

# MTI COLLEGE CATALOG SUPPLEMENT (REV 5/2/2017)

<b>THE COLLEGE</b> .....	<b>1</b>	<b>DEGREE PROGRAMS</b> .....	<b>41</b>
Mission Statement .....	1	Business Administration.....	41
Vision Statement.....	1	Program Outcomes - Year One .....	42
Core Values.....	1	Program Outcomes - Year Two .....	43
Universal Graduate Outcomes.....	1	Paralegal Studies.....	44
History and Facilities.....	2	Program Outcomes - Year One .....	45
General Program .....	2	Program Outcomes - Year Two.....	47
Accreditation, Approvals, and Affiliations.....	2	Information Technology—Network Administration and	
MTI Memberships, Affiliations.....	2	Security.....	50
Our Policy and Our Practice .....	2	Program Outcomes - Year One .....	51
Career Services.....	2	Program Outcomes - Year Two.....	52
The Board of Trustees.....	3		
Corporate Control .....	3		
<b>CALENDAR</b> .....	<b>4</b>	<b>COURSE DESCRIPTIONS</b> .....	<b>53</b>
Enrollment Schedule .....	4	<b>ADMINISTRATION AND FACULTY</b> .....	<b>64</b>
Schedule of Classes .....	4	Administration .....	64
Holidays.....	4	Faculty.....	65
Paul Mitchell classes resume January 3, 2018; all other			
classes resume on January 8, 2018.....	4	<b>RULES AND POLICIES</b> .....	<b>68</b>
2017 Start/Graduation Dates .....	4	School Rules .....	68
		Academic Honesty.....	68
		Graduation Policy .....	68
		Canceling Enrollment .....	68
		Withdrawal and Refund Policies.....	68
		Academic Freedom Policy .....	69
<b>ENROLLMENT INFORMATION</b> .....	<b>5</b>	<b>GENERAL INFORMATION</b> .....	<b>70</b>
Entrance Requirements.....	5	Consumer Information Service .....	70
Admission Services .....	5	Financial Aid.....	70
Tuition.....	5	Veteran Services.....	70
Transferability of Credit.....	6	Statement of Nondiscrimination.....	70
Student Services and Activities.....	6	Student and Employee Anti-Harassment and	
		Discrimination policy.....	71
		Policy on Accommodation for Disabled .....	71
		Student Complaint and Grievance Procedure.....	72
		Housing.....	73
<b>FINANCIAL AID</b> .....	<b>8</b>		
Financial Aid and Budget Process .....	8		
Student Loan Disbursements .....	9		
Student Loan Default Prevention .....	9		
School Financing .....	9		
Financial Aid Appeal Process .....	9		
<b>DIPLOMA PROGRAMS</b> .....	<b>10</b>		
Technical Support Specialist .....	10		
Information Technology—Network Administration and			
Security (Diploma).....	12		
Information Technology – Systems Administrator .....	14		
A+ Computer Technician .....	16		
Medical Billing and Coding Professional.....	17		
Medical Billing and Coding Specialist .....	19		
Medical Assistant.....	21		
Medical Assistant with Phlebotomy Certificate .....	23		
Medical Office Assistant .....	25		
Medical Office Assistant with Phlebotomy .....	26		
Phlebotomy Technician .....	27		
Accounting Technician.....	28		
Accounting Assistant .....	30		
Business Office Assistant .....	31		
Legal Administrative Assistant .....	32		
Legal Receptionist/Document Administrator .....	34		
Administrative Office Professional.....	35		
Paul Mitchell the School - MTI College Cosmetology			
Program .....	37		
Paul Mitchell the School - MTI College Cosmetology and			
Barbering .....	39		

## Mission Statement

The mission of MTI College is to prepare its students with the knowledge, skills, and confidence necessary for pursuing successful careers. The student population that MTI serves includes the community of recent high school graduates and adult learners in Northern California who demonstrate the potential to benefit from the institution's educational programs.

The specific objectives that support the institution's mission are as follows:

- To equip students with the practical and technical skills required by employers in the community;
- To provide students with the breadth of knowledge and analytical skills needed for advancement in the vocational and professional arenas;
- To empower students to be independent thinkers and effective communicators;
- To instill in students a sense of integrity and inspire them to become lifelong learners.

MTI fulfills its mission, goals, and objectives through diploma programs in law, technology, business administration, healthcare, and cosmetology. Additionally, the college offers a two-year Associate of Applied Science degree in Information Technology – Network Administration, and two-year Associate in Arts degree options in Business Administration and Paralegal Studies.

In support of its mission, MTI allocates the following resources:

- Personal attention provided through a small student/faculty ratio;
- Hands-on training in well-equipped computer application instruction labs;
- Employment-driven programs designed to meet the needs of business and industry through balanced curriculum offerings of skill, knowledge, and general studies;
- Placement assistance for graduates in program-related employment;
- Quality accreditation and approvals to ensure optimum recognition for students completing the programs.

MTI's success at meeting the objectives of its mission is evidenced by the high rates of enrollment, retention, and program-related job placement.

## Vision Statement

The common vision of all MTI College employees is to provide exceptional education and caring support to help students become successfully employed in their field of study.

## Core Values

- Student Success - Our primary goal
- Excellence - Continually pursuing growth and improvement
- Effective Communication - Clear, honest, and timely
- Diversity - Acknowledged, encouraged, and celebrated
- Teamwork - Everyone contributing toward goals
- Integrity - Ethical, compassionate, and fair
- Competence - Confident, knowledgeable, and professional
- Follow-through - Always deliver on commitments

## Universal Graduate Outcomes

As a learner-centered institution, MTI College is committed to preparing its students with the knowledge, skills, and confidence necessary for pursuing successful careers. While our programs are built around outcomes that are specific to a field of study, they also include outcomes that are more universal in nature - knowledge, skills, and confidence that apply to all students, regardless of their major. Upon successful completion of their chosen program of study, MTI College graduates are expected to demonstrate proficiency in the following:

- Written and verbal communication in the student's chosen field of study;
- Problem solving typically required or characteristic of the profession;
- Internal and/or external customer service;
- Responsibility and accountability for independent and group work products;
- Using learning strategies necessary to keep current in the profession and become a lifelong learner;
- Using the technology common to the current business environment to improve individual and organizational performance;
- Behavior that reflects confidence, competence, and professionalism.

## History and Facilities

MTI College was founded in Sacramento in 1965 by Arnold Zimmerman who, in his previous 24-year Air Force career, was convinced of the value of short direct-employment training programs. MTI's sustained growth and success can be explained very simply by its service to the community through counseling, testing, personalized instruction, relevant curriculum, qualified faculty, reasonable fees, and a successful job placement service for graduates.

MTI College is one of the most complete facilities of its kind in the western United States. The college features pleasant classrooms comparable to the offices and buildings in which graduates will work. Equipment is similar to that found in modern work environments. Our campus is one of the very few private colleges in Sacramento designed and built exclusively for private career training. The facilities include labs with industry-current computers and peripheral equipment. Lab classes are typically limited to 23–26 students per class. In addition, MTI offers a modern, comfortable student lounge, Learning Resource Center for students' convenience, and well-lit parking lots.

## General Program

MTI provides training in five primary fields of employment:

- Law
- Information Technology
- Business/Accounting
- Healthcare
- Cosmetology

When applicable, our classes simulate actual job conditions and realistic work situations. Program lengths are determined on the basis of the time required to prepare the average individual for a given job. Course standards are set through constant attention to local employers' needs. Professionalism and confidence are emphasized.

Complete details about the cosmetology program can be found in the *Paul Mitchell The School – MTI College* catalog supplement.

## Accreditation, Approvals, and Affiliations

### Accreditation

MTI College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial, Ste. 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Additional information about accreditation,

including the filing of complaints against member institutions, can be found at [www.accjc.org](http://www.accjc.org).

The MTI Paralegal Studies program is approved by the American Bar Association. Standing Committee on Paralegals, 321 N. Clark Street, 19th Floor, Chicago, IL 60654-7598.

### Approvals

- Approved for Veterans
- U.S. Workforce Innovation and Opportunity Act
- Approved by the U.S. Department of Education for Student Financial Aid Participation
- Approved by the California Student Aid Commission for Cal Grant participation

### MTI Memberships, Affiliations

- National Association of Student Financial Aid Administrators
- California Association of Student Financial Aid Administrators
- California Association of Private Postsecondary Schools
- NCCT (National Center for Competency Testing)
- NFPA (National Federation of Paralegal Associations)
- SVPA (Sacramento Valley Paralegal Association)
- Microsoft Imagine Academy
- NICCS (National Initiative for Cybersecurity Careers and Studies)
- SLSA (Sacramento Legal Secretaries Association)
- AAFPE (American Association for Paralegal Education)
- Paul Mitchell Advanced Education Partner
- American Medical Billers Association
- CompTIA Authorized Academy

## Our Policy and Our Practice

MTI College encourages all individuals to further themselves through education. MTI accepts students on the basis of merit, without regard for race, color, religion, gender, national origin, age, disability, political affiliation, or sexual orientation.

## Career Services

Assisting our graduates secure employment is one of our most important functions. MTI maintains job placement advisors devoted to providing employment search assistance for those who have met their graduation requirements. In addition, MTI's career services are available on a continual basis for graduates in good standing.

Up-to-date monthly placement records and employer references are available for inspection at the college's

career services office. MTI cannot guarantee placement or demand for graduates.

### **The Board of Trustees**

The board of trustees is responsible for directing the institution toward achieving its stated mission. While the board is not responsible for the day-to-day decisions of the institution, it determines all major policies and issues affecting the educational aspects of the institution.

DAVID ALLEN

*MBA, California State University, Sacramento*

David Allen has been actively involved with MTI College since 1982. As Chief Financial Officer, he oversees the operations of the college fiscal departments. He is an experienced institution evaluator for the Accrediting Council for Independent Colleges and Schools and has served the community as a member of the Arden-Arcade Community Planning Advisory Council.

ROY HURD

*BSEE, Heald Engineering College*

Roy Hurd is an accomplished business and community leader. He is known for his active community participation, which includes serving as the director of the Santa Rosa Chamber of Commerce and the Sonoma, Marin, Mendocino, and Lake Counties Better Business Bureau. He has more than 40 years of experience in postsecondary education; currently he is president of Empire College in Santa Rosa, California.

JAMES PARDUN

*MA, University of Nevada, Reno*

James Pardun served as a manager in Sacramento County's Economic Development Department prior to retirement. His responsibilities included business attraction, expansion, and retention; commercial corridor revitalization; and workforce development. Prior to his

tenure with the Economic Development Department, he was the chief of operations for the Sacramento Works Employers Services Department at the Sacramento Employment and Training Agency (SETA), where he coordinated the resources of the Sacramento Training and Response Team (START) to meet the hiring and training needs of area businesses.

JOHN PETERSON

*MA, University of California, Berkeley*

John Peterson served more than 40 years in public and private education as a teacher, administrator, and educational consultant. He served for 11 years as the California State Director for Private Postsecondary Education and 6 years as the Assistant Director for the Accrediting Council for Independent Colleges and Schools.

JOHN ZIMMERMAN

*BS, California State University, Sacramento*

John Zimmerman has 30 years of employment at MTI College, for the past 20 years as the institution's president. In addition to his responsibilities at MTI, he has been a member of the board of directors and the executive committee of the California Association of Private Postsecondary Schools. He is a recognized college admissions consultant and accreditation team evaluator for the Accrediting Council for Independent Colleges and Schools.

### **Corporate Control**

MTI College is a California Corporation (MTI Business Schools of Sacramento, Inc., dba MTI College). John Zimmerman is President, CEO; David Allen, Vice President; Susan Allen, Secretary. The members of the Board of Directors are John Zimmerman, Carolyn Herrington, and Susan Allen.

## Enrollment Schedule

Students may register for most courses at any time. New programs generally begin on a quarterly and semi-quarterly basis. Students should register far enough in advance to allow time for class reservations and scheduling. Shortly after registration, an applicant is notified of final acceptance or any additional condition necessary for admission. The college reserves the right to cancel, change, or postpone classes as required.

For students enrolled in a degree program, advancement to the second year of the program is contingent upon the student's successful completion of the first year coursework and his/her good standing with the institution. The start date of the second year is determined by the date of completion of the first year curriculum and, in part, on student matriculation meeting minimum institutional requirements. Second year tuition, book and supply charges, and payment arrangements (including financial aid awards) will be determined at the time of degree program advancement.

Program offerings detailed in this catalog are subject to change due to employer or market influences. Students who have completed classes that are changed or replaced are not entitled to take the new classes as a part of their original program. In special situations, the president may recommend exceptions to this policy.

## Schedule of Classes

Day and evening classes meet Monday through Friday. Evening students must be available to meet for scheduled classes up to five nights per week. Select classes meet one night a week and during the day on Saturday. Class times are as follows:

8:40 a.m. to 10:20 a.m.  
10:30 a.m. to 12:10 p.m.  
12:40 p.m. to 2:20 p.m.

2:30 p.m. to 4:10 p.m.  
4:20 p.m. to 6:00 p.m.  
6:00 p.m. to 9:30 p.m.

Saturday classes: 8:00 a.m. to 4:00 p.m.

The schedule for the cosmetology program is different from the above. Please see the *Paul Mitchell The School – MTI College* catalog supplement for schedule details.

## Holidays

The school term is continuous for the duration of the individual course. School holidays are as follows:

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents' Day
- Week prior to Easter Sunday (Spring Break)
- Memorial Day\*
- Independence Day
- Labor Day\*
- Veteran's Day
- Thanksgiving Day\* and the following Friday
- Christmas Break, December 25–January 6, 2018  
Paul Mitchell classes resume January 3, 2018; all other classes resume on January 8, 2018

\* *In observance of the holiday, the campus will be closed on Saturday of the holiday weekend.*

Classes meet during all other normal business days. Most starting dates are scheduled every six weeks.

## 2017 Start/Graduation Dates

The following graduation dates are typical for students enrolled in a full-time day program. Actual graduation dates may be influenced by enrollment in the evening, enrollment in special programs, addition of classes to the student's enrollment agreement, re-starts of scheduled classes, partial availability to meet scheduled classes, and other related circumstances. The student should talk with an admissions advisor or dean to calculate his/her individual graduation date.

## Diploma Program – 2017/2018 Start/Graduation Dates

Start Date	18 Weeks	24 Weeks	36 Weeks	48 Weeks
1/9/2017	5/19/2017	6/30/2017	9/22/2017	12/22/2017
2/21/2017	6/30/2017	8/11/2017	11/3/2017	2/16/2018
4/3/2017	8/11/2017	9/22/2017	12/22/2017	3/30/2018
5/22/2017	9/22/2017	11/3/2017	2/16/2018	5/18/2018
7/3/2017	11/3/2017	12/22/2017	3/30/2018	6/29/2018
8/14/2017	12/22/2017	2/16/2018	5/18/2018	8/10/2018
9/25/2017	2/16/2018	3/30/2018	6/29/2018	9/21/2018
11/6/2017	3/30/2018	5/18/2018	8/10/2018	11/2/2018

# ENROLLMENT INFORMATION

## Entrance Requirements

Admission into a program of study is determined through an interview with an admissions advisor at the college. Applicants may make an appointment for an interview by calling the college admissions office. Selecting a training program is a serious matter that should be given proper consideration and planning. MTI College will approve admission for students who demonstrate a potential to benefit from an available curriculum. While each applicant is evaluated on a case-by-case basis, factors typically used to determine potential to benefit include aptitude, attitude, experience, and demeanor.

Formal education and background requirements vary depending on the program. A high school education or its equivalent is required for all programs. This requirement may be satisfied by a high school diploma, GED, the California High School Proficiency Examination (CHSPE),

college degree, or federally recognized equivalent. Prior college or related work experience and/or industry certification is required in the advanced phases of the Paralegal Studies and Information Technology – Network Administration programs. Qualification for admission is determined on an individual basis.

## Admission Services

Admissions personnel are experienced in recommending the proper training needed to prepare individuals for various careers. They are well informed about general job requirements in the Sacramento area. Individual backgrounds, experience levels, aptitudes, and interests vary widely from person to person. For this reason, it is very important that students obtain our recommendation regarding their potential for a career field and the training needed to qualify for that career, prior to making a decision.

## Tuition

Tuition varies depending upon course content. Financial aid and grants are available on the basis of need. The current tuition schedule appears below.

<i>Diploma Programs</i>	<i>Associate Degree Programs</i>	<i>Year 1</i>	<i>Year 2</i>
Technical Support Specialist..... \$15,185	Information Technology—		
Information Technology—	Network Administration and Security .	\$16,100	\$15,150
Network Administration and Security..... \$13,900	Business Administration.....	\$13,900	\$12,880
Information Technology—	Paralegal Studies—		
Systems Administrator.....\$19,000	Traditional Delivery.....	\$16,625	\$15,000
A+ Computer Technician.....\$ 5,440	OnlinePlus Partial Online Delivery.....	N/A	\$15,000
Medical Billing and Coding Professional.....\$15,280			
Medical Billing and Coding Specialist.....\$14,050			
Medical Assistant.....\$12,785			
Medical Assistant with Phlebotomy.....\$14,810			
Medical Office Assistant.....\$10,715			
Medical Office Assistant with Phlebotomy.....\$12,740			
Phlebotomy Technician.....\$3,445			
Accounting Technician.....\$14,720			
Accounting Assistant.....\$6,120			
Business Office Assistant.....\$6,020			
Legal Administrative Assistant.....\$13,175			
Legal Receptionist/Document Admin.....\$5,980			
Administrative Office Professional.....\$13,900			
Cosmetology Diploma.....\$18,000			
Cosmetology and Barbering.....\$19,765			

Registration fee is \$50.

Book and supply charges vary by course and individual need.

Students attending a program that exceeds one academic year will have a portion of their tuition applied to the second academic year period. Effective 1/1/17.

For complete details regarding tuition and supplies for the cosmetology programs, please refer to the Paul Mitchell The School – MTI College catalog supplement.

## **Transferability of Credit**

MTI's mission intends for graduates entering the workforce to be prepared with the knowledge, skills, and confidence necessary to support their success. One way that MTI strives to ensure student success both in the classroom and on the job is by being an outcomes-based institution. This means that in order to receive MTI College credit, students must demonstrate that they can perform the outcomes or skills associated with each MTI class.

The transfer of credits from MTI College to another college is entirely up to the receiving college. MTI does not guarantee or promote that any of its credits will be accepted by another postsecondary institution. It has been the college's experience that other vocation-oriented colleges accept most MTI credits.

## **Credit from Other Institutions**

In many cases, completion of a comparable class at an accredited institution is sufficient to demonstrate previously acquired knowledge and skills. Thus, it is the policy of MTI College to accept comparable credit hours earned in courses taken at accredited institutions, provided that a grade of 2.0 (C) or above was earned. Special conditions may apply to program-specific classes, General Education classes and skills-focused first-year classes; please consult with an admissions advisor for details.

Transfer credits must be directly applicable to the courses required in your MTI program. In addition, transcripts must be on file before transfer credit can be approved. Transfer credit hours that are more than 10 years old are generally not accepted. The college reserves the right to accept or reject any or all credit hours earned at other collegiate institutions. Students may not transfer credit for courses taken at another institution and also receive credit for the same course taken at MTI College. Credits transferred to the college for a degree program cannot exceed 50% of the program's total credit hour content. Note: Students with a college degree (Associates in Arts or Associates in Science, or higher) or substantial college credit may be eligible to bypass the first year of the degree program, even in cases where credits exceed 50% of the program's total credit hours. For a diploma program, no more than 15 credit hours may be accepted as transfer credits. Finally, students who have completed College Board Advanced Placement (AP) exams with scores of 3, 4 or 5 may receive credit for MTI courses. Please consult an admissions advisor for details.

The MTI College academic calendar is based on the quarter system. The conversion of clock hours to credit hours is 10 clock hours of lecture or 30 clock hours of lab

for every hour of credit. Unless otherwise indicated, the college uses the Carnegie system for measurement of academic credit.

## **Test-Out Examinations**

If a student feels that he/she already knows the material in a particular class, the student may have the option to test out of the class and receive course credit in lieu of actually taking the class. Test-out exams assess a student's knowledge and skills based on the objectives and outcomes of the class. The exams broadly cover the same concepts that a student would otherwise learn in the class and may include verbal, written and/or practical portions. Further, the exams focus on skills that students will need in order to be successful in subsequent classes.

Test-out exams may be taken any time prior to starting a class or within one week after the first day of class (for six-week classes), or two weeks after the first day of class (for twelve-week classes). A minimum score of 90% is required to pass the test-out exam. A score below 90% is not considered passing, and the student will be required to take the class. Upon passing the test-out exam, the student will receive an 'A' letter grade for the class and the student will not be required to continue attending the class. No monetary credit will be awarded for passing a test-out exam.

## **Student Services and Activities**

Student services include academic advising, tutoring, financial aid and employment assistance for graduates. MTI offers developmental math and English courses to assist students in building the skills, confidence and knowledge necessary to succeed in their college coursework and on the job. Additionally, the Sacramento area offers an abundance of cultural and recreational activities. Special programs and field trips may be arranged to meet student needs and interests.

The Learning Resource Center (LRC) provides learning assistance, research support, and other services to the students and faculty of MTI College. The goal of the LRC is to provide students and faculty with the resources and services that best support student learning and the achievement of learning outcomes. The center maintains a collection of books, periodicals and other resource materials, and provides access to various online resources and electronic libraries. In addition, a full-time director and helpful staff are available to advise and assist students and faculty.

As an authorized Prometric and PearsonVUE testing center, the LRC offers students the ability to take industry-related certification exams right on campus. MTI's Test Pass Assurance (TPA) programs help students prepare to

sit for their industry certification/licensure exams. In addition, open labs staffed by qualified faculty are scheduled each term to assist students who require additional instructor support.

The college utilizes student advisory focus groups to provide a forum for students to discuss concerns, share ideas, make requests and offer suggestions. The focus groups offer students the opportunity to communicate directly with faculty, staff and administrators and participate in MTI's planning and improvement processes.

Meetings are scheduled on an as-needed basis and all students are welcome to participate.

Finally, the MTI Community Service program encourages students to take an active role in improving their local community, helping others, and practicing volunteerism. While it is not a requirement for being a student or graduating from a program, all students are encouraged to participate in this fulfilling program. Those who do, receive credit on their transcripts for community service.



## Financial Aid and Budget Process

MTI is an eligible institution for federal and state financial aid programs. Financial aid counseling and funding are available for Federal Pell Grants, Federal Supplemental Grants, Federal Work Study, Federal Stafford Student Loans, Cal Grants, and other programs. A full-time financial aid office is available and can provide detailed explanations of these programs and related school policies. For students receiving financial aid or agency assistance, funds will first be applied to the students' tuition and fee accounts. When the accounts are paid in full, excess funds will then be applied to any outstanding student loan balances. Applications are available through the financial aid office.

Financial aid is awarded based on a student's individual need. Students must first complete the Free Application for Federal Student Aid (FAFSA) in order to determine their Expected Family Contribution (EFC). The EFC is the amount that the student and his/her parents are expected to pay toward total college costs. The EFC is subtracted from the student's total college costs and the remaining amount represents the student's "financial need." The process is as follows:

1. College costs are determined using a formula and dollar amounts provided by the California Student Aid Commission. The budget figures are detailed as follows:

<i>Monthly Expenses</i>	<i>Living at Home</i>	<i>Not Living at Home</i>
Tuition and Fees.....Actual		Actual
Books and supplies	\$1,854 per academic year	
Room and Board		
Food/Housing.....	\$583	\$1,477
Personal/Misc.....	\$364	\$334
Transportation .....	\$122	\$137
TOTAL .....	\$1,069	\$1,948

2. The EFC is subtracted from this total to give the student's remaining need.
3. After program eligibility is determined, an estimated student financial award package is prepared using an approved need analysis program based on federal methodology. Aid is awarded, pending eligibility, in the following order:

**Federal Pell Grant**—This program provides need-based grants, which do not need to be repaid. Grant amounts are dependent on the student's EFC, the cost of attendance, the student's enrollment status, and whether the student attends for a full academic year or less.

**Federal Supplemental Educational Opportunity Grant (FSEOG)**—This program provides need-based grants, which do not need to be repaid, to students with exceptional need who are also Federal Pell Grant recipients. FSEOG is campus-based aid and additional eligibility is determined by the MTI financial aid office to allocate funds throughout the award year.

**Federal Direct Stafford Loans**—This program provides federal loans to students to help pay for educational expenses. Nearly all students are eligible to receive Stafford loans regardless of income or credit. Stafford loans may be subsidized by the U.S. government or unsubsidized depending on the student's financial need. Stafford loans must be repaid including any accrued interest and fees.

**Federal Plus Loans**—This program provides federal loans to parents of dependent students to help pay for educational expenses. PLUS loans are credit-based and are available regardless of income or assets. PLUS loans can fund the entire cost of a student's education (less other financial aid).

**Federal Work Study (FWS)**—This is a campus-based aid program that provides job opportunities both on and off-campus for students with financial need, allowing them to earn money to help pay education expenses. FWS employment is further based on job availability, the interview and selection process, and maintaining satisfactory academic progress. Further information and applications (for eligible students) are available in the financial aid office.

**Arnold E. Zimmerman Scholarship Program**—This program was established in honor of Arnold E. Zimmerman, the founder and President (from 1965 through 1986) of MTI College. Students who are considered to have exceptional qualifications and exhibit a justified need for tuition and book assistance are given the highest consideration. Funding for the Arnold E. Zimmerman Scholarship Program is provided through college contributions and awards vary based on the student's specific situation. Scholarship proceeds are disbursed to the recipient's student ledger account at the midway point in his/her program.

**Cal Grant**—Cal Grant awards are state funded monetary grants given to students to help pay for college expenses. Cal Grants do not have to be repaid. The application deadline is March 2nd of each year for awards made the following fall. Students should contact the financial aid office during the application period to apply.

*Note to Cal Grant Recipients:* It is the policy of MTI College to credit all Cal Grant funds directly to the student's account. However, students have the opportunity to request that the Cal Grant B Access and Cal Grant C Book and Supplies portion be paid directly to them for education-related expenses. This request must be made in writing to the financial aid office and will apply to future Cal Grant disbursements. Payments previously applied to the student's account will not be refunded.

### **Student Loan Disbursements**

Award payments are usually made in two installments. Students can expect up to a six-week delay from the time they start school until the time the first loan check is disbursed to their account. The student must maintain satisfactory academic progress during this time. Future disbursements are made after the school has had the opportunity to verify that the student has successfully earned a minimum number of credits. The student may experience delays in having funds disbursed to his/her account if the fund originating source is dilatory in aid processing or if the school requests the student to make improvement in his/her progress. In certain cases, students may have to assume financial liability for tuition and book costs if academic progress is unsatisfactory.

### **Student Loan Default Prevention**

Students who attend with the assistance of a Federal Stafford Loan must realize the seriousness of the

repayment obligation. Loans are the most common form of financial aid used by college students in the United States today. Student loans are an important financial obligation and they must be repaid. Loan repayment typically begins six months after a student's last date of attendance and payments are typically made to the financial organization that is servicing the loan.

Paying off a student loan is a great way to develop a good credit history. However, failure to pay off a student loan will have a lasting negative effect on a credit report. There are options available to students who find they are unable to make timely loan payments. A student may be eligible for a deferment if he/she returns to school, is unemployed, has an economic hardship, or meets other criteria. If a student does not qualify for a deferment, he/she may still be eligible for a forbearance that would temporarily postpone or reduce monthly payments. Students should contact the financial aid office or their loan servicer for more information regarding deferments and forbearances.

### **School Financing**

The institution can authorize regular monthly payments at low interest rates to cover tuition charges to students or families with acceptable credit. Details may be obtained from the admissions staff.

### **Financial Aid Appeal Process**

A student may appeal if he/she has a disagreement about the award after the process has been thoroughly explained. A school financial aid committee will be made available to the student to consider the appeal. If the financial aid committee determines that the award was incorrect in view of current school policy and current regulation, it can be changed.

## Technical Support Specialist

### Objective

To prepare the student for employment in end-user application work, computer operations, technical support, or a related computer field. This program is designed to help students prepare for the CompTIA A+ Certification exams for computer technicians. Exam vouchers are provided to students who meet requirements of the Test Pass Assurance (TPA) program.

Students who successfully complete this program are eligible to be considered for advancement to Year Two of the Information Technology— Network Administration degree program with the addition of M131 B Mathematics Concepts, E111 Developmental Writing, and GE201 English Composition. Please contact the dean for further information.

### Program Outcomes

Upon successful completion of this program, students will be able to do the following:

- Identify, install, and configure computer hardware components.
- Evaluate, deploy, update, and maintain operating system software.
- Apply effective procedures to diagnose, troubleshoot, and resolve hardware and software problems.
- Demonstrate an understanding of fundamental networking concepts and operation.
- Demonstrate familiarity with support and office related policies and procedures including proper communication, documentation, professionalism, and independent and team accountability.
- Communicate end user/customer concerns by evaluating and responding to issues in a courteous, efficient, and constructive manner.
- Deploy virtualization tools to create and manage virtual machines.
- Employ learning strategies necessary to obtain the CompTIA A+ certification.
- Model behavior that reflects confidence, competence and professionalism.

## Technical Support Specialist Program Outline

Courses		Quarter Units	Clock Hours
B112	College Success	1.5	20
B122A	Career Preparation	1.5	20
B122B	Career Preparation	1.5	20
A104	Essential Computer Concepts	2.5	40
DA123	Word Processing Concepts	2.5	40
DA143	Spreadsheet Concepts	2.5	40
DA152	Database Concepts	2.5	40
DA164	Presentation Concepts	2.5	40
E100	English Fundamentals	5.0	60
KB100	Introduction to Keyboarding	0.0	30
M110	Mathematics in Business	3.0	40
M131A	Mathematics Concepts	2.0	20
TS113	Introduction to Technical Support	6.0	80
TS133	Core Hardware for A+ Technicians	6.0	80
TS143	Operating System Technologies for A+ Technicians	6.0	80
TS154	Technical Support Strategies	4.0	80

Note: Computational Math M101 and/or English Mechanics E050 may be added to the program as needed and determined by the admissions process.

49 Quarter Units/730 Clock Hours  
42 Weeks (Day); 60 Weeks (Evening)

Minimum keyboarding graduation requirement: 25 wpm

**For complete program details, please contact an MTI Admissions Advisor.**

# Information Technology—Network Administration and Security (Diploma)

## Objective

The Information Technology - Network Administration and Security program is designed to prepare graduates for a career in system administration. Successful graduates will be able to design, administer, secure, and troubleshoot PC networks utilizing Windows Server operating systems, basic Linux networking, and automation tools such as Windows PowerShell. Classes use Microsoft and CompTIA approved curriculum that is designed to help students prepare for the CompTIA Security+ and Network+ certifications and the rigorous Microsoft Certified Solutions Associate (MCSA) exams. Exam vouchers are provided for students who meet the requirements of the Test Pass Assurance (TPA) program.

In order to qualify for this rigorous program, applicants must provide verification of current or recent employment in the information technology industry or evidence of a related industry certification such as A+ or Microsoft Certified Professional. Due to the level of difficulty of this program, student progress and attendance will be closely monitored. Students must maintain a minimum C grade average and demonstrate excellent class attendance and participation in order to advance through the class series. Students who successfully complete this program are eligible for consideration to pursue an A.A. degree in Business Administration or an A.A.S. degree in Information Technology Network Administration and Security with additional coursework. Please contact the dean for further information.

## Program Outcomes

Upon successful completion of this program, students will be able to do the following:

- Demonstrate an understanding of terminology and functions for network operating systems and network services in a business network.
- Install and upgrade desktop and server operating systems, and configure services, protocols, and access per client specifications.
- Identify, troubleshoot, and resolve network problems utilizing the appropriate tools, utilities and resources.
- Employ learning strategies necessary to obtain Windows Server 2012 MCSA certification through the completion of Microsoft Exam 70-410 Installing and Configuring Windows Server 2012 R2, Exam 70-411 Administering Windows Server 2012 R2, and Exam 70-412 Configuring Advanced Windows Server 2012 Services.
- Demonstrate an understanding of networking terminology and basic network design and maintenance necessary to obtain CompTIA Network+ certification.
- Demonstrate an understanding of Linux technologies, network administration and maintenance.
- Identify network security risks, construct strategies for effective network security, and employ learning strategies necessary to obtain CompTIA Security+ certification.
- Model behavior that reflects confidence, competence, and professionalism.

## Information Technology— Network Administration and Security Program Outline

Courses		Quarter Units	Clock Hours
IT213	Installing and Configuring Windows Server 2012	7.0	80
IT233	Administering Windows Server 2012	5.5	60
IT243	Configuring Advanced Windows Server 2012 Services	5.5	60
IT251	Certification Preparation Strategies	3.0	60
IT276	Fundamental Networking Concepts	5.5	60
IT283	Fundamentals of Linux Administration	5.5	60
IT296	Network Security Concepts	5.5	60
IT251D	Certification Preparation Strategies D	3.0	60

40.5 Quarter Units/500 Clock Hours

48 Weeks (Evening)

Minimum keyboarding graduation requirement: 25 wpm

48 Weeks

**For complete program details, please contact an MTI Admissions Advisor.**

# Information Technology – Systems Administrator

## Objective

The Information Technology - Systems Administrator program is designed to prepare graduates for a career in system administration. Successful graduates will be able to design, administer, and troubleshoot PC networks utilizing Windows Server operating systems, basic Linux networking, and automation tools such as Windows PowerShell. CompTIA courses prepare students for the CompTIA A+, Network+, and Security+ certifications. The Microsoft related classes use Microsoft approved curriculum that is designed to help students prepare for the rigorous Microsoft Certified Solutions Associate (MCSA) Windows Server exams. Exam vouchers are provided for students who meet the requirements of the Test Pass Assurance (TPA) program. MTI College students receive all benefits available to CompTIA Academy Partners and Microsoft Imagine Academy.

Due to the level of difficulty of this program, student progress and attendance will be closely monitored. Students must maintain a minimum C grade average and demonstrate excellent class attendance and participation in order to advance through the class series. Students who successfully complete this program are eligible for consideration to pursue an A.A. degree in Business Administration or an A.A.S. degree in Information Technology Network Administration with additional coursework. Please contact the dean for further information.

## Program Outcomes

Upon successful completion of this program, students will be able to do the following:

- Identify, install, and configure computer hardware components.
- Evaluate, deploy, update, and maintain operating system software.
- Apply effective procedures to diagnose, troubleshoot, and resolve hardware and software problems.
- Communicate end user/customer concerns by evaluating and responding to issues in a courteous, efficient, and constructive manner.
- Employ learning strategies necessary to obtain the CompTIA A+ certification.
- Demonstrate an understanding of terminology and functions for network operating systems and network services in a business network.
- Demonstrate an understanding of virtualization technology implementation and maintenance.
- Install and upgrade desktop and server operating systems, and configure services, protocols, and access per client specifications.
- Identify, troubleshoot, and resolve network problems utilizing the appropriate tools, utilities and resources.
- Employ learning strategies necessary to obtain Windows Server 2012 MCSA certification through the completion of Microsoft Exam 70-410 Installing and Configuring Windows Server 2012 R2, Exam 70-411 Administering Windows Server 2012 R2, and Exam 70-412 Configuring Advanced Windows Server 2012 Services.
- Demonstrate an understanding of networking terminology and basic network design and maintenance necessary to obtain CompTIA Network+ certification.
- Identify network security risks, construct strategies for effective network security, and employ learning strategies necessary to obtain CompTIA Security+ certification.
- Demonstrate an understanding of basic Linux networking setup and maintenance.

## Information Technology – Systems Administrator Program Outline

Courses		Quarter Hours	Clock Hours
KB100	Introduction to Keyboarding	0.0	30
TS113	Introduction to Technical Support	6.0	80
TS133	Core Hardware for A+ Technicians	6.0	80
TS143	Operating Systems Technologies for A+ Technicians	6.0	80
TS154	Technical Support Strategies	4.0	80
IT213	Installing and Configuring Windows Server 2012	7.0	80
IT233	Administering Windows Server 2012	5.5	60
IT243	Configuring Advanced Windows Server 2012 Services	5.5	60
IT251	Certification Preparation Strategies	3.0	60
IT276	Fundamental Networking Concepts	5.5	60
IT283	Fundamentals of Linux Administration	5.5	60
IT296	Network Security Concepts	5.5	60
IT251D	Certification Preparation Strategies D	3.0	60
B122A	Career Preparation	1.5	20
B122B	Career Preparation	1.5	20

65.5 Quarter Units/890 Clock Hours  
72 Weeks (Day); 78 Weeks (Evening)

Minimum keyboarding graduation requirement: 25 wpm  
78 Weeks

Technical Support, keyboarding, and Career Preparation courses can be taken on either a day or evening schedule. All Information Technology (IT) courses will be offered as night classes.

**For complete program details, please contact an MTI Admissions Advisor.**



# A+ Computer Technician

## Objective

To qualify the student for employment in a computer operations or technical support related position.

## Program Outcomes

Upon successful completion of this program, students will be able to do the following:

- Identify, install, and configure computer hardware components.
- Evaluate, deploy, update, and maintain operating system software
- Apply effective procedures to diagnose, troubleshoot, and resolve hardware and software problems
- Demonstrate an understanding of fundamental networking concepts and operation
- Demonstrate familiarity with support and office related policies and procedures including proper communication, documentation, professionalism, and independent and team accountability
- Communicate end user/customer concerns by evaluating and responding to issues in a courteous, efficient, and constructive manner
- Deploy virtualization tools to create and manage virtual machines.
- Employ learning strategies necessary to obtain the CompTIA A+ certification.
- Model behavior that reflects confidence, competence and professionalism.

## A+ Computer Technician Program Outline

Courses		Quarter Units	Clock Hours
TS113	Introduction to Technical Support	6.0	80
TS133	Core Hardware for A+ Technicians	6.0	80
TS143	Operating Systems Technologies for A+ Technicians	6.0	80
TS154	Technical Support Strategies	4.0	80
KB100	Introduction to Keyboarding	0.0	30
B122A	Career Preparation	1.5	20
B122B	Career Preparation	1.5	20

25 Quarter Units/390 Clock Hours  
24 Weeks (Day); 30 Weeks (Night)

Minimum keyboarding graduation requirement: 25 wpm

**For complete program details, please contact an MTI Admissions Advisor.**

# Medical Billing and Coding Professional

## Objective

To qualify students for employment in healthcare office settings with an emphasis on insurance billing, coding, medical records, and administrative front office responsibilities. Students will become proficient in using practice management billing software, electronic health records software, as well as Microsoft Office Suite products. Students will become adept in translating information from patient medical records using ICD-10, CPT, and HCPCS coding standards to provide evidence of medical necessity. This program helps prepare students for Certified Coding Associate (CCA) certification or Certified Medical Reimbursement Specialist (CMRS) certification. Exam vouchers are provided for students who meet the requirements of the Test Pass Assurance program (TPA).

Each course within this program is acceptable for full credit toward MTI College's associate degree in Business Administration. Students who successfully complete this program are eligible to be considered for advancement to Year Two of the A.A. degree program in Business Administration with additional coursework. Please contact the dean for further information.

## Program Outcomes

Upon successful completion of this program, students will be able to do the following:

- Perform administrative activities consistent with a medical office.
- Accurately create, read, understand, and maintain medical records.
- Demonstrate competence and understanding in the use of medical practice management software applications to competently perform the medical billing and coding process.
- Demonstrate competence and understanding of the work flow in a medical office by using Electronic Health Records software.
- Demonstrate an understanding of CPT, HCPCS, ICD-10-CM; ICD10-PCS codes used in Healthcare to competently perform medical billing and coding.
- Employ learning strategies necessary to obtain Certified Coding Associate (CCA) or Certified Medical Reimbursement Specialist (CMRS) certification.
- Model behavior that reflects confidence, competence and professionalism.

## Medical Billing and Coding Professional Program Outline

Courses		Quarter Units	Clock Hours
A121A	Accounting	2.5	40
B122A	Career Preparation	1.5	20
B122B	Career Preparation	1.5	20
DA104	Essential Computer Concepts	2.5	40
DA123	Word Processing Concepts	2.5	40
E105	Healthcare Communication	3.0	40
KB100	Introduction to Keyboarding	0.0	30
KB125	Keyboarding Speed Development	1.0	30
KB150	Computerized 10-Key Skill Development	1.0	30
M110	Mathematics in Business	3.0	40
MO112	The Healthcare Professional	1.5	20
MO126A	Medical Terminology with Anatomy and Physiology A	4.0	50
MO126B	Medical Terminology with Anatomy and Physiology B	4.0	40
MO126C	Medical Terminology with Anatomy and Physiology C	4.0	40
MO130	Medical Office Practice	3.0	40
MO136	Introduction to Medical Insurance and Coding	3.0	40
MO143	Medical Insurance Billing and Claims Processing	3.5	60
MO146	Electronic Health Records	3.5	60
MO158	Procedural Coding	2.5	40
MO161	ICD-10 Diagnoses and Procedure Coding	2.5	40
MO196	Certification Strategies	1.0	20
MB500	Medical Billing and Coding Externship	5.0	160

\*Externship eligibility is partially determined by performance in M0143, M0158 and M0161, which includes demonstrated proficiencies in claims processing and coding skills. Students must submit to a 10-panel drug screening and a criminal background check. Students who do not successfully pass the drug screening and/or have a criminal record may not be eligible for an externship. Externships for evening students are available during the day only.

Note: Computational Math M101 and/or English Mechanics E050 may be added to the program as needed and determined by the admissions process.

56 Quarter Units/940 Clock Hours  
48 Weeks (Day); 66-72 Weeks (Evening)

Minimum keyboarding graduation requirement: 45 wpm

**For complete program details, please contact an MTI Admissions Advisor.**

# Medical Billing and Coding Specialist

## Objective

To qualify students for employment in healthcare office settings with an emphasis on insurance billing, coding, medical records, and administrative front office responsibilities. Students will become proficient in using practice management billing software, electronic health records software, as well as Microsoft Office Suite products. Students will become adept in translating information from patient medical records using CPT, HCPCS and ICD-10 coding standards to provide evidence of medical necessity. This program helps prepare students for Certified Coding Associate (CCA) certification or Certified Medical Reimbursement Specialist (CMRS) certification. Exam vouchers are provided for students who meet the requirements of the Test Pass Assurance program (TPA).

Each course within this program is acceptable for full credit toward MTI College's associate degree in Business Administration. Students who successfully complete this program are eligible to be considered for advancement to Year Two of the A.A. degree program in Business Administration with additional coursework. Please contact the dean for further information.

## Program Outcomes

Upon successful completion of this program, students will be able to do the following:

- Perform administrative activities consistent with a medical office.
- Accurately create, read, understand, and maintain medical records.
- Demonstrate competence and understanding in the use of medical practice management software applications to competently perform the medical billing and coding process.
- Demonstrate competence and understanding of the work flow in a medical office by using Electronic Health Records software.
- Demonstrate an understanding of CPT, HCPCS, ICD-10-CM; ICD10-PCS codes used in Healthcare to competently perform medical billing and coding.
- Employ learning strategies necessary to obtain Certified Coding Associate (CCA) or Certified Medical Reimbursement Specialist (CMRS) certification.
- Model behavior that reflects confidence, competence and professionalism.

## Medical Billing and Coding Specialist Program Outline

Courses		Quarter Units	Clock Hours
A121A	Accounting	2.5	40
122A	Career Preparation	1.5	20
B122B	Career Preparation	1.5	20
DA104	Essential Computer Concepts	2.5	40
DA123	Word Processing Concepts	2.5	40
E105	Healthcare Communication	3.0	40
KB100	Introduction to Keyboarding	0.0	30
KB125	Keyboarding Speed Development	1.0	30
KB150	Computerized 10-Key Skill Development	1.0	30
M110	Mathematics in Business	3.0	40
MO112	The Healthcare Professional	1.5	20
MO126A	Medical Terminology with Anatomy and Physiology A	4.0	50
MO126B	Medical Terminology with Anatomy and Physiology B	4.0	40
MO126C	Medical Terminology with Anatomy and Physiology C	4.0	40
MO130	Medical Office Practice	3.0	40
MO136	Introduction to Medical Insurance and Coding	3.0	40
MO143	Medical Insurance Billing and Claims Processing	3.5	60
MO146	Electronic Health Records	3.5	60
MO158	Procedural Coding	2.5	40
MO161	ICD-10 Diagnoses and Procedure Coding	2.5	40
MO196	Certification Strategies	1.0	20

Note: Computational Math M101 and/or English Mechanics E050 may be added to the program as needed and determined by the admissions process.

51 Quarter Units/780 Clock Hours

42 Weeks (Day); 60-66 Weeks (Evening)

Minimum keyboarding graduation requirement: 45 wpm

**For complete program details, please contact an MTI Admissions Advisor.**

# Medical Assistant

## Objective

To prepare students for employment in a variety of medical settings including doctors' offices, clinics, and other healthcare environments. The program offers comprehensive training in administrative, clinical, and laboratory procedures and includes a 160-hour externship in an ambulatory healthcare setting where students will gain valuable practical hands-on experience. Students will build a foundation in medical terminology, anatomy and physiology, pharmacology, and the proper protocols and procedures used in clinical and laboratory environments. Students will also study front-office practices including coding and billing procedures, patient relations, and medical law and ethics. This program helps prepare students for California Certified Medical Assistant (CCMA) certification. Exam vouchers are provided for students who meet the requirements of the Test Pass Assurance program (TPA).

Each course within this program is acceptable for full credit toward MTI College's associate degree in Business Administration. Students who successfully complete this program are eligible to be considered for advancement to Year Two of the A.A. degree program in Business Administration with additional coursework. Please contact the dean for further information.

## Program Outcomes

Upon successful completion of this program, students will be able to do the following:

- Accurately create, read, understand, and maintain medical records.
- Use ICD-10 and CPT coding books to properly code diagnoses and procedures.
- Demonstrate the ability to follow OSHA's Universal Precautions while performing lab procedures.
- Apply the concepts of basic pharmacology to determine drug dosages, side effects, and alternatives.
- Accurately determine dosage calculations.
- Use proper procedures for diagnostic testing.
- Perform invasive procedures according to proper guidelines.
- Perform venipuncture, butterfly technique, finger sticks, and injections according to proper guidelines.
- Consistently comply with all HIPAA standards.
- Perform CPR on adults, children, and infants following current industry standards and regulations.
- Employ learning strategies necessary to obtain California Certified Medical Assistant certification (CCMA).
- Model behavior that reflects confidence, competence and professionalism.

## Medical Assistant Program Outline

Courses		Quarter Units	Clock Hours
B122A	Career Preparation	1.5	20
B122B	Career Preparation	1.5	20
DA104	Essential Computer Concepts	2.5	40
E105	Healthcare Communication	3.0	40
KB100	Introduction to Keyboarding	0.0	30
MO111	Math for Medical Students	3.0	30
MO112	The Healthcare Professional	1.5	20
MO126A	Medical Terminology with Anatomy and Physiology A	4.0	50
MO126B	Medical Terminology with Anatomy and Physiology B	4.0	40
MO126C	Medical Terminology with Anatomy and Physiology C	4.0	40
MO130	Medical Office Practice	3.0	40
MO136	Introduction to Medical Insurance and Coding	3.0	40
MO171	Clinical Assisting	4.0	60
MO181	Laboratory Assisting I	4.0	60
MO186	Laboratory Assisting II	4.0	60
MO190	CCMA Certification Strategies	1.0	20
MO500*	Medical Externship	5.0	160

\* Externship eligibility is partially determined by performance in M0181 and M0186, which includes demonstrated proficiencies in laboratory skill sets. Students must submit to a 10-panel drug screening and a criminal background check. Students who do not successfully pass the drug screening and/or have criminal records may not be eligible for an externship. Externships for evening students are available during the day only.

Note: Computational Math M101 and/or English Mechanics E050 may be added to the program as needed and determined by the admissions process.

49 Quarter Units/770 Clock Hours  
42 Weeks (Day); 54-60 Weeks (Evening)

Minimum keyboarding graduation requirement: 25 wpm

**For complete program details, please contact an MTI Admissions Advisor.**

# Medical Assistant with Phlebotomy Certificate

## Objective

To prepare students for employment in a variety of medical settings, including doctors' offices, clinics, and other healthcare environments. The program offers comprehensive training in administrative, clinical, venipuncture, and laboratory procedures. Two externships are included: a 160-hour externship\*\* in a healthcare setting where students gain practical, hands-on-experience performing the duties of a medical assistant, and a phlebotomy externship in a clinical lab setting where students gain valuable experience performing phlebotomy collection on patients of varying ages and health. The phlebotomy externship is a minimum of 40 hours.

Students will build a foundation in medical terminology, anatomy, and physiology, pharmacology, and the proper protocols and procedures used in clinical and laboratory environments. Students will also study front-office practices, including coding and billing procedures, patient relations, and medical law and ethics. Students who successfully complete this program and pass a certification exam offered by a state-recognized provider such as the National Center for Competency Testing (NCCT), meet the requirements to apply for licensure as a Certified Phlebotomy Technician (CPT1) with the State of California. This program also helps prepare students for California Certified Medical Assistant (CCMA) certification. Exam vouchers are provided for students who meet the requirements of MTI's Phlebotomy Test Pass Assurance program (TPA) and the Test Pass Assurance program (TPA).

Each course within this program is acceptable for full credit toward MTI College's associate degree in Business Administration. Students who successfully complete this program are eligible to be considered for advancement to Year Two of the A.A. degree program in Business Administration with additional coursework. Please contact the dean for further information.

## Program Outcomes

Upon successful completion of this program, students will be able to do the following:

- Accurately create, read, understand, and maintain medical records.
- Use ICD-10 and CPT coding books to properly code diagnoses and procedures.
- Demonstrate the ability to follow OSHA's Universal Precautions while performing lab procedures.
- Apply the concepts of basic pharmacology to determine drug dosages, side effects, and alternatives.
- Accurately determine dosage calculations.
- Use proper procedures for diagnostic testing.
- Perform invasive procedures according to proper guidelines.
- Perform venipuncture, butterfly technique, finger sticks, and injections according to proper guidelines.
- Consistently comply with all HIPAA standards.
- Perform CPR on adults, children, and infants following current industry standards and regulations.
- Perform blood collection procedures based on the California Phlebotomy regulations.
- Employ learning strategies necessary to obtain California Certified Medical Assistant certification (CCMA).
- Model behavior that reflects confidence, competence and professionalism.



## Medical Assistant with Phlebotomy Certificate Program Outline

Courses		Quarter Units	Clock Hours
B122A	Career Preparation	1.5	20
B122B	Career Preparation	1.5	20
DA104	Essential Computer Concepts	2.5	40
E105	Healthcare Communication	3.0	40
KB100	Introduction to Keyboarding	0.0	30
MO111	Math for Medical Students	3.0	30
MO112	The Healthcare Professional	1.5	20
MO126A	Medical Terminology with Anatomy and Physiology A	4.0	50
MO126B	Medical Terminology with Anatomy and Physiology B	4.0	40
MO126C	Medical Terminology with Anatomy and Physiology C	4.0	40
MO130	Medical Office Practice	3.0	40
MO136	Introduction to Medical Insurance & Coding	3.0	40
MO171	Clinical Assisting	4.0	60
MO181	Laboratory Assisting I	4.0	60
MO186	Laboratory Assisting II	4.0	60
MO190	CCMA Certification Strategies	1.0	20
MO500**	Medical Externship	5.0	160
PH100*	Phlebotomy	5.0	60
PH500*	Phlebotomy Externship	2.0	40-160*

\* Externship eligibility is partially determined by performance in M0181 and M0186, which includes demonstrated proficiencies in laboratory skill sets. Students must submit to a 10-panel drug screening and a criminal background check. Students who do not successfully pass the drug screening and/or have criminal records may not be eligible for an externship. Externships for evening students are available during the day only.

Note: Computational Math M101 and/or English Mechanics E050 may be added to the program as needed and determined by the admissions process.

56 Quarter Units/-870 - 990 Clock Hours  
54 Weeks (Day); 66-72 Weeks (Evening)

Minimum keyboarding graduation requirement: 25 wpm

**For complete program details, please contact an MTI Admissions Advisor.**

# Medical Office Assistant

## Objective

To prepare students for employment in a variety of medical settings including doctors' offices, clinics, and other healthcare environments.

## Program Outcomes

Upon successful completion of this program, students will be able to do the following:

- Accurately create, read, understand, and maintain medical records.
- Use ICD-10 and CPT coding books to properly code diagnoses and procedures.
- Demonstrate the ability to follow OSHA's Universal Precautions while performing lab procedures.
- Apply the concepts of basic pharmacology to determine drug dosages, side effects, and alternatives.
- Accurately determine dosage calculations.
- Use proper procedures for diagnostic testing.
- Perform invasive procedures according to proper guidelines.
- Perform venipuncture, butterfly technique, finger sticks, and injections according to proper guidelines.
- Consistently comply with all HIPAA standards.
- Perform CPR on adults, children, and infants following current industry standards and regulations.
- Model behavior that reflects confidence, competence and professionalism.

## Medical Office Assistant Program Outline

Courses	Quarter Units	Clock Hours
B122A Career Preparation	1.5	20
B122B Career Preparation	1.5	20
DA104 Essential Computer Concepts	2.5	40
E105 Healthcare Communication	3.0	40
KB100 Introduction to Keyboarding	0.0	30
MO111 Math for Medical Students	3.0	30
MO112 The Healthcare Professional	1.5	20
MO126A Medical Terminology with Anatomy and Physiology A	4.0	50
MO126B Medical Terminology with Anatomy and Physiology B	4.0	40
MO126C Medical Terminology with Anatomy and Physiology C	4.0	40
MO130 Medical Office Practice	3.0	40
MO136 Introduction to Medical Insurance and Coding	3.0	40
MO171 Clinical Assisting	4.0	60
MO181 Laboratory Assisting I	4.0	60
MO186 Laboratory Assisting II	4.0	60
MO190 CCMA Certification Strategies	1.0	20

Note: Computational Math M101 and/or English Mechanics E050 may be added to the program as needed and determined by the admissions process.

44 Quarter Units/610 Clock Hours  
36 Weeks (Day); 48-54 Weeks (Evening)

Minimum keyboarding graduation requirement: 25 wpm

**For complete program details, please contact an MTI Admissions Advisor.**

# Medical Office Assistant with Phlebotomy

## Objective

To prepare students for employment in a variety of medical settings including doctors' offices, clinics, and other healthcare environments.

## Program Outcomes

Upon successful completion of this program, students will be able to do the following:

- Accurately create, read, understand, and maintain medical records.
- Use ICD-10 and CPT coding books to properly code diagnoses and procedures.
- Demonstrate the ability to follow OSHA's Universal Precautions while performing lab procedures.
- Apply the concepts of basic pharmacology to determine drug dosages, side effects, and alternatives.
- Accurately determine dosage calculations.
- Use proper procedures for diagnostic testing.
- Perform invasive procedures according to proper guidelines.
- Perform venipuncture, butterfly technique, finger sticks, and injections according to proper guidelines.
- Consistently comply with all HIPAA standards.
- Perform CPR on adults, children, and infants following current industry standards and regulations.
- Model behavior that reflects confidence, competence and professionalism.

## Medical Office Assistant with Phlebotomy Program Outline

Courses		Quarter Units	Clock Hours
B122A	Career Preparation	1.5	20
B122B	Career Preparation	1.5	20
DA104	Essential Computer Concepts	2.5	40
E105	Healthcare Communication	3.0	40
KB100	Introduction to Keyboarding	0.0	30
MO111	Math for Medical Students	3.0	30
MO112	The Healthcare Professional	1.5	20
MO126A	Medical Terminology with Anatomy and Physiology A	4.0	50
MO126B	Medical Terminology with Anatomy and Physiology B	4.0	40
MO126C	Medical Terminology with Anatomy and Physiology C	4.0	40
MO130	Medical Office Practice	3.0	40
MO136	Introduction to Medical Insurance and Coding	3.0	40
MO171	Clinical Assisting	4.0	60
MO181	Laboratory Assisting I	4.0	60
MO186	Laboratory Assisting II	4.0	60
MO190	CCMA Certification Strategies	1.0	20
PH100	Phlebotomy	5.0	60
PH500	Phlebotomy Externship	2.0	40-160

Note: Computational Math M101 and/or English Mechanics E050 may be added to the program as needed and determined by the admissions process.

51 Quarter Units/710-830 Clock Hours  
48 Weeks (Day); 60-66 Weeks (Evening)

Minimum keyboarding graduation requirement: 25 wpm

**For complete program details, please contact an MTI Admissions Advisor.**

# Phlebotomy Technician

## Objective

To qualify the student for employment in phlebotomy related positions.

## Program Outcomes

Upon successful completion of this program, students will be able to do the following:

- Demonstrate ability to follow OSHA's Universal Precautions while performing lab procedures.
- Perform blood collection procedures based on the California Phlebotomy regulations.
- Consistently comply with all HIPAA standards.
- Model behavior that reflects confidence, competence and professionalism.

## Phlebotomy Technician Program Outline

Courses		Quarter Units	Clock Hours
PH100	Phlebotomy	5.0	60
PH500	Phlebotomy Externship	2.0	40-160

7.00 Quarter Units/100-220 Clock Hours  
14 weeks plus externship (Day)

**For complete program details, please contact an MTI Admissions Advisor.**

*PLEASE NOTE: Students enrolled in the Phlebotomy program are not eligible for financial aid or job placement services.*

# Accounting Technician

## Objective

To qualify the student for employment in entry-level bookkeeping/accounting operations. Students will gain knowledge of computerized applications, including the Microsoft Office Suite.

Each course within this program is acceptable for full credit toward MTI College's associate degree in Business Administration. Students who successfully complete this program are eligible to be considered for advancement to Year Two of the A.A. degree program in Business Administration with additional coursework. Please contact the dean for further information.

## Program Outcomes

Upon successful completion of this program, students will be able to do the following:

- Perform fundamental accounting procedures including journalizing transactions, preparing financial statements, and completing bank reconciliations.
- Effectively use QuickBooks and Microsoft Office software to create reports, perform financial transactions, and complete tasks typically found in a business environment.
- Prepare payroll reports in compliance with federal, state and local tax law.
- Perform the full accounting cycle for a merchandising business.
- Communicate key accounting information effectively and precisely.
- Act independently and as a team member to complete required projects and tasks effectively and within stated deadlines.
- Model behavior that reflects confidence, competence and professionalism.

## Accounting Technician Program Outline

Courses		Quarter Units	Clock Hours
A121A	Accounting	2.5	40
A121B	Accounting	1.5	20
A130	Advanced Accounting	2.0	30
A141	Payroll Accounting	2.5	40
A150	Computerized Accounting	3.0	40
A160	Accounting with Spreadsheets	3.0	40
A500	Accounting Integration	1.0	20
B112	College Success	1.5	20
B122A	Career Preparation	1.5	20
B122B	Career Preparation	1.5	20
DA104	Essential Computer Concepts	2.5	40
DA123	Word Processing Concepts	2.5	40
DA143	Spreadsheet Concepts	2.5	40
DA152	Database Concepts	2.5	40
DA164	Presentation Concepts	2.5	40
E100	English Fundamentals	5.0	60
E111	Developmental Writing	1.5	20
KB100	Introduction to Keyboarding	0.0	30
KB125	Keyboarding Speed Development	1.0	30
KB150	Computerized 10-Key Skill Development	1.0	30
M110	Mathematics in Business	3.0	40

Note: Computational Math M101 and/or English Mechanics E050 may be added to the program as needed and determined by the admissions process.

44 Quarter Units/700 Clock Hours  
42 Weeks (Day)

Minimum keyboarding graduation requirement: 35 wpm

**For complete program details, please contact an MTI Admissions Advisor.**

# Accounting Assistant

## Objective

To prepare the student for entry-level positions as an accounting assistant, accounts payable clerk, accounts receivable clerk, and bookkeeping operations.

## Program Outcomes

Upon successful completion of this program, students will be able to do the following:

- Perform fundamental accounting procedures including journalizing transactions, preparing financial statements, and completing bank reconciliation.
- Effectively use QuickBooks and Microsoft Office software to create reports, perform financial transactions, and complete tasks typically found in a business environment.
- Prepare payroll reports in compliance with federal, state, and local tax law.
- Perform the full accounting cycle for a merchandising business.
- Communicate key accounting information effectively and precisely.
- Act independently and as a team member to complete required projects and tasks effectively and within stated deadlines.
- Model behavior that reflects confidence, competence and professionalism.

## Accounting Assistant Program Outline

Courses		Quarter Units	Clock Hours
A121A	Accounting	2.5	40
A121B	Accounting	1.5	20
A130	Advanced Accounting	2.0	30
A141	Payroll Accounting	2.5	40
A150	Computerized Accounting	3.0	40
A160	Accounting with Spreadsheets	3.0	40
A500	Accounting Integration	1.0	20
B112	College Success	1.5	20
B122A	Career Preparation	1.5	20
B122B	Career Preparation	1.5	20
DA143	Spreadsheet Concepts	2.5	40
KB100	Introduction to Keyboarding	0.0	30
KB125	Keyboarding Speed Development	1.0	30
KB150	Computerized 10 Key Skill Development	1.0	30

24.5 Quarter Units/420 Clock Hours

24-36 Weeks (Day)

Minimum keyboarding graduation requirement: 35 net wpm

**For complete program details, please contact an MTI Admissions Advisor.**

# Business Office Assistant

## Objective

To qualify the student for employment in a business office position utilizing word processing applications.

## Program Outcomes

Upon successful completion of this program, students will be able to do the following:

- Compose clear, organized business documents, including professional letters and memos tailored to a specific audience.
- Create and present professional presentations with appropriate visual aids.
- Apply appropriate problem solving skills to situations common to the business environment.
- Model behavior that reflects confidence, competence and professionalism.

## Business Office Assistant Program Outline

Courses		Quarter Units	Clock Hours
A121A	Accounting	2.5	40
B112	College Success	1.5	20
B122A	Career Preparation	1.5	20
B122B	Career Preparation	1.5	20
DA104	Essential Computer Concepts	2.5	40
DA123	Word Processing Concepts	2.5	40
DA143	Spreadsheet Concepts	2.5	40
DA164	Presentation Concepts	2.5	40
E100	English Fundamentals	5.0	60
E111	Developmental Writing	1.5	20
KB100	Introduction to keyboarding	0.0	30
KB125	Keyboarding Speed Development	1.0	30

24.5 Quarter Units/400 Clock Hours

18 Weeks Day/36 Weeks Night

Minimum keyboarding graduation requirement: 45 net wpm

**For complete program details, please contact an MTI Admissions Advisor.**



# Legal Administrative Assistant

## Objective

To qualify the student for employment in various office settings, with an emphasis in law office-related work. Students will become proficient in the use of the Microsoft Office Suite products included in the program.

Each course within this program is acceptable for full credit toward MTI College's associate degree in Business Administration or Paralegal Studies. Students who successfully complete this program are eligible to be considered for advancement to Year Two of the A.A. degree program in Business Administration or Year Two of the A.A. degree program in Paralegal Studies with additional coursework. Please contact the dean for further information.

## Program Outcomes

Upon successful completion of this program, students will be able to do the following:

- Use technology and writing skills to produce legal documents, judicial council forms, memoranda, local court forms, and correspondence in accordance with legal standards to identify correctly completed assignments in the area of litigation.
- Apply general knowledge of the California practice and procedure, primarily focus on the areas of litigation, terminology, and office procedures to work effectively in a legal environment.
- Apply organizational, communication, problem-solving, and critical thinking skills to effectively address routine and novel situations, through written and verbal communication, including grammar, punctuation, spelling, word usage, and sentence structure.
- Demonstrate proficiency in the ability to evaluate facts and situations logically and to reach rational conclusions; understanding of accepted professional standards of conduct.
- Use proficiency in records management, office equipment and supplies management, computer technology, office etiquette, and personnel management.
- Apply general knowledge of accounting terminology, principles, account management, and arithmetical calculations which might be performed in a law office or legal department.
- Model behavior that reflects confidence, competence and professionalism.

## Legal Administrative Assistant Program Outline

Courses		Quarter Units	Clock Hours
A121A	Accounting	2.5	40
A150	Computerized Accounting	3.0	40
B112	College Success	1.5	20
B122A	Career Preparation	1.5	20
B122B	Career Preparation	1.5	20
DA104	Essential Computer Concepts	2.5	40
DA123	Word Processing Concepts	2.5	40
DA143	Spreadsheet Concepts	2.5	40
E100	English Fundamentals	5.0	60
E111	Developmental Writing	1.5	20
GE201	English Composition	5.25	60
KB100	Introduction to Keyboarding	0.0	30
KB125	Keyboarding Speed Development	1.0	30
L110A	Beginning Legal Terminology & Office Procedures	1.5	20
L110B	Beginning Legal Litigation	1.5	20
L115A	Advanced Legal Litigation	1.5	20
L115B	Basic Legal Calendaring	1.5	20
M110	Mathematics in Business	3.0	40

Note: Computational Math M101 and/or English Mechanics E050 may be added to the program as needed and determined by the admissions process.

39.25 Quarter Units/580 Clock Hours  
36 Weeks (Day); 54 Weeks (Evening)

Keyboarding graduation speed goal: 55 wpm

**For complete program details, please contact an MTI Admissions Advisor.**

# Legal Receptionist/Document Administrator

## Objective

To qualify the student for employment in various office settings, with an emphasis in law office-related work.

## Program Outcomes

Upon successful completion of this program, students will be able to do the following:

- Use technology and writing skills to produce legal documents, judicial council forms, memoranda, local court forms, and correspondence in accordance with legal standards to identify correctly completed assignments in the area of litigation.
- Apply general knowledge of the California practice and procedure, primarily focus on the areas of litigation, terminology, and office procedures to work effectively in a legal environment.
- Apply organizational, communication, problem-solving, and critical thinking skills to effectively address routine and novel situations, through written and verbal communication, including grammar, punctuation, spelling, word usage, and sentence structure.
- Demonstrate proficiency in the ability to evaluate facts and situations logically and to reach rational conclusions; understanding of accepted professional standards of conduct.
- Model behavior that reflects confidence, competence and professionalism.

## Legal Receptionist/Document Administrator Program Outline

Courses		Quarter Units	Clock Hours
L110A	Beginning Legal Terminology & Office Procedures	1.5	20
L110B	Beginning Legal Litigation	1.5	20
L115A	Advanced Legal Litigation	1.5	20
L115B	Basic Legal Calendaring	1.5	20
DA104	Essential Computer Concepts	2.5	40
DA123	Word Processing Concepts	2.5	40
DA143	Spreadsheet Concepts	2.5	40
E100	English Fundamentals	5.0	60
E111	Developmental Writing	1.5	20
B112	College Success	1.5	20
B122A	Career Preparation	1.5	20
B122B	Career Preparation	1.5	20
KB100	Introduction to Keyboarding	0.0	30
KB125	Keyboarding Speed Development	1.0	30

25.5 Quarter Units/400 Clock Hours  
30 Weeks (Day); 36 Weeks (Evening)

Minimum graduation speed requirement: 45 net wpm

**For complete program details, please contact an MTI Admissions Advisor.**

# Administrative Office Professional

## Objective

To qualify the student for employment in entry-level positions in office administration. Students will gain knowledge of computerized business applications including the Microsoft Office Suite.

Each course within this program is acceptable for full credit toward MTI College's associate degree in Business Administration. Students who successfully complete this program are eligible to be considered for advancement to Year Two of the A.A. degree program in Business Administration. Please contact the dean for further information.

## Program Outcomes

Upon successful completion of this program, students will be able to do the following:

- Compose clear, organized business documents, including professional letters and memos tailored to a specific audience.
- Perform fundamental accounting procedures including journalizing transactions, preparing financial statements, and completing bank reconciliations.
- Create and present professional presentations with appropriate visual aids.
- Use Microsoft Office Applications to execute, maintain, and improve office operations.
- Apply customer service, problem solving, and interpersonal skills to business situations.
- Model behavior that reflects confidence, competence and professionalism.

## Administrative Office Professional Program Outline

Courses		Quarter Units	Clock Hours
A121A	Accounting	2.5	40
A121B	Accounting	1.5	20
A150	Computerized Accounting	3.0	40
A160	Accounting with Spreadsheets	3.0	40
B112	College Success	1.5	20
B122A	Career Preparation	1.5	20
B122B	Career Preparation	1.5	20
DA104	Essential Computer Concepts	2.5	40
DA123	Word Processing Concepts	2.5	40
DA143	Spreadsheet Concepts	2.5	40
DA152	Database Concepts	2.5	40
DA164	Presentation Concepts	2.5	40
E100	English Fundamentals	5.0	60
E111	Developmental Writing	1.5	20
GE201	English Composition	5.25	60
KB100	Introduction to Keyboarding	0.0	30
KB125	Keyboarding Speed Development	1.0	30
M110	Mathematics in Business	3.0	40
M131A	Mathematics Concepts	2.0	20
M131B	Mathematics Concepts	2.0	20

Note: Computational Math M101 and/or English Mechanics E050 may be added to the program as needed and determined by the admissions process.

46.75 Quarter Units/680 Clock Hours

42 Weeks (Day); 60 Weeks (Evening)

Minimum keyboarding graduation requirement: 45 wpm

**For complete program details, please contact an MTI Admissions Advisor.**

# **Paul Mitchell the School - MTI College Cosmetology Program**

## **Objective**

To prepare future professionals with the knowledge and skills necessary to become licensed cosmetologists through the State of California and launch careers in the field of cosmetology. The program follows the highly successful Paul Mitchell-approach toward developing a full range of professional skills in hair, skin, and nail care as well as in client relations, retail sales, and the fundamentals of salon management. As future professionals move through each phase of the program, they will successfully demonstrate the knowledge, skills, and confidence they have acquired in the classroom and on the clinic floor.

## **Program Outcomes**

Upon successful completion of this program, students will be able to do the following:

- Demonstrate an understanding of the laws and rules regulating the cosmetology industry in the State of California.
- Discuss and apply the scientific aspects of cosmetology, including anatomy and physiology, chemistry and bacteriology to their professional activities.
- Follow general sanitation procedures and safety guidelines as applied to all aspects of hair, skin and nail care.
- Consistently apply appropriate Paul Mitchell systems techniques in the following areas:
  - Hair cutting and styling;
  - Hair coloring, permanent waving, chemical relaxing, and other scalp and hair treatments;
  - Skin care treatments and the application of cosmetics;
  - Manicures, pedicures and advanced nail techniques.
- Make appropriate product recommendations and properly advise customers on the product's use and safety.
- Apply fundamental business practices to a salon environment, including customer service, and retail skills.
- Demonstrate an understanding of service and sales techniques.
- Demonstrate an understanding of the skills needed for building and retaining clientele.
- Demonstrate an understanding of California state requirements and procedures for licensed Cosmetologists.

## Paul Mitchell The School - MTI College Cosmetology Program Outline

Courses		Quarter Units	Clock Hours
C103	CORE	8.0	200
C305	Adaptive A	10.0	250
C306	Adaptive B	14.0	350
C402A	Creative A	4.0	100
C402B	Creative B	14.0	350
C402C	Creative C	14.0	350

64 Quarter Units/1600 Clock Hours  
48 Weeks (Day); 76 Weeks (Evening)

Note: Future professionals may add the Advanced Makeup course (C450) to their program; however, the course is not eligible for financial aid. A quarterly payment plan is available. Please contact an MTI Admissions Advisor for more information.

**For complete program details, please contact an MTI Admissions Advisor and review the Paul Mitchell The School – MTI College catalog supplement.**

# Paul Mitchell the School - MTI College Cosmetology and Barbering

## Objective

To prepare future professionals with the knowledge and skills necessary to become licensed cosmetologists or barbers through the State of California. The program follows the highly successful Paul Mitchell-approach toward developing a full range of professional skills in hair, skin, and nail care as well as in client relations, retail sales, and the fundamentals of salon management. As future professionals move through each phase of the program, they will successfully demonstrate the knowledge, skills, and confidence they have acquired in the classroom and on the clinic floor.

## Program Description

The Cosmetology and Barbering Program is a comprehensive program that is based on the requirements set forth by the State of California Board of Barbering and Cosmetology and meets all educational requirements (instruction and required operations) for becoming a licensed cosmetologist and/or a barber in the State of California. The total length of the program is 1800 hours. Upon successful completion, future professionals will earn a diploma in Cosmetology and Barbering and will be eligible to pursue licensure with the State of California. *Please note: Students must qualify, apply for, and pass the cosmetology and barbering licensure exams separately.*

All students considered for enrollment into the Cosmetology and Barbering program must possess a positive attitude and an ability to benefit from the program, and demonstrate good attendance, a cooperative work style and a strong work ethic. At admissions, the future professional will enroll in the Cosmetology program. The future professional will attend the CORE, protégé, and adaptive portions of the cosmetology program, and at the 1400-hour mark of instruction, the future professional's eligibility to transfer to the Barbering and Cosmetology program will be assessed.

## Eligibility Criteria

Future professionals will have the ability to transfer to the Barbering and Cosmetology program under the following conditions:

- The future professional meets/met the eligibility criteria noted below at the 1400-hour mark of instruction.
- Eligibility Criteria
  - Overall attendance rate of 95% or higher.
  - A minimum of 80 paid "service guests" between the 200-hour and 1400-hour marks in the program.
  - All theory exams completed and passed with a score of 90% or higher.
  - All worksheets 100% completed.
  - No documented Advisory concerns.

If the prospective future professional meets the criteria at the 1400-hour mark of instruction, he/she will be eligible to transfer to the Barbering and Cosmetology program as follows:

- Additional tuition and supply charges for barbering-related items not included in the original cosmetology kit will be covered by grant monies and/or institutional scholarship.
- The future professional will be required to pay for replacement items that were in the original cosmetology kit but may have been lost or worn out.
- The future professional's program will be changed to Cosmetology and Barbering.
- Typically, the barbering component will begin after the 1600-hour cosmetology curriculum and Final Phase have been completed.
- If there is an extended period of time separating the time the future professional completes his/her cosmetology requirements and the time the barbering component is scheduled to begin, the future professional may be placed on a leave of absence as allowed by the US Department of Education. Should the time exceed what is allowed, the future professional may take the Barbering Crossover course within two years of completing his/her cosmetology requirements. Additional tuition and supply charges for barbering-related items not included in the original cosmetology kit will be covered by grant monies and/or institutional scholarship. The future professional will be required to pay for replacement items that were in the original cosmetology kit but may have been lost or worn out.



(Note: This incentive program is temporary, but will remain in effect for any future professional who meets the eligibility criteria and has a start date prior to the announcement ending the incentive program.)

## Program Outcomes

Upon successful completion of this program, students will be able to do the following:

- Describe and adhere to the laws and rules regulating the cosmetology and barbering industry in the State of California;
- Discuss and apply the scientific aspects of cosmetology and barbering, including anatomy and physiology, chemistry and bacteriology to their professional activities;
- Follow general sanitation procedures and safety guidelines as applied to all aspects of hair, skin and nail care;
- Consistently apply appropriate principles and techniques in the following areas:
  - Hair cutting and styling following the Paul Mitchell Barbering system
  - Skin care treatments for men
  - Beard Design, shaving with straight edge razors and maintenance
- Perform salon services in a friendly, competent, and professional manner;
- Make appropriate product recommendations and properly advise customers on the product's use and safety;
- Apply fundamental business practices to a salon environment, including customer service, retail skills, client recordkeeping.

## Cosmetology and Barbering Program Outline

Courses		Quarter Hours	Clock Hours
C103	CORE	8.0	200
C305	Adaptive A	10.0	250
C306	Adaptive B	14.0	350
C402A	Creative A	4.0	100
C402B	Creative B	14.0	350
C402C	Creative C	14.0	350
C470	Barbering Techniques	8.0	200

57-58 Weeks (Day); 88-91 Weeks (Evening)  
72 Quarter Units/1800 Clock Hours

**For complete program details, please contact an MTI Admissions Advisor and review the *Paul Mitchell The School – MTI College Catalog Supplement*.**

## Business Administration

### Associate in Arts

#### Program Objective

The Business Administration program provides the graduate with general administrative skills as well as a diversified background in business management principles. The program provides the tools and knowledge to confidently pursue employment in the field of general business administration.

#### Program Description

The first year of the program prepares students for employment in entry-level positions in office administration. It also provides the foundation for a chosen emphasis that will enhance the student's skills in business administration. Students completing the first year will have a solid foundation in the Microsoft Office Suite products and business communications. Students are encouraged to gain related administrative support experience while completing their second year by working in a business-related capacity.

The second year introduces the specific business administrative courses that are the core of the degree. Students who complete the Business Administration degree program will be prepared to apply a wide range of concepts in management, marketing, human resources, and finance.

#### Enrollment Requirements

To be considered for admission into year one of the Business Administration degree program, applicants must successfully complete an admissions interview process which includes entrance examinations.

In order to be considered for advancement to year two of the Business Administration program, students must successfully complete the first-year requirements and be in good standing. As students approach the completion of their first year, they will be contacted regarding the upcoming year two start dates and the advancement process. Students who successfully complete the graduation requirements for the Business Administration degree program will be awarded an Associate in Arts Degree in Business Administration.

#### General Information

Students may utilize professional career service assistance when they have successfully completed the first year of the program and are encouraged to work in a business environment while completing their second year. Our past experience has shown that individuals without prior business administrative employment experience commonly obtain entry-level positions in the field. Individuals with experience are more likely to be considered for higher level positions.

## Program Outcomes - Year One

Upon successful completion of this program, students will be able to do the following:

- Compose clear, organized business documents, including professional letters and memos tailored to a specific audience.
- Perform fundamental accounting procedures including journalizing transactions, preparing financial statements, and completing bank reconciliations.
- Create and present professional presentations with appropriate visual aids.
- Use Microsoft Office Applications to execute, maintain, and improve office operations.
- Apply customer service, problem solving, and interpersonal skills to business situations.
- Model behavior that reflects confidence, competence and professionalism.

## Year One Program Outline

Courses		Quarter Units	Clock Hours
A121A	Accounting	2.5	40
A121B	Accounting	1.5	20
A150	Computerized Accounting	3.0	40
A160	Accounting with Spreadsheets	3.0	40
B112	College Success	1.5	20
B122A	Career Preparation	1.5	20
B122B	Career Preparation	1.5	20
DA104	Essential Computer Concepts	2.5	40
DA123	Word Processing Concepts	2.5	40
DA143	Spreadsheet Concepts	2.5	40
DA152	Database Concepts	2.5	40
DA164	Presentation Concepts	2.5	40
E100	English Fundamentals	5.0	60
E111	Developmental Writing	1.5	20
GE201	English Composition	5.25	60
KB100	Introduction to Keyboarding	0.0	30
KB125	Keyboarding Speed Development	1.0	30
M110	Mathematics in Business	3.0	40
M131A	Mathematics Concepts	2.0	20
M131B	Mathematics Concepts	2.0	20

Note: Computational Math M101 and/or English Mechanics E050 may be added to the program as needed and determined by the admissions process.

46.75 Quarter Units/680 Clock Hours  
42 Weeks (Day); 60 Weeks (Evening)

Minimum keyboarding graduation requirement: 45 wpm

## Program Outcomes - Year Two

Upon successful completion of this program, students will be able to do the following:

- Apply an understanding of global and economic, social, and environmental trends to issues and developments in the current business environment.
- Demonstrate an understanding of ethical decision making based on knowledge, self-awareness, and critical thinking skills.
- Apply an understanding of principles and best practices of management, human resources, finance, and marketing to analyze issues and problems, and contribute to continuous quality improvement efforts.
- Apply the methods and materials of research to complete written projects on business administration concepts and topics.
- Model behavior that reflects confidence, competence and professionalism.

## Year Two Program Outline

Courses		Quarter Units	Clock Hours
BA200	Principles of Management	4.0	40
BA220	Principles of Human Resources	4.0	40
BA235	Introduction to Finance	4.0	40
BA240	Principles of Marketing	4.0	40
BA270	Entrepreneurship and Small Business Management	4.0	40
BA500	Strategic Management and Business Policy	4.0	40
GE230	Fundamentals of Economics	4.0	40
GE232	Ethics in Society	4.0	40
GE240	Environmental Science	4.0	40
GE251	Contemporary American History	4.0	40
GE261	Statistics	4.0	40

44 Quarter Units/440 Clock Hours

48 Weeks (Evening)

**For complete program details, please contact an MTI Admissions Advisor.**

# Paralegal Studies

## Associate in Arts

The American Bar Association has adopted the following definition:

*"A legal assistant or paralegal is a person qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible. Legal assistants or paralegals may not provide services directly to the public except as permitted by law."*

### Program Objective

The Paralegal Studies program at MTI College prepares students for employment as paralegals working under the supervision of an attorney. The program is designed to strengthen the student's ability to reason, understand, and apply correct principles of law by emphasizing analytical and critical thinking skills as well as practical application of substantive and procedural law.

### Program Description

The Paralegal Studies program consists of two parts: general education and business classes in the first year and legal specialty classes in the second year.

The first year of the program has three components: a broad-based general education in five areas of study, an introduction to legal terminology and procedures, and a solid foundation in the Microsoft Office Suite products. This program prepares students for entry-level employment in various legal administrative capacities. Upon completion of the first year, students are encouraged to work in a legal environment while completing their second year.

Courses in the second year of the program emphasize legal writing and analysis, the civil litigation process, and major areas of substantive and procedural law. Graduates of the Paralegal Studies degree program are prepared to work as paralegals, contributing to the economical and efficient delivery of legal services in private law firms, government, or other legal environments.

### Program Delivery Options

Two course delivery options are available in Year Two of the Paralegal Studies program: traditional and OnlinePlus - a partial online delivery option. Students enrolled in traditional courses take classes in a classroom or lab setting on the college campus. Students enrolled in the

OnlinePlus option take classes in a classroom or lab setting on the college campus one night a week and take the remaining classes via the internet.

### Enrollment Requirements

The primary criteria for admission to the Paralegal Studies degree program are a genuine interest and ability in pursuing a paralegal career, and a willingness to become actively involved in an intense academic experience.

To be considered for admission into year one of the Paralegal Studies program, applicants must successfully complete an admissions interview process which includes entrance assessments. As students approach the completion of their first year, they will be contacted regarding the upcoming year two start dates and the advancement process.

To be considered for admission into the year two of the Paralegal Studies program, applicants are required to pass the entrance examinations, and show proof of one of the following:

- Successful completion of the Paralegal Studies, year 1 program at MTI College with a minimum GPA of 3.0 or higher, a Grade of "C-" or better in all year one courses, and good standing in the program;
- Transcripts from a recognized, accredited institution showing at least 54 acceptable quarter units (36 semester units), in general education and business-related subjects;
- Transcripts from a recognized, accredited institution documenting the successful completion of an Associate in Arts Degree, Associate in Science Degree, or Baccalaureate degree program. The Specialized Associate Degree (Occupational), the Associate of Applied Science Degree, and other associate-level degrees which are vocationally oriented do not satisfy this section.

An interview with the Department Chair of Paralegal Studies or the Director of Education may be required as part of the admissions process. Upon graduation, paralegal students must have passed all paralegal classes with a grade of C- or better.

*Note: Due to special circumstances, an exception may be made to the above requirements by the Department Chair of Paralegal Studies or the Director of Education.*

## General Information

MTI's Paralegal Studies program is one of a very select group of Paralegal Studies education programs approved by the American Bar Association. The faculty is comprised of attorneys, paralegals, and other qualified individuals who have practical experience in the fields they teach. It is our intent that graduates will act as ambassadors for this institution in proclaiming and supporting the demand for educational excellence in the training of paralegals.

Professional career service assistance is available to students who are in good standing and have successfully completed their third quarter classes. The college will assist with the coordination and procurement of employment and internship positions for those who wish to utilize this service. Our past experience has shown that those students who actively participate in legal internship programs or law-related employment while enrolled in the Paralegal Studies program are much more likely to obtain paralegal employment upon graduation.

## Program Outcomes - Year One

Upon successful completion of this program, students will be able to do the following:

- Use technology and writing skills to produce legal documents, judicial council forms, memoranda, local court forms, and correspondence in accordance with legal standards to identify correctly completed assignments in the area of litigation.
- Apply general knowledge of the California practice and procedure, primarily focus on the areas of litigation, terminology, and office procedures to work effectively in a legal environment.
- Apply organizational, communication, problem-solving, and critical thinking skills to effectively address routine and novel situations, through written and verbal communication, including grammar, punctuation, spelling, word usage, and sentence structure.
- Demonstrate proficiency in the ability to evaluate facts and situations logically and to reach rational conclusions; understanding of accepted professional standards of conduct.
- Use proficiency in records management, office equipment and supplies management, computer technology, office etiquette, and personnel management.
- Apply general knowledge of accounting terminology, principles, account management, and arithmetical calculations which might be performed in a law office or legal department.
- Model behavior that reflects confidence, competence and professionalism.

## Year One Program Outline

Courses		Quarter Units	Clock Hours
A121A	Accounting	2.5	40
A150	Computerized Accounting	3.0	40
B112	College Success	1.5	20
B122A	Career Preparation	1.5	20
B122B	Career Preparation	1.5	20
DA104	Essential Computer Concepts	2.5	40
DA123	Word Processing Concepts	2.5	40
DA143	Spreadsheet Concepts	2.5	40
E100	English Fundamentals	5.0	60
E111	Developmental Writing	1.5	20
GE201	English Composition	5.25	60
GE232	Ethics in Society	4.0	40
GE234	American Government	4.0	40
GE240	Environmental Science	4.0	40
GE251	Contemporary American History	4.0	40
GE261	Statistics	4.0	40
KB100	Introduction to Keyboarding	0.0	30
KB125	Keyboarding Speed Development	1.0	30
L110A	Beginning Legal Terminology & Office Procedures	1.5	20
L110B	Beginning Legal Litigation	1.5	20
L115A	Advanced Legal Litigation	1.5	20
L115B	Basic Legal Calendaring	1.5	20
M110	Mathematics in Business	3.0	40
M131A	Mathematics Concepts	2.0	20
M131B	Mathematics Concepts	2.0	20

Note: Computational Math M101 and/or English Mechanics E050 may be added to the program as needed and determined by the admissions process.

63.25 Quarter Units/820 Clock Hours  
60 Weeks (Day); 60 Weeks (Evening)

Minimum keyboarding graduation requirement: 45 wpm

## Program Outcomes - Year Two

Upon successful completion of this program, students will be able to do the following:

- Represent the legal profession in a professional and ethical manner, adhering to the Business and Professions Code section 6450, et seq.
- Apply communication and problem-solving, and critical thinking skills to gauge and supply information that will be needed by supervising attorneys, colleagues, and clients.
- Demonstrate an understanding of how to assist the supervising attorney(s) with interviews, pre-trial preparation, depositions, trials, and the preparation of legal documents.
- Utilize oral and written communication skills through the preparation of legal documents and by conducting research, interviews, and investigations.
- Demonstrate an understanding of how to maintain and update legal skills and knowledge of the legal profession through continuing education, independent learning, and/or community service.
- Work independently and as a team member to complete required projects and tasks effectively and within specific time frames.
- Use technology effectively to research legal issues and cases; prepare and edit legal documents; maintain client/case files; perform electronic filing; computerized calendaring; e-Discovery and cloud based repositories.



## Year Two Program Outline

### Traditional Delivery

Courses		Quarter Units	Clock Hours
L101	Introduction to the Legal Environment*	0.0	20
LA215**	Legal Writing and Analysis	4.0	40
LA218	Introduction to the Paralegal Profession, Ethics, Client Interviewing, and Investigation	4.0	40
LA221	Introduction to Civil Litigation	4.0	40
LA226	Legal Research	4.0	40
LA235	Torts in Personal Injury Cases	4.0	40
LA246	Technology for Paralegals	4.0	40
LA250	Advanced Litigation	3.0	40
LA260	Career Workshop for Paralegals	0.5	5 Hybrid
LA281	Principles of Contract Law	4.0	40
LA283	Administrative Law	4.0	40
LA500	Advanced Legal Writing Practicum	4.0	40

\*Unless waived by the Director of Education or the Department Chair of Paralegal Studies, this course is required for transferring students.

\*\*Fulfills GE requirement for Communications

47.5 Quarter Units/565–645 Clock Hours

48-60 Weeks (Evening)

### Elective Law Courses

Courses		Quarter Units	Clock Hours
LA230E	Probate and Estate Planning	4.0	40
LA240E	Family Law	4.0	40
LA282E	Employment and Workers' Compensation Law	4.0	40
LA284E	Law of Business Organizations	4.0	40
LA286E	Criminal Law	4.0	40
LA287E	Bankruptcy Law	4.0	40
LA560E	Internship for Paralegals	4.0	120

(Subject to scheduling availability; two courses will be chosen)

## OnlinePlus-Partial Online Delivery

Courses		Quarter Units	Clock Hours	Delivery
L101	Introduction to the Legal Environment*	0.0	20	Classroom
OLA215**	Legal Writing and Analysis	4.0	40	Online
OLA218	Introduction to the Paralegal Profession, Ethics, Client Interviewing, and Investigation	4.0	40	Online
LA221	Introduction to Civil Litigation	4.0	40	Classroom
LA226	Legal Research	4.0	40	Classroom
OLA235	Torts in Personal Injury Cases	4.0	40	Online
LA246	Technology for Paralegals	4.0	40	Classroom
OLA250	Advanced Litigation	3.0	40	Online
LA260	Career Workshop for Paralegals	0.5	5	Classroom/Hybrid
OLA281	Principles of Contract Law	4.0	40	Online
OLA283	Administrative Law	4.0	40	Online
LA500	Advanced Legal Writing Practicum	4.0	40	Classroom

\*Unless waived by the Director of Education or the Department Chair of Paralegal Studies, this course is required for transferring students.

\*\*Fulfills GE requirement for Communications

47.5 Quarter Units/565–645 Clock Hours

48-60 Weeks (Evening)

## Elective Law Courses

Courses		Quarter Units	Clock Hours	Delivery
LA230E	Probate and Estate Planning	4.0	40	Classroom
OLA240E	Family Law	4.0	40	Online
LA282E	Employment and Workers' Compensation Law	4.0	40	Classroom
LA284E	Law of Business Organizations	4.0	40	Classroom
OLA286E	Criminal Law	4.0	40	Online
LA287E	Bankruptcy Law	4.0	40	Classroom
LA560E	Internship for Paralegals	4.0	120	Classroom

(Subject to scheduling availability; two courses will be chosen)

Note: The Paralegal Studies, Year Two, OnlinePlus Partial Online delivery option is not offered every term.

**For complete program details, please contact an MTI Admissions Advisor.**

# Information Technology—Network Administration and Security

## Associate of Applied Science

### Objective

The Information Technology - Network Administration and Security program is designed to prepare graduates for a career in system administration. Successful graduates will be able to design, administer, secure, and troubleshoot networks utilizing Microsoft Windows Server 2012 operating systems, Linux networking technologies and automation tools such as Windows PowerShell.

Year one is designed to prepare students for employment in end-user application work, computer operations, technical support, or a related computer field. Through hands-on instruction, students will become proficient utilizing desktop operating systems and various office applications commonly used in today's market. Students will also focus on fundamental networking concepts as well as developing skills necessary for troubleshooting and supporting hardware and software related issues. This program will help students prepare for CompTIA A+ Certification. Exam vouchers are provided for students who meet the requirements of the Test Pass Assurance (TPA) program.

In Year Two, students will focus on developing skills to effectively plan, implement, maintain, and support systems in a wide range of computing environments using Microsoft Windows Server 2012 and Linux. Students will develop an understanding of the design, implementation, and administration of LANs/WANs utilizing Microsoft technologies. Students will be provided with an opportunity to learn about the Microsoft Server 2012 operating system, Linux networking technologies, and gaining academic experience with automation tools such as Windows PowerShell. Classes use Microsoft

and CompTIA approved curriculum that is designed to help students prepare for the CompTIA Security+ and Network+ certifications and the rigorous Microsoft Certified Solutions Associate (MCSA) exams. Exam vouchers are provided for students who meet the requirements of the Test Pass Assurance (TPA) program.

### General Information

Due to the level of difficulty of this program, student progress and attendance will be monitored. Students must maintain a minimum C grade average and demonstrate excellent class attendance and participation in order to advance through the class series. Before advancing to the second year, students must successfully complete the first year of the program and must obtain A+ certification. Full A+ certification is required for advancement unless otherwise approved by the department chair. Program start dates will be provided by an admissions officer. Students who successfully meet the graduation requirements for both years of the program will be awarded an Associate of Applied Science Degree titled Information Technology - Network Administration and Security. Students may utilize professional career service assistance when they have successfully completed the first year of the program and are encouraged to work in a technical environment while completing their second year. Our past experience has shown that individuals without prior technical employment experience commonly obtain entry-level positions in the field. Individuals with experience are more likely to be considered for higher level positions.

## Program Outcomes - Year One

Upon successful completion of this program, students will be able to do the following:

- Identify, install, and configure computer hardware components.
- Evaluate, deploy, update, and maintain operating system software.
- Apply effective procedures to diagnose, troubleshoot, and resolve hardware and software problems.
- Demonstrate an understanding of fundamental networking concepts and operation.
- Demonstrate familiarity with support and office related policies and procedures including proper communication, documentation, professionalism, and independent and team accountability.
- Communicate end user/customer concerns by evaluating and responding to issues in a courteous, efficient, and constructive manner.
- Deploy virtualization tools to create and manage virtual machines.
- Employ learning strategies necessary to obtain the CompTIA A+ certification.
- Model behavior that reflects confidence, competence and professionalism.

## Year One Program Outline

Courses		Quarter Units	Clock Hours
B112	College Success	1.5	20
B122A	Career Preparation	1.5	20
B122B	Career Preparation	1.5	20
DA104	Essential Computer Concepts	2.5	40
DA123	Word Processing Concepts	2.5	40
DA143	Spreadsheet Concepts	2.5	40
DA152	Database Concepts	2.5	40
DA164	Presentation Concepts	2.5	40
E100	English Fundamentals	5.0	60
E111	Developmental Writing	1.5	20
GE201	English Composition	5.25	60
KB100	Introduction to Keyboarding	0.0	30
M110	Mathematics in Business	3.0	40
M131A	Mathematics Concepts	2.0	20
M131B	Mathematics Concepts	2.0	20
TS113	Introduction to Technical Support	6.0	80
TS133	Core Hardware for A+ Technicians	6.0	80
TS143	Operating System Technologies for A+ Technicians	6.0	80
TS154	Technical Support Strategies	4.0	80

Note: Computational Math M101 and/or English Mechanics E050 may be added to the program as needed and determined by the admissions process.

57.75 Quarter Units/830 Clock Hours  
42 Weeks (Day); 66 Weeks (Evening)

Minimum keyboarding graduation requirement: 25 wpm

## Program Outcomes - Year Two

Upon successful completion of this program, students will be able to do the following:

- Demonstrate an understanding of terminology and functions for network operating systems and network services in a business network.
- Install and upgrade desktop and server operating systems, and configure services, protocols, and access per client specifications.
- Identify, troubleshoot, and resolve network problems utilizing the appropriate tools, utilities and resources.
- Employ learning strategies necessary to obtain Windows Server 2012 MCSA certification through the completion of Microsoft Exam 70-410 Installing and Configuring Windows Server 2012 R2, Exam 70-411 Administering Windows Server 2012 R2, and Exam 70-412 Configuring Advanced Windows Server 2012 Services.
- Demonstrate an understanding of networking terminology and basic network design and maintenance necessary to obtain CompTIA Network+ certification.
- Demonstrate an understanding of Linux technologies, network administration and maintenance.
- Identify network security risks, construct strategies for effective network security, and employ learning strategies necessary to obtain CompTIA Security+ certification
- Model behavior that reflects confidence, competence, and professionalism.

## Year Two Program Outline

Courses		Quarter Units	Clock Hours
GE232	Ethics in Society	4.0	40
GE240	Environmental Science	4.0	40
GE251	Contemporary American History	4.0	40
GE261	Statistics	4.0	40
IT213	Installing and Configuring Windows Server 2012	7.0	80
IT233	Administering Windows Server 2012	5.5	60
IT243	Configuring Advanced Windows Server 2012 Services	5.5	60
IT251	Certification Preparation Strategies	3.0	60
IT276	Fundamental Networking Concepts	5.5	60
IT283	Fundamentals of Linux Administration	5.5	60
IT296	Network Security Concepts	5.5	60
IT251D	Certification Preparation Strategies D	3.0	60

56.5 Quarter Units/660 Clock Hours

54 Weeks (Evening)

**For complete program details, please contact an MTI Admissions Advisor.**

# COURSE DESCRIPTIONS

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MTI College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (WASC), an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

Please note that lower-numbered courses are often prerequisites to higher-numbered and more advanced courses unless the student is given credit for prior training or experience. Courses may be changed or deleted in keeping with employer requirements. Not all courses are offered every term. MTI will determine the progression of classes.

Course titles below are followed by clock hours/quarter units.

## **A121A Accounting (40/2.5 units)**

This course introduces the accounting student to fundamental accounting principles and standards as prescribed by Generally Accepted Accounting Principles (GAAP). The student learns accrual-based accounting for service industries, including the entire accounting cycle, and procedures for the internal control of cash.

## **A121B Accounting (20/1.5 units)**

This course continues using accrual-based accounting for merchandising businesses; 10-column worksheet, financial statements (including Statement of Cash Flow), adjusting entries and closing entries. (Prerequisite: A121A with a grade of "C-" or better)

## **A130 Advanced Accounting (30/2.0 units)**

This course continues with accounting principles and procedures following Generally Accepted Accounting Principles (GAAP). The student learns to account for uncollectible amounts, promissory notes, inventory valuations, and fixed assets. (Prerequisites: A121A and A121B with grades of "C-" or better)

## **A141 Payroll Accounting (40/2.5 units)**

This course introduces the student to payroll procedures and payroll tax laws with an emphasis on learning to use available reference materials. (Prerequisite: A121A with a grade of "C-" or better)

## **A150 Computerized Accounting (40/3.0 units)**

The student uses a popular accounting software package to solve accounting problems, simulating the working environment. (Prerequisites: A121A and DA104 with grades of "C-" or better)

## **A160 Accounting with Spreadsheets (40/3.0 units)**

The student uses Excel or similar spreadsheet software to develop accounting applications and solve accounting

problems. (Prerequisites: A121A, DA104 and DA143 with grades of "C-" or better)

## **A500 Accounting Integration (20/1.0 unit)**

This capstone course provides students with a scenario-based environment to practice and test their cumulative skills gathered through all accounting program course work. Working independently, students will use creativity and ingenuity to resolve plausible workplace issues and demonstrate problem-solving expertise. Successful mastery of Microsoft Office applications, including Quick Books, is essential for this course (Prerequisites: A130, A141, A150, and A160 with grades of "C-" or better)

## **B112 College Success (20/1.5 units)**

This course is designed to enhance the college learning experience and prepare students for personal and professional success. Major components of the class consist of reading comprehension methods, implementing time management practices, using functional note taking methods, and applying proper study techniques. Additional concepts presented throughout the course include managing change, setting and achieving goals, creating a positive attitude, and working in teams collaboratively.

## **B122A Career Preparation (20/1.5 units)**

This is a six week course designed to help students become better prepared for employment. The course covers several areas of personal and professional development with special emphasis on Communication, Critical Thinking, Workplace Skills, Generation Gaps, Customer Service, Conflict Resolutions, and the introduction to Resumes, Cover Letters, Thank you Letters, References, Goal Setting, and skills assessment. Students will be assessed through homework, document writing, and tests. This course is an accumulation of skills, competence, professionalism, and behavior that prepares the student for employment.

## **B122B Career Preparation (20/1.5 units)**

This is a six week course designed to help students become better prepared for employment. The course covers several areas of personal and professional development with special emphasis on job search techniques, professional interviewing skills assessment. Students will be assessed through homework, document writing, interviewing skills, a professional portfolio, and the professionalism rubric. This course is an accumulation of skills, competence, professionalism, and behavior that prepares the student for employment.

**BA200 Principles of Management (40/4.0 units)**

This course presents an overview of the multiple roles of the business manager. It addresses the legal, ethical, and global context of today's businesses and leadership. It also introduces the student to concepts of leadership and planning, organizational structure, production and quality control, market trends, customer service, decision-making and change, and management information systems. (Prerequisite: Grade of "C-" or better in GE201)

**BA220 Principles of Human Resources (40/4.0 units)**

In this course, students will gain knowledge of the role and functions of the Human Resources Department in the current business environment. Students will be familiar with issues, principles, and practices regarding recruitment, selection, training, development, and compensation of employees, as well as labor relations, health and safety, customer service, and equal opportunity and diversity. (Prerequisite: Grade of "C-" or better in BA200)

**BA235 Introduction to Finance (40/4.0 units)**

In the context of a small business or nonpublic corporation, this course introduces the student to the concepts of profitability analysis, financial statements, forecasting, capital management, budgeting, and the time value of money. (Prerequisites: Grade of "C-" or better in BA200, M110, M131A and M131B, GE261)

**BA240 Principles of Marketing (40/4.0 units)**

This course introduces the student to the basics of marketing including pricing, promotion, product development, advertising, and distribution strategies. In addition, the course presents current theory on consumer decision - making, customer service, international marketing, and market segmentation. (Prerequisite: Grade of "C-" or better in BA200)

**BA270 Entrepreneurship and Small Business Management (40 /4.0)**

This course provides an overview of the components involved in starting, owning and operating a small business. Course topics include: entrepreneurial characteristics, developing a business plan, financial and legal considerations, developing goals, management and leadership skills, the ethics necessary for success along with an overview of growth strategies. (Prerequisites: Grade of "C-" or better in BA200, BA220, BA235, BA240 and GE230.)

**BA500 Strategic Management and Business Policy (40/4.0 units)**

This capstone course is designed to integrate the areas of general business studies, including marketing, finance, and management. This course focuses on the competitive strategy of the firm, examining issues central to its long-term and short-term competitive position. Using case studies, students act in the roles of key decision-

makers and solve problems related to the development or maintenance of the competitive advantage of the firm. (Prerequisites: Grade of "C-" or better in BA200, BA220, BA235, BA240, and GE230. BA220 may be taken concurrently.)

**C103 Cosmetology CORE (200/8.0 Units)**

CORE focuses on the fundamental knowledge and skills Future Professionals will need to begin working with their clients, including an overview of the cosmetology industry and business practices; State of California rules and regulations, sanitation, and chemistry; basic techniques in cutting, color, and styling; and skin and nail care.

**C305/C306 Adaptive Series A&B****(C305: 250/10.0 Units; C306: 350/14 Units)**

The Adaptive phase is a period of intense study that is designed to build on the basics learned in CORE. The Adaptive phase consists of two modules in which future professionals gain additional experience through hands-on practice and evaluation on the clinic floor. The Adaptive phase includes theory classes that contribute to the 160 theory hours required by the State of California and instruction in the areas of cutting, coloring, and texture/skin/makeup/nails. Future professionals also learn retailing practices, dialog, and the importance of educating clients on product, and the need for good communication between the professional and his/her guests by providing consultations on hair analysis, chemical analysis, and hair movement. Future professional progress will be evaluated at the end of each module and will earn a grade based on their performance in each area of study. (Prerequisite: C103)

**C402A/B/C Creative Series A, B, C****(C402A: 100/4.0 Units; C402B: 350/14.0 Units; C402C: 350/14.0 Units)**

The Creative Phase allows Future Professional to continue to build and apply their knowledge and skills through classroom instruction and working in the clinic. The Creative phase consists of three modules in which future professionals gain additional experience through hands-on practice and evaluation on the clinic floor. They explore ways to customize and combine the technical elements of what they have previously learned. Under the guidance of their Learning Leaders, Future Professionals will begin to operate more independently as they service their clients using techniques that combine the latest trends with fundamental technical skills. (Prerequisite: C305 and C306)

**C450 Advanced Makeup (45/0 units)**

This add-on course enables future professionals to continue building and applying their knowledge and skills through classroom instruction and working on live models. This course will improve the employability of current future professionals and Paul Mitchell graduates by teaching

advanced makeup techniques that build on the skills learned in the cosmetology program. The Advanced Makeup course consists of fifteen modules in which future professionals gain additional experience through hands-on practice and evaluation by the instructor.

Additionally, the course will assist future professionals in understanding the importance of, and how to create a professional makeup portfolio.

**CA470 Barbering Techniques (200/8 units)**

This course focuses on the fundamental knowledge and skills future professionals will need to begin working with their clients, including an overview of the cosmetology/barbering industry and business practices; State of California rules and regulations; and sanitation and chemistry. The course is an extension of the Paul Mitchell cutting, color, and styling systems.

**DA050 Basic Computer Skills (20/0 units)**

Through demonstration and hands-on practice, this course explores fundamental computer skills required for success in upcoming MTI classes. This course exposes students to methods of interacting with a computer, working with a computer interface, building basic documents, and the rudiments of file management.

**DA104 Essential Computer Concepts (40/2.5 units)**

Through lecture and hands-on practice, this course introduces fundamental computer skills through the use of the Microsoft Windows operating system in professional environments. The course provides an overview of essential computer-related vocabulary, operating system tools, efficient file management, application software, using the Internet and e-mail, security, maintenance, multimedia, and customization.

**DA123 Word Processing Concepts (40/2.5 units)**

This course provides a comprehensive overview of word processing skills. The course focuses on the creation, editing, formatting, electronic publication, and printing of standard business documents. Students will explore efficient document navigation, using graphics, preparing reports, proper source citations, using tables, and using the merge tools. Documents created will include letters, reports, research papers, flyers, announcements, newsletters, envelopes, and labels. (Prerequisites: Grade of "P" in KB100 and Grade of "C" or better in DA104)

**DA143 Spreadsheet Concepts (40/2.5 units)**

This course provides a comprehensive overview of spreadsheet skills. The course focuses on the creation, editing, formatting, electronic publication, and printing of standard spreadsheet documents. Students will explore efficient spreadsheet navigation, formulas, functions, using graphics, preparing charts, and performing numeric and financial data analysis. (Prerequisite: Grade of "C" or better in DA123)

**DA152 Database Concepts (40/2.5 units)**

This course teaches the student to analyze, evaluate, and design an effective database using Microsoft Access. The student will learn fundamental concepts associated with using database objects, as well as understand the underlying concepts and theories in designing a simple relational database. (Prerequisite: Grade of "C" or better in DA123)

**DA164 Presentation Concepts (40/2.5 units)**

This course prepares students for the preparation and delivery of presentations in a variety of formats. Students will explore the organization of a presentation's narrative, verbal delivery techniques, and the appropriate use of visual aids to communicate effectively to a group. Microsoft PowerPoint will be introduced as a supplemental tool for multimedia delivery. The course will help students obtain confidence in the verbal presentations. (Prerequisite: Grade of "C" or better in DA123)

**E050 English Mechanics (40/0 units)**

This course is designed to help students with their writing at the sentence level. The course will focus on sentence coherence, sentence structure, grammar, punctuation, and spelling.

**E100 English Fundamentals (60/5.0 units)**

This course introduces the student to the theory and practice of traditional and transformational grammar and standard usage. The course will focus on grammar, sentence structure, and punctuation. (Prerequisite: E050 may be required as determined by the admissions process.)

**E105 Healthcare Communication (40/3.0 units)**

The course will focus on grammar, sentence structure, punctuation and writing common in the healthcare industry. (Prerequisite: E050 may be required as determined by the admissions process.)

**E111 Developmental Writing (20/1.5 units)**

Students will engage in the writing process as they learn to construct effective, focused, coherent, and well-supported paragraphs written to a variety of audiences and for a variety of purposes. Students will improve their sentence-level skills in the following areas: sentence variety, subject/verb agreement, pronoun reference and case, diction, and punctuation. (Prerequisite: Grade of "C-" or better in E100 or equivalent).



## GENERAL EDUCATION

### GENERAL EDUCATION PHILOSOPHY

MTI's General Education courses provide the opportunity for students to develop knowledge and competencies in selected fields of study that support the institution's stated mission. The General Education component is designed to provide a multi-dimensional education, promote students' lifelong learning, and to prepare students to be productive and participatory members of society.

MTI graduates must possess qualities beyond the basic job skill sets. General Education courses help students develop the critical reasoning and effective communication skills necessary to understand and appreciate the world around them.

MTI's General Education core of courses is divided into the following categories:

- Communications
- Social Science
- Natural Science
- Humanities
- Computation

#### Communications

##### **GE201 English Composition (60/5.25 units)**

The course is designed to help students develop and practice the writing and analytical skills necessary for academic success. Emphasis is placed on the writing process, research methods, documentation, argumentation, critical thinking, and writing in response to prompts. (Prerequisite: Grade of "C-" or better in E111 or equivalent)

#### Social Science

##### **GE230 Fundamentals of Economics (40/4.0 units)**

This course introduces concepts in micro- and macro-economics. Students learn to use economic concepts, data, and analytical processes to make informed evaluations of issues affecting business and society. (Prerequisite: Grade of "C-" or better in GE201)

##### **GE232 Ethics in Society (40/4.0 units)**

Ethics in Society is an introduction to ethical perspectives and their application in personal, professional, and civic contexts. Through readings, research, discussion, and writing assignments, you will develop and demonstrate your understanding of ethical, personal, professional, and civic behavior. (Prerequisite: Grade of "C-" or better in GE201)

##### **GE234 American Government (40/4.0 units)**

This course is an introduction to the central aspects of American jurisprudence including its historical bases (the English common law and its progeny); political influences upon the system (including the legislative and executive

branches of government); the California and federal court systems (including concepts of judicial power, jurisdiction and remedies); and the concepts of constitutional and administrative law. (Prerequisite: Grade of "C-" or better in GE201)

#### Natural Science

##### **GE240 Environmental Science (40/4.0 units)**

This course is an examination of humanity and the individual's relationship to the various life systems on the planet Earth. We will explore science-based ecological principles, theories, and issues. We will examine and analyze the economic, technological, and moral social constructs as they offer opportunities and options for a sustainable approach to living within our environment's limits. (Prerequisite: Grade of "C-" or better in GE201)

#### Humanities

##### **GE251 Contemporary American History (40/4.0 units)**

This course is designed to develop an understanding of social, economic, and cultural challenges and achievements in U.S. life as they are reflected in history. Emphasis is on domestic affairs and supplemented by foreign concerns that have presented fundamental choices to the American people. The course will embrace the enormous changes that have created contemporary American politics, society and the new global role of the United States. (Prerequisite: Grade of "C-" or better in GE201)

#### Computation

##### **GE261 Statistics (40/4.0 units)**

This course is designed to acquaint students with some basic statistical tools used in descriptive and inferential statistics. The primary emphasis of this course is focused on statistical analysis and applying concepts to practical applications. (Prerequisites: Grade of "C-" or better in M110 or equivalent, and M131A and M131B.)

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##### **IT213 Installing and Configuring Windows Server 2012 (80/7.0 units)**

This course prepares students for the first of a series of three exams which validate the skills and knowledge necessary to implement a core Windows Server 2012 Infrastructure into an existing enterprise environment. The course focuses on real skills for real jobs and prepares students to prove mastery of core services such as Active Directory and networking services. This class is mapped to the 70-410 Installing and Configuring Windows Server 2012 exam objectives.

##### **IT233 Administering Windows Server 2012 (60/5.5 units)**

This course covers the second of three exams which validate the skills and knowledge necessary for implementing, managing, maintaining, and provisioning

services and infrastructure in a Windows Server 2012 environment. The course focuses on real skills for real jobs and prepares students to prove mastery of core services such as user and group management, network access, and data security. This class is mapped to the 70-411 Administering Windows Server 2012 exam objectives.

**IT243     Configuring Advanced Windows Server 2012 Services (60/5.5 units)**

This course covers the third of three exams which validate the skills and knowledge necessary to administer a Windows Server 2012 Infrastructure in an enterprise environment. The course focuses on real skills for real jobs and prepares students to prove mastery of Advanced Windows Server 2012 Services such as advanced configuring tasks necessary to deploy, manage, and maintain a Windows Server 2012 infrastructure. It covers such skills as fault tolerance, certificate services, and identity federation. This class is mapped to the 70-412 Configuring Advanced Windows Server 2012 Services exam objectives.

**IT251     Certification Preparation Strategies (60/3.0 units)**

This course is designed for students to learn how to effectively prepare for and pass Microsoft certification exams 70-410 Installing and Configuring Windows Server 2012, 70-411 Administering Windows Server 2012, and 70-412 Configuring Advanced Windows Server 2012 Services. Students will be coached on question comprehension and effective test taking strategies. Additionally, students will be given opportunities to take practice exams, and work with labs that are designed to simulate a testing environment.

**IT251D    Certification Preparation Strategies D (60/3.0 units)**

This course is designed for students to learn how to effectively prepare for and pass CompTIA exam SY0-401 Security+, and exam N10-006 Network+. Students will be coached on question comprehension and effective test taking strategies. Additionally, students will be given opportunities to take practice exams, and work with labs that are designed to simulate a testing environment.

**IT276     Fundamental Networking Concepts (60/5.5 units)**

This course focuses on providing the skills and knowledge necessary to troubleshoot, configure, and manage common network wireless and wired devices, establish basic network design and connectivity, understand and maintain network documentation, identify network limitations and weaknesses, and implement network security, standards, and protocols. Concepts from this course prepare students for the successful completion of the CompTIA Network+ certification exam.

**IT283     Fundamentals of Linux Administration (60/5.5 units)**

This course focuses on providing the skills and knowledge necessary to determine installation methods, select appropriate settings, protocols and software packages, and validate correct performance. Students will also be able to demonstrate proficiency in everyday management of Linux-based clients and basic management of server systems. To do so, students will gain basic knowledge and skills needed to configure system settings, network services and access rights. Additionally, students will be able to produce written documentation about any work they perform. Materials used for instruction follow guidelines set by the Linux Professional Institute. Concepts from this course correspond to objectives found in CompTIA's Linux + Exam LX0-001.

**IT296     Network Security Concepts (60/5.5 units)**

Through lecture and practical exercises, this course prepares students to identify and construct strategies for effective network security. Students will learn to identify security risks, participate in risk mitigation actions, and develop infrastructure information and operational security. Students will also apply security controls to maintain confidentiality and integrity, identify appropriate technologies and products, troubleshoot security events and incidents, and operate within an awareness of applicable policies, laws, and regulations. This course prepares students for successful completion of the CompTIA Security+ certification exam.

**KB100     Introduction to Keyboarding (30/0 units)**

Using a computer, the students will learn basic keyboarding skills, focusing on correct technique and accuracy. Students will learn to operate the letter, number, and symbol keys by touch and will achieve a keyboarding speed of at least 25 words per minutes on a 5-minute timed writing with no more than 5 errors.

**KB125     Speed Development (30/1.0 units)**

This course employs a diagnostic/prescriptive approach to developing speed and accuracy. Individualized skill improvement plans are based on a computerized assessment of keyboarding speed and accuracy to complete and evaluate prescribed skill-building activities and to demonstrate achievement of the skill improvement goals defined in the skill improvement plan. (Prerequisite: Grade of "P" in KB100 or instructor's approval)

**KB150     Computerized 10-Key Skill Development (30/1.0 units)**

This course teaches basic computer keyboarding skills using the numeric keypad; emphasis is on correct technique and accuracy. The student develops speeds up to a minimum of 9,000 strokes per hour with 98%

accuracy. Develop skill in ten-key touch on the numeric keyboard. Develop the speed and accuracy necessary to skillfully apply this knowledge to a variety of data entry situations.

**L110A Beginning Legal Terminology and Office Procedures (20/1.5 units)**

This course prepares the student to work in a law office through instruction in legal terminology, law office procedures, and the preparation of legal documents. The student creates documents on pleading paper using MS Word and West Group Legal Solutions (Judicial Council forms software). (Prerequisites: Keyboarding speed 25 WPM, Grade of "C-" or better in DA123)

**L110B Beginning Legal Litigation (20/1.5 units)**

This course prepares the student to work in a law office through instruction in legal terminology, law office procedures, and the preparation of legal documents in the litigation process. The student creates documents on pleading paper using MS Word and West Group Legal Solutions (Judicial Council forms software). (Prerequisites: Keyboarding speed 25 WPM, Grade of "C-" or better in DA123, L110A)

**L115A Advanced Legal Litigation (20/1.5 units)**

This course continues the coverage of the litigation process through discovery, motions, and calendaring procedures. The student explores how all three impacts the litigation system, and creates documents on pleading paper using MS Word and West Group Legal Solutions (Judicial Council forms software) and Abacus calendaring. (Prerequisites: Keyboarding speed 25 WPM, Grade of "C-" or better in DA123; L110A, L110B)

**L115B Basic Legal Calendaring (20/1.5 units)**

This course continues the coverage of the litigation process through case management and calendaring procedures. The student explores case management and document control, and creates documents on pleading paper using MS Word and West Group Legal Solutions (Judicial Council forms software) and Abacus calendaring. (Prerequisites: Keyboarding speed 25 WPM, Grade of "C-" or better in DA123; L110A, L110B, L115A)

**L101 Introduction to the Legal Environment (20/0 units)**

This course prepares a transferring year two legal student to acclimate into the legal environment through instruction in legal terminology, court procedures, and the preparation of legal documents. The student creates documents on pleading paper using MS Word and West Group Legal Solutions (Judicial Council forms software).

**LA215 and OLA215 Legal Writing and Analysis (40/4.0 units)**

This course is designed to help students learn legal analysis and writing skills. Clarity, logical organization, precision, and conciseness are developed through lectures, class participation, practice materials, and

writing assignments. The student learns how to read and analyze legal cases and materials. The process of legal writing, including planning, organization, and structure, is covered. This course counts toward fulfilling the General Education requirement in Communication for Paralegal Studies degree students.

**LA218 and OLA218 Introduction to the Paralegal Profession, Ethics, Client Interviewing, and Investigation (40/4.0 units)**

This course is designed to provide the student with an understanding of the role of the paralegal in private law firms, corporations, government offices, and nonprofit organizations. Topics include billing, the Fair Labor Standards Act exemptions, regulation of the profession, and voluntary testing. Emphasis is placed on defining the unauthorized practice of law, confidentiality, conflicts of interest, fee arrangements, and professional responsibilities of the legal profession in general, particularly as they relate to paralegals. The course enhances students' basic interview skills and investigation techniques through a combination of lecture and in-class or online interactive role-play scenarios. Emphasis is placed on learning the major techniques to achieve factual comprehensiveness during a legal interview and while conducting varied investigations.

**LA221 Introduction to Civil Litigation (40/4.0 units)**

This course provides an overview of the basic concepts of civil litigation, including pleading practice, discovery, and trial preparation. The course focuses on civil litigation in California and federal courts. The student becomes familiar with all phases of California civil court procedures including jurisdiction, venue, pleadings, discovery, pre-trial motions, summary judgment and trial preparation/procedure. (Prerequisite: Grade of "C-" or better in DA123 or demonstrated Word or WordPerfect proficiency.)

**LA226 Legal Research (40/4.0 units)**

This course provides an introduction to the fundamentals of legal research, including locating case and statutory law, primary and secondary source materials, and updating and validating legal authority. The student learns how to cite legal authorities and use legal authorities effectively in legal documents. In addition to covering standard law library resources, the computer is introduced as a research tool. (Prerequisites: Grade of "C-" or better in LA215 or OLA215, LA218 or OLA218, LA221)

**LA235 and OLA235 Torts in Personal Injury Cases (40/4.0 units)**

This course incorporates a comprehensive presentation of substantive tort law designed for the paralegal student with a study of typical procedural components in personal injury cases. These areas are explored from the perspective of actual and hypothetical cases,

emphasizing the paralegal's participation from initial investigation through trial preparation and settlement. (Prerequisites: Grade of "C-" or better in LA215 or OLA215, LA218 or OLA218, LA221)

**LA246 Technology for Paralegals (40/4.0 units)**

This course introduces the student to the knowledge and skills necessary to use various technologies associated with the legal environment effectively. Topics such as the use of case management software, Internet resources and search logic, billing and time use software, docket control, e-discovery cloud based repositories are addressed. (Prerequisites: Grade of "C-" or better in LA215 or OLA215, LA218 or OLA218, LA221, LA226, LA235 or OLA235)

**LA250 and OLA250 Advanced Litigation (40/3.0 units)**

This course is designed to offer an in-depth view of the civil litigation process from both the California and federal viewpoints. The class focuses on the role of the paralegal in civil litigation, the observance of the civil procedure process, the evidentiary requirements, and the practical application for paralegal participation in the case process through post-trial procedures. (Prerequisites: Grade of "C-" or better in LA215 or OLA215, LA218 or OLA218, LA221, LA226, LA235 or OLA235, LA246, LA281 or OLA281, LA283 or OLA283)

**LA260 Career Workshop for Paralegals (5.0/0.5 unit)**

The student learns how to identify transferable skills and use that information to develop a résumé appropriate to a law firm setting. The student begins a job-hunting notebook, conducts informational interviews, discusses potential job markets, and participates in a mock interview.

**LA281 and OLA281 Principles of Contract Law (40/4.0 units)**

This course provides a general understanding of the essential principles of contract law, the manner in which contracts are formed, and the elements that must be present for a contract to be valid and enforceable. The student learns the rights and obligations of the parties involved and remedies that are available when contracts are breached. (Prerequisites: Grade of "C-" or better in LA215 or OLA215, LA218 or OLA218, LA221, LA226, LA235 or OLA235)

**LA283 and OLA283 Administrative Law (40/4.0 units)**

This course offers an overview of the administrative law field, including authority, rule-making, adjudication, and judicial review. It presents a survey of the administrative process and conveys knowledge so that the student can use typical reference material; ascertain agency power; and understand agency decisions, rules and proceedings, and the role of the paralegal in the administrative law arena. The student is exposed to administrative hearing procedures, including discovery, rules of evidence, due process, findings, conclusions, and

decisions. (Prerequisites: Grade of "C-" or better in LA215 or OLA215, LA218 or OLA218, LA221)

**LA500 Advanced Legal Writing Practicum (40/4.0 units)**

This course helps the student transition from the academic to the working environment. The class simulates a legal office with the student working as a paralegal under the direction of a supervising attorney or supervising paralegal. The student is exposed to the problems and pressures that occur in the legal profession on a day-to-day basis. Assignments are based on handout materials dealing with a series of legal problems occurring for hypothetical clients. The student uses extensive research and writing skills with application to particular legal settings. Issues covered integrate the substantive areas of law that the student has already studied. (Prerequisites: Grade of "C-" or better in LA215 or OLA215, LA218 or OLA218, LA221, LA226, LA235 or OLA235, LA246, LA281 or OLA281, LA283 or OLA283)

**LA230E Probate and Estate Planning (elective) (40/4.0 units)**

This course introduces the student to estate planning and the ways in which property can be held and transferred. The course includes drafting of wills, durable powers of attorney, and community property agreements. The student gains knowledge of probate and summary probate procedures and is exposed to the tax considerations in estate planning and estate administration. (Prerequisites: Grade of "C-" or better in LA215 or OLA215, LA218 or OLA218, LA221, LA226, LA235 or OLA235)

**LA240E and OLA240E Family Law (elective) (40/4.0 units)**

This course is designed to familiarize the student with proceedings brought under the applicable Family Law Statutes. The pleadings and issues commonly raised in actions for the dissolution of marriage are covered in a problem-solving format. The student also learns the basic legal theories involved in dissolution of marriage actions. (Prerequisites: Grade of "C-" or better in LA215 or OLA215, LA218 or OLA218, LA221, LA226, LA235 or OLA235)

**LA282E Employment and Workers' Compensation Law (elective) (40/4.0 units)**

This course covers major aspects of employment law with an emphasis on discrimination, wrongful termination, and workers' compensation issues. The student learns to identify the regulation of the employment environment, relationships, and discrimination. The student also learns the basic functions of OSHA, ERISA, and FLSA. (Prerequisites: Grade of "C-" or better in LA215 or OLA215, LA218 or OLA218, LA221, LA226, LA235 or OLA235)

**LA284E Law of Business Organizations (elective) (40/4.0 units)**

This course introduces the student to general business organizations. Coursework includes the basics of forming, organizing, and maintaining sole proprietorships, general

and limited partnerships, limited liability companies, and corporations in California. The emphasis is on corporate formation and maintenance. (Prerequisites: Grade of "C-" or better in LA215 or OLA215, LA218 or OLA218, LA221, LA226, LA235 or OLA235)

**LA286E and OLA286E Criminal Law (elective) (40/4.0 units)**

This course is designed to teach the fundamental nature, extent, and degree of criminal acts and omissions. It defines both the mental states and physical acts needed to warrant punishment. Topics include attempt, conspiracy, sentencing, and accomplice liability. (Prerequisites: Grade of "C-" or better in LA215 or OLA215, LA218 or OLA218, LA221, LA226, LA235 or OLA235)

**LA287E Bankruptcy Law (40/4.0 units)**

This course covers the fundamentals of bankruptcy law and procedure and the role of paralegals in bankruptcy practice, including the commencement of a case, preparation of schedules, operating and liquidating procedures, adversary matters and litigation, electronic case filing, and practice terminology related to proceedings under Chapter 7, Chapter 11, and Chapter 13. Proceedings under Chapters 9, 12, and 15 will be reviewed. In addition to debtor responsibilities, creditors' rights and obligations will be explored including secured transactions, consensual and nonconsensual liens, UCC transactions, and the unique position of real estate. The principles learned will be applied to practical exercises including utilization of Bankruptcy Court forms. (Prerequisites: Grade of "C-" or better in LA215 or OLA215, LA218 or OLA218, LA221, LA226, LA235 or OLA235)

**LA560E Internship for Paralegals (elective) (120/4.0 units)**

The student participates in an internship with a local law firm, nonprofit agency, or government department. The internship consists of 120 hours of field time, plus mandatory attendance at three consecutive meetings. The student is required to keep a journal, give an oral presentation on the internship assignment, and complete an exit evaluation. (Prerequisites: Grade of "C-" or better in LA215 or OLA215, LA218 or OLA218, LA221, LA226, LA235 or OLA235)

**M101 Computational Math (20/0 units)**

This course covers the fundamentals of arithmetic with an emphasis on computational skills.

**M110 Mathematics in Business (40/3.0 units)**

Students learn the basic arithmetic methods involving whole numbers, decimals, fractions, integers, equations, and percentages. Problem-solving is emphasized and is oriented toward business situations. (Prerequisite: M101 may be required as determined by the admissions process.)

**M131A Mathematics Concepts (20/2.0 units)**

This course focuses on problem-solving applications. Students become proficient with logic concepts, number

progressions, set notation and theory, and number system conversions. A review of fraction, decimal and percent conversions is also included in this course. (Prerequisite: Grade of "C-" or better in M110)

**M131B Mathematics Concepts (20/2.0 units)**

This course covers basic algebraic concepts. Students will become proficient with solving equations, using formulas, and simplifying expressions with integers and analyzing word problems. Students will also graph linear equations and become proficient with concepts related to these types of equations. (Prerequisite: Grade of "C-" or better in M110)

**MB500 Medical Billing and Coding Externship (160/5.0 units)**

This 160-hour externship is designed to provide students with valuable hands-on experience in an outpatient medical billing provider office or medical billing entity that is separate from the college. Students will apply the knowledge and skills learned throughout the Medical Billing and Coding Professional program and demonstrate professionalism in interacting with healthcare billing professionals and patients. Student will perform administrative, billing and coding processes under the supervision of an office or billing manager and receive feedback on their performance. Externship sites are typically located within a 30 mile radius of the college. (Prerequisites: All program courses must be successfully completed with a 3.0 GPA overall). A grade of B or better in MO143, MO158, and MO161 is required.

**MO111 Math for Medical Students (30/3.0 units)**

Students learn basic arithmetic calculations involving whole numbers, decimals, and fractions. Students also use metric measurements to perform conversions within the metric system and between the metric and the English measurement systems. Students will also learn how to calculate drug dosage.

**MO112 The Healthcare Professional (20/1.5 units)**

This introductory course focuses on the role of the Medical Professional as well as the behaviors and practices that support a successful career. Emphasis is placed on various aspects of communication, teamwork, attitude, and critical thinking and the importance of these concepts to the student now and later as a respected professional in the medical field. The importance of understanding the elements of diversity, including culture, ethnicity, generations, gender, socio-economic differences, religion, etc. will be discussed and explored in scenarios taken from medical settings.

**MO126A Medical Terminology with Anatomy and Physiology A (50/4.0 units)**

This course is designed to help students succeed in healthcare careers by familiarizing them with medical terms and an introduction into human anatomy and physiology. An emphasis is placed on teaching how terminology relates to the functions and structures of the

human body. A systematic learning approach will be used to acquaint the student with the human body and teach terms and word parts related to specific medical specialties and pathological conditions.

**MO126B Medical Terminology with Anatomy and Physiology B (40/4 units)**

This course is designed to help students succeed in healthcare careers by familiarizing them with medical terms and an introduction into human anatomy and physiology. An emphasis is placed on teaching how terminology relates to the functions and structures of the human body. A systematic learning approach will be used to acquaint the student with the human body and teach terms and word parts related to specific medical specialties and pathological conditions. (Prerequisite: Grade of "C" or better in MO126A)

**MO126C Medical Terminology with Anatomy and Physiology C (40/4 units)**

This course is designed to help students succeed in healthcare careers by familiarizing them with medical terms and an introduction into human anatomy and physiology. An emphasis is placed on teaching how terminology relates to the functions and structures of the human body. A systematic learning approach will be used to acquaint the student with the human body and teach terms and word parts related to specific medical specialties and pathological conditions. (Prerequisite: Grade of "C" or better in MO126B)

**MO130 Medical Office Practice (40/3.0 units)**

This course is an overview of the responsibilities of medical front office personnel. Focus will be on medical office interactions, human relations, customer service, the main medical specialties and their focuses, and the role of medical assisting. Patient confidentiality, ethics in the work place, and other legal issues are discussed. The Health Insurance Portability Accountability Act (HIPAA) will be covered. Medical office bookkeeping and payroll are included.

**MO136 Introduction to Medical Insurance and Coding (40/3.0 units)**

This course introduces students to different medical insurance types in the medical field. Focus will be on the importance of insurance eligibility, collection of proper documentation, and compliance standards needed in a medical office. Students will learn to use ICD-10, HCPCS coding standards and CPT coding books to properly code diagnoses and procedures. (Prerequisites: Grade of "C" or better in MO126A & MO130. MO126 B&C may be taken concurrently).

**MO143 Medical Insurance Billing and Claims Processing (60/3.5 units)**

This course is a capstone class for Medical Office and Billing Specialist students. Student will become proficient

with claims processing, healthcare payers, provider charges and payment methods, claim adjudication, reimbursement follow-up and record retention. Practical hands-on classroom experience simulating the medical billing cycle in a private practice environment. The focus will be on taking students beyond the initial claims process, expanding into following up on unpaid claims and payment procedures. As students go through the billing cycle, they will also learn techniques to improve cash flow for a medical practice. (Prerequisites: Grade of "C" or better in MO126A – C, MO130, MO136)

**MO146 Electronic Health Records (60/3.5 units)**

Student will learn the importance and functionality of electronic health records with practical hands-on classroom experience simulating the workflow in a medical office environment. Students will learn how the administrative, billing, and clinical functions are integrated with the use of certified electronic health records software. (Prerequisites: Grade of "C" or better in MO126A - C, MO130, MO136)

**MO158 Procedural Coding (40/2.5 units)**

This course provides an in-depth view of CPT and HCPCS coding. Students will learn how to identify and assign accurate procedure codes by using various health care specialties scenarios and case studies. (Prerequisites: Grade of "C" or better in MO126A – C, MO130, MO136)

**MO161 ICD-10 Diagnoses and Procedure Coding (40/2.5 units)**

This course provides an in-depth view of the new ICD-10-CM and ICD-10-PCS coding system. Students will learn how to identify and assign accurate diagnostic and procedural coding by using various health care specialties scenarios and case studies. (Prerequisites: Grade of "C" or better in MO126A – C, MO130, MO136)

**MO171 Clinical Assisting (60/4.0 units)**

This course introduces students to basic skills and routine procedures found in a clinic or medical office setting. In addition, students become familiar with the Occupational Safety and Health Administration (OSHA) regulations and guidelines. Topics include: patient screening, obtaining vital signs, recording patient history, preparing and maintaining treatment areas, patient preparation, patient education, customer service, assisting in routine and specialty exams or procedures, first aid and CPR, asepsis and sterilization procedures, and responding to medical emergencies. (Prerequisites: Grade of "C" or better in MO111, MO126A – C, and MO130).

**MO181 Laboratory Assisting I (60/4.0 units)**

This course focuses on the fundamental principles, techniques, and procedures used in a medical laboratory setting. In addition to standard laboratory sterilization and safety practices, students will learn

procedures for the proper collection, analysis, and disposal of routine specimens. (Prerequisites: Grade of "C" or better in MO111, MO123, MO125, MO130, and MO171)

**MO186 Laboratory Assisting II (60/4.0 units)**

This course focuses on the fundamental principles, techniques, and procedures used in a medical laboratory setting. In addition to standard laboratory sterilization and safety practices, students learn procedures for the proper collection, analysis, and disposal of routine specimens. Students learn and apply various methods of specimen collection, administer injections and perform venipuncture. Documentation of all updated immunizations must be turned in prior to MO186. (Hep B, MMR, Varicella, Tdap, and Tb screening). (Prerequisites: KB100, MO111, MO126A – C, MO130, MO136, grade of "C" or better in MO171 and MO181)

**MO190 CCMA Certification Strategies (20/1.0 unit)**

Students will learn and apply certification testing strategies to help them pass the California Certified Medical Assistant (CCMA) certification exam. (Prerequisites: All program courses must be successfully completed with a 3.0 GPA overall. A grade of B or better in MO171, MO181, and MO186 is required.)

**MO196 Certification Strategies (20/1.0 unit)**

Students will learn and apply certification testing strategies to help them pass the Certified Medical Reimbursement Specialist (CMRS) or Certified Coding Associate (CCA) certification exam. (Prerequisites: All program courses must be successfully completed with a 3.0 GPA overall.)

**MO500 Medical Externship (160/5.0 units)**

This 160-hour externship is designed to provide students with valuable hands-on experience in an ambulatory healthcare setting that is separate from the college. Students will apply the knowledge and skills learned throughout the Medical Assistant program and demonstrate professionalism in interacting with healthcare professionals and patients. Students will perform administrative and clinical procedures under the supervision of a healthcare professional and receive feedback on their performance. Externship sites are typically located within a 30 mile radius of the college. (Prerequisites: All program courses must be successfully completed with a 3.0 GPA overall). A grade of B or better in MO171, MO181, and MO186 is required.

**PH100 Phlebotomy (60/5.0 units)**

This course focuses on basic infection control, anatomy and medical terminology. Students will learn proper vein selection, patient identification; types of collection equipment, waste disposal, and post puncture care. Students will continue to learn advanced infectious disease control and biohazards. They will also learn the

anticoagulation theory, along with knowledge of pre-analytical sources of error in specimen collection, transport, processing, and storage. Also taught are anatomical site selection, patient preparation, risk factors, and appropriate responses to complications that may arise from phlebotomy. In addition, applications of basic concepts of interpersonal relations, stress management, professional behavior and ethics, legal implications of phlebotomy, quality assurance, and legal issues related to blood collection will be covered. If taken concurrently with the MA program, students should have a grade of B or better in MO171, MO181, and MO186 and a 3.5 overall GPA while maintaining 90% attendance.

**PH500 Phlebotomy Externship (40-160/2.0 units)**

Students will perform phlebotomy collection in a clinical setting that is separate from the college. Students will assist patients of varying ages and health, whose blood is being tested by a clinical laboratory. Externship sites are typically located within a 30 mile radius of the college. (Prerequisite: Grade of an A in PH100)

**TS113 Introduction to Technical Support (80/6.0 units)**

This course provides an overview of topics covered in CompTIA A+ certification exams. Topics include hardware components (identification and configuration), system operation (minimum requirements, utilities, and security), networking (concepts, rules), operating system platforms (Windows, Linux, MAC), customer service and troubleshooting procedure (documentation, following policies) (Prerequisite: DA104)

**TS133 Core Hardware for A+ Technicians (80/6.0 units)**

This course provides an overview of the hardware related subjects covered in the CompTIA A+ certification exams. Students become familiar with concepts and terminologies associated with critical system components including processor, memory, motherboards, power supplies, IO devices, expansion cards, storage, and networks. Hardware identification and configuration, diagnosing and solving common system problems, and proper technical support procedure are emphasized in this course. (Prerequisite: Grade of "C" or better in TS113)

**TS143 Operating System Technologies for A+ Technicians (80/6.0 units)**

This course provides an overview of the software related subjects covered in the CompTIA A+ certification exams. Operating system installation, configuration, and troubleshooting are emphasized in this course. Students become familiar with boot methods, recognize error codes, and solve software-related problems on different versions of Microsoft Windows as well as Linux and Mac OS. Utilities and commands within GUI and CLI environments are discussed. This course also outlines the basics of system maintenance, networking, security, tablets and mobile operation, and proper technical

support procedure. (Prerequisite: Grade of "C" or better in TS113)

**TS154 Technical Support Strategies (80/4.0 units)**

Through practice exams as well as optional lab assignments, students will complement and practice their hardware and software knowledge and skills in order to prepare for the CompTIA A+ certification exams.

(Prerequisites: Grade of "C" or better in TS133 and TS143)



# ADMINISTRATION AND FACULTY

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## Administration

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MTI College  
A.A., Paralegal Studies

Anthony Dicce  
Hastings College of Law, San Francisco  
J.D.

Cyrene Farrell  
MTI College  
Diploma, Legal Specialist

Eric Fernandez  
McGeorge School of Law  
University of the Pacific  
J.D.

Linda Gardenhire  
California Pacific University  
B.B.A., Business Administration

Jennifer Hightower  
Lincoln Law School  
J.D.

Caitlin Manoogian  
McGeorge School of Law,  
University of the Pacific  
J.D.

Tom Moyer  
California State University, Sacramento  
M.A., Online Education

Dianna Noyes  
California University of Pennsylvania  
M.S., Legal Studies

Thomas Reid  
McGeorge School of Law,  
University of the Pacific  
J.D.

Brenda Shaw  
MTI College  
A.A., Paralegal Studies

Andrew Shawkey  
California State University, Chico  
B.A., Journalism

Clayton Tanaka  
Hastings College of Law, San Francisco  
J.D.

#### HEALTHCARE

Edward Arias  
California State University, Sacramento  
B.A., Biological Science, PA-C

Laura Balangue  
Far Eastern University, Philippines  
B.S., Chemistry  
Doctor of Medicine

Shavonne Calhoun  
Bates Technical College, Washington  
Phlebotomy certification

Nicole Diamond-Payne  
MTI College  
Diploma, Medical Billing and Coding Specialist

Rohit Dutta  
American Registry for Diagnostic Medical Sonography

Debra Gaouette  
Registered Medical Assistant

TejPaul Gill  
Contra Costa Medical Career College  
Phlebotomy certification

Alison James  
California State University - East Bay Campus  
Psychology  
C.M.R.S.

Patricia Jednorozec  
San Jose State University  
MPH, Public Health

Inderdeep Kahlon  
Phlebotomy certification

Darold Witzel  
Loma Linda University  
M.A., Physical Therapy

#### COSMETOLOGY

Seana Brooks  
Learning Leader  
California Board Certified

Marichal Brown  
Barber  
California Board Certified

Sharon Chambliss  
Learning Leader  
California Board Certified

Rachael Dale  
Future Professional Advisor  
California Board Certified

Anna Favero  
Learning Leader  
California Board Certified

Jamie Gordon  
Learning Leader  
California Board Certified

Lindsay Green  
Service Desk Coordinator

Sarita Guerra  
Learning Leader  
California Board Certified

Aimee Gunton  
Service Desk Coordinator  
California Board Certified

Kassandra Johnson  
Learning Leader  
California Board Certified

Erik Juarez  
Service Desk Coordinator

Jamie LeCates  
Learning Leader  
California Board Certified

Jamie Martin  
Learning Leader  
California Board Certified

Nikki Montgomery  
Learning Leader  
California Board Certified

Elizabeth Rolfe  
Sales Leader  
California Board Certified

Brittany Russell  
Service Desk Coordinator

Sen Saelee  
Learning Leader  
California Board Certified

Nicole Smith  
Learning Leader  
California Board Certified

Chelsey Vanderschrier  
Learning Leader  
California Board Certified

# RULES AND POLICIES

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## School Rules

School rules and policies are provided online and during the admissions and orientation process. Additionally, at new student orientation students are provided with an MTI Student Handbook which explains MTI's culture, processes, policies and resources available to students. Special emphasis is placed upon academic progress, regular attendance, professional conduct, punctuality, neatness, personal appearance, timely completion of assignments, participation in classroom projects, and consideration of others. Students are expected to conduct themselves in the same manner as is appropriate on the job. Probation and/or termination will be considered in cases of serious violation of school rules, breach of conduct, failure to comply with staff instructions, or failure to maintain satisfactory academic progress or professional conduct.

## Academic Honesty

All students must conform to the principles and standards of academic honesty as upheld by the college. Academic cheating or plagiarism is cause for formal discipline and is justification for an instructor to assign a failing grade or, in some cases, recommend dismissal from the college. All incidents of cheating will result in a notification to the appropriate dean and department chair. Documentation will be placed in the student's academic file.

## Graduation Policy

MTI College offers degree, diploma, and certificate programs. Graduates of the Information Technology – Network Administration program are awarded an Associate of Applied Science degree in their field of study, while graduates of the Paralegal Studies and Business Administration programs are awarded an Associate in Arts degree. MTI's certificate programs are focused on the completion of a specific course or series of courses, compared to diploma programs which are broader and more in-depth. For example, graduates from the Phlebotomy Technician certificate program receive a certificate verifying that they have met the educational requirements toward becoming a Certified Phlebotomy Technician - CPT1.

Often, students who originally enroll in diploma programs will choose to continue on to earn their degrees. If a student is enrolled in a diploma program, completes the program, and then decides to continue on to earn a degree, he/she will earn a diploma for the original program and a degree upon successful completion of

the 2nd year coursework for the degree program. If a student is enrolled in a diploma program and transfers to a degree program before completing the coursework for the diploma, he/she will forego the diploma for a degree upon the completion of the 2-year degree program.

Diplomas, degrees, class completion certificates, and transcripts are released only to students whose tuition and book accounts are paid in full. In the case of graduates with extended payment plans, payments must be up-to-date.

Semi-annual graduation ceremonies are held to honor graduates earning their diplomas or degrees.

*Note: Students enrolled in a degree or diploma program may, through the Transfer of Credit Policy, apply credits previously earned at MTI or approved credits earned at another institution toward meeting their graduation requirements. For graduation, degree program students must have successfully completed the general education component or transfer equivalent.*

## Canceling Enrollment

**Prior to Starting Class:** If a student is not accepted into the college, the enrollment agreement will be cancelled and the college will refund all money paid within thirty days. A student may cancel the enrollment agreement at any time prior to starting school and any tuition paid will be refunded in full.

**After Starting Class:** The institution provides to all students the right to cancel the enrollment agreement and obtain a refund of charges paid through the second class period the student attends, or the 14th day after the student signs the enrollment agreement, whichever is later.

## Withdrawal and Refund Policies

Students who are awarded Federal Title IV Financial Aid are subject to the provisions of the Return of Title IV Funds policy as well as the Institutional Refund Policy. A Return of Title IV Funds calculation is determined first, followed by an institutional refund calculation.

### Return of Title IV Funds Policy

Tuition charges and refunds made are determined based on the stipulations of this regulation, as outlined in the Higher Education Act of 1965, as amended.

The school must determine what percentage of the current payment period a student has completed, based on institutional records. If it is determined that aid has been unearned, Federal Financial Aid must be returned to the originating source based upon the unearned

percentage. A portion of unearned aid may be the responsibility of the college and a portion may be the responsibility of the student. If it is determined that the student owes a Title IV refund, MTI College will notify the student in writing with appropriate instructions.

After 60% of the student's payment period has passed, all tuition charged for the payment period, and all Title IV aid disbursed, is considered earned.

### Institutional Refund Policy

For students enrolling utilizing an official MTI College Enrollment Agreement, the following institutional refund policy applies:

Tuition charges are calculated using the student's Last Date of Attendance (LDA) based on institutional records. Tuition charges are computed on the basis of weeks attended versus the published length of the program as indicated on the student's enrollment agreement. If a student withdraws after completing 75 percent or less of length of the program shown on the agreement, the unused portion of the tuition will be refunded. If a student completes more than 75 percent of the program, no refund will be due. Additionally, an account reconciliation fee equivalent to 5% of program tuition may be applied. If the amount that a student owes is greater than the amount that he/she has paid, then it is the student's responsibility to make arrangements with the Student Accounts department to pay the outstanding balance. If the amount that the student has paid is greater than the amount owed, a refund will be made.

Programs will receive such funds in the following order:

1. Unsubsidized Direct Stafford Loans
2. Subsidized Direct Stafford Loans
3. Direct PLUS Loans

4. Federal Pell Program
5. Federal SEOG Program
6. Cal Grant
7. Cash payment made on students' behalf
8. Arnold E. Zimmerman Scholarship Program

Important notes regarding the MTI College refund policy:

- The registration fee is a one-time, nonrefundable charge.
- MTI College follows federal guidelines regarding the disbursement of financial aid for which a student is eligible. Certain financial aid funds received after a student's LDA may be retained by the school to apply against any outstanding balance.
- A student may have outstanding charges due after the withdrawal calculation is completed. The student agrees that any monies owed to the school are payable within 30 days.
- If any funds could have been disbursed but were not disbursed by the student's LDA, the student could be eligible for Post-Withdrawal disbursement to cover any outstanding tuition balance.
- For Cal Grant recipients: Any funds remaining subsequent to a "Return of Title IV Funds" refund will be sent to the California Student Aid Commission.

### **Academic Freedom Policy**

MTI values an environment that encourages faculty and students to actively participate in all aspects of the learning process and benefit from each experience. Our complete Academic Freedom policy may be found in the Faculty Policy and Procedures Handbook and the Student Handbook along with additional campus policies that support this goal.

# GENERAL INFORMATION

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## Consumer Information Service

The Director of Admissions and the Director of Financial Aid are available full time at the college to assist students and prospective students in obtaining information about the college, financial aid programs, student graduation and placement rates, school standards, the refund policy, graduate employment, and other pertinent information. In addition, federal gainful employment disclosure information for each program can be found on the college website and on individual program information sheets available in the admissions office.

Students who wish to review the institution's accreditation, licenses, and approvals may do so at the office of the school President. Students who wish to review the institution's campus security report may do so at the office of the Director of Financial Aid.

MTI is accessible to disabled persons. General provisions for all individuals with disabilities include ramps, reserved parking, and accessible restrooms. MTI's policy on accommodations for individual disabilities is discussed under the Policy on Accommodation for Disabled.

## Financial Aid

MTI is an Eligible Institution under the Federal Stafford Loan Program, the Federal PELL Grant Program, the Federal Supplemental Grant Program, the Federal Work Study Program, and the California Student Aid Program.

## Veteran Services

Most courses are approved for veterans and other eligible individuals under the appropriate United States code. Veterans' applications and related forms are available at the college. Assistance with completion of these forms is provided. Veterans applying for admission to MTI will be required to provide transcripts from all colleges previously attended. MTI staff will assist in procuring transcripts; however, MTI will not be able to certify a student's VA application until all of that student's college transcripts have been reviewed.

## Statement of Nondiscrimination

MTI College is committed to providing a work and school environment free of unlawful harassment or discrimination. School policy prohibits harassment or discrimination based on race, religion, creed, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical conditions), military or veteran status, physical or mental disability, medical

condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by the federal, state or local law.

In accordance with Title IX of the Education Amendments of 1972, the College strictly prohibits sexual harassment and sexual violence. Sexual harassment is defined as unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile or offensive. Sexual violence is defined as physical sexual acts engaged in without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion; domestic violence; dating violence; and stalking.

The College complies with and carries out its responsibilities to prevent discrimination (including sexual harassment and sexual violence) in accordance with applicable federal, state or local laws, ordinances or regulations, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, and the Vietnam Era Veterans Readjustment Assistance Act.

The complete Student and Employee Anti-Harassment and Discrimination policy which includes descriptions of the types of conduct it covers, may be found online at: <http://www.mticollege.edu/disclosures>.

If any student wishes to file a complaint covered by the above-stated regulations, he/she must follow the grievance procedures of the College. The College investigates all complaints in a thorough, impartial and timely manner, including those of discrimination on the basis of sex (including sexual assault and harassment). The College takes prompt and equitable action to investigate and address any reports or complaints that come to the attention of school personnel, either formally or informally. If an allegation is determined to be credible, the College takes immediate steps to eliminate the harassment, prevent its reoccurrence, and address its effects as appropriate.

Title IX or affirmative action-related questions or complaints may be directed to any one of the following Title IX coordinators located on the MTI College campus at 5221 Madison Avenue, Sacramento, CA 95841:

- Carol Castle, Academic Officer/ALO (Lead) – ccastle@mticollege.edu or (916) 339-1500 ext. 235
- David Allen, VP/Chief Financial Officer – dallen@mticollege.edu or (916) 339-1500 ext. 236
- Jamie Gums, Director of Cosmetology (Paul Mitchel Cosmetology program) – jgums@mticollege.edu or (916) 339-1500 ext. 290

Questions may also be directed to the U.S. Department of Education's Office for Civil Rights (<https://wdcrobcolp01.ed.gov/cfapps/OCR/contactus.cfm>).

### **Student and Employee Anti-Harassment and Discrimination policy**

MTI College is committed to providing a work and school environment free of unlawful harassment and discrimination. In furtherance of this commitment, MTI College provides regular training to students and employees to promote an awareness of these unacceptable behaviors and to ensure that students and employees are aware of their rights and responsibilities. Incoming students participate in a presentation and receive a handout as part of their new student orientation; new employees receive and discuss information during their new hire orientation; and existing employees are required to review a campus safety handout geared toward sexual harassment, violence and discrimination prevention in conjunction with their annual performance reviews. School policy prohibits harassment or discrimination based on race, religion, creed, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by the federal, state or local law. Additionally, in accordance with Title IX of the Education Amendments of 1972, the College prohibits discrimination based on sex, which includes sexual harassment and sexual violence, and the College has jurisdiction over Title IX complaints.

MTI's anti-harassment policy applies to all persons involved in the operation of the College, and prohibits unlawful harassment by any employee of the College, as well as students, customers, third parties, vendors or anyone who does business with the College. It further extends to prohibit unlawful harassment by or against students. Any employee, student or contract worker who

violates this policy will be subject to disciplinary action. To the extent a customer, vendor or other person with whom the College does business engages in unlawful harassment or discrimination, the College will take appropriate corrective action. The grievance procedure provides that complaints may be filed for discrimination in any academic, educational, extracurricular, or other programs operated or sponsored by, or related to, the College, whether the programs take place on campus, during a school-sponsored field trip, or other off-campus events.

As part of MTI's commitment to providing a harassment-free working and learning environment, this policy shall be disseminated to the College community through publications, the MTI website, new employee orientations, student orientations, and other appropriate channels of communication. MTI will provide training to key staff members to enable the College to handle any allegations of discrimination and harassment, including sexual harassment or sexual violence, promptly and effectively. The College will respond quickly to all reports, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

The complete Student and Employee Anti-Harassment and Discrimination policy, which includes descriptions of the types of conduct it covers, may be found online at: <http://www.mticollege.edu/disclosures>.

### **Policy on Accommodation for Disabled**

It is the policy of MTI College to provide program accessibility and reasonable accommodations for persons defined as disabled in Section 504 of the Rehabilitation Act of 1973. Specifically, the college provides assessment of individual needs and appropriate support for individuals who are identified as being disabled and who are attending classes at MTI.

Students who are new to MTI are responsible for contacting the Director of Admissions (DOA) who is responsible for the initial assessment and enrollment of students with special needs. Existing students must contact their appropriate dean who is responsible for initializing accommodation assessments for existing students. A student desiring a reasonable accommodation must provide a written request along with documentation from an appropriate professional supporting the need for the accommodation. When the request is received it will be submitted to the MTI College President or Campus Director for evaluation. Decisions regarding requests for reasonable accommodation typically occur within one week of submittal. If the



request is approved, the student will be advised of any provisions or limitations of MTI's accommodation.

Should the request for reasonable accommodation be approved, the student is responsible for speaking with his/her instructors no later than the first day of each term to discuss his/her needs and the accommodation. In addition, the student is responsible for notifying his/her appropriate Dean as soon as possible should any problems arise concerning his/her academic program.

Like every other MTI applicant for enrollment, individuals with disabilities must demonstrate an ability to benefit from an MTI program in order to be accepted into the college. In the event a student's request for reasonable accommodation is denied, the student has the option to appeal the decision. Please contact the Director of Admissions for further information.

### **Student Complaint and Grievance Procedure**

At MTI College, we believe that student satisfaction is closely tied to student success. Because of this, we will go to great lengths to resolve any issues or complaints that are brought to our attention. We encourage students to voice their concerns and we recommend a three-step process for students to achieve a successful resolution to their complaint:

Step 1 – Speak to the staff or faculty member who you feel has the ability to immediately resolve your concern. Share your concerns and reasons for why you feel a correction of some order is necessary. If this effort is not successful or appropriate, please go to Step 2;

Step 2 – Contact the campus director (916-339-4371), director of education (916-339-4354) or director of operations (916-339-4360) and ask for their assistance in resolving your concern. If this effort does not produce a satisfactory resolution to your concern, please go to Step 3;

Step 3 – Complete a Request for Grievance. This easy-to-complete form is available from the deans' offices or online at: <http://www.mticollege.edu/services/student-concerns/>. Please return the completed form to the campus director, director of operations, or any dean. Once your request is received, you will be contacted within 2 business days to schedule a hearing.

The grievance hearing allows the student to present his or her case before a panel consisting of a student, an instructor, and an administrator, all of whom will seek to be impartial when reviewing the facts and reaching a decision. Emphasis will be placed on the interpretation and application of school and academic policy. The student will be notified of the outcome of his or her

grievance within one week of the hearing. All parties understand that the decision of the grievance hearing is final.

In the unlikely event that MTI is unable to resolve your complaint, the following California agencies, accrediting and approval bodies have processes available for receiving and responding to student complaints. Those listed below oversee MTI College and/or have a clear understanding of specific programs and service areas offered to our students.

Students may acquire assistance from one of more of the following bodies:

#### **Institutional Complaints**

Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (WASC)  
10 Commercial Boulevard, Suite 204  
Novato, CA 94949  
<http://www.accjc.org/complaint-process>

#### **Financial Aid or Cal Grant**

California Student Aid Commission  
PO Box 419026  
Rancho Cordova, CA 95741  
<http://www.csac.ca.gov>

#### **Veterans**

California State Approving Agency for Veterans Affairs  
1227 O Street, Suite 314  
Sacramento, CA 95814  
<https://www.calvet.ca.gov/CSAAVE>

#### **Cosmetology Program**

California Board of Barbering and Cosmetology  
PO Box 944226  
Sacramento, CA 94244-2260  
<http://www.barbercosmo.ca.gov>

#### **Paralegal Program**

American Bar Association  
321 N. Clark Street, 19th Floor  
Chicago, IL 60654-7598,  
[http://www.americanbar.org/groups/paralegals/contact\\_us.html](http://www.americanbar.org/groups/paralegals/contact_us.html)

#### **Phlebotomy Program**

California Department of Health Services  
Lab Field Services  
320 W. Fourth Street, Suite 890  
Los Angeles, Ca 90013  
<http://www.cdph.ca.gov/programs/lfs>

#### **Consumer Complaints**

Office of the Attorney General  
PO Box 944255  
Sacramento, CA 94244-2550  
<http://oag.ca.gov/consumers>

## **Housing**

Although no housing is provided directly by the school, the immediate locale is one of the best in Sacramento for reasonable rental rates.