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

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.

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.

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 MTI College Paul Mitchell Partner School 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.

Approvals

- Paralegal Studies Program approved by the American Bar Association
- Approved for Veterans
- U.S. Workforce Investment Act
- Approved by the U.S. Department of Education for Student Financial Aid Participation

MTI Memberships, Affiliations

- National Association of Student Financial Aid Administrators
- California Association of Student Financial Aid Administrators
- California Association of Private Postsecondary Schools
- ESL Language Centers
- NFPA (National Federation of Paralegal Associations)
- SVPA (Sacramento Valley Paralegal Association)
- Microsoft IT Academy
- SLSA (Sacramento Legal Secretaries Association)
- AAFPE (American Association for Paralegal Education)
- Paul Mitchell Advanced Education Partner

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

Helping our graduates find jobs they love 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 Vice President, he oversees the operations of the college administrative 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 is a manager in Sacramento County’s Economic Development Department. His responsibilities include 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; Barbara Bussey, Secretary. The members of the Board of Directors are Arnold Zimmerman, John Zimmerman, and Barbara Bussey.
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.

Students enrolling in degree programs are enrolled in both years of their programs at the time of their initial enrollment. 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 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: 8:30 a.m. to 4:30 p.m.

The schedule for the cosmetology program is different from the above. Please consult an admissions advisor prior to enrollment.

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
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day and the following Friday
- Christmas Week, December 24–January 1

* 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.

2011-2012 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 - 2011-2012 Start/Graduation Dates

<table>
<thead>
<tr>
<th>Start Date</th>
<th>18 Weeks</th>
<th>24 Weeks</th>
<th>36 Weeks</th>
<th>48 Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/20/2012</td>
<td>6/1/2012</td>
<td>7/13/2012</td>
<td>10/5/2012</td>
<td>11/16/2012</td>
</tr>
<tr>
<td>3/2/2012</td>
<td>7/13/2012</td>
<td>8/24/2012</td>
<td>11/16/2012</td>
<td>2/2/2013</td>
</tr>
</tbody>
</table>
ENROLLMENT INFORMATION

**Entrance Requirements**

Admission into a program of study is determined through a personal interview 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 regular programs. This requirement may be satisfied by a high school diploma, GED, or college degree. 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.

**Diploma Programs**

<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Support Specialist</td>
<td>$13,840</td>
</tr>
<tr>
<td>Information Technology</td>
<td></td>
</tr>
<tr>
<td>Network Administrator</td>
<td>$12,710</td>
</tr>
<tr>
<td>Medical Billing and Coding Specialist</td>
<td>$12,550</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>$10,930</td>
</tr>
<tr>
<td>Medical Assistant with Phlebotomy</td>
<td>$12,600</td>
</tr>
<tr>
<td>Accounting Technician</td>
<td>$13,410</td>
</tr>
<tr>
<td>Legal Administrative Assistant</td>
<td>$12,020</td>
</tr>
</tbody>
</table>

**Associate Degree Programs**

<table>
<thead>
<tr>
<th>Program</th>
<th>Year 1</th>
<th>Year 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Technology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Network Administration</td>
<td>$13,970</td>
<td>$13,890</td>
</tr>
<tr>
<td>Business Administration</td>
<td>$12,680</td>
<td>$11,740</td>
</tr>
<tr>
<td>Paralegal Studies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Traditional Delivery</td>
<td>$14,400</td>
<td>$13,650</td>
</tr>
<tr>
<td>OnlinePlus Partial Online Delivery</td>
<td></td>
<td>$13,650</td>
</tr>
</tbody>
</table>

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 1/1/11.

**Transferability of Credit**

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.

MTI’s mission dictates that graduates entering the workforce should be fully prepared with the knowledge, skills, and confidence necessary to support their success. One way that MTI strives to ensure each individual student’s 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 the MTI class.

**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 credit hours that are more than 10 years old generally are 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. Please consult an admissions advisor for details. For a diploma program, no more than 15 credit hours may be accepted as transfer credits. Transfer credits must be directly applicable to courses required in your MTI program. In addition, transcripts must be on file before transfer credit can be approved.

Finally, because the 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 indicated otherwise, the college uses the Carnegie system for measurement of academic credit.

**Challenge Examinations**

Students who believe they are sufficiently competent to receive college credits in a particular subject, but do not have transferable credit, may request credit for some classes through a challenge examination. Challenge examinations allow students to demonstrate proficiency in performing the skills associated with a particular course’s outcomes. Students who are enrolling have the opportunity to challenge eligible classes for monetary credit. Challenges must be completed prior to enrollment or prior to the beginning of the second week of school. Monetary credit will not be issued for successful challenges made after the student’s first week of classes. Not all MTI classes may be challenged; talk with your program department chair or your admissions advisor before pursuing a class challenge.

Challenge examinations may contain oral, written and/or practical portions. Students failing the examination will not be allowed to take a second examination and will be expected to take the subject as a regularly scheduled class. A student must score 90% or above on the exam in order to receive credit, and the decision of the examining instructor is final. No more than 25% of a program’s content (credit hours) may be earned through challenging classes.

**Student Services and Activities**

Student services include academic counseling, 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. Its goal 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, MTI’s LRC offers certification practice test software which corresponds to the school’s information technology courses and official exams through the Test Pass Assurance program. As a Prometric Testing Center, students may take industry-related certification exams right on campus. A full-time LRC Director and helpful staff are available to advise and assist students and faculty with their requests.

MTI maintains a student advisory group for both day and night students to provide an open channel of communication between students and administration. Regular meetings are open to all interested students to encourage input and address concerns related to their academic experience.
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, State 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:

<table>
<thead>
<tr>
<th>Monthly Expenses</th>
<th>Living at Home</th>
<th>Not Living at Home</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td>Actual</td>
<td>Actual</td>
</tr>
<tr>
<td>Books and supplies</td>
<td>$1,656 per academic year</td>
<td>$1,207</td>
</tr>
<tr>
<td>Room and Board</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food/Housing</td>
<td>$483</td>
<td>$1,207</td>
</tr>
<tr>
<td>Personal/Misc.</td>
<td>$346</td>
<td>$317</td>
</tr>
<tr>
<td>Transportation</td>
<td>$119</td>
<td>$134</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$1,132</td>
<td>$1,842</td>
</tr>
</tbody>
</table>

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 needs 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 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 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 tuition 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
period is January 1st – 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 made 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 lender 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 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.
• Produce and implement a plan of action in regard to installation and upgrading procedure for hardware and software.
• Apply effective procedures to diagnose, troubleshoot, and resolve hardware and software problems.
• Demonstrate an understanding of fundamental networking concepts and operation.
• Research, access and manage computerized information using operating system utilities, third-party applications, and Internet environment.
• 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.
• Employ learning strategies necessary to obtain A+ certification.

For complete program details, please contact an MTI Admissions Advisor.
Information Technology—Network Administrator

Objective
The Information Technology - Network Administrator program is designed to prepare graduates for a career in system administration. Successful graduates will be able to design, administer, and troubleshoot networks utilizing Windows operating systems, Exchange email servers, Cisco technologies, basic Linux networking, and automation tools such as Windows PowerShell. The Microsoft related classes use Microsoft approved curriculum that is designed to help students prepare for rigorous Microsoft 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 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.
- Demonstrate an understanding of virtualization technology implementation and maintenance.
- Apply industry standard tools and technologies to perform routine system administrative tasks.
- 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 MCITP - Server Administrator certification.
- Apply systems knowledge to support, administer, design, and secure a Microsoft Exchange Server for a business email environment.
- Apply industry standard tools for automating server tasks in a Microsoft network environment.
- Demonstrate an understanding of Cisco terminology and basic network design and maintenance.
- Demonstrate an understanding of basic Linux networking setup and maintenance.

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 medical billing software, as well as Microsoft Office Suite products. Students will become adept in translating information from patient medical records using ICD-9 and CPT coding books to provide evidence of medical necessity. This program helps prepare students for Certified Coding Associate (CCA) certification. Exam vouchers are provided for students who meet the requirements of the Test Pass Assurance program (TPA).

Students who successfully complete this program are eligible to be considered for advancement to Year Two of the A.A. degree program for 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.
- Code accurately using the ICD-9-CM, CPT, and HCPCS books to extract and summarize information from medical records to properly demonstrate medical necessity of the medical services performed.
- Employ learning strategies necessary to obtain Certified Coding Associate (CCA) certification.

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. After successfully completing the program students will be eligible to take the following exams: National Certification Medical Assistant (NCMA) through National Center for Competency Testing (NCCT) or the Registered Medical Assisting exam (RMA through American Medical Technologists (AMTI). Both exams are recognized nationally.

Students who successfully complete this program are eligible to be considered for advancement to Year Two of the A.A. degree 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-9 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.

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. Exam vouchers are provided to students who meet the requirements of the Phlebotomy Test Pass Assurance program (TPA). Students may also take nationally recognized certification exams in Medical Assisting offered through organizations such as NCCT or American Medical Technologists (AMTI)

Students who successfully complete this program are eligible to be considered for advancement to Year Two of the A.A. degree 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-9 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.

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

Students who successfully complete this program are eligible to be considered for advancement to Year Two of the A.A. degree 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 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.

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.

Students who successfully complete this program are eligible to be considered for advancement to Year Two of the A.A. degree program for Business Administration or Year Two of the A.A. degree program for 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.

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.

Students who successfully complete this program are eligible to be considered for advancement to Year Two of the A.A. degree 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.
- Act independently and as a team member to work effectively in a confident, competent, and professional manner.

For complete program details, please contact an MTI Admissions Advisor.
Paul Mitchell Partner School 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, future professionals will be able to do the following:

- Describe and adhere to 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.
- 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, and salon administration.
- Demonstrate mastery of service and sales techniques.
- Demonstrate skills for building and retaining clientele.
- Demonstrate proficiency of California state requirements and procedures for licensed Cosmetologists.

For complete program details, please contact an MTI Admissions Advisor.
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 aides.
- Use Microsoft Office Applications to execute, maintain, and improve office operations.
- Apply customer service, problem solving, and interpersonal skills to business situations.
- Act independently and as a team member to work effectively in a confident, competent and professional manner.

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.
- Act independently and as a team member to work effectively in a confident, competent and professional manner.

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 to 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 program. Students enrolled in traditional courses take classes in a classroom or lab setting on the college campus. Students enrolled in the OnlinePlus program classes 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, have a working knowledge of Microsoft Windows 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 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 or Baccalaureate degree program.

Upon graduation paralegal students should possess a keyboarding speed of at least 55 wpm. Students accepted into the year two program will be given a keyboarding assessment and may be required to take additional keyboarding classes in order to meet the minimum requirement.

Finally, an interview with the Department Chair of Paralegal Studies or the Director of Education may be required as part of the admissions process.

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.

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, edit, and transmit messages and legal documents; maintain client/case files; and perform electronic filing and computerized calendaring.

For complete program details, please contact an MTI Admissions Advisor.
Information Technology—Network Administration
Associate of Applied Science

Objective
The Information Technology - Network Administration program is designed to prepare graduates for a career in system administration. Successful graduates will be able to design, administer, and troubleshoot networks utilizing Microsoft Windows Server 2008 operating systems, the Microsoft Exchange email servers, Cisco technologies, 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 2008 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 2008 operating system, the Exchange email servers, as well as being introduced to fundamental Cisco technologies, Linux networking technologies, and gaining academic experience with automation tools such as Windows PowerShell. The Microsoft related classes use Microsoft approved curriculum that is designed to help students prepare for the rigorous Microsoft Certified IT Professional (MCITP) 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. 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. 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
- Produce and implement a plan of action in regard to installation and upgrading procedure for hardware and software
- Apply effective procedures to diagnose, troubleshoot, and resolve hardware and software problems
- Demonstrate an understanding of fundamental networking concepts and operation
- Research, access and manage computerized information using operating system utilities, third-party applications, and Internet environment
- 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
- Employ learning strategies necessary to obtain A+ certification.

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.
- Apply industry standard tools and technologies to perform routine system administrative tasks.
- 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 MCITP - Server Administrator certification.
- Apply systems knowledge to support, administer, design, and secure a Microsoft Exchange Server for a business email environment.
- Apply industry standard tools for automating server tasks in a Microsoft network environment.
- Demonstrate an understanding of Cisco terminology and basic network design and maintenance.
- Demonstrate an understanding of Linux technologies, network administration and maintenance.

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

A100  Introduction to Accounting (40/3.0 units)
The student learns entry-level bookkeeping, with emphasis on double entry framework and the accounting cycle. The student learns to distinguish between accrual, cash and modified cash basis of accounting.

A120A  Accounting (40/3.0 units)
This course introduces the accounting student to fundamental accounting principles and procedures as prescribed by Generally Accepted Accounting Principles (GAAP). The student learns accrual-based accounting for service industries. This course introduces the accounting student to fundamental accounting principles and procedures. The student learns accrual basis accounting for service and retail industries.

A120B  Accounting (20/2.0 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: A120A or A100)

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: A120A or A100 and A120B)

A140  Payroll Accounting (40/3.0 units)
This course introduces the student to payroll procedures and payroll tax laws with an emphasis on learning to use available reference materials. (Prerequisite: A120A or A100)

A150  Computerized Accounting (40/3.0 units)
The student uses a popular accounting software package to solve accounting problems, simulating the working environment. (Prerequisites: A120A and DA103 or A100 and DA103)

A160  Accounting with Spreadsheets (40/3.0 units)
The student uses Excel or similar spreadsheet software to develop accounting applications. (Prerequisites: A120A and DA142 or A100 and DA142)

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 QuickBooks, is essential for this course (Prerequisites: A130, A140, A150, and A160)

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, 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, working in teams collaboratively, and thinking critically.

B121A  Career Preparation (20/2.0 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.

B121B  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: GE200)

**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: 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: 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: BA200)

**BA260 Business Entrepreneurship (20 /2.0)**  
This course provides an overview of the various components of being an entrepreneur and starting, owning and operating a small business. Topics covered in this course include: entrepreneurial characteristics, business opportunities, developing a business plan, marketing and legal considerations, developing goals, management and leadership skills, the ethics necessary for success along with an overview of growth strategies. (Prerequisites: BA200, BA220, BA235, BA240, BA260 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: BA200, BA220, BA235, BA240, and GE230. BA220 may be taken concurrently.)

**DA103 Essential Computer Concepts (40/3.0 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.

**DA122 Word Processing Concepts (40/3.0 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: KB100 and DA103)

**DA136 Professional Office Applications (40/3.0 units)**  
This course provides a general overview of the most common documents and tools used in support of a legal or medical office. Students will learn fundamentals of using spreadsheet, e mail, web browser, database, information management, and presentation software. Students will work with templates to create common office documents. Basic integration between applications will also be introduced. (Prerequisites: DA103 and DA122)

**DA142 Spreadsheet Concepts (40/3.0 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: DA122)

**DA151 Database Concepts (40/3.0 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: DA122)

**DA163 Presentation Concepts (40/2.0 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: DA122)

**DA170 Advanced Office Applications (40/3.0 units)**
This course extends student capabilities in word processing, spreadsheets, and databases. Using lectures, discussions, and hands-on practice, students will learn advanced concepts such as templates, styles, merging, collaboration, data analysis, using PivotTables, advanced formula functions, and database subforms. The skills will build directly upon skills already learned in previous courses. (Prerequisites: DA142, DA151, DA163)

**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.

**E110 Developmental Writing (20/2.0 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: E100, English Fundamentals or equivalent).

**E121 Business Communications (20/2.0 unit)**
This course teaches the student effective communication. The course focuses on writing process, composition of business correspondence, and preparation and delivery of speeches. The course emphasizes writing strategies and effective business writing style. (Prerequisite: 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

**GE200 English Composition (40/4.0 units)**
The course is designed to help students develop and practice the writing and analytical skills necessary for the student’s academic success. Emphasis is placed on the writing process, research methods, and the writing of essays, research papers, and written responses to external writing prompts. (Prerequisite: E110 or equivalent)

**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: GE200)

**GE231 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: GE200)

**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: GE200)

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: GE200)

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: GE200)

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: M110 or equivalent, and M131A and M131B.)

**IT205 Fundamentals of Virtualization Computing (20/2.0 units)**
This course provides students with a background in virtualization technology needed to advance in today's technology workplace. The course includes an overview of virtualization technology using current virtualization products. Additional lectures focus on using virtualization software in networked server environments and include building virtual networks, enhancing performance and security, and using Microsoft Virtual Machine Manager to centralize management of multiple virtual servers. Many hands-on activities are included, which allow the student to work with virtual computing concepts, using real-world situations to build the skills necessary for a successful understanding of virtualization.

**IT210 Fundamentals of Networking (60/4.0 units)**
This class provides an overview of the core networking components. Terminologies, specifications, standards, and protocols are defined and elaborated. General hardware requirements are explained as well as operational and administration options and features within a networking system. Instruction is accomplished through a combination of lecture, lab, and computer based training. Upon completion of this class, students are expected to have a strong understanding of the mechanics and the foundation of a networking environment.

**IT220 Windows Server 2008 Active Directory (60/4.0 units)**
This course teaches the skills and knowledge to successfully plan, implement, and troubleshoot a Microsoft Windows Server 2008 Active Directory service infrastructure. Skills that will be measured include configuring Domain Name System (DNS) for Active Directory, configuring the Active Directory infrastructure, configuring additional Active Directory server roles, creating and maintaining Active Directory objects, maintaining the Active Directory environment, and configuring Active Directory Certificate Services. The course is designed to help students prepare for and take exam 70-640: Windows Server 2008 Active Directory.

**IT230 Windows Server 2008 Network Infrastructure (60/4.0 units)**
This course teaches the skills and knowledge necessary to plan and maintain a Windows Server 2008 network infrastructure. The course focuses on how to plan a TCP/IP network infrastructure, monitor and troubleshoot Internet connectivity, determine host name and Net BIOS name resolution strategies, and configure and monitor DNS interoperability. Skills that will be measured include configuring IP addressing and services, configuring name resolution, configuring network access, configuring file and print services, and monitoring and managing a network infrastructure. The course is designed to help students prepare for and take exam 70-642: Windows Server 2008 Network Infrastructure.

**IT240 Windows Server 2008 Server Administrator (60/4.0 units)**
This course teaches the skills and knowledge that are required to manage accounts, maintain server resources, monitor server performance, and safeguard data in a Microsoft Windows Server 2008 environment. Skills that will be measured include planning for server deployment and management, monitoring and maintaining servers, planning application and data provisioning, and designing business continuity and high availability. The course is designed to help students prepare for and take exam 70-646: Windows Server 2008, Server Administrator.
IT250  Certification Preparation Strategies (60/2.0 units)
This course is designed for students to learn how to effectively prepare for and pass Microsoft certification exams 70-640 Windows Server 2008 Active Directory, 70-642 Windows Server 2008 Network Infrastructure, and 70-646 Windows Server 2008, Server Administrator. 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.

IT260  Configuring Exchange Server 2007 (60/4.0 units)
This course teaches the skills required to deploy and administer an enterprise messaging environment with Exchange Server 2007. Students will gain academic experience installing, managing, monitoring, and troubleshooting Exchange Server 2007, and managing messaging security and recovering messaging servers and databases. Skills that will be measured include installing and configuring Microsoft Exchange Servers, configuring recipients and public folders, configuring the exchange infrastructure, setting up monitoring and reporting system services, and configuring disaster recovery. Concepts from this course correspond to objectives found in the Exchange Server 2007, Configuring Exam 70-236.

IT271  Advanced Windows Automation (60/4.0 units)
Through lecture and hands-on practice, this course will introduce automation features within Windows operating systems. Students will learn to work with scripting, batch files, and scheduling tasks. Coursework will include methods of automatically creating accounts and other objects for a local operating system and for Active Directory. Students will also be introduced to methods of automatically managing security for file systems and in Active Directory objects. The course will also cover methods for monitoring network servers and network performance using preset triggers and scheduled system scans.

IT280  Fundamentals of Linux Administration (60/4.0 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. Concepts from this course correspond to objectives found in CompTIA’s Linux + Exam. XKO-002.

IT290  Fundamentals of Cisco Networking (60/4.0 units)
This course focuses on providing the skills and knowledge necessary to install, operate, and troubleshoot a small branch office enterprise network, including configuring switches and routers, and connecting to a WAN and implementing network security. A student should be able to complete configuration and implementation of a small office network. Students will learn to describe how networks function, identifying major system components, function of network components and the Open System Interconnection (OSI) reference model. Additionally, students will be able to describe the function of Wide Area Networks (WANs), the major devices of WANs, and configure static and dynamic routing, PAT, and RIP routing. Concepts from this course correspond to objectives found in the CCENT Exam 640-822.

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.

KB110  Document Processing (30/1.0 units)
This course emphasizes accuracy and correct keyboarding techniques and introduces basic business formats. Speed development is stressed. Students will continue to focus on speed and accuracy as well as learn how to format business correspondence in Microsoft Word.

KB125A  Keyboarding 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; to demonstrate achievement of the skill improvement goals defined in the skill improvement plan; to demonstrate improved productivity by selecting and applying appropriate keyboarding, formatting, and proofreading techniques. (Prerequisite: KB110 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 8,000 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.

**KB210 Document Processing (30/1.0 units)**
This course emphasizes accuracy and correct keyboarding techniques and introduces basic business formats. Speed development is stressed. Students will continue to focus on speed and accuracy as well as learn how to format business correspondences in Microsoft Word.

**KB225 Keyboarding 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; to demonstrate achievement of the skill improvement goals defined in the skill improvement plan; to demonstrate improved productivity by selecting and applying appropriate keyboarding, formatting, and proofreading techniques. (Prerequisite: KB210 or instructor’s approval)

**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 up to the motion process. The student creates documents on pleading paper using Corel WordPerfect, MS Word and West Group Legal Solutions (Judicial Council forms software). (Prerequisites: Keyboarding speed 40 WPM, DA122)

**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 up to the motion process. The student creates documents on pleading paper using Corel WordPerfect, MS Word and West Group Legal Solutions (Judicial Council forms software). (Prerequisites: Keyboarding speed 40 WPM, DA122)

**L115A Advanced Legal Litigation (20/1.5 units)**
This course continues the coverage of the litigation process through motions, trials, and calendaring procedures. The student explores different areas of law and their differences in the litigation system, and creates documents on pleading paper using Corel WordPerfect, MS Word and West Group Legal Solutions (Judicial Council forms software) and Abacus calendaring. (Prerequisites: Keyboarding speed 40 WPM, DA122; L110A)

**L115B Basic Legal Calendaring (20/1.5 units)**
This course continues the coverage of the litigation process through motions, trials, and calendaring procedures. The student explores different areas of law and their differences in the litigation system, and creates documents on pleading paper using Corel WordPerfect, MS Word and West Group Legal Solutions (Judicial Council forms software) and Abacus calendaring. (Prerequisites: Keyboarding speed 40 WPM, DA122; L110A)

**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).

**L125 Computerized Legal (20/2.0 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, billing and time use software, and computerized calendaring are addressed. (Prerequisites: DA122, L110A, L110B)

**LA215 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.

**LA217 Introduction to the Paralegal Profession, Ethics, Client Interviewing, and Investigation (40/3.0 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: DA122 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: LA215, LA217, LA221.)

LA230 Probate and Estate Planning (40/4.0 units)
This course introduces the student to estate planning and the ways in which property can be held and transferred. This course is designed to offer an in-depth view 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: LA215, LA217, LA221, LA226, LA235, LA245, LA281)

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 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: LA215, LA217, LA221, LA226, LA235)

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: LA215, LA217, LA221, LA226, LA235, LA245, LA281)

LA240E 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: LA215, LA217, LA221, LA226, LA235)

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: LA215, LA217, LA221, LA226, LA235)

LA283E Administrative Law (elective) (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: LA215, LA217, LA221, LA226, LA235)

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: LA215, LA217, LA221, LA226, LA235)

LA285E Intellectual Property (elective) (40/4.0 units)
This course introduces the student to the origins and sources of a variety of intellectual properties, including copyright law, trademark rights, and patents. Students learn about the rights of inventors, trademark infringement, trade secrets, damages, and injunctions. Step-by-step explanations help each student learn how to use and register the various forms required in intellectual property law. (Prerequisites: LA215, LA217, LA221, LA226, LA235)

LA286E 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: LA215, LA217, LA221, LA226, LA235)

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: LA215, LA217, LA221, LA226, LA235)

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: M110 or instructor's approval)

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: M110)

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.

MO123 Medical Terminology A (40/3.0 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.

MO124 Medical Terminology B (60/5.0 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. (Prerequisite: MO123)
**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 workplace, 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-9-CM and CPT coding books to properly code diagnoses and procedures. (Prerequisite: MO123 & MO124, MO130. MO123 & MO124 may be taken concurrently).

**MO142 Medical Insurance Billing and Claims Processing (60/3.0 units)**
This course is a capstone class for Medical Office and Billing Specialist students. Students 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. (Prerequisite: MO123 & MO124, MO130, MO136).

**MO156A Diagnostic Coding (40/2.0)**
This course provides an in-depth view of ICD-9 coding. Students will learn how to identify and assign accurate diagnoses codes by using various health care specialties scenarios and case studies. (Prerequisites: MO123 & MO124, MO130, MO136, MO142)

**MO156B Procedural Coding (40/2.0)**
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: MO123 & MO124, MO130, MO136, MO142)

**MO170 Clinical Assisting (60/3.0 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 treatments areas, patient preparation, customer service, assisting in routine and specialty exams or procedures, first aid and CPR, asepsis and sterilization procedures, and responding to medical emergencies. (Prerequisite: MO123 & MO124, MO130)

**MO180 Laboratory Assisting I (60/3.0 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: MO123 & MO124, MO130 and MO170)

**MO185 Laboratory Assisting II (60/3.0 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, including injection and venipuncture. (Prerequisites: MO123 & MO124, MO130, MO170, and MO180)

**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 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)

**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.

**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: PH100)

**TS112  Introduction to Technical Support (80/6.0 units)**
This course provides an overview of topics for those considering becoming a technical support professional. Students will focus on key areas in the decision-making process, including meeting minimum requirements for multiple operating systems such as CPU, RAM, and free hard disk space; as well as selecting installation types such as clean install, upgrade, or dual booting. Along with these technical skills, students will focus on customer service skills for communicating successfully with clients, determining the client’s specific needs, and writing for the end user. (Prerequisite DA103)

**TS132  Core Hardware for A+ Technicians (80/6.0 units)**
This course provides an overview of the hardware related subjects covered in the CompTIA A+ Essentials (220-701) and Practical Application (220-702) exams. Diagnosing and solving a variety of common problems affecting computer hardware are emphasized in this course.

Students examine complex problems associated with motherboards, input devices, power supplies, expansion cards, hard drives, IDE, SCSI, RAID, video adapters, CPUs, and memory. This includes the study of bus structure, system resources, and installation and configuration procedure. (Prerequisite TS112)

**TS142  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+ Essentials (220-701) and Practical Application (220-702) exams. Operating system installation, configuration, and troubleshooting are emphasized in this course. Students utilize 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, and customer service procedure. (Prerequisite TS112)

**TS152  Technical Support Strategies (40/2.0 units)**
Through hands-on assignments, students will complement and practice their hardware and software knowledge and skills in order to prepare for the A+ certification Essentials (220-701) and Practical Application (220-702) exams. Installation, configuration, and technical support skills and procedure are emphasized. (Prerequisite TS132 and TS142)
Administration

John Alcorcha, MOS, MCT
DEPARTMENT CHAIR
B.A., San Jose State University

David Allen
VICE PRESIDENT/CHIEF FINANCIAL OFFICER
M.B.A., California State University, Sacramento

Jack Boulier
DIRECTOR, LEARNING RESOURCE CENTER
Sp. Ed., Georgia State University

Carol Castle
ACADEMIC OFFICER AND ACCREDITATION LIASON OFFICER
B.A., California State University, Fresno

Patty Claydon
STUDENT ACCOUNT ASSISTANT-DEFAULT PREVENTION
B.S., California State University, Sacramento

Dinorah delaRosa
DEPARTMENT CHAIR
Skyline College
A.A., C.M.B.A., C.C.A.

Teri Dillon
DIRECTOR OF EDUCATION/DEPARTMENT CHAIR
M.B.A., California State University, Sacramento

Karen Emch
DIRECTOR OF STUDENT ACCOUNTS
A.A.S., MTI College

Janice Flowers
BUSINESS OFFICER
A.S., Yuba College

Karen Fowler
ADMINISTRATIVE ASSISTANT
Diploma, MTI College

Linda Gardenhire
DEPARTMENT CHAIR
B.B.A., California Pacific University

Rhonda Godfrey
DIRECTOR’S ASSISTANT
Diploma, MTI College

John Hanna
TELECOUNSELING MANAGER
West Kent College, U.K.

Donald E. Hardenbrook
VICE PRESIDENT OF OPERATIONS
M.A., University of Phoenix

Courtney Heidelberg
FINANCIAL AID ADVISOR
B.A., California State University, Sacramento

Jenny Hoang
CAREER SERVICES COORDINATOR
B.A., UC Davis

Kirby Jones
ADMISIIONS LEADER
M.A., California State University, Sacramento

Carla Kearney
STUDENT SERVICES ASSISTANT
Diploma, MTI College

Toni Lewis
DIRECTOR OF CAREER SERVICES
Diploma, MTI College

Rob Naylor
ADMISIONS ADVISOR

Amy Norman
FINANCIAL AID ADVISOR
Diploma, MTI College

Julie Norman
DEAN, DAY PROGRAMS
B.S., Baylor University

Eric Patterson, MCSE, CCNA
DIRECTOR OF ADMISIONS

Paula Perez
DIRECTOR OF FINANCIAL AID
B.A., University of Arizona

Janie Ross
DIRECTOR PAUL MITCHELL PROGRAM
B.S., University of Phoenix

Cindy Shackleton
FINANCIAL AID OFFICER
Diploma, MTI College

Gurinder Singh, MCSE, A+ Certified
TECHNICAL SERVICES DEPARTMENT, ASSISTANT MANAGER
Diploma, MTI College

Cindi Stevens
ADMISIONS ADVISOR
Diploma, International Air Academy

Sue H. Thornton
DIRECTOR OF STUDENT SERVICES
DEAN, EVENING PROGRAMS
B.A., Brigham Young University

Leslie Tricomi
ADMISIONS ADVISOR
M.S., Pepperdine University

David Vallerga, MCSE
DIRECTOR INFORMATION TECHNOLOGY / DEPARTMENT CHAIR
B.S., Golden Gate University

Chelsey Wilkinson
ADMINISTRATIVE ASSISTANT
B.A., University of Nevada, Reno

John Zimmerman
PRESIDENT
B.S., California State University, Sacramento

Michael Zimmerman
ADMISIONS ADVISOR
B.A., University of California, Santa Barbara
Facility

BUSINESS AND GENERAL EDUCATION

Joy Baldwin
California State University, Chico
B.A., Psychology

Rochelle Barnes, MOS
New Horizon
Microsoft Certification

Diana Biasiol, MOS
University of Phoenix
B.S., Business Management

Jill Bourque
California State University, Sacramento
B.A., Child Development

Krisi Brown
California State University, Sacramento
B.A., English

Mary Clarke
Horizon College
Quick Books

Lori DeLappe
University of Phoenix
M.A., Organizational Management

Barbara Dickson
San Jose State University
B.A., Business Education

Teri Dillon
California State University, Sacramento
M.B.A., Business Administration

Heather Donovan
California State University, Sacramento
M.A., English

Ade Galvan
University of Phoenix
B.S., Business Management

Rhonda Godfrey
MTI College
Diploma, Accounting

Curt Gordon
University of California, Davis
M.A., Linguistics

Magdalena Goscicka
Auburn University Montgomery
M.A., Business Administration

Tatyana Grishina
Software Advance Technologies Institute
Certificate, Accounting

Jennifer Handy, MOS
University of Tulsa
PhD, Doctor of Philosophy/English

Christina Jones
Biola University
B.A., English

Reza Mahallati
University of New Orleans
M.S., Engineering

Casey Miller
California State University, Sacramento
M.A., English

Julie Norman
Baylor University
B.S., Education

Robert O’Brien
Columbia Pacific University
Ph.D., Business

Joyce Rogers
California State University, Sacramento
B.A., Liberal Studies

Raju Sah, MOS
University of California, Davis
B.S., Electrical Engineering

Hassan Salimi
California State University, Sacramento
B.S., Civil Engineering—Mathematics

Teri Tiraterra
California State University, Sacramento
M.A., History

INFORMATION TECHNOLOGY

John Alcorcha, MOS, MCT
San Jose State University
B.A., History

Jay Cotrone, MCSE, CNE, MCT, MSCA

Branden Cyprian, MCSE

Michael Davidson, MCP/MCT, MOS
MTI College
A.A.S., Computer Science

Tyrone Nickel, A+ Certified

Fouad Nobari, A+ Certified
University of Phoenix
Master of Information Systems

Hassan Salimi, MCSE
California State University, Sacramento
B.S., Systems Software

Karen Skeoch, MOS

Robert Young, MOS
San Francisco State College

PARALEGAL STUDIES

Samina Asgur
University of Northern California
J.D.

Elicia Bennett
MTI College
A.A., Paralegal Studies
Melanee Cardoza  
University of California, Sacramento  
B.A., History

Eric Christoffersen  
University of California, Davis  
J.D.

Cynthia Epley  
American River College  
A.A., Legal Assisting

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

Morgan Gire  
Vanderbilt University, Law School  
J.D.

Jennifer Hightower  
Lincoln Law School  
J.D.

Twa'Lea Jordan  
McGeorge School of Law, University of the Pacific  
J.D.

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

Christine McKenzie  
Lincoln Law School  
J.D.

Tom Moyer  
Edison State College  
B.A., History  
Paralegal Certificate, Merritt College

Dianna Noyes  
California State University, Sacramento  
B.A., Criminal Justice

Kelly Payne  
Lincoln Law School  
J.D.

Gina Rallo Williams  
MTI College  
A.A., Legal Assisting

Justain Riley  
University of California, Davis  
J.D.

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

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

Teri Wilson  
MTI College  
A.A., Paralegal Studies

**HEALTHCARE**

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

Shaanon Babcock  
CA Laboratory Field Services  
Phlebotomy License, CPT1

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

Kathleen Burrell  
The Bryman College  
Medical Assistant Certificate

Dinorah delaRosa  
Skyline College  
A.A., C.M.B.A., C.C.A.

Alison James  
Danielle Mars  
Dean McGee  
National Certified Phlebotomy Technician  
CPT1

Heather Patton  
MTI College  
Diploma, Medical Assistant / Phlebotomy  
CPT1

Rashell Reneau  
National Certified Phlebotomy Technician  
CPT1

Sarom Saelee  
MTI College  
National Certified Phlebotomy Technician  
CPT1

Lori Thomson  
EMT-P  
National Certified Phlebotomy Technician  
CPT1

Debbie Urias  
Darold Witzel  
Loma Linda University  
M.A., Physical Therapy
School Rules

School rules and policies are provided during the admissions process and posted around campus. 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 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

Graduates of this institution, with the exception of degree program students, are awarded a diploma. Business Administration and Information Technology – Network Administration degree program graduates are awarded an Associate of Applied Science Degree in their field of study. Graduates of the Paralegal Studies program are awarded an Associate in Arts degree. A diploma or degree, as applicable, is earned when a student has successfully met the requirements for a program as shown in this catalog. Students who fail to meet the graduation requirements for their program may be awarded a diploma for an alternate program if the graduation requirements are achieved for that program of study.

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 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.

Withdrawal and Refund Policy

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

Tuition charges are computed on the basis of weeks enrolled versus the published length of the course as indicated on the student’s Enrollment Agreement. The refund policy applies to the first-year curriculum and the second-year curriculum individually. Students will only be charged tuition for enrollment periods in which they attend. Tuition charges are calculated using the student’s Last Date of Attendance (LDA) based on institutional records. If a student withdraws prior to the 60% point of scheduled classes in a program (either Enrollment 1 or Enrollment 2), a refund will be made of the unused tuition for the enrollment period in which the student withdrew. If a student attends after the 60% point of scheduled classes, (either Enrollment 1 or Enrollment 2), there is no refund due for the enrollment period in which the student withdrew. Additionally, an account reconciliation fee equivalent to 5% of program tuition may be applied. If the amount that you owe is more than the amount that you have paid, then you will make arrangements to pay for the balance that is outstanding. If the amount that you have paid is more than the amount that you owe for the time you were scheduled to attend, a refund will be made.
Programs will receive such funds in the following order:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Unsubsidized Direct Stafford loans (other than PLUS loans)
4. Subsidized Direct Stafford loans.
5. Federal PLUS loan
6. Federal Pell Program
7. Direct PLUS loans
8. Federal SEOG Program
9. Cal Grant
10. Cash payment made on students’ behalf
11. Arnold E. Zimmerman Scholarship Program

Return of Title IV Funds Policy

Students who are awarded Federal Title IV Financial Aid are subject to the provisions of the 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.

If it has been 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.

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 calculation of the Return of Title IV Funds calculations. 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.
- Students who attend with the assistance of Title IV aid will have any refunds made directly to the programs in which they participated.

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.
Consumer Information Service

Both 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, the financial aid programs, student graduation and placement rates, school standards, the refund policy, graduate employment, and other pertinent information.

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. Provisions for individuals with disabilities include ramps, reserved parking, and accessible restrooms. No special programs are available for disabled individuals. In certain cases, an admissions advisor may define in writing both the resources and the limitations of MTI’s accommodation of disabled applicants.

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

Civil Rights Compliance

MTI College is an equal opportunity educational institution where students are admitted and treated without regard to race, gender, color, age, religion, national origin, disability, or sexual orientation. The college is in compliance with the regulations of Title IX of the Education Amendments of 1972 (which include sexual harassment), Sections 503/504 of the Rehabilitation Act of 1973, and the Vietnam Era Veterans Readjustment Assistance Act.

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 Vice President of Operations has been designated as the Affirmative Action Officer.

Equal Employment Opportunities

It is the policy of MTI College to provide equal employment opportunities, including provision for training for upward mobility, for all individuals without regard to race, color, religion, gender, national origin, age, disability, political affiliation, or sexual orientation. All personnel actions involving employees, students, and other personnel contacts will be handled in a manner that complies with applicable federal laws and regulations.

Sexual Harassment

Federal law provides that it shall be an unlawful discriminatory practice for any employer, because of the gender of a person, to discharge without cause, to refuse to hire, or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment or academic standing. Harassment of an employee on the basis of gender violates this federal law.

Sexual harassment of employees or students is prohibited and shall subject the offender to dismissal or other sanctions after compliance with procedural due process requirements. Unwelcome sexual advancements, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual’s employment or academic standing; or
- Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or
- Such conduct unreasonably interferes with an individual’s work or academic performance or creates an intimidating, hostile, or offensive working or academic environment.

Any individual who feels he/she has a complaint or matter that he/she wishes to discuss may report the problem directly to the college President. This policy applies to students as well as employees.
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 supporting the need for the accommodation. When the request is received it will be submitted to the MTI College President or Vice President of Operations 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.

Grievance Procedure

At MTI we realize the importance of students reaching their graduation goals. If a student becomes dissatisfied with any aspect of his/her MTI program, we encourage the student to address his/her concern with the appropriate staff person. Our goal is for our students to be successful -- when our students are successful, we are as well. The following procedures define how we can work toward this goal.

Academic-Related Concerns

1. Share your concern or unhappiness with the instructor with whom the problem originated. Talk together toward a solution.

2. If you are unable to resolve the problem by speaking with your instructor, you may refer the issue to the appropriate dean and ask for intervention in seeking a solution.

3. If the problem is still not resolved to your satisfaction, you are encouraged to contact the appropriate Department Chair, Director of Education, Vice President of Operations, or the college President and request that a grievance hearing be scheduled. The grievance hearing allows the student to present his or her case before a student, an instructor, and an administrative person, all of whom will seek to be impartial to the issue being discussed. The student will be notified within one week of the status of his/her grievance by the individual who assembled the grievance committee.

Administrative- or Financial-Related Concerns

1. Share your concern or dissatisfaction with the administrative staff person with whom the problem originated. Talk together toward a solution.

2. If you are unable to resolve the problem by speaking with the administrative person involved, you may refer the issue to the manager of the appropriate department and ask for intervention in seeking a solution.

3. If the problem is still not resolved to your satisfaction, you are encouraged to contact the Director of Education or the appropriate Vice President and request that a grievance hearing be scheduled. The grievance hearing allows the student to present his or her case before a student, an instructor, and an administrative person, all of whom will seek to be impartial to the issue being discussed. The student will be notified within one week of the status of his/her grievance by the individual who assembled the grievance committee.

All parties understand that the decision of the grievance hearing will be accepted as final. A grievance hearing will address the interpretation and application of school and academic policy. If the student’s grievance is not satisfied, MTI College’s accrediting body can be contacted at Accrediting Commission for Community and Junior Colleges of the Western Association of Schools.
Although no housing is provided directly by the school, the immediate locale is one of the best in Sacramento for reasonable rental rates.