

## DIPLOMA - INTERACTIVE MEDIA AND GRAPHIC DESIGN

69 CREDIT HOURS DIPLOMA

This program is not offered at MSB Blaine, MSB Brooklyn Center or at the Minneapolis Learning Site.

### OBJECTIVES

This program is designed to provide graduates with the fundamental skills necessary to be employable in the field of advertising design and production, graphic design, print or web page production. Additionally, students will gain knowledge in basic computer operation, production software, business and project planning from conception to completion.

### CAREER OPPORTUNITIES

This program prepares graduates for employment opportunities in public, private, and governmental organizations in entry-level positions in such fields as computer graphic art, image manipulation, electronic prepress production, advertising design and production, and Web site production.

Note: Students may be required to take Foundations of Mathematics I and/or II and Foundations of Writing I and/or II based on competency exam scores.

### PROGRAM REQUIREMENTS

Class #	Class Name	Credits
AD100	Applied Color Theory	3
AD121	Typography & Composition	3
AD150	Illustration	5
AD160	Image Manipulation	3
AD250	Page Layout	5
CG131	Design Fundamentals	4
CG200	Prepress & Graphic File Output	2
CG291	Portfolio Development	3
CS131	MS Office Professional I	3
MG100	Introduction to Business	5
MG120	Small Business Management	4
MK150	Marketing	4
MK200	Advertising & Promotion	3
MM110	Introduction to Adobe Photoshop	3
MM130	Basic Web Design	3
MM180	Advanced Web Delivery	4
MM291	Production	5
PD100	Student Success	1
PD250	Career Development	1
SD212	Flash Techniques	5
<b>Total Credit Requirement</b>		<b>69</b>

## DIPLOMA - LEGAL ADMINISTRATIVE ASSISTANT

67 CREDIT HOURS DIPLOMA

This program is not offered at the Minneapolis Learning Site.

### OBJECTIVES

The Legal Administrative Assistant Diploma Program provides a comprehensive program seasoned with the legal specialization and other related subjects to enable graduates to assume the responsibilities of an entry-level legal administrative assistant.

### CAREER OPPORTUNITIES

This program prepares graduates for employment opportunities in private law firms, corporate legal departments, and civil service legal positions with various law enforcement departments. Graduates are also prepared for and may choose clerical positions in educational institutions, government offices, hospitals, and insurance companies. Graduates may also act as receptionists, clerk-typists, and word processors, take charge of legal record keeping, and assume other office responsibilities. These are examples of the many opportunities, which may be available to qualified graduates.

Note: Students may be required to take Foundations of Mathematics I and/or II and Foundations of Writing I and/or II based on competency exam scores.

### PROGRAM REQUIREMENTS

Class #	Class Name	Credits
BS110	Business Communications	4
BS150	Business Writing	4
CS111	Computer Information Systems	3
CS131	MS Office Professional I	3
CS256	MS Office Professional II	3
KY100	Keyboarding I	3
KY150	Keyboarding II	3
KY160	Legal Transcription	3
KY200	Keyboarding III	3
KY250	Keyboarding IV	3
LA100	Legal Terminology	4
LA155	Legal Research I	4
LA180	Torts	3
LA196	Constitutional Issues	3
LA201	American Legal Systems	3
LA205	Litigation I	4
LA215	Law Office Procedures and Technology	4
LA255	Ethics for the Law Office	4
PD100	Student Success	1
PD250	Career Development	1
SS140	Interpersonal Relations	4
<b>Total Credit Requirement</b>		<b>67</b>

## DIPLOMA - MASSAGE THERAPY

48 CREDIT HOURS DIPLOMA

This program is not offered at MSB Richfield or at the Minneapolis Learning Site.

### OBJECTIVES

Upon completion of the Massage Therapy diploma program the student will possess the skills and knowledge for entry-level employment as a massage therapist. After successful completion of this program students will be eligible to take the NCETM certification exam offered by the National Certification Board of Therapeutic Massage and Bodywork (NCBTMB) and/or the MBLEx licensing exam offered by the Federation of States Massage Therapy Board (FSMTB). The students will be eligible for professional membership in such associations as the American Massage Therapy Association (AMTA) and the Association of Bodywork and Massage Professionals (ABMP).

Note: Students may be required to take Foundations of Mathematics I and/or II and Foundations of Writing I and/or II based on competency exam scores.

Note: Any student planning to apply for licensure in North Dakota is required to take NS140 Anatomy and Physiology I, NS150 Anatomy and Physiology II, and HS265 Exercise Physiology.

### CAREER OPPORTUNITIES

Graduates will be prepared to enter the field of massage therapy as an entry-level therapist in a variety of professional work settings. After successful completion of this program students will be eligible to take the certification exam offered by the National Certification Board of Therapeutic Massage and Bodywork (NCBTMB) and the Massage and Bodywork Licensing Exam offered by the Federation of States

Massage Therapy Board (FSMTB). Students will be eligible for membership in the American Massage Therapy Association (AMTA) and the Association of Bodywork and Massage Professionals (ABMP).

### PROGRAM REQUIREMENTS

Class #	Class Name	Credits
HS150	Kinesiology	4
HS156	CPR/First Aid/AED	1
MA100	Medical Terminology	4
MA110	Anatomy & Physiology	5
MA120	Health Care Law and Ethics	4
MS106	Swedish Massage	2
MS151	Pathology for Massage Therapists	4
MS152	Pregnancy/Special Population Massage	3
MS153	Myofascial Release	3
MS154	Hot Stone Massage/Spa Techniques	3
MS210	Business of Massage	4
MS215	Deep Tissue/Trigger Point Massage	3
MS256	Introduction to Thai/Energy Work	2
MS270	Sports Massage	3
MS271	Massage Externship	1
PD100	Student Success	1
PD250	Career Development	1
<b>Total Credit Requirement</b>		<b>48</b>