

MTI COLLEGE CATALOG SUPPLEMENT (REV 12/03/2021)

THE COLLEGE.....	1	Paralegal Studies	55
Mission Statement	1	Program Outcomes - Year One	56
Vision Statement	1	Program Outcomes - Year Two	58
Core Values.....	1	Information Technology—Cloud Administration	60
Universal Graduate Outcomes	1	Program Outcomes - Year One	61
History and Facilities	2	Program Outcomes - Year Two.....	62
General Program	2	COURSE DESCRIPTIONS.....	63
Accreditation, Approvals, and Affiliations	2	ADMINISTRATION AND FACULTY	74
<i>MTI Memberships, Affiliations</i>	2	Administration	74
Our Policy and Our Practice.....	2	Faculty	75
Career Services.....	2	RULES AND POLICIES	78
The Board of Trustees.....	3	School Rules	78
Corporate Control	3	Academic Honesty.....	78
CALENDAR	4	Graduation Policy.....	78
Enrollment Schedule.....	4	Canceling Enrollment.....	78
Schedule of Classes.....	4	Withdrawal and Refund Policies	78
Holidays	4	Academic Freedom Policy.....	79
2022 Start/Graduation Dates.....	4	GENERAL INFORMATION	80
ENROLLMENT INFORMATION	5	Consumer Information Service	80
Entrance Requirements.....	5	Financial Aid.....	80
Admission Services.....	5	Veteran Services	80
Tuition.....	5	Statement of Nondiscrimination.....	80
Transferability of Credit	6	Student and Employee Anti-Harassment and	
Student Services and Activities	6	Discrimination policy	81
FINANCIAL AID	8	Policy on Accommodation for Disabled.....	81
Financial Aid and Budget Process	8	Student Complaint and Grievance Procedure.....	82
Student Loan Disbursements	9	Housing	83
Student Loan Default Prevention.....	9		
School Financing	9		
Financial Aid Appeal Process.....	9		
MTI PROGRAM FORMATS	10		
DIPLOMA PROGRAMS	12		
Technical Support Specialist.....	12		
Information Technology—Cloud Administrator (Diploma)			
.....	14		
Information Technology – Systems Administrator	16		
AWS Cloud Solutions Architect.....	18		
Computer Technician	19		
Medical Billing and Coding Professional	20		
Medical Billing and Coding Specialist	22		
Medical Assistant	24		
Medical Assistant Diploma with Phlebotomy Certificate.....	26		
Medical Office Assistant	28		
Medical Office Assistant Diploma with Phlebotomy	29		
Medical Administrative Assistant.....	30		
Fundamentals of Medical Assisting.....	32		
Fundamentals of Medical Office Assisting.....	34		
Accounting Technician.....	36		
Accounting Assistant	38		
Business Office Assistant	39		
Legal Administrative Assistant	40		
Legal Receptionist/Document Administrator	42		
Administrative Office Professional.....	43		
Cosmetology.....	45		
Barbering	46		
Cosmetology and Barbering	48		
DEGREE PROGRAMS	50		
Business Administration.....	50		
Business Administration Year 1 Program Outcomes	51		
Program Outcomes - Year Two.....	54		

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Mission Statement

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

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

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

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

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

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

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

Vision Statement

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

Core Values

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

Universal Graduate Outcomes

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

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

History and Facilities

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

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

General Program

MTI provides training in five primary fields of employment:

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

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

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

Accreditation, Approvals, and Affiliations

Accreditation

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

including the filing of complaints against member institutions, can be found at www.accjc.org.

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

Approvals

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

MTI Memberships, Affiliations

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

Our Policy and Our Practice

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

Career Services

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

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

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

The Board of Trustees

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

DAVID ALLEN

MBA, California State University, Sacramento

David Allen retired in 2021 after having been actively involved with MTI College since 1982. As Chief Financial Officer, he oversaw the operations of the college fiscal departments. He is an experienced institution evaluator for the Accrediting Council for Independent Colleges and Schools, a member of the Financial Aid Advisory Board for the California Student Aid Commission, and has served the community as a member of the Arden-Arcade Community Planning Advisory Council.

MALCOLM CARLING-SMITH

BS, University of Southern California

JD, McGeorge School of Law

Malcolm Carling-Smith served more than 30 years in the business world, first as a CPA in public accounting and then as a Chief Financial Officer in private enterprises. Most recently he has served for 6 years at MTI College, initially as the Director of Compliance, and then for 5 years as MTI's Campus Director, until his retirement in 2020.

ROY HURD

BSEE, Heald Engineering College

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

JAMES PARDUN

MA, University of Nevada, Reno

James Pardun served as a manager in Sacramento County's Economic Development Department prior to retirement. His responsibilities included business attraction, expansion, and retention; commercial corridor revitalization; and workforce development. Prior to his tenure with the Economic Development Department, he was the chief of operations for the Sacramento Works Employers Services Department at the Sacramento Employment and Training Agency (SETA), where he coordinated the resources of the Sacramento Training and Response Team (START) to meet the hiring and training needs of area businesses.

JOHN ZIMMERMAN

BS, California State University, Sacramento

John Zimmerman retired in 2017 after well over 30 years of employment at MTI College, with over 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.

MICHAEL ZIMMERMAN

BA, University of California, Santa Barbara

Michael Zimmerman has been with MTI College since 2009, and began serving as the institution's president in 2017. In addition to his responsibilities at MTI, he has served on the board of directors for the California Association of Private Postsecondary Schools and as Vice Chair of the Golden Sierra Workforce Development Board.

Corporate Control

MTI College is a California Corporation (MTI Business Schools of Sacramento, Inc., dba MTI College). Michael Zimmerman is president, CEO; David Allen, vice president; Barbara Bussey, secretary. The members of the Board of Directors are Michael Zimmerman, Barbara Bussey, and David Allen.

Enrollment Schedule

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

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

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

Schedule of Classes

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

8:40 a.m. to 10:20 a.m.

10:30 a.m. to 12:10 p.m.

12:40 p.m. to 2:20 p.m.

2:30 p.m. to 4:10 p.m.

4:20 p.m. to 6:00 p.m.

6:00 p.m. to 9:30 p.m.

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

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

Holidays

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

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents' Day
- Week before Easter Sunday (Spring Break)
- Memorial Day*
- Juneteenth
- Independence Day
- Labor Day*
- Veterans Day
- Thanksgiving Day* and the following Friday
- Christmas Break, December 17 – January 1, 2023
Classes resume on January 2, 2023

**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.

2022 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 – 2022 Start/Graduation Dates

Start Date	24 Weeks	36 Weeks	48 Weeks	60 Weeks
1/3/2022	6/24/2022	9/16/2022	12/16/2022	3/24/23
2/14/2022	8/5/2022	10/28/2022	2/10/2023	5/12/23
3/28/2022	9/16/2022	12/16/2022	3/24/2023	6/23/23
5/16/2022	10/28/2022	2/10/2023	5/12/2023	8/4/23
6/27/2022	12/16/2022	3/24/2023	6/23/2023	9/15/23
8/8/2022	2/10/2023	5/12/2023	8/4/2023	10/27/23
9/19/2022	3/24/2023	6/23/2023	9/15/2023	12/15/23
10/31/2022	5/12/2023	8/4/2023	10/27/2023	2/16/24

ENROLLMENT INFORMATION

Entrance Requirements

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

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

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

Admission Services

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

Tuition

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

<i>Diploma Programs</i>	<i>Associate Degree Programs</i>	<i>Year 1</i>	<i>Year 2</i>
Technical Support Specialist\$17,588	Information Technology—		
Information Technology—	Cloud Administration\$18,638	\$18,638	\$17,535
Cloud Administrator.....\$16,097	Business Administration.....\$16,097	\$16,097	\$14,910
Information Technology—	Business Administration w/		
Systems Administrator\$22,008	Concentration in Accounting.....\$18,421	\$18,421	\$14,910
AWS Cloud Solutions Architect.....\$9,345	Business Administration w/		
Computer Technician.....\$6,300	Concentration in MBC.....\$21,152	\$21,152	\$14,910
Medical Billing and Coding Professional.....\$17,698	Paralegal Studies—		
Medical Billing and Coding Specialist\$16,590	Traditional Delivery.....\$19,257	\$19,257	\$17,010
Medical Assistant\$14,805	OnlinePlus Partial Online Delivery N/A	N/A	\$17,010
Medical Assistant with Phlebotomy\$17,136			
Medical Office Assistant.....\$12,390			
Medical Office Assistant with Phlebotomy.....\$13,377			
Medical Administrative Assistant.....\$7,229			
Phlebotomy Technician\$4,284			
Accounting Technician.....\$17,052			
Accounting Assistant\$7,067			
Business Office Assistant\$6,962			
Legal Administrative Assistant.....\$15,262			
Legal Receptionist/Document Admin.....\$6,904			
Administrative Office Professional.....\$16,097			
Cosmetology\$14,000			
Barbering\$14,000			
Cosmetology and Barbering\$16,800			

Registration fee is \$50. Cosmetology & Barbering programs are \$200.

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 1/1/22.

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

Transferability of Credit

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

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

Credit from Other Institutions

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

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

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

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

Test-Out Examinations

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

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

Student Services and Activities

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

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

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

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

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

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

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

Financial Aid and Budget Process

MTI is an eligible institution for federal and state financial aid programs. Financial aid counseling and funding are available for Federal Pell Grants, Federal Supplemental Grants, Federal Work Study, Federal Direct Student Loans, Cal Grants, and other programs. A full-time financial aid office is available and can provide detailed explanations of these programs and related school policies. Applications are available through the financial aid office.

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

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

<i>Monthly Expenses</i>	<i>Living at Home</i>	<i>Not Living at Home</i>
Tuition and Fees	Actual	Actual
Books and supplies	\$1,152 per academic year	
Room and Board		
Food/Housing	\$1,040	\$1,976
Personal/Misc.	\$372	\$436
Transportation	\$114	\$104
TOTAL	\$2,678	\$3,668

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

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

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

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

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

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

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

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

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

Student Loan Disbursements

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

Student Loan Default Prevention

Students who attend with the assistance of a Federal Student Loan must realize the seriousness of the repayment obligation. Loans are the most common form of financial aid used by college students in the United States today. Student loans are an important financial

obligation and they must be repaid. Loan repayment typically begins six months after a student's last date of attendance and payments are typically made to the financial organization that is servicing the loan.

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

School Financing

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

Financial Aid Appeal Process

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

MTI PROGRAM FORMATS

Currently, each program at MTI College has one of three ways to attend and earn your degree or diploma: traditional in-person classes, fully online, or a hybrid model we call OnlinePlus. (Note: Programs typically have one option each, which will be one of these three modes.)

Over the past few years, educational institutions have had to evolve the ways they teach students and deliver classes. MTI College is no exception to this change. We have been working hard behind the scenes to develop and introduce different ways for students to learn, that fit their changing needs, without sacrificing quality. As always, our commitment is to our students, making sure that we are giving them the knowledge, skills and confidence necessary for pursuing successful careers after graduation.

Traditional

The form of college that most people are familiar with is traditional, on-campus attendance. MTI College has its fair share of these traditional programs. Students can get both personal support and support from the instructor. In-person labs and real-time class discussion are characteristics of in-person, traditional programs. For these programs, most classes will be taken on-campus and in-person with an instructor.

For students who have a social learning style (sometimes also known as an Interpersonal learning style) attending classes at our Sacramento campus might make the most sense. With in-person classes, MTI faculty work closely with students, ensuring they understand content and are successful.

As with our hybrid learning and online learning programs, students have full access to financial aid resources, career counseling, tutoring, and other academic aids, either on-campus or virtually.

OnlinePlus

OnlinePlus is an innovative hybrid learning approach for various programs at MTI College. Most classes are completed remotely, with minimal mandatory on-campus attendance.

With OnlinePlus, there are real-time remote classes that meet at specified times, just like an on-campus class. The big advantage is that students can save the commute time, except for the minimum required on-campus attendance.

In many ways, OnlinePlus offers the best of both worlds. Students still attend live labs and discussions online, and get questions answered in real-time by instructors at specified times during the week. There are recorded lectures that students can go through at home, as well as opportunities for on-campus lab attendance where topics and questions can be clarified. This program structure helps ensure that MTI College students still get the personal attention and help from faculty that traditional, on-campus students receive.

One major distinction between OnlinePlus and mass-market online colleges is that there are scheduled deadlines and class structures. Students must stay on track to complete coursework before deadlines pass. Our MTI instructors check in with students regularly to make sure they are completing coursework on time. OnlinePlus students may also have a few opportunities during a quarter where they meet in-person and get a chance to interact with their teachers and each other.

OnlinePlus students have full access to financial aid, tutoring, academic help, and career advice either in-person at our Sacramento campus, or online through virtual meetings. Our OnlinePlus programs offer the best of on-campus and online education for our students seeking structure and real learning in the Sacramento region.

Online

For selected programs, MTI College has fully online classes through our e-learning portal. These classes are entirely remote, using our Learning Management System (LMS). While there is some added flexibility in completing coursework, there are still set deadlines and class structures. Teachers can track which students have completed coursework and fulfilled the virtual attendance requirement. Instructors may measure progress and answer student questions through online student forums or discussion boards.

Some classes will hold a live session with an instructor where students receive explanations and demonstration about key topics they should learn. The online lectures in our fully online classes are current, topical, and structured to impart maximum practical knowledge to students. These lectures are a combination of live, scheduled lectures and recorded lectures that

can be viewed at the student's leisure. In online classes, instructors will always still be available for answering questions, giving guidance, and offering help to students.

As with all our other programs, our commitment to quality of education and resources for our students is our prime objective. All students in the online learning programs have access to tutoring, instructional labs, academic advice, financial aid programs, and career guidance. Students can access these resources either online or in-person at our campus.

Note: Some of our online programs are tailored for students that have already achieved specific prerequisites, allowing them to fast track to graduation without repeating classes they have already taken.

Technical Support Specialist

Objective

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

Students who successfully complete this program are eligible to be considered for advancement to Year Two of the Information Technology— Cloud Administration degree program with the addition of M131B Mathematics Concepts, E111 Developmental Writing, and GE201 English Composition. Please contact the dean for further information.

Program Outcomes

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

- Assemble components based on customer requirements.
- Install, configure and maintain PCs, mobile devices, and software for end users.
- Understand the basics of networking and security
- Properly and safely diagnose, resolve and document common hardware and software issues.
- Apply troubleshooting skills.
- Provide appropriate customer support.
- Understand the basics of scripting, virtualization, desktop imaging, and deployment.
- Model Behavior that reflects confidence, competence, and professionalism.

Technical Support Specialist Program Outline - OnlinePlus

Courses		Quarter Units	Clock Hours
B112	College Success	1.5	20
B122A	Career Preparation	1.5	20
B122B	Career Preparation	1.5	20
DA104	Essential Computer Concepts	2.5	40
DA123	Word Processing Concepts	2.5	40
DA143	Spreadsheet Concepts	2.5	40
DA152	Database Concepts	2.5	40
DA164	Presentation Concepts	2.5	40
E100	English Fundamentals	5.0	60
KB100	Introduction to Keyboarding	0.0	30
M110	Mathematics in Business	3.0	40
M131A	Mathematics Concepts	2.0	20
TS115	IT Fundamentals	6.0	80
TS137	A+ Core 1: Computing Infrastructure	6.0	80
TS146	A+ Core 2: Operating Systems and Security	6.0	80
TS155	A+ Certification Strategies	4.0	80

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

49 Quarter Units/730 Clock Hours
36-48 Weeks (Day); 60-66 Weeks (Evening)

Minimum keyboarding graduation requirement: 25 net wpm

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

Information Technology—Cloud Administrator (Diploma)

Objective

The Information Technology - Cloud Administrator program is designed to prepare graduates for a career in cloud administration. Successful graduates will be able to design, administer, secure, and troubleshoot networks using a variety of cloud-based tools, particularly those provided by Amazon Web Services (AWS).

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 Cloud 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.
- Describe cloud concepts related to cloud services, cloud architecture, cloud security and compliance.
- Design resilient, scalable, secure, and cost-efficient cloud architectures.
- Employ learning strategies necessary to obtain Amazon AWS Certified Cloud Practitioner and AWS Certified Solutions Architect certification.
- Demonstrate an understanding of networking terminology and basic network design and maintenance necessary to obtain CompTIA Network+ certification.
- Identify network security risks, construct strategies for effective network security, and employ learning strategies necessary to obtain CompTIA Security+ certification
- Model behavior that reflects confidence, competence, and professionalism.

Information Technology— Cloud Administrator Program Outline - Online

Courses		Quarter Units	Clock Hours
IT201	Fundamental Networking Concepts	7.0	80
IT296	Network Security Concepts	5.5	60
IT252	Certification Preparation Strategies	3.0	60
ITC210	Server Management	5.5	60
ITC220	AWS Cloud Foundations	5.5	60
ITC230	AWS Cloud Computing Architecture	5.5	60
ITC240	AWS Cloud Well-Architected Framework	5.5	60
ITC250	AWS Certification Preparation	3.0	60

40.5 Quarter Units/500 Clock Hours

48 Weeks (Evening)

Minimum keyboarding graduation requirement: 25 net wpm

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

Information Technology – Systems Administrator

Objective

The Information Technology - Systems Administrator program is designed to prepare graduates for a career in system administration. Successful graduates will be able to design, administer, maintain, secure, and troubleshoot PC networks utilizing Windows Server and Linux server operating systems. CompTIA courses prepare students for the CompTIA A+, Network+, and Security+ certifications. Amazon AWS course introduce cloud computing technologies aimed towards successful completion of AWS certifications. Exam vouchers are provided for students who meet the requirements of the Test Pass Assurance (TPA) program. MTI College students receive benefits available to CompTIA Academy Partners and Microsoft Azure Dev Tools.

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 Cloud 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:

- Assemble components based on customer requirements.
- Install, configure and maintain PCs, mobile devices, and software for end users.
- Understand the basics of networking and security.
- Properly and safely diagnose, resolve and document common hardware and software issues.
- Apply troubleshooting skills.
- Provide appropriate customer support.
- Understand the basics of scripting, virtualization, desktop imaging, and deployment.
- Demonstrate an understanding of terminology and functions for network operating systems and network services in a business network.
- Describe cloud concepts related to cloud services, cloud architecture, cloud security and compliance.
- Design resilient, scalable, secure, and cost-efficient cloud architectures.
- Employ learning strategies necessary to obtain Amazon AWS Certified Cloud Practitioner and AWS Certified Solutions Architect certification.
- Demonstrate an understanding of networking terminology and basic network design and maintenance necessary to obtain CompTIA Network+ certification.
- Identify network security risks, construct strategies for effective network security, and employ learning strategies necessary to obtain CompTIA Security+ certification.
- Model behavior that reflects confidence, competence, and professionalism.

Information Technology – Systems Administrator Program Outline - OnlinePlus

Courses		Quarter Hours	Clock Hours
KB100	Introduction to Keyboarding	0.0	30
TS115	IT Fundamentals	6.0	80
TS137	A+ Core 1: Computing Infrastructure	6.0	80
TS146	A+ Core 2: Operating Systems and Security	6.0	80
TS155	A+ Certification Strategies	4.0	80
IT201	Fundamental Networking Concepts	7.0	80
IT296	Network Security Concepts	5.5	60
IT252	Certification Preparation Strategies	3.0	60
ITC210	Server Management	5.5	60
ITC220	AWS Cloud Foundations	5.5	60
ITC230	AWS Cloud Computing Architecture	5.5	60
ITC240	AWS Cloud Well-Architected Framework	5.5	60
ITC250	AWS Certification Preparation	3.0	60
B122A	Career Preparation	1.5	20
B122B	Career Preparation	1.5	20

65.5 Quarter Units/890 Clock Hours
72 Weeks (Day); 84 Weeks (Evening)

Minimum keyboarding graduation requirement: 25 net wpm
78 Weeks

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

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

AWS Cloud Solutions Architect

Objective

To prepare students for the AWS Cloud Practitioner and AWS Solutions Architect Associate certification exams. Successful graduates will be able to design, administer, secure, and troubleshoot networks using cloud-based tools provided by Amazon Web Services (AWS).

In order to qualify for this rigorous program, applicants must provide verification of the following:

- An Associate's or higher degree from an accredited institution
- Education, certification, or work experience in information technology
- Residency in the state of California
- Access to a laptop or desktop with broadband internet access

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.

Program Outcomes

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

- Describe cloud concepts related to cloud services, cloud architecture, cloud security and compliance.
- Design resilient, scalable, secure, and cost-efficient cloud architectures.
- Employ learning strategies necessary to obtain Amazon AWS Certified Cloud Practitioner and AWS Certified Solutions Architect certification.
- Model behavior that reflects confidence, competence, and professionalism.

AWS Cloud Solutions Architect Program Outline - Online

Courses		Quarter Hours	Clock Hours
ITC220	AWS Cloud Foundations	5.5	60
ITC230	AWS Cloud Computing Architecture	5.5	60
ITC240	AWS Cloud Well-Architected Framework	5.5	60
ITC250	AWS Certification Preparation	3.0	60

19.5 Quarter Units/240 Clock Hours

30 Weeks Night

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

Computer Technician

Objective

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

Program Outcomes

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

- Assemble components based on customer requirements.
- Install, configure and maintain PCs, mobile devices, and software for end users.
- Understand the basics of networking and security.
- Properly and safely diagnose, resolve and document common hardware and software issues.
- Apply troubleshooting skills.
- Provide appropriate customer support.
- Understand the basics of scripting, virtualization, desktop imaging, and deployment.
- Model Behavior that reflects confidence, competence, and professionalism.

Computer Technician Program Outline - OnlinePlus

Courses		Quarter Units	Clock Hours
TS115	IT Fundamentals	6.0	80
TS137	A+ Core 1: Computing Infrastructure	6.0	80
TS146	A+ Core 2: Operating Systems and Security	6.0	80
TS155	A+ Certification Strategies	4.0	80
KB100	Introduction to Keyboarding	0.0	30
B122A	Career Preparation	1.5	20
B122B	Career Preparation	1.5	20

25 Quarter Units/390 Clock Hours

24 Weeks (Day); 36 Weeks (Night)

Minimum keyboarding graduation requirement: 25 net wpm

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

Medical Billing and Coding Professional

Objective

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

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

Program Outcomes

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

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

Medical Billing and Coding Professional Program Outline - OnlinePlus

Courses		Quarter Units	Clock Hours
B112	College Success	1.5	20
B122A	Career Preparation	1.5	20
B122B	Career Preparation	1.5	20
DA104	Essential Computer Concepts	2.5	40
DA123	Word Processing Concepts	2.5	40
E105	Healthcare Communication	3.0	40
KB100	Introduction to Keyboarding	0.0	30
KB125	Keyboarding Speed Development	1.0	30
KB150	Computerized 10-Key Skill Development	1.0	30
M110	Mathematics in Business	3.0	40
MO126A1	Medical Terminology with Anatomy and Physiology A	4.0	40
MO126B	Medical Terminology with Anatomy and Physiology B	4.0	40
MO126C	Medical Terminology with Anatomy and Physiology C	4.0	40
MO130	Medical Office Practice	3.0	40
MO136	Introduction to Medical Insurance and Coding	3.0	40
MO143	Medical Insurance Billing and Claims Processing	3.5	60
MO146	Electronic Health Records	3.5	60
MO159	Procedural Coding	3.5	60
MO162	ICD-10 Diagnoses and Procedure Coding	3.5	60
MO196	MBC Certification Strategies	1.0	20
MB500	Medical Billing and Coding Externship	5.0	160

*Externship eligibility is partially determined by performance in M0143, M0159 and M0162, which includes demonstrated proficiencies in claims processing and coding skills. Students must submit to a 10-panel drug screening and a criminal background check. Students who do not successfully pass the drug screening and/or have a criminal record may not be eligible for an externship. Externships for evening students are available during the day only.

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

55.5 Quarter Units/930 Clock Hours
54-60 Weeks (Day); 66-72 Weeks (Evening)

Minimum keyboarding graduation requirement: 45 net wpm

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

Medical Billing and Coding Specialist

Objective

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

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

Program Outcomes

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

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

Medical Billing and Coding Specialist Program Outline - OnlinePlus

Courses		Quarter Units	Clock Hours
B112	College Success	1.5	20
B122A	Career Preparation	1.5	20
B122B	Career Preparation	1.5	20
DA104	Essential Computer Concepts	2.5	40
DA123	Word Processing Concepts	2.5	40
E105	Healthcare Communication	3.0	40
KB100	Introduction to Keyboarding	0.0	30
KB125	Keyboarding Speed Development	1.0	30
KB150	Computerized 10-Key Skill Development	1.0	30
M110	Mathematics in Business	3.0	40
MO126A1	Medical Terminology with Anatomy and Physiology A	4.0	40
MO126B	Medical Terminology with Anatomy and Physiology B	4.0	40
MO126C	Medical Terminology with Anatomy and Physiology C	4.0	40
MO130	Medical Office Practice	3.0	40
MO136	Introduction to Medical Insurance and Coding	3.0	40
MO143	Medical Insurance Billing and Claims Processing	3.5	60
MO146	Electronic Health Records	3.5	60
MO159	Procedural Coding	3.5	60
MO162	ICD-10 Diagnoses and Procedure Coding	3.5	60
MO196	MBC Certification Strategies	1.0	20

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

50.5 Quarter Units/770 Clock Hours
48-54 Weeks (Day); 60-66 Weeks (Evening)

Minimum keyboarding graduation requirement: 45 net wpm

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

Medical Assistant

Objective

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

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

Program Outcomes

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

- Accurately create, read, understand, and maintain medical records.
- Use ICD-10 and CPT coding books to properly code diagnoses and procedures.
- Demonstrate the ability to follow OSHA's Universal Precautions while performing lab procedures.
- Accurately determine dosage calculations.
- Use proper procedures for diagnostic testing.
- Perform non-invasive procedures according to proper guidelines, and CLIA waived laboratory standards.
- Perform venipuncture, butterfly technique, finger sticks, and injections according to proper guidelines.
- Consistently comply with all HIPAA standards.
- Employ learning strategies necessary to obtain a Medical Assistant certification.
- Model behavior that reflects confidence, competence and professionalism.

Medical Assistant Program Outline - OnlinePlus

Courses		Quarter Units	Clock Hours
B112	College Success	1.5	20
B122A	Career Preparation	1.5	20
B122B	Career Preparation	1.5	20
DA104	Essential Computer Concepts	2.5	40
E105	Healthcare Communication	3.0	40
KB100	Introduction to Keyboarding	0.0	30
MO111	Math for Medical Students	3.0	30
MO126A1	Medical Terminology with Anatomy and Physiology A	4.0	40
MO126B	Medical Terminology with Anatomy and Physiology B	4.0	40
MO126C	Medical Terminology with Anatomy and Physiology C	4.0	40
MO130	Medical Office Practice	3.0	40
MO136	Introduction to Medical Insurance and Coding	3.0	40
MO171	Clinical Assisting	4.0	60
MO181	Laboratory Assisting I	4.0	60
MO186	Laboratory Assisting II	4.0	60
MO190	MA Certification Strategies	1.0	20
MO500*	Medical Externship	5.0	160

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

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

49 Quarter Units/760 Clock Hours
42 Weeks (Day); 54-60 Weeks (Evening)

Minimum keyboarding graduation requirement: 25 net wpm

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

Medical Assistant Diploma with Phlebotomy Certificate

Objective

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

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

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

Program Outcomes

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

- Accurately create, read, understand, and maintain medical records.
- Use ICD-10 and CPT coding books to properly code diagnoses and procedures.
- Demonstrate the ability to follow OSHA's Universal Precautions while performing lab procedures.
- Accurately determine dosage calculations.
- Use proper procedures for diagnostic testing.
- Perform non-invasive procedures according to proper guidelines.
- Perform venipuncture, butterfly technique, finger sticks, and injections according to proper guidelines.
- Consistently comply with all HIPAA standards.
- Employ learning strategies necessary to obtain a Medical Assistant certification
- Perform blood collection procedures based on the California Phlebotomy regulations.
- Model behavior that reflects confidence, competence and professionalism.

Medical Assistant Diploma with Phlebotomy Certificate Program Outline - OnlinePlus

Courses		Quarter Units	Clock Hours
B112	College Success	1.5	20
B122A	Career Preparation	1.5	20
B122B	Career Preparation	1.5	20
DA104	Essential Computer Concepts	2.5	40
E105	Healthcare Communication	3.0	40
KB100	Introduction to Keyboarding	0.0	30
MO111	Math for Medical Students	3.0	30
MO126A1	Medical Terminology with Anatomy and Physiology A	4.0	40
MO126B	Medical Terminology with Anatomy and Physiology B	4.0	40
MO126C	Medical Terminology with Anatomy and Physiology C	4.0	40
MO130	Medical Office Practice	3.0	40
MO136	Introduction to Medical Insurance & Coding	3.0	40
MO171	Clinical Assisting	4.0	60
MO181	Laboratory Assisting I	4.0	60
MO186	Laboratory Assisting II	4.0	60
MO190	MA Certification Strategies	1.0	20
MO500**	Medical Externship	5.0	160
PH100*	Phlebotomy	5.0	60
PH500*	Phlebotomy Externship	1.0	40-160*

* Externship eligibility is partially determined by performance in MO171, M0181, and M0186, which includes demonstrated proficiencies in laboratory skill sets. Students must submit to a 10-panel drug screening and a criminal background check. Students who do not successfully pass the drug screening and/or have criminal records may not be eligible for an externship. Externships for evening students are available during the day only.

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

55 Quarter Units/ 860 – 980 Clock Hours
54 Weeks (Day); 66-72 Weeks (Evening)

Minimum keyboarding graduation requirement: 25 net wpm

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

Medical Office Assistant

Objective

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

Program Outcomes

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

- Accurately create, read, understand, and maintain medical records.
- Use ICD-10 and CPT coding books to properly code diagnoses and procedures.
- Demonstrate the ability to follow OSHA's Universal Precautions while performing lab procedures.
- Accurately determine dosage calculations.
- Use proper procedures for diagnostic testing.
- Perform non-invasive procedures according to proper guidelines.
- Perform venipuncture, butterfly technique, finger sticks, and injections according to proper guidelines.
- Consistently comply with all HIPAA standards.
- Model behavior that reflects confidence, competence and professionalism.

Medical Office Assistant Program Outline - OnlinePlus

Courses		Quarter Units	Clock Hours
B112	College Success	1.5	20
B122A	Career Preparation	1.5	20
B122B	Career Preparation	1.5	20
DA104	Essential Computer Concepts	2.5	40
E105	Healthcare Communication	3.0	40
KB100	Introduction to Keyboarding	0.0	30
MO111	Math for Medical Students	3.0	30
MO126A1	Medical Terminology with Anatomy and Physiology A	4.0	40
MO126B	Medical Terminology with Anatomy and Physiology B	4.0	40
MO126C	Medical Terminology with Anatomy and Physiology C	4.0	40
MO130	Medical Office Practice	3.0	40
MO136	Introduction to Medical Insurance and Coding	3.0	40
MO171	Clinical Assisting	4.0	60
MO181	Laboratory Assisting I	4.0	60
MO186	Laboratory Assisting II	4.0	60
MO190	MA Certification Strategies	1.0	20

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

44 Quarter Units/600 Clock Hours
36 Weeks (Day); 48-54 Weeks (Evening)

Minimum keyboarding graduation requirement: 25 net wpm

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

Medical Office Assistant Diploma with Phlebotomy

Objective

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

Program Outcomes

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

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

Medical Office Assistant Diploma with Phlebotomy Certificate Program Outline - OnlinePlus

Courses		Quarter Units	Clock Hours
B112	College Success	1.5	20
B122A	Career Preparation	1.5	20
B122B	Career Preparation	1.5	20
DA104	Essential Computer Concepts	2.5	40
E105	Healthcare Communication	3.0	40
KB100	Introduction to Keyboarding	0.0	30
MO111	Math for Medical Students	3.0	30
MO126A1	Medical Terminology with Anatomy and Physiology A	4.0	40
MO126B	Medical Terminology with Anatomy and Physiology B	4.0	40
MO126C	Medical Terminology with Anatomy and Physiology C	4.0	40
MO130	Medical Office Practice	3.0	40
MO136	Introduction to Medical Insurance and Coding	3.0	40
MO171	Clinical Assisting	4.0	60
MO181	Laboratory Assisting I	4.0	60
MO186	Laboratory Assisting II	4.0	60
MO190	MA Certification Strategies	1.0	20
PH100	Phlebotomy	5.0	60
PH500	Phlebotomy Externship	1.0	40-160

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

50 Quarter Units/700 – 820 Clock Hours
54 Weeks (Day); 66-72 Weeks (Evening)

Minimum keyboarding graduation requirement: 25 net wpm

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

Medical Administrative Assistant

Objective

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

Program Outcomes

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

- Perform administrative activities consistent with a medical office.
- Accurately read, understand, and maintain medical records.
- Demonstrate an understanding of CPT, HCPCS, ICD-10-CM
- Use ICD-10 and CPT coding books to properly code diagnoses and procedures.
- Consistently comply with all HIPAA standards.
- Demonstrate competence and understanding in the use of medical practice management software applications.
- Model behavior that reflects confidence, competence and professionalism.

Medical Administrative Assistant Program Outline - OnlinePlus

Courses		Quarter Units	Clock Hours
B112	College Success	1.5	20
B122A	Career Preparation	1.5	20
B122B	Career Preparation	1.5	20
DA104	Essential Computer Concepts	2.5	40
E105	Healthcare Communication	3.0	40
KB100	Introduction to Keyboarding	0.0	30
MO111	Math for Medical Students	3.0	30
MO126A1	Medical Terminology with Anatomy and Physiology A	4.0	40
MO126B	Medical Terminology with Anatomy and Physiology B	4.0	40
MO126C	Medical Terminology with Anatomy and Physiology C	4.0	40
MO130	Medical Office Practice	3.0	40
MO136	Introduction to Medical Insurance and Coding	3.0	40

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

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

Minimum keyboarding graduation requirement: 25 net wpm

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

Phlebotomy Technician

Objective

To qualify the student for employment in phlebotomy related positions.

Program Outcomes

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

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

Phlebotomy Technician Program Outline - OnlinePlus

Courses		Quarter Units	Clock Hours
PH100	Phlebotomy	5.0	60
PH500	Phlebotomy Externship	1.0	40-160

6 Quarter Units/100-220 Clock Hours
12 weeks plus externship (Day)

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

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

Fundamentals of Medical Assisting

Objective

To prepare students for medical assisting and phlebotomy jobs effectively and get them employed in the most efficient way possible. The program provides entry-level students, with or without a medical background, with a solid foundation in clinical duties in order to prepare them for successful entry into the medical field. This 580-hour program was designed to provide, through classroom and practical instruction, training in a variety of healthcare settings. Lectures include anatomy and physiology, pathology, medical terminology, laboratory techniques, clinical and diagnostic procedures, medication administration, medical law and ethics, computer software applications, and overview of office procedures. Practical instruction provides hands-on training in vital-signs testing, venipuncture and patient preparation for exams and procedures which are verified through a skill check system.

This program prepares participants for the following positions: SOC/O*NET Codes: 31-9092 Medical Assistant, Hospital Assistant, 31-9099

Prerequisites

Candidates must be approved by Futuro Health and need to possess a high school diploma or GED equivalency. All clinical externship sites require drug testing and a background check.

Program Structure

The program is divided into five learning modules. Each module consists of 8 hours of online instruction and 6 hours of in-person clinical instruction per week and runs for six weeks. Following completion of the learning modules, students will complete a 160-hour medical assisting externship

Certifications/Licensure

As part of the program, graduates will be prepared for the following certifications and licensure:

- National Medical Assistant Certification (NCMA) offered through NCCT

Program Outcomes

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

- Accurately create, read, understand, and maintain medical records.
- Use ICD-10 and CPT coding books to properly code diagnoses and procedures.
- Demonstrate the ability to follow OSHA's Universal Precautions while performing lab procedures.
- Accurately determine dosage calculations.
- Use proper procedures for diagnostic testing.
- Perform non-invasive procedures according to proper guidelines, and CLIA waived laboratory standards.
- Consistently comply with all HIPAA standards.
- Employ learning strategies necessary to obtain a Medical Assistant certification.
- Model behavior that reflects confidence, competence, and professionalism.

Fundamentals of Medical Assisting Program Outline – OnlinePlus

Courses	Quarter Units	Clock Hours
MODULE 100: Medical Assisting Basics	5.5	84
MODULE 200: Introduction to Medical Office Practice	5.5	84
MODULE 300: Clinical Medical Assisting	5.5	84
MODULE 400: Introduction to Billing, Coding and Insurance	5.5	84
MODULE 500: Laboratory Assisting	5.5	84
Module EXT: Clinical Externship	5	160
32.5 Quarter Units/580 Clock Hours		
36 Weeks/Hybrid		

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

Fundamentals of Medical Office Assisting

Objective

The objective of the program is to prepare students for medical assisting and phlebotomy jobs effectively and get them employed in the most efficient way possible. The program provides entry-level students, with or without a medical background, with a solid foundation in clinical duties in order to prepare them for successful entry into the medical field. This 420-hour program was designed to provide, through classroom and practical instruction, training in a variety of healthcare settings. Lectures include anatomy and physiology, pathology, medical terminology, laboratory techniques, clinical and diagnostic procedures, medication administration, medical law and ethics, computer software applications, and overview of office procedures. Practical instruction provides hands-on training in vital-signs testing, venipuncture and patient preparation for exams and procedures which are verified through a skill check system.

This program prepares participants for the following positions: SOC/O*NET Codes: 31-9092 Medical Assistant, Hospital Assistant, 31-9099

Prerequisites

Candidates must be approved by Futuro Health and need to possess a high School Diploma or GED equivalency. All clinical externship sites require drug testing and a background check.

Program Structure

The program is divided into five learning modules. Each module consists of 8 hours of online instruction and 6 hours of in-person clinical instruction per week and runs for six weeks.

Certifications/Licensure

As part of the program, graduates will be prepared for the following certifications and licensure:

- National Medical Assistant Certification (NCMA) offered through NCCT

Program Outcomes

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

- Accurately create, read, understand, and maintain medical records.
- Use ICD-10 and CPT coding books to properly code diagnoses and procedures.
- Demonstrate the ability to follow OSHA's Universal Precautions while performing lab procedures.
- Accurately determine dosage calculations.
- Use proper procedures for diagnostic testing.
- Perform non-invasive procedures according to proper guidelines, and CLIA waived laboratory standards.
- Consistently comply with all HIPAA standards.
- Employ learning strategies necessary to obtain a Medical Assistant certification.
- Model behavior that reflects confidence, competence and professionalism.

Fundamentals of Medical Office Assisting – OnlinePlus

Courses	Quarter Units	Clock Hours
MODULE 100: Medical Assisting Basics	5.5	84
MODULE 200: Introduction to Medical Office Practice	5.5	84
MODULE 300: Clinical Medical Assisting	5.5	84
MODULE 400: Introduction to Billing, Coding and Insurance	5.5	84
MODULE 500: Laboratory Assisting	5.5	84
27.5 Quarter Units/420 Clock Hours		
30 Weeks/Hybrid		

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.

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

Program Outcomes

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

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

Accounting Technician Program Outline - OnlinePlus

Courses		Quarter Units	Clock Hours
A121A	Accounting	2.5	40
A122	Accounting	2.0	30
A130	Advanced Accounting	2.0	30
A141	Payroll Accounting	2.5	40
A150	Computerized Accounting	3.0	40
A160	Accounting with Spreadsheets	3.0	40
A500	Accounting Integration	1.0	20
B112	College Success	1.5	20
B122A	Career Preparation	1.5	20
B122B	Career Preparation	1.5	20
DA104	Essential Computer Concepts	2.5	40
DA123	Word Processing Concepts	2.5	40
DA143	Spreadsheet Concepts	2.5	40
DA152	Database Concepts	2.5	40
DA164	Presentation Concepts	2.5	40
E100	English Fundamentals	5.0	60
E111	Developmental Writing	1.5	20
KB100	Introduction to Keyboarding	0.0	30
KB125	Keyboarding Speed Development	1.0	30
KB150	Computerized 10-Key Skill Development	1.0	30
M110	Mathematics in Business	3.0	40

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

44.5 Quarter Units/710 Clock Hours
42-48 Weeks (Day) 54-60 Weeks (Day/Night)

Minimum keyboarding graduation requirement: 35 net wpm

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

Accounting Assistant

Objective

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

Program Outcomes

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

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

Accounting Assistant Program Outline - OnlinePlus

Courses		Quarter Units	Clock Hours
A121A	Accounting	2.5	40
A122	Accounting	2.0	30
A130	Advanced Accounting	2.0	30
A141	Payroll Accounting	2.5	40
A150	Computerized Accounting	3.0	40
A160	Accounting with Spreadsheets	3.0	40
A500	Accounting Integration	1.0	20
B112	College Success	1.5	20
B122A	Career Preparation	1.5	20
B122B	Career Preparation	1.5	20
DA143	Spreadsheet Concepts	2.5	40
KB100	Introduction to Keyboarding	0.0	30
KB125	Keyboarding Speed Development	1.0	30
KB150	Computerized 10 Key Skill Development	1.0	30

25 Quarter Units/430 Clock Hours

36 Weeks (Day); 42 Weeks (Day/Night)

Minimum keyboarding graduation requirement: 35 net wpm

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

Business Office Assistant

Objective

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

Program Outcomes

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

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

Business Office Assistant Program Outline - OnlinePlus

Courses		Quarter Units	Clock Hours
B112	College Success	1.5	20
B122A	Career Preparation	1.5	20
B122B	Career Preparation	1.5	20
DA104	Essential Computer Concepts	2.5	40
DA123	Word Processing Concepts	2.5	40
DA143	Spreadsheet Concepts	2.5	40
DA164	Presentation Concepts	2.5	40
E100	English Fundamentals	5.0	60
KB100	Introduction to Keyboarding	0.0	30
M110	Mathematics in Business	3.0	40
M131A*	Mathematics Concepts	2.0	20

* M131B may be substituted for M131A

24.5 Quarter Units/370 Clock Hours

18 Weeks Day/36 Weeks Night

Minimum keyboarding graduation requirement: 25 net wpm

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

Legal Administrative Assistant

Objective

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

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

Program Outcomes

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

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

Legal Administrative Assistant Program Outline - OnlinePlus

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

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

39.25 Quarter Units/580 Clock Hours
 42-54 Weeks (Day); 48-60 Weeks (Evening)

Keyboarding graduation speed goal: 55 net wpm

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

Legal Receptionist/Document Administrator

Objective

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

Program Outcomes

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

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

Legal Receptionist/Document Administrator Program Outline - OnlinePlus

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

25.5 Quarter Units/400 Clock Hours
36 Weeks (Day); 42 Weeks (Evening)

Minimum keyboarding graduation requirement: 45 net wpm

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

Administrative Office Professional

Objective

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

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

Program Outcomes

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

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

Administrative Office Professional Program Outline - OnlinePlus

Courses		Quarter Units	Clock Hours
A121A	Accounting	2.5	40
A122	Accounting	2.0	30
A150	Computerized Accounting	3.0	40
A160	Accounting with Spreadsheets	3.0	40
B112	College Success	1.5	20
B122A	Career Preparation	1.5	20
B122B	Career Preparation	1.5	20
DA104	Essential Computer Concepts	2.5	40
DA123	Word Processing Concepts	2.5	40
DA143	Spreadsheet Concepts	2.5	40
DA152	Database Concepts	2.5	40
DA164	Presentation Concepts	2.5	40
E100	English Fundamentals	5.0	60
E111	Developmental Writing	1.5	20
GE201	English Composition	5.25	60
KB100	Introduction to Keyboarding	0.0	30
KB125	Keyboarding Speed Development	1.0	30
M110	Mathematics in Business	3.0	40
M131A	Mathematics Concepts	2.0	20
M131B	Mathematics Concepts	2.0	20

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

47.25 Quarter Units/690 Clock Hours
42-48 Weeks (Day); 54-60 Weeks (Evening)

Minimum keyboarding graduation requirement: 45 net wpm

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

Cosmetology

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, and retail sales. As future professionals move through each phase of the program, they will successfully demonstrate the knowledge, skills, and confidence they have acquired in the classroom and on the clinic floor.

Program Outcomes

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

- Discuss 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 nail techniques.
- Make appropriate product recommendations and properly advise customers on the product's use and safety.
- Apply fundamental business practices to a salon environment, including customer service, and retail skills.
- Demonstrate an understanding of service and sales techniques.
- Demonstrate an understanding of the skills needed for building and retaining clientele.
- Demonstrate an understanding of California state requirements and procedures for licensed Cosmetologists.

Cosmetology Program Outline

Courses		Quarter Units	Clock Hours
C103	CORE	8.0	200
C305	Adaptive A	10.0	250
C307	Adaptive B	8.0	200
C403A	Creative A	10.0	250
C403B	Creative B	4.0	100

40 Quarter Units/1000 Clock Hours
30 Weeks Full Time; 45 Weeks Part Time

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

Barbering

Objective

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

Program Description

The barbering program is a comprehensive program that is based on the requirements set forth by the State of California Board of Barbering and Cosmetology and meets all educational requirements (instruction and required operations) for becoming a licensed barber in the State of California. The total length of the program is 1000 hours. Upon successful completion, future professionals will earn a diploma in barbering and will be eligible to pursue licensure with the State of California.

All students considered for enrollment into the barbering program must possess a positive attitude and an ability to benefit from the program, and demonstrate good attendance, a cooperative work style and a strong work ethic.

Program Outcomes

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

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

Barbering Program Outline

Courses		Quarter Hours	Clock Hours
BR100	Barbering CORE	8.0	200
BR300A	Barbering Adaptive A	10.0	250
BR301B	Barbering Adaptive B	8.0	200
BR401A	Barbering Creative A	10.0	250
BR401B	Barbering Creative B	4.0	100

40 Quarter Units/1000 Clock Hours

30 Weeks Full Time / 45 Weeks Part Time

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

Cosmetology and Barbering

Objective

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

Program Description

The Cosmetology and Barbering Program is a comprehensive program that is based on the requirements set forth by the State of California Board of Barbering and Cosmetology and meets all educational requirements (instruction and required operations) for becoming a licensed cosmetologist and/or a barber in the State of California. The total length of the program is 1200 hours. Upon successful completion, future professionals will earn a diploma in Cosmetology and Barbering and will be eligible to pursue licensure with the State of California. *Please note: Students must qualify, apply for, and pass the cosmetology and barbering licensure exams separately.*

Program Outcomes

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

- 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.
 - Hair cutting and styling following the Paul Mitchell Barbering system
 - Skin care treatments for men
 - Beard Design, shaving with straight edge razors and maintenance
- Demonstrate an understanding of the skills needed for building and retaining clientele.
- Demonstrate an understanding of California state requirements and procedures for licensed Cosmetologists/Barbers.
- Describe and adhere to the laws and rules regulating the cosmetology and barbering industry in the State of California.
- Discuss and apply the scientific aspects of cosmetology and barbering, including anatomy and physiology, chemistry and bacteriology to their professional activities.
- Follow general sanitation procedures and safety guidelines as applied to all aspects of hair, skin and nail care.
- 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, and client recordkeeping.

Cosmetology and Barbering Program Outline

Courses		Quarter	Clock
		Hours	Hours
C103	CORE	8.0	200
C305	Adaptive A	10.0	250
C307	Adaptive B	8.0	200
C403A	Creative A	10.0	250
C403B	Creative B	4.0	100
C470	Barbering Techniques	8.0	200

48 Quarter Units/1200 Clock Hours

36 Weeks (Full Time); 54 Weeks (Part Time)

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

Business Administration

Associate in Arts

Program Objective

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

Program Description

The first year of the program prepares students for employment in entry-level positions in office administration. It also provides the foundation for a chosen emphasis that will enhance the student's skills in business administration. Students completing the first year will have a solid foundation in the Microsoft Office Suite products and business communications. Students are encouraged to gain related administrative support experience while completing their second year by working in a business-related capacity. There are three options for students to complete the first year of the program: Business Administration Year One, Business Administration Year One with a Concentration in Accounting or Business Administration Year One with a Concentration in Medical Billing and Coding.

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 (including being current on all financial obligations). 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.

Business Administration Year 1 Program Outcomes

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

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

Business Administration Year 1 Program Outline - OnlinePlus

Courses		Quarter Units	Clock Hours
A121A	Accounting	2.5	40
A122	Accounting	2.0	30
A150	Computerized Accounting	3.0	40
A160	Accounting with Spreadsheets	3.0	40
B112	College Success	1.5	20
B122A	Career Preparation	1.5	20
B122B	Career Preparation	1.5	20
DA104	Essential Computer Concepts	2.5	40
DA123	Word Processing Concepts	2.5	40
DA143	Spreadsheet Concepts	2.5	40
DA152	Database Concepts	2.5	40
DA164	Presentation Concepts	2.5	40
E100	English Fundamentals	5.0	60
E111	Developmental Writing	1.5	20
GE201	English Composition	5.25	60
KB100	Introduction to Keyboarding	0.0	30
KB125	Keyboarding Speed Development	1.0	30
M110	Mathematics in Business	3.0	40
M131A	Mathematics Concepts	2.0	20
M131B	Mathematics Concepts	2.0	20

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

47.25 Quarter Units/690 Clock Hours
42-48 Weeks (Day); 54-60 Weeks (Evening)

Minimum keyboarding graduation requirement: 45 net wpm

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

Business Administration Year One with a Concentration in Accounting Program Outline – OnlinePlus

Courses		Quarter Units	Clock Hours
A121A	Accounting	2.5	40
A122	Accounting	2.0	30
A130	Advanced Accounting	2.0	30
A141	Payroll Accounting	2.5	40
A150	Computerized Accounting	3.0	40
A160	Accounting with Spreadsheets	3.0	40
A500	Accounting Integration	1.0	20
B112	College Success	1.5	20
B122A	Career Preparation	1.5	20
B122B	Career Preparation	1.5	20
DA104	Essential Computer Concepts	2.5	40
DA123	Word Processing Concepts	2.5	40
DA143	Spreadsheet Concepts	2.5	40
DA152	Database Concepts	2.5	40
DA164	Presentation Concepts	2.5	40
E100	English Fundamentals	5.0	60
E111	Developmental Writing	1.5	20
GE201	English Composition	5.25	60
KB100	Introduction to Keyboarding	0.0	30
KB125	Keyboarding Speed Development	1.0	30
KB150	Computerized 10-Key Skill Development	1.0	30
M110	Mathematics in Business	3.0	40
M131A	Mathematics Concepts	2.0	20
M131B	Mathematics Concepts	2.0	20

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

53.75 Quarter Units/810 Clock Hours

48-54 Weeks Day; 54-60 Weeks (Day/Night)

Minimum keyboarding graduation requirement: 45 net wpm

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

Business Administration Year One with a Concentration in Medical Billing and Coding Program Outline – OnlinePlus

Courses		Quarter Units	Clock Hours
A121A	Accounting	2.5	40
A122	Accounting	2.0	30
B112	College Success	1.5	20
B122A	Career Preparation	1.5	20
B122B	Career Preparation	1.5	20
DA104	Essential Computer Concepts	2.5	40
DA123	Word Processing Concepts	2.5	40
E105	Healthcare Communications	3.0	40
E111	Developmental Writing	1.5	20
GE201	English Composition	5.25	60
KB100	Introduction to Keyboarding	0.0	30
KB125	Keyboarding Speed Development	1.0	30
KB150	Computerized 10-Key Skill Development	1.0	30
M110	Mathematics in Business	3.0	40
M131A	Mathematics Concepts	2.0	20
M131B	Mathematics Concepts	2.0	20
MO126A1	Medical Terminology with Anatomy and Physiology A	4.0	40
MO126B	Medical Terminology with Anatomy and Physiology B	4.0	40
MO126C	Medical Terminology with Anatomy and Physiology C	4.0	40
MO130	Medical Office Practice	3.0	40
MO136	Introduction to Medical Insurance and Coding	3.0	40
MO143	Medical Insurance Billing and Claims Processing	3.5	60
MO146	Electronic Health Records	3.5	60
MO159	Procedural Coding	3.5	60
MO162	ICD-10 Diagnoses and Procedure Coding	3.5	60
MO196	MBC Certification Strategies	1.0	20
MB500	Medical Billing and Coding Externship	5.0	160

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

70.75 Quarter Units/1120 Clock Hours
 60-66 Weeks (Day); 78-84 Weeks (Evening)
 Minimum keyboarding graduation requirement: 45 net wpm

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

Program Outcomes - Year Two

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

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

Year Two Program Outline - Online

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

44 Quarter Units/440 Clock Hours

48 Weeks (Evening)

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

Paralegal Studies

Associate in Arts

The American Bar Association has adopted the following definition:

“A 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.”

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.

Courses in the second year of the program emphasize legal writing and analysis, the civil litigation process, and major areas of substantive and procedural law.

Graduates of the Paralegal Studies degree program are prepared to work as paralegals, contributing to the economical and efficient delivery of legal services in private law firms, government, or other legal environments.

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 directly into the year two of the Paralegal Studies program, applicants are required to pass the entrance examinations, and show proof of one of the following:

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

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

Note: Due to special circumstances, an exception may be made to the above requirements by the department chair of Paralegal Studies.

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 (including being current on all financial obligations). The college will assist with the coordination and procurement of employment and internship positions for those who wish to utilize this service.

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 California litigation practice and procedure, primarily focusing on the areas of general civil litigation, terminology, and office procedures to work effectively and efficiently 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, computer technology, office etiquette, and personnel management.
- Apply general knowledge of accounting terminology, principles, account management, and arithmetical calculations which might be performed in a law office or legal department.
- Model behavior that reflects confidence, competence and professionalism.

Year One Program Outline - OnlinePlus

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

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

63.25 Quarter Units/820 Clock Hours
60 Weeks (Day); 66-78 Weeks (Evening)

Minimum keyboarding graduation requirement: 45 net wpm

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

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, trial, and post-trial preparation, discovery, and the preparation of legal documents.
- Utilize oral and written communication skills through the preparation of legal documents and by conducting research, interviews, and investigations.
- Demonstrate an understanding of how to maintain and update legal skills and knowledge of the legal profession through continuing education, independent learning, and/or community service.
- Work independently and as a team member to complete required projects and tasks effectively and within specific time frames.
- Use technology effectively to research legal issues and cases; prepare and edit legal documents; maintain client/case files; perform electronic filing; computerized calendaring; e-Discovery, various legal software, and cloud-based repositories.

Year Two Program Outline - Online

Courses		Quarter Units	Clock Hours
L101	Introduction to the Legal Environment*	0.0	20
LA215**	Legal Writing and Analysis	4.0	40
LA218	Introduction to the Paralegal Profession, Ethics, Client Interviewing, and Investigation	4.0	40
LA221	Introduction to Civil Litigation	4.0	40
LA226	Legal Research	4.0	40
LA235	Torts in Personal Injury Cases	4.0	40
LA246	Technology for Paralegals	4.0	40
LA251	Advanced Litigation	4.0	40
LA260	Career Workshop for Paralegals	0.5	5 (Hybrid)
LA281	Principles of Contract Law	4.0	40
LA283	Administrative Law	4.0	40
LA500	Advanced Legal Writing Practicum	4.0	40

*Unless waived by the department chair of Paralegal Studies, this course is required for transferring students.

**Fulfills GE requirement for Communications

48.5 Quarter Units/485–585 Clock Hours

48-60 Weeks (Evening)

Elective Law Courses

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

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

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

Information Technology—Cloud Administration

Associate of Applied Science

Objective

The Information Technology - Cloud Administration program is designed to prepare graduates for a career in cloud administration. Successful graduates will be able to design, administer, secure, and troubleshoot networks using a variety of cloud-based tools, particularly those provided by Amazon Web Services (AWS).

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 computing environments using cloud networks, virtual machine instances, and other services to develop cloud-based solutions. Students will develop an understanding of the design, implementation, and architecture of AWS Cloud solutions. Students will be provided with an opportunity to learn about networking concepts, IT security, server management, and cloud architecture. Classes use CompTIA and AWS Academy approved curriculum that is designed to help students

prepare for the CompTIA Network+ and Security+ certifications as well as the Amazon AWS Certified Cloud Practitioner and AWS Certified Solutions Architect exams. Exam vouchers are provided for students who meet the requirements of the Test Pass Assurance (TPA) program.

General Information

Due to the level of difficulty of this program, student progress and attendance will be monitored. Students must maintain a minimum C grade average and demonstrate excellent class attendance and participation in order to advance through the class series. Before advancing to the second year, students must successfully complete the first year of the program and must obtain A+ certification. Full A+ certification is required for advancement unless otherwise approved by the department chair. Program start dates will be provided by an admissions officer. Students who successfully meet the graduation requirements for both years of the program will be awarded an Associate of Applied Science Degree titled Information Technology - Cloud 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:

- Assemble components based on customer requirements.
- Install, configure and maintain PCs, mobile devices, and software for end users.
- Understand the basics of networking and security/forensics.
- Properly and safely diagnose, resolve and document common hardware and software issues.
- Apply troubleshooting skills.
- Provide appropriate customer support.
- Understand the basics of scripting, virtualization, desktop imaging, and deployment.
- Model Behavior that reflects confidence, competence, and professionalism.

Year One Program Outline - OnlinePlus

Courses		Quarter Units	Clock Hours
B112	College Success	1.5	20
B122A	Career Preparation	1.5	20
B122B	Career Preparation	1.5	20
DA104	Essential Computer Concepts	2.5	40
DA123	Word Processing Concepts	2.5	40
DA143	Spreadsheet Concepts	2.5	40
DA152	Database Concepts	2.5	40
DA164	Presentation Concepts	2.5	40
E100	English Fundamentals	5.0	60
E111	Developmental Writing	1.5	20
GE201	English Composition	5.25	60
KB100	Introduction to Keyboarding	0.0	30
M110	Mathematics in Business	3.0	40
M131A	Mathematics Concepts	2.0	20
M131B	Mathematics Concepts	2.0	20
TS115	IT Fundamentals	6.0	80
TS137	A+ Core 1: Computing Infrastructure	6.0	80
TS146	A+ Core 2: Operating Systems and Security	6.0	80
TS155	A+ Certification Strategies	4.0	80

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

57.75 Quarter Units/830 Clock Hours
42-48 Weeks (Day); 60-72 Weeks (Evening)

Minimum keyboarding graduation requirement: 25 net wpm

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

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.
- Describe cloud concepts related to cloud services, cloud architecture, cloud security and compliance.
- Design resilient, scalable, secure, and cost-efficient cloud architectures.
- Employ learning strategies necessary to obtain Amazon AWS Certified Cloud Practitioner and AWS Certified Solutions Architect certification.
- Demonstrate an understanding of networking terminology and basic network design and maintenance necessary to obtain CompTIA Network+ certification.
- Identify network security risks, construct strategies for effective network security, and employ learning strategies necessary to obtain CompTIA Security+ certification
- Model behavior that reflects confidence, competence, and professionalism.

Year Two Program Outline - Online

Courses		Quarter	Clock
		Units	Hours
GE232	Ethics in Society	4.0	40
GE240	Environmental Science	4.0	40
GE251	Contemporary American History	4.0	40
GE261	Statistics	4.0	40
IT201	Fundamental Networking Concepts	7.0	80
IT296	Network Security Concepts	5.5	60
IT252	Certification Preparation Strategies	3.0	60
ITC210	Server Management	5.5	60
ITC220	AWS Cloud Foundations	5.5	60
ITC230	AWS Cloud Computing Architecture	5.5	60
ITC240	AWS Cloud Well-Architected Framework	5.5	60
ITC250	AWS Certification Preparation	3.0	60

56.5 Quarter Units/660 Clock Hours

54 Weeks (Evening)

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

COURSE DESCRIPTIONS

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

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

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

A121A Accounting (40/2.5 units)

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

A122 Accounting (30/2 units)

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

A130 Advanced Accounting (30/2.0 units)

This course continues with accounting principles and procedures following Generally Accepted Accounting Principles (GAAP). The student learns to account for uncollectible amounts, promissory notes, inventory valuations, and fixed assets. (Prerequisites: A121A and A122 with grades of "C-" or better)

A141 Payroll Accounting (40/2.5 units)

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

A150 Computerized Accounting (40/3.0 units)

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

A160 Accounting with Spreadsheets (40/3.0 units)

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

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

A500 Accounting Integration (20/1.0 unit)

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

B112 College Success (20/1.5 units)

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

B122A Career Preparation (20/1.5 units)

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

B122B Career Preparation (20/1.5 units)

This is a six-week course designed to help students become better prepared for employment. The course covers several areas of personal and professional development with special emphasis on job search techniques, professional interviewing skills assessment. Students will be assessed through homework, document writing, interviewing skills, a professional portfolio, and the professionalism rubric. This course is an accumulation of skills, competence, professionalism, and behavior that prepares the student for employment. (Prerequisite: B122A)

BA200 Principles of Management (40/4.0 units)

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

BA220 Principles of Human Resources (40/4.0 units)

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

BA235 Introduction to Finance (40/4.0 units)

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

BA240 Principles of Marketing (40/4.0 units)

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

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

This course provides an overview of the components involved in starting, owning and operating a small business. Course topics include: entrepreneurial characteristics, developing a business plan, financial and legal considerations, developing goals, management and leadership skills, the ethics necessary for success along with an overview of growth strategies.

(Prerequisites: Grade of "C-" or better in BA200, BA220, BA235, BA240 and GE230.)

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

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

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

BR100 Barbering CORE (200/8.0 units)

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

**BR300A/301B Barbering Adaptive Series A&B
BR300A: 250/10 Units; BR301B: 200/8 units)**

The Adaptive phase is a period of intense study that is designed to build on the basics learned in CORE. The Adaptive phase consists of two modules in which future professionals gain additional experience through hands-on practice and evaluation on the clinic floor. Future professionals also learn retailing practices, dialog, and the importance of educating clients on product, and the need for good communication between the professional and his/her guests by providing consultations on hair analysis, chemical analysis, and hair movement. Future professionals' progress will be evaluated at the end of each module and they will earn a grade based on their performance in each area of study.

**BR401A/B Barbering Creative Series A&B
(BR401A: 250/10.0 Units; BR401B: 100/4.0 units)**

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

C103 Cosmetology CORE (200/8.0 units)

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

**C305/C307 Adaptive Series A&B
(C305: 250/10.0 Units; C307: 200/8 units)**

The Adaptive phase is a period of intense study that is designed to build on the basics learned in CORE. The Adaptive phase consists of two modules in which future

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

C403A/B Creative Series A&B

(C403A: 250/10, Units; C403B: 100/4.0 units)

The Creative Phase allows Future Professional to continue to build and apply their knowledge and skills through classroom instruction and working in the clinic. The Creative phase consists of three modules in which future professionals gain additional experience through hands-on practice and evaluation on the clinic floor. They explore ways to customize and combine the technical elements of what they have previously learned. Under the guidance of their Learning Leaders, Future Professionals will begin to operate more independently as they service their clients using techniques that combine the latest trends with fundamental technical skills. (Prerequisite: C305 and C307)

C450 Advanced Makeup (45/0 units)

This add-on course enables future professionals to continue building and applying their knowledge and skills through classroom instruction and working on live models. This course will improve the employability of current future professionals and Paul Mitchell graduates by teaching advanced makeup techniques that build on the skills learned in the cosmetology program. The Advanced Makeup course consists of fifteen modules in which future professionals gain additional experience through hands-on practice and evaluation by the instructor. Additionally, the course will assist future professionals in understanding the importance of, and how to create a professional makeup portfolio.

C470 Barbering Techniques (200/8 units)

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

DA104 Essential Computer Concepts (40/2.5 units)

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

DA123 Word Processing Concepts (40/2.5 units)

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

DA143 Spreadsheet Concepts (40/2.5 units)

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

DA152 Database Concepts (40/2.5 units)

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

DA164 Presentation Concepts (40/2.5 units)

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

E050 English Mechanics (40/0 units)

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

E100 English Fundamentals (60/5.0 units)

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

E105 Healthcare Communication (40/3.0 units)

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

E111 Developmental Writing (20/1.5 units)

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

GENERAL EDUCATION**GENERAL EDUCATION PHILOSOPHY**

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

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

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

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

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

The course is designed to help students develop and practice the writing and analytical skills necessary for academic success. Emphasis is placed on the writing process, research methods, documentation, argumentation, critical thinking, and writing in response to

prompts. (Prerequisite: Grade of "C-" or better in E111 or equivalent)

Social Science**GE230 Fundamentals of Economics (40/4.0 units)**

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

GE232 Ethics in Society (40/4.0 units)

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

GE234 American Government (40/4.0 units)

This course is an introduction to the central aspects of American jurisprudence including its historical bases (the English common law and its progeny); political influences upon the system (including the legislative and executive branches of government); the California and federal court systems (including concepts of judicial power, jurisdiction and remedies); and the concepts of constitutional and administrative law. (Prerequisite: Grade of "C-" or better in GE201)

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

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

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

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

Computation

GE261 Statistics (40/4.0 units)

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

IT201 Fundamental Networking Concepts (80/7.0 units)

This course focuses on providing the skills and knowledge necessary to troubleshoot, configure, and manage common network wireless and wired devices, establish basic network design and connectivity, understand and maintain network documentation, identify network limitations and weaknesses, and implement network security, standards, and protocols. Concepts from this course prepare students for the successful completion of the CompTIA Network+ certification exam. (Prerequisite: TS155 or successful completion of the CompTIA A+ certification)

IT252 Certification Preparation Strategies (60/3.0 units)

This course is designed for students to learn how to effectively prepare for and pass CompTIA Network+ and/or CompTIA Security+. 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. (Prerequisite: IT201)

IT296 Network Security Concepts (60/5.5 units)

Through lecture and practical exercises, this course prepares students to identify and construct strategies for effective network security. Students will learn to identify security risks, participate in risk mitigation actions, and develop infrastructure information and operational security. Students will also apply security controls to maintain confidentiality and integrity, identify appropriate technologies and products, troubleshoot security events and incidents, and operate within an awareness of applicable policies, laws, and regulations. This course prepares students for successful completion of the CompTIA Security+ certification exam. (Prerequisite: IT201 and ITC210)

ITC210 Server Management (60/5.5 units)

This course explores server administration skills needed by cloud administrators. Working with both Windows Server and Linux server operating systems, students learn how to install, configure, and maintain server images. Common administration tasks will be emphasized including user account management, setting up groups and

permissions, preparing resilient storage, basic identity management, and server maintenance.

ITC220 AWS Cloud Foundations (60/5.5 units)

This course introduces the AWS Cloud environment for cloud administration. Students learn about the AWS Cloud's global infrastructure, billing and pricing models, security practices, and a review of the core services available in AWS Cloud. Students also gain an introduction to cloud architecture principles. This class is mapped to the Amazon AWS Certified Cloud Practitioner exam objectives. (Prerequisite: IT201)

ITC230 AWS Cloud Computing Architecture (60/3.0 units)

This is the first of two classes devoted to AWS Cloud architecting. In this course, students step deeper into the AWS Cloud services to apply optimization and best practices to support a well-architected environment. This class explores high availability services, automation, decoupling, and scaling. This class is mapped to outcomes found in the Amazon AWS Certified Solutions Architect exam. (Prerequisite: ITC220)

ITC240 AWS Cloud Well-Architected Framework (60/3.0 units)

This is the second of two classes devoted to AWS Cloud architecting. This class focuses on the pillars of the AWS Well-Architected Framework to architect and deploy secure and robust applications in AWS. Students will develop solutions that involve the pillars of Operational Excellence, Security, Reliability, Performance Efficiency, and Cost Optimization. This class is mapped to outcomes found in the Amazon AWS Certified Solutions Architect exam. (Prerequisite: ITC230)

ITC250 AWS Certification Preparation Strategies (60/3.0 units)

This course is designed for students to learn how to effectively prepare for and pass AWS Cloud certifications. 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. (Prerequisite: ITC240)

KB100 Introduction to Keyboarding (30/0 units)

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

KB125 Speed Development (30/1.0 units)

This course employs a diagnostic/prescriptive approach to developing speed and accuracy. Individualized skill improvement plans are based on a computerized

assessment of keyboarding speed and accuracy to complete and evaluate prescribed skill-building activities and to demonstrate achievement of the skill improvement goals defined in the skill improvement plan. (Prerequisite: Grade of "P" in KB100 or instructor's approval)

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

This course teaches basic computer keyboarding skills using the numeric keypad; emphasis is on correct technique and accuracy. The student develops speeds up to a minimum of 9,000 strokes per hour with 98% accuracy. Develop skill in ten-key touch on the numeric keyboard. Develop the speed and accuracy necessary to skillfully apply this knowledge to a variety of data entry situations.

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

This course prepares the student to work in a law office through instruction in legal terminology, law office procedures, and the preparation of legal documents. The student creates documents on pleading paper using MS Word and Judicial Council forms. (Prerequisites: Keyboarding speed 25 WPM.)

L110B Beginning Legal Litigation (20/1.5 units)

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

L115A Advanced Legal Litigation (20/1.5 units)

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

L115B Basic Legal Calendaring (20/1.5 units)

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

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

This course prepares a transferring year two legal student to acclimate into the legal environment through instruction in legal terminology, court procedures, and

the preparation of legal documents. The student creates documents on pleading paper using MS Word and Judicial Council forms.

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

This course is designed to help students learn legal analysis and writing skills. Clarity, logical organization, precision, and conciseness are developed through lectures, class participation, practice materials, and writing assignments. The student learns how to read and analyze legal cases and materials. The process of legal writing, including planning, organization, and structure, is covered. This course counts toward fulfilling the General Education requirement in Communication for Paralegal Studies degree students.

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

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

LA221 Introduction to Civil Litigation (40/4.0 units)

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

LA226 Legal Research (40/4.0 units)

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

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

This course incorporates a comprehensive presentation of substantive tort law designed for the paralegal student with a study of typical procedural components in personal injury cases. These areas are explored from the perspective of actual and hypothetical cases, emphasizing the paralegal's participation from initial investigation through trial preparation and settlement. (Prerequisites: Grade of "C-" or better in LA215, LA218 or LA221)

LA246 Technology for Paralegals (40/4.0 units)

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

LA251 and OLA250 Advanced Litigation (40/4.0 units)

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

LA260 Career Workshop for Paralegals (5.0/0.5 unit)

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

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

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

LA283 and OLA283 Administrative Law (40/4.0 units)

This course offers an overview of the administrative law field, including authority, rule-making, adjudication, and judicial review. It presents a survey of the administrative process and conveys knowledge so that the student can use typical reference material; ascertain agency power;

and understand agency decisions, rules and proceedings, and the role of the paralegal in the administrative law arena. The student is exposed to administrative hearing procedures, including discovery, rules of evidence, due process, findings, conclusions, and decisions. (Prerequisites: Grade of "C-" or better in LA215, LA218, LA221)

LA500 Advanced Legal Writing Practicum (40/4.0 units)

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

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

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

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

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

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

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

LA287E Bankruptcy Law (40/4.0 units)

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

LA288E E-Discovery (40/4.0 units)

This course is designed to provide students in depth knowledge with respect to what constitutes E-Discovery, how to conduct and respond to E-Discovery, the process and procedure for handling, managing, and using E-Discovery throughout the litigation process, and ethical considerations that arise from the ever-evolving field of E-Discovery. Students will complete real-world practicum modules that provide breadth and depth understanding of E-Discovery; will review and discuss recent influential case law that continue to change the field of E-discovery, and will draft substantive legal memoranda concerning ethical considerations and real world application of E-discovery tools in litigation. At the conclusion of the course, students who pass the final exam with an 80% or better will obtain an E-Discovery Certificate and Badge from ACEDS. (Prerequisites: Grade of "B" or better in LA246 and Department Chair Approval)

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

The student participates in an internship with a local law firm, nonprofit agency, or government department. The internship consists of 120 hours of field time, plus mandatory attendance at three consecutive meetings. The student is required to keep a journal, give an oral presentation on the internship assignment, and complete an exit evaluation. (Prerequisites: Grade of "C-" or better in LA215, LA218, 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: Grade of "C-" or better in M110. May not be taken concurrently with M131B.)

M131B Mathematics Concepts (20/2.0 units)

This course covers basic algebraic concepts. Students will become proficient with solving equations, using formulas, and simplifying expressions with integers and analyzing word problems. Students will also graph linear equations and become proficient with concepts related to these types of equations. (Prerequisite: Grade of "C-" or better in M110. May not be taken concurrently with M131A.)

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

This 160-hour externship is designed to provide students with valuable hands-on experience in an outpatient medical billing provider office or medical billing entity that is separate from the college. Students will apply the knowledge and skills learned throughout the Medical Billing and Coding Professional program and demonstrate professionalism in interacting with healthcare billing professionals and patients. Student will perform administrative, billing and coding processes under the supervision of an office or billing manager and receive feedback on their performance. Externship sites are typically located within a 30 mile radius of the college. (Prerequisites: All program courses must be successfully completed with at least a 3.0 GPA and 85% overall attendance). A grade of B or better in MO143, MO146, MO159, and MO162 is required.

MO111 Math for Medical Students (30/3.0 units)

Students learn basic arithmetic calculations involving whole numbers, decimals, and fractions. Students also use metric measurements to perform conversions within the metric system and between the metric and the English measurement systems. Students will also learn how to calculate drug dosage. (Prerequisite: M101 may be required as determined by the admissions process.)

MO126A1 Medical Terminology with Anatomy and Physiology A (40/4.0 units)

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

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

This course is designed to help students succeed in healthcare careers by familiarizing them with medical terms and an introduction into human anatomy and physiology. An emphasis is placed on teaching how terminology relates to the functions and structures of the human body. A systematic learning approach will be used to acquaint the student with the human body and teach terms and word parts related to specific medical specialties and pathological conditions. (Prerequisite: Grade of "C" or better in MO126A1)

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

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

MO130 Medical Office Practice (40/3.0 units)

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

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

This course introduces students to different medical insurance types in the medical field. Focus will be on the importance of insurance eligibility, collection of proper documentation, and compliance standards needed in a medical office. Students will learn to use ICD-10, HCPCS coding standards and CPT coding books to properly code diagnoses and procedures. (Prerequisites: Grade of "C" or better in KB100, MO126A1 & MO130. MO126 B&C may be taken concurrently).

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

This course is a capstone class for Medical Office and Billing Specialist students. Student will become proficient with claims processing, healthcare payers, provider charges and payment methods, claim adjudication, reimbursement follow-up and record retention. Practical hands-on classroom experience simulating the medical billing cycle in a private practice environment. The focus will be on taking students beyond the initial claims process, expanding into following up on unpaid claims and payment procedures. As students go through the billing cycle, they will also learn techniques to improve cash flow for a medical practice. (Prerequisites: Grade of "C" or better in MO126A1, MO126B, MO130, MO136)

MO146 Electronic Health Records (60/3.5 units)

Student will learn the importance and functionality of electronic health records with practical hands-on classroom experience simulating the workflow in a medical office environment. Students will learn how the administrative, billing, and clinical functions are integrated with the use of certified electronic health records software. (Prerequisites: Grade of "C" or better in MO126A1, MO126B, MO130, MO136, MO143)

MO159 Procedural Coding (40/2.5 units)

This course provides an in-depth view of CPT and HCPCS coding. Students will learn how to identify and assign accurate procedure codes by using various health care specialties scenarios and case studies. (Prerequisites: Grade of "C" or better in MO126A1, MO126B, MO126C, MO130, MO136)

MO162 ICD-10 Diagnoses and Procedure Coding (40/2.5 units)

This course provides an in-depth view of the new ICD-10-CM and ICD-10-PCS coding system. Students will learn how to identify and assign accurate diagnostic and procedural coding by using various health care specialties scenarios and case studies. (Prerequisites: Grade of "C" or better in MO126A1, MO126B, MO126C, MO130, MO136)

MO171 Clinical Assisting (60/4.0 units)

This course introduces students to basic skills and routine procedures found in a clinic or medical office setting. In addition, students become familiar with the Occupational Safety and Health Administration (OSHA) regulations and guidelines. Topics include: patient screening, obtaining vital signs, recording patient history, preparing and maintaining treatment areas, patient preparation, patient education, customer service, assisting in routine and specialty exams or procedures, first aid and CPR, asepsis and sterilization procedures, and responding to medical emergencies. (Prerequisites: Grade of "C" or better in, MO126A1, MO126B, MO126C, and MO130).

MO181 Laboratory Assisting I (60/4.0 units)

This course focuses on the fundamental principles, techniques, and procedures used in a medical laboratory setting. In addition to standard laboratory sterilization and safety practices, students will learn procedures for the proper collection, analysis, and disposal of routine specimens. (Prerequisites: Grade of "C" or better in MO111, MO126A1, MO126B, MO126C, MO130, and MO171)

MO186 Laboratory Assisting II (60/4.0 units)

This course focuses on the fundamental principles, techniques, and procedures used in a medical laboratory setting. In addition to standard laboratory sterilization and safety practices, students learn procedures for the proper collection, analysis, and disposal of routine specimens. Students learn and apply various methods of specimen collection, administer injections and perform venipuncture. Documentation of all updated immunizations must be turned in prior to MO186. (Hep B, MMR, Varicella, Tdap, and Tb screening). (Prerequisites: MO111, MO126A1, MO126B, MO126C, MO130, grade of "C" or better in MO171 and MO181)

MO190 MA Certification Strategies (20/1.0 unit)

Students will learn and apply certification testing strategies to help them pass a certification exam. (Prerequisites: All program courses must be successfully completed with a 3.0 GPA overall. A grade of B or better in MO171, MO181. MO186 may be taken concurrently.)

MO196 MBC Certification Strategies (20/1.0 unit)

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

MO500 Medical Externship (160/5.0 units)

This 160-hour externship is designed to provide students with valuable hands-on experience in an ambulatory

healthcare setting that is separate from the college. Students will apply the knowledge and skills learned throughout the Medical Assistant program and demonstrate professionalism in interacting with healthcare professionals and patients. Students will perform administrative and clinical procedures under the supervision of a healthcare professional and receive feedback on their performance. Externship sites are typically located within a 30 mile radius of the college. (Prerequisites: All program courses must be successfully completed with a minimum of 3.0 GPA and minimum overall attendance must be at least 85%). A grade of B or better in MO171, MO181, and MO186 is required.

MODULE 100 Medical Assisting Basics (84/5.5 units)

This module covers the history and science of medicine, as well as the medical assisting profession and how it fits into the bigger picture of healthcare. Patient care is emphasized, including taking patient's history, body measurements, and vital signs, physical examinations and assessment procedures related to eyes and ears, and the integumentary system. Students develop an understanding of basic anatomy and physiology of the senses (eyes and ears), the nervous and the integumentary systems, musculoskeletal systems, and common diseases and disorders. Students learn medical terminology related to these systems. In addition, students check vital signs and differentiate between normal values for pediatric and adult patients. Students learn the importance of asepsis and sterile techniques in today's healthcare environment. Students participate in positioning and draping of patients for various examinations and prepare for and assist with minor office surgical procedures.

MODULE 200 Introduction to Medical Office Practice (84/5.5 units)

Students gain an understanding of concepts related to patient reception in the medical office and the importance of communication (verbal and nonverbal) when working with patients both on the phone and in person. Students get an overview of technology used in a medical office and build on their keyboarding and word-processing skills and learn about various job search strategies as well as how to write resumes and cover letters. Introduction to healthcare records and training in an electronic record management system is also provided. Students also gain an understanding of basic anatomy and physiology of the digestive and immune systems, common diseases and disorders, and medical terminology related to these systems.

MODULE 300 Clinical Medical Assisting (84/5.5 units)

This module identifies and examines the basic structural components and functions of the endocrine, reproductive, respiratory, and urinary systems, as well as

diseases and disorders and special medical examinations related to these systems. Students learn about child growth and development and gain understanding about assisting in a pediatrician's office. Some of the specific skills students learn in this area are height and weight measurements and restraining techniques used for infants and children. Students also learn about the anatomy and the physiology of the heart and the electrical pathways of the heart muscle in preparation for applying electrocardiography (ECG/EKG) leads and recording a 12-lead electrocardiogram. Skills include assisting with physical and specialty examinations.

MODULE 400 Introduction to Medical Billing, Coding and Insurance (84/5.5 units)

This course is designed to help students succeed in healthcare careers by familiarizing them with the medical insurance billing process. Students will learn the different types of insurance plans and payment methods. Students will learn how to use ICD-10, CPT, and HCPCS coding books. In this module, students are introduced to the emergency medical services system with emphasis on office emergencies and first aid. A cardiopulmonary resuscitation (CPR) course is taught, which enables students to respond to cardiac emergencies.

MODULE 500 Laboratory Assisting (84/5.5 units)

This course focuses on the fundamental principles, techniques, and procedures used in a medical laboratory setting. In addition to standard laboratory sterilization and safety practices, students learn procedures for the proper collection, analysis, and disposal of routine specimens. Students learn and apply various methods of specimen collection, administer injections and perform venipuncture.

MODULE EXT Clinical Externship (160/5 units)

Upon successful completion of the classroom training, students participate in a 160-hour clinical externship performing the duties of a medical assistant. Students should expect to work a full-time (40 hours per week) schedule. This module provides students an opportunity to work on real patients and apply the principles and skills learned in the classroom. Students work under the direct supervision of qualified personnel at participating sites and under general supervision of the school staff. They are evaluated at regular intervals. Students must successfully complete their clinical externship training in order to fulfill the requirements for graduation.

PH100 Phlebotomy (60/5.0 units)

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

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

PH500 Phlebotomy Externship (40-160/1.0units)

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

TS115 Introduction to Technical Support (80/6.0 units)

This course provides an overview of topics covered in CompTIA A+ certification exams. Topics include an overview of CompTIA A+ exam objectives including device hardware components, operating system configuration, networking basics, security practices, and troubleshooting. (Prerequisite: Grade of "C" or better in DA104.)

TS137 A+ Core 1: Computing Infrastructure (80/6.0 units)

This course provides an overview of objectives covered in the CompTIA A+ Core 1 certification exam. Students become familiar with concepts and terminologies associated with mobile devices, networks, computer hardware, and cloud computing. Troubleshooting common computer and networking problems along with proper technical support procedures are emphasized in this course. (Prerequisite: Grade of "C" or better in TS115)

TS146 A+ Core 2: Operating Systems and Security (80/6.0 units)

This course provides an overview of objectives covered in the CompTIA A+ Core 2 certification exam. Students learn to maintain, troubleshoot, and secure a variety of operating system environments. The course explores the operational procedures common to most professional environments. (Prerequisite: Grade of "C" or better in TS115)

TS155 A+ Certification Strategies (80/4.0 units)

Through a mix of independent study, practice exams, and instructor-guided coaching, students prepare for the CompTIA A+ certification exams. (Prerequisites: Grade of "C" or better in TS137 and TS146)

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Courtney Poston
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California Board Certification

Sen Saelee
Learning Leader/Barber
California Board Certified

Yolanda Ramirez
Learning Leader
California Board Certified

Brandon Sanchez
Learning Leader
California Board Certified

RULES AND POLICIES

School Rules

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

Academic Honesty

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

Graduation Policy

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

Often, students who originally enroll in diploma programs will choose to continue on to earn their degrees. If a student is enrolled in a diploma program, completes the program, and then decides to continue on to earn a

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

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

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

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

Canceling Enrollment

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

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

Withdrawal and Refund Policies

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

Return of Title IV Funds Policy

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

The school must determine what percentage of the current payment period a student has completed, based

on institutional records. If it is determined that aid has been unearned, Federal Financial Aid must be returned to the originating source based upon the unearned percentage. A portion of unearned aid may be the responsibility of the college and a portion may be the responsibility of the student. If it is determined that the student owes a Title IV refund, MTI College will notify the student in writing with appropriate instructions.

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

Institutional Refund Policy

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

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

Programs will receive such funds in the following order:

1. Unsubsidized Direct Loans
2. Subsidized Direct Loans

3. Direct PLUS Loans
4. Federal Pell Grants
5. Federal SEOG Grants
6. Cal Grants
7. Cash payments made on students' behalf
8. Arnold E. Zimmerman Scholarships

Important notes regarding the MTI College refund policy:

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

Academic Freedom Policy

MTI values an environment that encourages faculty and students to actively participate in all aspects of the learning process and benefit from each experience. Our complete Academic Freedom policy, along with additional campus policies, may be found in the Faculty Policy and Procedures Handbook and the Student Handbook Information and Resources section of our elearning website: <https://elearning.mticollege.edu/>.

GENERAL INFORMATION

Consumer Information Service

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

Students who wish to review the institution's accreditation, licenses, and approvals may do so at the office of the school president. Students who wish to review the institution's campus security report may do so at the office of the director of financial aid.

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

Financial Aid

MTI is an Eligible Institution under the Federal Direct Loan Program, the Federal Pell Grant Program, the Federal Supplemental Educational Opportunity Grant Program, the Federal Work Study Program, and the California Student Aid Program.

Veteran Services

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

Statement of Nondiscrimination

MTI College is committed to providing a work and school environment free of unlawful harassment or discrimination. School policy prohibits harassment or discrimination based on race, religion, creed, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by the federal, state or local law.

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

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

The complete Student and Employee Anti-Harassment and Discrimination policy ("Title IX Policy") which includes descriptions of the types of conduct it covers, may be found online at: <https://mticollege.edu/wp-content/uploads/Student-Employee-Anti-Harassment-and-Discrimination-Policy.pdf>. The Title IX Policy is fully incorporated into the MTI Catalog herein by reference.

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

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

Eric G. Fernandez, Esq., General Counsel/Paralegal Studies Department Chair – efernandez@mticollege.edu or (916) 339-4340.

Questions may also be directed to the U.S. Department of Education's Office for Civil Rights (<https://ocrcas.ed.gov/contact-ocr>).

Student and Employee Anti-Harassment and Discrimination Policy

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

MTI's anti-harassment policy applies to all persons involved in the operation of the College, and prohibits unlawful harassment by any employee of the College, as well as students, customers, third parties, vendors or anyone who does business with the College. It further extends to prohibit unlawful harassment by or against students. Any employee, student or contract worker who violates this policy will be subject to disciplinary action. To the extent a customer, vendor or other person with whom the College does business engages in unlawful harassment or discrimination, the College will take appropriate corrective action. The grievance procedure provides that complaints may be filed for discrimination in any academic, educational, extracurricular, or other programs operated or sponsored by, or related to, the College, whether the programs take place on campus, during a school-sponsored field trip, or other off-campus events.

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

As noted above, the complete Title IX Policy which is incorporated into this Catalog by reference can be found online at: <https://mticollege.edu/wp-content/uploads/Student-Employee-Anti-Harassment-and-Discrimination-Policy.pdf>.

Policy on Accommodation for Disabled

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

Students who are new to MTI are responsible for contacting the director of admissions (DOA) who is responsible for the initial assessment and enrollment of students with special needs. Existing students must contact their appropriate dean who is

responsible for initializing accommodation assessments for existing students. A student desiring a reasonable accommodation must provide a written request along with documentation from an appropriate professional supporting the need for the accommodation. When the request is received it will be submitted to the MTI College president or campus director for evaluation. Decisions regarding requests for reasonable accommodation typically occur within one week of submittal. If the request is approved, the student will be advised of any provisions or limitations of MTI's accommodation.

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

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

Student Complaint and Grievance Procedure

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

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

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

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

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

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

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

Institutional Complaints

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

Financial Aid or Cal Grant

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

Veterans

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

Cosmetology Program

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

Paralegal Program

American Bar Association
321 N. Clark Street, 19th Floor
Chicago, IL 60654-7598,
http://www.americanbar.org/groups/paralegals/contact_us.html

Phlebotomy Program

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

An individual may contact the Consumer Information Division, Department of Consumer Affairs for referral of a complaint. A copy of the complaint will be provided to the United States Department of Education, and may be referred to another entity to review, investigate, and resolve. The Department may be contacted at 1625 North Market Blvd., Suite N 112, Sacramento, CA 95843, (800) 952-5210 or dca@dca.ca.gov.

Housing

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