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**CATALOG XLIII  
2014**

**MTI BUSINESS COLLEGE OF STOCKTON, INC.**

dba MTI Business College, Inc.  
6006 N. El Dorado Street  
Stockton, CA 95207-4349  
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Toll Free Phone: (888) 302-2009  
Email: mtistockton@comcast.net

**See us on the Web at [www.mtistockton.com](http://www.mtistockton.com)**

**ACCREDITED**  
by the Accrediting Commission of  
Career Schools and Colleges  
(ACCSC)

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# GAINFUL EMPLOYMENT INFORMATION

## INFORMATION BASED ON 2013 ANNUAL REPORT

### **MICROCOMPUTER SPECIALIST II**

Occupation - 43-9021 (CIP Code)  
Completion Rate - 0% \*  
Placement Rate - 0% \*  
Median Loan Debt - \$ 6,042

### **LEGAL SECRETARY**

Occupation - 43-6012 (CIP Code)  
Completion Rate - 100%  
Placement Rate - 0%  
Median Loan Debt - \$ 5,911

### **MICROCOMPUTER SPECIALIST IV**

Occupation - 43-3021.02 (CIP Code)  
Completion Rate - 100%  
Placement Rate - 50%  
Median Loan Debt - \$ 5,807

### **MEDICAL OFFICE SPECIALIST**

Occupation - 43-6013 31-9094 (CIP Codes)  
Completion Rate - 74%  
Placement Rate - 67%  
Median Loan Debt - \$ 6,100

### **OFFICE ADMINISTRATION II**

Occupation - 43-9061 (CIP Code)  
Completion Rate - 0% \*  
Placement Rate - 0% \*  
Median Loan Debt - \$ 6,311

### **EXECUTIVE SECRETARY**

Occupation - 43-6011 (CIP Code)  
Completion Rate - 0% \*  
Placement Rate - 0% \*  
Median Loan Debt - \$ 5,813

### **OFFICE ADMINISTRATION IV**

Occupation - 43-3031 (CIP Code)  
Completion Rate - 57%  
Placement Rate - 57%  
Median Loan Debt - \$ 5,810

### **MEDICAL ASSISTANT**

Occupation - 31-9092 (CIP Code)  
Completion Rate - 70%  
Placement Rate - 67%  
Median Loan Debt - \$ 6,111

### **CLERICAL SPECIALIST II**

Occupation - 43-9021 43-9061 (CIP Codes)  
Completion Rate - 0% \*  
Placement Rate - 0% \*  
Median Loan Debt - \$ 5,598

### **MEDICAL RECEPTIONIST**

Occupation - 29-2071 (CIP Code)  
Completion Rate - 56%  
Placement Rate - 33%  
Median Loan Debt - \$ 5,789

### **CLERICAL SPECIALIST IV**

Occupation - 43-3021 43-4171 (CIP Codes)  
Completion Rate - 0% \*  
Placement Rate - 0% \*  
Median Loan Debt - \$ 6,584

Sample occupations for students completing these programs and a complete look at occupations related to these programs, please review O'NET Online's Classifications of Instructional Programs (CIP) Codes at [www.onetonline.org](http://www.onetonline.org) and enter occupational code in the top right corner of page.

Optional loan debt incurred by students in all programs for living expenses: \$ 9,500

\* No students enrolled during this reporting period

## PROGRAM FEES

### SCHEDULE OF TOTAL CHARGES FOR A PERIOD OF ATTENDANCE

#### MICROCOMPUTER SPECIALIST II, IV

II Tuition Cost	\$8,725
Books/Lab Supplies	\$1,114
STRF	5.00
Total Cost	\$9,844

IV Tuition Cost	\$9,825
Books/Lab Supplies	\$1,632
STRF	5.50
Total Cost	\$11,463

#### OFFICE ADMINISTRATION II, IV

II Tuition Cost	\$8,675
Books/Lab Supplies	\$1,436
STRF	5.00
Total Cost	\$10,116

IV Tuition Cost	\$9,510
Books/Lab Supplies	\$1,953
STRF	5.50
Total Cost	\$11,469

#### CLERICAL SPECIALIST II, IV

II Tuition Cost	\$9,445
Books/Lab Supplies	\$1,805
STRF	5.50
Total Cost	\$11,256

IV Tuition Cost	\$9,890
Books/Lab Supplies	\$2,350
STRF	6.00
Total Cost	\$12,246

#### LEGAL SECRETARY

Tuition Cost	\$9,425
Books/Lab Supplies	\$2,139
STRF	6.00
Total Cost	\$11,570

#### MEDICAL OFFICE SPECIALIST

Tuition Cost	\$8,425
Books/Lab Supplies	\$3,337
STRF	6.00
Total Cost	\$11,768

#### EXECUTIVE SECRETARY

Tuition Cost	\$9,425
Books/Supplies	\$2,041
STRF	5.50
Total Cost	\$11,471

#### MEDICAL ASSISTANT

Tuition Cost	\$9,000
Books/Lab Supplies	\$2,770
STRF	6.00
Total Cost	\$11,776

#### MEDICAL RECEPTIONIST

Tuition Cost	\$9,445
Books/Lab Supplies	\$1,997
STRF	5.50
Total Cost	\$11,448

STRF is calculated \$.50 per every \$1,000 in total cost rounded to nearest \$1,000.

Each program includes a non-refundable registration fee of \$250.

Books/Lab Supplies costs may vary.

Fees, start and end dates subject to change without notice.

## PREFACE

**M**TI Business College of Stockton, Incorporated, 6006 North El Dorado Street, Stockton, California, is accredited by the Accrediting Commission of Career Schools and Colleges. The Accrediting Commission of Career Schools and Colleges is listed by the United States Department of Education as a nationally recognized accrediting agency and is a member of the Council for Postsecondary Accreditation.

The Accrediting Commission has available comparable program information related to tuition, fees and program length for all ACCSC member schools. A copy of the directory containing this information is available at their internet site [www.accsc.org](http://www.accsc.org), by writing the Accrediting Commission of Career Schools and Colleges, 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201 or by calling (703) 247-4212.

The following programs must be reviewed and approved by the Bureau for Private Postsecondary Education (BPPE) and (ACCSC) the Accrediting Commission of Career Schools and Colleges:

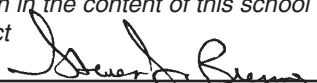
### PROGRAMS

*Microcomputer Specialist II, IV*  
*Legal Secretary*  
*Medical Office Specialist*  
*Executive Secretary*  
*Office Administration II, IV*  
*Clerical Specialist II, IV*  
*Medical Assistant*  
*Medical Receptionist*

Instruction is in residence at 6006 N. El Dorado Street, Stockton, California; is highly specialized and is intended for students with a vocational objective as a goal. Prospective enrollees visit the school and discuss education and occupational plans with school personnel. Applicants who desire to further their education are considered individually and there is no charge for this assessment. Administration hours are from 8 a.m. to 5 p.m., Monday through Friday. Monday, Tuesday or Thursday evenings by appointment only.

As a prospective student, you are encourage to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the **School Performance Fact Sheet**, which must be provided to you prior to signing an enrollment agreement. The School Catalog and both sides of the Contract/ Student Enrollment Agreement and its attachments are one Agreement.

*The information in the content of this school catalog is current and is so certified to be true and correct*

  
 Steven J. Brenner, President

PROGRAM	START DATE	END DATE
<b>MEDICAL ASSISTANT</b>	04-14-14	12-19-14
<b>(DAY OR EVENING CLASSES)</b>	05-12-14	01-23-15
36 Weeks—50 Units	06-09-14	02-20-15
54 Weeks Maximum	07-14-14	03-27-15
(Classes Can Start Each Week)	08-11-14	04-24-15
	09-08-14	05-22-15
	10-14-14	06-26-15
	11-10-14	07-24-15
	12-08-14	08-21-15
	01-12-15	09-18-15
	02-09-15	10-16-15
	03-09-15	11-13-15
	04-13-15	12-18-15
	05-11-15	01-22-16
	06-08-15	02-19-16
	07-13-15	03-25-16
	08-10-15	04-22-16
	09-14-15	05-27-16
<b>MEDICAL RECEPTIONIST</b>	04-14-14	11-07-14
30 Weeks—56 Units	05-12-14	12-05-14
45 Weeks Maximum	06-09-14	01-09-15
(Classes Can Start Each Week)	07-14-14	02-13-15
	08-11-14	03-13-15
	09-08-14	04-10-15
	10-14-14	05-15-15
	11-10-14	06-12-15
	12-08-14	07-10-15
	01-12-15	08-07-15
	02-09-15	09-04-15
	03-09-15	10-02-15
	04-13-15	11-06-15
	05-11-15	12-04-15
	06-08-15	01-08-16
	07-13-15	02-12-16
	08-10-15	03-11-16
	09-14-15	04-15-16

PROGRAM	START DATE	END DATE
<b>OFFICE ADMINISTRATION IV</b>	04-14-14	11-14-14
31 Weeks—68 Units	05-12-14	12-12-14
46.5 Weeks Maximum	06-09-14	01-16-15
(Classes Can Start Each Week)	07-14-14	02-20-15
	08-11-14	03-20-15
	09-08-14	04-17-15
	10-14-14	05-22-15
	11-10-14	06-19-15
	12-08-14	07-17-15
	01-12-15	08-14-15
	02-09-15	09-11-15
	03-09-15	10-09-15
<b>CLERICAL SPECIALIST II</b>	04-14-14	11-28-14
33 Weeks—73 Units	05-12-14	01-02-15
49.5 Weeks Maximum	06-09-14	01-30-15
(Classes Can Start Each Week)	07-14-14	03-06-15
	08-11-14	04-03-15
	09-08-14	05-01-15
	10-14-14	06-05-15
	11-10-14	07-03-15
	12-08-14	07-31-15
	01-12-15	08-28-15
	02-09-15	09-25-15
	03-09-15	10-23-15
<b>CLERICAL SPECIALIST IV</b>	04-14-14	01-16-15
39 Weeks—85 Units	05-12-14	02-13-15
58.5 Weeks Maximum	06-09-14	03-13-15
(Classes Can Start Each Week)	07-14-14	04-17-15
	08-11-14	05-15-15
	09-08-14	06-12-15
	10-14-14	07-17-15
	11-10-14	08-14-15
	12-08-14	09-11-15
	01-12-15	10-09-15
	02-09-15	11-06-15
	03-09-15	12-04-15

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## ADMINISTRATION

MTI Business College of Stockton, Incorporated, is a California Corporation.

### Corporate Officers:

**Steven J. Brenner**, President  
**June Brenner**, Secretary & Chief Financial Officer

### School Administration:

**Steven J. Brenner**, Director/Personnel Officer  
**Sally M. Lofthus**, Associate Director/Personnel Officer  
**Rose Ramirez**, Director of Training  
**Etta Leung**, Administrative Director  
**Mary McFay**, Financial Aid Officer  
**Velda Chittister**, Placement Assistant  
**Linda Emberton**, Student Loan Assistant  
**Angel Garcia**, Administrative Receptionist

## FACULTY

Faculty members are carefully selected for their experience and ability to communicate with and teach others.

<b>Robin LaCore-Brown</b>	Secretarial/Clerical
Communications Instructor	
<b>Robin Shafer</b>	Accounting/Computers/Clerical
Bus.Math/Machines, Computer Instructor	
<b>Jerome Espinoza</b>	Computers
Computer Instructor	
<b>Tammy Ryans</b>	Legal Office/Clerical
Legal Office Instructor (Evenings)	
<b>Sarah Yaple</b>	Medical Office/Clerical
Med.Assistant, Med.Office, Med.Receptionist Instructor, AHA Trainer	
<b>David Cameron</b>	Accounting/Computers
Accounting, Bus.Math/Machines, Computer Instructor	
<b>Lynsey Mayfield</b>	Medical Assistant
Medical Assistant Instructor, AHA Trainer	
<b>Melissa Aguilar</b>	Typing/Transcription
Typing, Med.Transcribe Instructor	
<b>Aimee Pack</b>	Medical Assistant
RMA Medical Assistant Instructor	

PROGRAM	START DATE	END DATE
<b>LEGAL SECRETARY</b>	04-14-14	12-19-14
36 Weeks—73 Units	05-12-14	01-23-15
54 Weeks Maximum	06-09-14	02-20-15
(Classes Can Start Each Week)	07-14-14	03-27-15
	08-11-14	04-24-15
	09-08-14	05-22-15
	10-14-14	06-26-15
	11-10-14	07-24-15
	12-08-14	08-21-15
	01-12-15	09-18-15
	02-09-15	10-16-15
	03-09-15	11-13-15
<b>MEDICAL OFFICE SPECIALIST</b>	04-14-14	12-12-14
35 Weeks—76 Units	05-12-14	01-16-15
52.5 Weeks Maximum	06-09-14	02-13-15
(Classes Can Start Each Week)	07-14-14	03-20-15
	08-11-14	04-17-15
<b>EXECUTIVE SECRETARY</b>	09-08-14	05-15-15
35 Weeks—73 Units	10-14-14	06-19-15
51 Weeks Maximum	11-10-14	07-17-15
(Classes Can Start Each Week)	12-08-14	08-14-15
	01-12-15	09-11-15
	02-09-15	10-09-15
	03-09-15	11-06-15
	04-13-15	12-11-15
<b>OFFICE ADMINISTRATION II</b>	04-14-14	08-29-14
20 Weeks—38 Units	05-12-14	09-26-14
30 Weeks Maximum	06-09-14	10-24-14
(Classes Can Start Each Week)	07-14-14	11-28-14
	08-11-14	01-02-15
	09-08-14	01-30-15
	10-14-14	03-06-15
	11-10-14	04-03-15
	12-08-14	05-01-15
	01-12-15	05-29-15
	02-09-15	06-26-15
	03-09-15	07-24-15

## PROGRAM SCHEDULES

PROGRAM	START DATE	END DATE
<b>MICROCOMPUTER SPECIALIST II</b> <b>(DAY OR EVENING CLASSES)</b> 35 Weeks—38 Units 52.5 Weeks Maximum (Classes Can Start Each Week)	04-14-14	12-12-14
	05-12-14	01-16-15
	06-09-14	02-13-15
	07-14-14	03-20-15
	08-11-14	04-17-15
	09-08-14	05-15-15
	10-14-14	06-19-15
	11-10-14	07-17-15
	12-08-14	08-14-15
	01-12-15	09-11-15
	02-09-15	10-09-15
	03-09-15	11-06-15
	04-13-15	12-11-15
	05-11-15	01-15-16
	06-08-15	02-12-16
	07-13-15	03-18-16
	08-10-15	04-15-16
<b>MICROCOMPUTER SPECIALIST IV</b> <b>(DAY OR EVENING CLASSES)</b> 31 Weeks—59 Units 46.5 Weeks Maximum (Classes Can Start Each Week)	04-12-14	11-14-14
	05-12-14	12-12-14
	06-09-14	01-16-15
	07-14-14	02-20-15
	08-11-14	03-20-15
	09-08-14	04-17-15
	10-14-14	05-22-15
	11-10-14	06-19-15
	12-08-14	07-17-15
	01-12-15	08-14-15
	02-09-15	09-11-15
	03-09-15	10-09-15
	04-13-15	11-13-15
05-11-15	12-11-15	
06-08-15	01-15-16	
07-13-15	02-19-16	
08-10-15	03-18-16	

## GENERAL INFORMATION

### HISTORY

**M**TI Business College of Stockton was established in 1968 to provide business, technical and medical education and training to meet the requirements of employers and citizens of the community. The College relocated to its present location at 6006 N. El Dorado Street in 1978.

### FACILITIES

**T**he college is housed in a heated, air conditioned, single story building which contains well-lighted classrooms, student and faculty lounges, resource center and administrative offices. The facility was designed and built for education and training in a pleasant, studious atmosphere. Ample parking is provided and the College is conveniently located next to public transportation.

Handicapped access includes level entries, expansive hallways, special restroom facilities and reserved parking.

The equipment in our classrooms meet the demands of new technology and techniques necessary for business, technical and medical fields of employment. Classrooms/laboratories contain reference materials, computers, calculators, typewriters, dictaphones and medical instruments and equipment. Medical equipment includes microscopes, centrifuges, hemacytometer, autoclave, electrocardiogram machine, stethoscopes and CPR manikins and equipment. Classroom books and supplies are available for purchase.

The school facilities and equipment comply with all local, state and federal safety and health rules and regulations.

### PHILOSOPHY AND OBJECTIVE

**T**he philosophy of the College is to recognize the need and desire of those seeking a new career or an upgrade of their skills to be eligible for employment in months instead of years. We provide some flexibility within the scheduling system to the maximum time frame for completion in accomplishing our goals. Our programs are competency based with the latest advanced education and training in specific courses of study. MTI offers individual, personalized attention and encouragement with additional time to practice or study, so that all students achieve their optimum potential for our marketplace as determined by feedback from the community and its employers. This assures our students of being thoroughly educated and ready to step into training related occupations of their respective program. MTI continuously evaluates student outcomes & institutional goals improving our efforts.

Our objective is to promote personal responsibility, pride, and satisfaction in accomplishment. We propose to train conscientious, hard-working individuals giving them every encouragement to see everyone's ambitions are realized by gainful employment.

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## **ADMINISTRATIVE POLICIES**

### **ADMISSION REQUIREMENTS AND PROCEDURES**

The College programs are offered with equal opportunity for all qualified persons without regard to race, political belief or affiliation, color, age, national origin, sex or handicap that would not preclude employment within their selected program area. This policy applies to Admissions, Advising, Training, Placement or to any other activity of the school. Applicants for admission are considered individually and there are no charges for this assessment.

The programs offered by the College are open to all men and women that are beyond the age of compulsory school attendance. They have a diploma certifying completion of a high school education or a valid certificate attesting to the completion of comparable secondary education. Prospective enrollees complete a questionnaire, discuss educational goals and pass the Wonderlic Scholastic Level Examination. This examination measures the ability-to-benefit from the education and training offered for enrollees with a secondary education. Inclusive are enrollees without a high school diploma or its equivalent that do not use Title IV Federal funding.

As of July 1, 2012, prospective enrollees not having a high school diploma or GED cannot use Title IV funding as mandated by the Secretary of Education. Our staff can advise as to what options or where prospective students can achieve or pursue their high school diploma or General Education Diploma (GED) certification. If you passed an Ability to Benefit Test approved by the Department of Education and received Title IV funding previous to July 1, 2012, you are still eligible. Proper transcripts showing passage is required before enrollment.

The representatives of the school are well informed about job requirements in the community that enables them to recommend training needed for specific employment objectives. A tour of the College is conducted prior to enrollment.

Transcripts are required to verify previous education. Upon starting classes the student will complete a "request for transcript" form to be sent to all secondary or postsecondary institutions attended in the past.

### **CREDIT FOR PREVIOUS TRAINING**

The College will accept transfer credits earned in similar program courses taken at an accredited institution recognized by the Secretary of Education if the student has earned a grade point average of 2.0 or above. An official transcript must be on file in order for transfer credits to be approved. The student cannot receive transfer credits and also receive credit for the same course taken at MTI. The College reserves the right to accept or reject credit units earned at other institutions.

Credit can also be given through challenge examination provided the subject is similar in content to courses within the student's selected program. Permission to take this special examination is given only after the student has made a formal request approved by the Director and/or Associate Director and the instructor.

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Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education (BPPE) at:

**Bureau for Private Postsecondary Education**  
**2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833-2944**  
**Web Site: [www.bppe.ca.gov](http://www.bppe.ca.gov)**  
**Toll Free: (888) 370-7589 or Fax: (916) 263-1897**

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a Complaint Form obtained at the web site provided above.

### **STUDENT TUITION RECOVERY FUND**

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program(s) attending certain schools regulated by the Bureau for Private Postsecondary Education (BPPE).

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following: (1) The school closed before the course of instruction was completed. (2) The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school. (3) The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs. (4) There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau. (5) An inability after diligent efforts to prosecute, prove, and collect on a judgement against the institution for a violation of the Act.

You must pay the state-imposed assessment Student Tuition Recovery Fund (STRF) if all of the following applies to you: (1) You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and (2) Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies: (1) You are not a California resident or not enrolled in a residency program or (2) Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

**(Authority Cited: Sections 94803, 94877 & 94923, Educational Code. Reference: Section 94923, Education Code)**



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## **ADDITIONAL INFORMATION**

### **TRANSFERABILITY OF CREDITS AND CREDENTIALS**

The transferability of credits you earn at MTI Business College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in a program is also at the complete discretion of the institution to which you may seek to transfer. If the credits that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at the institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending MTI Business College to determine if your credits will transfer.

### **DISCLAIMER STATEMENT**

The student holds harmless and indemnifies the school and its agents from or against all liabilities and other expenses which may be imposed upon, incurred by or asserted against it, or them, by any reason of bodily injury, vehicle or other property damage or loss that the student may suffer from any cause while enrolled in school.

### **GRIEVANCE POLICIES AND PROCEDURES**

A grievance relating to a classroom situation may be discussed with the instructor or the Director of Training. If the grievance is not resolved satisfactorily or the student requires confidentiality, the grievance may be presented to the Director and/or the Associate Director by a personal interview or by written form. Every effort will be made to resolve any or all grievances or concerns with the best interest of both the student and the school taken into consideration.

A student that has followed the school's grievance procedures, but the concern has not yet been resolved adequately, can contact the school's Accrediting Commission or the Bureau for Private Postsecondary Education (BPPE) that governs the California Postsecondary Education schools.

Schools accredited by (ACCSC) the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

A copy of the Commission's Complaint Form is available at the school and can be obtained by contacting the Director or the Associate Director. Please direct all inquiries to:

**Accrediting Commission of Career Schools and Colleges**  
**2101 Wilson Boulevard, Suite 302, Arlington, VA 22201-3062**  
**(703) 247-4212 Web Site: [www.accsc.org](http://www.accsc.org)**

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A student must score 80% or above in order to receive credit. No more than twenty-five percent (25%) of a program's credit units can be earned by making a challenge of the program subjects.

The result of transfer credit or credit earned by challenge examination will be recorded and the length of the program can be shortened proportionately along with the student being appraised of the outcome. For students receiving educational benefits, the Department of Veteran Affairs shall also be notified of a change in program length.

### **SCHEDULE AND CALENDAR**

Scheduling is open entry/open exit with classes normally starting the second Monday of each month. This allows students to begin classes on a space available basis. Exceptions to these are the Medical Assistant and Medical Receptionist classes (every 2 weeks), Accounting classes (every 3 weeks) and Medical Assistant evening classes each week. Full-time and half-time classes are scheduled Monday through Thursday between the hours of 8:00 a.m. and 9:30 p.m. and Friday from 8 a.m. to 5 p.m.

School holidays are New Year's Day, Martin Luther King's Birthday, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, two days for Thanksgiving, and four days for Christmas.

In-service days are occasionally scheduled for staff and/or faculty containing train-to-teach meetings with school administrators or external educators brought in to operate specific classes; discussions of constructive thought and units of work or assignments are accomplished in connection with improving the whole learning environment. The central purpose or outcome is to facilitate a skilled and capable staff and faculty.

A day off could be declared for emergency or extraordinary purposes.

## **ACADEMIC POLICIES**

### **ATTENDANCE POLICY**

Students are expected to attend scheduled classes at the scheduled starting time and to continue as scheduled throughout the day. If a student will be late to class or absent from school it is their responsibility to telephone the College as it would be necessary to inform an employer.

Absences and tardiness are a disruption of a good learning environment. Attendance is recorded. Absences of three consecutive or five non-consecutive days without legitimate reason within one month are considered excessive. Students with excessive unexcused absences in one month can be placed on probation for a period of one month. Any unexcused absences and/or tardiness during probation could cause termination of a student's training program. Students should arrange with the instructor for make-up work for classes missed; however, absences will remain on the record. Veterans receiving veteran's benefits have to maintain 80% minimum attendance. If during the probationary month attendance does not improve to the required minimum, VA benefits will be discontinued.

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In the event a student will be absent from school for an accumulative period of time they can request a leave of absence from the Director and/or Associate Director.

A student may be granted more than one leave of absence in the event unforeseen circumstances arise, such as medical reasons affecting the student or a member of the student's immediate family, military service requirements, or jury duty, provided that the combined leaves of absence do not exceed 180 days within the 12-month period. The school must have a leave of absence request signed by the student on leave.

A student will be considered to have voluntarily withdrawn from school if they fail to return to school after the expiration of an approved leave of absence. The student's status will then be a drop from school and the schools repayment policy will become effective.

### **COLLEGE STANDARDS AND DRESS CODE POLICY**

**S**tudents are expected to conduct themselves in the same professional and ethical manner as will be required when they are employed. A student can be dismissed or suspended from school for disrespectful behavior or for creating a safety hazard to other students, to administrators or to faculty members; for failure to comply with instructions of the administrative staff and faculty; for disruptive behavior that disturbs or interrupts the orderly progress of classroom instruction; or failure to maintain either satisfactory academic progress or attendance. Special emphasis is placed on punctuality, completion of assignments, participation in classroom projects, neatness and personal appearance.

Medical students wear uniforms appropriate for medical offices. Conservative casual dress is appropriate for all other students.

### **GRADING AND PROGRESS SYSTEM**

**S**tudents are graded as they complete individual units of the curriculum. Grades are determined by written and practical examination scores; completion of class work within the given time frame; classroom deportment and participation; and subjective teacher evaluation of attitude, interest and effort. Grades are compiled and checked for satisfactory academic progress each quarter of the total length of a program.

The Schools grading system is as follows:

<b>Letter Grade</b>	<b>Percent</b>	<b>Grade Point</b>
A - Excellent	90 - 100	4.0
B - Above Average	80 - 89	3.0
C - Average	70 - 79	2.0
D - Passing	60 - 69	1.0
F - Unsatisfactory	Below 60	0.0
I - Incomplete		
N - No Credit		

Upon completion of classroom and laboratory education with a grade point average of 2.0 or better, the student will be issued a diploma attesting to their successful completion of a combination of courses within a program.

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### **30-MD 1 Terminology**

Gain an understanding of related medical terms and their correct spelling. Study of prefixes, suffixes and root words that compose medical terms; spelling and pronunciation of prescription drugs.

### **30-MF 1 Medical Forms**

Application and use of codes for medical procedures from CPT and ICD books. Prepare and complete all types of allied health insurance forms such as Standard Forms, MediCal, Medicare, CHAMPUS, Workers' Compensation and State Disability.

### **30-MM 1 Medical Manager**

The Medical Office Simulated Software (MOSS) is designed to give students a comprehensive understanding of a modern, computerized medical office. This course incorporates insurance billing and coding, patient information, and office management. In addition the software incorporates appointment scheduling, clinical history and diagnosis history. Insurance billing includes HMO's, PPO's, Medicare, Medicaid and Workman's Compensation.

### **30-MO 1 Office Administration**

Responsibilities and duties of the medical receptionist, care of the reception area, examination rooms and safety factors. Completing patient records, labeling, filing & posting; scheduling appointments; billing, collecting and posting payments, processing incoming and outgoing mail and telephone techniques.

### **30-MO 2 Office Administration**

Ethics, judgment, and confidentiality are stressed in dealing with patients and the public. Procedures for ordering supplies for the office and medical laboratory. Management of insurance forms, letters and memos, front and back office activities for overall efficiency.

### **30-MP 1 Pharmacology**

Understanding of medications, there adverse reactions, identification of symptoms, trade, proprietary, generic names and categories of various types. Chemical properties, dosage calculations and administration are emphasized.

### **30-MT 1 Terminology**

Gain an understanding of medical and pharmaceutical terms, symbols, abbreviations, suffixes, prefixes; terminology relating to systems of the body and medical practice specialties.

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**20-T 2 Basic Keyboarding/Typing**

Emphasis is placed on production typing and such topics and applications as centering, formatting, letter parts, styles and placement, interoffice memos, tables, reports and business forms. Development of speed and accuracy is stressed.

**20-T 3 Basic Keyboarding/Typing**

Concentration on specialized typing for legal, medical or executive secretarial correspondence, reports, forms and dictaphone transcription.

**20-WP 1 Word Processing**

Introduction to word processing. Procedures and applications are designed to give the student knowledge and practical experience using the basic features of Microsoft Word software. Creating, formatting, and printing documents is learned as well as the ability to follow oral and written instructions.

**20-WP 2 Word Processing**

Instruction in Corel WordPerfect: formatting for Header/Footer, macros, document assembly, merging, sorting and the proper use of advanced functions such as Spell check and the Thesaurus program. Speed and accuracy is stressed through the use of practical exercises, assignments, and testing.

**30-MA 1 Anatomy and Physiology**

Study of the anatomical and physiological relationship of the human body as to its structure, functions and body systems.

**30-MC 1 Clinical Theory/Lab**

Perform clinical procedures for physical examinations, vital signs, height, weight, and measure. First Aid and CPR certification is achieved through our approved instructors set by the American Heart Association (AHA).

**30-MCP 1 Clinical Theory/Lab/Phlebotomy**

Hands on performance of clinical procedures for tray preparation, autoclaving procedures, dressing applications and EKG'S. Familiarity with controls and the performance of basic lab tests including hematology, chemistry using the Reflotron, pregnancy and mononucleosis testing, blood typing, urinalysis and serology. Perform injections, venipuncture and capillary punctures. Preparation and handling of medications and emergency treatment. First Aid and CPR certification achieved through our approved instructors set by the American Heart Association (AHA).

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Program changes will be considered and must be initiated with the Administration Office. A non-refundable fee of \$250 will be charged to cover the school administrative costs. A student should attend all classes in which they were originally enrolled until the requested change is officially authorized.

The U.S. Family Education Rights and Privacy Act (FERA) is observed. Current details are included in the Information Bulletin received when starting.

**SATISFACTORY ACADEMIC PROGRESS**

**T**he Higher Education Act mandates institutions of higher education should establish minimum standards of "SATISFACTORY PROGRESS" for students receiving federal financial aid. MTI Business College of Stockton applies these standards to all students regardless of whether or not they are federal financial aid recipients and full-time or part-time students.

Satisfactory Academic Progress requires a student to attain a specific cumulative grade point average and cumulative number of credits determined at the end of each quarter of the program. The minimum requirement is to achieve a grade point average of 1.0 at the end of the first 25 percent of the program, 1.5 grade point average at the mid-point and 2.0 grade point average upon graduation.

If transfer credits are accepted from another institution the grades can be considered from these credits when calculating the grade point average for satisfactory academic progress. In addition, the transfer credits can shorten the length of the program and affect the maximum time frame for completion.

A student's federal financial aid can be terminated for failure to maintain satisfactory academic progress. The student will not be eligible again for federal financial aid until they have completed the necessary credits with the required grade point average. Once the conditions have been met the student can be eligible for the payment period that satisfactory progress was established.

Should a student's cumulative grade point average fall below the required minimum and if extenuating circumstances exist the student can be placed on probation for the next quarter of the program. If a probationary period is granted the student is considered to be making satisfactory progress during this period. A student can be dismissed from school if the required cumulative grade point average is not reached at the end of the probationary quarter of their program.

Satisfactory Academic Progress includes a quantitative as well as a qualitative measure. **The maximum time frame in which students must complete their training cannot exceed one-and-one-half times the number of weeks required to complete their program or they will be dismissed from school.** The cumulative number of credits will be examined each quarter and the completion rate considered satisfactory if the student has completed two-thirds of the program courses attempted. If the completion rate is less than two-thirds the student can be placed on probation if it can be demonstrated that the reason for the poor completion rate has been resolved. If a probationary period is not granted in either a qualitative or quantitative measure of Satisfactory Academic Progress the student will be dismissed from school.

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A student that fails to achieve the required grade point average and credits during a probationary period can submit a written appeal to the Directors explaining mitigating circumstances to substantiate consideration for an extension of time to their probation period. The one time extension allowed following a probation period will be a maximum of four weeks to gain the necessary credits and grades to remain in good standing. The student's enrollment will be terminated if an extension of time is denied or the student fails to earn the required units during the extension period.

A course that has been attempted with less than two-thirds percent completed becomes an Incomplete (I) on the student's appraisal and final transcript. A grade will replace an Incomplete if a student finishes two-thirds or more of the course by a date determined by the instructor. If after equaling or passing the two-thirds designation of the course and a student earns a grade below sixty percent, the Incomplete reverts to a failure grade (F). A course within a program that has not been attempted receives No Credit (N) on their appraisal and final transcript.

If a student repeats a subject which was previously failed in order to obtain a higher grade, the higher grade will be considered in calculating a grade point average. Transfer or test-out credits can be considered for meeting requirements to graduate, but not determining satisfactory progress or maximum program length.

Students who choose to withdraw from school will be considered terminated. Requests for re-enrollment in school, either after voluntary withdrawal or termination by the school because of unsatisfactory progress, will be considered after an interview with the Director and/or the Associate Director. Upon re-enrollment the student will be given the opportunity for making up lost work. This work will be given credit with respect to the evaluation of the student maintaining Satisfactory Academic Progress as they complete their program.

Students at this institution receiving Federal funds will be eligible to receive Title IV aid for the maximum one-and-one-half times the number of weeks required for completion of their program if they meet the requirements described in the preceding paragraphs and all Title IV eligibility criteria.

Veterans and persons eligible for veteran's benefits whose grade point average is below a 2.0 will be placed on probation for a maximum of two quarters. If their grade point average is below 2.0 at the end of the probation period, veteran benefits going to them will be terminated. They will receive Title IV federal funding if they are eligible and in compliance with federal satisfactory progress standards.

## **TUITION POLICIES**

### **TUITION PAYMENT POLICY**

Tuition costs vary according to the program length. All tuition and fees are payable in advance unless other arrangements are made prior to the beginning of classes. Weekly and monthly terms can be arranged. Federal Financial Aid is offered to those individuals who qualify for a Federal Pell Grant and/or the Federal Direct Loan Program for selective programs. Detailed information can be obtained at the Colleges' Financial Aid Office.

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#### **20-M 1 Business Math**

Application of mathematical principles to practical business problems. Includes a review of fundamentals, decimals, percentages, fractions, interest and banking procedures.

#### **20-M 2 Business Math**

Calculate interest rates, cash trade discounts, payroll and commissions. Compute monthly payments and interest charges.

#### **20-OPE 1 Executive Office Administration**

Case studies of simulated office situations using reference sources and preparing reports, assisting in meeting and conference preparation, providing financial assistance within company operations, making travel arrangements. Development of verbal and written communication skills, professional attitude and demeanor.

#### **20-OPL 1 Legal Office Administration**

Ethics, judgement and confidentiality are emphasized in addition to the concepts, applications and procedures used in a legal office through the use of practical simulations. Students learn probate procedures and forms, prepare litigation pleadings (papers), presenting complaints and answers, cross complaints, stipulations and judgments both through typewriters and with greater emphasis using the computer lab with real world simulations and projects. Legal vocabulary is emphasized throughout the course.

#### **20-OPM 1 Medical Office Administration**

Concepts, procedures and duties of a secretary in an allied health care office or facility including front office management, ethics, judgment, confidentiality, insurance billing, medical terminology, drugs and their abbreviations and billing procedures. Organize and produce medical letters, forms, and reports and transcribe case histories, physicals and treatment records. First Aid and CPR certification achieved through our approved instructors set by the American Heart Association (AHA)

#### **20-T 1 Basic Keyboarding/Typing**

Introduction to typewriters and computers, covering the keyboard functions of each medium. Diagnostic testing to determine areas that need concentrated effort. Computer software utilized for beginning typists and speed building. Produce business letters and memos.

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### 10-MC 7 Software Applications

Corel Suite and Presentation software similar to Microsoft Powerpoint procedures applicable to business and accounting. Class makes extensive use of WordPerfect principles and exercises, particularly commands using sorting, merging, outlining, header & footer, and documents for legal procedures.

### 20-B 1 Business Machines

Develop skills in the touch operation of the calculator. Learn to solve business math problems with machine assistance. Gaining speed development and accuracy is an important goal in the course.

### 20-AC 1 Accounting

Concepts and application principles of accrual accounting. The procedures for journalizing in the general journal, posting to the general ledger, preparing simple income and balance sheets, concepts of specialized journals. Introduction to computer accounting.

### 20-AC 2 Accounting / Computer Lab

Concepts and application of business accounting with procedures for payroll, quarterlies, notes and interest, adjusting and closing entries, straight line depreciation. Emphasis on practical accounting problems and projects. Computer Lab is taken concurrently using Integrated Accounting for Microcomputers and Quickbooks Pro software.

### 20-C 1 Communications

Designed to increase the ability to spell and develop vocabulary. Emphasis on proofreading to increase depth and understanding in spelling, grammar and punctuation accuracy. Combines these skills in relation to records management (filing techniques), storage and control.

### 20-C 2 Communications

Improve communication skills through the application of English fundamentals, grammar, punctuation and sentence structure. Develop writing skills with special attention to organization of thoughts, style and improved format of business letters.

### 20-OP 1 Office Procedures

Systems and procedures for efficient office management. To learn secretarial skills, to develop personal qualities, and characteristics, and to further professional growth. It establishes improvements in oral and written communications. Procedures are introduced in order to become an asset in any business environment.

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### STUDENT'S RIGHT TO CANCEL

The Buyer/Student may cancel this contract prior to the start of classes. The Buyer/Student has the right to cancel this contract for school, without any penalty or obligation, within seven business days from the date of the first class attended. If you cancel, any payment made on your behalf will be returned to the payee within ten days following the Seller/School's receipt of the Buyer/Student's written and dated cancellation. If the Seller/School gave the Buyer/Student any equipment, the Buyer/Student may return the equipment within ten days of the date the Buyer/Student signed the cancellation notice. If the Buyer/Student does not return the equipment within this 10-day period, the Seller/School may keep an amount out of what the Buyer/Student paid that equals the documented cost of the equipment. The Seller/School is required to repay any amount over that as provided above and the Buyer/Student may keep the equipment. To cancel the contract for school, the Buyer/Student must mail or deliver a signed and dated copy of the cancellation notice, or send a telegram to the school at the address on the first page of this Agreement, NOT LATER THAN MIDNIGHT of the seventh business day after the first class. REMEMBER, THE BUYER/STUDENT MUST CANCEL IN WRITING. The Buyer/Student does not have the right to cancel by just telephoning the school or by not coming to class. If the student has been rejected by the School, all monies shall be repaid.

If the institution specifies a separate charge in the agreement for equipment (excluding health or sanitary items) that the student actually obtains and the student returns that equipment in good condition within thirty days following the date of the student's withdrawal, the institution shall repay the charge for the equipment paid by the student. If the student fails to return the equipment in good condition within the 30 days, the institution may subtract the documented cost to the institution of the equipment from the repayment. The student is liable for any amount by which the documented cost for equipment exceeds the repayment amount calculated.

Cost of medical or other examinations, if required, are to be borne by the Buyer/Student. School/Seller agrees charges collected from Buyer/Student, which the school holds for the purpose of paying to any other public or private person, firm, organization or agency, such as for a bond, license application, or examination fees, or any similar fees or charges, shall, where the Buyer/Student cancels or withdraws from the course at any time prior to completion, by repayment in full. Such charges are not subject to any repayment if the Seller/School has paid them prior to receipt of notice of withdrawal or cancellation, or if the Buyer/Student did not give written notice to the school of withdrawal during the first 21 days of the unofficial withdrawal period.

The School/Seller reserves the right to change or modify, without notification, the program content, equipment, staff, or materials and organization as necessary for the ongoing improvement of the program in order to keep pace with technological progress and to improve instructional quality, with approval of the School/Seller's licensing agent, if necessary. Such changes will not diminish the quality of any program or result in tuition increases for the duration of this agreement.

The Buyer/Student may be terminated from enrollment, at the discretion of the School Director, and/or Associate Director, if the Student/Buyer's behavior, attendance, dress and/or academic progress does not conform to the requirements, rules, and regulations of the School as set out in the catalog.

The Buyer/Student release holds harmless and indemnifies the School and its agents from and against all liabilities and other expenses which may be imposed upon, incurred by, or asserted against it or them by any reason of bodily injury, or property damage or loss which the Buyer/Student may suffer from any cause while enrolled in the School.

### RETURN OF TITLE IV FUNDS AND REFUND POLICY

The Buyer/Student has the right to withdraw at any time from the course of instruction after midnight of the seventh business day described above (RIGHT TO CANCELLATION). If the Buyer/Student withdraws or is terminated, or expelled, by the Seller/School, the Seller/School shall remit a repayment as provided in this section less a registration fee within forty-five (45) days following withdrawal, termination, or expulsion. The Buyer/Student shall be deemed by the School to have withdrawn from the course of instruction when any of the following shall occur: (1) The Buyer/Student notifies the School of withdrawal or of the date of the Buyer/Student's withdrawal, whichever is later; (2) The School terminates the student's enrollment as provided in above; (3) The Buyer/Student fails to attend classes for a three-week period. For the purpose of the calculation of this part, the date of the Buyer/Student's withdrawal shall be deemed to be the date of withdrawal, termination, or expulsion from school.

**CALCULATION OF REPAYMENT AMOUNT:** The school's return of un-earned aid is calculated according to policies set forth by the United States Department of Education and the Bureau for Private Postsecondary Education (BPPE). MTI Business College of Stockton applies these standards to all students regardless of whether or not they are federal financial aid recipients and full-time or part-time students. The United States Department of Education Return of Title IV funds calculation takes into consideration the funds that were disbursed on behalf of the student during the first, and/or second term of their program. The days attended in a payment period are divided by the total days of the period. For purposes of the return of funds formula "days" include weekends and holidays. Only school scheduled breaks of five days or more are excluded. This calculation determines the percentage of Title IV or non-Title IV funds to be returned for students that completed 60 percent or less of a payment period.

**APPLICATION OF REPAYMENT PROCEEDS:** If any portion of the tuition was paid from the proceeds of a student loan, the repayment shall be sent to the lender(s) or, if appropriate, to the state or federal agency (ies) that guaranteed or reinsured the loan, in order of priority; Federal Direct Unsubsidized Loans, Federal Direct Subsidized Loans, Federal Direct PLUS Loans for Underage Students, and Pell Grants. Any amount of the repayment in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received any benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student or to

### MEDICAL RECEPTIONIST

1020 hours, 56 units, 30 weeks (Hours are Flexible)

Class hours: 9 am - 4:00 pm Monday thru Friday \*\*

Class hours: 2 pm - 9:00 pm Monday, Tuesday, Thursday 2 pm - 7:00 Wed.

Objective: Entry-level employment as a medical receptionist or biller with word processing, spreadsheets, and transcription in an allied health care office or facility.

NOTE: Externship available after graduation.

20-T 1, 2, 3	Basic Keyboarding/Typing	14
30-MD 1	Terminology	10.5
20-OPM 1	Medical Office Administration	12
30-MF 1	Medical Forms	5.5
30-MC 1	Clinical Theory/Lab	1
20-B 1	Business Machines	3
10-MC 6	Spreadsheets	4.5
30-MM 1	Medical Manager	2.5
20-WP 1	Word Processing Procedures/Lab	2.5
	Placement Orientation	0.5

\*\* More hours placed towards school could shorten the number of weeks required to finish a program.

### SUBJECT DESCRIPTIONS

#### 10-MC 2 Data Entry

Storage and retrieval techniques, functions and interrelations of display screen, keyboard, control keys and handling data disks through realistic simulated business applications.

#### 10-MC 3 Operating Systems

Windows XP/Vista/7 used on various IBM compatible computers. Concepts and structures of copying disks and USB's, using disk files,

#### 10-MC 4 Data Base Concepts

Random access versus sequential files for data base management. Experience in using commercial Microsoft Access software.

#### 10-MC 5 Literacy in Computers

History of the computer industry, operating systems, hardware and software, modern PC's and their peripheral equipment. Computers in the work place and their diversified application and uses.

#### 10-MC 6 Spreadsheets

Concepts of Microsoft Excel software including practical lab exercises applicable to business and accounting.

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**CLERICAL SPECIALIST II**

1355 hours, 73 units, 33 weeks (Hours are Flexible)

Class hours: 8 am - 4:30 pm Monday thru Friday \*\*

Objective: Entry-level employment in clerical positions using microcomputers as tools for a variety of business applications, including data entry and retrieval, spreadsheets, and word processing.

20-T 1, 2	Basic Keyboarding/Typing	15.5
20-M 1	Business Math	3.5
20-C 1, 2	Communications	12.5
20-B 1	Business Machines	3
20-OP 1	Office Procedures	10.5
10-MC 2	Data Entry	3
10-MC 3	Operating Systems	3
10-MC 4	Data Base Concepts	3.5
10-MC 5	Literacy in Computers	3.5
10-MC 6	Spreadsheets	4.5
10-MC 7	Software Applications	5
20-WP 1, 2	Word Processing Procedures/Lab	5
	Placement Orientation	0.5

**CLERICAL SPECIALIST IV**

1580 hours, 85 units, 39 weeks (Hours are Flexible)

Class hours: 8 am - 4:30 pm Monday thru Friday \*\*

Objective: Entry-level employment in clerical positions using microcomputers as tools for a variety of business applications, including data entry and retrieval, word processing, spreadsheets, and accounting.

	Clerical Specialist II Courses	73
20-AC 1, 2	Accounting / Computer Lab	12

**MEDICAL ASSISTANT**

900 hours, 50 units, 36 weeks (Hours are Flexible)

Class hours: 8 am - 2:30 pm or 9 am - 3:30 pm Monday thru Friday \*\*

Class hours: 5:30 pm - 9:30 pm Monday thru Thursday evenings

Objective: Entry-level employment as a medical assistant with word processing and Medical Manager in an allied health care office or facility.

NOTE: Externship available after graduation.

20-T 1, 2	Basic Keyboarding/Typing	9
30-MO 1, 2	Office Administration	6.5
30-MA 1	Anatomy and Physiology	4.5
30-MCP 1	Clinical Theory/Lab/Phlebotomy	14.5
30-MP 1	Pharmacology	5.5
30-MT 1	Terminology	4.5
30-MM 1	Medical Manager	2.5
20-WP 1	Word Processing Procedures/Lab	2.5
	Placement Orientation	0.5

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a third-party payer if that organization has paid the Buyer/Student's tuition and fees. Any overpayment of monies disbursed for indirect educational expenses will be based on the percentage of time elapsed over the total time in the award period. The Buyer/Student will be responsible for the repayment of any such overpayment. Repayments made by the Buyer/Student will be made to the appropriate Financial Aid fund account and/or student loan lender in proportion to the amount of the benefits received by the Buyer/Student.

**NOTICE OF REPAYMENT TO BUYER/STUDENT:** The Seller/School shall notify the Buyer/Student in writing of the date on which the repayment was made, the amount of the repayment, the method of calculating the repayment, and the name and address of the entity to which the repayment was sent within ten days of such repayment. Posting this notice in the US Postal Service shall be deemed constructive notice for this purpose.

**STUDENT SERVICES**  
**FINANCIAL ASSISTANCE**

**S**tudents enrolling in school are informed that the College is eligible for federal Title IV Federal financial assistance and they are encouraged to apply for federal funds to determine if they are eligible to receive this assistance. A full-time financial aid office is maintained where all forms are available to apply for the Federal Pell Grant and/or Federal Direct Loan Program.

The Federal Pell Grant is a gift of aid from the Federal government to eligible students based on financial need. Need is determined on the basis of a formula developed by the United States Department of Education and reviewed by Congress annually.

The college expressly provides student loans through the Federal Direct Loan Program as of July 2010. Federal Direct Loan Program makes available Federal Subsidized Direct Loans, Federal Unsubsidized Direct Loans and Federal PLUS (parental) Direct Loans. These loans are available to eligible students enrolled on at least a half-time basis in an eligible participating institution.

A student applying for Federal Financial Aid is required to provide supporting documentation for verification of information given to the Financial Aid Officer. Proper documentation can include tax returns and W-2 forms. A complete list of documents needed for verification can be obtained from the Financial Aid Officer.

If a student supplies inaccurate information on any application and declines to correct this information after being advised by the Financial Aid Officer, the school is required to refer this case to the United States Department of Education for resolution. No financial aid will be disbursed to the student unless the school is requested to do so by this Federal agency.

**STUDENT LOAN DEFAULT PREVENTION**

**S**tudents who attend school with the assistance of past Federal Family Education Loans, before July 2010, or the present Federal Direct Loans must realize the seriousness of the repayment obligation. **These loans must be repaid.** If a student obtains a loan to pay for an educational program, the student will have the

responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

The College has established a service whereby the Student Loan Assistant presents in a small group atmosphere an Entrance Orientation after starting school and an Exit Orientation at the end of their program, both containing pertinent up-to-date information. This assists current students and graduates in the repayment process. Deferment, forbearance or consolidation of payments is possible under various conditions. The purpose of this important staff person is to assist even those students no longer in the training process either through graduating or leaving their program with outstanding balances.

### RETENTION OF STUDENT RECORDS

Student's currently and formally enrolled admissions, academic, and financial records (physical and electronic) are securely maintained and protected against damage or loss (i.e. fire, water, theft, tampering, etc.) by storing them in fire proof file cabinets at the front of the building. They are locked after hours and weekends. Since 1987 Standards of Accreditation require permanent records which include financial record (pay card), appraisal, transcripts and initial placement information transferred onto CD-ROM media to be stored indefinitely at the college. In addition, back-up copies are maintained off site at the company contracted to produce the CD-ROM media.

### JOB PLACEMENT ASSISTANCE

MTI Business College's placement service is a vital part of our students' educational program and is available to present and past graduates. The Placement Assistant works with the students, familiarizing them with resume styles the college has found so advantageous since 1970, employment forms, and the preparation for job interviews. Each program offered through the college has as a part of its curriculum a course titled, "Placement Orientation", instructed by the Placement Assistant and conducive to achieving optimum knowledge for job searching. Final approved resume's are kept permanently at the college in order to access and update accordingly at any time in the future if a graduate needs further placement assistance.

The school is informed of the current needs and demands of the job market through continued contact with employers. The Placement Assistant posts weekly job listings generated through local and regional newspapers, internet job listing sites, and making phone contact with regional employers for job availabilities. No guarantee of placement is made; however, the placement records illustrate the effectiveness of our efforts and the efforts of our students.

### ADVISING

It is the desire of the school to have all students satisfactorily complete their course of instruction. At MTI Business College of Stockton we have always allowed students, since 1970, an extra 50% or more of time length in order to complete their educational program without suffering any monetary penalty or cost increases.

### EXECUTIVE SECRETARY

1355 hours, 73 units, 34 weeks (Hours are Flexible)

Class hours: 8 am - 4:30 pm Monday thru Friday \*\*

Objective: To combine secretarial skills using word processing, spreadsheets, and accounting with administrative office proficiency for entry-level employment.

20-T 1, 2, 3	Basic Keyboarding/Typing	13
20-M 1, 2	Business Math	4
20-C 1, 2	Communications	12.5
20-B 1	Business Machines	3
20-OP 1	Office Procedures	10.5
20-OPE 1	Executive Office Administration	8.5
20-AC 1, 2	Accounting / Computer Lab	12
10-MC 6	Spreadsheets	4.5
20-WP 1, 2	Word Processing Procedures/Lab	5
	Placement Orientation	0.5

### OFFICE ADMINISTRATION II

710 hours, 38 units, 20 weeks (Hours are Flexible)

Class hours: 8 am - 3:30 pm or 9 am - 4:30 pm Monday thru Friday \*\*

Objective: Entry-level employment in clerical or receptionist positions with word processing and spreadsheets.

20-T 1, 2	Basic Keyboarding/Typing	10
20-M 1	Business Math	3
20-C 1, 2	Communications	11
20-B 1	Business Machines	3
20-OP 1	Office Procedures	3
10-MC 6	Spreadsheets	3.5
20-WP 1, 2	Word Processing Procedures/Lab	4.5
	Placement Orientation	0.25

### OFFICE ADMINISTRATION IV

1255 hours, 68 units, 31 weeks (Hours are Flexible)

Class hours: 8 am - 4:30 pm Monday thru Friday \*\*

Objective: Entry-level employment in clerical or receptionist positions with word processing, spreadsheets, and accounting.

20-T 1, 2	Basic Keyboarding/Typing	16.5
20-M 1	Business Math	3.5
20-C 1, 2	Communications	12.5
20-B 1	Business Machines	3
20-OP 1	Office Procedures	10.5
10-MC 6	Spreadsheets	4.5
20-WP 1, 2	Word Processing Procedures/Lab	5
20-AC 1, 2	Accounting / Computer Lab	12
	Placement Orientation	0.5



10-MC 7	Software Applications	5
20-B 1	Business Machines	3
20-WP 1, 2	Word Processing Procedures/Lab	5
20-AC 1, 2	Accounting / Computer Lab	12
	Placement Orientation	0.5

### LEGAL SECRETARY

1355 hours, 73 units, 36 weeks (Hours are Flexible)

Class hours: 8 am - 4:30 pm Monday thru Friday \*\*

Last 12 weeks includes 5:30 pm - 7:30 pm Tuesday and Thursday evenings

Objective: To combine secretarial skills using word processing, spreadsheets, and accounting with legal office proficiency for entry-level employment in any of several fields of law and business.

20-T 1, 2, 3	Basic Keyboarding/Typing	13
20-M 1, 2	Business Math	4
20-C 1, 2	Communications	12.5
20-B 1	Business Machines	3
20-OP 1	Office Procedures	10.5
20-OPL 1	Legal Office Administration	8.5
20-AC 1	Accounting I	4
20-AC 2	Accounting II / Computer Lab	8
10-MC 6	Spreadsheets	4.5
20-WP 1, 2	Word Processing Procedures/Lab	5
	Placement Orientation	0.5

### MEDICAL OFFICE SPECIALIST

1400 hours, 76 units, 35 weeks (Hours are Flexible)

Class hours: 8 am - 4:30 pm Monday thru Friday \*\*

Objective: To combine office skills using word processing, spreadsheets, and accounting with medical office proficiency for entry-level employment in a business or an allied health care office or facility.

NOTE: Externship available after graduation.

20-T 1, 2, 3	Basic Keyboarding/Typing	13
20-M 1, 2	Business Math	4
20-C 1, 2	Communications	12.5
20-B 1	Business Machines	3
20-OP 1	Office Procedures	10.5
20-OPM 1	Medical Office Administration	11
20-AC 1, 2	Accounting / Computer Lab	12
10-MC 6	Spreadsheets	4.5
30-MM 1	Medical Manager	2.5
20-WP 1	Word Processing Procedures/Lab	2.5
	Placement Orientation	0.5

The Director of Training, School Instructors, and/or Directors are available to those students experiencing academic or other problems to help them overcome whatever difficulty is being experienced. Students are greatly encouraged to take advantage of this invaluable assistance.

A list of community organizations and facilities is available for students to contact and become familiar with in order to seek support for themselves or their families for substance abuse dependency or family crisis. Our purpose is to maintain stability and allow to the best of our ability the enhancement of the learning environment for the successful completion of each enrollee.

### HOUSING

The school does not maintain housing for students nor does it make specific recommendations regarding housing. However, housing accommodations are available in the community.

### TRANSPORTATION

Public bus transportation is available with stops located close to the College. It can also be possible to arrange for transportation by another student if schedules are compatible.

### RESOURCE CENTER

The school maintains a resource center containing a number of reference books, magazines and other pertinent publications and media. Additional informative materials pertinent to each program is kept in the main classroom for that particular subject i.e. Medical, Computers, Typing, Communications, Math, and Accounting. The computer lab allows access to the vast informational power of the internet at any time of the day or night in order to reference additional subject matter for external projects assigned by instructors. Monday, Tuesday, and Thursdays from 8:00 am to 9:00 pm.; Wednesdays from 8:00 am to 7:00 pm; Fridays from 8:00 am to 5:00 pm. Reference materials are maintained for use on the school's premises.

A branch of the city public library is available to the school's students for library resources and for further research. The Margaret Klausner Troke Library is within three blocks walking distance of the College. The library hours are from 10 a.m. to 9 p.m. Monday and Tuesday, 10 a.m. to 6 p.m. Wednesday, Thursday and Friday and from 10 a.m. to 5 p.m. Saturday. These hours are convenient for the student to use the library facilities before and/or after the school's classroom hours. A librarian is available to offer assistance.

### SPECIALIZED TRAINING

MTI Business College offers individualized courses or programs to meet the specific needs and requirements of employers or individuals. Day and evening classes are available containing both theory and practical "hands on training". We take extreme pride and determination at always being of service since 1970 to our constituents; the students and employees of MTI Business College of Stockton, Inc.

## ACCREDITATION AND APPROVALS

**A**ccredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).

**A**pproved by the Bureau for Private Postsecondary Education (BPPE). Approved means compliance with minimum state standards and does not imply any endorsement or recommendation by the state or by the Bureau.

**A**pproved by the State of California to train eligible participants under the Workforce Investment Act (WIA)

**A**pproved for the training of veterans and eligible persons.

**A**uthorized by United States Department of Immigration to enroll non-emigrant alien students.

**E**ligible training participants referred through San Joaquin County WorkNet Centers. They provide employment services and training to county residents and business operators. Full service community-based centers are located in Stockton, Lodi, Tracy and Manteca.

## MTI ADVANTAGES

**Class size:** Classes range in size from 10 to 25 students. Tutorial periods available.

**Staff and Faculty:** Faculty and administrative staff dedicated to providing excellent training & personal attention with job placement assistance for all graduates. An active Faculty Development Plan affords continual educational units (CEU'S) each year to our staff and faculty in order to not remain complacent; to always reach for improvement and the supply of new teaching techniques from both internal and external sources.

**Tuition:** Programs fairly priced - where quality is a goal. Advisory Board meetings arranged with local employers reviewing programs, curriculum, and placement services at least twice a year.

**Financial Aid:** Both a Federal Pell Grant Program and Federal Direct Loan Program is available for those who qualify.

**Federal Direct Loan Repayment Assistance:** Consultant available with up-to-date information to assist students and graduates in the repayment process of both Federal Family Education Loans & Direct loans.

**Training:** Comprehensive courses, additional time available, up to 150%, to practice or study past the original end date in order to complete either day and evening classes. Since 1970 the college has not charged extra for this special service.

**Facilities:** Centralized under one roof to provide flexibility of classes and close availability of administrative offices; classroom equipment is comparable to business and professional establishments.

## MEMBERSHIPS

Association of Private Sector Colleges and Universities (APSCU), California Association of Private Postsecondary Schools (CAPPS), National Safety Council, American Heart Association (AHA), Stockton & California Chamber of Commerce,

## CURRICULA

### DESCRIPTION OF QUARTER UNITS

**C**ourses are measured in quarter credit units of classroom instruction. A full academic year is measured by individual program length consisting of a minimum of 36 quarter credit units. The required projects for each course must be completed. One quarter credit unit is earned for every thirty (30) units of didactic hour (2 units); or supervised laboratory/shop instruction hour (1.5 units) plus appropriate outside work hour (.5 units). Full-time students carry a minimum of 26 quarter credit units. Half-time students carry 13 quarter credit units. Classroom instruction consists of 50 minute periods with each period constituting one class hour. Graduation occurs following completion of course requirements described herein.

### PROGRAM DESCRIPTIONS

DESCRIPTION	UNITS
<b>MICROCOMPUTER SPECIALIST II</b>	
710 hours, 38 units, 35 weeks (Hours are Flexible)	
Class hours: 8 am - 1:30 pm or 11 am - 4:30 pm Monday thru Friday **	
Class hours: 5 pm - 9 pm Monday, Tuesday and Thursday evenings	
Objective: To qualify for entry-level positions using microcomputers as tools for a variety of business applications, including data entry and retrieval, spreadsheets and word processing.	
20-T 1, 2	Basic Keyboarding/Typing 10
10-MC 2	Data Entry 3
10-MC 3	Operating Systems 2
10-MC 4	Data Base Concepts 2.5
10-MC 5	Literacy In Computers 2
10-MC 6	Spreadsheets 4
10-MC 7	Software Applications 5.5
20-B 1	Business Machines 2.5
20-WP 1, 2	Word Processing Procedures/Lab Placement Orientation 6 0.5
<b>MICROCOMPUTER SPECIALIST IV</b>	
1095 hours, 59 units, 31 weeks (Hours are Flexible)	
Class hours: 8 am - 3:30 pm or 9 am - 4:30 pm Monday thru Friday **	
Class hours: 4:00 - 9:00 pm Monday, Tuesday, Thursday 4:00 - 7:00 pm Wed.	
Objective: To qualify for entry-level positions using microcomputers as tools for a variety of business applications, including data entry and retrieval, word processing, spreadsheets, and accounting.	
20-T 1, 2	Basic Keyboarding/Typing 16
10-MC 2	Data Entry 3
10-MC 3	Operating systems 3
10-MC 4	Data Base Concepts 3.5
10-MC 5	Literacy In Computers 3.5
10-MC 6	Spreadsheets 4.5