



Minneapolis Business College

A Bradford School

2011-2012 Academic Catalog

MINNEAPOLIS BUSINESS COLLEGE

1711 WEST COUNTY ROAD B

ROSEVILLE, MINNESOTA 55113

(651) 636-7406

ACADEMIC YEAR 2011-2012

TABLE OF CONTENTS

GENERAL INFORMATION	1
ADMISSIONS INFORMATION	5
FINANCIAL INFORMATION	6
STUDENT SERVICES	13
ACADEMIC INFORMATION	20
PROGRAMS OF STUDY	33
COURSE DESCRIPTIONS	60
ACADEMIC CALENDAR	83
ADMINISTRATION	84
STAFF	84
FACULTY	85
INDEX	86
ADDENDUM OF PROGRAMS	87

GENERAL INFORMATION

HISTORY

Minneapolis Business College has served the career education needs of students and employers in our region since 1874.

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 counseling and can utilize residential facilities.

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

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 Council for Independent Colleges and Schools (www.acics.org) to award diplomas and associate's degrees. The address and telephone number of the Accrediting Council for Independent Colleges and Schools are 750 First Street, N.E., Suite 980, Washington, D.C. 20002-4241, (202) 336-6780. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.



The Minneapolis Business College Medical Assistant Programs are currently accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). The address and telephone number of the Commission on Accreditation of Allied Health Education Programs are 1361 Park Street, Clearwater, FL 33756, (727) 210-2350.

Minneapolis Business College is registered as a private institution with the Minnesota Office of Higher Education pursuant to 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

Minneapolis Business College is approved by the Minnesota Department of Veterans Affairs for the training of students under the various Veterans Administration programs. The College is also approved by the Minnesota Department of Employment and Economic Development for vocational rehabilitation training.

AFFILIATIONS

American Association of Medical Assistants
Better Business Bureau
International Association of Administrative Professionals
Minnesota Association of Financial Aid Administrators
Minnesota Career College Association
Minnesota Paralegal Association
National Association of Executive Secretaries and Administrative Assistants
National Business Education Association
National Federation of Paralegal Associations

LEGAL CONTROL

Minneapolis Business College is legally controlled by Bradford Schools, Incorporated, 309 East Morehead Street, Suite 220, Charlotte, North Carolina 28202. Officers of the corporation are Joseph L. Calihan, Chairman; Martin J. Calihan, President and Chief Executive Officer; JoAnn Travis, Vice President; Jennifer G. Calihan, Secretary; and Steven J. Lynch, Treasurer.

Other affiliated Bradford schools include:
Antonelli Institute, Philadelphia, Pennsylvania
Bradford School, Columbus, Ohio
Bradford School, Pittsburgh, Pennsylvania
Fox College, Bedford Park, Illinois
Hickey College, St. Louis, Missouri
International Business College, Fort Wayne, Indiana
International Business College, Indianapolis, Indiana
King's College, Charlotte, North Carolina
Vet Tech Institute, Pittsburgh, Pennsylvania
Vet Tech Institute of Houston, Houston, Texas
Wood/Tobe-Coburn School, New York, New York



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 school, 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 sex, including sexual harassment; 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 President, who is identified in the Administration section of this catalog, and who may be reached at (651) 636-7406, is the coordinator at Minneapolis Business College. 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.

ADMISSIONS INFORMATION

ADMISSIONS REQUIREMENTS

The basic requirement for admission to Minneapolis Business College is graduation from a valid public or private high school or equivalent (GED). 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. 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 required to participate in an acceptance interview with the Director of Education and take 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 school.

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, 2011, and December 31, 2011:

Tuition

All programs per semester**\$ 7,020

Lab Fee

Medical Assistant Programs per semester\$ 300
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***\$ 3,390

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, 2011.

Books and Supplies

Book charges will vary from term to term depending upon the program in which the student is enrolled and the courses being taken. These charges will range from \$100 to \$1,050 per term. The actual charges will be disclosed each academic year as the financial plan is completed. 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.

Rates for students entering between January 1, 2012, and December 31, 2012:

Tuition

All programs per semester**\$7,110

Lab Fee

Medical Assistant Programs per semester\$ 200
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***\$ 3,430

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, 2012.

Books and Supplies

Book charges will vary from term to term depending upon the program in which the student is enrolled and the courses being taken. These charges will range from \$100 to \$1,050 per term. The actual charges will be disclosed each academic year as the financial plan is completed. 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.*

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 school. 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 school of his/her intention to withdraw. Questions about refunds of tuition and other charges should be referred to the school'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 school 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.

Treatment of Title IV, HEA Program Funds Upon Withdrawal

Upon a student's withdrawal or dismissal from college, the U.S. Department of Education requires specific treatment of the 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 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 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 Stafford loan. Title IV funds disbursed in excess of this amount must be returned by the college in the order noted below.



During the calculation of 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 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.

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, including the refund of a credit balance on the student's account, 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 Direct Stafford loans, (4) subsidized Direct Stafford loans, (5) Federal Perkins loans, (6) Federal PLUS loans, (7) Direct PLUS loans, (8) Federal Pell Grants (for which a return is required), (9) Academic Competitiveness Grant (for which a return is required), (10) Federal Supplemental Opportunity Grants (FSEOG) (for which a return is required), and (11) other assistance under 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.

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 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 school. 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.



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.

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

Time Frame

The school will notify students at the time of the financial interview if verification is required. The financial interview normally occurs prior to enrollment. Students will be expected to submit all documentation no later than the program start date. 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 second 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 from the program start date, 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 Title IV aid awarded will be cancelled. The student must then make new arrangements for paying all tuition and fee charges due to the school.



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 school 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, or the award may be "recalculated." 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 school ever disburse on the original ISIR when resubmitting the ISIR would result in an increased award.

In the case of campus-based aid and Stafford loans, the school will follow the same procedures that it takes for 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.

SCHOLARSHIPS AND INSTITUTIONAL LOANS

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 September 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.

Institutional Loans

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

PAYMENT TERMS

Tuition, textbook charges, lab fees, and residence fees, if applicable, are due on the first day a student begins class unless other prior arrangements have been made with the school. In the case where a student's financial situation warrants an exception, a member of the Minneapolis Business College staff will meet with the student to develop a financial plan. All financial arrangements must be satisfied prior to graduation. If other financial arrangements have been made with the school, 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 throughout their careers. These services may be used as many times as the graduate wishes, regardless of the year of graduation. 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 school's placement department will most likely be at an entry-level position.

In addition to the services of the Minneapolis Business College Placement Assistance Department, a Minneapolis Business College graduate can request assistance from the placement department at any affiliated Bradford school.



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. Coin-operated 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 to female students only, 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 SECURITY

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, school personnel and building management are available to assist the students.

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 any school official. School officials include management personnel, directors, and residence directors. All incidents are then reported to the building management personnel and the local police. Students and employees are directed to call 911 to reach the city police or fire department should an emergency arise when a school official is not available. Minneapolis Business College has no official policy or procedures for confidentially reporting crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.



Campus Safety Procedures and Crime Prevention Programs

Procedures for reporting criminal actions or other emergencies are reviewed 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, and other forcible and nonforcible sex offences. 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. 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>2008</u>	<u>2009</u>	<u>2010</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
Sex Offenses, Forcible	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Sex Offenses, Non-forcible	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	0	0	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	On Campus	0	0	0
Referred for	Noncampus	0	0	0
Disciplinary Action	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	On Campus	0	0	0
Referred for	Noncampus	0	0	0
Disciplinary Action	Public Property	0	0	0
Illegal Weapons	On Campus	0	0	0
Possession Arrests	Noncampus	0	0	0
	Public Property	0	0	0
Illegal Weapons	On Campus	0	0	0
Possession Violations	Noncampus	0	0	0
Referred for	Public Property	0	0	0
Disciplinary Action				

There were no reported hate crimes for the years 2008, 2009, and 2010.

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

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.



Policy on Sexual Assault

Minneapolis Business College sponsors educational programs to promote the awareness of rape, acquaintance rape, and other forcible and nonforcible sex offenses. These programs are facilitated by Storefront (www.storefront.org). Information on registered sex offenders can be obtained from the Minnesota Department of Corrections web site (<http://www.corr.state.mn.us>).

Procedures for reporting sex offenses are the same as for any other crime. If a student is the victim of a sexual offense, the student should report the offense in a timely manner to either the President or Director of Student Services. If the student wishes to notify the proper law enforcement authorities, school officials are available and willing to assist. It is important for the victim to preserve evidence for proof of a criminal offense and that the offense be reported immediately.

Students may receive a listing of off-campus counseling, mental health, or other services available to victims of sex offenses from the education support office. No professional on-campus services are available. If requested by the victim, school officials will change the victim's academic and living situations after an alleged sex offense. School officials will assist in notifying the victim of all reasonably available options available for these changes.

In a situation where disciplinary action is required, the accuser and the accused will be entitled to the same opportunities, which include having others present during school disciplinary proceedings. Both the accuser and the accused shall be informed in writing of the outcome following a final determination of the alleged offense as well as the appropriate sanctions that the school may impose. Appropriate sanctions may range from class suspension to dismissal from school.

Emergency Response and Evacuation Procedures

The college administration will immediately notify the school community in the event and confirmation of an emergency or dangerous situation involving an immediate threat to the health or safety of students or staff. The decision will be made on a case-by-case basis. In the event of an emergency, students 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 school 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 away from the building, take roll immediately, and stay with the students until instructed to

return to the building. Periodically fire and other emergency drills will be conducted at the school in order to familiarize students with fire and emergency evacuation procedures.

Minneapolis Business College does not provide residential facilities for students on campus, although it does maintain noncampus housing accommodations. The school 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 school 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 a.m. to 3:50 p.m. Individual class schedules will vary according to the student's program. In the event of unscheduled school closings due to weather or other events, make-up classes may be scheduled on Saturdays, holidays, or during evening hours and may result in an extended semester.

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.

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 24).

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 or physical assault that injures, causes serious emotional harm, or grievously demeans 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) 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 school community. The Director of Education makes the decision as to the seriousness of any offense. A student who wishes to question any decision made by the director 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 28 regarding Course Repletions.)



CLASS SIZE

Although class size will vary over a considerable range, the average student-teacher ratio is 30:1.

DEFINITION OF ACADEMIC CREDIT

A clock hour is equal to a minimum of 50 minutes of instruction. Academic credit is measured in semester credit hours. An academic semester credit hour is equivalent to a minimum of 15 clock hours in class, 30 clock hours in a laboratory, 45 clock hours devoted to externship, or a combination of the three. This definition also assumes outside work. Depending on the particular course, assignments will include outside reading and preparation, projects that require application of classroom theory, exercises to enhance manipulative skills, written assignments, and/or research and report writing.

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:

Grade	Numerical Value	Quality Points
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
W	Withdrawal	
I	Incomplete	0
X	Credit by Transfer	

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 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.

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 20).
3. Misconduct Behavior unbecoming to a professional business person or offenses listed in the STUDENT CONDUCT section on page 21.
4. Financial Failure to meet obligations outlined in the 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.

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, a student may seek readmission into the same or a different program only one time.



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 specified in the program description 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. 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. A student's progress toward graduation is considered satisfactory if 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

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 may elect, 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.

A student who does not meet the minimum grade point average for standard progress or the successful course completion requirements will be dismissed and is no longer eligible to receive assistance under the Title IV, HEA programs, if applicable. Students may appeal a decision to dismiss and to have

financial aid reinstated, if applicable, by following the appeal procedure 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 standard progress at the end of the next term or if the college and the student have developed 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, then the student may be placed on probation and financial aid may 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.

A student may appeal a determination of unsatisfactory progress as many times as he or she wishes; however, a positive finding of mitigating circumstances over more than one or two terms is highly unlikely. 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 Title IV aid as long as s/he continues to meet the conditions of the plan. The student is not considered to be on probation status, provided s/he is otherwise making satisfactory progress under the academic plan.

Probation

A student who successfully appeals a determination of unsatisfactory progress will be placed on probation. Probation is for the 8-week period following the term when the reported grades resulted in a determination of unsatisfactory academic progress. If receiving financial aid, a student on 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 Title IV, HEA program funds.

The student may appeal this decision after each finding of dismissal. The number of terms during which a student may remain on probation is limited to four terms for programs equal to one academic year and five terms for programs longer than one academic year. However, probationary status over more than one or two terms is highly unlikely.

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 Title IV assistance to just one repetition of a previously passed course. However, the student is not eligible for Title IV assistance if the student previously passed the course and is repeating the course because of other failed coursework.

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) 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.

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 COLLEGE

Transcripts of work completed at other colleges may be submitted to the Director of Education for review. Transcripts should be submitted during the first term of a student's program. 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 approved colleges provided the grades received for the courses were "C" or better. 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. Credit is not granted for advanced placement or experiential learning.

CREDIT TRANSFER TO ANOTHER COLLEGE

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 is:

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 complaint 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.

An appeal of decisions by the directors can be made in writing to the President of Minneapolis Business College.

The last procedure is to state the concern in writing to either or both the Accrediting Council for Independent Colleges and Schools, 750 First Street, NE, Suite 980, Washington, D.C. 20002-4241, (202) 336-6780 or the Minnesota Office of Higher Education, 1450 Energy Park Drive, Suite 350, St. Paul, MN 55108-5227, (651) 642-0567.

Wisconsin residents with concerns about their program, or the college, may contact the Educational Approval Board at (608) 266-1996. This agency has a formal complaint process, which includes fact-finding and a hearing.



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 and Hospitality Diploma

Associate in Applied Science Degree—Travel and Hospitality

**Wisconsin students should refer to the addendum of programs on page 80, which lists programs that have been approved by the State of Wisconsin Educational Approval Board.*



ACCOUNTING DIPLOMA

(56% Lecture 44% Lab)

The Accounting Program is designed to provide a specialized education for various entry-level positions in the field of accounting for public and private practice or government work. The program provides intensive business training with an emphasis on developing skills and preparing for the challenges of the business world.

Course Number	Course Name	Semester Credits
AC100	Accounting Principles I.....	4
AC101	Accounting Principles II.....	4
AC102	Accounting Principles III	4
AC103	Business Mathematics I.....	2
AC104	Business Mathematics II	2
AC105	Payroll Accounting.....	2
AC111	Computerized Accounting.....	2
AC112	Financial Analysis and Reporting	2
EN101	Business Communications I.....	2
EN102	Business Communications II.....	2
EN104	Oral Communications	2
EN201	Written Communications	2
OT106	Electronic Spreadsheets.....	2
OT211	Advanced Spreadsheets and Electronic Communications	2
PD102	Professional Development.....	2
TY101	Keyboarding I.....	1
TY102	Keyboarding II	1
TOTAL		38

TOTAL CREDITS REQUIRED FOR GRADUATION: 38

ASSOCIATE IN APPLIED SCIENCE DEGREE— ACCOUNTING

(67% Lecture 33% Lab)

The Associate in Applied Science Degree-Accounting Program provides a unique opportunity for students to gain knowledge and skills. This program provides general education and business courses that will prepare students for employment in the accounting field.

Course Number	Course Name	Semester Credits
---------------	-------------	------------------

General Education Courses

GE201	Speech	4
GE202	Psychology	4
GE203	Statistics	4
GE204	Ethics	4
GE205	Economics	4

Concentration Courses

AC100	Accounting Principles I.....	4
AC101	Accounting Principles II.....	4
AC102	Accounting Principles III	4
AC103	Business Mathematics I.....	2
AC104	Business Mathematics II	2
AC105	Payroll Accounting.....	2
AC111	Computerized Accounting.....	2
AC112	Financial Analysis and Reporting	2
AC201	Intermediate Accounting	4
AC203	Cost Accounting.....	2
AC207	Federal Income Tax.....	2

Related Courses

EN101	Business Communications I.....	2
EN102	Business Communications II.....	2
EN104	Oral Communications	2
EN201	Written Communications	2
OT105	Introduction to Database Management	2
OT106	Electronic Spreadsheets.....	2
OT108	Business Organization.....	2
OT211	Advanced Spreadsheets and Electronic Communications	2
OT218	Electronic Office Systems	1



OT219	Supervision.....	2
PD102	Professional Development.....	2
TY101	Keyboarding I.....	1
TY102	Keyboarding II	1
TOTAL		73

TOTAL CREDITS REQUIRED FOR GRADUATION: 73

ADMINISTRATIVE ASSISTANT DIPLOMA

(59% Lecture 41% Lab)

This program provides the high school graduate with comprehensive training in communication and business. Students develop all the modern business office skills and learn microcomputer techniques, including word processing, electronic spreadsheets, and database management.

Course Number	Course Name	Semester Credits
EN101	Business Communications I.....	2
EN102	Business Communications II.....	2
EN103	Business Communications III	2
EN104	Oral Communications	2
EN201	Written Communications	2
OT105	Introduction to Database Management	2
OT106	Electronic Spreadsheets.....	2
OT107	Database Management	2
OT111	Word Processing—Core.....	2
OT211	Advanced Spreadsheets and Electronic Communications	2
OT212	Word Processing—Expert.....	2
OT213	Presentation Design and Development	2
PD102	Professional Development.....	2
PD107	Human Relations in the Workplace	2
SS102	Office Procedures I.....	2
SS203	Office Procedures II	2
TY101	Keyboarding I.....	1
TY102	Keyboarding II	1
TY103	Document Formatting	1
TY104	Document Production.....	1
TOTAL		36

TOTAL CREDITS REQUIRED FOR GRADUATION: 36



COMPUTER SPECIALIST DIPLOMA

(60% Lecture 40% Lab)

This program is designed to provide specialized training in microcomputer operations for single- and multi-user systems. Students learn to use a variety of software application packages and develop skills in software documentation, database development and management, and network administration.

Course Number	Course Name	Semester Credits
CA108	IT Customer Support	2
CA109	Microsoft Operating Systems.....	2
CA110	Computer Concepts	2
CA112	Computer Applications—UNIX	2
CA114	Database Concepts	2
CA115	Database Applications.....	2
CA116	Networks	4
CA120	Web Development.....	2
CA121	Microsoft Network Administration.....	2
CA122	Web Authoring Tools.....	2
CA123	Advanced Microsoft Operating Systems	2
CA124	PC Hardware and Diagnostics	4
CA125	Visual Basic Programming	4
CA217	Microsoft Integration.....	2
AC103	Business Mathematics I	2
EN101	Business Communications I.....	2
EN102	Business Communications II.....	2
EN201	Written Communications	2
PD102	Professional Development.....	2
OT106	Electronic Spreadsheets	2
TY101	Keyboarding I.....	1
TY102	Keyboarding II	1
TOTAL		48

TOTAL CREDITS REQUIRED FOR GRADUATION: 48

ASSOCIATE IN APPLIED SCIENCE DEGREE— COMPUTER PROGRAMMING & APPLICATIONS

(63% Lecture 37% Lab)

This program is designed to provide specialized education in the growing area of computer applications and programming. 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.

Course Number	Course Name	Semester Credits
---------------	-------------	------------------

General Education Courses

GE201	Speech	4
GE202	Psychology	4
GE203	Statistics	4
GE204	Ethics	4
GE205	Economics	4

Concentration Courses

CA108	IT Customer Support	2
CA109	Microsoft Operating Systems	2
CA110	Computer Concepts	2
CA112	Computer Applications—UNIX	2
CA114	Database Concepts	2
CA115	Database Applications	2
CA116	Networks	4
CA120	Web Development	2
CA121	Microsoft Network Administration	2
CA122	Web Authoring Tools	2
CA123	Advanced Microsoft Operating Systems	2
CA124	PC Hardware and Diagnostics	4
CA125	Visual Basic Programming	4
CA207	Implementing and Administering Microsoft SQL Servers	2
CA217	Microsoft Integration	2
CA221	Java	4
CA224	Object-Oriented Programming	3
CA225	Advanced Visual Basic Programming	2
CA226	Project Development	2



Related Courses

AC103	Business Mathematics I	2
EN101	Business Communications I.....	2
EN102	Business Communications II.....	2
EN201	Written Communications	2
PD102	Professional Development.....	2
OT106	Electronic Spreadsheets.....	2
TY101	Keyboarding I.....	1
TY102	Keyboarding II	1
<hr/> TOTAL		81

TOTAL CREDITS REQUIRED FOR GRADUATION: 81



GRAPHIC DESIGN DIPLOMA

(44% Lecture 56% Lab)

The Graphic Design Program provides students with specialized training for careers in printing, publishing, and graphic design. Students learn to direct the skills of the artist, both visual and technical, toward the production of effective advertising, design, and promotional pieces.

Course Number	Course Name	Semester Credits
EN101	Business Communications I.....	2
EN102	Business Communications II.....	2
GD100	Electronic Drawing I.....	3
GD103	Electronic Drawing II.....	1
GD104	Drawing.....	1
GD108	Introduction to Macintosh.....	2
GD110	Design and Color.....	3
GD112	Multimedia and Animation.....	2
GD113	Typography I.....	2
GD114	Typography II.....	2
GD119	Introduction to Production.....	2
GD124	Comprehensive Illustration.....	1
GD126	Web Development With HTML.....	2
GD127	Web Design for Graphic Designers.....	2
GD202	Advertising Art Portfolio.....	4
GD203	Design and Presentation Development.....	4
GD205	Advanced Multimedia and Animation.....	2
GD207	Electronic Layout and Design.....	4
OT209	Desktop Publishing.....	4
PD104	Professional Development for Designers.....	2
PD107	Human Relations in the Workplace.....	2
TY101	Keyboarding I.....	1
TY102	Keyboarding II.....	1
TOTAL.....		51

TOTAL CREDITS REQUIRED FOR GRADUATION: 51



ASSOCIATE IN APPLIED SCIENCE DEGREE— GRAPHIC DESIGN

(58% Lecture 42% Lab)

The Graphic Design Program provides students with specialized training for careers in printing, publishing, and graphic design. 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 provides general education and business courses that will prepare students for employment in the graphic design field.

Course Number	Course Name	Semester Credits
General Education Courses		
GE201	Speech	4
GE202	Psychology	4
GE203	Statistics	4
GE204	Ethics	4
GE205	Economics	4
Concentration Courses		
GD100	Electronic Drawing I	3
GD103	Electronic Drawing II	1
GD104	Drawing	1
GD108	Introduction to Macintosh	2
GD110	Design and Color	3
GD112	Multimedia and Animation	2
GD113	Typography I	2
GD114	Typography II	2
GD119	Introduction to Production	2
GD124	Comprehensive Illustration	1
GD126	Web Development With HTML	2
GD127	Web Design for Graphic Designers	2
GD202	Advertising Art Portfolio	4
GD203	Design and Presentation Development	4
GD205	Advanced Multimedia and Animation	2
GD207	Electronic Layout and Design	4
Related Courses		
EN101	Business Communications I	2
EN102	Business Communications II	2
OT108	Business Organization	2

OT209	Desktop Publishing	4
OT218	Electronic Office Systems	1
OT219	Supervision	2
PD104	Professional Development for Designers	2
PD107	Human Relations in the Workplace	2
TY101	Keyboarding I.....	1
TY102	Keyboarding II	1
<hr/>		
	TOTAL	76
<hr/>		

TOTAL CREDITS REQUIRED FOR GRADUATION: 76



LEGAL ADMINISTRATIVE ASSISTANT DIPLOMA

(59% Lecture 41% Lab)

This program provides students with comprehensive training in communications, business, and word processing. Students develop all the modern business office skills and receive specialized training designed to acclimate the legal administrative assistant to the legal office.

Course Number	Course Name	Semester Credits
AC110	Essentials of Accounting.....	2
EN101	Business Communications I.....	2
EN102	Business Communications II.....	2
EN201	Written Communications	2
OT105	Introduction to Database Management	2
OT106	Electronic Spreadsheets.....	2
OT108	Business Organization.....	2
OT111	Word Processing—Core.....	2
OT212	Word Processing—Expert.....	2
PD102	Professional Development.....	2
PL101	Introduction to Law and the Legal System	5
PL102	Legal Research and Legal Writing I	4
PL103	Legal Ethics.....	1
PL104	Client Interview and Communication Skills	1
PL105	Litigation	2
PL106	Legal Computer Applications	2
SS206	Legal Office Procedures.....	4
SS209	Legal Transcription	1
TY101	Keyboarding I.....	1
TY102	Keyboarding II	1
TY103	Document Formatting	1
TY104	Document Production.....	1
TY201	Advanced Document Production	1
TOTAL		45

TOTAL CREDITS REQUIRED FOR GRADUATION: 45



ASSOCIATE IN APPLIED SCIENCE DEGREE— LEGAL OFFICE ADMINISTRATION

(70% Lecture 30% Lab)

This program provides a unique opportunity for students to gain additional knowledge and skills. The program provides general education and additional business classes, which will further prepare students for employment in the field of legal office administration.

Course Number	Course Name	Semester Credits
---------------	-------------	------------------

General Education Courses

GE201	Speech	4
GE202	Psychology	4
GE203	Statistics	4
GE204	Ethics	4
GE205	Economics	4

Concentration Courses

OT105	Introduction to Database Management	2
OT106	Electronic Spreadsheets.....	2
OT111	Word Processing–Core.....	2
OT212	Word Processing–Expert.....	2
OT218	Electronic Office Systems.....	1
OT219	Supervision.....	2
PL101	Introduction to Law and the Legal System	5
PL102	Legal Research and Legal Writing I	4
PL103	Legal Ethics.....	1
PL104	Client Interview and Communication Skills	1
PL105	Litigation	2
PL106	Legal Computer Applications	2
PL207	Commercial Law	2
SS206	Legal Office Procedures.....	4
SS209	Legal Transcription	1
TY101	Keyboarding I.....	1
TY102	Keyboarding II	1
TY103	Document Formatting	1
TY104	Document Production.....	1
TY201	Advanced Document Production	1

Related Courses

AC110	Essentials of Accounting.....	2
-------	-------------------------------	---



EN101	Business Communications I.....	2
EN102	Business Communications II.....	2
EN201	Written Communications	2
OT108	Business Organization.....	2
PD102	Professional Development.....	2
<hr/> TOTAL		70
<hr/>		

TOTAL CREDITS REQUIRED FOR GRADUATION: 70

MEDICAL ASSISTANT DIPLOMA

(46% Lecture 54% Lab)

The Medical Assistant Program provides training for students who wish to join the medical staff in receiving patients and ascertaining their needs, maintaining medical records, handling patient accounts, preparing patients for examination, organizing and maintaining the office and examining areas, arranging appointments, and performing other duties required by the doctor. The program includes an 8-week unpaid externship in a medical facility to provide actual on-the-job training for students prior to their initial employment. 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.

The Medical Assistant program is currently accredited by the Commission on Accreditation of Allied Health Education Programs (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) exam 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 exams at all or at any specific time, regardless of their eligibility status upon enrollment.

Course Number	Course Name	Semester Credits
EN101	Business Communications I.....	2
EN102	Business Communications II.....	2
MA100	Medical Clinical Procedures I.....	2
MA102	Medical Clinical Procedures II.....	4
MA103	Medical Terminology.....	2
MA106	Anatomy and Physiology I.....	2
MA107	Anatomy and Physiology II.....	2
MA111	Medical Office Systems.....	2
MA113	Pharmacology.....	2
MA115	Medical Administrative Procedures I.....	2
MA116	Medical Administrative Procedures II.....	2
MA117	Medical Insurance.....	2
MA201	Medical Laboratory Procedures.....	4
MA210	Medical Clinical Procedures III.....	4
MA265	Medical Externship.....	7



PD102	Professional Development.....	2
TY101	Keyboarding I.....	1
TY102	Keyboarding II	1
	Classroom Total	38
	Externship Total	7
	TOTAL	45

TOTAL CREDITS REQUIRED FOR GRADUATION: 45

ASSOCIATE IN APPLIED SCIENCE DEGREE— MEDICAL ASSISTANT

(59% Lecture 41% Lab)

This program is designed to provide thorough preparation for students who desire employment in a medical setting interacting with patients, performing administrative tasks, and/or performing laboratory functions. The emphasis on general education, communication, and office procedures will prepare graduates for a medical career. An 8-week unpaid externship course provides on-the-job training. 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.

The Medical Assistant program is currently accredited by the Commission on Accreditation of Allied Health Education Programs (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) exam 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 exams at all or at any specific time, regardless of their eligibility status upon enrollment.

Course Number	Course Name	Semester Credits
General Education Courses		
GE201	Speech	4
GE202	Psychology	4
GE203	Statistics	4
GE204	Ethics	4
GE205	Economics	4
Concentration Courses		
MA100	Medical Clinical Procedures I	2
MA102	Medical Clinical Procedures II	4
MA103	Medical Terminology	2
MA106	Anatomy and Physiology I	2
MA107	Anatomy and Physiology II	2
MA111	Medical Office Systems	2
MA113	Pharmacology	2
MA115	Medical Administrative Procedures I	2
MA116	Medical Administrative Procedures II	2



MA117	Medical Insurance	2
MA201	Medical Laboratory Procedures	4
MA210	Medical Clinical Procedures III	4
MA265	Medical Externship	7

Related Courses

EN101	Business Communications I.....	2
EN102	Business Communications II.....	2
EN220	Research and Report Writing	2
OT218	Electronic Office Systems	1
OT219	Supervision.....	2
PD102	Professional Development.....	2
TY101	Keyboarding I.....	1
TY102	Keyboarding II	1
<hr/>		
	Classroom Total	63
	Externship Total	7
<hr/>		
	TOTAL	70
<hr/>		

TOTAL CREDITS REQUIRED FOR GRADUATION: 70

ASSOCIATE IN APPLIED SCIENCE DEGREE— NETWORK MANAGEMENT

(66% Lecture 34% Lab)

This program is designed to prepare students to successfully implement, manage, and troubleshoot information systems in a network operating environment. Course work includes operating systems concepts; data management; network media, topologies, protocols, standards, implementation, and security; hardware and software installation and support; as well as administrative responsibilities. The general education component contributes to the students' broad educational background.

Course Number	Course Name	Semester Credits
General Education Courses		
GE201	Speech	4
GE202	Psychology	4
GE203	Statistics	4
GE204	Ethics	4
GE205	Economics	4
Concentration Courses		
CA108	IT Customer Support	2
CA109	Microsoft Operating Systems	2
CA110	Computer Concepts	2
CA112	Computer Applications—UNIX	2
CA114	Database Concepts	2
CA115	Database Applications	2
CA116	Networks	4
CA120	Web Development	2
CA121	Microsoft Network Administration	2
CA122	Web Authoring Tools	2
CA123	Advanced Microsoft Operating Systems	2
CA124	PC Hardware and Diagnostics	4
CA125	Visual Basic Programming	4
CA206	Implementing Microsoft Clients and Servers	3
CA207	Implementing and Administering Microsoft SQL Servers	2
CA208	Linux Administration	2
CA209	Managing a Microsoft Network Environment	4
CA217	Microsoft Integration	2
CA223	Designing Security for a Microsoft Network	4



Related Courses

AC103	Business Mathematics I	2
EN101	Business Communications I.....	2
EN102	Business Communications II.....	2
EN201	Written Communications	2
PD102	Professional Development.....	2
OT106	Electronic Spreadsheets.....	2
TY101	Keyboarding I.....	1
TY102	Keyboarding II	1
<hr/> TOTAL		83

TOTAL CREDITS REQUIRED FOR GRADUATION: 83

ASSOCIATE IN APPLIED SCIENCE DEGREE— OFFICE ADMINISTRATION

(69% Lecture 31% Lab)

This program provides a unique opportunity for students to gain knowledge and skills. The program provides general education and business classes, which will prepare students for employment in the field of office administration.

Course Number	Course Name	Semester Credits
---------------	-------------	------------------

General Education Courses

GE201	Speech	4
GE202	Psychology	4
GE203	Statistics	4
GE204	Ethics	4
GE205	Economics	4

Concentration Courses

OT105	Introduction to Database Management	2
OT106	Electronic Spreadsheets.....	2
OT107	Database Management	2
OT108	Business Organization.....	2
OT111	Word Processing—Core.....	2
OT112	Basic Web Page Development	2
OT211	Advanced Spreadsheets and Electronic Communications	2
OT212	Word Processing—Expert.....	2
OT213	Presentation Design and Development	2
OT217	Data Analysis	2
OT218	Electronic Office Systems	1
OT219	Supervision.....	2
PD107	Human Relations in the Workplace	2
SS102	Office Procedures I.....	2
SS203	Office Procedures II	2
TY101	Keyboarding I.....	1
TY102	Keyboarding II	1
TY103	Document Formatting	1
TY104	Document Production.....	1
TY201	Advanced Document Production	1

Related Courses

EN101	Business Communications I.....	2
EN102	Business Communications II.....	2



EN103	Business Communications III	2
EN104	Oral Communications	2
EN201	Written Communications	2
EN202	Business Communications IV	2
EN220	Research and Report Writing	2
PD102	Professional Development.....	2
<hr/> TOTAL		70
<hr/>		

TOTAL CREDITS REQUIRED FOR GRADUATION: 70

ASSOCIATE IN APPLIED SCIENCE DEGREE— PARALEGAL

(65% Lecture 35% Lab)

This program provides students with specialized training needed to work under the supervision of an attorney to help investigate facts, conduct legal research, draft documents, and prepare cases for trial. The curriculum stresses understanding and reasoning of legal concepts, principles, and procedures common to many types of law-related activities and provides students with the knowledge to perform detailed work in specific areas.

Course Number	Course Name	Semester Credits
---------------	-------------	------------------

General Education Courses

GE201	Speech	4
GE202	Psychology	4
GE203	Statistics	4
GE204	Ethics	4
GE205	Economics	4

Concentration Courses

PL101	Introduction to Law and the Legal System	5
PL102	Legal Research and Legal Writing I	4
PL103	Legal Ethics	1
PL104	Client Interview and Communication Skills	1
PL105	Litigation	2
PL106	Legal Computer Applications	2
PL107	Contracts.....	2
PL108	Real Estate Law.....	2
PL109	Civil Procedure.....	2
PL110	Domestic Relations/Family Law	2
PL111	Tort Law	2
PL202	Legal Research and Legal Writing II	4
PL207	Commercial Law	2
PL210	Criminal Law	2
PL211	Estate Planning and Administration	2
PL212	Bankruptcy Law	1
PL299	Legal Externship	6

Related Courses

AC110	Essentials of Accounting	2
EN101	Business Communications I.....	2



EN102	Business Communications II.....	2
OT105	Introduction to Database Management	2
OT106	Electronic Spreadsheets	2
OT111	Word Processing–Core	2
PD102	Professional Development.....	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1
TY103	Document Formatting	1
	<hr/> Classroom Total	73
	Externship Total	6
	<hr/> TOTAL	79
	<hr/>	

TOTAL CREDITS REQUIRED FOR GRADUATION: 79

TRAVEL & HOSPITALITY DIPLOMA

(50% Lecture 50% Lab)

This program provides specialized education for students who are interested in careers in the travel and hospitality industries. An 8-week externship is included to provide on-the-job training.

Course Number	Course Name	Semester Credits
EN101	Business Communications I.....	2
EN102	Business Communications II.....	2
EN104	Oral Communications	2
EN201	Written Communications	2
HP102	Event Planning	2
HP103	Front and Back Office Management	2
HP204	Guest Relations Management.....	2
HP265	Travel and Hospitality Externship.....	7
OT111	Word Processing—Core.....	2
PD102	Professional Development.....	2
PD107	Human Relations in the Workplace	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
TR201	Computerized Reservations System.....	4
TR202	Sales and Customer Service	2
TY101	Keyboarding I.....	1
TY102	Keyboarding II	1
	Classroom Total	38
	Externship Total	7
	TOTAL	45

TOTAL CREDITS REQUIRED FOR GRADUATION: 45



ASSOCIATE IN APPLIED SCIENCE DEGREE— TRAVEL & HOSPITALITY

(61% Lecture 39% Lab)

This program is designed to offer students thorough preparation and training for the travel and hospitality industry. The curriculum emphasizes traditional travel and hospitality courses, microcomputer applications, business communications, and general education classes. Students in this program are required to participate in an 8-week externship.

Course Number	Course Name	Semester Credits
---------------	-------------	------------------

General Education Courses

GE201	Speech	4
GE202	Psychology	4
GE203	Statistics	4
GE204	Ethics	4
GE205	Economics	4

Concentration Courses

HP102	Event Planning	2
HP103	Front and Back Office Management	2
HP204	Guest Relations Management.....	2
HP265	Travel and Hospitality Externship.....	7
PD107	Human Relations in the Workplace	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
TR201	Computerized Reservations System.....	4
TR202	Sales and Customer Service	2

Related Courses

EN101	Business Communications I.....	2
EN102	Business Communications II.....	2
EN104	Oral Communications	2
EN201	Written Communications	2
EN220	Research and Report Writing	2
OT111	Word Processing—Core.....	2
OT218	Electronic Office Systems	1
OT219	Supervision.....	2



PD102	Professional Development.....	2
TY101	Keyboarding I.....	1
TY102	Keyboarding II	1
	Classroom Total	63
	Externship Total	7
	TOTAL	70

TOTAL CREDITS REQUIRED FOR GRADUATION: 70



COURSE DESCRIPTIONS

AC100 ACCOUNTING PRINCIPLES I

(80 Contact Hours—4 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.

AC101 ACCOUNTING PRINCIPLES II

(80 Contact Hours—4 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: AC100 Accounting Principles I)

AC102 ACCOUNTING PRINCIPLES III

(80 Contact Hours—4 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: AC101 Accounting Principles II)

AC103 BUSINESS MATHEMATICS I

(40 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

(40 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

(40 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: AC100 Accounting Principles I)

AC110 ESSENTIALS OF ACCOUNTING

(40 Contact Hours—2 Credits)

This course presents an introduction to the fundamental principles of accounting including the theory of debit and credit, the accounting cycle, and the end-of-year procedures. Also discussed are such specific topics as payroll procedures and bank statement reconciliations. A review of fundamental math principles is included as well.

AC111 COMPUTERIZED ACCOUNTING

(40 Contact Hours—2 Credits)

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: AC101 Accounting Principles II)

AC112 FINANCIAL ANALYSIS AND REPORTING

(40 Contact Hours—2 Credits)

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: AC102 Accounting Principles III)

AC201 INTERMEDIATE ACCOUNTING

(80 Contact Hours—4 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: AC102 Accounting Principles III)

AC203 COST ACCOUNTING

(40 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: AC101 Accounting Principles II)



AC207 FEDERAL INCOME TAX

(40 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: AC102 Accounting Principles III)

CA108 IT CUSTOMER SUPPORT

(40 Contact Hours—2 Credits)

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

CA109 MICROSOFT OPERATING SYSTEMS

(40 Contact Hours—2 Credits)

This course focuses on legacy and popular 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.

CA110 COMPUTER CONCEPTS

(40 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 mainframes to micros (PCs) is covered with an emphasis on explaining the types of applications and job skills that are common to all computer career environments as well as those that are unique to each type of system. Students also develop Internet search strategies and examine Internet ethics and responsibilities.

CA112 COMPUTER APPLICATIONS—UNIX

(40 Contact Hours—2 Credits)

This course teaches the students how to become a UNIX systems administrator. The students learn system administration functions that allow them to add new users and establish system-level defaults and user privileges. Students also learn how to log in as a regular user and use the standard set of commands. Additionally, the students learn to use X-Windows. (Prerequisites: CA109 Microsoft Operating Systems and CA110 Computer Concepts)

CA114 DATABASE CONCEPTS

(40 Contact Hours—2 Credits)

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)

CA115 DATABASE APPLICATIONS

(40 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: CA114 Database Concepts)

CA116 NETWORKS

(80 Contact Hours—4 Credits)

This course introduces the students to the Novell, Windows NT, and UNIX TCP/IP networks and explores the interoperability of these networks. Students learn networking fundamentals, the components of a LAN network, 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: CA110 Computer Concepts, CA123 Advanced Microsoft Operating Systems, and CA124 PC Hardware and Diagnostics)

CA120 WEB DEVELOPMENT

(40 Contact Hours—2 Credits)

In this course students learn to use HTML and JavaScript to develop well-designed Web pages. Students learn to apply appropriate techniques and to include forms, frames, images, and tables. (Prerequisite: CA110 Computer Concepts)

CA121 MICROSOFT NETWORK ADMINISTRATION

(40 Contact Hours—2 Credits)

This course teaches the students to administer the network. Students learn to add users and set user privileges, set up device and file shares, and set up and administer print shares. (Prerequisite: CA116 Networks)

CA122 WEB AUTHORING TOOLS

(40 Contact Hours—2 Credits)

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

CA123 ADVANCED MICROSOFT OPERATING SYSTEMS

(40 Contact Hours—2 Credits)

This course is a continuation of the study of popular Microsoft operating systems with further development of skills in installation, configuration, and troubleshooting techniques. (Prerequisite: CA109 Microsoft Operating Systems)



CA124 PC HARDWARE AND DIAGNOSTICS

(80 Contact Hours—4 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: CA109 Microsoft Operating Systems)

CA125 VISUAL BASIC PROGRAMMING

(80 Contact Hours—4 Credits)

This course introduces the students to the Microsoft Visual Basic package. The first half of the course teaches programming rules and syntax, and the second half is dedicated to computer assignments where the students enter, debug, test, and document their programs. (Prerequisite: CA110 Computer Concepts)

CA206 IMPLEMENTING MICROSOFT CLIENTS AND SERVERS

(60 Contact Hours—3 Credits)

In this course students learn to implement, administer, and troubleshoot information systems that incorporate Microsoft operating systems. Topics include installing, configuring, monitoring, and securing resources. (Prerequisite: CA121 Microsoft Network Administration)

CA207 IMPLEMENTING AND ADMINISTERING MICROSOFT SQL SERVERS

(40 Contact Hours—2 Credits)

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)

CA208 LINUX ADMINISTRATION

(40 Contact Hours—2 Credits)

In this course students learn how to implement, administer, support, and troubleshoot Linux servers. Topics include maintaining user accounts, Internet services, and system hardware. (Prerequisites: CA121 Microsoft Network Administration and CA112 Computer Applications–UNIX)

CA209 MANAGING A MICROSOFT NETWORK ENVIRONMENT

(80 Contact Hours—4 Credits)

In this course students learn to administer, support, and troubleshoot information systems that incorporate Microsoft network operating systems. Topics include managing permissions for resources such as printer shares, file shares, and remote access. (Prerequisite: CA206 Implementing Microsoft Clients and Servers)



CA217 MICROSOFT INTEGRATION

(40 Contact Hours—2 Credits)

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: OT106 Electronic Spreadsheets, CA114 Database Concepts, and TY102 Keyboarding II)

CA221 JAVA

(80 Contact Hours—4 Credits)

This course instructs students to use the Java language to design and implement applications using object-oriented topics of classes and objects, inheritance, and polymorphism. Special emphasis is placed on designing applets for Web pages. Students work in a visual Integrated Development Environment (IDE). (Prerequisite: CA224 Object-Oriented Programming)

CA223 DESIGNING SECURITY FOR A MICROSOFT NETWORK

(80 Contact Hours—4 Credits)

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. (Prerequisite: CA209 Managing a Microsoft Network Environment)

CA224 OBJECT-ORIENTED PROGRAMMING

(60 Contact Hours—3 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: CA125 Visual Basic Programming)

CA225 ADVANCED VISUAL BASIC PROGRAMMING

(40 Contact Hours—2 Credits)

This course develops the Visual Basic skills and knowledge required to complete complex business applications. Topics include advanced GUI design skills and incorporation of database connections inside Visual Basic code. (Prerequisite: CA125 Visual Basic Programming)

CA226 PROJECT DEVELOPMENT

(80 Contact Hours—2 Credits)

This course takes the students into their final academic efforts where they must tackle real-world challenges directly involved with software development. These challenges take the form of software projects of chosen types that represent what they will likely face in their career pursuits. The students are required to design, document, and program their solutions. (Prerequisites:



CA115 Database Applications, CA122 Web Authoring Tools, CA121 Microsoft Network Administration, CA123 Advanced Microsoft Operating Systems, CA224 Object-Oriented Programming, and CA225 Advanced Visual Basic Programming)

EN101 BUSINESS COMMUNICATIONS I

(40 Contact Hours—2 Credits)

This course provides students with an introduction to the nature of communications in a business setting. The study of grammar, sentence structure, and word choice as they apply to the unique context of written and oral business communications will be emphasized.

EN102 BUSINESS COMMUNICATIONS II

(40 Contact Hours—2 Credits)

This course is a continuation of Business Communications I. Students continue the study of proper business grammar, develop a business-appropriate vocabulary, and practice effective use of punctuation in business writing. Students learn to integrate sentences into effective, well-organized, properly punctuated paragraphs. (Prerequisite: EN101 Business Communications I)

EN103 BUSINESS COMMUNICATIONS III

(40 Contact Hours—2 Credits)

The practical application of more advanced uses of punctuation is the emphasis of this course. Studies also include application of capitalization, number expression, and abbreviation rules. 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. (Prerequisite: EN102 Business Communications II)

EN104 ORAL COMMUNICATIONS

(40 Contact Hours—2 Credits)

This course is a presentation of the fundamental principles of the oral communication process. The components of the process, the importance of the skill of active listening, and the importance of verbal and nonverbal communication are emphasized. Students then apply these skills as they learn proper techniques for telephone and interpersonal office communications.

EN201 WRITTEN COMMUNICATIONS

(40 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 different types of correspondence, including request letters, claim letters, adjustment letters, and memorandums. (Prerequisite: EN102 Business Communications II)



EN202 BUSINESS COMMUNICATIONS IV

(40 Contact Hours—2 Credits)

This course provides in-depth attention to a variety of specialized communication topics. Students complete an assortment of projects that require them to apply previously learned material and that develop the higher-order skills of analysis, synthesis, and evaluation. (Prerequisite: EN103 Business Communications III)

EN220 RESEARCH AND REPORT WRITING

(40 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 develop general research skills and produce simple and complex business reports. (Prerequisite: EN102 Business Communications II)

GD100 ELECTRONIC DRAWING I

(80 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.

GD103 ELECTRONIC DRAWING II

(40 Contact Hours—1 Credit)

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

GD104 DRAWING

(40 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.

GD108 INTRODUCTION TO MACINTOSH

(40 Contact Hours—2 Credits)

This survey course covers the basics of Macintosh computer operations. Students are also introduced to the fundamental techniques of vector-based illustration.

GD110 DESIGN AND COLOR

(80 Contact Hours—3 Credits)

In this course students explore the basic principles and elements of two-dimensional design techniques. 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

(40 Contact Hours—2 Credits)

In this course, students apply design principles and utilize a popular authoring tool to create multimedia presentations that include animation. (Prerequisites: GD108 Introduction to Macintosh and GD110 Design and Color)

GD113 TYPOGRAPHY I

(40 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 typesizes and sizes, leading, copyfitting, readability requirements, basic typesetting, and the history of type.

GD114 TYPOGRAPHY II

(40 Contact Hours—2 Credits)

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

GD119 INTRODUCTION TO PRODUCTION

(40 Contact Hours—2 Credits)

This course explains the production of printed matter. 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

(40 Contact Hours—1 Credit)

This course builds and develops drawing and marker 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)

GD126 WEB DEVELOPMENT WITH HTML

(40 Contact Hours—2 Credits)

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



GD127 WEB DESIGN FOR GRAPHIC DESIGNERS

(40 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 dynamic Web sites, to employ client-side image maps and interactive forms on a site, and to set up frames. Students also learn how to add interactivity to their HTML pages while being able to preview it at the design stage. (Prerequisite: GD126 Web Development With HTML)

GD202 ADVERTISING ART PORTFOLIO

(80 Contact Hours—4 Credits)

In this course, students prepare a professional portfolio composed of a variety of projects that demonstrate the skills mastered during the program. Students also examine comprehensive methods and techniques that will enable them to best present their resumes, portfolios, and personal skills. (Prerequisites: PD104 Professional Development for Designers, GD205 Advanced Multimedia and Animation, and GD207 Electronic Layout and Design)

GD203 DESIGN AND PRESENTATION DEVELOPMENT

(120 Contact Hours—4 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 completion. Emphasis is also placed on the skills associated with designer-client communication and verbal presentation of the finished product. (Prerequisites: GD205 Advanced Multimedia and Animation, GD207 Electronic Layout and Design, and PD107 Human Relations in the Workplace)

GD205 ADVANCED MULTIMEDIA AND ANIMATION

(40 Contact Hours—2 Credits)

This course is a continuation of Multimedia and Animation. Students design and publish functional, professional-looking multimedia presentations that incorporate text graphics, video, animation, and sound. (Prerequisites: GD126 Web Development With HTML and GD112 Multimedia and Animation)

GD207 ELECTRONIC LAYOUT AND DESIGN

(80 Contact Hours—4 Credits)

In this course, students master 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 programs to create original pieces. (Prerequisites: OT209 Desktop Publishing, GD103 Electronic Drawing II, and GD119 Introduction to Production)



GE201 SPEECH

(60 Contact Hours—4 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.

GE202 PSYCHOLOGY

(60 Contact Hours—4 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.

GE203 STATISTICS

(60 Contact Hours—4 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.

GE204 ETHICS

(60 Contact Hours—4 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.

GE205 ECONOMICS

(60 Contact Hours—4 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.

HP102 EVENT PLANNING

(40 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.

HP103 FRONT AND BACK OFFICE MANAGEMENT

(40 Contact Hours—2 Credits)

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.

HP204 GUEST RELATIONS MANAGEMENT

(40 Contact Hours—2 Credits)

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

HP265 TRAVEL AND HOSPITALITY EXTERNSHIP

(320 Contact Hours—7 Credits)

This externship provides the students with hands-on, practical work experience for careers in the travel and hospitality industries. Students are placed in hotels, travel agencies, and other businesses in the travel and hospitality fields. Externship experiences are supervised and evaluated by personnel at the extern site and by college faculty. (Prerequisite: 38 credits in the Travel and Hospitality program)

MA100 MEDICAL CLINICAL PROCEDURES I

(40 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.

MA102 MEDICAL CLINICAL PROCEDURES II

(80 Contact Hours—4 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)

MA103 MEDICAL TERMINOLOGY

(40 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.



MA106 ANATOMY AND PHYSIOLOGY I

(40 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

(40 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)

MA111 MEDICAL OFFICE SYSTEMS

(40 Contact Hours—2 Credits)

This course continues building on the students' knowledge of administrative and clinical procedures through computerized simulations. (Prerequisites: MA116 Medical Administrative Procedures II and MA117 Medical Insurance)

MA113 PHARMACOLOGY

(40 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.

MA115 MEDICAL ADMINISTRATIVE PROCEDURES I

(40 Contact Hours—2 Credits)

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.

MA116 MEDICAL ADMINISTRATIVE PROCEDURES II

(40 Contact Hours—2 Credits)

This course is designed to continue the development of student competency in medical assisting administrative functions. (Prerequisite: MA115 Medical Administrative Procedures I)

MA117 MEDICAL INSURANCE

(40 Contact Hours—2 Credits)

This course provides the students with knowledge of the basic fundamentals of ICD-9 and CPT coding, managed-care contracts, reimbursement procedures, and insurance referrals for the health care industry. (Prerequisite: MA103 Medical Terminology)



MA201 MEDICAL LABORATORY PROCEDURES

(80 Contact Hours—4 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.

MA210 MEDICAL CLINICAL PROCEDURES III

(80 Contact Hours—4 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: MA102 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: MA111 Medical Office Systems, MA113 Pharmacology, MA116 Medical Administrative Procedures II, MA201 Medical Laboratory Procedures, and MA210 Medical Clinical Procedures III)

OT105 INTRODUCTION TO DATABASE MANAGEMENT

(40 Contact Hours—2 Credits)

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.

OT106 ELECTRONIC SPREADSHEETS

(40 Contact Hours—2 Credits)

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.



OT107 DATABASE MANAGEMENT

(40 Contact Hours—2 Credits)

Using database management software, students continue to learn to use the microcomputer to create and maintain files, to retrieve information from database files, and to present this information in appropriate report formats. (Prerequisite: OT105 Introduction to Database Management)

OT108 BUSINESS ORGANIZATION

(40 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.

OT111 WORD PROCESSING—CORE

(40 Contact Hours—2 Credits)

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)

OT112 BASIC WEB PAGE DEVELOPMENT

(40 Contact Hours—2 Credits)

In this course students learn basic design principles and learn to use web authoring software to create and enhance Web pages with links, graphics, tables, frames, and “form applications.” (Prerequisite: SS203 Office Procedures II)

OT209 DESKTOP PUBLISHING

(80 Contact Hours—4 Credits)

In this course students are introduced to desktop publishing concepts, systems, hardware, and software with specific instruction in one desktop publishing program. (Prerequisite: GD114 Typography II)

OT211 ADVANCED SPREADSHEETS AND ELECTRONIC COMMUNICATIONS

(40 Contact Hours—2 Credits)

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: OT106 Electronic Spreadsheets)



OT212 WORD PROCESSING—EXPERT

(40 Contact Hours—2 Credits)

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: OT111 Word Processing—Core)

OT213 PRESENTATION DESIGN AND DEVELOPMENT

(40 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)

OT217 DATA ANALYSIS

(40 Contact Hours—2 Credits)

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: OT107 Database Management, OT106 Electronic Spreadsheets, OT213 Presentation Design and Development, and OT111 Word Processing—Core)

OT218 ELECTRONIC OFFICE SYSTEMS

(20 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

(40 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.

PD102 PROFESSIONAL DEVELOPMENT

(40 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

(40 Contact Hours—2 Credits)

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

PD107 HUMAN RELATIONS IN THE WORKPLACE

(40 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.

PL101 INTRODUCTION TO LAW AND THE LEGAL SYSTEM

(80 Contact Hours—5 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.

PL102 LEGAL RESEARCH AND LEGAL WRITING I

(80 Contact Hours —4 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.

PL103 LEGAL ETHICS

(20 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

(20 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

(40 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

(40 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.

PL107 CONTRACTS

(40 Contact Hours—2 Credits)

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

PL108 REAL ESTATE LAW

(40 Contact Hours—2 Credits)

Students study the law of real property and of common types of real estate transactions and conveyances such as deeds, leases, mortgages, and contracts of sale. Students gain a working knowledge of title searches and a thorough understanding of closing procedures.

PL109 CIVIL PROCEDURE

(40 Contact Hours—2 Credits)

This course provides the students with detailed overviews of the major forms for the process of dispute resolution: civil procedure, administrative procedure, and criminal procedure, as well as the process of constitutional adjudication. The focus is on (1) the evolution and development of procedural rules; (2) broader jurisprudential questions concerning the nature of litigation, due process, and constitutional adjudication of public values; and (3) detailed exploration of actual cases to provide vivid litigation experience. The emphasis in this course is on the legal procedures to which substantive legal rules are applied.



PL110 DOMESTIC RELATIONS/FAMILY LAW

(40 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

(40 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.

PL202 LEGAL RESEARCH AND LEGAL WRITING II

(80 Contact Hours—4 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: PL102 Legal Research and Legal Writing I)

PL207 COMMERCIAL LAW

(40 Contact Hours—2 Credits)

This course is designed to teach students the legal concepts pertaining to substantive business law. A primary objective of the course is to expand student awareness of legal rights in business transactions. Students learn the laws dealing with commercial paper, sales, agency, personal property, secured transactions, and proper usage of legal terminology as applied to business transactions. (Prerequisite: PL107 Contracts)

PL210 CRIMINAL LAW

(40 Contact Hours—2 Credits)

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

(40 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

(20 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.

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: PL101 Introduction to Law and the Legal System, PL202 Legal Research and Legal Writing II, PL105 Litigation, PL103 Legal Ethics)

SS102 OFFICE PROCEDURES I

(40 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.

SS203 OFFICE PROCEDURES II

(40 Contact Hours—2 Credits)

This course is designed to provide thorough coverage of the administrative assistant's role in providing research and in organizing data for written reports, speeches, procedures, and publications; in assisting executives with travel arrangements and conference planning; and in handling financial duties. Through office simulations students develop time-management skills as well as skills in handling various office tasks. (Prerequisite: SS102 Office Procedures I)

SS206 LEGAL OFFICE PROCEDURES

(80 Contact Hours—4 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: OT111 Word Processing—Core)

SS209 LEGAL TRANSCRIPTION

(40 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: OT111 Word Processing—Core)

TR108 INTRODUCTION TO TRAVEL

(40 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

(40 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

(40 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

(40 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

(40 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.



TR201 COMPUTERIZED RESERVATIONS SYSTEM

(80 Contact Hours—4 Credits)

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, issue tickets, and utilize and issue seat assignments. Students also learn to access hospitality, travel, and tourism resources on the Internet.

TR202 SALES AND CUSTOMER SERVICE

(40 Contact Hours—2 Credits)

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.

TY101 KEYBOARDING I

(40 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

(40 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

(40 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

(40 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

(40 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 2011-2012

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 2011

April 25	Term I Begins
May 30	No Classes: Memorial Day Holiday
June 17	Term I Ends
June 20 - July 4	No Classes: Summer Break
July 5	Term II Begins
August 26	Term II Ends

Fall Semester 2011

August 29	Fall Semester Begins
September 5	No Classes: Labor Day Holiday
October 21	Term I Ends
October 24	Term II Begins
November 24-25	No Classes: Thanksgiving Holiday
December 16	Fall Semester Ends
December 19 - January 2	No Classes: Christmas Holiday

Spring Semester 2012

January 3	Spring Semester Begins
January 16	No Classes: Martin Luther King, Jr. Day
February 24	Term I Ends
February 27	Term II Begins
April 6	No Classes: Good Friday Holiday
April 20	Spring Semester Ends

Summer Session 2012

April 23	Term I Begins
May 28	No Classes: Memorial Day Holiday
June 15	Term I Ends
June 18 - July 6	No Classes: Summer Break
July 9	Term II Begins
August 31	Term II Ends



ADMINISTRATION

Jon Blumenthal	Director of Education
Suzanne Erickson	Director of Placement
Marie Martin	Director of Student Services
David B. Whitman	President

STAFF

Kelly Anderson	Admissions Representative
Julie Hahn	Regional Admissions Manager
Karina Louthan	Admissions Administrative Assistant
Jonathan Matteson	Admissions Representative
Miranda Mewes	Admissions Representative
Sara Milberg	Education Assistant
Neil Myklebust	Admissions Assistant Manager
Greg Ohlsen	Regional Admissions Manager
Kari Preiner	Admissions Administrative Assistant
Christine Stenman	Financial Aid Assistant
Lisa Stuart	Admissions Manager
Chaya Sulman	Placement Consultant
Roberta Wrobel	Placement Consultant

FACULTY

Linda Botner—Medical Assisting

Medical Assistant Diploma, Lakeland Medical-Dental Academy
B.A. Liberal Arts, Metropolitan State University
M.A. Christian Lay Ministry, Luther Seminary
Certified Medical Assistant (CMA)

Rob Donnelly—Travel and Hospitality

Travel Career Development, Carlson Travel Academy
B.A. Political Science, Muskingum College
M.A. Student Personnel Science, Kean University

Dennise Herskind—Business

B.A. Business and Economics, University of Pittsburgh

Elsbeth Howe—Law

B.A. History, Drake University
J.D. University of Iowa

Michelle Hudlow—Computers

A.A.S. Administrative Management, North Hennepin Community College
A.A.S. Network Administrator/Analyst, Hennepin Technical College

Lee Knutson—Librarian

B.A. History, Concordia University
Master of Librarianship, University of Washington
MLS Liberal Studies, University of Minnesota—Twin Cities

Gabreal Morales—Medical Assisting

Medical Assistant Diploma, Minneapolis Business College
Certified Medical Assistant (CMA)

Amanda Niebur—Medical Assisting

Medical Assistant Diploma, Minneapolis Business College
B.A. Biology, St. Catherine University
Certified Medical Assistant (CMA)

David Rood—Business

B.S. Management, Clarkson University
M.A. Economics, State University of New York

Mark Stewart—Business Communications

B.A. English, John Carroll University
M.A. English, John Carroll University
M.S. Scientific and Technical Communications, University of Minnesota—Twin Cities

Nichole Throndsen—Graphic Design

A.A.S. Visual Communications, Brown College
B.A. Technical Communications, Metropolitan State University

Caryn Ziegler—Medical Assisting

A.A. Generals, Anoka Ramsey Community College
Certified Medical Technologist
Certified Medical Assistant (CMA)



INDEX

- Academic Calendar, 83
- Accounting Programs
 - Diploma, 34
 - Associate in Applied Science Degree, 35
- Accreditation and Registration, 1
- Activities, 20
- Addendum of Programs, 87
- Administration, 84
- Administrative Assistant
 - Diploma Program, 37
- Admissions Procedure, 5
- Admissions Requirements, 5
- Affiliations, 2
- Approvals, 2
- Attendance, 20
- Campus Security, 14
- Class Schedule, 20
- Class Size, 22
- Computer Programs
 - Computer Specialist Diploma, 38
 - Associate in Applied Science Degree—Computer Programming & Applications, 39
 - Associate in Applied Science Degree—Network Management, 51
- Copyright Infringement Policy and Sanctions, 3
- Course Descriptions, 60
- Course Numbering System, 22
- Credit Transfer From Another College, 30
- Credit Transfer to Another College, 30
- Definition of Academic Credit, 22
- Disability Support Services, 24
- Disaster Affecting the College's Operations, 3
- Dismissal, 24
- Dress Code, 21
- Externship, 30
- Faculty, 85
- Financial Aid, 11
- Grade Reports, 23
- Grading System, 22
- Graduation Requirements, 29
- Graduation & Transfer-Out Rates, 29
- Graphic Design Programs
 - Diploma, 41
 - Associate in Applied Science Degree, 42
- Grievance Procedures, 32
- Health Care Services, 19
- History, 1
- Honors, 29
- Legal Control, 2
- Legal Programs
 - Legal Administrative Assistant Diploma, 44
 - Associate in Applied Science Degree—Legal Office Administration, 45
 - Associate in Applied Science Degree—Paralegal, 55
- Location and Facilities, 1
- Medical Assistant Programs
 - Diploma, 47
 - Associate in Applied Science Degree, 49
- Mission and Objectives, 1
- Nondiscrimination in Education
 - Programs and Activities, 4
- Notification of Rights Under FERPA, 31
- Office Administration Degree Program, 53
- Payment Terms, 13
- Personal Property, 19
- Placement, 13
- Program Modernization, 3
- Readmission, 24
- Refund Policies, 7
- Scheduling, 30
- Scholarships and Institutional Loans, 12
- Sexual Harassment, 20
- Staff, 84
- Standards of Satisfactory Academic Progress, 25
- Student Conduct, 21
- Student Consumer Information, 4
- Student Residences, 14
- Transcripts, 23
- Travel and Hospitality Programs
 - Diploma, 57
 - Associate in Applied Science Degree, 58
- Tuition and Fees, 6
- Withdrawal, 23

ADDENDUM OF PROGRAMS

APPROVED BY
THE STATE OF WISCONSIN
EDUCATIONAL APPROVAL BOARD

ACCOUNTING DIPLOMA

(56% Lecture 44% Lab)

The Accounting Program is designed to provide a specialized education for various entry-level positions in the field of accounting for public and private practice or government work. The program provides intensive business training with an emphasis on developing skills and preparing for the challenges of the business world. Following successful completion, the award conferred is a diploma, not a degree.

Course Number	Course Name	Vocational Semester Credits
AC100	Accounting Principles I.....	4
AC101	Accounting Principles II	4
AC102	Accounting Principles III	4
AC103	Business Mathematics I.....	2
AC104	Business Mathematics II	2
AC105	Payroll Accounting	2
AC111	Computerized Accounting.....	2
AC112	Financial Analysis and Reporting	2
EN101	Business Communications I	2
EN102	Business Communications II.....	2
EN104	Oral Communications	2
EN201	Written Communications	2
OT106	Electronic Spreadsheets.....	2
OT211	Advanced Spreadsheets and Electronic Communications	2
PD102	Professional Development.....	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1
TOTAL		38

TOTAL CREDITS REQUIRED FOR GRADUATION: 38



ASSOCIATE IN APPLIED SCIENCE DEGREE— ACCOUNTING

(67% Lecture 33% Lab)

The Associate in Applied Science Degree—Accounting Program provides a unique opportunity for students to gain knowledge and skills. This program provides general education and business courses that will prepare students for employment in the accounting field.

Course Number	Course Name	Degree Semester Credits
---------------	-------------	-------------------------

General Education Courses

GE201	Speech	4
GE202	Psychology	4
GE203	Statistics	4
GE204	Ethics	4
GE205	Economics	4

Concentration Courses

AC100	Accounting Principles I	4
AC101	Accounting Principles II	4
AC102	Accounting Principles III	4
AC103	Business Mathematics I	2
AC104	Business Mathematics II	2
AC105	Payroll Accounting	2
AC111	Computerized Accounting	2
AC112	Financial Analysis and Reporting	2
AC201	Intermediate Accounting	4
AC203	Cost Accounting	2
AC207	Federal Income Tax	2

Related Courses

EN101	Business Communications I	2
EN102	Business Communications II	2
EN104	Oral Communications	2
EN201	Written Communications	2
OT105	Introduction to Database Management	2
OT106	Electronic Spreadsheets	2
OT108	Business Organization	2
OT211	Advanced Spreadsheets and Electronic Communications	2
OT218	Electronic Office Systems	1



OT219	Supervision.....	2
PD102	Professional Development.....	2
TY101	Keyboarding I.....	1
TY102	Keyboarding II	1
TOTAL		73

TOTAL CREDITS REQUIRED FOR GRADUATION: 73



ADMINISTRATIVE ASSISTANT DIPLOMA

(59% Lecture 41% Lab)

This program provides the high school graduate with comprehensive training in communication and business. Students develop all the modern business office skills and learn microcomputer techniques, including word processing, electronic spreadsheets, and database management. Following successful completion, the award conferred is a diploma, not a degree.

Course Number	Course Name	Vocational Semester Credits
EN101	Business Communications I	2
EN102	Business Communications II	2
EN103	Business Communications III	2
EN104	Oral Communications	2
EN201	Written Communications	2
OT105	Introduction to Database Management	2
OT106	Electronic Spreadsheets.....	2
OT107	Database Management	2
OT111	Word Processing—Core.....	2
OT211	Advanced Spreadsheets and Electronic Communications	2
OT212	Word Processing—Expert.....	2
OT213	Presentation Design and Development	2
PD102	Professional Development.....	2
PD107	Human Relations in the Workplace	2
SS102	Office Procedures I.....	2
SS203	Office Procedures II	2
TY101	Keyboarding I.....	1
TY102	Keyboarding II	1
TY103	Document Formatting	1
TY104	Document Production.....	1
TOTAL		36

TOTAL CREDITS REQUIRED FOR GRADUATION: 36



COMPUTER SPECIALIST DIPLOMA

(60% Lecture 40% Lab)

This program is designed to provide specialized training in microcomputer operations for single- and multi-user systems. Students learn to use a variety of software application packages and develop skills in software documentation, database development and management, and network administration. Following successful completion, the award conferred is a diploma, not a degree.

Course Number	Course Name	Vocational Semester Credits
CA108	IT Customer Support.....	2
CA109	Microsoft Operating Systems.....	2
CA110	Computer Concepts.....	2
CA112	Computer Applications—UNIX.....	2
CA114	Database Concepts.....	2
CA115	Database Applications.....	2
CA116	Networks.....	4
CA120	Web Development.....	2
CA121	Microsoft Network Administration.....	2
CA122	Web Authoring Tools.....	2
CA123	Advanced Microsoft Operating Systems.....	2
CA124	PC Hardware and Diagnostics.....	4
CA125	Visual Basic Programming.....	4
CA217	Microsoft Integration.....	2
AC103	Business Mathematics I.....	2
EN101	Business Communications I.....	2
EN102	Business Communications II.....	2
EN201	Written Communications.....	2
PD102	Professional Development.....	2
OT106	Electronic Spreadsheets.....	2
TY101	Keyboarding I.....	1
TY102	Keyboarding II.....	1
TOTAL.....		48

TOTAL CREDITS REQUIRED FOR GRADUATION: 48



ASSOCIATE IN APPLIED SCIENCE DEGREE— COMPUTER PROGRAMMING & APPLICATIONS

(63% Lecture 37% Lab)

This program is designed to provide specialized education in the growing area of computer applications and programming. 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.

Course Number	Course Name	Degree Semester Credits
General Education Courses		
GE201	Speech	4
GE202	Psychology	4
GE203	Statistics	4
GE204	Ethics	4
GE205	Economics	4
Concentration Courses		
CA108	IT Customer Support	2
CA109	Microsoft Operating Systems	2
CA110	Computer Concepts	2
CA112	Computer Applications—UNIX	2
CA114	Database Concepts	2
CA115	Database Applications	2
CA116	Networks	4
CA120	Web Development	2
CA121	Microsoft Network Administration	2
CA122	Web Authoring Tools	2
CA123	Advanced Microsoft Operating Systems	2
CA124	PC Hardware and Diagnostics	4
CA125	Visual Basic Programming	4
CA207	Implementing and Administering Microsoft SQL Servers	2
CA217	Microsoft Integration	2
CA221	Java	4
CA224	Object-Oriented Programming	3
CA225	Advanced Visual Basic Programming	2
CA226	Project Development	2



Related Courses

AC103	Business Mathematics	2
EN101	Business Communications I.....	2
EN102	Business Communications II.....	2
EN201	Written Communications	2
PD102	Professional Development.....	2
OT106	Electronic Spreadsheets.....	2
TY101	Keyboarding I.....	1
TY102	Keyboarding II	1
<hr/> TOTAL		81

TOTAL CREDITS REQUIRED FOR GRADUATION: 81



GRAPHIC DESIGN DIPLOMA

(44% Lecture 56% Lab)

The Graphic Design Program provides students with specialized training for careers in printing, publishing, and graphic design. Students learn to direct the skills of the artist, both visual and technical, toward the production of effective advertising, design, and promotional pieces. Following successful completion, the award conferred is a diploma, not a degree.

Course Number	Course Name	Vocational Semester Credits
EN101	Business Communications I.....	2
EN102	Business Communications II.....	2
GD100	Electronic Drawing I.....	3
GD103	Electronic Drawing II.....	1
GD104	Drawing.....	1
GD108	Introduction to Macintosh.....	2
GD110	Design and Color.....	3
GD112	Multimedia and Animation.....	2
GD113	Typography I.....	2
GD114	Typography II.....	2
GD119	Introduction to Production.....	2
GD124	Comprehensive Illustration.....	1
GD126	Web Development With HTML.....	2
GD127	Web Design for Graphic Designers.....	2
GD202	Advertising Art Portfolio.....	4
GD203	Design and Presentation Development.....	4
GD205	Advanced Multimedia and Animation.....	2
GD207	Electronic Layout and Design.....	4
OT209	Desktop Publishing.....	4
PD104	Professional Development for Designers.....	2
PD107	Human Relations in the Workplace.....	2
TY101	Keyboarding I.....	1
TY102	Keyboarding II.....	1
TOTAL.....		51

TOTAL CREDITS REQUIRED FOR GRADUATION: 51

ASSOCIATE IN APPLIED SCIENCE DEGREE— GRAPHIC DESIGN

(58% Lecture 42% Lab)

The Graphic Design Program provides students with specialized training for careers in printing, publishing, and graphic design. 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 provides general education and business courses that will prepare students for employment in the graphic design field.

Course Number	Course Name	Degree Semester Credits
---------------	-------------	-------------------------

General Education Courses

GE201	Speech	4
GE202	Psychology	4
GE203	Statistics	4
GE204	Ethics	4
GE205	Economics	4

Concentration Courses

GD100	Electronic Drawing I	3
GD103	Electronic Drawing II	1
GD104	Drawing	1
GD108	Introduction to Macintosh	2
GD110	Design and Color	3
GD112	Multimedia and Animation	2
GD113	Typography I	2
GD114	Typography II	2
GD119	Introduction to Production	2
GD124	Comprehensive Illustration	1
GD126	Web Development With HTML	2
GD127	Web Design for Graphic Designers	2
GD202	Advertising Art Portfolio	4
GD203	Design and Presentation Development	4
GD205	Advanced Multimedia and Animation	2
GD207	Electronic Layout and Design	4

Related Courses

EN101	Business Communications I	2
EN102	Business Communications II	2



OT108	Business Organization	2
OT209	Desktop Publishing	4
OT218	Electronic Office Systems	1
OT219	Supervision	2
PD104	Professional Development for Designers	2
PD107	Human Relations in the Workplace	2
TY101	Keyboarding I.....	1
TY102	Keyboarding II	1
<hr/> TOTAL		76
<hr/>		

TOTAL CREDITS REQUIRED FOR GRADUATION: 76

LEGAL ADMINISTRATIVE ASSISTANT DIPLOMA

(59% Lecture 41% Lab)

This program provides students with comprehensive training in communications, business, and word processing. Students develop all the modern business office skills and receive specialized training designed to acclimate the legal administrative assistant to the legal office. Following successful completion, the award conferred is a diploma, not a degree.

Course Number	Course Name	Vocational Semester Credits
AC110	Essentials of Accounting	2
EN101	Business Communications I	2
EN102	Business Communications II	2
EN201	Written Communications	2
OT105	Introduction to Database Management	2
OT106	Electronic Spreadsheets.....	2
OT108	Business Organization.....	2
OT111	Word Processing–Core.....	2
OT212	Word Processing–Expert.....	2
PD102	Professional Development	2
PL101	Introduction to Law and the Legal System	5
PL102	Legal Research and Legal Writing I	4
PL103	Legal Ethics.....	1
PL104	Client Interview and Communication Skills	1
PL105	Litigation	2
PL106	Legal Computer Applications	2
SS206	Legal Office Procedures.....	4
SS209	Legal Transcription	1
TY101	Keyboarding I.....	1
TY102	Keyboarding II	1
TY103	Document Formatting	1
TY104	Document Production.....	1
TY201	Advanced Document Production	1
TOTAL		45

TOTAL CREDITS REQUIRED FOR GRADUATION: 45



ASSOCIATE IN APPLIED SCIENCE DEGREE— LEGAL OFFICE ADMINISTRATION

(70% Lecture 30% Lab)

This program provides a unique opportunity for students to gain additional knowledge and skills. The program provides general education and additional business classes, which will further prepare students for employment in the field of legal office administration.

Course Number	Course Name	Degree Semester Credits
General Education Courses		
GE201	Speech	4
GE202	Psychology	4
GE203	Statistics	4
GE204	Ethics	4
GE205	Economics	4
Concentration Courses		
OT105	Introduction to Database Management	2
OT106	Electronic Spreadsheets.....	2
OT111	Word Processing—Core.....	2
OT212	Word Processing—Expert.....	2
OT218	Electronic Office Systems	1
OT219	Supervision.....	2
PL101	Introduction to Law and the Legal System	5
PL102	Legal Research and Legal Writing I	4
PL103	Legal Ethics.....	1
PL104	Client Interview and Communication Skills	1
PL105	Litigation	2
PL106	Legal Computer Applications	2
PL207	Commercial Law	2
SS206	Legal Office Procedures	4
SS209	Legal Transcription	1
TY101	Keyboarding I.....	1
TY102	Keyboarding II	1
TY103	Document Formatting	1
TY104	Document Production.....	1
TY201	Advanced Document Production	1



Related Courses

AC110	Essentials of Accounting	2
EN101	Business Communications I.....	2
EN102	Business Communications II.....	2
EN201	Written Communications	2
OT108	Business Organization.....	2
PD102	Professional Development.....	2
<hr/>		
	TOTAL	70
<hr/>		

TOTAL CREDITS REQUIRED FOR GRADUATION: 70



MEDICAL ASSISTANT DIPLOMA

(46% Lecture 54% Lab)

The Medical Assistant Program provides training for students who wish to join the medical staff in receiving patients and ascertaining their needs, maintaining medical records, handling patient accounts, preparing patients for examination, organizing and maintaining the office and examining areas, arranging appointments, and performing other duties required by the doctor. The program includes an 8-week unpaid externship in a medical facility to provide actual on-the-job training for students prior to their initial employment. Following successful completion, the award conferred is a diploma, not a degree. 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.

The Medical Assistant program is currently accredited by the Commission on Accreditation of Allied Health Education Programs (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) exam 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 exams at all or at any specific time, regardless of their eligibility status upon enrollment.

Course Number	Course Name	Vocational Semester Credits
EN101	Business Communications I.....	2
EN102	Business Communications II.....	2
MA100	Medical Clinical Procedures I.....	2
MA102	Medical Clinical Procedures II.....	4
MA103	Medical Terminology.....	2
MA106	Anatomy and Physiology I.....	2
MA107	Anatomy and Physiology II.....	2
MA111	Medical Office Systems.....	2
MA113	Pharmacology.....	2
MA115	Medical Administrative Procedures I.....	2
MA116	Medical Administrative Procedures II.....	2
MA117	Medical Insurance.....	2
MA201	Medical Laboratory Procedures.....	4
MA210	Medical Clinical Procedures III.....	4



MA265	Medical Externship	7
PD102	Professional Development.....	2
TY101	Keyboarding I.....	1
TY102	Keyboarding II	1
	<hr/> Classroom Total	38
	Externship Total	7
	<hr/> TOTAL	45
	<hr/>	

TOTAL CREDITS REQUIRED FOR GRADUATION: 45



ASSOCIATE IN APPLIED SCIENCE DEGREE— MEDICAL ASSISTANT

(59% Lecture 41% Lab)

This program is designed to provide thorough preparation for students who desire employment in a medical setting interacting with patients, performing administrative tasks, and/or performing laboratory functions. The emphasis on general education, communication, and office procedures will prepare graduates for a medical career. An 8-week unpaid externship course provides on-the-job training. 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.

The Medical Assistant program is currently accredited by the Commission on Accreditation of Allied Health Education Programs (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) exam 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 exams at all or at any specific time, regardless of their eligibility status upon enrollment.

Course Number	Course Name	Degree Semester Credits
General Education Courses		
GE201	Speech	4
GE202	Psychology	4
GE203	Statistics	4
GE204	Ethics	4
GE205	Economics	4
Concentration Courses		
MA100	Medical Clinical Procedures I	2
MA102	Medical Clinical Procedures II	4
MA103	Medical Terminology	2
MA106	Anatomy and Physiology I	2
MA107	Anatomy and Physiology II	2
MA111	Medical Office Systems	2
MA113	Pharmacology	2
MA115	Medical Administrative Procedures I	2
MA116	Medical Administrative Procedures II	2



MA117	Medical Insurance	2
MA201	Medical Laboratory Procedures	4
MA210	Medical Clinical Procedures III	4
MA265	Medical Externship	7

Related Courses

EN101	Business Communications I.....	2
EN102	Business Communications II.....	2
EN220	Research and Report Writing	2
OT218	Electronic Office Systems	1
OT219	Supervision.....	2
PD102	Professional Development.....	2
TY101	Keyboarding I.....	1
TY102	Keyboarding II	1
<hr/>		
	Classroom Total	63
	Externship Total	7
<hr/>		
	TOTAL	70
<hr/>		

TOTAL CREDITS REQUIRED FOR GRADUATION: 70



ASSOCIATE IN APPLIED SCIENCE DEGREE— NETWORK MANAGEMENT

(66% Lecture 34% Lab)

This program is designed to prepare students to successfully implement, manage, and troubleshoot information systems in a network operating environment. Course work includes operating systems concepts; data management; network media, topologies, protocols, standards, implementation, and security; hardware and software installation and support; as well as administrative responsibilities. The general education component contributes to the students' broad educational background.

Course Number	Course Name	Degree Semester Credits
General Education Courses		
GE201	Speech	4
GE202	Psychology	4
GE203	Statistics	4
GE204	Ethics	4
GE205	Economics	4
Concentration Courses		
CA108	IT Customer Support	2
CA109	Microsoft Operating Systems	2
CA110	Computer Concepts	2
CA112	Computer Applications—UNIX	2
CA114	Database Concepts	2
CA115	Database Applications	2
CA116	Networks	4
CA120	Web Development	2
CA121	Microsoft Network Administration	2
CA122	Web Authoring Tools	2
CA123	Advanced Microsoft Operating Systems	2
CA124	PC Hardware and Diagnostics	4
CA125	Visual Basic Programming	4
CA206	Implementing Microsoft Clients and Servers	3
CA207	Implementing and Administering Microsoft SQL Servers	2
CA208	Linux Administration	2
CA209	Managing a Microsoft Network Environment	4
CA217	Microsoft Integration	2
CA223	Designing Security for a Microsoft Network	4



Related Courses

AC103	Business Mathematics	2
EN101	Business Communications I.....	2
EN102	Business Communications II.....	2
EN201	Written Communications	2
PD102	Professional Development.....	2
OT106	Electronic Spreadsheets.....	2
TY101	Keyboarding I.....	1
TY102	Keyboarding II	1
<hr/> TOTAL		83

TOTAL CREDITS REQUIRED FOR GRADUATION: 83



ASSOCIATE IN APPLIED SCIENCE DEGREE— OFFICE ADMINISTRATION

(69% Lecture 31% Lab)

This program provides a unique opportunity for students to gain knowledge and skills. The program provides general education and business classes, which will prepare students for employment in the field of office administration.

Course Number	Course Name	Degree Semester Credits
---------------	-------------	-------------------------

General Education Courses

GE201	Speech	4
GE202	Psychology	4
GE203	Statistics	4
GE204	Ethics	4
GE205	Economics	4

Concentration Courses

OT105	Introduction to Database Management	2
OT106	Electronic Spreadsheets.....	2
OT107	Database Management	2
OT108	Business Organization.....	2
OT111	Word Processing—Core.....	2
OT112	Basic Web Page Development	2
OT211	Advanced Spreadsheets and Electronic Communications	2
OT212	Word Processing—Expert.....	2
OT213	Presentation Design and Development	2
OT217	Data Analysis	2
OT218	Electronic Office Systems	1
OT219	Supervision.....	2
PD107	Human Relations in the Workplace	2
SS102	Office Procedures I.....	2
SS203	Office Procedures II	2
TY101	Keyboarding I.....	1
TY102	Keyboarding II	1
TY103	Document Formatting	1
TY104	Document Production.....	1
TY201	Advanced Document Production	1

Related Courses

EN101	Business Communications I.....	2
EN102	Business Communications II.....	2



EN103	Business Communications III	2
EN104	Oral Communications	2
EN201	Written Communications	2
EN202	Business Communications IV	2
EN220	Research and Report Writing	2
PD102	Professional Development.....	2
<hr/>		
	TOTAL	70
<hr/>		

TOTAL CREDITS REQUIRED FOR GRADUATION: 70



ASSOCIATE IN APPLIED SCIENCE DEGREE— PARALEGAL

(65% Lecture 35% Lab)

This program provides students with specialized training needed to work under the supervision of an attorney to help investigate facts, conduct legal research, draft documents, and prepare cases for trial. The curriculum stresses understanding and reasoning of legal concepts, principles, and procedures common to many types of law-related activities and provides students with the knowledge to perform detailed work in specific areas.

Course Number	Course Name	Degree Semester Credits
General Education Courses		
GE201	Speech	4
GE202	Psychology	4
GE203	Statistics	4
GE204	Ethics	4
GE205	Economics	4
Concentration Courses		
PL101	Introduction to Law and the Legal System	5
PL102	Legal Research and Legal Writing I	4
PL103	Legal Ethics	1
PL104	Client Interview and Communication Skills	1
PL105	Litigation	2
PL106	Legal Computer Applications	2
PL107	Contracts.....	2
PL108	Real Estate Law.....	2
PL109	Civil Procedure.....	2
PL110	Domestic Relations/Family Law	2
PL111	Tort Law	2
PL202	Legal Research and Legal Writing II	4
PL207	Commercial Law	2
PL210	Criminal Law.....	2
PL211	Estate Planning and Administration.....	2
PL212	Bankruptcy Law	1
PL299	Legal Externship	6
Related Courses		
AC110	Essentials of Accounting.....	2
EN101	Business Communications I.....	2



EN102	Business Communications II.....	2
OT105	Introduction to Database Management	2
OT106	Electronic Spreadsheets.....	2
OT111	Word Processing–Core.....	2
PD102	Professional Development.....	2
TY101	Keyboarding I.....	1
TY102	Keyboarding II	1
TY103	Document Formatting	1
	<hr/> Classroom Total	73
	Externship Total	6
	<hr/> TOTAL	79
	<hr/>	

TOTAL CREDITS REQUIRED FOR GRADUATION: 79



TRAVEL & HOSPITALITY DIPLOMA

(50% Lecture 50% Lab)

This program provides specialized education for students who are interested in careers in the travel and hospitality industries. An 8-week externship is included to provide on-the-job training. Following successful completion, the award conferred is a diploma, not a degree.

Course Number	Course Name	Vocational Semester Credits
EN101	Business Communications I.....	2
EN102	Business Communications II.....	2
EN104	Oral Communications	2
EN201	Written Communications	2
HP102	Event Planning	2
HP103	Front and Back Office Management	2
HP204	Guest Relations Management.....	2
HP265	Travel and Hospitality Externship.....	7
OT111	Word Processing—Core.....	2
PD102	Professional Development.....	2
PD107	Human Relations in the Workplace	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
TR201	Computerized Reservations System.....	4
TR202	Sales and Customer Service	2
TY101	Keyboarding I.....	1
TY102	Keyboarding II	1
Classroom Total		38
Externship Total		7
TOTAL		45

TOTAL CREDITS REQUIRED FOR GRADUATION: 45



ASSOCIATE IN APPLIED SCIENCE DEGREE— TRAVEL & HOSPITALITY

(61% Lecture 39% Lab)

This program is designed to offer students thorough preparation and training for the travel and hospitality industry. The curriculum emphasizes traditional travel and hospitality courses, microcomputer applications, business communications, and general education classes. Students in this program are required to participate in an 8-week externship.

Course Number	Course Name	Degree Semester Credits
---------------	-------------	-------------------------

General Education Courses

GE201	Speech	4
GE202	Psychology	4
GE203	Statistics	4
GE204	Ethics	4
GE205	Economics	4

Concentration Courses

HP102	Event Planning	2
HP103	Front and Back Office Management	2
HP204	Guest Relations Management.....	2
HP265	Travel and Hospitality Externship.....	7
PD107	Human Relations in the Workplace	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
TR201	Computerized Reservations System.....	4
TR202	Sales and Customer Service	2

Related Courses

EN101	Business Communications I	2
EN102	Business Communications II.....	2
EN104	Oral Communications	2
EN201	Written Communications	2
EN220	Research and Report Writing	2
OT111	Word Processing—Core.....	2
OT218	Electronic Office Systems	1



OT219	Supervision.....	2
PD102	Professional Development.....	2
TY101	Keyboarding I.....	1
TY102	Keyboarding II.....	1
	Classroom Total	63
	Externship Total	7
	TOTAL	70

TOTAL CREDITS REQUIRED OR GRADUATION: 70

NOTES



NOTES





**MINNEAPOLIS
BUSINESS COLLEGE**

1711 West County Road B
Roseville, Minnesota 55113

(651) 636-7406

Fax (651) 636-8185

1-800-279-5200

MINNEAPOLIS BUSINESS COLLEGE

2011-2012 ACADEMIC CATALOG ADDENDUM

Effective October 6, 2011, the following information updates information presented in the 2011-2012 Academic Catalog:

- On page 83, the information below replaces the *Academic Calendar 2011-2012*:

ACADEMIC CALENDAR 2011-2012

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 2011

April 25	Term I Begins
May 30	No Classes: Memorial Day Holiday
June 17	Term I Ends
June 20-July 4	No Classes: Summer Break
July 5	Term II Begins
August 26	Term II Ends

Fall Semester 2011

August 29	Fall Semester Begins
September 5	No Classes: Labor Day Holiday
October 21	Term I Ends
October 24	Term II Begins
November 24-25	No Classes: Thanksgiving Holiday
December 16	Fall Semester Ends
December 19-January 2	No Classes: Christmas Holiday

Spring Semester 2012

January 3	Spring Semester Begins
January 16	No Classes: Martin Luther King Jr. Day
February 24	Term I Ends
February 27	Term II Begins
April 6	No Classes: Good Friday Holiday
April 20	Spring Semester Ends

Summer Session 2012

April 23-April 27	No Classes: Spring Break
April 30	Term I Begins
May 25-June 1	No Classes: Summer Break
July 3	Term I Ends
July 4-July 6	No Classes: July 4 th Holiday
July 9	Term II Begins
August 31	Term II Ends

MINNEAPOLIS BUSINESS COLLEGE
2011-2012 ACADEMIC CATALOG ADDENDUM

Effective immediately (Addendum issued January 31, 2012), the following information updates information presented in the 2011-2012 Academic Catalog:

- On page 6, the information below replaces the Rates for students entering between January 1, 2011, and December 31, 2011. Eliminated verbiage has been struck through:

Tuition

~~All programs~~ Per semester** \$7,020

- On page 6, the information below replaces the Rates for students entering between January 1, 2012, and December 31, 2012. Eliminated verbiage has been struck through:

Tuition

~~All programs~~ Per semester** \$7,110

- On page 7, the verbiage below replaces the language in the ** footnote. New verbiage has been underlined:

**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. Students enrolled in the associate degree programs in the accounting, legal office administration, medical assistant, office administration, and travel and hospitality program areas will be charged the term rate for the fourth semester of their program.