Make sure your cell phone is with you and charged and that you have extra money to get home. Have a plan for someone you can call if you need help.
- If you get a bad feeling about a location or a person, leave the situation immediately and go to a safe place.



- When you go to a party, go with a group of friends. Arrive together, watch out for each other, and leave together.
- Be alert and aware of your surroundings at all times.
- Don't be afraid to ask for help in situations where you feel unsafe.
- Travel, walk, or park in well-lighted areas after dark and with a friend whenever possible.
- Keep the doors to your home, dorm room, and car locked.

Procedures for reporting incidents of dating violence, domestic violence, sexual assault, or stalking are the same as for any other crime. If a student or employee is the victim of dating violence, domestic violence, sexual assault, or stalking, the individual should report the offense in a timely manner to a college official either in person or by phone at (651) 636-7406. The student has the option to report to either a Title IX Responsible Employee or a Campus Security Authority.

Responsible Employees are the President, Director of Placement, and Resident Director listed in the Administration, Faculty, and Staff section of this catalog. Responsible Employees are required by law to report all known details regarding alleged incidents of sexual harassment, discrimination, or sexual assault to the Title IX Coordinator. This includes the names of the alleged perpetrator and the name of the student/employee who experienced the alleged violence. If a victim discloses an incident but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the college will weigh that request against the college's obligation to provide a safe, nondiscriminatory environment for all students and employees, including the victim.

Campus Security Authorities include the Director of Education as well as the President, Director of Placement, and Resident Director. Campus Security Authorities, other than those who also serve as Responsible Employees, are required to submit a report for statistical purposes, but the report can be submitted without identifying the victim.

Reports of dating violence, domestic violence, sexual assault, and stalking will be handled with discretion, dignity, and confidentiality. Personally identifiable information about the victim will only be shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. Reports are kept in a secure location. The crime statistics included in the Annual Security Report do not include any information that would identify the victim or the person accused of committing the crime. Neither the name of the victim, specific housing information, nor any other information that would serve to identify any individual will be published in the crime log. The college will maintain as confidential any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the college to provide the accommodations or protective measures.

If the victim wishes to notify the proper law enforcement authorities, college officials are available and willing to assist. It is important for the victim to preserve evidence for proof of a criminal dating violence, domestic violence, sexual assault, or stalking offense or for obtaining a protection order. If the



victim elects to notify authorities, it is important that the offense be reported immediately. The victim may decline to notify such authorities.

When a student or employee of the college reports to the institution that s/he was a victim of dating violence, domestic violence, sexual assault, or stalking, the victim will be provided with a written explanation of his/her rights and options, whether the offense occurred on campus or off campus. The Financial Aid office is available on campus to provide student victims with financial aid-related services and information. A written listing of off-campus counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services will be provided to victims of dating violence, domestic violence, sexual assault, or stalking by the education support office. Other than financial aid assistance, no professional on-campus services are available.

Upon receiving a report of an alleged sex offense, college officials will also provide victims with a written explanation of the interim measures available to the victim to ensure his/her safety and equal access to educational programs and activities, including notification of reasonably available options for changing academic, living, transportation, and working situations. A written request for accommodations should be submitted to the Director of Education, who will be responsible for determining what accommodations are reasonable. College officials are obligated to comply with a student's reasonable request for a living and/or academic situation change following an alleged sex offense and will assist in notifying the victim of all reasonably available options available for these changes regardless of whether the victim chooses to report the crime to local law enforcement. Examples of protective measures include restrictions on contact, changes to a living situation, if applicable, and course rescheduling. Minneapolis Business College does not issue orders of protection. However, if requested, college officials will provide information on where and how to obtain protection orders and similar lawful orders issued by the court system. Minneapolis Business College will take the necessary measures, within reason, to comply with any orders issued by the courts that the institution is made aware of.

Whether or not law enforcement is notified or criminal charges are filed, a victim may file a disciplinary complaint in writing or verbally with either the Director of Student Services or the President. A student who is accused of dating violence, domestic violence, sexual assault, or stalking will be subject to action in accordance with the Student Conduct policy published in the school's catalog. Sanctions that may be imposed are warning, suspension, or expulsion. Faculty or staff will be subject to action in accordance with the Anti-Harassment policy in the Bradford Schools Personnel Policies and Procedures Manual. Sanctions may include verbal or written reprimand, referral to appropriate counseling, withholding of a promotion or bonus, reassignment, suspension, or termination without severance benefits.

In a situation where disciplinary action is required, proceedings will provide a prompt, fair, and impartial investigation and resolution and be conducted by officials who receive annual training on issues related to dating violence, domestic violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes



accountability. Following a reported incident of dating violence, domestic violence, sexual assault, or stalking, the investigation generally shall include interviews with the parties if available, interviews with other witnesses as needed, and a review of relevant documents as appropriate. If necessary, a hearing may be scheduled. College officials shall complete the investigation in a prompt and equitable manner.

The college will make every feasible effort to preserve the confidentiality of and prevent the disclosure of the identities of the parties involved to the extent permissible by law. The accuser and the accused will be entitled to the same opportunities to have others present during an institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. Officials will use the clear and convincing standard of evidence during the procedures, which means that officials must reach a firm belief or conviction that the evidence presented is factual and it is substantially more likely than not that the alleged misconduct occurred. Both the accuser and the accused shall be simultaneously informed in writing of the outcome of the proceeding, including any sanctions imposed by the institution and the rationale for the result and the sanctions; the institution's procedures for appealing the results of the proceeding; any change to the results that occurs prior to the time that such results become final; and when such results become final. Both the accuser and the accused shall be informed following a final determination of the alleged offense as well as the appropriate sanctions that the college imposed and the rationale for the result and the sanctions. Appropriate sanctions may range from suspension to dismissal to termination.

No one shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against the complainant or anyone else as a result of reporting or participating in an investigation or adjudication of alleged sexual misconduct.

## **Emergency Response and Evacuation Procedures**

In the event of a report of an emergency or dangerous situation involving an immediate threat to the health or safety of students or staff, the President or any other member of the college administration will promptly investigate and, if appropriate, confer with local law enforcement or other first responders to confirm the circumstances of the report. In the event of a confirmed emergency or dangerous situation, the college administration will determine the segment(s) of the campus community affected, determine the content of the notification, and immediately notify the college community or the appropriate segment of the campus community, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The decision will be made on a case-by-case basis. In the event of an emergency or dangerous situation, students and staff should follow the guidance provided by the administration through classroom announcements and personal communications.

Fire alarms are located throughout the building. In the event that the building needs to be evacuated for any reason, a fire alarm will be activated. At the



sounding of the alarm, all building occupants shall evacuate the building immediately. Classroom instructors are expected to interrupt class activity and instruct students to evacuate the building when the alarm sounds. Students are expected to follow directions as given to them by their instructor or other college officials. All exits are marked, and students are expected to leave the building in a prompt and orderly fashion using these exits. Instructors should close any windows, turn off room lights, take the sheet for taking attendance, make sure everyone has left the room, close the door of the room, lead students to a safe location, take roll immediately, and stay with the students until instructed to return to the building. Periodically, at least on an annual basis, announced or unannounced fire and other emergency drills will be conducted at the college in order to familiarize students with fire and emergency evacuation procedures. Emergency response and evacuation procedures will be publicized in conjunction with at least one test per calendar year. Documentation supporting the conduction of the exercise, including a description of the practice exercise, the date, the time, and whether it was announced or unannounced, will be maintained in the office of the Director of Student Services.

Minneapolis Business College does not provide residential facilities for students on campus, although it does maintain noncampus housing accommodations. The college conducts fire safety training for these resident students during resident orientation. Orientation occurs annually on the weekend that residents move in. This training will include fire prevention policies and rules, fire safety precautions, protocol for reporting fires, procedures for evacuating the building, and use of fire extinguishers. The fire and smoke alarm systems alert residents of potential hazards. When an alarm sounds, each resident should follow the established procedures:

1. Awaken any sleeping roommate.
2. Feel the doorknob and the door. If they are hot, do not open the door. Use a towel or blanket to fill the cracks around the door. Call 911.
3. If the doorknob and door are cool, slowly open the door and exit the room.
4. Close the door tightly when evacuating.
5. Follow the predetermined exit route in a quick and orderly manner.
6. Leave the building using the nearest accessible stairway. Do not use an elevator.
7. When exiting in smoky conditions, keep your hand on the wall and crawl to the nearest exit.
8. Move safely away from the building and await instructions.

In the event of an incident which would require the larger community to be notified, the college administration will utilize the 911 emergency phone system to report the event.



## **PERSONAL PROPERTY**

Minneapolis Business College is not responsible for loss or damage to the personal property of students. Students are urged to provide adequate insurance through personal or family policies to cover such a loss in the event it does occur.

## **HEALTH CARE SERVICES**

Minneapolis Business College is located within an eight-mile area of four major hospitals with emergency facilities and within ten miles of the region's largest major medical facility. Thus, emergency health care services are readily available. The college maintains a first aid kit adequate to handle minor emergencies. Emergency care services will be summoned when necessary. Minneapolis Business College accepts no responsibility for provision of health care nor for charges incurred for emergency care requested.

## **SEXUAL HARASSMENT**

Minneapolis Business College has an established policy regarding sexual harassment that is distributed to students at orientation. Please refer to this policy for the full details.

## **ACTIVITIES**

Students are invited to participate in an activity program that takes advantage of the cultural, business, and recreational resources of the area. The social program varies each year depending upon student choice. These activities serve as the ideal place to meet new friends and develop greater poise and self-reliance for eventual participation in the business world.

# **ACADEMIC INFORMATION**

## **CLASS SCHEDULE**

Instructional hours are 50 minutes in length. Classes are scheduled Monday through Friday from 8:00 a.m. to 3:50 p.m. Individual class schedules will vary according to the student's program.

A regularly enrolled student is required to attempt the number of classes normally scheduled for a program for the length of the program. Students will not be permitted to attempt less than the normal load for the program in which they are enrolled except when the students have changed programs, transferred credits, or are returning to a program in which they were previously enrolled.

## **MAKE-UP POLICY**

Unless a student has a valid, documented reason for their absence, they cannot make up a missed quiz or test. Valid, documented reasons are limited to serious illnesses or health conditions that require hospitalization, court hearings, military duty, and the death of a close friend or family member for which the student can provide written, official proof such as a doctor's note, subpoena or other legal document, military orders, or memorial booklet. Incarceration, routine dental and



medical appointments, transportation issues, recreational activities, and disciplinary suspensions handed down by the Director of Education are NOT considered to be valid reasons.

If the student chooses to be absent or unprepared on the day homework or an in-class assignment is due, the student will receive a zero on that assignment, regardless of the reason for the absence or unpreparedness. Missed or late homework should be turned in for partial credit (10% deducted for homework that is one day overdue and 50% deducted for homework that is more than one day overdue).

## **ATTENDANCE**

Regular class attendance is considered essential. Cultivation of personal excellence is just as important as the development of skills. Students should train themselves to be present and on time for all classes. Development of this important trait while in college makes it considerably easier to satisfy the employer who demands regular and punctual attendance.

Absence from class, regardless of reason, involves a loss to both the absentees and to other members of the class. The Minneapolis Business College policy is that students should attend all classes. While it is recognized that certain reasons beyond the control of students may make it impossible for them to attend class, there are no leaves of absence at Minneapolis Business College.

An absence rate in excess of 10 percent of the classes scheduled or 15 percent of the classes for any half-semester term will result in the initiation of dismissal procedures and/or an attendance restriction period. A student may appeal the initiation of dismissal procedures by submitting a letter summarizing the mitigating circumstances associated with an excessive absence rate. A student's appeal is evaluated by the Director of Education. A student who successfully appeals an initiation of dismissal procedures will be placed on attendance restriction for the next half-semester term. Any student who accumulates 10 consecutive class days of absence will be dismissed. A student dismissed under the 10-day provision will not be permitted to appeal, but may be permitted to reenter at a later date in accordance with the policy for reentry (see Readmission on page 33).

A student is considered tardy upon arriving within ten minutes into a scheduled class. The accumulation of three tardies is equivalent to one absence. Following the expiration of ten minutes into a scheduled class, the student may not be admitted to the class and will be considered absent for that class.

## **DRESS CODE**

Students are required to dress in appropriate business attire. Minneapolis Business College students are expected to maintain the same high standards of appearance and grooming that are expected by the business community. Please refer to our Professional Dress Policy for details.



## **STUDENT CONDUCT**

Students at Minneapolis Business College are expected to conduct themselves as responsible adults. Expulsion, suspension, or some lesser sanction may be imposed for any of the following offenses: (1) interruption or any manner of interference with the normal operation of the college; (2) destruction, damage, or misuse of college equipment, facilities, or property; (3) illegal possession, use, or furnishing of alcoholic beverages while on campus or while involved in college-related activities; (4) illegal possession, use, or furnishing of drugs while on campus or while involved in college-related activities; (5) use, possession, or furnishing of weapons while on campus or while involved in college-related activities; (6) verbal, physical, sexual, or online assault that injures, causes serious emotional harm, or grievously demeans or threatens another person in the college community; (7) theft of another's property occurring on campus; (8) participation in hazing; (9) academic cheating, plagiarism, or copyright infringement; (10) stalking; (11) commission of other offenses that in the opinion of the administration may be contrary to the best interests of the college community.

Sanctions that may be imposed, at the discretion of the administration, are (1) warning, (2) suspension, or (3) expulsion. In general, the college will issue warnings prior to dismissing a student for poor conduct. The college, however, may dismiss a student without warning if the offense is serious. Serious offenses may be any of those listed in the policy on conduct but are considered to be those that directly affect the physical well-being of other persons in the college community. The Director of Education will investigate all complaints of misconduct and determine the appropriate sanction to be imposed. Incidents involving possible sexual harassment or sexual violence will also be reported to and investigated by the Title IX Coordinator. A student who wishes to question any decision made by the Director of Education may appeal to the President, who will then render a final decision.

Conviction on a drug-related charge while enrolled and receiving financial aid may result in the loss of certain types of financial aid. Additionally, failure to obtain an externship because of inability to pass a drug test or termination for cause from externships may result in dismissal from the program, loss of time, loss of credit, and/or increased charges. (See page 38 regarding Course Repetitions.)

## **CLASS SIZE**

Class size is dependent on the nature of instruction. Maximum class sizes are 48 for lecture, 42 for computer laboratory, and 20 for other laboratory classes. Class sizes typically are less than these maximums.

## **DEFINITION OF ACADEMIC CREDIT**

A credit hour is defined as an amount of work represented in intended learning outcomes and verified by evidence of student achievement for academic activities as established by the institution comprised of the following units: didactic learning environment; supervised laboratory setting of instruction; externship; and out-of-



class work/preparation. The following are the measures of these units for establishing credit hour awards:

One semester credit hour equals 45 units comprised of the following academic activities:

- One clock hour of didactic learning = 2 units
- One clock hour in a supervised laboratory setting of instruction = 1.5 units
- One hour of externship = 1 unit
- One hour of out-of-class work and/or preparation for the didactic learning environment or supervised laboratory setting of instruction that is designed to measure the student's achieved competency relative to the required subject matter objectives = 0.5 unit

## COURSE NUMBERING SYSTEM

Minneapolis Business College uses a five-character course numbering system. The course number consists of two letters and three digits. The letters identify the field of study. The first digit indicates the course level. Level-100 courses are primarily introductory and first-year courses, and level-200 courses are primarily advanced and second-year courses. The second and third digits are used to differentiate between courses in the same field.

## GRADING SYSTEM

Letter grades are assigned as a final grade in each course. The following scale is used:

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<b>Grades</b>	<b>Numerical Value</b>	<b>Quality Points</b>
A	93-100%—Superior	4
B	85-92%—Above Average	3
C	77-84%—Average	2
D	70-76%—Passing	1
F	Below 70%—Failing	0
I	Incomplete	0
W	Withdrawal	
S	Waived by Substitution	
X	Credit by Transfer	

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The grade point average (GPA) is calculated as follows:

1. For each course taken, multiply the number of quality points assigned to the grade earned by the number of credits received for the course.
2. Add all accumulated quality points.
3. Divide by the total number of credit hours the student has attempted.



Courses in which a student received a failing grade (F) or an incomplete (I) are included in the total number of credit hours attempted when calculating the grade point average and the successful course completion percentage. Courses in which the student received an S or X are not used in computing the grade point average. Courses in which the student received an X are included in both the attempted and successfully completed hours when calculating the successful course completion percentage. A student who withdraws from a program receives a grade of W in all uncompleted courses. Courses given the grade of W are included in hours attempted when calculating successful course completion percentage but are not included in the total number of credit hours attempted when calculating the grade point average. Withdrawal from individual courses is not allowed.

## **GRADE REPORTS**

Grade reports are maintained during and following a student's chosen program. Grade reports for all programs are issued via the mail or personal delivery in college approximately every ten weeks in the form of a transcript. This period may vary somewhat depending on the material being covered, the time of year, and the individual student's schedule and performance.

## **TRANSCRIPTS**

An official transcript is a copy of the student's permanent record and is housed in the Minneapolis Business College records division. A transcript reflects academic performance according to the Minneapolis Business College grading system following the completion of an academic segment or program. After completion of his or her program, each student receives one free copy of his or her official transcript. Students will be charged a processing fee for additional transcript copies. Official transcripts will not be issued to a student who owes the college money, who is delinquent or in default on a student loan, or who owes a refund on any federal or state student financial aid program.

## **WITHDRAWAL**

Students who find it necessary to withdraw from a program should have a preliminary interview with the Director of Education. The student is also required to have an exit interview with the Financial Aid Officer.

If a student provides notice of withdrawal either verbally or in writing to the Director of Education, the date on which the notice is given is the date of withdrawal. If a student provides notice of withdrawal either verbally or in writing within the first 6 class days of a term (drop period), the end date of the previous term will be considered the last date of attendance. If a student withdraws by the second Friday of a student's first semester in a program (first semester drop period), the student will be considered not to have enrolled in the program.

A student who has missed ten (10) consecutive days of class is considered to have withdrawn. If a student is absent from class for a period of 10 consecutive class days, excluding scheduled holidays or breaks, the date of withdrawal will be the



first class day after the 10-day period of non-attendance.

## **DISABILITY SUPPORT SERVICES**

Minneapolis Business College is committed to providing equal access to the college's academic programs and services to qualified individuals with disabilities through reasonable accommodation. Students who believe they are in need of accommodations should contact the designated Section 504 coordinator, who is the Director of Education identified in the Administration section of this catalog, by phone at (651) 636-7406 or by mail or in person at 1711 West County Road B, Roseville, Minnesota 55113. The student should provide the designated Section 504 coordinator with a current comprehensive evaluation of a specific disability from a qualified diagnostician that identifies the type of disability and lists recommended accommodations. All documentation will be reviewed by the designated Section 504 coordinator in a timely manner, and appropriate reasonable accommodations will be provided based on the individual student's needs.

## **DISMISSAL**

A student could be dismissed by the college for any of the following reasons:

1. Academic Failure of course work that would preclude graduation.
2. Attendance Excessive absences (as described on page 29).
3. Misconduct Behavior unbecoming to a professional business person or offenses listed in the Student Conduct section on page 30.
4. Financial Failure to meet obligations outlined in a student's financial plan.

A student who is dismissed may appeal in writing to the President of the college, who will make the final determination.

## **READMISSION**

Readmission to Minneapolis Business College following dismissal or withdrawal will be at the discretion of the college. Students wishing to reenter must contact the Director of Education in writing.

A student cannot reenter the college if he or she (1) has a loan in default or (2) was dismissed for a violation of the conduct policy. A student who was dismissed for failure to make satisfactory academic progress will not be allowed to reenter except under the circumstance in which the student has failed a prerequisite course and must withdraw.

Except as discussed below, any student who terminates his/her enrollment voluntarily or involuntarily and is permitted to reenroll at a later date will be subject to the most current tuition rates, textbook policies, and college regulations. The student will be required to meet current graduation requirements for the program in which he or she enrolls. Following dismissal or withdrawal for nonmilitary reasons, a student may seek readmission into the same or a different program only one time.



If a withdrawal was due to being called to active military duty, a student who notifies the college of his/her intent to return to the college within three years after the completion of the period of service will be readmitted with the same academic status as at the time of withdrawal. The student will be required to meet current graduation requirements for the program in which s/he enrolls. If the student is readmitted to the same program, the student will be charged the tuition and fee charges that s/he would have been charged for the academic year during which s/he left the college. If the student is admitted to a different program, the student will be charged the tuition in effect upon reentry.

## **STANDARDS OF SATISFACTORY ACADEMIC PROGRESS**

Academic progress standards for students receiving federal financial assistance are the same as the standards for students enrolled in the same academic program who are not receiving assistance. All students, including those students not currently receiving any financial aid, will be evaluated.

### **Maximum Time Frame**

Students are expected to complete graduation requirements within the normal completion time for the program in which they are enrolled. Under certain circumstances, however, the student may require more than the normal completion time to fulfill graduation requirements. The maximum time frame in which a student must complete his or her program is 150 percent of the published length of the program as measured in credit hours to complete the program. To determine the maximum time frame, multiply the published credit hours needed to graduate from the program of study by 1.5 (150 percent). For example, the number of credit hours it should take to complete the Associate in Applied Science Degree—Medical Assistant program is 62 credits. Using that number, 150 percent would equal 93 credit hours, which would be the maximum number of credits for which a student could receive financial aid. Transfer credits that apply toward the student's program will be counted toward the maximum time frame.

A student who changes programs (majors) is still responsible for maintaining satisfactory academic progress in accordance with the standard above. All courses the student attempts count toward the 150 percent time frame requirement. A student who returns to the institution to pursue a second credential will have his or her maximum time frame established at 150 percent of the normal length of the second program minus the courses applicable from the first program of study and any other documented transfer credits that are counted toward the second program of study.

### **Satisfactory Progress Measurements**

All students must progress satisfactorily toward meeting graduation requirements. The academic progress of each student will be reviewed following each half-semester term of his or her program. Official financial aid satisfactory progress reviews will be conducted at the end of each semester. A student's progress toward graduation is considered satisfactory if the student is within the maximum time frame and the following minimum requirements are met.



## Minimum Grade Point Average (GPA)/Minimum Successful Course Completion Percentage:

Programs Normally Completed in 2 or 2 1/2 Semesters:

	<u>Cumulative GPA</u>	<u>Successful Course Completion</u>
Semester 1 Term 1	1.5	25 percent
Semester 1 Term 2*	1.7	25 percent
Semester 2 Term 1	1.9	50 percent
Semester 2 Term 2*	2.0	67 percent
Semester 3 Term 1	2.0	67 percent

All Other Programs:

	<u>Cumulative GPA</u>	<u>Successful Course Completion</u>
Semester 1 Term 1	1.5	25 percent
Semester 1 Term 2*	1.7	25 percent
Semester 2 Term 1	1.9	33 percent
Semester 2 Term 2*	2.0	33 percent
Semester 3 Term 1	2.0	50 percent
Semester 3 Term 2*	2.0	67 percent
Semester 4 Term 1	2.0	67 percent
Semester 4 Term 2*	2.0	67 percent
End of each remaining term to program completion	2.0	67 percent

\*Official federal and state financial aid evaluation point

The cumulative grade point average will include all grades earned at Minneapolis Business College. The successful course completion percentage is calculated by dividing the cumulative number of hours the student has successfully completed by the cumulative number of hours the student has attempted.

### Additional Successful Course Completion Requirements

Students are expected to successfully complete all courses attempted. If a student fails a course that is a prerequisite for another course in the program, the student will be required to:

1. Withdraw from the program. A later restart may be permitted under the policy for reentry, provided the student was otherwise making satisfactory academic progress.
2. Change to a like program with a later start date such that the student will be able to retake the prerequisite course and the remainder of the required courses with that program cohort.  
or
3. Change to another program which does not include and require completion of the failed prerequisite course.

No matter which of the three options above a student elects, the student will be permitted this option only once. A second failure of a prerequisite course in any program will cause dismissal.



If a student fails a course that is not a prerequisite for another course in the program, circumstances may occur where a student could continue in the program and repeat the course at a later date provided that the maximum time frame would permit. A student will be allowed to fail and repeat only one nonprerequisite course.

At the end of each term Minneapolis Business College will evaluate satisfactory progress. A student who does not meet the maximum time frame, the minimum grade point average for standard progress, or the successful course completion requirements will be dismissed. Additionally, if the student does not satisfy the maximum time frame, the minimum grade point average, or the successful course completion requirements at an official financial aid evaluation point, s/he would no longer be eligible to receive assistance under federal Title IV, HEA or state programs, if applicable. Students may appeal a decision to dismiss and, if applicable, to have financial aid reinstated by following the appeal procedures outlined below.

## **Treatment of Failures, Incompletes, Withdrawals, Transfer Credits, and Course Repetitions**

Credits for courses in which a student received an F (failing grade) or an I (incomplete) are included in the total number of credits attempted when calculating the grade point average and as credits attempted but not successfully completed when calculating the successful course completion percentage.

A student who withdraws from a program receives a grade of W (withdrawal) in all uncompleted courses. Courses given the grade of W are included in credits attempted but not successfully completed when calculating the successful course completion percentage. They are not included in the total number of credit hours attempted when calculating the grade point average.

Credits for courses in which the student received an X (transfer credit) are not used in computing the grade point average. Transfer credits that are accepted toward a student's program are included in both the attempted and successfully completed hours when calculating the successful course completion percentage.

In the case of repeated courses, credits and grades for both courses are included when computing the cumulative grade point average. Credit hours for both courses are included when calculating the successful course completion percentage and count toward the maximum timeframe.

In summary, courses with grades of F, I, W, and X as well as both original and repeated courses count toward the maximum time frame and are included in the successful course completion percentage calculation. Courses with grades of F and I as well as repeated courses are included when computing the cumulative grade point average; courses with grades of W and X are not. Minneapolis Business College does not offer noncredit remedial courses.

## **Appeal Process and Reinstatement of Financial Aid Eligibility**

A student has the right to appeal a determination that he or she is not making satisfactory progress. The appeal must be in writing and should be submitted to the Director of Education within three (3) class days when the student is notified



on site or within a reasonable time (not generally to exceed five [5] class days) when the student must be notified off-site.

An appeal may be considered in cases involving mitigating circumstances. Examples of mitigating circumstances include personal illness, injury, or accident; serious illness or death of a parent, guardian, spouse, or child; and other special circumstances. The student is required to submit information regarding why s/he failed to make satisfactory academic progress and what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the next evaluation. The circumstances in the appeal must be fully documented.

If there is a finding that the mitigating circumstances are in fact the primary reason for the student's failure to make standard progress and if it is determined that the student can reasonably be expected to meet the requirements for graduation within the maximum time frame, the appeal will be granted and the college and the student will develop an academic plan that, if followed, will ensure that the student is able to meet satisfactory academic progress standards by a specific point in time. The student will be placed on probation and financial aid eligibility will be reinstated, if applicable. Otherwise, the student will be dismissed. Under certain circumstances the student may be allowed to restart at a later time; however, the maximum time frame constraints would have to be met. The Director of Education will notify the student of the results of the evaluation of the appeal.

## **Probation**

A student who successfully appeals a determination of unsatisfactory progress will be placed on probation. The college utilizes two types of probation: academic probation and financial aid probation.

### **Academic Probation**

If the appeal did not follow an official financial aid evaluation point, the probation is for the 8-week period following the term when the reported grades resulted in a determination of unsatisfactory academic progress. The student's record will be reviewed at the end of the probation period. If the student's grade point average and successful course completion percentage following the probation period still do not meet the standard satisfactory progress requirements, the student is not making satisfactory progress and will be dismissed.

### **Financial Aid Probation**

If the appeal followed an official financial aid evaluation point, the student will be placed on financial aid probation. Financial aid probation is for the semester following the term when the reported grades resulted in a determination of unsatisfactory academic progress. If receiving financial aid, a student on financial aid probation will be eligible to receive any financial aid due to him or her for one payment period. The student's record will be reviewed at the end of the probation period. If the student's grade point average and successful course completion percentage following the probation period still do not meet the standard satisfactory progress requirements or if the student has not met the requirements of the academic plan developed by the college and the student, the



student is not making satisfactory progress and will be dismissed and does not qualify for further federal Title IV, HEA or state program funds.

A student who has appealed a determination that s/he is not meeting satisfactory academic progress and who is attending his or her program under an approved academic plan remains eligible for federal Title IV aid as long as s/he continues to meet the conditions of the plan. A student who is continuing under an academic plan is considered to be on financial aid probation for the first payment period. After that, if the student is meeting the requirements of the academic plan, the student is not considered to be on financial aid probation status and is considered to be making satisfactory progress under the academic plan.

## **Course Repetitions**

Students should discuss course repetitions with the Director of Education. Students should be aware that course offerings depend on time of year and level of student enrollment. Therefore, not all courses are offered during every term. The student's grade earned in the repeated course work as well as the student's original grade would be included when computing the cumulative grade point average. Both courses are included when calculating the successful course completion percentage and count toward the maximum timeframe. There may be an additional tuition charge. Students are limited in federal Title IV assistance to just one repetition of a previously passed course. Veterans Administration benefits are not payable for repeating courses that, based upon school standards, have previously been successfully completed.

## **Incomplete Grades**

An incomplete (I) grade may be issued to a student who is passing a course but who has not been able to complete all required work, generally because of some extenuating circumstance. The student will be allowed up to four (4) calendar weeks to complete the course work. When the course work is completed, a grade will be issued for the course. If the work is not completed during the allotted time, the incomplete (I) will revert to an "F."

When calculating the grade point average for purposes of determining satisfactory progress, an incomplete (I) is equivalent to an "F." The student accumulates no quality points for the course, but the number of credits assigned to the course is included in the total number of credits attempted both in the grade point average and successful course completion calculations.

If the incomplete prevents a student from meeting graduation requirements, the student will be eligible for placement services if he or she desires. If the incomplete is not resolved within the allotted time period, however, the student will forfeit the future use of the school's placement service and will not be issued a diploma.

## **ADVISING**

Advising is an important service that is available to every student attending Minneapolis Business College. All members of the faculty assume responsibility for helping each student work toward the degree of success that he or she is capable of achieving. The Director of Education is responsible for academic and



basic personal advising. She guides the student through problems that may arise; for example, problems with schedules, grades, subject matter, or graduation requirements. Students with problems that require professional counseling will be referred to appropriate agencies. The Placement Department also advises in the areas of job interviewing and related placement activities. The Director of Education and Director of Student Services are available to help students having problems with transportation, day care, housing, and other personal problems. The Director of Student Services is available to assist students experiencing financial difficulties.

## **GRADUATION REQUIREMENTS**

To be eligible for graduation, students in all programs must:

1. Pass all courses.
2. Attain an overall 2.0 grade point average.
3. Satisfy all financial obligations.

Upon fulfillment of these graduation requirements, the student will be issued the appropriate program diploma or associate in applied science degree indicating satisfactory completion of all program requirements.

## **HONORS**

Students with outstanding academic achievements are recognized at the graduation ceremony.

## **GRADUATION AND TRANSFER-OUT RATES**

To comply with federal regulatory requirements, Minneapolis Business College is required to disseminate its graduation and transfer-out rates to enrolled students and, upon request, to prospective students. A new rate is calculated by each January 1 and is available for review in the Director of Education's office.

## **SCHEDULING**

Depending on the student's start date, not all programs can be completed without a break in schedule. The Admissions Department can advise prospective students which programs are planned for completion without break. Minneapolis Business College reserves the right, however, not to offer a planned program if there is insufficient enrollment.

## **EXTERNSHIP**

Externships are a significant component of the medical, paralegal, and travel programs. The externship provides students with an opportunity to relate theory to actual practice and to gain valuable work experience. Minneapolis Business College locates and schedules students for externships with medical and business establishments located in the local commuting area.



## CREDIT TRANSFER FROM ANOTHER INSTITUTION

Transcripts of work completed only at institutions that are either accredited by agencies recognized by the United States Department of Education or recognized by their respective government as institutions of higher education, for internationally-based institutions, may be submitted to the Director of Education for review. Transcripts should be submitted during the first term of a student's program. Foreign transcripts must be evaluated by a member of the Association of International Credentials Evaluators (AICE), the American Association of Collegiate Registrars and Admissions Officers (AACRAO), or the National Association of Credential Evaluation Services (NACES) prior to the evaluation and award of credit. Other documentation may also be required.

Credits considered for transfer are evaluated by the Director of Education to determine if the course work is similar in nature, content, and level to that required at Minneapolis Business College. If the course work is comparable, transfer students may be given credit for courses completed at other accredited colleges provided the grades received for the courses were "C" or better. However, in the case where a program has been separately accredited by a specialized accreditor and that accreditor requires the credential-granting institution to certify student competency in specified skill areas, course work will not be evaluated and transfer credits will not be awarded for any courses that contain skill evaluations and certification. Courses completed at other Bradford schools will be treated the same as courses taken at Minneapolis Business College. Because programs at Minneapolis Business College are specially tailored to career preparation, course credits from other postsecondary schools may not be transferable. At a minimum, 50 percent of the credits required for graduation must be completed at the college.

Credit is not granted for advanced placement or experiential learning. One exception is credit for military training that has been evaluated and recommended for credit by the American Council on Education (ACE). Minneapolis Business College may award credit based on these recommendations when the credit is for courses similar in nature, content, and level to that required at the college. Students seeking credit for military training should provide a transcript from the American Council on Education for evaluation. Credit will be treated as transfer credit and will count toward graduation.

## CREDIT TRANSFER TO ANOTHER INSTITUTION

The acceptance of credits is always at the discretion of the institution to which a student is attempting to transfer credits. There may be articulation agreements in place at the time the student enters that may not be in place when the student graduates or desires to attend a particular school. **Because programs at Minneapolis Business College are designed specifically for career preparation, students must assume that credits for courses taken at Minneapolis Business College are not transferable to other institutions.** Neither Minneapolis Business College nor any of its employees can represent that another institution will accept any courses for credit.

A student who is interested in attempting to transfer credits to another institution should contact the Director of Education. Minneapolis Business College will



supply the necessary documentation that may aid the student in receiving credits for the completed course work provided the student does not owe the school money, is not delinquent or in default on a student loan, or does not owe a refund on any federal or state student financial aid program.

## **NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

These rights are:

1. The right to inspect and review the student's education records within 45 days of the day Minneapolis Business College receives a request for access. Students should submit to the registrar, dean, or head of the academic department written requests that identify the record(s) they wish to inspect. The Minneapolis Business College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Minneapolis Business College official to whom the request was submitted, that official should advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask Minneapolis Business College to amend a record that they believe is inaccurate or misleading. They should write the Minneapolis Business College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If Minneapolis Business College decides not to amend the record as requested by the student, Minneapolis Business College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the 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 disclosures without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by Minneapolis Business College in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom Minneapolis Business College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a person assisting another 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 professional responsibility.

Directory information may be released without a student's prior consent; this information is limited to student name, date admitted, mailing address and



telephone number, local address and telephone number, e-mail address, semesters of attendance, major, specialization, enrollment status, full- or part-time status, degree sought, honors and awards, and degrees and dates received.

Students have the right to withhold the release of information designated as “directory information” by submitting to Minneapolis Business College, not later than 14 days after the beginning of a term, a request written and signed that “directory information” not be released. This request is effective until revoked in writing by the eligible student to the same office.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Minneapolis Business College to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20202-5901

## **GRIEVANCE PROCEDURES**

If a student has a problem regarding a specific course, instructor, or decision, the student should first appeal to the instructor or staff member involved.

If the problem is not resolved and the problem involves an academic matter, the department head for the student’s program should be contacted. If the problem is still not resolved, the student should request a meeting with the Director of Education.

If the problem is not resolved and the problem is not an academic matter, the student should request a meeting with the appropriate department director.

If the problem is not resolved at this level, the student may state the concern in writing to the President of Minneapolis Business College.

If the problem is not resolved at this level, the student may state the concern in writing to either or both of the following:

Minnesota Office of Higher Education and/or the Accrediting Commission of Career Schools and Colleges. Contact information for the Minnesota Office of Higher Education is 1450 Energy Park Drive, Suite 350, St. Paul, MN 55108-5227, (651) 642-0567.

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the



status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
(703) 247-4212  
[www.accsc.org](http://www.accsc.org)

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the director of education or online at [www.accsc.org](http://www.accsc.org).

Wisconsin residents with concerns about their program or the college may contact the Wisconsin Department of Safety and Professional Services, Division of Legal Services and Compliance, P.O. Box 7190, Madison, WI 53707-7190; fax: (608) 266-2264; email: [dsp@wisconsin.gov](mailto:dsp@wisconsin.gov).



# PROGRAMS OF STUDY

Minneapolis Business College offers a wide choice of programs, each designed to prepare the student for a particular career in the field of modern business and related areas. Relatively short, yet remarkably comprehensive, these programs are carefully planned to provide the best education possible in the business field selected by the student.

Students may select from any of the following programs:

Accounting Diploma~

Associate in Applied Science Degree—Accounting

Administrative Assistant Diploma~

Computer Specialist Diploma~

Associate in Applied Science Degree—Computer Programming & Applications

Graphic Design Diploma~

Associate in Applied Science Degree—Graphic Design

Legal Administrative Assistant Diploma~

Associate in Applied Science Degree—Legal Office Administration

Medical Assistant Diploma~

Associate in Applied Science Degree—Medical Assistant

Associate in Applied Science Degree—Network Management

Associate in Applied Science Degree—Office Administration

Associate in Applied Science Degree—Paralegal

Travel, Hospitality, and Event Planning Diploma~

Associate in Applied Science Degree—Travel, Hospitality, and Event Planning

*~All diploma programs transfer in full to a corresponding Associate in Applied Science degree program.*



## ACCOUNTING DIPLOMA

The objective of this accounting diploma program is to provide a specialized education for various entry-level positions in the field of accounting. Graduates are qualified to handle office accounting preparation procedures, such as accounts receivable, accounts payable, payroll, and general record keeping. This program will normally be completed in 8 months of full-time enrollment. This diploma program transfers in full to the Associate in Applied Science Degree—Accounting program.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
AC103	Business Mathematics I	2
AC104	Business Mathematics II	2
AC105	Payroll Accounting	2
AC106	Accounting Principles I	3
AC107	Accounting Principles II	3
AC116	Accounting Principles III	3
AC117	Computerized Accounting	1
AC118	Financial Analysis and Reporting	1
EN101	Business Communications I	2
EN102	Business Communications II	2
EN201	Written Business Communications	2
OT121	Electronic Spreadsheets	1
OT221	Advanced Spreadsheets and Electronic Communications	1
PD102	Professional Development	2
PD107	Human Relations in the Workplace	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1
	<b>TOTAL</b>	<b>31</b>

**TOTAL CREDITS REQUIRED FOR GRADUATION: 31**



## ASSOCIATE IN APPLIED SCIENCE DEGREE— ACCOUNTING

The objective of this associate degree program is to prepare students for entry-level employment in the accounting field. The program emphasizes basic and advanced accounting principles, theories, and practices with related studies in the areas of computer applications and oral and written communications. General education courses build skills in critical thinking, problem solving, and research and develop an appreciation for lifelong learning. This program will normally be completed in 16 months of full-time enrollment. Upon successful completion of this program, students will receive an Associate in Applied Science Degree.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
<b>First Academic Year</b>		
AC103	Business Mathematics I	2
AC104	Business Mathematics II	2
AC105	Payroll Accounting	2
AC106	Accounting Principles I	3
AC107	Accounting Principles II	3
AC116	Accounting Principles III	3
AC117	Computerized Accounting	1
AC118	Financial Analysis and Reporting	1
EN101	Business Communications I	2
EN102	Business Communications II	2
EN201	Written Business Communications	2
OT121	Electronic Spreadsheets	1
OT221	Advanced Spreadsheets and Electronic Communications	1
PD102	Professional Development	2
PD107	Human Relations in the Workplace	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1
<b>Second Academic Year</b>		
AC203	Cost Accounting	2
AC205	Intermediate Accounting	3
AC207	Federal Income Tax	2
GE200	Composition	2
GE206	Mass Media	3
GE207	Speech	3
GE208	Psychology	3
GE209	Statistics	3
GE210	Ethics	3
GE211	Economics	3
OT108	Business Organization	2
OT113	Introduction to Database Management	1
	<b>TOTAL</b>	<b>61</b>
	<b>TOTAL CREDITS REQUIRED FOR GRADUATION: 61</b>	



## ADMINISTRATIVE ASSISTANT DIPLOMA

The objective of this program is to provide comprehensive training in oral and written communications and computer applications for entry-level positions in today's office environment. Students develop administrative skills and competency with word processing, electronic spreadsheet, and presentation graphics programs. This program will normally be completed in 8 months of full-time enrollment. Upon successful completion of this program, students will receive a diploma. This program transfers in full to the Associate in Applied Science Degree—Office Administration program.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
AC113	Personal Finance	2
CA110	Computer Concepts	2
EN101	Business Communications I	2
EN102	Business Communications II	2
EN103	Business Communications III	2
EN201	Written Business Communications	2
HP109	Event Planning I	2
OT113	Introduction to Database Management	1
OT121	Electronic Spreadsheets	1
OT122	Word Processing—Core	1
OT213	Presentation Design and Development	2
OT221	Advanced Spreadsheets and Electronic Communications	1
OT222	Word Processing—Expert	1
PD102	Professional Development	2
PD107	Human Relations in the Workplace	2
SS102	Office Procedures I	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1
TY103	Document Formatting	1
TY104	Document Production	1
	<b>TOTAL</b>	<b>31</b>

**TOTAL CREDITS REQUIRED FOR GRADUATION: 31**



# COMPUTER SPECIALIST DIPLOMA

The objective of this program is to build student skills in microcomputer operations for single- and multi-user systems for entry-level employment in the information technology field. Students learn to use and customize packaged word processing, spreadsheet, graphics, and database programs. The students also develop skills in software development documentation, database software development, network administration, and web authoring tools. This program will normally be completed in 10 months of full-time enrollment. This diploma program transfers in full to the Associate in Applied Science Degree—Computer Programming and Applications program and the Associate in Applied Science Degree—Network Management program.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
<b>First Academic Year</b>		
AC113	Personal Finance	2
CA104	Database Concepts	1
CA105	Microsoft Operating Systems	1
CA106	Computer Applications—*NIX	1
CA107	Programming Logic	2
CA110	Computer Concepts	2
CA115	Database Applications	2
CA120	Web Development	2
CA122	Web Authoring Tools	2
CA126	.NET Programming	3
CA127	PC Hardware and Diagnostics	3
CA128	Networks	3
EN101	Business Communications I	2
EN102	Business Communications II	2
OT121	Electronic Spreadsheets	1
TY101	Keyboarding I	1
TY102	Keyboarding II	1
<b>Second Academic Year</b>		
CA103	IT Customer Support	1
CA129	Microsoft Integration	1
CA130	Microsoft Network Administration	1
GE200	Composition	2
PD102	Professional Development	2
<b>TOTAL</b>		<b>38</b>
<b>TOTAL CREDITS REQUIRED FOR GRADUATION: 38</b>		



# ASSOCIATE IN APPLIED SCIENCE DEGREE— COMPUTER PROGRAMMING & APPLICATIONS

The objective of this associate degree program is to provide specialized education in the area of computer applications and programming for entry-level employment. Students learn to use a variety of programming languages to develop solutions to business problems. Students also learn to administer and manage a basic networking system and gain proficiency with a variety of software application packages, including word processing, electronic spreadsheets, database management, and graphics. General education courses build skills in critical thinking, problem solving, and research and develop an appreciation for lifelong learning. This program will normally be completed in 16 months of full-time enrollment. Upon meeting graduation requirements, students receive an Associate in Applied Science Degree.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
<b>First Academic Year</b>		
AC113	Personal Finance	2
CA104	Database Concepts	1
CA105	Microsoft Operating Systems	1
CA106	Computer Applications—*NIX	1
CA107	Programming Logic	2
CA110	Computer Concepts	2
CA115	Database Applications	2
CA120	Web Development	2
CA122	Web Authoring Tools	2
CA126	.NET Programming	3
CA127	PC Hardware and Diagnostics	3
CA128	Networks	3
EN101	Business Communications I	2
EN102	Business Communications II	2
OT121	Electronic Spreadsheets	1
TY101	Keyboarding I	1
TY102	Keyboarding II	1
<b>Second Academic Year</b>		
CA103	IT Customer Support	1
CA129	Microsoft Integration	1
CA130	Microsoft Network Administration	1
CA227	Object-Oriented Programming	2
CA228	Implementing & Administering Microsoft SQL Servers	1
CA229	Advanced .NET Programming	1
CA230	Project Development	1
CA232	Introduction to Java	1
CA234	Advanced Java	1
GE200	Composition	2
GE206	Mass Media	3
GE207	Speech	3
GE208	Psychology	3



GE209	Statistics	3
GE210	Ethics	3
GE211	Economics	3
PD102	Professional Development	2
	<b>TOTAL</b>	<b>63</b>

**TOTAL CREDITS REQUIRED FOR GRADUATION: 63**



# GRAPHIC DESIGN DIPLOMA

The objective of the graphic design diploma program is to prepare students for an entry-level position in the advertising, publishing, and graphic design industries. The students learn to direct the skills of the artist, both visual and technical, toward the production of effective advertising, design, and promotional pieces. This program will normally be completed in 12 months of full-time enrollment. Upon successful completion of this program, students will be issued a diploma. This diploma program transfers in full to the Associate in Applied Science Degree—Graphic Design program.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
<b>First Academic Year</b>		
EN101	Business Communications I	2
EN102	Business Communications II	2
GD100	Electronic Drawing I	3
GD104	Drawing	1
GD107	Introduction to Macintosh	1
GD109	Electronic Drawing II	3
GD110	Design and Color	3
GD112	Multimedia and Animation	2
GD113	Typography I	2
GD119	Introduction to Production	2
GD124	Comprehensive Illustration	1
GD128	Typography II	1
GD129	Web Development With HTML	1
GD130	Web Design for Graphic Designers	2
OT200	Desktop Publishing	1
PD107	Human Relations in the Workplace	2
TY101	Keyboarding I	1
<b>Second Academic Year</b>		
GD208	Design and Presentation Development	3
GD210	Electronic Layout and Design	3
GD211	Advertising Art Portfolio	3
GD212	Advanced Multimedia and Animation	1
GE200	Composition	2
OT109	Microsoft Skills	1
PD104	Professional Development for Designers	2
	<b>TOTAL</b>	<b>45</b>
<b>TOTAL CREDITS REQUIRED FOR GRADUATION: 45</b>		



# ASSOCIATE IN APPLIED SCIENCE DEGREE— GRAPHIC DESIGN

The objective of this associate degree program is to provide a specialized education in graphic design so that students can find entry-level employment in the graphic design field. The program provides training in color and design principles and the principles and use of typography, drawing, and illustration techniques as well as an introduction to the production process. In addition to the graphic design skills, students will develop skills in verbal and written communications, critical thinking, and problem solving. This program will normally be completed in 16 months of full-time enrollment. Upon successful completion of this program, students will receive an Associate in Applied Science Degree.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
<b>First Academic Year</b>		
EN101	Business Communications I	2
EN102	Business Communications II	2
GD100	Electronic Drawing I	3
GD104	Drawing	1
GD107	Introduction to Macintosh	1
GD109	Electronic Drawing II	3
GD110	Design and Color	3
GD112	Multimedia and Animation	2
GD113	Typography I	2
GD119	Introduction to Production	2
GD124	Comprehensive Illustration	1
GD128	Typography II	1
GD129	Web Development With HTML	1
GD130	Web Design for Graphic Designers	2
OT200	Desktop Publishing	1
PD107	Human Relations in the Workplace	2
TY101	Keyboarding I	1
<b>Second Academic Year</b>		
GD208	Design and Presentation Development	3
GD209	Social Media Management	1
GD210	Electronic Layout and Design	3
GD211	Advertising Art Portfolio	3
GD212	Advanced Multimedia and Animation	1
GE200	Composition	2
GE206	Mass Media	3
GE207	Speech	3
GE208	Psychology	3
GE209	Statistics	3
GE210	Ethics	3
GE211	Economics	3
OT109	Microsoft Skills	1



PD104 Professional Development for Designers

2

**TOTAL**

**64**

**TOTAL CREDITS REQUIRED FOR GRADUATION: 64**



# LEGAL ADMINISTRATIVE ASSISTANT DIPLOMA

The objectives of this diploma program are to provide comprehensive training in legal concepts and to develop basic legal administrative assistant, computer applications, and communication skills. Graduates will be prepared for entry-level positions in several types of office environments, including legal firms, corporate legal offices, nonprofit organizations, and government offices. This program will normally be completed in 10 months of full-time enrollment. Upon meeting graduation requirements, the students receive a diploma. This program transfers in full to the Associate in Applied Science Degree—Legal Office Administration program.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
<b>First Academic Year</b>		
AC113	Personal Finance	2
EN101	Business Communications I	2
EN102	Business Communications II	2
EN201	Written Business Communications	2
OT113	Introduction to Database Management	1
OT121	Electronic Spreadsheets	1
OT122	Word Processing—Core	1
OT222	Word Processing—Expert	1
PD102	Professional Development	2
PL100	Introduction to Law and the Legal System	3
PL103	Legal Ethics	1
PL104	Client Interview and Communication Skills	1
PL105	Litigation	2
PL106	Legal Computer Applications	2
PL113	Legal Research and Legal Writing I	3
TY101	Keyboarding I	1
TY102	Keyboarding II	1
TY103	Document Formatting	1
TY104	Document Production	1
<b>Second Academic Year</b>		
OT108	Business Organization	2
PL205	Contracts	1
SS209	Legal Transcription	1
SS211	Legal Office Procedures	2
TY201	Advanced Document Production	1
	<b>TOTAL</b>	<b>37</b>
<b>TOTAL CREDITS REQUIRED FOR GRADUATION: 37</b>		



# ASSOCIATE IN APPLIED SCIENCE DEGREE— LEGAL OFFICE ADMINISTRATION

This associate degree program is designed for those students who have an interest in working in a legal-related administrative capacity. The objective of the program is to prepare students for entry-level employment by providing instruction in legal vocabulary, legal office procedures, computer applications, administrative functions, and communication. General education courses build skills in critical thinking, problem solving, and research and develop an appreciation for lifelong learning. This program will normally be completed in 16 months of full-time enrollment. Upon successful completion of this program, students will receive an Associate in Applied Science Degree.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
<b>First Academic Year</b>		
AC113	Personal Finance	2
EN101	Business Communications I	2
EN102	Business Communications II	2
EN201	Written Business Communications	2
OT113	Introduction to Database Management	1
OT121	Electronic Spreadsheets	1
OT122	Word Processing—Core	1
OT222	Word Processing—Expert	1
PD102	Professional Development	2
PL100	Introduction to Law and the Legal System	3
PL103	Legal Ethics	1
PL104	Client Interview and Communication Skills	1
PL105	Litigation	2
PL106	Legal Computer Applications	2
PL113	Legal Research and Legal Writing I	3
TY101	Keyboarding I	1
TY102	Keyboarding II	1
TY103	Document Formatting	1
TY104	Document Production	1
<b>Second Academic Year</b>		
GE200	Composition	2
GE206	Mass Media	3
GE207	Speech	3
GE208	Psychology	3
GE209	Statistics	3
GE210	Ethics	3
GE211	Economics	3
OT108	Business Organization	2
OT218	Electronic Office Systems	1
OT219	Supervision	2
PL205	Contracts	1
SS209	Legal Transcription	1



SS211	Legal Office Procedures	2
TY201	Advanced Document Production	1
	<b>TOTAL</b>	<b>60</b>

**TOTAL CREDITS REQUIRED FOR GRADUATION: 60**



# MEDICAL ASSISTANT DIPLOMA

The objective of this program is to prepare competent entry-level medical assistants in their cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. It provides the high school graduate with the necessary administrative, clinical, and laboratory training to become a skilled member of the health care industry. Application of classroom instruction is achieved through a medical externship in which each student participates. Medical assisting students are required to have a physical examination to demonstrate that their health will permit them to meet program requirements. They must also provide an immunization history. This program will normally be completed in 10 months of full-time enrollment. Students who complete this program will receive a diploma. This program transfers in full to the Associate in Applied Science Degree—Medical Assistant program.

The Medical Assistant program is currently accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Graduates of the Medical Assistant program are eligible to take the Certified Medical Assistant (CMA) examination that is offered by the American Association of Medical Assistants and the Registered Medical Assistant (RMA) examination offered by American Medical Technologists (AMT). Registration and certification requirements for taking and passing these examinations are controlled by outside agencies and subject to change without notice. Therefore, Minneapolis Business College cannot guarantee that graduates will be eligible to take the certification or registration examinations at all or at any specific time, regardless of their eligibility status upon enrollment.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
<b>First Academic Year</b>		
EN101	Business Communications I	2
EN102	Business Communications II	2
MA100	Medical Clinical Procedures I	2
MA103	Medical Terminology	2
MA104	Medical Administrative Procedures I	1
MA106	Anatomy and Physiology I	2
MA107	Anatomy and Physiology II	2
MA113	Pharmacology	2
MA117	Medical Insurance	2
MA118	Medical Clinical Procedures II	3
MA119	Medical Office Systems	1
MA124	Medical Administrative Procedures II	1
MA208	Medical Laboratory Procedures	3
MA218	Medical Clinical Procedures III	3
PD102	Professional Development	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1



**Second Academic Year**

MA265	Medical Externship	7
	Classroom Total	32
	Externship Total	7
	<b>TOTAL</b>	<b>39</b>

**TOTAL CREDITS REQUIRED FOR GRADUATION: 39**



# ASSOCIATE IN APPLIED SCIENCE DEGREE— MEDICAL ASSISTANT

The objective of this degree program is to prepare competent entry-level medical assistants in their cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. It provides the high school graduate with the necessary administrative, clinical, and laboratory training to become a skilled member of the health care industry. Application of classroom instruction is achieved through a medical externship in which each student participates. The general education courses build skills in critical thinking, problem solving, and research and develop an appreciation for lifelong learning. Medical assistant students are required to have a physical examination to demonstrate that their health will permit them to meet program requirements. They must also provide an immunization history. This program will normally be completed in 16 months of full-time enrollment. Upon successful completion of this program, students will receive an Associate in Applied Science Degree.

The Medical Assistant program is currently accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Graduates of the Medical Assistant program are eligible to take the Certified Medical Assistant (CMA) examination that is offered by the American Association of Medical Assistants and the Registered Medical Assistant (RMA) examination offered by American Medical Technologists (AMT). Registration and certification requirements for taking and passing these examinations are controlled by outside agencies and subject to change without notice. Therefore, Minneapolis Business College cannot guarantee that graduates will be eligible to take the certification or registration examinations at all or at any specific time, regardless of their eligibility status upon enrollment.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
<b>First Academic Year</b>		
EN101	Business Communications I	2
EN102	Business Communications II	2
MA100	Medical Clinical Procedures I	2
MA103	Medical Terminology	2
MA104	Medical Administrative Procedures I	1
MA106	Anatomy and Physiology I	2
MA107	Anatomy and Physiology II	2
MA113	Pharmacology	2
MA117	Medical Insurance	2
MA118	Medical Clinical Procedures II	3
MA119	Medical Office Systems	1
MA124	Medical Administrative Procedures II	1
MA208	Medical Laboratory Procedures	3
MA218	Medical Clinical Procedures III	3
PD102	Professional Development	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1



**Second Academic Year**

AC113	Personal Finance	2
GE200	Composition	2
GE206	Mass Media	3
GE207	Speech	3
GE208	Psychology	3
GE209	Statistics	3
GE210	Ethics	3
GE211	Economics	3
MA265	Medical Externship	7
MA267	CMA Review	1
<hr/>		
	Classroom Total	55
	Externship Total	7
	<b>TOTAL</b>	<b>62</b>

**TOTAL CREDITS REQUIRED FOR GRADUATION: 62**



# ASSOCIATE IN APPLIED SCIENCE DEGREE— NETWORK MANAGEMENT

The objective of this associate degree program is to prepare students to successfully implement, manage, and troubleshoot information systems in a network operating environment in an entry-level position. Graduates will possess the knowledge and skills needed to work with networking products, including MS Windows, Linux, and SQL servers; the ability to configure all Microsoft desktop operating systems and implement and use SQL servers to control an organization's database; and the skills necessary to obtain and analyze an organization's security system as well as design solutions to improve security. This program will normally be completed in 16 months of full-time enrollment. Upon successful completion of this program, students will receive an Associate in Applied Science Degree.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
<b>First Academic Year</b>		
AC113	Personal Finance	2
CA104	Database Concepts	1
CA105	Microsoft Operating Systems	1
CA106	Computer Applications—*NIX	1
CA107	Programming Logic	2
CA110	Computer Concepts	2
CA115	Database Applications	2
CA120	Web Development	2
CA122	Web Authoring Tools	2
CA126	.NET Programming	3
CA127	PC Hardware and Diagnostics	3
CA128	Networks	3
EN101	Business Communications I	2
EN102	Business Communications II	2
OT121	Electronic Spreadsheets	1
TY101	Keyboarding I	1
TY102	Keyboarding II	1
<b>Second Academic Year</b>		
CA103	IT Customer Support	1
CA129	Microsoft Integration	1
CA130	Microsoft Network Administration	1
CA131	Implementing Microsoft Clients & Servers	1
CA132	Managing a Microsoft Network Environment	2
CA228	Implementing & Administering Microsoft SQL Servers	1
CA231	Designing Security for a Microsoft Network	1
CA233	Linux Administration	1
GE200	Composition	2
GE206	Mass Media	3
GE207	Speech	3
GE208	Psychology	3
GE209	Statistics	3



GE210	Ethics	3
GE211	Economics	3
PD102	Professional Development	2
	<b>TOTAL</b>	<b>62</b>

**TOTAL CREDITS REQUIRED FOR GRADUATION: 62**



# ASSOCIATE IN APPLIED SCIENCE DEGREE— OFFICE ADMINISTRATION

The objectives of this associate degree program are to develop and build office administration skills and to provide intensive hands-on computer training necessary for entry-level positions in today's office environment. General education courses build skills in critical thinking, problem solving, and research and develop an appreciation for lifelong learning. This program will normally be completed in 16 months of full-time enrollment. Upon successful completion of this program, students will receive an Associate in Applied Science Degree.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
<b>First Academic Year</b>		
AC113	Personal Finance	2
CA110	Computer Concepts	2
EN101	Business Communications I	2
EN102	Business Communications II	2
EN103	Business Communications III	2
EN201	Written Business Communications	2
HP109	Event Planning I	2
OT113	Introduction to Database Management	1
OT121	Electronic Spreadsheets	1
OT122	Word Processing—Core	1
OT213	Presentation Design and Development	2
OT221	Advanced Spreadsheets and Electronic Communications	1
OT222	Word Processing—Expert	1
PD102	Professional Development	2
PD107	Human Relations in the Workplace	2
SS102	Office Procedures I	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1
TY103	Document Formatting	1
TY104	Document Production	1
<b>Second Academic Year</b>		
EN202	Business Communications IV	2
EN220	Research & Report Writing	2
GE200	Composition	2
GE206	Mass Media	3
GE207	Speech	3
GE208	Psychology	3
GE209	Statistics	3
GE210	Ethics	3
GE211	Economics	3
OT108	Business Organization	2
OT218	Electronic Office Systems	1
OT219	Supervision	2
OT229	Data Analysis	1



TY201

Advanced Document Production

1

**TOTAL**

**62**

**TOTAL CREDITS REQUIRED FOR GRADUATION: 62**



# ASSOCIATE IN APPLIED SCIENCE DEGREE— PARALEGAL

The objective of this associate degree program is to provide students with the specialized training necessary to obtain entry-level employment in a capacity or function that involves the performance of specifically delegated legal work under the direction and supervision of an attorney. The curriculum stresses understanding and reasoning of legal concepts, principles, and procedures common to many different areas of law and many types of law-related activities. Application of classroom instruction is achieved through an externship in which each student participates. This program will normally be completed in 16 months of full-time enrollment. Upon successful completion of this program, students will receive an Associate in Applied Science Degree.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
<b>First Academic Year</b>		
AC113	Personal Finance	2
EN101	Business Communications I	2
EN102	Business Communications II	2
OT113	Introduction to Database Management	1
OT121	Electronic Spreadsheets	1
OT122	Word Processing—Core	1
PL100	Introduction to Law and the Legal System	3
PL103	Legal Ethics	1
PL104	Client Interview and Communication Skills	1
PL105	Litigation	2
PL106	Legal Computer Applications	2
PL110	Domestic Relations/Family Law	2
PL111	Tort Law	2
PL113	Legal Research and Legal Writing I	3
PL213	Legal Research and Legal Writing II	3
TY101	Keyboarding I	1
TY102	Keyboarding II	1
TY103	Document Formatting	1
<b>Second Academic Year</b>		
GE200	Composition	2
GE206	Mass Media	3
GE207	Speech	3
GE208	Psychology	3
GE209	Statistics	3
GE210	Ethics	3
GE211	Economics	3
PD102	Professional Development	2
PL205	Contracts	1
PL206	Criminal Law	1
PL211	Estate Planning and Administration	2
PL212	Bankruptcy Law	1



PL299	Legal Externship	6
	Classroom Total	58
	Externship Total	6
	<b>TOTAL</b>	<b>64</b>

**TOTAL CREDITS REQUIRED FOR GRADUATION: 64**



# TRAVEL, HOSPITALITY, AND EVENT PLANNING DIPLOMA

The objective of this program is to prepare individuals for entry-level employment in the travel, hospitality, and event planning industry. The program emphasizes principles of tourism, hotel management, and event planning with related studies in computer applications and business communications. Application of classroom instruction is achieved through an externship in which each student participates. This program will normally be completed in 10 months of full-time enrollment. Upon meeting graduation requirements, the students receive a diploma. This program transfers in full to the Associate in Applied Science Degree—Travel, Hospitality, and Event Planning program.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
<b>First Academic Year</b>		
AC113	Personal Finance	2
EN101	Business Communications I	2
EN102	Business Communications II	2
EN201	Written Business Communications	2
HP108	Front and Back Office Management	1
HP109	Event Planning I	2
HP205	Guest Relations Management	1
HP209	Event Planning II	2
OT121	Electronic Spreadsheets	1
OT122	Word Processing—Core	1
PD102	Professional Development	2
TR108	Introduction to Travel	2
TR109	Worldwide Tourism	2
TR110	Domestic Destinations	2
TR111	Worldwide Destinations	2
TR112	Travel Agency Operations and Meeting Management	2
TR203	Sales and Customer Service	1
TR205	Computerized Reservations System	1
TY101	Keyboarding I	1
TY102	Keyboarding II	1
<b>Second Academic Year</b>		
HP266	Travel, Hospitality, and Event Planning Externship	7
Classroom Total		32
Externship Total		7
<b>TOTAL</b>		<b>39</b>
<b>TOTAL CREDITS REQUIRED FOR GRADUATION: 39</b>		



# ASSOCIATE IN APPLIED SCIENCE DEGREE— TRAVEL, HOSPITALITY, AND EVENT PLANNING

The objective of this associate degree program is to provide students with the knowledge and skills required for entry-level employment and subsequent advancement in the travel, hospitality, and event planning industries. Areas of study include geography, reservations and ticketing, front and back office management, sales and marketing, and event planning. General education courses build skills in critical thinking, problem solving, and research and develop an appreciation for lifelong learning. Application of classroom instruction is achieved through an externship in which each student participates. This program will normally be completed in 16 months of full-time enrollment. Upon successful completion of this program, students will receive an Associate in Applied Science Degree.

Course Number	Course Name	Semester Credits
<b>First Academic Year</b>		
AC113	Personal Finance	2
EN101	Business Communications I	2
EN102	Business Communications II	2
EN201	Written Business Communications	2
HP108	Front and Back Office Management	1
HP109	Event Planning I	2
HP205	Guest Relations Management	1
HP209	Event Planning II	2
OT121	Electronic Spreadsheets	1
OT122	Word Processing—Core	1
PD102	Professional Development	2
TR108	Introduction to Travel	2
TR109	Worldwide Tourism	2
TR110	Domestic Destinations	2
TR111	Worldwide Destinations	2
TR112	Travel Agency Operations and Meeting Management	2
TR203	Sales and Customer Service	1
TR205	Computerized Reservations System	1
TY101	Keyboarding I	1
TY102	Keyboarding II	1
<b>Second Academic Year</b>		
GE200	Composition	2
GE206	Mass Media	3
GE207	Speech	3
GE208	Psychology	3
GE209	Statistics	3
GE210	Ethics	3
GE211	Economics	3
HP266	Travel, Hospitality, and Event Planning Externship	7
OT218	Electronic Office Systems	1



OT219	Supervision	2
	Classroom Total	55
	Externship Total	7
	<b>TOTAL</b>	<b>62</b>

**TOTAL CREDITS REQUIRED FOR GRADUATION: 62**



# COURSE DESCRIPTIONS

## **AC103 BUSINESS MATHEMATICS I**

(38 Contact Hours—2 Credits)

This course covers basic mathematical principles as they relate to business and accounting. Students review basic operations including decimals, fractions, equations, and percentages. This course also includes instruction in the calculation of base, rate, and percentage; markup and markdown; and trade and cash discounts. Basic statistical concepts are also introduced.

## **AC104 BUSINESS MATHEMATICS II**

(38 Contact Hours—2 Credits)

This course is a continuation of Business Mathematics I. The course is divided into two 4-week modules. During one module, the students receive instruction in the mathematics of simple and compound interest, annuities, and consumer credit. During the second module, the students develop speed and accuracy in the use of a 10-key pad. (Prerequisite: AC103 Business Mathematics I)

## **AC105 PAYROLL ACCOUNTING**

(38 Contact Hours—2 Credits)

This course is a presentation of the theoretical and practical applications of payroll procedures. It emphasizes the methods of computing wages and salaries, keeping records, and the preparation of various federal and state government reports. Students are required to complete a comprehensive payroll project to show proof of mastery of subject content. (Prerequisite: AC106 Accounting Principles I)

## **AC106 ACCOUNTING PRINCIPLES I**

(76 Contact Hours—3 Credits)

This course provides students with an introduction to the fundamental principles and concepts of accounting including the theory of debit and credit, the accounting cycle, and the end-of-year procedures. Included is the study of the proper presentation of classified financial statements for a proprietorship operating as a service or as a merchandising form of business.

## **AC107 ACCOUNTING PRINCIPLES II**

(76 Contact Hours—3 Credits)

This course is a continuation of Accounting Principles I with special emphasis on internal control, accounting for cash, short-term investments, and receivables. Inventories, plant asset accounting, and intangible assets are included. (Prerequisite: AC106 Accounting Principles I)



## **AC113 PERSONAL FINANCE**

(38 Contact Hours—2 Credits)

This course provides a survey of the major economic decisions facing the typical American household and examines the influence of social and economic change on individual financial planning. Students acquire the knowledge and develop the necessary analytical skills to make informed choices related to topics such as managing finances and budgeting, banking and saving, earning and reporting income, buying goods and services, using credit, and protecting against risk. This course puts emphasis on goal setting, lifelong learning, and active decision making.

## **AC116 ACCOUNTING PRINCIPLES III**

(76 Contact Hours—3 Credits)

This course is a continuation of Accounting Principles II and includes the study of partnership and corporate accounting. Partnership accounting deals with division of income and losses. Corporate topics include capital stock transactions, dividends, treasury stock, earnings per share, current and long-term liabilities, and long-term investments. Also covered is the statement of cash flow. (Prerequisite: AC107 Accounting Principles II)

## **AC117 COMPUTERIZED ACCOUNTING**

(38 Contact Hours—1 Credit)

This course is a hands-on approach to learning how automated accounting systems function. Students operate a computerized general ledger system including accounts receivable, accounts payable, inventory, and payroll. (Prerequisite: AC107 Accounting Principles II)

## **AC118 FINANCIAL ANALYSIS AND REPORTING**

(38 Contact Hours—1 Credit)

This course expands on the material covered in Accounting Principles I, II, and III with an emphasis on the application of analytical techniques. These techniques include vertical, horizontal, and ratio analysis and industry comparisons. This information is then compiled in a student portfolio. (Prerequisite: AC116 Accounting Principles III)

## **AC203 COST ACCOUNTING**

(38 Contact Hours—2 Credits)

This course is concerned with job order and process cost accounting systems with emphasis on the cost cycle, raw materials, labor, factory overhead, and financial statements for the business that operates as a manufacturing concern. (Prerequisite: AC107 Accounting Principles II)

## **AC205 INTERMEDIATE ACCOUNTING**

(76 Contact Hours—3 Credits)

This course gives in-depth and special attention to a variety of topics that were introduced in Accounting Principles I, II, and III. Topics discussed include a



review of the accounting cycle, preparation of financial statements, analysis of cash, receivables, and inventories. (Prerequisite: AC116 Accounting Principles III)

### **AC207 FEDERAL INCOME TAX**

(38 Contact Hours—2 Credits)

This annually updated tax course offers students a thorough explanation of the federal tax structure, while training them to apply tax principles to specific problems. Emphasis is placed on the 1040 individual income tax return with supplementary schedules. (Prerequisite: AC116 Accounting Principles III)

### **CA103 IT CUSTOMER SUPPORT**

(38 Contact Hours—1 Credit)

This course develops student knowledge of the service concepts, skill sets, and abilities necessary for employment in the user-support industry.

### **CA104 DATABASE CONCEPTS**

(38 Contact Hours—1 Credit)

This course introduces the students to relational databases. The important design concepts and the common standards to which all database packages adhere are discussed. Students also learn to query for information and generate reports using a popular database package. (Prerequisites: CA110 Computer Concepts and TY101 Keyboarding I)

### **CA105 MICROSOFT OPERATING SYSTEMS**

(38 Contact Hours—1 Credit)

This course focuses on Microsoft operating systems. Students learn the components of an operating system and learn to interact with a PC using a variety of Microsoft products. Additionally, students learn to customize and manage an operating system as well as solve software-level difficulties.

### **CA106 COMPUTER APPLICATIONS—\*NIX**

(38 Contact Hours—1 Credit)

This course introduces the students to the \*NIX operating and file systems. The students learn shells, command line syntax, and basic scripting. Students learn to use X-Windows.

### **CA107 PROGRAMMING LOGIC**

(38 Contact Hours—2 Credits)

This course introduces the students to computer programming and problem solving in structured and procedural environments. Students will also learn syntax, algorithms, program design, and logic controls. (Prerequisite: CA110 Computer Concepts)



## **CA110 COMPUTER CONCEPTS**

(38 Contact Hours—2 Credits)

This course is designed to provide the students with a conceptual understanding of computer hardware and operating system software. The range of computer types from clients to servers is covered with an emphasis on explaining types of applications. Job skills that are common to all computer career environments as well as those that are unique to each type of system are discussed. Students also develop Internet search strategies and examine Internet ethics and responsibilities.

## **CA115 DATABASE APPLICATIONS**

(38 Contact Hours—2 Credits)

In this course students learn advanced theories of database design. Students design, critique, optimize, and implement database solutions to business applications. (Prerequisite: CA104 Database Concepts)

## **CA120 WEB DEVELOPMENT**

(38 Contact Hours—2 Credits)

In this course students learn to use HTML, CSS, and JavaScript to develop well-designed Web pages. Students learn to apply appropriate techniques and to include forms, images, and tables.

## **CA122 WEB AUTHORIZING TOOLS**

(38 Contact Hours—2 Credits)

In this course students learn how to automate the developmental process of their Web pages using Web authoring tools, including integrated development environments. Emphasis is placed on proper design elements and enhanced through the use of practical exercises. (Prerequisite: CA120 Web Development)

## **CA126 .NET PROGRAMMING**

(76 Contact Hours—3 Credits)

This course introduces the students to the Microsoft Visual Studio packages. The course teaches programming rules and syntax and includes computer assignments where the students create, debug, test, and document their programs. (Prerequisite: CA110 Computer Concepts)

## **CA127 PC HARDWARE AND DIAGNOSTICS**

(76 Contact Hours—3 Credits)

This course teaches computer hardware concepts related to installation, configuration, and upgrading of motherboards, processors, and memory. Additional topics covered include diagnosing, troubleshooting, and preventive maintenance. (Prerequisite: CA105 Microsoft Operating Systems)



## **CA128 NETWORKS**

(76 Contact Hours—3 Credits)

This course introduces the students to the networks and explores the interoperability of these networks. Students learn networking fundamentals, the components of a LAN, and the major features and functions of the network software. Students walk through the steps for installing the network software on a server and organizing the server. Additional topics include network topologies, protocols, and the layers of the OSI Model. (Prerequisites: CA105 Microsoft Operating Systems, CA110 Computer Concepts, and CA127 PC Hardware and Diagnostics)

## **CA129 MICROSOFT INTEGRATION**

(38 Contact Hours—1 Credit)

In this course students learn to work efficiently with multiple applications using the automation and integration capabilities of Microsoft Office. PowerPoint, advanced features of Word, and the Microsoft mini-applications are also covered. (Prerequisites: OT121 Electronic Spreadsheets, CA104 Database Concepts, and TY102 Keyboarding II)

## **CA130 MICROSOFT NETWORK ADMINISTRATION**

(38 Contact Hours—1 Credit)

This course teaches the students to administer the server. Students learn to configure server roles and features, including domain directory services. Students will also learn to set up security, to audit using event logs, and to configure NICs and backup storage. (Prerequisite: CA128 Networks)

## **CA131 IMPLEMENTING MICROSOFT CLIENTS AND SERVERS**

(38 Contact Hours—1 Credit)

In this course students learn to implement, administer, and troubleshoot information systems that incorporate Active Directory Domain Controllers, member servers, and workstations. Topics include installing, configuring, monitoring, and securing resources. (Prerequisite: CA130 Microsoft Network Administration)

## **CA132 MANAGING A MICROSOFT NETWORK ENVIRONMENT**

(76 Contact Hours—2 Credits)

In this course students learn to administer, support, and troubleshoot enterprise network environments. Topics include managing permissions for resources such as printer shares, file shares, and remote access. (Prerequisite: CA131 Implementing Microsoft Clients and Servers)

## **CA227 OBJECT-ORIENTED PROGRAMMING**

(57 Contact Hours—2 Credits)

This course introduces the students to the syntax and rules of object-oriented programming. Students master the fundamentals and apply the principles of object-oriented design to write programs to solve business problems. (Prerequisite: CA107 Programming Logic and CA126 .NET Programming)



## **CA228 IMPLEMENTING AND ADMINISTERING MICROSOFT SQL SERVERS**

(38 Contact Hours—1 Credit)

In this course students learn to implement, administer, and troubleshoot SQL servers. Topics include optimizing database performance, extracting and transforming data, and creating and managing database users. (Prerequisite: CA115 Database Applications)

## **CA229 ADVANCED .NET PROGRAMMING**

(38 Contact Hours—1 Credit)

This course develops the .NET skills and knowledge required to complete complex business applications. Topics include advanced GUI design skills and incorporation of database connectivity, object-oriented programming, and graphics within .NET applications. (Prerequisite: CA126 .NET Programming)

## **CA230 PROJECT DEVELOPMENT**

(38 Contact Hours—1 Credit)

This capstone course takes the students into their final academic effort. The students are required to design, document, and program their solutions to problems they will likely face in their career pursuits. (Prerequisites: CA115 Database Applications and any one of the following: CA227 Object-Oriented Programming, CA229 Advanced .NET Programming, or CA232 Introduction to Java)

## **CA231 DESIGNING SECURITY FOR A MICROSOFT NETWORK**

(38 Contact Hours—1 Credit)

This course teaches students the skills required to analyze the business requirements for security and to design a security solution. Topics include audit policies, encryption, authentication, and controlling access to resources. Students will create disaster recovery documents to replace a network. (Prerequisite: CA132 Managing a Microsoft Network Environment)

## **CA232 INTRODUCTION TO JAVA**

(19 Contact Hours—1 Credit)

This course introduces students to the use of the Java language for designing and implementing applications. Students work in both a command line and a visual Integrated Development Environment (IDE). (Prerequisite: CA229 Advanced .NET Programming)

## **CA233 LINUX ADMINISTRATION**

(38 Contact Hours—1 Credit)

In this course students learn how to implement, administer, support, and troubleshoot Linux servers. Topics include maintaining user accounts, services, and system hardware. (Prerequisites: CA130 Microsoft Network Administration and CA106 Computer Applications—\*NIX)



**CA234 ADVANCED JAVA**  
(38 Contact Hours—1 Credit)

This course continues students' learning to use the Java language to design and implement applications. Special emphasis is placed on designing applets for mobile devices. Students work in both a command line and visual Integrated Development Environment (IDE). (Prerequisite: CA232 Introduction to Java)

**EN101 BUSINESS COMMUNICATIONS I**  
(38 Contact Hours—2 Credits)

This course provides students with an introduction to the nature of written and oral communications in a business setting. The emphasis will be on applied language skills in a business environment.

**EN102 BUSINESS COMMUNICATIONS II**  
(38 Contact Hours—2 Credits)

This course continues the development of the student's ability to produce clear and effective business communication. Assignments support the writing and speaking demands that students will face in a business environment and will focus on proper utilization of word choice, mechanics, and style. (Prerequisite: EN101 Business Communications I)

**EN103 BUSINESS COMMUNICATIONS III**  
(38 Contact Hours—2 Credits)

This course completes the student's foundation in the mechanics of writing and editing for business. Upon completion of this course, students should be able to apply these rules to their own written documents as well as those produced by others. Assignments support the writing demands that students will face in a business environment. (Prerequisite: EN102 Business Communications II)

**EN201 WRITTEN BUSINESS COMMUNICATIONS**  
(38 Contact Hours—2 Credits)

This course is designed to introduce the methods of writing the most common forms of business correspondence. The students develop and write several types of correspondence, which may include letters, memorandums, short reports, and emails. (Prerequisite: EN102 Business Communications II)

**EN202 BUSINESS COMMUNICATIONS IV**  
(38 Contact Hours—2 Credits)

This course is the capstone course in the business communications course sequence. Students will apply previously learned material to create a variety of business documents appropriate to meet industry standards. (Prerequisite: EN103 Business Communications III)

**EN220 RESEARCH AND BUSINESS REPORT WRITING**  
(38 Contact Hours—2 Credits)

This course further develops the students' knowledge of the fundamental requirements for effective communication and addresses the role of reports in



business. Students will plan, research, draft, revise, edit, and produce a variety of business-related reports. (Prerequisite: EN102 Business Communications II)

### **GD100 ELECTRONIC DRAWING I**

(76 Contact Hours—3 Credits)

This course focuses on intermediate to advanced techniques, terminology, tools, and commands for creating graphics in a vector-based drawing program. Students are also introduced to raster-based graphics.

### **GD104 DRAWING**

(38 Contact Hours—1 Credit)

This course is an introduction to the art of drawing. Students learn to use a variety of media and techniques as they explore the relationship of drawing to graphic design and illustration.

### **GD107 INTRODUCTION TO MACINTOSH**

(38 Contact Hours—1 Credit)

This survey course covers the basics of Macintosh computer operations including file management and lab hardware. Students are also introduced to the fundamental techniques of graphic software interface.

### **GD109 ELECTRONIC DRAWING II**

(76 Contact Hours—3 Credits)

In this course students learn to use an image-editing program to manipulate and edit raster-based images and to prepare photographic files for print production and optimization for web design. (Prerequisite: GD100 Electronic Drawing I)

### **GD110 DESIGN AND COLOR**

(76 Contact Hours—3 Credits)

In this course students explore the basic principles and elements of two-dimensional design techniques and color theory. Students learn to identify these elements in successful designs and also learn to use these elements to solve their own design problems.

### **GD112 MULTIMEDIA AND ANIMATION**

(38 Contact Hours—2 Credits)

In this course, students apply design principles and utilize a popular authoring tool to create multimedia applications that include animation. (Prerequisites: GD107 Introduction to Macintosh and GD129 Web Development With HTML)

### **GD113 TYPOGRAPHY I**

(38 Contact Hours—2 Credits)

This course introduces the students to the fundamentals of typography. The students learn to distinguish between various typefaces. They also learn formatting, specifying typestyles and sizes, leading, readability requirements, basic typesetting, and the history of type.



## **GD119 INTRODUCTION TO PRODUCTION**

(38 Contact Hours—2 Credits)

This course explains the production of professional quality printed materials. Upon completion of the course, the students possess the basic knowledge to make informed production decisions from the rough comp stage to the finished printed piece.

## **GD124 COMPREHENSIVE ILLUSTRATION**

(38 Contact Hours—1 Credit)

This course builds and develops illustration skills used by the student to visually define subject matter accurately for commercial purposes. Students explore the use of a variety of materials and techniques. (Prerequisite: GD104 Drawing)

## **GD128 TYPOGRAPHY II**

(38 Contact Hours—1 Credit)

In this course students continue to develop their typographic skills. Students design letterforms, learn advanced typesetting techniques, and experiment with the effects that can be achieved through use of type-manipulation software. (Prerequisite: GD113 Typography I)

## **GD129 WEB DEVELOPMENT WITH HTML**

(38 Contact Hours—1 Credit)

This course is designed to teach the fundamentals of Hypertext Markup Language (HTML). Students learn to develop well-designed Web pages using HTML and CSS to format text and to include links, tables, images, and forms.

## **GD130 WEB DESIGN FOR GRAPHIC DESIGNERS**

(38 Contact Hours—2 Credits)

This course provides instruction and experience in the use of a popular web-authoring package to create, edit, and manage well-designed Web sites. Students utilize the software package to quickly build user-friendly, interactive Web sites that employ image maps and forms. Students also learn how to add interactivity to their HTML pages while being able to preview it at the design stage. (Prerequisite: GD129 Web Development With HTML)

## **GD208 DESIGN AND PRESENTATION DEVELOPMENT**

(76 Contact Hours—3 Credits)

This course is designed to integrate the knowledge and skills previously learned in the program. The students develop, manage, and execute various projects from the initial design stage through prepress completion. Emphasis is also placed on the skills associated with designer-client communication and verbal presentation of the finished product. (Prerequisites: GD210 Electronic Layout and Design and PD107 Human Relations in the Workplace)



## **GD209 SOCIAL MEDIA MANAGEMENT**

(19 Contact Hours—1 Credit)

In this class, students will learn to plan and execute a professional social media campaign using several online outlets. (Prerequisite: EN102 Business Communications II)

## **GD210 ELECTRONIC LAYOUT AND DESIGN**

(76 Contact Hours—3 Credits)

In this course, students continue to develop strengths in electronic page layout and design by applying advanced desktop publishing and imaging techniques. Projects require the students to use graphics and text imported from other applications to create original layouts. (Prerequisites: OT200 Desktop Publishing, GD109 Electronic Drawing II, and GD119 Introduction to Production)

## **GD211 ADVERTISING ART PORTFOLIO**

(76 Contact Hours—3 Credits)

In this course, students prepare a professional portfolio of graphic design pieces and also examine comprehensive methods and techniques that will enable them to best present their resumes, portfolios, and personal skills. (Prerequisite: GD210 Electronic Layout and Design)

## **GD212 ADVANCED MULTIMEDIA AND ANIMATION**

(38 Contact Hours—1 Credit)

This course is a continuation of Multimedia and Animation. Students design and publish functional, professional-looking multimedia presentations that incorporate text graphics, video, and animation. (Prerequisite: GD112 Multimedia and Animation)

## **GE200 COMPOSITION**

(38 Contact Hours—2 Credits)

This course is designed to develop the writing, reading, and thinking skills necessary to produce effective college-level prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English.

## **GE206 MASS MEDIA**

(57 Contact Hours—3 Credits)

This course is a presentation of mass media influences on the workplace. Topics include a history of mass media, ethical and legal considerations arising from mass media activities, and the relationship between mass media industries and their audiences.



## **GE207 SPEECH**

(57 Contact Hours—3 Credits)

This course is a presentation of the fundamental principles necessary to prepare sound speeches. The students prepare and deliver informative, persuasive, and special-occasion speeches.

## **GE208 PSYCHOLOGY**

(57 Contact Hours—3 Credits)

This course provides a study of the basic topics in psychology. It also implements their application across a broad range of everyday experiences including—but not limited to—work, education, consumer concerns, community and civic programs, social and environmental interests, mental health, and human relations.

## **GE209 STATISTICS**

(57 Contact Hours—3 Credits)

This course is a presentation of the basic principles of statistics. The integral topics include probability, normal distribution, sampling techniques, and hypothesis testing and their application to government, business, and education. Students learn the nature of statistics and the fundamentals of descriptive statistics.

## **GE210 ETHICS**

(57 Contact Hours—3 Credits)

This course is a presentation of the basic tenets and principles of ethics. Students learn the origin and varied aspects of ethics, including the application of ethics in their personal lives and their careers. Students also explore the formulation of a moral code and how that code affects their reactions to problems.

## **GE211 ECONOMICS**

(57 Contact Hours—3 Credits)

This is a basic course in macroeconomic and microeconomic concepts. Topics considered include the method of economics, supply and demand, the price mechanism, money and the American banking system, national output and national income, monetary and fiscal policies, specialization and trade, and the various market structures.

## **HP108 FRONT AND BACK OFFICE MANAGEMENT**

(38 Contact Hours—1 Credit)

This course teaches the principles of effective front and back office management. Emphasis is placed on the reservation, check-in/check-out procedures, and customer service. Accounting functions and administrative procedures are also reviewed.



## **HP109 EVENT PLANNING I**

(38 Contact Hours—2 Credits)

This course provides an overview of the competencies required of a professional event coordinator. Students examine the full event planning process from early conceptualization, sourcing, and contracting to last-minute details and follow-ups. At the end of this course students should be able to create event experiences that serve the needs of the client or host and fulfill the expectations of the guest or attendee.

## **HP205 GUEST RELATIONS MANAGEMENT**

(38 Contact Hours—1 Credit)

This course provides a comprehensive review of managing hospitality organizations. It focuses on customer satisfaction, retention, and relations.

## **HP209 EVENT PLANNING II**

(38 Contact Hours—2 Credits)

This course continues the study of competencies required of a professional event coordinator. Students learn advanced concepts for creating memorable guest experiences. Students will apply their skills to plan and host a mock event. (Prerequisite: HP109 Event Planning I)

## **HP266 TRAVEL, HOSPITALITY, AND EVENT PLANNING EXTERNSHIP**

(320 Contact Hours—7 Credits)

This externship provides the students with hands-on, practical work experience for careers in the travel hospitality, and event planning industries. Students are placed in hotels, travel agencies, and other businesses in the travel, hospitality, and event planning fields. Externship experiences are supervised and evaluated by personnel at the extern site and by college faculty. (Prerequisite: 32 credits in the Travel, Hospitality, and Event Planning program)

## **MA100 MEDICAL CLINICAL PROCEDURES I**

(38 Contact Hours—2 Credits)

This course is designed to instruct the medical assisting students in assisting the physician, nurse, and/or licensed technologist in the medical facility. Procedures covered include OSHA rules and regulations, medical asepsis, documentation and charting, vital signs, and the preparation of the patient for examination.

## **MA103 MEDICAL TERMINOLOGY**

(38 Contact Hours—2 Credits)

This course is designed for the medical assisting students to develop a basic knowledge of how complex medical terms are formed from Latin and Greek word parts utilizing root words, prefixes, and suffixes. Emphasis is placed on spelling and pronunciation of medical terms.



## **MA104 MEDICAL ADMINISTRATIVE PROCEDURES I**

(38 Contact Hours—1 Credit)

In this course the students are introduced to a competency-based approach to the medical assisting profession. Topics include interpersonal human relations and medical law and ethics.

## **MA106 ANATOMY AND PHYSIOLOGY I**

(38 Contact Hours—2 Credits)

This course is designed to introduce the medical assisting students to basic body structures that contribute to an understanding of the human body process in normal and abnormal conditions. (Prerequisite: MA103 Medical Terminology)

## **MA107 ANATOMY AND PHYSIOLOGY II**

(38 Contact Hours—2 Credits)

This course is a continuation of the study of the body structures. The principles of biological and physical sciences that contribute to an understanding of human body processes are studied. (Prerequisite: MA106 Anatomy and Physiology I)

## **MA113 PHARMACOLOGY**

(38 Contact Hours—2 Credits)

This course is designed to provide the medical assisting students with knowledge of the principles of pharmacology utilizing a body systems approach.

## **MA117 MEDICAL INSURANCE**

(38 Contact Hours—2 Credits)

This course provides the student with knowledge of the basic fundamentals of managed-care contracts, reimbursement procedures, insurance referrals for the health care industry, and coding using ICD and CPT standards. (Prerequisite: MA103 Medical Terminology)

## **MA118 MEDICAL CLINICAL PROCEDURES II**

(76 Contact Hours—3 Credits)

This course is designed to instruct the medical assisting students in assisting the physician, nurse, and/or licensed technologist with the following procedures: minor surgery and instrumentation, medical/surgical asepsis, and the preparation for specialty examinations. (Prerequisite: MA100 Medical Clinical Procedures I)

## **MA119 MEDICAL OFFICE SYSTEMS**

(38 Contact Hours—1 Credit)

This course continues building on the students' knowledge of administrative and clinical procedures through computerized simulations. (Prerequisites: MA124 Medical Administrative Procedures II and MA117 Medical Insurance)



## **MA124 MEDICAL ADMINISTRATIVE PROCEDURES II**

(38 Contact Hours—1 Credit)

This course is designed to continue the development of student competency in medical assisting administrative functions. (Prerequisite: MA104 Medical Administrative Procedures I)

## **MA208 MEDICAL LABORATORY PROCEDURES**

(76 Contact Hours—3 Credits)

This course is designed to introduce the medical assisting students to the basics of laboratory procedures. Topics of discussion and demonstration include an introduction to the laboratory facility, CLIA '88 regulations, and specimen collection and testing. Specialized areas include urinalysis, hematology, microbiology, and phlebotomy.

## **MA218 MEDICAL CLINICAL PROCEDURES III**

(76 Contact Hours—3 Credits)

In this course the medical assisting students continue the development of skills learned in Medical Clinical Procedures I and Medical Clinical Procedures II. Additional skills and procedures presented include emergency preparedness, EKGs, and preparation for specialty examinations. (Prerequisite: MA118 Medical Clinical Procedures II)

## **MA265 MEDICAL EXTERNSHIP**

(320 Externship Hours—7 Credits)

This unpaid externship provides the students with practical on-the-job medical assisting experience in a medical facility. The externship experience is a combination of both performance and observation. The students are supervised and evaluated for work performed in both the administrative and clinical areas. (Prerequisites: MA119 Medical Office Systems, MA113 Pharmacology, MA124 Medical Administrative Procedures II, MA208 Medical Laboratory Procedures, and MA218 Medical Clinical Procedures III)

## **MA267 CMA REVIEW**

(38 Contact Hours—1 Credit)

In this course, students will study general, administrative, and clinical topics in preparation for the Certified Medical Assistant (CMA) examination. (Prerequisite: MA103 Medical Terminology)

## **OT108 BUSINESS ORGANIZATION**

(38 Contact Hours—2 Credits)

In this course students are introduced to the basic functions of business, the legal forms of business ownership, and the internal organization and structure of business. Government regulation of business, labor-management relations, and business strategies are also discussed.



### **OT109 MICROSOFT SKILLS**

(38 Contact Hours—1 Credit)

This course covers the fundamental techniques of the Microsoft Office Suite. Students will be introduced to Word, PowerPoint, and Excel. (Prerequisites: TY101 Keyboarding I and EN102 Business Communications II)

### **OT113 INTRODUCTION TO DATABASE MANAGEMENT**

(38 Contact Hours—1 Credit)

In this course students learn the basic principles of filing using the ARMA-recommended unit-by-unit method and are introduced to a relational database management system. They learn to use database commands to build and modify tables and forms and to create reports.

### **OT121 ELECTRONIC SPREADSHEETS**

(38 Contact Hours—1 Credit)

This course is an introduction to electronic spreadsheet applications. Through the use of predesigned spreadsheets, students apply the basic functions and concepts of entering, editing, saving, retrieving, and printing. Additionally, students begin to design and structure their own spreadsheets.

### **OT122 WORD PROCESSING—CORE**

(38 Contact Hours—1 Credit)

This course provides information and training on the use of microcomputer software for word processing. Students will use a word processing software package to produce a variety of documents from various application exercises. (Prerequisite: TY101 Keyboarding I)

### **OT200 DESKTOP PUBLISHING**

(38 Contact Hours—1 Credit)

In this course students are introduced to desktop publishing concepts and techniques with specific instruction in digital-page composition. (Prerequisites: GD107 Introduction to Macintosh, GD110 Design and Color, and GD113 Typography I)

### **OT213 PRESENTATION DESIGN AND DEVELOPMENT**

(38 Contact Hours—2 Credits)

In this course students are introduced to presentation techniques and to the use of a specialized presentation graphics program. Students will be able to create, edit, present, and distribute a presentation. (Prerequisite: TY101 Keyboarding I)

### **OT218 ELECTRONIC OFFICE SYSTEMS**

(19 Contact Hours—1 Credit)

This course is an overview of computer information systems. Students learn about computer hardware and software concepts, procedures, and systems. Applications in business and other segments of society are explored.



## **OT219 SUPERVISION**

(38 Contact Hours—2 Credits)

This course provides an introduction to the basic responsibilities of a supervisor, including problem solving and decision making; planning, organizing, and controlling work; appraising employee performance; and training and developing employees.

## **OT221 ADVANCED SPREADSHEETS AND ELECTRONIC COMMUNICATIONS**

(38 Contact Hours—1 Credit)

This course provides instruction in advanced spreadsheet operations and electronic communications. Working with macros, using data and list features, and utilizing electronic communications are covered. (Prerequisite: OT121 Electronic Spreadsheets)

## **OT222 WORD PROCESSING—EXPERT**

(38 Contact Hours—1 Credit)

In this course students are introduced to desktop publishing concepts and advanced word processing features. Students learn terminology and advanced formatting concepts. Using word processing software, students combine text and graphics to produce print-ready copy. (Prerequisite: OT122 Word Processing—Core)

## **OT229 DATA ANALYSIS**

(38 Contact Hours—1 Credit)

This course provides clear, step-by-step instruction in the integration of various computer software applications. The need to extract useful decision-making information from data collections is emphasized through computerized activities. The students learn to arrange, present, and interpret data in a realistic business context. (Prerequisites: OT121 Electronic Spreadsheets, OT213 Presentation Design and Development, and OT122 Word Processing—Core)

## **PD102 PROFESSIONAL DEVELOPMENT**

(38 Contact Hours—2 Credits)

This course is designed to prepare students for making the transition from students to employees. Students learn how individual personality traits affect career advancement. This course also explores the appropriate techniques for making job applications and participating in job interviews and presents suggestions for starting a new job. Students learn to analyze their job skills and needs and how to market and present those skills and needs to prospective employers in a professional manner. Students also learn to manage their time effectively and develop an awareness of stress management techniques.



## **PD104 PROFESSIONAL DEVELOPMENT FOR DESIGNERS**

(38 Contact Hours—2 Credits)

This course explores the appropriate techniques for completing job applications and participating in job interviews in the design field. Additional topics for discussion include types of jobs, agencies, hiring practices, portfolios, resumes, salaries, networking, freelancing, and ethics.

## **PD107 HUMAN RELATIONS IN THE WORKPLACE**

(38 Contact Hours—2 Credits)

This course emphasizes the importance of the development of proper attitude in the workplace. The course also covers self-image, motivation, conflict management, team building, and improvement of interpersonal skills.

## **PL100 INTRODUCTION TO LAW AND THE LEGAL SYSTEM**

(76 Contact Hours—3 Credits)

This course provides a detailed overview of the American legal system: its structures, its substance, and its terminology. The nature and function of the legal process as well as the roles of the paralegal and legal secretary are also examined. Additionally, discussion focuses on the ethics of the legal profession based largely on principles promulgated by the American Bar Association.

## **PL103 LEGAL ETHICS**

(19 Contact Hours—1 Credit)

This course provides the student with a clear understanding of the concepts and rules that govern the practice of legal ethics. Topics include the unauthorized practice of law, advocacy, the duty of confidentiality, conflicts of interest, advertising and solicitation, and competency. The four major ethical codes applicable to legal assistants are analyzed. A conscious quest for professionalism is emphasized.

## **PL104 CLIENT INTERVIEW AND COMMUNICATION SKILLS**

(19 Contact Hours—1 Credit)

The focus of this course is on learning techniques that can be used to become an effective interviewer and communicator when dealing with clients. Students have the opportunity to practice the techniques and receive and give constructive feedback.

## **PL105 LITIGATION**

(38 Contact Hours—2 Credits)

This course offers a basic understanding of civil litigation and the functions and operations of the state and federal court systems. Students learn the basic principles of pleading, discovery, motions, court orders, and judgments. Drafting of the necessary litigation documents is emphasized.



## **PL106 LEGAL COMPUTER APPLICATIONS**

(38 Contact Hours—2 Credits)

This course provides the students with the essential background and knowledge they need to understand computer technology and applications. This course examines how computers are utilized in law offices, as well as hardware and software. Special attention is given to time-management software and billing software.

## **PL110 DOMESTIC RELATIONS/FAMILY LAW**

(38 Contact Hours—2 Credits)

In this course students gain an understanding of the legal aspects of marriage, divorce, annulment, custody and support, adoption, guardianship, and paternity. Students learn to handle client interviews and to draft necessary pleadings and other supporting documents.

## **PL111 TORT LAW**

(38 Contact Hours—2 Credits)

In this course, students become familiar with all aspects of tort law and the handling of civil cases. Topics include negligence, strict liability, product liability, intentional torts, and the various forms of damages.

## **PL113 LEGAL RESEARCH AND LEGAL WRITING I**

(76 Contact Hours —3 Credits)

This course provides the students with a working knowledge of major resource books available in a law library. Students are taught the practical approach to finding and interpreting administrative regulations and statutes and to researching and analyzing case law. This course lays the foundation for the intensive case analysis and research that are to follow in Legal Research and Legal Writing II.

## **PL205 CONTRACTS**

(38 Contact Hours—1 Credit)

This course is designed to teach students the legal concepts of contract law. Students learn the basic requirements, performance, and remedies of a contract.

## **PL206 CRIMINAL LAW**

(38 Contact Hours—1 Credit)

This course provides an understanding of the criminal justice system. It explores substantive and procedural aspects of criminal law and provides a working knowledge of the nature of various crimes, potential charges, and penalties. The students learn to prepare the necessary pleadings and other documents in order to assist and participate with the attorney in the administration of the criminal justice system.



## **PL211 ESTATE PLANNING AND ADMINISTRATION**

(38 Contact Hours—2 Credits)

This course provides a general overview of the basic laws relating to probate, wills, and estates. Students analyze estate, administrative, and fiduciary accounting principles and study the organizational and jurisdictional laws of the probate courts.

## **PL212 BANKRUPTCY LAW**

(19 Contact Hours—1 Credit)

This course is designed to teach students the two main goals of bankruptcy law. The first is to provide relief and protection to debtors. The second is to provide a fair means of distributing a debtor's assets among all creditors. Discussion will, therefore, include the protection of rights for both debtor and creditor.

## **PL213 LEGAL RESEARCH AND LEGAL WRITING II**

(76 Contact Hours—3 Credits)

This course is designed to familiarize the students with the legal system and the sources of law generated by each branch of government. The course should enable the student to undertake, with the supervision of an attorney, research assignments in which they research and write memorandums, briefs, and other legal documents, while accurately citing research sources. (Prerequisite: PL113 Legal Research and Legal Writing I)

## **PL299 LEGAL EXTERNSHIP**

(270 Externship Hours—6 Credits)

This course provides the students with an opportunity to gain practical work experience under the supervision of an attorney or experienced paralegal through 270 hours of actual work experience. The students must submit written reports describing their experiences. The students are evaluated by their supervisor at the conclusion of the externship. The students are also required to compile and maintain a notebook of legal documents they have drafted throughout their work experience. (Prerequisites: PL100 Introduction to Law and the Legal System, PL103 Legal Ethics, PL105 Litigation, and PL213 Legal Research and Legal Writing II)

## **SS102 OFFICE PROCEDURES I**

(38 Contact Hours—2 Credits)

This course is designed to include instruction in general office practices and procedures. Topics include time and task management, computer hardware and software systems, reprographics, and mail procedures and regulations.

## **SS209 LEGAL TRANSCRIPTION**

(38 Contact Hours—1 Credit)

Through the use of specially prepared text and tape materials, students are exposed to the technicalities of legal terminology, collocations, Latin and French phrases, legal correspondence, and formatting and preparing court and noncourt



documents. Heavy emphasis is placed on machine transcription. (Prerequisite: OT122 Word Processing—Core)

### **SS211 LEGAL OFFICE PROCEDURES**

(38 Contact Hours—2 Credits)

The course is designed to present an overview of legal documents, terms, and special duties involved in legal procedures. In addition, students are required to prepare legal documents. Students study the format and content of standard law office documents, complete specific assignments, and accumulate a portfolio of completed documents. They also study the office procedures that are unique to a law office setting. (Prerequisite: OT122 Word Processing—Core)

### **TR108 INTRODUCTION TO TRAVEL**

(38 Contact Hours—2 Credits)

This course covers the history, scope, and functions of the travel industry. Students gain knowledge of domestic and international air travel, tours, ground transportation, and the technical and personal skills needed for a career in the travel field in the twenty-first century.

### **TR109 WORLDWIDE TOURISM**

(38 Contact Hours—2 Credits)

In this course students explore the diverse areas of the hospitality and tourism industries. Special emphasis is placed on the functional areas of hotels, cruises, and resorts.

### **TR110 DOMESTIC DESTINATIONS**

(38 Contact Hours—2 Credits)

This course is an introduction to the study of the geography of the United States, Canada, Mexico, and the Caribbean and their major attractions.

### **TR111 WORLDWIDE DESTINATIONS**

(38 Contact Hours—2 Credits)

This course is an introduction to the study of the geography of Europe, South America, Asia, Oceania, and Africa and their major attractions.

### **TR112 TRAVEL AGENCY OPERATIONS AND MEETING MANAGEMENT**

(38 Contact Hours—2 Credits)

This course focuses on the operations of a travel agency and examines the unique needs of the corporate traveler. In addition, students are presented with an overview of the meeting planning/convention management industry.



## **TR203 SALES AND CUSTOMER SERVICE**

(38 Contact Hours—1 Credit)

In this course students learn and apply the steps involved in an effective sales presentation. Included in the techniques discussed are acquiring product knowledge, identifying and using appropriate approach techniques, presenting the product through sales talk and demonstration, handling customer objections, closing the sale, and handling customer complaints.

## **TR205 COMPUTERIZED RESERVATIONS SYSTEM**

(38 Contact Hours—1 Credit)

This course provides an understanding of the computerization of the industry with emphasis on microcomputer skills. Students learn the concepts and skills required to create and modify Passenger Name Records (PNR), provide fares, interpret and modify availability, sell air space, modify and price itineraries, and utilize and issue seat assignments. Students also learn to access hospitality, travel, and tourism resources on the Internet.

## **TY101 KEYBOARDING I**

(38 Contact Hours—1 Credit)

In this course, the students learn the proper use of the keyboard, including the alphabetic keys, figures and symbols, and special marks of punctuation. Techniques and procedures for acquiring stroking accuracy and speed, as well as error identification, are emphasized. A brief introduction of the current operating system will be included.

## **TY102 KEYBOARDING II**

(38 Contact Hours—1 Credit)

This course is designed to improve the students' keyboarding speed and accuracy through the use of various methods and drills. Creating and editing different types of business correspondence and reports are also covered. (Prerequisite: TY101 Keyboarding I)

## **TY103 DOCUMENT FORMATTING**

(38 Contact Hours—1 Credit)

This course develops document formatting skills as well as keyboarding speed and accuracy. The students produce business correspondence, tables, and reports. (Prerequisite: TY102 Keyboarding II)

## **TY104 DOCUMENT PRODUCTION**

(38 Contact Hours—1 Credit)

This course focuses on document production skills as well as keyboarding speed and accuracy. Emphasis is placed on creating perfect correspondence, reports, and tables. (Prerequisite: TY103 Document Formatting)



## **TY201 ADVANCED DOCUMENT PRODUCTION**

(38 Contact Hours—1 Credit)

Emphasis in this course is placed on using word processing software to create documents containing statistical copy, such as complex tables, specialized correspondence, and financial reports. This course continues to build the students' keyboarding speed and accuracy and formatting skills. (Prerequisite: TY104 Document Production)



# ACADEMIC CALENDAR 2018-2019

The institution's scheduled academic year is composed of the fall and spring semesters. Each standard semester is 16 weeks in length. The academic years for individual students can vary and are made up of the equivalent of two semesters of work during which the student earns a minimum of 24 semester credits, including credits accepted in transfer.

## Summer Session 2018

May 7	Term I Begins
May 28	No Classes: Memorial Day Holiday
June 11-15	No Classes: Summer Break
July 4	No Classes: Independence Day Holiday
July 6	Term I Ends
July 9	Term II Begins
August 31	Term II Ends

## Fall Semester 2018

September 3	No Classes: Labor Day Holiday
September 4	Fall Semester Begins
October 26	Term I Ends
October 29	Term II Begins
November 22-23	No Classes: Thanksgiving Holiday
December 21	Fall Semester Ends
December 24-January 4	No Classes: Winter Break

## Spring Semester 2019

January 7	Spring Semester Begins
February 18	No Classes: Presidents' Day
March 1	Term I Ends
March 4	Term II Begins
April 19	No Classes: Good Friday
April 26	Spring Semester Ends
April 29-May 3	No Classes: Spring Break

## Summer Session 2019

May 6	Term I Begins
May 27	No Classes: Memorial Day Holiday
June 12-14	No Classes: Summer Break
July 2	Term I Ends
July 3-5	No Classes: Independence Day Holiday
July 8	Term II Begins
August 30	Term II Ends



# ADMINISTRATION

Kate Adams	Director of Education
Marie Martin	Director of Student Services
Kelley Riley	Director of Placement
David B. Whitman	President

## STAFF

Marsha Allen	Admissions Assistant Manager
Dave Durham	Regional Admissions Manager
Erika Gomez	Education Assistant
Julie Hahn	Regional Admissions Manager
Christopher Harris	Resident Director
Elizabeth Hauck	Admissions Supervisor
Lindsey Karvonen	Admissions Representative
Michael Lindsay	Admissions Representative/Placement Assistant
Kari Lord	Admissions Administrative Assistant
Nong Thao	Student Services Assistant



# FACULTY

Annessa Bunn—Law

A.A.S. Paralegal, Minneapolis Business College

Rob Donnelly—Travel, Hospitality, and Event Planning

B.A. Political Science, Muskingum College

M.A. Student Personnel Services, Kean University

Susan Furtney—Computers

B.S. Computer Science, University of Minnesota-Twin Cities

B.S. Mathematics, Lynchburg College

M.S. Software Engineering, University of Minnesota-Twin Cities

Colebrook Jackson—Statistics/Computers

B.S. in Applied Mathematics, Western Washington University

M.S. in Mathematics, Western Washington University

Lee Knutson—Librarian

B.A. History, Concordia University

Master of Librarianship, University of Washington

MLS Liberal Studies, University of Minnesota-Twin Cities

Samantha Marlowe—Medical Assisting

Medical Assistant Diploma, Minneapolis Business College

Registered Medical Assistant (AMT)

Amanda Niebur—Medical Assisting

Medical Assistant Diploma, Minneapolis Business College

B.A. Biology, St. Catherine University

Certified Medical Assistant (AAMA)

John Peters—Computers

B.S. Mathematics, Dana College

Mark Stewart—Office Administration

B.A. English Literature, John Carroll University

M.A. English Literature, John Carroll University

M.S. Scientific and Technical Communication, University of Minnesota

Chris Strand—Accounting

B.S. Accounting, Missouri State University

M.B.A., Metropolitan State University

Nichole Throndsen—Graphic Design

A.A.S. Visual Communications, Brown College

B.A. Technical Communications, Metropolitan State University



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# NOTES







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