



2018 School Catalog

Volume XV

Published: December 2017

Effective: January 01, 2018

1801 S. Great Southwest Pkwy.

Grand Prairie, Texas 75051

972-262-5395

www.mttrainingcenter.org

Table of Contents

ADMINISTRATION AND STAFF.....	4
ACCREDITATION AND LICENSURE.....	5
Accreditation.....	5
Licensure.....	5
MISSION.....	6
VISION OF THE INSTITUTION.....	6
EDUCATIONAL PHILOSOPHY.....	6
HISTORY OF THE SCHOOL.....	6
FACILITY.....	6
Facilities and Services Available to Students with Disabilities.....	7
ADMISSION POLICY.....	8
ADMISSION REQUIREMENTS.....	8
Fresh Start an Ability to Benefit Provision.....	8
Home School Applicants.....	9
Admission Requirements for Veterans Commission.....	10
Admission Requirements related to Incarcerated Applicants.....	11
Conviction for Possession or Sale of Illegal Drugs.....	12
Foreign Students.....	12
Transfer Students – Transfer of Clock Hours.....	12
Transfer Students - Title IV, HEA Recipients.....	13
Transfer Between Programs.....	13
AMERICAN’S WITH DISABILITIES (ADA).....	13
All Rights Reserved by the MT Training Center.....	13
CREDIT FOR PREVIOUS EDUCATION.....	13
Articulation Agreement – Transfer of Credit Hours.....	14
CANCELLATION POLICY.....	14
PAYMENT OPTIONS.....	14
FINANCIAL AID AVAILABLE.....	14
Federal Pell Grant (PELL).....	14
Iraq and Afghanistan Service Grant.....	14
Texas Veterans Commission.....	15
Institutional Student Financial Assistance Program.....	16
Terms and Conditions of Title IV, HEA Loans.....	16
Notice of Federal Student Financial Aid Penalties for Drug Law Violations.....	17
Consumer Information on College Navigator Website.....	17
REFUND POLICY.....	17
Refund Policy for Students Called to Active Military Service.....	18
HOURS OF OPERATION.....	19
SCHOOL CALENDAR.....	19
SCHOOL POLICIES.....	20
Instructor/Student Ratio.....	20
New student orientation.....	20
Attendance & Conduct.....	20
Official Withdrawal.....	20
Financial Aid Waiting Period.....	20
Leave of Absence.....	20
Satisfactory Academic Progress.....	20
Academic and Financial Aid Warning.....	21
Grading Standards.....	21
Progress Reports.....	21
School Rules.....	21
Disciplinary Action.....	22

Graduation Requirements.....	22
Student Services.....	22
Confidentiality.....	22
Repeating a Course.....	23
Readmission.....	23
Appeal.....	23
Incompletes and Repeats.....	24
Student Records.....	24
Student Transcripts/Duplicate Certificates.....	24
Withholding Records.....	24
Open Door Policy.....	24
Grievances/Complaints.....	24
Cost Comparison.....	25
Job Placement Assistance.....	25
Vaccination Policy.....	25
Voter Registration.....	25
Drug and Alcohol Prevention.....	26
Fire Arm Policy.....	26
Media Services.....	26
File Sharing.....	26
Safety and Security Plan.....	26
Emergency Closing/Early Release.....	26
Evacuation Procedures.....	27
Fire Drills.....	27
Policy for Tornado, Hurricane or Flood.....	27
Policy for Robbery.....	27
Policy for Hostage Situation.....	27
Policy for Bomb Threat Called In.....	28
Policy for Bomb Threat In Person.....	28
Campus Security.....	28
Campus Geography.....	28
POST-SECONDARY PROGRAMS.....	28
Administrative Assistant.....	28
Business Office Specialist.....	32
Combination Welding.....	35
Computer Numerical Control (CNC) Machinist.....	38
Computerized Accounting.....	41
Computerized Accounting: Distance Education.....	44
Gunsmithing.....	47
Medical Front Office.....	51
COMMERCIAL DRIVER LICENSE PROGRAMS.....	54
Advanced CDL Training for the Entrepreneur.....	54
Class B CDL Training.....	57
Truck Driving (Class A CDL).....	60
PRE-VOCATIONAL PROGRAMS.....	63
English as a Second Language (ESL).....	63
Combined English-as-a-Second Language (ESL) and GED/High School Diploma Program.....	65
General Education Development (GED).....	68
Adult Basic Education (ABE).....	70

ADMINISTRATION AND STAFF

Owners

Melissa Cuellar
Jeffrey S. Crocoll, D.C.

Chief Executive Officer

Melissa Cuellar

Chief Administrative Officer

Martin Cuellar

Director of Admissions

Irma Rodriguez

Director of Financial Aid

LaSonya Bryant

Human Resources Director

Gabrielle Thomas

Bursar:

Emily Sotelo

Registrar:

Aida Loreda

Senior Representative:

Anita Cantu

Data Coordinator

Erica Salto

Career Placement Specialist

Kenny Roseman

Social Media Coordinator

Kenny Roseman

Community Outreach

Kenith Roseman, Jr.

Instructors:

Greg Dalton
Seumas Hanna
Rick Joslyn
Tim Sherwood
FaTina Williams

Eric Gutierrez
LaSonya Bryant
Micheal Keith
Michael Tulowitzki

Miguel Loreda
Michael Sims
Stan Thornton
Robert Brooks

Institutional Board

Dr. Ronnie Shade
Lydia Reyna, TWC Manager

Dr. Albert Daniel, D.C.
Rachel Burhe, Director

Judy Hanks, Director

Occupational Advisory Committee: Clerical Programs

Rhonda Stoneham
Marion Austin
Kimberly Patton
Julie Farrar

Occupational Advisory Committee: Machinist

Don Fleming
Ari Imanraharja
Bob Butler

Occupational Advisory Committee: Logistics Program

Joe Hartfield
Craig Belcher
Jerry Mayberry
Samante Landers

Occupational Advisory Committee: Medical Programs

Dr. Ronnie Shade
Julie Farrar

Judy Hanks
Cindy VanBurger

Mimi Sells
Ruth Barham

ACCREDITATION AND LICENSURE
Accreditation

MT Training Center, hereby referred to as MTTC, is accredited by the Council on Occupational Education – **COE**.

Council on Occupational Education
7840 Roswell Road, Bldg. 300, Suite 325
Atlanta, GA 30350
(800) 917-2081
Fax (770) 396-3790
www.council.org

Licensure

MT Training Center is approved and regulated by the Texas Workforce Commission (TWC) Career Schools and Colleges Section.

Career Schools and Colleges
Proprietary Schools Section
Texas Workforce Commission
101 E 15th Street, Austin, Texas 78778-0001
Telephone Number: (512) 936-3100/Hotline Number: (800)

MT Training Center is approved to participate in the Federal Title IV, HEA Student Financial Assistance programs as a Proprietary Institution of Higher Education by the U.S. Department of Education. Current programs approved for Federal Title IV, HEA Financial Assistance are:

- Administrative Assistant
- Advanced CDL Training for the Entrepreneur
- Combination Welding
- Computer Numerical Controller (CNC) Machinist Program
- Computerized Accounting Program
- Gunsmithing

MT Training Center is approved by the Texas Veterans Administration. Current programs approved to train Veterans are:

- Administrative Assistant
- Advanced CDL Training for the Entrepreneur
- Business Office Specialist
- Combination Welding
- Computer Numerical Controller (CNC) Machinist
- Computerized Accounting
- Medical Front Office

- Truck Driving
- Gunsmithing

MISSION

The MT Training Center is committed to assisting students with little or no background in their chosen field and providing the requisite training necessary for them to achieve, at a minimum, an entry-level position in their profession. At the same time, we strive to refine the skills of students who possess a more advanced knowledge allowing those individuals to advance and excel in their preferred career.

The School provides learning opportunities which meet the needs of our service delivery area through quality technical education programs and services by utilizing the following:

- Qualified faculty and staff;
- Training and skills developed in the workplace through traditional delivery methods;
- Local business and industry collaborations to provide accurate real-world training;
- Quality student services, administrative support, educational facilities, and library resources using state-of-the-art equipment and technology;
- Access to adult literacy training; and
- Lifelong learning through contributions to the educational culture of the communities served

VISION OF THE INSTITUTION

We strive to be the industry leader in adult vocational education by enhancing the lives of our students through education, job placement and a caring commitment to excellence.

EDUCATIONAL PHILOSOPHY

The MT Training Center is designed to provide quality training to those individuals interested in vocational training. The breadth and depth of knowledge is accumulated through classroom lecture and textbook studies. Technical proficiency is achieved through instructor assisted laboratory hours and “hands-on” training. Our goal is to assist students with little or no background in the field, and to provide the requisite training necessary for entry-level positions. At the same time, we hope to refine the skills of students who possess a more advanced knowledge, allowing those individuals to excel in their chosen field.

HISTORY OF THE SCHOOL

The MT Training Center was established as a partnership in Grand Prairie, TX, on September 4, 2001. Our inaugural class began their coursework study in October of 2001, with graduation ceremonies taking place in January of 2002. The co-founders of the company and their individual backgrounds are listed as follows:

Melissa Cuellar

Co-founder of the *MT Training Center*. Bachelor’s in Business Administration, West Texas A & M University.

Jeffrey S. Crocoll, D.C.

Co-founder of the *MT Training Center*. Graduate of Parker College of Chiropractic

FACILITY

The MT Training Center is housed in office facilities in south Grand Prairie, TX. The 10,500 square foot facility is equipped with lecture rooms, Media Services/computer room, CDL instruction area, Computerized Numerical Control laboratory, Combination Welding laboratory and break room complete with a full kitchen for student use. On-site parking with adequate lighting is available for all students, staff and instructors. Smoking is prohibited in all campus areas except the one area designated for smoking.

Facilities and Services Available to Students with Disabilities

MT Training Center is an equal opportunity employer and follows the same policies in accepting applications from prospective students. No one shall be denied admission on the basis of sex, sexual orientation, age, race, color, creed, national origin, religion, or disability. The school will make every effort to accommodate any reasonable request for qualified students with disabilities. Students requesting accommodations or other support services should notify the Chief Executive Officer, Melissa Cuellar, at 972-262-5395 or mcuellar@mttrainingcenter.edu.

Equipment

Students attending the MT Training Center will be taught using a variety of instructional devices. Students attending classes in the industrial programs utilize equipment made by Burn Tables, FADAL, Sharp and Lincoln among others. Computers will be equipped with Windows operating systems and all software programs will have Windows based applications. Business office training will utilize different models of transcribers, dictation machines, and office equipment so that students are exposed to a wide variety of machines. Classroom lectures will be enhanced with overhead projections, audiovisuals and anatomical models.

ADMISSION POLICY

The MT Training Center is an equal opportunity employer and follows the same policies in accepting applications from prospective students. The MT Training Center is open to all candidates without regard to race, color, religion, age, sex, creed, origin, sexual orientation, disability, or marital status. The admission standards are in complete compliance with the Texas Workforce Career School and Colleges Regulatory Board, the Veterans Administration Education Department, and the U.S. Department of Education's regulations. Those individuals applying for admission must meet the following general requirements:

Before an applicant can be accepted for admission to MT Training Center, he or she must:

- Schedule an interview with the Admissions department; and
- Complete an admission application; and
- Take a tour of the School's facility, and
- Submit a completed enrollment agreement.

Individuals may apply at any time but may only begin their program of study on specified start dates. Individuals who are interested in attending the MT Training Center are encouraged to contact the school in advance of their intended start date.

ADMISSION REQUIREMENTS

To be eligible for admission, an applicant must:

- Be a U.S. Citizen or permanent resident;
- Be able to read and write English
- Provide proof of one of the following within 30 days of enrollment;
- A high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma and has been translated and evaluated by a credible educational credential evaluation service provider in the United States); *or*
- The recognized equivalent of a high school diploma, such as a general educational development or GED certificate; *or*
- A high school transcript (official or unofficial which includes a graduation date); *or*
- Completion of homeschooling at the secondary level as defined by state law.

Note: Applicants must be beyond the age of compulsory public-school attendance.

Additional Admission Requirements may be required for each program of study. Please refer to that program for a comprehensive list.

Fresh Start an Ability to Benefit Provision

- Effective with the 2012-2013 award year, new students who do not have a high school diploma, or an equivalent such as a GED, and who did not complete secondary school in a home school setting are not eligible for Title IV, HEA program funds. Such students can **no** longer become eligible by passing an approved "Ability-to-Benefit" exam or by satisfactorily completing at least six credit hours or 225 clock hours of college work that is applicable to a degree or certificate offered by the student's postsecondary institution.
- Students who were enrolled in an eligible educational program of study **before** July 1, 2012 may continue to be considered Title IV, HEA program funding eligible under either the ATB test or credit hour standards.

- **For students who are not seeking Federal Title IV, HEA funding**, MT Training Center adheres to the Texas Workforce Commission Career Schools and Colleges regulations and the Council on Occupational Education guidelines on admittance of students on an “Ability to Benefit” (ATB) basis. To be eligible for admission on an ATB basis, an applicant must be able to read and write English and;
- Be beyond the compulsory school attendance age and have the ability to benefit from the occupational education offered by the School.
- Must obtain a score of 200 (Verbal) and 210 (Quantitative) on the Wonderlic Basic Skills Exam, which is approved by the U.S. Department of Education. These passing scores are dictated by the U.S. Department of Education and the test manufacturer. If an applicant does not obtain a satisfactory score, the School allows the test to be retaken one time, after 30 days of the original test date. This examination is administered by an independent protector, not affiliated with the School and by appointment only.
- Admission for ATB students is based on achievement of the required passing test scores in conjunction with the School’s admission policies.

Home School Applicants

Individuals who have completed homeschooling at the secondary level as defined by state law.

- Applicants who have completed a home school program may self-certify that they have completed secondary school through homeschooling as defined by the Texas Education Code, Chapter 51, subchapter z, Section 51.9241 or provide a state issued Secondary Home School Completion Certificate from a state other than Texas.

Admission Requirements Related to Title IV, HEA Eligibility: Applicant guidelines for Federal Title IV, HEA eligibility is as follows:

1. Student has verifiable Social Security Number 2.

Citizenship and residency requirement:

To be eligible to receive Title IV, HEA program assistance, a student must:

- Be a citizen or national of the United States; or
- Provide evidence from the U.S. Immigration and Naturalization Service that he or she is a permanent resident of the United States; or
- Is in the United States for other than a temporary purpose with the intention of becoming a citizen of Palau. Such citizens are eligible to receive funds under the Federal Pell Grant programs.
- Selective Service Registration: Men aged 18-25 are required to register with the Selective Service:
- Males currently in the armed services and on active duty (this exception does not apply to members of the Reserve and National Guard who are not on active duty);
- Males who are not yet 18 at the time that they complete their application (an update is not required during the year, even if a student turns 18 after completing the application);
- Males born before 1960;
- Citizens of the Republic of Palau, the Republic of the Marshall Islands, or the Federated States of Micronesia;
- Noncitizens who first entered the U.S. as lawful non-immigrants on a valid visa and remained in the U.S. on the terms of that visa until after they turned 26.

4. Complete a FAFSA and the school must have a current ISIR to start the initial eligibility process.

5. Student must be in compliance with the schools Satisfactory Academic Progress (SAP) policy included in the school’s catalog.

6. Not be in default on a loan under any Title IV, HEA loan program.

7. Must not have obtained loan amounts that exceed annual or aggregate loan limits under any Title IV, HEA loan program.

8. Not liable for any grant overpayment.

9. Be enrolled at least halftime to receive assistance from the Direct Loan Program.

10. The Pell Grant program does not require half-time enrollment, but the student enrollment status does affect the amount of Pell a student may receive.

Additional Admission Requirements for the Business Office Specialist Program and the Medical Transcription Program

Applicants must satisfy the general admission requirements and also be able to type a minimum of twenty (20) words per minute.

Additional Admission Requirements for the Commercial Driver's License Applicants

Applicants must meet all of the following requirements before being admitted into the truck driving program at the MT Training Center:

- Must possess a valid Texas driver's license prior to enrollment;
- Applicant must be free of any outstanding tickets and/or warrants;
- Must have a High School diploma, GED, or successfully pass the written Learner's Permit section of the CDL exam;
- Must be at least 21 years of age
- Must be able to read and write English
- Successfully complete the Department of Transportation physical examination (long form required);
- Successfully complete the Department of Transportation drug screening;
- Must be able to perform simple arithmetic;
- Applicant must not have any felony convictions involving illegal drugs in a commercial vehicle, and no DWI (driving while intoxicated) violations within the last 3 years.
- All applicants must also be in good health and cannot possess any of the following for safety measures:
 - no loss of limb that has not been waived, no impairment of hand, finger, arm foot, or leg that interferes with driving;
 - no diabetes requiring insulin for control;
 - no heart problems;
 - no respiratory dysfunction;
 - no high blood pressure;
 - no rheumatic arthritic, orthopedic, muscular, neuromuscular, or vascular problems that would affect control of a motor vehicle;
 - no epilepsy;
 - no conditions likely to cause loss of consciousness;
 - no mental, nervous, organic, or functional disease, or psychiatric disorder likely to interfere with vehicle control, and no addiction to drugs or alcohol.
- The applicant must possess vision of 20/40 or better in each eye (cannot be color blind) and have good hearing.

Admission Requirements for Veterans Commission

The institution is approved by the Texas Veterans Commission to accept certain VA benefits. However, the determination of VA funds is made directly through the VA. Current programs approved for training Veterans are:

- Administrative Assistant
- Advanced CDL Training for the Entrepreneur
- Business Office Specialist
- Combination Welding
- Computer Numerical Control (CNC) Machinist
- Computerized Accounting
- Medical Front Office
- Truck Driving

Admission Requirements related to Incarcerated Applicants

A student is considered to be incarcerated if he/she is serving a criminal sentence in a federal, state, or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution (whether it is operated by the government or a contractor). A student is not considered to be incarcerated if he/she is in a halfway house or home detention or is sentenced to serve only weekends. Our attendance policy specifies that all classed and practical students are done at the School's physical location; therefore, incarcerated students are not eligible for admission.

Conviction for Possession or Sale of Illegal Drugs

A Federal or state drug conviction can disqualify a student for Federal Student Aid funds. The student self-certifies in applying for aid that he/she is eligible to receive FSA funds. The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for the sale of drugs includes conviction for conspiring to sell drugs).

	Possession of Illegal Drugs	Sale of Illegal Drug
1st Offense	1 year from date of conviction	2 years from date of conviction
2nd Offense	2 years from date of conviction	Indefinite period
3+ Offense	Indefinite period	

- If a student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different the student will be ineligible for the longer period.
- A student regains eligibility the day after the period of ineligible ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug conviction will make him/her ineligible again.
- When a student regains eligibility during the award year the institution may award Pell and/or Loan for the current payment period.
- A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:
 - Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
 - Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
 - Be administered or recognized by federal, state or local government agency or court. ○ Be administered or recognized by a federally or state-licensed hospital, health clinic or medical doctor.

Upon receipt of all required documents and in good order, the prospective student is then eligible to enroll in the school. When all admission criteria and requirements are met, the prospective student is given the date of the next class. The first day of class will include a financial aid and academic orientation, in which the student will sign their enrollment agreement, student permit form and additional required paperwork.

Foreign Students

Applicants who are not citizens or permanent residents of the United States may enroll at MT Training Center with an appropriate Student Visa granted by the U.S. Immigration and Naturalization Service. Students who possess a high school diploma or equivalent, must have the transcript translated and evaluated by a qualified agency in the United States to determine if it meets the U.S. Department of Education’s requirements*. Foreign students who are planning to attend MT Training Center are encouraged to contact the School well in advance of their anticipated enrollment date.

For CDL applicants only: Applicants must possess a current Permanent Residence Card granted by the U.S. Immigration and Naturalization Service. Students have to have a student visa.

* *For diploma or transcript translation procedures, please see our Admissions Department.*

Transfer Students – Transfer of Clock Hours

Credit for previous education/training in clock hours may be granted to students enrolled in a program at MT Training Center. Transfer hours will be granted based on a personal interview with the student and analysis of an official transcript from the previous school of attendance, indicating a grade of “C” or better in a subject with the same objectives (*See requirements for Satisfactory Academic Progress section of the Consumer Guide or School’s Catalog*). The maximum allowable transfer hours for previous education are 50% of the total clock hours in the program. Transfer hours will not be granted for academic courses over two years old.

Transfer Students - Title IV, HEA Recipients

The School will count all transfer hours that apply toward the student's current program of study in determining Satisfactory Academic Progress and the Quantitative requirements for Title IV, HEA program funding. All transfer hours will be counted as both hours attempted and hours completed. Transfer hours accepted by the School are applied to the total number of hours necessary to complete the program. Satisfactory Academic Progress evaluation periods are based on actual contact hours at the institution. If a transfer student was not maintaining Satisfactory Academic Progress at the time of withdrawal from the previous institution, he/she may not be eligible for Title IV, HEA funding.

Transfer Between Programs

MT Training Center will allow students to transfer between programs offered at the school upon approval from the Chief Administrative Officer. Students that request to change their program should request an appointment with the Chief Administrative Officer to discuss their reason for the change. All transfer requests will be reviewed and decided upon within 3 business days. The student will be notified verbally by the Chief Administrative Officer.

If the transfer is granted to the student, the Chief Administrative Officer will notify the registrar, financial aid office, instructors and all other required offices of the change. The student's clock hours for the transfer will be calculated by the school's director and documented in the student's permanent file. The student will receive a copy of the final program schedule, graduation amendment, and any other pertinent documentation.

NON-DISCRIMINATION POLICY

The MT Training Center is open to all candidates without regard to race, color, nationality, national origin, religion, creed, age, sex, sexual orientation, gender, gender identity, disability, or marital status. MT Training Center is an equal opportunity employer.

AMERICAN'S WITH DISABILITIES (ADA)

The MT Training Center adheres to the Americans with Disabilities Act (ADA) of 1990 and the Rehabilitation Act of 1973. The School will provide appropriate accommodation as determined by the Director. Students must notify instructors of any permanent or temporary disabilities and must provide documentation regarding those disabilities prior to the granting of an accommodation.

For assistance, students should consult with Melissa Cuellar, at mcuellar@mttrainingcenter.edu or 972262-5395.

All Rights Reserved by the MT Training Center

The MT Training Center reserves the right to deny enrollment to any applicant who does not comply with the School's policies and procedures, or when evidence exists that the applicant's enrollment would be incompatible with the goals and objectives of the School, or when, in the judgment of the School, the applicant's presence on campus would not be in the best interest of the applicant, the School, or the general student population.

CREDIT FOR PREVIOUS EDUCATION

Credit for previous education and training may be granted for students enrolled in a program based on a personal interview with the student; and an analysis of an official transcript from previous school attendance indicating a grade of "C" or better in a subject with the same objectives; or through a successful challenge of a particular subject. Maximum allowable credit for previous education is 50% of the total credit in the program. Credit will not be granted for academic courses over two years old.

To successfully challenge a subject, a student must: (1) demonstrate a reasonable likelihood of passing the challenge based on past work or academic experience, and (2) take a comprehensive subject examination by the second day of classes containing the challenged course and pass that examination with a grade of 70% or

higher. Once the subject has been successfully challenged, the student will be given credit for the subject. Once credit has been granted, the program cost will be adjusted accordingly.

Formerly enrolled students of MTTC who are requesting re-entry within five (5) years from their last date of attendance, upon acceptance, may be given credit for all units successfully completed (maintaining a grade of 70% or above and an attendance record of at least eighty (80) percent.)

Articulation Agreement – Transfer of Credit Hours

MTTC does not have an articulation agreement with any other institution, therefore, MTTC cannot guarantee that credits received at the school will transfer to another institution. The decision of an institution to accept course work from MTTC is solely at the discretion of the receiving institution.

CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed or within the student's first three scheduled class days (does not apply to Seminars).

PAYMENT OPTIONS

The MT Training Center accepts the following forms of payment: cash, personal checks, money orders, and credit cards. Financial assistance is also available for those who qualify.

FINANCIAL AID AVAILABLE

There are many different types of aid available which include grants, loans, scholarships, and Veteran Benefits.

Federal Pell Grant (PELL)

Pell grants are the foundation of federal student financial assistance to which aid from other federal nonfederal sources might be added. These grants are generally awarded to undergraduate students based upon financial eligibility determined by your Free Application for Federal Student Aid (www.fafsa.ed.gov). The amount of your Federal Pell Grant depends on your cost of attendance, expected family contribution, enrollment status (full or part-time) and whether you attend for a full academic year or less. The award amounts can change yearly. Unlike loans, grants are not repaid unless, for example, you withdraw from school prior to the planned program completion date. For more information, visit www.studentaid.gov. To become eligible and to maintain eligibility, a student must be enrolled and meet or exceed Satisfactory Academic Progress (SAP) including attendance minimums.

Iraq and Afghanistan Service Grant

A student whose parent or guardian was a member of the U.S. Armed Forces and died as a result of service performed in Iraq or Afghanistan after September 11, 2001 may be eligible to receive the Iraq and Afghanistan Service Grant. Additional student eligibility requirements include:

- Must be ineligible for Federal Pell Grant due only to having less financial need than is required to receive Pell funds, and
- Be under 24 years old, or
- Enrolled in college at least part-time at the time of the parent's or guardian's death.

The grant award is equal to the amount of a maximum Pell Grant for the award year, not to exceed the cost of attendance for the award year.

Federal Direct Loans

Student loans, unlike grants, are borrowed money (monies) that must be repaid with interest. Loans made through this program are referred to as Direct Loans. Eligible students and parents borrow directly from the U.S. Department of Education. For more information, visit www.studentaid.gov.

PLUS Loans

Parents of dependent students can borrow from the PLUS Loan program. The terms and conditions of this type of loan include a requirement that the applicant not have an adverse credit history, a repayment period that begins on the date of the last disbursement of the loan and a fixed interest rate of 7.9 percent for the Direct Loan. For more information, visit www.studentaid.gov.

Workforce Investment Act – Texas

The Workforce Investment Act of 1998 (WIA) combines federally funded job training programs in Texas into a “workforce development” system that was developed to consolidate, coordinate, and improve employment, training, literacy, and vocational rehabilitation programs. Services are provided through the state’s “one-stop” system of workforce investment and education services for adults, dislocated workers, and youth.

Core Services available to adults age 18 years or older:

- Job search and placement assistance (including career counseling)
- Labor market information (identifies job vacancies; skills needed for in-demand jobs; and local, regional, and national employment trends)
- Initial assessment of skills and needs
- Information about and cost for local training providers
- Follow-up services to help customers keep their jobs once they are placed

Intensive Services (available to eligible adults who have been unable to find work through core services, or needed additional training to reach self-sufficiency):

- Comprehensive assessments
- Development of individual employment plans
- Group and individual counseling
- Case management

Dislocated worker and youth services: To be eligible for the dislocated worker program, a person must have received a lay-off notice or have been laid off due to a company closure or mass layoff. Workers may also be eligible if they are currently unemployed and are unlikely to return to their prior occupation due to economic conditions in that industry.

To be eligible for the youth program, a person must be between the ages of 14 and 21, have low income and have a substantial barrier to employment such as: deficient in basic literacy skills, school dropout, homeless, a runaway or a foster child, pregnant or parenting, an offender, or be an individual who requires additional assistance to complete an educational program, or to secure and hold employment.

Services include:

- An objective assessment, including review of academic and occupational skill levels and service needs.
- An individual service strategy, including an age-appropriate career goal.
- Preparation for postsecondary educational opportunities.
- Linkages between academic and occupational learning.

Texas Veterans Commission

The Texas Veterans Commission administers a variety of education benefit programs. Many veterans and active duty personnel can qualify for more than one education benefits program, including the: • The Post-9/11 GI Bill: www.gibill.va.gov/benefits/post_911_gibill/index.html

- Montgomery GI Bill – Active Duty (MGIB-AD): www.gibill.va.gov/benefits/montgomery_gibill/active_duty.html
- Montgomery GI Bill – Selected Reserve (MGIB-SR): www.gibill.va.gov/benefits/montgomery_gibill/selected_reserve.html
- Veterans Educational Assistance Program (VEAP): www.gibill.va.gov/benefits/other_programs/veap.html

- Survivors' and Dependents' Educational Assistance Program (DEA):
www.gibill.va.gov/benefits/otehr_programs/dea.html

Other Programs:

- Reserve Educational Assistance (REAP)
- Survivors & Dependents Assistance (DEA)
- Veterans Educational Assistance Program (VEAP)
- Educational Assistance Test Program
- National Call to Service Program
- Veterans Retraining Assistance Program

Veterans need to be aware of a few special circumstances when completing the Free Application for Federal Student Aid (FAFSA). These circumstances include the student aid treatment of veteran's education benefits and the definition of a veteran for student aid purposes.

- www.finaid.org/military/vedbenefits.phtml are usually treated as resources, not income, for federal student aid purposes. There are, however, a few exceptions.
- www.finaid.org/military/combatpay.phtml can be a source of confusion on the FAFSA.
- www.finaid.org/military/veteranstatus.phtml is not necessarily the same as veteran status for VA purposes.

MT Training Center is approved for some Veteran's Educational Benefits. Any student interested in this type of benefit must verify with the school's representative that the school is eligible for benefits. You can find more information on the web by visiting www.gibill.va.gov.

Institutional Student Financial Assistance Program

There are special situations whereby students may participate in an Institutional Student Financial Assistance Program through the institution and administered a third party, by TFC Tuition Financing, which provides private financing plans for students. More information can be provided by a school representative or visiting www.tfctuition.com.

Terms and Conditions of Title IV, HEA Loans

General Terms and Conditions:

- Be a U.S. citizen, eligible non-citizen, national, or permanent resident of the U.S.A.
- Show financial need (based upon an analysis of you and your family's income and assets).
- Have a high school diploma or General Education Development (GED) Certificate.
- Have a valid Social Security number.
- Be enrolled in a Title IV, HEA program funds participating institution and attending on a least a half-time basis.
- Make Satisfactory Progress.
- Males must register (have registered) with the Selective Service.
- Fully complete a Free Application for Federal Student Aid and any requested additional information.
- Sign a statement of educational purpose and a certification statement on overpayment and default (found on the Free Application for Federal Student Aid)
- Not be delinquent; in default; or owe refund of an overpayment on any grant aid.

How do I apply?

Applications for federal aid programs are made by completing a Free Application for Federal Student Aid (FAFSA) – www.fafsa.ed.gov – which collects your family's income and asset information. If you have any difficulty in accessing or understanding the FAFSA, you may make an appointment with the school's Financial Aid Office.

Note: It is important to know your deadlines. The Department of Education may request verification of the information you provide on the FAFSA. If you are selected for verification, the Financial Aid Office will notify you of additional documentation that you will need to provide in order for your application to be processed.

Notice of Federal Student Financial Aid Penalties for Drug Law Violations

Students who have been convicted of possession and/or sale of illegal substances must disclose this information while completing their Free Application for Federal Student Aid – FAFSA and shall be prohibited from receiving Federal Student Aid. *HEA Sec. 484(r)(1); (20 U.S.C. 109(r)(1).*

Consumer Information on College Navigator Website

Students and parents can find free consumer information designed to help get information about many schools, college, universities, and career schools at www.nces.ed.gov/collegenavigator.

REFUND POLICY

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - (a) The last day of attendance, if the student is terminated by the school;
 - (b) The date of receipt of written notice from the student; or
 - (c) Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 in nonrefundable administrative fees shall be retained by the school. Refunds will be made within 60 days of the class start date.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the school or college may retain not more than \$100 in nonrefundable administrative fees for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.
 - (a) During the first week or one-tenth of the course, whichever is less, ninety percent of the remaining tuition and fees;
 - (b) After the first week or one-tenth of the course, whichever is less, but within the first three weeks of the course, eighty percent of the remaining tuition and fees?
 - (c) After the first three weeks of the course, but within the first quarter of the course, seventy-five percent of the remaining tuition and fees;
 - (d) During the second quarter of the course, fifty percent of the remaining tuition and fees;
 - (e) During the third quarter of the course, ten percent of the remaining tuition and fees; and
 - (f) During the last quarter of the course, the student may be considered obligated for the full tuition and fees.
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies should be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.

7. A full refund of all tuition and fees is due and refundable in each of the following cases:
- (a) An enrollee is not accepted by the school;
 - (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
 - (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.
 - (d) For students who have visited the school facility prior to enrollment have the opportunity to withdraw without penalty within three days following either attendance at a regularly-scheduled orientation or following a tour of the facilities and inspections of the equipment.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges. All refunds will be made without requiring a request from the student.

The School has 45 days from the date the school determined that the student withdrew to return all unearned Title IV, HEA funds for which it is responsible. The School is required to notify the student if they owe a Title IV, HEA repayment via written notice.

Refund Policy for Students Called to Active Military Service

A student of the school or college who withdraws from the school as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- (a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
- (b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- (c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - (1) Satisfactorily completed at least 80 percent of the required coursework for the program; and
 - (2) Demonstrate sufficient mastery of the program material to receive credit for completing the program.

The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 45 days after the effective date of termination.

REFUND POLICY-VETERANS EDUCATION RECIPIENTS

In the event the veteran or other eligible person fails to enter the course, or withdraws, or is discontinued therefrom at any time prior to completion of the approved program length for VA students, the amount charged to the student for tuition, fees, and other charges for the completion portion of the course shall not exceed \$10.00 (only if a registration fee is charged) plus the approximate pro rata portion of the total charges for tuition, fees, and other charges that the length of the completion portion of the course bears to its total length. The completed portion is the total number of days the student was scheduled to attend (from first to last date of attendance) multiplied by the scheduled hours of attendance per day. Refunds will be totally consummated within forty-five (45) days after termination.

HOURS OF OPERATION

Office Hours: Monday – Friday 8:00AM – 5:00PM
Regular School Hours: Monday – Friday 7:30AM – 09:00PM

SCHOOL CALENDAR

The following holidays are observed by the MT Training Center. Classes will not be held on these days.

Martin Luther King Day (January 15)	Spring Break (March 12-16)
Good Friday (March 30)	Cinco de Mayo (May 4)
Memorial Day (May 28)	Independence Day (July 4)
Summer Break (July 23-July 27)	Labor Day (September 3)
Thanksgiving Break (November 19-23)	Christmas Break (December 24-Jan.1)

Additional holidays may be declared if deemed appropriate.

RECOGNITION OF CONSTITUTION AND CITIZENSHIP DAY

In 2004, Congress passes a provision that every school and college that receives federal funding must teach students about the Constitution of the United States of America each year on September 17, the day this historical document was adopted in 1787. Instructors are required to provide creative activities and instruction with class participation or a campus-wide presentation to commensurate this historic document.

SCHOOL POLICIES

Instructor/Student Ratio

In order to provide an environment that is conducive to learning our instructor to student ratios never exceed 20:1.

New student orientation

New student orientation is held on the first day of class for all programs by a school representative. The new student will be acquainted to the School's policies, rules, functions, and personnel. The School Catalog and the Student Handbook are reviewed with the student. The student must sign the last page of the Handbook acknowledging receipt and understanding of the School's rules and procedures. Students are also taken on a tour of the facilities and introduced to personnel and faculty.

Attendance & Conduct

Attendance is utilized in both grading and for graduation eligibility. Students must attend a minimum of 80% of the total clock hours in their program of study in order to be eligible for graduation. A student's attendance pace is determined by the following formula: *Cumulative clock hours of actual attendance as of the evaluation date* ÷ *Cumulative clock hours of scheduled attendance as of the evaluation date*. An absence of more than 20% of the total clock hours in the program, without an approved Leave of Absence, may result in termination. Students whose enrollment is terminated for violation of the attendance policy may not-re-enter before the start of the next grading period. Additionally, punctuality is recommended so that the classroom environment is not disrupted. Students must notify the school in advance of all intended absences. Classes that are missed must be made-up in order to complete the program. All arrangements will be made by the instructor as to the date and time of make-up work. Completed make-up work does not erase an absence.

Official Withdrawal

A Student submits in writing that he/she is withdrawing from their program of study. An official withdrawal form can be obtained from the Registrar or Director. A completed withdrawal form, along with an Exit Interview and Financial Aid statement of closure is needed.

Financial Aid Waiting Period

MT Training Center enforces a five (5) day Financial Aid waiting period. This means that students that receive Federal Student Aid are required to attend all classes for the first week of school in order to be awarded aid.

Leave of Absence

In the event of an emergency the MT Training Center may grant a leave of absence for students. A leave of absence must be requested in writing and submitted to the Registrar prior to the beginning of the leave. A leave of absence must be approved by the Chief Administrative Officer and shall not exceed the lesser of thirty (30) school days or sixty (60) calendar days and shall be for specific and acceptable purposes. A student shall be granted only one leave of absence per 12-month period and a leave of absence may not be extended.

Satisfactory Academic Progress

Students are required to maintain satisfactory academic progress throughout their training in compliance with institutional policy, Title IV, HEA federal student financial assistance regulations and the Texas Veterans Commission regulations. Satisfactory academic progress is measured in both quantitative terms (attendance), as well as qualitative terms (academic/grades). Students must meet the school's attendance standard and the academic standard on a cumulative basis (start date to evaluation date) to eligibility for federal student financial assistance funds unless the student is on "Financial Aid Warning".

Academic and Financial Aid Warning

Satisfactory Academic Progress will be evaluated at the end of each payment period. If the student is considered *not* to be making Satisfactory Academic Progress, he/she may be placed on Academic Warning, as stated in the “Student Notification of Unsatisfactory Academic Progress” section above. The School may

Page

use this status without appeal or without any other action by the student. Warning status shall last for one payment period only. If the student demonstrates Satisfactory Academic Progress by the end of the warning period, the student will be taken off Academic Warning status and will receive written notice within five to seven (5-7) business days. If the student does *not* demonstrate Satisfactory Academic progress by the end of the warning period, the student will be terminated.

Grading Standards

Grades are issued at the completion of each subject within a program. The grading system in use is the five letter grade (A,B,C,D,F). The mark “I” represents an incomplete subject and is given at the discretion of the instructor. Failure to complete the work within the agreed time results in an “F”. A student obligated for the full tuition may request a grade of “incomplete” if the student withdraws for an appropriate reason unrelated to the student’s academic merit. A student receiving a grade of incomplete may reenroll during the 12-month period following the date the student withdraws and complete those incomplete subjects without payment of additional tuition. The mark “TO” is assigned when subjects have been successfully challenged. “TR” is used when credit is granted through transfer. A “W” is given for subjects dropped between the first day of class and the mid-point of the class. A grade will be issued for any class dropped after the mid-point. Students will be assessed mid-term to ensure appropriate academic progress.

Grading Scale:

Grade	GPA	Description	Scale %
A	4.0	Excellent	90-100
B	3.0	Above Average	80-89
C	2.0	Satisfactory	70-79
D	1.0	Unsatisfactory	60-69
F	0.0	Failing	0-69

Progress Reports

Students are issued progress reports at the completion of each of the terms in their programs. Progress reports reflect the courses that are scheduled in each portion of the program and the grade the student earn in that course. Students have the opportunity to discuss or question any grade on the progress report.

School Rules

The MT Training Center has attempted to establish an environment which is conducive to the learning process. The MT Training Center expects students to conduct themselves in a manner which is compatible with our standards. The following behaviors are considered to be in conflict with the educational objectives of the MT Training Center, and may result in disciplinary action:

- A) Theft or damage to the school premises, property, or to the property of a member of the school.
- B) Use of profanity.
- C) Physical abuse of any person on the school premises or at functions sponsored or supervised by the school.
- D) All types of dishonesty, including but not limited to cheating, plagiarism, knowingly furnishing false information to the school, and forgery. Any alteration or use of school documents or identification with intent to defraud.
- E) Intentional obstruction of teaching, administration, disciplinary proceedings, public meeting, or other school activities.
- F) Failure to comply with directions of school officials acting in the performance of their duties.
- G) Use of alcoholic beverages and/or controlled substances on the school premises.
- H) The viewing or e-mailing of any content which contains violence, pornography, gambling, or any racial, ethnic, or religious hate speech or pictures.

Disciplinary Action

Actions taken against a student for violation of school policies may include but is not limited to: (1) verbal warning, (2) written warning, (3) suspension, and/or (4) dismissal. Disciplinary actions are at the sole discretion of the Chief Executive Officer (i.e., Melissa Cuellar), who is not required to follow an ascending level of disciplinary actions for violations (e.g., 1st violation – verbal warning, 2nd violation – written warning, etc.) Violations of school policy which are deemed egregious by the director may result in immediate dismissal even in the absence of previous disciplinary actions. Students who are dismissed from the school will receive written notification as to the reason(s) for their dismissal. Any student who wishes to reapply subsequent to their dismissal may do so, in writing, through the director. The decision to reinstate or to deny readmission is at the sole discretion of the director.

Graduation Requirements

Students are required to complete a minimum of 80% of their program with a 70 grade point average or above to be eligible to graduate.

Student Services

Student services are available to all MT Training Center students, graduates, and non-graduate completers who enrolled and completed the necessary skills needed to transition into employment. The students will be provided employment placement services through a joint effort between the Student Placement Services Department, administrative staff, instructors, and director.

MT Training Center instructors will monitor student's progress throughout classroom training and provide feedback and career advice. MT Training Center instructors will refer students to career and/or academic counseling with the Student Placement Services Department to help the student maintain satisfactory progress to secure placement.

The Placement Services Department meets with each student on an individual basis to determine specific services needed and to develop customized employment placement services to meet the student's individual needs. The services include, but are not limited to, completing an employment application, reviewing employment resume, mock interview, interview preparation, employment referral and follow-up.

Confidentiality

The institution maintains confidentiality of student records according to the U.S. Family Educational Rights and Privacy Act (FERPA). The institution may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. The student has the right to request in writing that the institution not disclose directory information about them. Students have the right to inspect and review their records maintained by the school. The institution is not required to provide copies of records. Students have the right to request that the school correct records which they believe to be inaccurate or misleading. The institution requires written permission from the student in order to release any information from a student's education record, except for information allowed for disclosure without written consent from the FERPA to the following parties or under the following conditions:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena; • Appropriate officials in cases of health and safety emergencies; and
- State and local authorities pursuant to specific State Law.
- F, I, or M nonimmigrant student to U.S. Immigration and Customs Enforcement (formerly the Immigration and Naturalization Service) in compliance with the Student Exchange Visitor Information System (SEVIS) program without violating FERPA.

Repeating a Course

Students must repeat all required courses in which a grade of “F” or “W” is given. Permission for a student to repeat any course must be approved by the Director. Students must repeat a failed course at the first available opportunity or at a time designated by the Director. Course repeats will be on a space-available basis. The School will require that a course be repeated before a student continues to subsequent courses in any instance in which courses are prerequisites. When a student repeats a subject with an “F” and receives a passing grade is given credit for the subject.

Readmission

All students who have previously withdrawn from classes and apply for readmission will be subject to readmission determinations by the School at its discretion. The School’s decision will be final and binding on the student. The School is *not* obligated to readmit any student. If readmission is granted, MT Training Center limits student readmission into the same program of study or a different program of study to *one* (1) readmission. As part of the School’s determination to readmit any student, the School will consider:

- Whether the student was making Satisfactory Academic Progress at the last Evaluation Point that the student was enrolled in a program of study.
- Reason(s) the student withdrew or was terminated from a program of study.
- Whether the student possesses the motivation, desire or academic ability to satisfactorily progress academically through and graduate from that program of study, as determined by the School. If the student was not making Satisfactory Academic Progress in his or her program of study at the last Evaluation Point, the student will *not* be readmitted into:

(a) a different program of study that is at a different credential level; or

(b) the same program of study or a different program of study that is at the same credential level, ***unless***;

- The student appeals the School’s determination of Unsatisfactory Academic Progress in writing to the Chief Administrative Officer (as provided below in the Appeal section);
- The Chief Administrative Officer grants the student’s appeal; *and*
- The student satisfies all of the conditions specified in the appeal.

Upon the School’s acceptance of the appeal, the student will be readmitted on an Academic Probation status into the same program of study or a different program of study that is at the same credential level. A student who is readmitted through the appeals process shall be readmitted on an Academic Probation status.

A student on Academic Probation is *not* eligible to receive Title IV, HEA funds. The student’s Academic Progress will be evaluated at the next Evaluation Point. If it is determined that the student is making Satisfactory Academic Progress, the student will be taken off Academic Probation and be eligible to receive Title IV, HEA funds. If it is determined that the student is *not* making Satisfactory Academic Progress, the student:

- Will continue on Academic Probation; and
- Will have to be reevaluated for a program of study at a lower credential level; and
- Will not be eligible for Title IV, HEA funds; and
- Must execute a new Enrollment Agreement with the School and pay all then-current tuition, fees, and any other costs associated with the student’s program of study.

Appeal

If the School determines that a student is failing to make Satisfactory Academic Progress in his or her program of study, the student may appeal the School’s determination in writing to the Chief Administrative Officer within ten days (10) of receiving notification. The student’s written appeal must explain in detail the special circumstances that caused the student not to make satisfactory academic progress (such as the student suffering an illness/injury, or death of a close relative, etc.) and what has changed in the student’s circumstances that would allow him/her to make Satisfactory Academic Progress. The Chief Administrative Officer will review the Request for Appeal to determine whether, based on the student’s special circumstances and the information submitted by the student in his or her appeal, the student can remain enrolled in, or be readmitted into, the same program of study despite the student’s failure to meet the requirements of Satisfactory Academic Progress. The decision for an appeal will be documented in the student’s record and reported to the student within five to seven (5-7) business days. The appeal process is as follows:

- The student must complete and submit the Request for Probation Termination/Readmission Form to the School’s Chief Administrative Officer.

- Provide proof of unusual or extenuating circumstances negatively affecting academic performance (i.e. illness, death in the family, etc.) *and* a letter explaining how obstacles were/are being overcome.
- **Adhere to a plan of study that has been developed by the Chief Administrative Officer in conjunction with the program's instructor. This plan will detail the course work to be completed along with the expected pace of completion for the plan.** The determination of the student's written appeal will be:
 - Made by the Chief Administrative Officer (in her discretion and in conformity with the Satisfactory Academic Progress Policy);
 - Communicated in writing to the student; and
 - Final and binding on the student.

If the Chief Administrative Officer grants the student's appeal and all of the conditions specified in the Academic and Financial Aid Probation Policy is satisfied, the student will be taken off of Academic and Financial Aid Probation at the beginning of the following payment period and will remain FSA eligible.

Incompletes and Repeats

If the student receives a grade of "A", "B", "C", or "Complete", with respect to any course, the student will have successfully completed that particular course. If the student does not successfully complete the required work or clock hours, he/she will receive an "I" grade (Incomplete). If the student receives an "I" and does not successfully complete the required work to remove the "I" grade from his or her record within two (2) weeks following the payment period in which the "I" grade was received, the student will receive the otherwise earned letter grade "F". If any student voluntarily withdraws from a course, he/she will receive a grade of "W" (Withdraw) and will have to follow MTTC's Readmission Policy (see *Readmission* below). Any student who does not successfully complete a course included in his or her program of study must repeat and successfully complete that course prior to: (a) taking any course with respect to which the failed course is a prerequisite; and (b) graduation. Any student who successfully completes a course may request in writing for permission from the School to repeat that course. If a course is repeated, the grade earned for repeating the course will replace the previous grade earned in determining the student's Overall Cumulative Grade Point Average (CGPA) in the student's program of study and whether the student has successfully completed the course. All grades earned for all courses the student attempts will, however, remain on the student's transcript.

Student Records

The school retains student records electronically and in hard copy form. Student records and record confidentiality is maintained in accordance with state and federal regulations.

Student Transcripts/Duplicate Certificates

Student transcripts are maintained by the school. Transcripts can be requested in person in the Admission's Office. Requests for student transcripts must be in writing. Transcript fees will apply. Duplicate certificates for graduates are available in the Admission's Office. Request for duplicate certificates must be in writing. Duplicate Certificate fees will apply.

Withholding Records

The MT Training Center will withhold a student's transcript, or Certificate of Completion of training until the student has fulfilled his/her financial obligations to the school.

Open Door Policy

The School maintains an "open door" policy so that all students have the right to discuss matters directly with any member of the staff/faculty he/she selects. Generally, complaints or suggestions may be discussed with the instructor or Chief Administrative Officer. We recognize and value student's suggestions and note that often they may find their way into actual practice. If satisfactory action is not taken, you should discuss the matter with the Chief Administrative Officer. If still not satisfied, a formal complaint/grievance can be filed.

Grievances/Complaints

A grievance may be a complaint, grievance, an appeal against assessment results, problem of equitable treatment and/or an appeal against disciplinary action.

MT Training Center

Before making a formal grievance, the student should ask for verbal clarification of the issue. This does not lessen his or her right in any way to make a formal grievance. Grievance/Complaint forms can be obtained from the Director. A formal grievance will be handled based on a formal written presentation of the complaint to the Director. The written complaint will be entered in the MT Training Center's complaints/grievances register and a copy of the written complaint filed.

A complaint is a statement expressing dissatisfaction with service supplied by or dealings with MT Training Center. We will respond to complaints promptly with minimum distress and maximum protection to all parties.

We are committed to:

- Transparency in decision making
- Ethical and responsible management
- An accessible and fair complaints process

If the complaint is substantiated, MT Training Center will take prompt action to rectify the problem immediately and any action will be documented.

If you experience a situation that causes you serious concern or distress, we have established the following procedure:

Step 1: If possible, contact the administrator responsible for the service for which you have the grievance against. Explain the grievance and try to resolve the problem.

Step 2: If no acceptable resolution can be reached, you should fill out a written description with all details and persons involved and submit it to the Chief Administrative Officer or Director. Your complaint will be assessed, and you will be contacted in an attempt to resolve the complaint. Step

3: If an acceptable resolution cannot be reached, an arrangement will be made for the appeal to be heard by an independent arbitrator.

All complaints/grievances will be handled regarding confidentiality, impartiality, protection from victimization and procedural fairness and will be recorded in writing. If the Chief Administrative Officer and student fail to reach a reasonable solution, the student may direct unresolved grievances to: Proprietary Schools Section, Texas Workforce Commission Career Schools and Colleges Division, 101 E 15th Street, Austin, Texas 78778-0001. Telephone Number: (512) 936-3100. You may also contact the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia, 30350. Telephone Number: (770) 396-3898. www.council.org.

Cost Comparison

A comparison of the cost for a similar Program at other schools is available by contacting to the Career Schools and Colleges - Proprietary Schools Section, Texas Workforce Commission, 101 E 15th Street, Austin, Texas 78778-0001. Telephone Number: (512) 936-3100.

Job Placement Assistance

Texas Workforce Commission does not permit the school to guarantee completers or graduates employment. The school will assist the students in finding employment. Job placement assistance is available for all student completers and graduates.

Vaccination Policy

MT Training Center does not require vaccination for admission into any of our programs, but highly recommend students be current on their vaccinations. If you are interested in getting more information about vaccinations, please contact your healthcare provider or the Texas Department of State Health Services, Immunizations Branch, P.O. Box 149347, Austin, Texas 78714-9347. You can call at 512-7767111 or 1-888-963-7111. Visit www.dshs.state.tx.us/immunize.

Voter Registration

In compliance with the Federal Higher Education Act of 1965 (HEOA Sec. 493(a)(1) and HEA Sec. 487(a)(23) (20 U.S.C. 1094(a)(23); effective August 14, 2008, MT Training Center provides information on applying for voter registration cards for all enrolled students. All representatives of the School have access

to voter registration information. These registration application cards are accessible year-round. You can also visit www.sos.state.tx.us for more information on voter registration online application.

Drug and Alcohol Prevention

MT Training Center complies with the Federal Drug Free School and Communities Act Amendment of 1989 and the Drug Free Workplace Act of 1988. MTTC's Drug and Alcohol Prevention is defined as follows:

- The illegal possession or consumption of alcohol, drugs, or chemicals on any property under the control of MT Training Center is expressly prohibited. Property under the control of MT Training Center includes, but is not limited to, public or common areas, classrooms, shop/laboratory, breakroom, restrooms, outdoor areas, parking lot, vehicles, lawn, stairway, and sidewalks.
- Alcoholic beverages on the MT Training Center Campus are forbidden.
- These standards of conduct apply to all students, staff, faculty members and guests of MT Training Center.
- Should any complaint or suspicion arise pertaining to a student, staff, or faculty member regarding possible violation of policy, the individual may be required to submit to immediate advising and/or drug testing. Any violation of policy is subject to disciplinary actions and possible termination.

All members of the MT Training Center community should, at all times, be cognizant of and compliant with State and Local Laws.

Fire Arm Policy

Students are *prohibited* from bringing fire arms of any type onto School property, including all buildings, parking lots, open areas and lawns. Students that are licensed to carry fire arms are *prohibited* from bringing fire arms of any type onto School property, including all buildings, parking lots, open areas, and lawns. Pursuant to section 30.07, Penal Code (Trespass by license holder with an openly carried or concealed handgun), a person licensed under subchapter H, Chapter 411 Government Code (handgun licensing law), may not enter this property with a handgun that is carried openly or concealed.

Media Services

MT Training Center is dedicated to maintaining a variety of current and relevant educational materials. The scope of Media Services is to provide educational materials for all programs offered at MTTC. To this end, MTTC maintains educational materials and equipment such as reference books, business, professional, technical, and industrial manuals; Audio-visual equipment; internet access; and other materials. The Media Center is open to all students, faculty, and staff during regular school hours.

File Sharing

MT Training Center strictly prohibits the practice of sharing copyright protected files without authorization; this includes electronic and printed media.

Emergency Policies

Safety and Security Plan

Students, faculty and staff are trained in safety procedures on a regular basis. The facility is regularly inspected by the City of Grand Prairie Fire Marshal and is in compliance with the fire safety codes. The facility is equipped with applicable fire extinguishing equipment and lighted exit signs. Emergency evacuation routes are displayed in all classrooms, offices, machine shop, and common areas. Every precaution is taken to prevent injuries and accidents. Detailed plans/procedures are in place in the event of severe weather, bomb threats, fire, robbery, or a hostage situation.

Emergency Closing/Early Release

MT Training Center uses an Emergency Notification System to notify the campus community of any immediate threat(s) to the campus, students, staff and faculty in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Upon confirmation of a significant emergency or dangerous situation, the Emergency Notification System will be activated by the Chief Administrative Officer to all students, staff, and faculty members. In addition, bulletins may be posted at appropriate locations around campus including bulletin boards, entrances to buildings and electronic media.

In the event of severe weather or other emergencies, the School will activate the Emergency Notification System to contact students, staff, and faculty. This system utilizes text messaging to notify students, staff and faculty. In the event of an emergency, the Chief Executive Officer, Melissa Cuellar, will activate the Emergency Notification System. Students, staff and faculty that have consented to be included in this system will receive text messages detailing the emergency and course of action to be taken. Should an event warranting an early release, such as a heavy snowstorm, occur during the workday, the director will inform personnel and students of early dismissal.

Evacuation Procedures

In case of an evacuation:

- Form a double line and walk quickly out of the building through the nearest exit to designated meeting areas.
- Walk, DO NOT RUN. Do not take personal belongings.
- Silence will be enforced. This allows everyone to listen to any specific instructions from instructors.
- Everyone is required to meet in the designated area. The designated area is the Southeast Corner of the Front Parking Lot.
- Roll call will be conducted. Instructors will report the results of the roll call to the director.

Fire Drills

Fire drills are conducted quarterly. All staff, students, and instructors are required to participate.

At the sound of the alarm, everyone will:

- a. Form a double line and walk quickly out of the building through the nearest exit to designated meeting areas.
- b. Walk, DO NOT RUN. Do not take personal belongings.
- c. Silence will be enforced. This allows everyone to listen to any specific instructions from instructors.
- d. Everyone is required to meet in the designated area. The designated area is the Southeast Corner of the Front Parking Lot.
- e. Roll call will be conducted. Instructors will report the results of the roll call to the director. Documentation of each drill will be kept in the director's office.

Policy for Tornado, Hurricane or Flood

Should the MT Training Center be threatened by severe weather such as tornado, hurricane or flooding, it is important to remain calm and follow instructions from the Director or designated staff member. The Director or staff member will monitor the situation and if deemed necessary will alert the instructor of each class how to proceed. The designated areas for a tornado, hurricane or flood are the interior hallways of the building. When asked to move to those areas, it is vital that everyone move quickly but stay calm and understand it is for your safety. We will remain in those safe areas until the all clear is given by the Director or designated staff member.

Policy for Robbery

In the event that the MT Training Center is robbed, all students and staff should remain calm. If the chance exists and if the students and staff are safely able to do so, exit the building using the nearest exit that is away from the robber. It is extremely important that you do not try to be the "hero" and endanger your life as well as the lives of fellow students and staff. If able to do so or once you have exited the building, the first person out should contact the police as soon as safely possible.

Policy for Hostage Situation

In a hostage situation, if at all possible everyone should exit the building if not told to remain. It is imperative that if you are in direct contact with the intruder that you do as requested. It is important to remember not to try to be the "hero" because it will endanger your life as well as the lives of others. The first person safely out of harm's way should call 911 to alert police of the situation. If asked to do so, please remain on the line with police. Unless it is safe to do so, DO NOT call police in you are still in the building, again, it would endanger your life and the lives of others. Remember that if you do call police they will ask you to stay away from the intruder but provide as much information as to the location of the intruder. It is extremely important that you stay calm and convey only the information that is relevant to the situation and understand that if

MT Training Center

police enter the building they will not know who the intruder is and who the hostage is, so you must stay down and follow instructions.

Policy for Bomb Threat Called In

If a bomb threat is called in, the person taking the call will alert the Director who will initiate an evacuation as outlined in the Evacuations Procedures plan. The person taking the call will then immediately call 911 to alert police of the bomb possibility. Once the building is evacuated, there will be no re-entry until the police have given the “all clear” to the Director.

Policy for Bomb Threat In Person

If a person makes a bomb threat to a representative or student of MT Training Center, the representative or student should immediately alert the Director so that evacuation can be initiated using the Evacuation Procedures plan that is in place. The Director will then call 911 to contact police; once police have arrived, the person to whom the threat was made will explain the situation to the police and where the bomb is located. Once the building is evacuated, there will be no re-entry until the policy has given the “all clear” to the Director.

Campus Security

MT Training Center strictly maintains and enforces the safety and security of its students, staff, faculty, and guests. MTTC complies with safety and security guidelines as requested as requested and suggested by the Crime Awareness and Security Act of 1990, The U.S. Department of Education; State and Local laws and local law enforcement agencies; and various publications. MT Training Center makes available and publishes its annual crime statistics. This information is updated and published annually. Additionally, copies of this information are available during regular school hours in the Director’s office and the School’s break-room.

MTTC forbids the possession of unlicensed firearms or other weapons on school property or during school field trips. *For additional information concerning the possession of firearms, visit www.dps.texas.gov.* Additionally, MTTC has a zero-tolerance policy regarding immoral conduct and enforces campus safety and security regulations and school rules; verbal, sexual or physical harassment of a fellow student and/or staff or faculty member; threat of physical violence against a fellow student, staff, or faculty member.

Criminal activity includes, but is not limited to, murder/non-negligent manslaughter, negligent manslaughter, forcible sex offenses, non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, and hate crimes, including crimes perpetrated based on race, gender, religion, sexual orientation, ethnicity/nationality origin or disability.

Campus Geography

MT Training Center’s campus includes the physical building at 1801 S. Great Southwest Parkway, which includes classrooms, offices, and a machine shop/laboratory. Also included is the lawn directly in front of the school and the parking area adjacent to the school which is allotted for school use.

POST-SECONDARY PROGRAMS

Administrative Assistant

ADMISSION REQUIREMENTS: Applicants must possess a high school diploma, G.E.D. equivalent, or must be able to pass the Wonderlic Basic Skills Test (Admission test) and be able to read and write English. The applicant must schedule an interview with the admissions office and submit a completed

MT Training Center

enrollment form. The MT Training Center is open to all candidates without regard to race, color, nationality, national origin, religion, creed, age, sex, sexual orientation, gender, gender identity, disability, or marital status.

TUITION AND FEES:

Total Cost \$10,483.00

CLASS SCHEDULES: Day and evening classes are scheduled Monday through Friday as indicated below. Upon completion of the program and successfully completing passing written and practical examinations, the student will be issued a CERTIFICATE OF COMPLETION. Enrollment into the Program begins every Monday of each month.

Day Schedule: Monday – Friday

Period 1	08:00 a.m. – 08:50 a.m.	Break	08:50 a.m. – 09:00 a.m.
Period 2	09:00 a.m. – 09:50 a.m.	Break	09:50 a.m. – 10:00 a.m.
Period 3	10:00 a.m. – 10:50 a.m.	Break	10:50 a.m. – 11:00 a.m.
Period 4	11:00 a.m. – 11:50 a.m.	Lunch	11:50 a.m. – 12:00 p.m.
Period 5	12:00 p.m. – 12:50 p.m.	Break	12:50 p.m. – 01:00 p.m.
Period 6	01:00 p.m. – 01:50 p.m.	Break	01:50 p.m. – 02:00 p.m.
Period 7	02:00 p.m. – 03:00 p.m.		

Evening Schedule: Monday - Friday

Period 1	04:00 p.m. - 04:50 p.m.	Break	04:50 p.m. - 05:00 p.m.
Period 2	05:00 p.m. - 05:50 p.m.	Break	05:50 p.m. - 06:00 p.m.
Period 3	06:00 p.m. - 06:50 p.m.	Break	06:50 p.m. - 07:00 p.m.
Period 4	07:00 p.m. - 07:50 p.m.	Period Break	07:50 p.m. – 08:00 p.m.
5	08:00 p.m. - 09:00 p.m.		

PROGRAM AND SUBJECT DESCRIPTIONS

Total Clock Hours: 840

Length: 24 Weeks (Day Class)

34 Weeks (Evening Class)

Ratios: 20:1 (student/instructor)

GRADUATION REQUIREMENTS: The student must demonstrate the ability to produce business documents with Microsoft Word, create and revise spreadsheets with Microsoft Excel and create presentations with Microsoft PowerPoint. Additionally, the student must demonstrate proficiency in written and verbal business communications and typing. The student will also demonstrate competency in operating basic office equipment designed for business purposes.

OBJECTIVE: The Administrative Assistant Program is designed to provide the student with those skills and competencies necessary to become employed in a variety of offices environments. Through training and hands-on experience, the student will obtain skills and knowledge to prepare them for work in a variety of office settings and procedures. Students will be taught the skills necessary to become competent in verbal and written communication for business offices as well as becoming proficient in Microsoft Office products. The graduate will qualify for entry-level employment in a variety of office environments.

Subject Number		Hours		Credits
		Lecture	Lab	
BCG-055	Business Communications	90	0	9.0
T-100	Introduction to Typing	30	60	6.0
MO-100	Office Procedures I	30	60	6.0
CL-100	Computer Literacy	40	80	8.0
BM-100	Business Mathematics	30	60	6.0
O-400	Employment Preparation	60	30	7.5
MA-100	Microsoft Applications	70	100	12.0
TR-200	Word Processing I	<u>40</u>	<u>60</u>	<u>7.0</u>
TOTAL HOURS/Credits		390	450	61.5
TOTAL CLOCK HOURS: 840				

SUBJECT DESCRIPTIONS

BCG-055 Business Communications: The student will learn basic practices of customer service and how to effectively communicate in a technology-based environment including internal and external customer relationships, time management skills, as well as best business practices. The student will also learn business letter composition, memos, reports, as well as develop proof-reading skills, review basic grammar, spelling, and vocabulary.

Prerequisite: None

90/0/0

Quarter Credit Hours: 9.0

T-100 Introduction to Typing: The student will master the layout of the keyboard, assisting the students with memorization of letters, numbers, and functions of the keyboard. The students will also learn practice drills that will assist the student in speed and accuracy. The students will also master 10-key by touch.

Prerequisite: None

30/60/0

Quarter Credit Hours: 6.0

MO-100 Office Procedures – Introduces the student to the role and responsibilities of a general office clerk. The student will learn the proper phone etiquette and customer service skills. The student will also learn how to operate an individual workstation in an ergonomically correct fashion.

Prerequisite: None

30/60/0

Quarter Credit Hours: 6.0

BM-100 Business Mathematics – The student will learn how to convert percentages to fractions and fractions to decimals, as well as learn multiplication, division, addition, and subtraction of fractions, percentages, and decimals. The student will also learn how to calculate mark downs, federal income tax, basic payroll deductions, and credit card interest.

Prerequisite: None.

30/60/0

Quarter Credit Hours: 6.0

O-400 Employment Preparation – The student will learn how apply for a job, complete job applications, how to dress for interviews, compose resumes, and interview successfully.

Prerequisite: None

60/30/0

Quarter Credit Hours: 7.5

CL-100 Computer Literacy- Introduces the basic functions of a personal computer, as well as learning the function of pieces located within the central processing unit. The student will also learn how to effectively operate a personal computer, load software, and acquire the skills necessary to maintain a personal computer.

Prerequisite: None

40/80/0

Quarter Credit Hours: 8.0

MA-100 Microsoft Applications – Introduces the basic functions of Microsoft Excel. The student will master creating and saving Excel documents, creating charts, numeric calculations within chart, and spreadsheets, as well as tables, columns, and rows. The student will also learn how to implement Excel within office settings. The student will also learn how to utilize Power Point and how to create presentations.

Prerequisite: None

70/100/0

Quarter Credit Hours: 12.0

TR-200 Word Processing – The student will develop specialized skills in word-processing needed to properly complete formatted correspondence within office settings. The student will learn the fundamentals of editing, storing, and retrieving documents in Microsoft Word.

Prerequisite: None

40/60/0

Quarter Credit Hours: 7.0

Business Office Specialist

ADMISSION REQUIREMENTS: Applicants must possess a high school diploma, G.E.D. equivalent, or must be able to pass the Wonderlic Basic Skills Test (Admission test), as well as be able to read and write English. Applicants must type a minimum of 20 words per minute. The applicant must schedule an interview with the admissions office and submit a completed enrollment form. Once the student has been accepted they will be subject to the school’s refund and cancellation policy. Class size is limited based upon space availability. Efforts are made to assign a class time that fits the prospective student’s schedule. The MT Training Center is open to all candidates without regard to race, color, nationality, national origin, religion, creed, age, sex, sexual orientation, gender identity, disability, or marital status. The admission standards are in complete compliance with the Texas Workforce Career School and Colleges Regulatory Board, the Texas Veterans Commission, and the U.S. Department of Education’s regulations. Special needs students will be evaluated on a case by case basis.

TUITION AND FEES:

Total Cost **\$8,596.00**

CLASS SCHEDULES: Day classes are scheduled Monday through Friday. Evening classes are scheduled Monday through Thursday, as indicated below. Upon completion of the program which consists of all three hundred and ninety (390) total hours of instruction and successfully completing, passing written and practical examinations, the student will be issued a CERTIFICATE OF COMPLETION.

Enrollment into the Program begins every Monday of each month.

Day Schedule Monday – Friday

Period 1	08:30 a.m. – 09:20 a.m.	Break	09:20 a.m. – 09:30 a.m.
Period 2	09:30 a.m. – 10:20 a.m.	Break	10:20 a.m. – 10:30 a.m.
Period 3	10:30 a.m. – 11:20 a.m.	Break	11:20 a.m. – 11:30 a.m.
Period 4	11:30 p.m. – 12:20 p.m.		

Evening Schedule Monday – Thursday

Period 1	04:00 p.m. - 04:50 p.m.	Break	04:50 p.m. - 05:00 p.m.
Period 2	05:00 p.m. - 06:50 p.m.	Break	06:50 p.m. - 07:00 p.m.
Period 3	07:00 p.m. - 07:50 p.m.	Break	07:50 p.m. - 08:00 p.m.
Period 4	08:00 p.m. - 09:00 p.m.		

PROGRAM AND SUBJECT DESCRIPTIONS

Total Clock Hours: 390

Length: 20 Weeks (Day Class)

25 Weeks (Evening Class)

Student to Instructor Ratio: 20:1

GRADUATION REQUIREMENTS: The student must demonstrate the ability to produce basic documents for business utilizing Microsoft Word, create spreadsheets with Microsoft Excel and prepare business presentations with Microsoft PowerPoint. Additionally, the student must demonstrate the ability to type a minimum of 40 wpm. The student must also demonstrate the ability to competently operate basic equipment designated for business purposes.

OBJECTIVE: The MT Training Center is designed to provide the student with those skills and competencies necessary to become employed in a variety of office environments. Through hands-on experience the student will review and work with a variety of office situations, procedures, as well as general vocabulary, basic grammar, phone etiquette, and word processing techniques. The graduate will qualify for employment in any a wide variety of office environments.

Subject Number		Hours		
		Lecture	Lab	Extern Credits
E-100	English	30		3.0
T-100	Introduction to Typing	10	20	2.0
MO-100	Office Procedures I	10	20	2.0
CL-100	Computer Literacy	10	20	2.0
MO-200	Office Procedures II	10	20	2.0
BM-100	Business Mathematics	10	20	2.0
O-400	Employment Preparation	20	10	2.5
MA-100	Microsoft Applications	10	20	2.0
MA-200	Microsoft Applications II	10	20	2.0
TR-200	Word Processing I	10	20	2.0
TR-300	Word Processing II	10	20	2.0
TR-400	Word Processing III	10	20	2.0
TR-401	Keyboarding		30	1.5
TOTAL HOURS/Credits		150	240	27.0
TOTAL CLOCK HOURS: 390				

SUBJECT DESCRIPTIONS

E-100 **English-** The student will review basic grammar, sentence structure, punctuation and spelling designed to provide them with the comprehensive skills needed for effective Business English. Emphasis will be placed on correct usage in written business communications.

Prerequisite: None

30/0/0

Quarter Credit Hours: 3.0

T-100 **Introduction to Typing-** The student will master the layout of the keyboard assisting the students with memorization of letters, numbers, and functions of the keyboard. The students will also learn practice drills that will assist the student in speed and accuracy.

Prerequisite: None

10/20/0

Quarter Credit Hours: 2.0

MO-100 **Office Procedures I** – Introduces the student to the role and responsibilities of a general office clerk. The student will learn the proper phone etiquette and customer service skills. The student will also learn how to operate an individual workstation in an ergonomically correct fashion.

Prerequisite: None

10/20/0

Quarter Credit Hours: 2.0

MO-200 **Office Procedures II-**The student will work with office files, office filing systems, and indexing systems. The students will have an introduction to basic mathematics including addition, subtraction, multiplication, and division.

Prerequisite: MO-100

10/20/0

Quarter Credit Hours: 2.0

BM-100 **Business Mathematics** – The student will learn how to convert percentages to fractions and fractions to decimals, as well as learn multiplication, division, addition, and subtraction of fractions, percentages, and decimals. The student will also learn how to calculate mark downs, federal income tax, basic payroll deductions, and credit card interest.

Prerequisite: None.

10/20/0

Quarter Credit Hours: 2.0

- CL-100 Computer Literacy-** Introduces the basic functions of a personal computer, as well as learning the function of pieces located within the central processing unit. The student will also learn how to effectively operate a personal computer, load software, and acquire the skills necessary to maintain a personal computer.
Prerequisite: None
10/20/0 Quarter Credit Hours: 2.0
- O-400 Employment Preparation** – The student will learn how to apply for jobs, complete job applications, compose resumes, dress for interviews, and interview successfully.
Prerequisite: None
20/10/0 Quarter Credit Hours: 2.5
- MA-100 Microsoft Applications I** – Introduces the basic functions of Microsoft Excel. The student will master creating and saving Excel documents, creating charts, numeric calculations within charts, and spreadsheets, as well as tables, columns, and rows. The student will also learn how to implement Excel within office settings.
Prerequisite: None
10/20/0 Quarter Credit Hours: 2.0
- MA-200 Microsoft Applications II** – The student will learn the use of Microsoft Power Point. The student will learn the basic functions of Power Point, as well as how to create various presentations.
Prerequisite: MA-100
10/20/0 Quarter Credit Hours: 2.0
- TR-200 Word Processing I** – The student will develop specialized skills in word-processing needed to properly complete formatted correspondence within office settings. The student will learn the fundamentals of editing, storing, and retrieving documents in Microsoft Word.
Prerequisite: None
10/20/0 Quarter Credit Hours: 2.0
- TR-300 Word Processing II** – The student will continue to develop skills learned in TR-200, as well as, work with advanced operations in macros and merges.
Prerequisite: TR-200
10/20/0 Quarter Credit Hours: 2.0
- TR-400 Word Processing III** - The student will apply the fundamentals of editing, storing, and retrieving text in Microsoft Word. Emphasis on producing properly formatted documents and letters.
Prerequisite: TR-300
10/20/0 Quarter Credit Hours: 2.0
- TR-401 Keyboarding** – The student will develop speed and accuracy in dictated material through Cortez Peter’s progression.
Prerequisite: T-100
0/30/0 Quarter Credit hours: 1.5

Combination Welding

ADMISSION REQUIREMENTS: Applicants must meet all of the following requirements before being admitted into the combination welding program at the MT Training Center. All candidates must be able to provide the MT Training Center with a copy of their High school diploma, GED, or successfully pass the Wonderlic Basic Skills Test. The applicant must schedule an interview with the admissions office and submit a completed enrollment form. All students will be notified concerning his/her acceptance after review from the Admission's Office. Once the student has been accepted they will be subject to the school's refund and cancellation policy. Class size is limited based upon space availability. The MT Training Center is open to all candidates without regard to race, color, nationality, national origin, religion, creed, age, sex, sexual orientation, gender, gender identity, disability, or marital status. The admission standards are in complete compliance with the Texas Workforce Career School and Colleges Regulatory Board, the Texas Veterans Commission, and the U.S. Department of Education's regulations.

TUITION AND FEES:

Total Cost: **\$14,950.00**

CLASS SCHEDULES: Day classes are scheduled Monday through Friday from 7:30 a.m. – 2:45 p.m., as indicated below and last 31 weeks. Evening classes are scheduled Monday through Friday from 4:00 p.m. – 9:00 p.m. for 43 weeks. The Combination Welding Program offers a total of 1070 clock hours of student instruction, broken down into: 500 hours of classroom lecture hours and 570 lab hours. The listed total clock hours equate to 78.5 quarter credit hours. The students will learn the fundamentals as well as advanced procedures of welding and cutting processes. Upon completion of the program and successfully passing all written and welding examinations, the student will be issued a **CERTIFICATE OF COMPLETION** through the MT Training Center. Enrollment into the Program begins every first and third Monday of each month.

Day Schedule Monday - Friday

Period 1	07:30 a.m. – 08:50 a.m.	Break	08:50 a.m. – 09:00 a.m.
Period 2	09:00 a.m. – 11:00 a.m.	Lunch	11:20 a.m. – 11:30 a.m.
Period 3	11:30 a.m. – 12:50 p.m.	Break	12:50 p.m. – 01:00 p.m.
Period 4	01:00 p.m. – 02:45 p.m.		

Evening Schedule Monday - Friday

Period 1	04:00 p.m. – 05:50 p.m.	Break	05:50 p.m. – 06:00 p.m.
Period 2	06:00 p.m. – 07:50 p.m.	Break	07:50 p.m. – 08:00 p.m.
Period 3	08:00 p.m. – 09:00 p.m.		

PROGRAM AND SUBJECT DESCRIPTIONS Total Clock Hours: 1070

Length: 31 Weeks (Day Class)
 43 Weeks (Evening Class)
 Ratios: 15:1 (student/instructor)

Graduation Requirements: The student will need to be comfortable working with dangerous equipment, in a variety of settings both indoor and outdoor. The student must be able to qualify to ASME Code requirements and master the understanding of manual welding processes. The student must also possess the ability to weld metal components together using a variety of gas and arc welding equipment and exhibit proficiency in the use of Oxy-Acetylene torch, Gas Metal Arc Welding, Gas Tungsten Arc Welding and Stick welding equipment.

Objective: The Combination Welding Program is designed to provide the student with the skills and competencies necessary to perform entry-level welding duties. Through hands-on experience, the student will be able to safely operate a welding machine, cutting torch, and all of the equipment necessary to perform

entry-level welding and cutting duties. The graduate will qualify for employment as a combination welder, welder, and cutter

Subject Number		Hours		Credits
		Lecture	Lab	
WC-101	Cutting Processes	40	80	8.0
WC-301	Gas Metal Arc Welding Processes	60	110	11.5
SMA-101	Shielded Metal Arc Welding (Stick)	60	110	11.5
FCW-101	Flux-Core Welding	10	40	3.0
WC-201	Gas Tungsten Arc Welding Processes	80	160	16.0
PP-101	Introduction to Pipe Processes	30	100	8.0
BPR-101	Blue Print Reading	60	70	9.5
TM-101	Technical Mathematics	20	10	2.5
WPE-104	Welding Pre-Employment Skills	20	10	2.5
TOTAL CLOCK HOURS: 1070		380	690	72.5

SUBJECT DESCRIPTIONS

- WC-101 Cutting Processes:** The student will be instructed in shop safety and procedures, equipment set-up, cutting, grinding, electrode selection, metallurgy and qualification testing practices.
Prerequisites: None.
40/80/0 Quarter Credit Hours: 8.0
- WC-301 Gas Metal Arc Welding Processes (MIG):** The student will be instructed in MIG (gas metal arc) welding processes. The student will be instructed in equipment control settings of shielding gases, flow meter regulator settings, electrode types and advanced cutting procedures. Students will also be instructed in welds in various positions.
Prerequisites: None.
60/110/0 Quarter Credit Hours: 11.5
- SMA-101 Shielded Metal Arc Welding (Stick):** The student will be instructed in shielded metal arc welding processes with an emphasis on oxy-fuel cutting, joint designs and welds in various positions.
60/110/0 Quarter Credit Hours: 11.5
- FCW-101 Flux-Core Welding:** Students will be instructed in flux Core Arc Welding procedures while Utilizing and applying the cutting torch techniques with precision and accuracy.
10/40/0 Quarter Credit Hours: 3.0
- WC-401 Gas Tungsten Arc Welding Processes (TIG):** The student will be instructed in tungsten arc welding processes, complete equipment set-up, tungsten welding control settings of shielded gases, flow meter regulator settings, electrode types, as well as advanced cutting procedures.
Students will also be instructed in welds in various positions.
Prerequisites: None.
80/160/0 Quarter Credit Hours: 16.0
- PP-101 Introduction to Pipe Welding:** An introduction to welding pipe using the shielded metal arc welding process, including electrode selection, equipment setup and safe shop practices. Emphasis on weld positions 1G, 2G, 5G and 6G.
30/100/0 Quarter Credit Hours: 8.0

WC-201 Blue Print Reading: The student will be instructed in the basic skills of how to interpret basic blueprints and visualize the features of a part system. Topics included in this course are line types, dimensioning, methods and notes. The student will be taught how to utilize the technical mathematics learned in this program and apply this knowledge in the interpretation of blueprints.

Prerequisites: None.

60/70/0

Quarter Credit Hours: 9.5

WPE-101 Welding Pre-Employment Skills – The student will learn the proper attire necessary to become employed in a safe welding environment. The students will also master resume writing, cover letter writing, salary requirements, as well as basic interviewing skills and dress attire necessary for interviewing.

Prerequisites: None.

20/10/0

Quarter Credit Hours: 2.5

TM-100 Technical Mathematics – The student will learn mathematical functions including perimeters, areas, fractions, decimals, volumes of geometric figures, as well as basic algebraic and trigonometric functions.

Prerequisites: None.

20/10/0

Quarter Credit Hours: 2.5

Computer Numerical Control (CNC) Machinist

ADMISSION REQUIREMENTS: Applicants must meet all of the following requirements before being admitted into the CNC machinist program at the MT Training Center: Must be able to read and write English, possess a high school diploma, GED, or pass a Wonderlic Basic Skills Test. The applicant must schedule an interview with the admissions office and submit a completed enrollment form. All students will be notified concerning his/her acceptance after review by the Admission’s Office. Once the student has been accepted they will be subject to the school’s refund and cancellation policy. Class size is limited based upon space availability. The MT Training Center is open to all candidates without regard to race, color, nationality, national origin, religion, creed, age, sex, sexual orientation, gender, gender identity, disability, or marital status. The admission standards are in complete compliance with the Texas Workforce Career School and Colleges Regulatory Board, the Texas Veterans Commission, and the U.S. Department of Education’s regulations.

TUITION AND FEES:

Total Cost: **\$14,950.00**

CLASS SCHEDULES: Day classes are scheduled Monday through Saturday from 7:30am – 2:45pm, as indicated below. The day class will end 31 weeks after the start date. Evening classes are 43 weeks and are scheduled Monday through Friday from 4:00pm–9:00p.m. The CNC Machinist program offers a total of 1070 hours of student instruction, divided into: 590 hours of classroom training and 480 hours of lab training. The student will receive a CERTIFICATE OF COMPLETION upon completion of the CNC machinist program. Enrollment into the program begins every Monday of each month.

Day Schedule Monday - Friday

Period 1	07:30 a.m. – 08:50 a.m.	Break	08:50 a.m. – 09:00 a.m.
Period 2	09:00 a.m. – 11:00 a.m.	Break	11:00 a.m. – 11:30 a.m.
Period 3	11:30 a.m. – 12:50 p.m.	Break	12:50 a.m. – 01:00 p.m.
Period 4	01:00 p.m. – 02:45 p.m.		

Evening Schedule Monday - Friday

Period 1	04:00 p.m. – 05:50 p.m.	Break	05:50 p.m. – 06:00 p.m.
Period 2	06:00 p.m. – 07:50 p.m.	Break	07:50 p.m. – 08:00 p.m.
Period 3	08:00 p.m. – 09:00 p.m.		

PROGRAM AND SUBJECT DESCRIPTIONS

Total Clock Hours: 1070
 Length: 31 Weeks (Day Class)
 43 Weeks (Evening Class)
 Ratios: 15:1 (student/instructor)

Graduation Requirements: The graduating student must possess knowledge of set-up and use of the CNC mill and lathe machinery, as well as be able to perform a final examination using G, S, M, and F codes. The student will also be required to produce manufactured pieces of computer-aided design and computer aided manufacturing.

Objective: The CNC Machinist program is designed to provide the student with entry level skills and competencies necessary to perform entry-level CNC operator duties. Through classroom training, as well as hands-on experience, the student will be able to safely operate a CNC mill, lathe, and other related equipment by the end of the course. Students will also learn basic programming for the CNC machinery and will be able to complete necessary paperwork and adhere to all safety rules and regulations required of CNC operators. The graduate will qualify for employment as a CNC operator, machinist, lathe operator, mill operator for various manufacturing companies.

Subject Number		Hours		Credits
		Lecture	Lab	
BP-100	Blueprint Reading	60	60	9.0
CM-101	CNC Milling Processes	170	140	24.0
MM-200	Machining Mathematics	60	60	9.0
CM-201	CNC Lathe Processes	170	140	24.0
CP-101	Basic CNC Programming	100	80	14.0
PE-200	Pre-Employment Skills	30	0	3.0
TOTAL HOURS/Credits		590	480	83.0 TOTAL CLOCK HOURS: 1070

SUBJECT DESCRIPTIONS

BP-100 Blueprint Reading -The student will learn abbreviations and symbols used in machining. The student will also master orthographic projections, reading multi-view drawings, inclined planes, sectional views, hold specifications, typical dimensions, metric drawings, auxiliary views, as well as geometric and location tolerances.

Prerequisites: None.

60/60/0

Quarter Credit Hours: 9.0

CM-101 CNC Milling Processes – The student will master different types of machine, basic machine set up, hole making, and basic milling operations. The student will also learn how to properly and safely use the tool changers, as well as master G, M, S, and F codes. The student will also learn basic safety rules and regulations for the CNC mills.

Prerequisites: None.

170/140/0

Quarter Credit Hours: 24.0

MM-200 Machining Mathematics - The student will learn the purpose of tool path calculations, face milling calculations, X-axis, Y-axis, full circle calculations, pocket milling and calculations. The student will also learn proper calculations of coordinates to prepare for basic programming.

Prerequisites: None.

60/60/0 Quarter Credit Hours: 9.0

CM-201 CNC Lathe Processes - The student will learn the various types of lathe machines, as well as their specifications and features, capacity, spindle speed, tools and cutting tools associated with lathes. The student will also learn various types of turning centers, the history of the lathe, cutting variables, as well as master the inner and outer diameter operations of the lathe. The student will master the basic safety rules and regulations for properly and safely operating a lathe.

Prerequisites: None.

170/140/0

Quarter Credit Hours: 24.0

CP-101 Basic CNC Programming – The student will learn the importance of CAD/CAM, the role of database, the stages of part design and manufacturing, geometric modeling, solid modeling, designing in CAD, CAD drawings and documentation, as well as the combination of CAD/CAM. The student will also learn initial graphic exchange specifications and drawing exchange formats.

Prerequisites: MM-200

100/80/0

Quarter Credit Hours: 14.0

PE-200 Pre-Employment Skills – The student will learn how to properly fill out an employment application, as well as to create resumes, salary requirements, and reference sheets. The student will also master basic interviewing skills and be able to answer most commonly asked interviewing

MT Training Center

questions as it pertains to the manufacturing industry. The student will also learn the appropriate dress for the interviewing process.

Prerequisites: None

30/0/0

Quarter Credit Hours: 3.0

Computerized Accounting

ADMISSION REQUIREMENTS: Applicants must possess a high school diploma, G.E.D. equivalent, or must be able to pass the Wonderlic Basic Skills Test (Admission test), as well as be able to read and write English. The applicant must schedule an interview with the admissions office and submit a completed application. Once the student has been enrolled, they become subject to the school’s refund and cancellation policy. Class size is limited based upon space availability. MT Training Center is open to all candidates without regard to race, ethnicity, nationality, national origin, religion, creed, age, sex, sexual orientation, gender, gender identity, disability, or marital status. The admission standards are in complete compliance with our accrediting agency, the Texas Workforce Career School and Colleges Regulatory Board, the Texas Veterans Commission, and the U.S. Department of Education’s regulations.

TUITION AND FEES:

Total Cost **\$9,427.00**

CLASS SCHEDULES: Day and evening classes are scheduled Monday through Friday, as indicated below. Upon completion of the program, the student will be issued a **CERTIFICATE OF COMPLETION**. Enrollment into the Program begins every Monday of every month.

Day Schedule Monday – Friday

Period 1	08:00 a.m. – 08:50 a.m.	Break	08:50 a.m. – 09:00 a.m.
Period 2	09:00 a.m. – 09:50 a.m.	Break	09:50 a.m. – 10:00 a.m.
Period 3	10:00 a.m. – 10:50 a.m.	Break	10:50 a.m. – 11:00 a.m.
Period 4	11:00 a.m. – 11:50 a.m.	Lunch	11:50 a.m. – 12:00 p.m.
Period 5	12:00 p.m. – 12:50 p.m.	Break	12:50 p.m. – 01:00 p.m.
Period 6	01:00 p.m. – 01:50 p.m.	Break	01:50 p.m. – 02:00 p.m.
Period 7	02:00 p.m. – 03:00 p.m.		

Evening Schedule Monday – Friday

Period 1	04:00 p.m. - 04:50 p.m.	Break	04:50 p.m. - 05:00 p.m.
Period 2	05:00 p.m. - 05:50 p.m.	Break	05:50 p.m. - 06:00 p.m.
Period 3	06:00 p.m. - 06:50 p.m.	Break	06:50 p.m. - 07:00 p.m.
Period 4	07:00 p.m. - 07:50 p.m.	Break	07:50 p.m. – 08:00 p.m.
Period 5	08:00 p.m. - 09:00 p.m.		

PROGRAM AND SUBJECT DESCRIPTIONS

Total Clock Hours: 600

Length: 18.0 Weeks (Day Class)

24.0 Weeks (Evening Class)

Ratios: 20:1 (students/instructor)

GRADUATION REQUIREMENTS: Students will have demonstrated the ability to perform entry-level bookkeeping duties including but not limited to: analyzing and recording business transactions, preparing and revising financial statements and invoices, along with creating and maintaining charts of accounts. The student will demonstrate the ability to compute and complete payroll transactions for a business.

Objective: The computerized accounting program is designed to provide the student with those skills and competencies necessary to become employed in a variety of business environments. Through hands-on experience, the student will be able to prepare, analyze, and verify financial reports. The Computerized Accounting curriculum is designed to prepare students in both manual and automated system support roles in business accounting settings and financial service industries. To complete the program of study, the student will complete courses in both written and verbal communication skills.

Subject Number		Hours		Quarter Credits
		Lecture	Lab	
BCG-055	Business Communication	10	20	2.0
CPK-101	Computer Keyboarding	10	20	2.0
MO-100	Office Procedures	10	20	2.0
CPC-101	Computer Literacy	10	20	2.0
BCG-101	Business Mathematics	10	20	2.0
O-400	Employment Preparation	10	20	2.0
ACT-101	Accounting I	40	80	8.0
ACT-154	Payroll	40	80	8.0
ACT-125	Financial Analysis with Excel	20	40	4.0
ACT-123	Accounting II	20	40	4.0
ACT-152	Cost Accounting	20	40	4.0
TOTAL HOURS/Credits		200	400	40.0
TOTAL CLOCK HOURS: 600				

SUBJECT DESCRIPTIONS

- BCG-055 Business Communications:** The student will learn basic practices of customer service and how to effectively communicate in a technology-based environment including internal and external customer relationships, time management skills, as well as best business practices. The student will also learn business letter composition, memos, reports, as well as develop proof-reading skills, review basic grammar, spelling, and vocabulary.
 Prerequisites: None. Lecture/Lab Contact Hours: 10/20 Quarter Credit Hours: 2.0
- CPK-101 Computer Keyboarding:** The student will master the layout of the keyboard assisting the students with memorization of letters, numbers, and functions of the keyboard. The student will also learn practice drills that will assist the student in speed and accuracy.
 Prerequisite: None. Lecture/Lab Contact Hours:10/20 Quarter Credit hours: 2.0
- MO-100 Office Procedures:** The student will master the usage of adding machines, fax machines, personal computers, printers, copying machines, and various pieces of office equipment. The student will also learn numerous filing systems.
 Prerequisite: None Lecture/Lab Contact Hours: 10/20 Quarter Credit Hours: 2.0
- CPC-101 Computer Literacy:** Introduces the basic functions of a personal computer, as well as the learning the function of pieces located within the central processing unit. The student will also learn how to effectively operate a personal computer, load and unload software, and acquire the skills necessary to maintain a personal computer.
 Prerequisite: None Lecture/Lab Contact Hours: 10/20 Quarter Credit Hours: 2.0

- BCG-101 Business Mathematics:** The student will learn how to convert percentages to fractions and fractions to decimals, as well as learn multiplication, division, addition, and subtraction of fractions, percentages, and decimals. The student will also learn how to calculate mark downs, federal income tax, basic payroll deductions, and credit card interest.
Prerequisite: None. Lecture/Lab Contact Hours: 10/20 Quarter Credit Hours: 2.0
- O-400 Employment Preparation:** The student will learn how apply for a job, complete job applications, dress for interviews, compose resumes, conduct searches on the Internet for employment opportunities, as well as master interviewing skills.
Prerequisite: None. Lecture/Lab Contact Hours: 10/20 Quarter Credit Hours: 2.0
- ACT-101 Accounting I:** Introduces the student to the role and responsibilities of a general accounting clerk. The student will learn how to post all business transactions, such as funds received and disbursed. The student will also learn how to maintain accounting records, reconcile bank statements, produce vouchers, checks, account statements and reports.
Prerequisite: None. Lecture/Lab Contact Hours: 40/80 Quarter Credit Hours: 8.0
- ACT-154 Payroll:** The student will learn how to analyze and record payroll transactions, determine payroll taxes, as well as prepare payroll tax reports. The student will also learn rules and laws related to payroll taxes.
Prerequisite: None Lecture/Lab Contact Hours: 40/80 Quarter Credit Hours: 8.0
- ACT-125 Financial Analysis with Excel:** The student will analyze all aspects of computerized accounting by using Microsoft Excel. The student will learn and master the production of spreadsheets for capital budgeting analyses, free cash flow, capital structure, buyouts, financial projections, cash flow matrix, financial history pivot tables, financial management, business evaluation, ratios, financial charting, and several other spreadsheets.
Prerequisite: None Lecture/Lab Contact Hours: 20/40 Quarter Credit Hours: 4.0
- ACT-123 Accounting II:** The student will learn to set up a mock company. The student will learn how to manage chart of accounts, products and services, as well as accounts. The student will also learn to manage jobs, generate and manage quotes and invoices, as well as handle customer payments, purchases from vendors, manage bank account transactions, create reports for business management, and manage employee time and payroll.
Prerequisite: None. Lecture/Lab Contact Hours: 0/40 Quarter Credit Hours: 4.0
- ACT-152 Cost Accounting:** The student will master management accounting and will be able to establish budgets, actual cost of operations, and processes. The student will also learn product analysis variances, as well as the master the generally accepted accounting principles (GAAP) standards.
Prerequisite: None Lecture/Lab Contact Hours: 20/40 Quarter Credit Hours: 4.0

Computerized Accounting: Distance Education

ADMISSION REQUIREMENTS: Applicants must possess a high school diploma, G.E.D. equivalent, or must be able to pass the Wonderlic Basic Skills Test (Admission test), as well as be able to read and write English. The applicant must schedule an interview with the admissions office and submit a completed application. Once the student has been enrolled, they become subject to the school’s refund and cancellation policy. Class size is limited based upon space availability. MT Training Center is open to all candidates without regard to race, ethnicity, nationality, national origin, religion, creed, age, sex, sexual orientation, gender, gender identity, disability, or marital status. The admission standards are in complete compliance with our accrediting agency, the Texas Workforce Career School and Colleges Regulatory Board, the Texas Veterans Commission, and the U.S. Department of Education’s regulations.

TUITION AND FEES:

Total Cost **\$9,427.00**

CLASS SCHEDULES: Students are required to login and participate in course related activities a minimum of 35 hours a week to be considered an active student. Upon completion of the program, including written and practical examinations, the student will be issued a CERTIFICATE OF COMPLETION. Enrollment into the Program begins every first and third Monday of every month.

PROGRAM AND SUBJECT DESCRIPTIONS

Total Clock Hours: 600

Length: 17.0 Weeks (Day Class)

Ratios: 20:1 (students/instructor)

GRADUATION REQUIREMENTS: The student must possess knowledge of producing payroll checks (including tax deductions), posting all aspects of business transactions and how to maintain accounting records. The student must also possess knowledge of capital structures, ratios, financial charting, and financial statements.

Objective: The computerized accounting program is designed to provide the student with those skills and competencies necessary to become employed in a variety of business environments. Through hands-on experience, the student will be able to prepare, analyze, and verify financial reports. The Computerized Accounting curriculum is designed to prepare students in both manual and automated system support roles in business accounting settings and financial service industries. To complete the program of study, the student will complete courses in both written and verbal communication skills.

Subject Number		Hours		Quarter Credits
		Lecture	Lab	
BCG-055	Business Communication	10	20	2.0
CPK-101	Computer Keyboarding	10	20	2.0
MO-100	Office Procedures	10	20	2.0
CPC-101	Computer Literacy	10	20	2.0
BCG-101	Business Mathematics	10	20	2.0
O-400	Employment Preparation	10	20	2.0
ACT-101	Accounting I	40	80	8.0
ACT-154	Payroll	40	80	8.0
ACT-125	Financial Analysis with Excel	20	40	4.0
ACT-123	Accounting II	20	40	4.0

ACT-152	Cost Accounting	20	40	4.0
TOTAL HOURS/Credits		200	400	40.0
TOTAL CLOCK HOURS: 600				

SUBJECT DESCRIPTIONS

- BCG-055 Business Communications:** The student will learn basic practices of customer service and how to effectively communicate in a technology-based environment including internal and external customer relationships, time management skills, as well as best business practices. The student will also learn business letter composition, memos, reports, as well as develop proof-reading skills, review basic grammar, spelling, and vocabulary.
Prerequisites: None. Lecture/Lab Contact Hours: 10/20 Quarter Credit Hours: 2.0
- CPK-101 Computer Keyboarding:** The student will master the layout of the keyboard assisting the students with memorization of letters, numbers, and functions of the keyboard. The student will also learn practice drills that will assist the student in speed and accuracy.
Prerequisite: None. Lecture/Lab Contact Hours:10/20 Quarter Credit hours: 2.0
- MO-100 Office Procedures:** The student will master the usage of adding machines, fax machines, personal computers, printers, copying machines, and various pieces of office equipment. The student will also learn numerous filing systems.
Prerequisite: None Lecture/Lab Contact Hours: 10/20 Quarter Credit Hours: 2.0
- CPC-101 Computer Literacy:** Introduces the basic functions of a personal computer, as well as the learning the function of pieces located within the central processing unit. The student will also learn how to effectively operate a personal computer, load and unload software, and acquire the skills necessary to maintain a personal computer.
Prerequisite: None Lecture/Lab Contact Hours: 10/20 Quarter Credit Hours: 2.0
- BCG-101 Business Mathematics:** The student will learn how to convert percentages to fractions and fractions to decimals, as well as learn multiplication, division, addition, and subtraction of fractions, percentages, and decimals. The student will also learn how to calculate mark downs, federal income tax, basic payroll deductions, and credit card interest.
Prerequisite: None. Lecture/Lab Contact Hours: 10/20 Quarter Credit Hours: 2.0
- O-400 Employment Preparation:** The student will learn how apply for a job, complete job applications, dress for interviews, compose resumes, conduct searches on the Internet for employment opportunities, as well as master interviewing skills.
Prerequisite: None. Lecture/Lab Contact Hours: 10/20 Quarter Credit Hours: 2.0
- ACT-101 Accounting I:** Introduces the student to the role and responsibilities of a general accounting clerk. The student will learn how to post all business transactions, such as funds received and disbursed. The student will also learn how to maintain accounting records, reconcile bank statements, produce vouchers, checks, account statements and reports.
Prerequisite: None. Lecture/Lab Contact Hours: 40/80 Quarter Credit Hours: 8.0
- ACT-154 Payroll:** The student will learn how to analyze and record payroll transactions, determine payroll taxes, as well as prepare payroll tax reports. The student will also learn rules and laws related to payroll taxes.
Prerequisite: None Lecture/Lab Contact Hours: 40/80 Quarter Credit Hours: 8.0
- ACT-125 Financial Analysis with Excel:** The student will analyze all aspects of computerized accounting by using Microsoft Excel. The student will learn and master the production of spreadsheets for capital budgeting analyses, free cash flow, capital structure, buyouts, financial projections, cash flow matrix, financial history pivot tables, financial management, business evaluation, ratios, financial charting, and several other spreadsheets.
Prerequisite: None Lecture/Lab Contact Hours: 20/40 Quarter Credit Hours: 4.0

ACT-123 Accounting II: The student will learn to set up a mock company. The student will learn how to manage chart of accounts, products and services, as well as accounts. The student will also learn to manage jobs, generate and manage quotes and invoices, as well as handle customer payments, purchases from vendors, manage bank account transactions, create reports for business management, and manage employee time and payroll.

Prerequisite: None. Lecture/Lab Contact Hours: 0/40 Quarter Credit Hours: 4.0

ACT-152 Cost Accounting: The student will master management accounting and will be able to establish budgets, actual cost of operations, and processes. The student will also learn product analysis variances, as well as the master the generally accepted accounting principles (GAAP) standards.

Prerequisite: None Lecture/Lab Contact Hours: 20/40 Quarter Credit Hours: 4.0

Gunsmithing

ADMISSION REQUIREMENTS: Applicants must meet all of the following requirements for admission into the Gunsmithing Program:

- Must be able to read and write English;
- Have a high school diploma, GED or be able to successfully pass a Wonderlic Assessment Test (Ability to Benefit Admission Test);
- Be at least 18 years of age *or* honorably discharged from the military.
- Be physically and mentally capable of performing the projects and the classwork required for the Gunsmithing program;
- Be able to pass a background check thru the Bureau of Alcohol, Tobacco, Firearms and Explosives. The ATF Form 4473 criteria is as follows:

- Must not be under indictment or information in any court for a **felony**, or for any other crime for which the judge could imprison you for more than one year. *
- Cannot have ever been convicted in any court of a **felony**, or any other crime for which shorter sentence including probation. *
- Cannot be a fugitive from justice. *
- Is not an unlawful user of, or addicted to, marijuana or any depressant, stimulant, narcotic drug, or any other controlled substance. *

Warning: The use or possession of marijuana remains unlawful under Federal law regardless of whether it has been legalized or decriminalized for medicinal or recreational purposes in the state where you reside. *

- Has never been adjudicated as a mental defective **OR** have ever been committed to a mental institution. *
- Was not discharged from the Armed Forces under **dishonorable** conditions. **
- Is not subject to a court order restraining you from harassing, stalking or threatening your child or an intimate partner or child of such partner. *
- Has ever been **convicted** in any court of a misdemeanor crime of domestic violence. *
- Must be capable of exercising sound judgment with respect to the proper use and storage of a variety of weapons.

*Generally, 18 U.S.C. 922(g) prohibits the shipment, transportation, receipt, or possession in or affecting interstate commerce of a firearm by one who: has been convicted of a felony in any Federal, State or local court, or any other crime, punishable by imprisonment for a term exceeding one year (***this does not include State misdemeanors punishable by imprisonment of two years or less***); is a fugitive from justice; is an unlawful user of, or addicted to, marijuana or any depressant, stimulant, or narcotic drug, or any other controlled substance; has been adjudicated as a mental defective or has been committed to a mental institution; has been discharged from the Armed Forces under dishonorable conditions; is subject to certain restraining orders; convicted of a misdemeanor crime of domestic violence under Federal, State or Tribal law, has renounced his/her U.S. citizenship; is an alien illegally in the United States or an alien admitted to the United States under a nonimmigrant visa. Furthermore, section 922(n) prohibits the shipment, transportation, or receipt in or affecting interstate commerce of a firearm by one who is under indictment or information for a felony in any Federal, State or local court, or any other crime, punishable by imprisonment for a term exceeding one year. An information is a formal accusation of a crime verified by a prosecutor.

Discharged “under dishonorable conditions**” means separation from the Armed Forces resulting from a dishonorable discharge or dismissal adjudged by a General Court-Martial. That term does not include any other discharge or separation from the Armed Forces.

EXCEPTION: A person who has been convicted of a felony, or any other crime, for which the judge could have imprisoned the person for more than one year, or who has been convicted of a misdemeanor crime of domestic violence, is not prohibited from purchasing, receiving, or possessing a firearm if: (1) under the law of the jurisdictions where the conviction occurred, the person has been pardoned, the convictions has been expunged or set aside, or the person has had their civil rights (*the right to vote, sit on a jury, and hold public*

MT Training Center

office) taken away and later restored, AND (2) the person is not prohibited by the law of the jurisdiction where the conviction occurred from receiving or possessing firearms. Persons subject to this exception, or who receive relief from disabilities under 18 U.S.C. 925(c), should answer “no” to the applicable question.

The applicant must schedule an interview with the Admissions Office and submit a completed application. The applicant will be notified concerning his/her acceptance after review by the Admissions Department. Once the student has been accepted they will be subject to the school’s refund and cancellation policy. Class size is limited based upon space availability.

The MT Training Center is open to all candidates without regard to race, color, nationality, national origin, religion, creed, age, sex, sexual orientation, gender, gender identity, disability, or marital status. The admission standards are in complete compliance with the Texas Workforce Career School and Colleges Regulatory Board, the Texas Veterans Commission, and the U.S. Department of Education’s regulations and the U.S. Bureau of Alcohol, Tobacco, Firearms and Explosives.

TUITION AND FEES:

Total Cost **\$21,500.00**

CLASS SCHEDULES: Day classes are scheduled Monday through Friday, as indicated below. Upon completion of the program and successfully completing passing written and practical examinations, the student will be issued a CERTIFICATE OF COMPLETION. **For class enrollment dates, please contact the school or see our website at www.mttrainingcenter.org.**

Day Schedule Monday - Friday

Period 1	07:30 a.m. – 08:50 a.m.	Break	08:50 a.m. – 09:00 a.m.
Period 2	09:00 a.m. – 11:00 a.m.	Break	11:00 a.m. – 11:30 a.m.
Period 3	11:30 a.m. – 12:50 p.m.	Break	12:50 a.m. – 01:00 p.m.
Period 4	01:00 p.m. – 02:45 p.m.		

Evening Schedule Monday - Friday

Period 1	04:00 p.m. – 05:50 p.m.	Break	05:50 p.m. – 06:00 p.m.
Period 2	06:00 p.m. – 07:50 p.m.	Break	07:50 p.m. – 08:00 p.m.
Period 3	08:00 p.m. – 09:00 p.m.		

PROGRAM AND SUBJECT DESCRIPTIONS

Total Clock Hours: 1540

Length: 44 Weeks (Day Class)

62 Weeks (Evening Class)

Ratios: 10:1 (students/instructor)

GRADUATION REQUIREMENTS: The graduating student must possess a knowledge of gun and machine shop safety, firearms safety, basic gunsmithing essentials, the functions of various CNC and manual mills, lathes, bandsaws, drill presses, knife belt sander, TIG welding, fundamentals of stock making, design and function of a variety of firearms, ballistics and handloading as well as have knowledge of firearms shop management.

Objective: The Gunsmithing program is designed to provide the student with entry level skills and competencies necessary to perform entry-level Gunsmithing duties. Through classroom training, as well as hands-on experience the student will be able to safely operate a CNC mill, gunsmithing lathe, and other related equipment by the end of the course. Students will also learn basic programming for the CNC machinery and will be able to complete necessary paperwork and adhere to all firearms safety rules and regulations required of gunsmiths. The graduate will qualify for employment as a gunsmith, CNC operator, machinist, lathe operator, mill operator for various manufacturing and firearms companies.

Subject Number	Hours		Quarter Credits
	Lecture	Lab	
GE-100 Gunsmith Essentials	30	160	11.0
MS-100 Machine Shop	20	250	15.0
TIG-100 TIG Welding	10	80	5.0
SM-100 Stock Making	30	180	12.0
CNC-100 CNC	10	80	5.0
DF-100 Design and Function	140	450	37.0
BH-100 Ballistics and Handloading	10	25	2.0
MGT-100 Shop Management	10	25	2.0
EP-100 Employment Preparation	10	20	2.0
TOTAL HOURS/Credits TOTAL	270	1270	91

CLOCK HOURS:

SUBJECT DESCRIPTIONS

GE-100 Gunsmith Essentials: The student will learn the different types of files used in gunsmith shop as well as the various techniques that ensure their proper use. The student will also learn metal polishing skills that have both a general use purpose and the application of these techniques to small firearms parts. Additionally, the student will master the set-up and safe use of an oxyacetylene torch and bluing and Parkerizing techniques of metals. The student will be able to properly utilize hand tools such as files and hacksaws safely in a gunsmith shop setting.

Prerequisite(s): None

30/160/0

Clock Hours: 190

Quarter Credit Hours: 11.0

MS-100 Machine Shop: The student will be able to identify the major machines utilized in the gunsmithing profession and categorize their main function. The student will be conversant in the main working parts and controls for each of the individual machines. Further, they will be able to demonstrate the function of each of the parts and will display safe handling techniques during the operation of the machines. Additionally, the student will be able to troubleshoot each of the machines in the event of a malfunction. Prerequisite(s):

GE-100

20/250/0

Clock Hours: 270

Quarter Credit Hours: 15.0

TIG-100 TIG Welding: The student will learn the design, function and safe operating procedures of welding equipment commonly utilized in the gunsmithing profession. They will master metal basics and will be taught the fundamentals of heat control. The student will become proficient at metal cleaning and preparation (e.g., sanding, filing, drill press, etc.) prior to beginning the welding process. The student will demonstrate the necessary skills to correctly utilize an oxy/acetylene torch.

Prerequisite(s): GE-100

10/80/0

Clock Hours: 90

Quarter Credit Hours: 5.0

SM-100 Stock Making: The student will master stock-making techniques for bolt action rifles from semi-inletted stock blanks. The student will learn to inlet the stock for barreled actions and trigger guards as well as the installation of grip caps, recoil pads, fore-end tips and swivel studs. The student will also learn stock-making shaping, sanding and finishing.

Prerequisite(s): GE-100, MS-100, TIG-100

30/180/0

Clock Hours: 210

Quarter Credit Hours: 12.0

CNC-100 Computer Numerical Control: The Computer Numerical Control course will provide the student the entry level skills and competencies necessary for the graduating gunsmith to obtain a position with a gun manufacturer. Through classroom training and hands-on shop experience the student will master CNC basic

MT Training Center

such as G, M and S Codes, process planning, feeds and speeds and Trigonometry calculations as well as setup operation, linear interpolation, circular interpolation, drilling and the functions of the X and Y axis. The coursework will be a direct adjunct to the knowledge gained in the manual lathing and milling courses.

Prerequisite(s): GE-100, MS-100, TIG-100, SM-100

10/80/0

Clock Hours: 90

Quarter Credit Hours: 5.0

DF-100 Design and Function: The student will explore firearms repair in both theory and practical application. The student will utilize the skills acquired in previous courses and apply those techniques to the design and function of a variety of firearms. Each student will learn the disassembly and re-assembly of the major firearms actions (e.g., bolt action, lever action, pump-action, revolvers and semi-automatic) as well as ways to trouble shoot these actions when malfunction of the firearms occur. The student will learn how to fabricate and repair either missing or damaged gun parts, change calibers and understand malfunction-cause-cure scenarios.

Prerequisite(s): GE-100, MS-100, TIG-100, SM-100, CNC-100

140/450/0

Clock Hours: 590

Quarter Credit Hours: 37.0

BH-100 Ballistics and Handloading: The student will master the art of hand-loading ammunition using of a single stage-press. The student will gain knowledge of the modern metallic cartridge, the four components of the cartridge (e.g., case, primer, powder and projectile) and the steps necessary to hand-load a safe and effectively charged cartridge (e.g., de-capping, sizing, priming, powder charge, bullet seating, and bullet crimping). Additionally, the student will learn to select a variety of bullet weights, the safe minimum and maximum powder weight for the selected projectile and how the choices affect the muzzle velocity of the projectile when fired.

Prerequisite(s): GE-100, MS-100, TIG-100, CNC-100, SM-100, DF-100

10/25/0

Clock Hours: 35

Quarter Credit Hours: 2.0

MGT-100 Shop Management: The student will learn practical experience of owning and operating a retail gunsmith or firearms business. The student will learn how to legally establish a "Doing Business As" (D.B.A.) certificate, develop inventory controls with Merchant Magic software, point of sales, developing pricing strategies and ensure city, state and federal compliance.

Prerequisite(s): GE-100, MS-100, TIG-100, SM-100, DF-100, BH-100

10/25/0

Clock Hours: 35

Quarter Credit Hours: 2.0

EP-100 Employment Preparation: The student will learn the proper attire for working in various shop and welding environments such as heavy-duty clothes, leather boots, gauntlet gloves, leather welding jacket, burning glasses, helmets, and ear plugs. The student will also learn which tools are necessary to obtain to successfully work in a welding environment such as small tools, pliers, rulers, tip cleaners, igniters, slag hammers, and tool boxes. The students will master resume writing, cover letter writing, salary requirements, as well as acquire basic interviewing skills and proper interviewing attire.

Prerequisite(s): GE-100, MS-100, TIG-100, CNC-100, SM-100, BH-100, DF-100

10/20/0

Clock Hours: 30

Quarter Credit Hours: 2.0

Medical Front Office

ADMISSION REQUIREMENTS: Applicants must possess a high school diploma or G.E.D. equivalent, or must be able to pass Wonderlic Basic Skills Test (Admission Test) as well as be able to read and write English. The applicant must schedule an interview with the admissions office and submit a completed enrollment form. Once the student has been accepted they will be subject to the school’s refund and cancellation policy. Class size is limited based upon space availability. The MT Training Center is open to all candidates without regard to race, color, nationality, national origin, religion, creed, age, sex, sexual orientation, gender, gender identity, disability, or marital status. The admission standards are in complete compliance with the Texas Workforce Career School and Colleges Regulatory Board, the Texas Veterans Commission, and the U.S. Department of Education’s regulations.

TUITION AND FEES:

Total Cost **\$8,975.00**

CLASS SCHEDULES: Day and evening classes are scheduled Monday through Thursday as indicated below. Upon completion of the program and successfully completing passing written and practical examinations, the student will be issued a **CERTIFICATE OF COMPLETION**. Enrollment into the program begins every Monday of every month.

Day Schedule Monday – Thursday

Period 1	08:30 a.m. – 09:20 a.m.	Break	09:20 a.m. – 09:30 a.m.
Period 2	09:30 a.m. – 10:20 a.m.	Break	10:20 a.m. – 10:30 a.m.
Period 3	10:30 a.m. – 11:20 a.m.	Break	11:20 a.m. – 11:30 a.m.
Period 4	11:30 p.m. – 12:20 p.m.	Break	12:20 p.m. – 12:30 p.m.
Period 5	12:30 p.m. – 01:30 p.m.		

Evening Schedule Monday – Thursday

Period 1	05:00 p.m. - 05:50 p.m.	Break	05:50 p.m. - 06:00 p.m.
Period 2	06:00 p.m. - 06:50 p.m.	Break	06:50 p.m. - 07:00 p.m.
Period 3	07:00 p.m. - 07:50 p.m.	Break	07:50 p.m. - 08:00 p.m.
Period 4	08:00 p.m. - 08:50 p.m.	Break	08:50 p.m. – 09:00 p.m.
Period 5	09:00 p.m. – 09:50 p.m.		

PROGRAM AND SUBJECT DESCRIPTIONS

Total Clock Hours: 590

Length: 30 Weeks (Day Class)

30 Weeks (Evening Class)

Ratios: 20:1 (students/instructor)

GRADUATION REQUIREMENTS: The graduating student must be able to type a minimum of 40 words per minute, have knowledge of Microsoft Word and Excel, as well as be able to schedule patients appropriately. The graduating student must also be able to post patient payments, appropriately bill insurance companies for services rendered. The student must possess a minimum grade point average (GPA) of 2.0 and must complete a minimum of 472 clock hours in order to obtain a Certificate of Completion in the medical front office program.

Objective: The medical front office program is designed to provide the student with those skills and competencies necessary to become employed in a variety of healthcare environments. Through hands-on experience the student will obtain employment preparation for an entry level medical front office position. The student will also review and work with a variety of medical office situations, procedures, as well as be able to properly utilize office equipment. The graduate will qualify for employment in any a wide variety of medical office / healthcare environments.

Subject Lecture	Lab Extern Credits	Hours Number		
MT-100	Medical Terminology	90	0	9.0
MT-101	Human Anatomy & Physiology	90	60	9.0
E-100	Business English	30	0	3.0
T-100	Medical Keyboarding	30	60	6.0
C-100	Introduction to Computers	0	80	4.0
MA-100	Microsoft Applications	30	60	6.0
O-400	Employment Preparation	20	10	2.5
CM-200	Computerized Medical Office	30	60	6.0
TOTAL HOURS/Credits		320	270	45.5
TOTAL CLOCK HOURS: 590				

SUBJECT DESCRIPTIONS

- MT-100 Medical Terminology-** Upon completion of this course the student will know basic medical terminology. The student will be able to identify the combining forms, prefixes and suffixes of common medical terms, define and spell these terms as well as have knowledge of medical terminology pronunciation.
Prerequisite: None
90/0/0
Quarter Credit Hours: 9.0
- MT-101 Human Anatomy & Physiology of Structural Systems** –The student will learn the structures and functions of the human body. This includes the integumentary system, skeletal system, muscular system, respiratory system, cardiovascular system and the digestive system. The student will also study the reproductive system, urinary system, endocrine system, nervous system, and special senses of the human body.
Prerequisite: None
90/0/0
Quarter Credit Hours: 9.0
- E-100 Business English-** The student will review basic grammar, sentence structure, punctuation and spelling designed to provide them with the comprehensive skills needed for effective Business English. Emphasis will be placed on correct usage in written communications.
Prerequisite: None
30/0/0
Quarter Credit Hours: 3.0
- T-100 Medical Keyboarding** - The student will master the layout of the keyboard assisting the students with memorization of letters, numbers, and functions of the keyboard. The students will also learn practice drills that will assist the student in speed and accuracy. The students will also master 10key by touch.
Prerequisite: None
30/60/0
Quarter Credit Hours: 6.0
- C-100 Introduction to Computers** – The student will learn how to properly start and utilize a personal computer. The student will also obtain knowledge about computer technology, hardware, software, and how to utilize the internet for communication. The student will also learn how to use Microsoft Office.
Prerequisite: None
0/80/0
Quarter Credit Hours: 4.0
- MA-100 Microsoft Applications** – Introduces the basic functions of Microsoft Excel. The student will master creating and saving Excel documents, creating charts, numeric calculations within chart, and spreadsheets, as well as tables, columns, and rows. The student will also learn how to implement Excel within office settings. The student will also learn how to utilize Power Point and how to create presentations.
Prerequisite: None
30/60/0
Quarter Credit Hours: 6.0
- O-400 Employment Preparation** – The student will learn how to properly complete employment applications on paper and electronically, create resumes, dress appropriately for interviews, and interviewing skills and techniques.
Prerequisite: None

20/10/0	Quarter Credit Hours: 2.5
CM-200 Computerized Medical Office/Insurance – The student will obtain basic skills in scheduling appointments, day sheets, keeping patient ledgers, billing on claim forms, and time management skills.	
Prerequisite: None	
30/60/0	Quarter Credit Hours: 6.0

COMMERCIAL DRIVER LICENSE PROGRAMS

Advanced CDL Training for the Entrepreneur

ADMISSION REQUIREMENTS: Applicants must meet all of the following requirements before being admitted into the truck driving program at the MT Training Center: The applicant must schedule an interview with the admissions office and submit a completed enrollment form. Applicants must be a United States citizen or have proof of current permanent residency. Successful completion of the Department of Transportation physical examination (long form required); successful completion of a Department of Transportation drug screening; must possess a valid; Texas driver’s license prior to enrollment; free of any outstanding tickets and/or warrants; provide the MT Training Center with a copy of your High school diploma or GED; Complete your Admissions Application; must be 18 years old to drive intrastate and must be at least 21 years of age to drive interstate; must be able to read and write English; must be able to perform simple arithmetic; All applicants must also be in good health and cannot possess any of the following for safety measures: no loss of limb that has not been waived, no impairment of hand, finger, arm foot, or leg that interferes with driving; no diabetes requiring insulin for control; no heart problems; no respiratory dysfunction; no high blood pressure; no rheumatic arthritic, orthopedic, muscular, neuromuscular, or vascular problems that would affect control of a motor vehicle; no epilepsy; no conditions likely to cause loss of consciousness; no mental, nervous, organic, or functional disease, or psychiatric disorder likely to interfere with vehicle control, and no addiction to drugs or alcohol. The applicant must possess vision of 20/40 or better in each eye (cannot be color blind) and have good hearing. All students will be notified concerning his/her acceptance after review from the Director. Once the student has been accepted they will be subject to the school’s refund and cancellation policy.

Class size is limited based upon space availability. Efforts are made to assign a class time that fits the prospective student’s schedule. The MT Training Center does not discriminate regarding race, color, nationality, national origin, religion, creed. age, sex, sexual orientation, gender identity, disability, or marital status.

TUTION AND FEES:

Tuition:	\$ 9920.00
Registration:	\$ 100.00
DOT Drug Test Fee:	\$ 48.00
DOT Physical Fee:	\$ 68.00
Commercial Learner’s Permit Fee:	\$ 25.00
License Fee (subject to change per DPS)	\$ 61.00
MVR:	\$ 8.00
Total Cost	\$10,230.00

CLASS SCHEDULE: Day and evening classes are scheduled Monday through Friday as indicated below. Enrollment into the program begins each Monday of every month.

Day Schedule Monday – Friday

Period 1	07:30 a.m. – 08:50 a.m.	Break	08:50 a.m. – 09:00 a.m.
Period 2	09:00 a.m. – 11:30 a.m.	Break	11:30 a.m. – 12:00 a.m.
Period 3	12:00 a.m. – 01:50 p.m.	Break	01:50 a.m. – 02:00 p.m.
Period 4	02:00 p.m. – 02:30 p.m.		

Evening Schedule Monday - Friday

Period 1	04:00 p.m. – 05:50 p.m.	Break	05:50 p.m. – 06:00 p.m.
Period 2	06:00 p.m. – 07:50 p.m.	Break	07:50 p.m. – 08:00 p.m.
Period 3	08:00 p.m. – 09:00 p.m.		

PROGRAM AND SUBJECT DESCRIPTIONS

Total Clock Hours: 640

Length: 19 Weeks (Day Class)

26 Weeks (Evening Class)

Ratios: 20:1 (Students/Instructor)

GRADUATION REQUIREMENTS: The successful student will have completed 80% of clock hours at a 2.0 G.P.A. or higher. The student will also be able to drive with proficiency a tractor trailer combination vehicle and will have passed the written and driving exams to obtain their Commercial Driver’s License.

Objective: The Truck Driving Program is designed to provide the student with the skills and competencies necessary to perform entry-level truck driving duties and be able to establish self-employment as an owner operator. Through hands-on experience the student will be able to safely operate a tractor-trailer by the end of the course. Students will also learn how to complete necessary paperwork required of truck drivers, as well as be educated on the regulations that govern the truck driving industry. The student will also master the legal parameters of establishing a truck driving company. The graduate will qualify for employment as a truck driver, driver, tractor-trailer operator for private carriers, short haul trucking companies, and distributors and will also have the knowledge to become a self-employment owner operator.

The Advanced CDL for the Entrepreneur Program offers a total of 640 hours of student instruction, which includes 450 hours of classroom lecture/exercises and 190 hours of lab (includes, but is not limited to simulations, observations, behind the wheel and range driving). *Note: Behind the wheel instruction is conducted with groups of students per driving shift.*

Subject Number		Hours		
		Lecture	Lab	Quarter Credits
IT-100	Introduction to Commercial Driving Ownership	80	0	8.0
GK-100	General Knowledge	90	30	11.0
SEP-100	Safety and Emergency Procedures	30	10	4.0
CH-100	Cargo Handling	35	5	4.0
PI-100	Pre-Trip Inspections	60	20	7.0
AB-100	Air Brakes Comprehension	35	5	4.0
TP-100	Trip Planning	30	10	4.0
PER-100	Personal Health and Employee Relations	55	20	7.0
AP-100	Advanced Driving Practices	30	90	8.0
HTR-100	Human Trafficking	5	0	1.0
TOTAL HOURS/Credits		450	190	58
TOTAL CLOCK HOURS: 640				

SUBJECT DESCRIPTIONS

IT-100 Introduction to Commercial Driving – The student will master a working knowledge of the trucking industry especially from an owner operator perspective. The student will be able to explain why the trucking industry is vital to our nation’s economy, and the rules and regulations under which our industry operates. The student will also learn how establish DBA, communication between carriers and shippers, obtaining Texas Department of Transportation (TXDOT) and US Department of Transportation (USDOT) motor carrier numbers as well as legal parameters for tractor trailer owner operators.
Prerequisites: None.

80/0/0 Clock Hours: 80 Quarter Credit Hours: 8.0

GK-100 General Knowledge – The student will master and be able to identify engine controls, primary vehicle controls and secondary vehicle controls. The student will also be able to

name, locate and describe the function of the controls for the following: starting and shutting down the engine, shifting, accelerating, braking and parking. The student will also master day and night time driving.

Prerequisites: Introduction to Commercial Driving

90/30/0 Clock Hours: 120

Quarter Credit Hours: 11.0

SEP-100 Safety and Emergency Procedures – The student will master the importance of recognizing hazards early and any clues that will tell a driver when other road users or obstructions may become a possible safety hazard. The student will also be able to think ahead in order to avoid possible driving emergencies. The student will also understand responsibilities associated with ownership of a tractor trailer.

Prerequisites: General Knowledge

30/10 Clock Hours: 40

Quarter Credit Hours: 4.0

CH-100 Cargo Handling – The student will master the correct methods for loading cargo and distributing the weight of the load evenly as well as legal implications for an owner operator. They will also learn the basics of general freight and information regarding cargo requiring special handling such as liquids in bulk, livestock and unstable loads.

Prerequisites: Safety and Emergency Procedures

35/5/0 Clock Hours: 40

Quarter Credit Hours: 4.0

PI-100 Pre-Trip Inspections – The student will be able to recognize damage, lose, or missing parts of a commercial motor vehicle. They will also learn the understanding and use of federal and state regulations for inspections and be able to describe and explain the functions and relationship of the different vehicle systems. The student will also learn the responsibilities of federal and state regulations as well as owner operator's legal responsibilities.

Prerequisites: Cargo Handling

60/20/0 Clock Hours: 80

Quarter Credit Hours: 7.0

AB-100 Air Brakes Comprehension – The student will be able to recognize air brake system parts, name locate and describe the function of the controls for the air brake system. The student will also learn how to describe the acceptable operating range for driving air brake commercial motor vehicles.

Prerequisites: Pre-Trip Inspections

35/5/0 Clock Hours: 40

Quarter Credit Hours: 4.0

TP-100 Trip Planning – The student will be able to record time and activities while on the road, make entries in a logbook and know what information must be included and compute on-duty hours and required rest stops while on the road. The student will be able to explain how to locate the starting point and destination of a trip and map, plan trip routes, know how to obtain necessary permits and describe the different types of enforcement procedures. The student will master destination planning in order to operate an effective transportation company.

Prerequisites: Air Brakes Comprehension

30/10/0 Clock Hours: 40

Quarter Credit Hours: 4.0

PER-100 Personal Health and Employee Relations – The student will be able to understand the physical demands of a truck driver's job as well as causes and cures for fatigue. The student will understand the effects of alcohol consumption on the body, lifting objects safely and understanding how stress can cause accidents. The student will also master interviewing skills and the importance employee relations as well as appropriate contact with potential contractors.

Prerequisites: Trip Planning

55/20/0 Clock Hours: 75

Quarter Credit Hours: 7.0

AP-100 Advanced Driving Practices – The student will master advanced methods of operating a tractor and trailer, on the road speed management and space management. The student will also understand the effect of speed on the tractor trailer weight, center of gravity and stability through hands on driving as well as observation. The student will also master straight line backing, parallel parking, 45° parking, 90° parking as well as blind-side back procedures.

Prerequisites: Advanced Driving Practices
30/90/0 Clock Hours: 120

Quarter Credit Hours: 8.0

Class B CDL Training

ADMISSION REQUIREMENTS: Applicants must meet all the following requirements before being admitted into the truck driving program at the MT Training Center: The applicant must schedule an interview with the admissions office and submit a completed application. Applicants must be a United States citizen or have proof of current permanent residency. Successful completion of the Department of Transportation physical examination (long form required); successful completion of a Department of Transportation drug screening; must possess a valid; Texas driver’s license prior to enrollment; free of any outstanding tickets and/or warrants; provide the MT Training Center with a copy of your High school diploma, GED, or successfully pass the written Learner’s Permit section of the Class B CDL exam; Complete an Admissions Application; must be at least 18 years of age (Limited to intrastate driving) / 21 years of age for interstate driver; must be able to read and write English; must be able to perform simple arithmetic; no felony convictions involving illegal drugs in a passenger bus or commercial vehicle, and no DWI (driving while intoxicated) violations within the last 3 years. All applicants must also be in good health and cannot possess any of the following for safety measures: no loss of limb that has not been waived, no impairment of hand, finger, arm foot, or leg that interferes with driving; no diabetes requiring insulin for control; no heart problems; no respiratory dysfunction; no high blood pressure; no rheumatic arthritic, orthopedic, muscular, neuromuscular, or vascular problems that would affect control of a motor vehicle; no epilepsy; no conditions likely to cause loss of consciousness; no mental, nervous, organic, or functional disease, or psychiatric disorder likely to interfere with vehicle control, and no addiction to drugs or alcohol. The applicant must possess vision of 20/40 or better in each eye (cannot be color blind) and have good hearing. Individuals who do not meet the DPS weight requirements may be required to complete a sleep apnea test. All students will be notified concerning his/her acceptance after review. Once the student has been accepted they will be subject to the school’s refund and cancellation policy. Class size is limited based upon space availability. MT Training Center does not discriminate regarding race, color, nationality, national origin, religion, creed, age, sex, sexual orientation, gender, gender identity, disability, or marital status. *Applicants who are not U.S. citizens or permanent residents may qualify. See “Special Requirements for non-citizens, non-residents”.*

TUITION AND FEES:

Tuition:	\$ 4290.00
Registration:	\$ 100.00
Drug Test Fee:	\$ 48.00
DOT Physical Fee:	\$ 68.00
Commercial Learner’s Permit Fee:	\$ 25.00
License Fee (subject to change per DPS):	\$ 61.00
MVR:	\$ 8.00
Total Cost:	\$4,600.00

CLASS SCHEDULES: Day classes are scheduled Monday through Friday from 7:30 AM – 3:30 PM, as indicated below. Classes will receive various breaks throughout the day (see schedule below) with a half hour lunch beginning at 11:30 a.m. Upon completion of the program, the student will be issued a Certificate of Completion through MT Training Center. Upon successfully completing all written and driving examinations, the student will receive a Class B Commercial Driver’s License through the Texas Department of Public Safety.

Enrollment into the program begins every Monday.

Day Schedule Monday – Friday

Period 1	07:30 a.m. – 08:50 a.m.	Break	08:50 a.m. – 09:00 a.m.
Period 2	09:00 a.m. – 11:30 a.m.	Lunch	11:30 a.m. – 12:00 a.m.
Period 3	12:00 a.m. – 01:50 p.m.	Break	01:50 a.m. – 02:00 p.m.
Period 4	02:00 p.m. – 03:30 p.m.		

Evening Schedule Monday - Friday

Period 1	04:00 p.m. – 05:50 p.m.	Break	05:50 p.m. – 06:00 p.m.
Period 2	06:00 p.m. – 07:50 p.m.	Break	07:50 p.m. – 08:00 p.m.
Period 3	08:00 p.m. – 09:00 p.m.		

PROGRAM AND SUBJECT DESCRIPTIONS

Total Clock Hours: 240

Length: 6 Weeks (Day Classes)

10 Weeks (Evening Classes)

Ratios: 20:1 (students/instructor)

GRADUATION REQUIREMENTS: The successful student will have completed 80% of clock hours at a 2.0 G.P.A. or higher. The student will also be able to drive with proficiency a straight-truck and pass the written and driving portions of the program. (Written and driving exams at the Texas DPS does not determine student completion of this program).

OBJECTIVE: The Class B CDL Training Program is designed to provide the student with the skills and competencies necessary to perform entry-level driving skills and maneuvers. Through hands-on experience the student will be able to safely operate a Class B vehicle, non-combination vehicle with airbrakes. Students will also learn how to complete necessary paperwork required to operate a Class B vehicle, as well as be educated on the regulations that govern this profession. The graduate will qualify for employment as Class B driver with air brakes.

The Class B CDL Training Program offers a total of 240 hours of student instruction, which includes classroom and lab (Lab includes, but is not limited to simulations, observations, behind the wheel and range driving). *Note: Behind the wheel instruction is conducted with groups of students per driving shift.*

Subject		Hours		
		Lecture	Lab	Credits
TTBO-100	Basic Operations	30	88	7.2
TTBO-200	Safe Operating Practices	17	35	2.95
TTBO-300	Advanced Operating Practices	16	9	2.05
TTBO-400	Systems and Malfunctions	6	3	0.75
TTBO-500	Non-Vehicle Activities	38	0	3.8
TTBO-600	Human Trafficking	5	0	0.5
Total Clock Hours: 240		105	135	17.25

SUBJECT DESCRIPTIONS

TTBO-100 Basic Operations: The student will learn how to properly operate the control systems of a tractor and trailer, coupling and uncoupling, as well as proper procedures for shifting and backing maneuvers.

Prerequisites: None.

28/88/0

Clock Hours: 116

Quarter Credit Hours: 7.2

TTBO-200 Safe Operating Practices: The student will master visual methods for visual searches of traffic including night driving, realize the effects of rain, snow, and ice, and how to handle difficult situations.

Prerequisites: Learner's Permit.

12/3 5/0

Clock Hours: 47

Quarter Credit Hours: 2.95

TTBO-300 Advanced Operating Practices: The student will learn advanced methods of operating a tractor and trailer, as well as road speed, space management extreme driving conditions, hours of service, hazardous awareness, and sliding 5th wheel and tandem axles.

Prerequisites: Learner's Permit.

16/9/0

Clock Hours: 25

Quarter Credit Hours: 2.05

TTBO-400 Systems and Malfunctions: The student will learn vehicle systems, methods and processes of vehicle inspections, how to properly recognize truck / trailer malfunctions, as well as how to report any malfunctions.

Prerequisites: Learner's Permit.

6/3/0

Clock Hours: 9

Quarter Credit Hours: 0.75 **TTBO-500 Non-**

Vehicle Activities: The student will learn how to properly fill out cargo documentation and will learn how to carefully handle cargo, as well as how to keep track of service log sheets. The students will also learn how to perform first aid, environmental issues, alcohol and drug awareness while operating a vehicle, as well as learn accident procedures and how to handle hazardous materials.

Prerequisites: Learner's Permit

38/0/0

Clock Hours: 38

Quarter Credit Hours: 3.8

TTBO-600 Human Trafficking: The student will learn basic information regarding human trafficking as well as current statistics. The student will learn facts about major types of human trafficking, be able to identify potential situations of trafficking and learn when and how to report suspected trafficking.

Prerequisite: None

5/0/0

Clock Hours: 5

Quarter Credit Hours: 0.5

Truck Driving (Class A CDL)

ADMISSION REQUIREMENTS: Applicants must meet all of the following requirements before being admitted into the truck driving program at MT Training Center: The applicant must schedule an interview with the admissions office and submit a completed application. Applicants must be a United States citizen or have proof of current permanent residency. Successful completion of the Department of Transportation physical examination (long form required); successful completion of a Department of Transportation drug screening; must possess a valid; Texas driver’s license prior to enrollment; free of any outstanding tickets and/or warrants; provide MT Training Center with a copy of your High school diploma, GED, or successfully pass the written Learner’s Permit section of the CDL exam; Complete your Admissions Application; must be at least 18 years of age (Limited to intrastate driving) / 21 years of age for interstate driver; must be able to read and write English; must be able to perform simple arithmetic; no felony convictions involving illegal drugs in a commercial vehicle, and no DWI (driving while intoxicated) violations within the last 3 years. All applicants must also be in good health and cannot possess any of the following for safety measures: no loss of limb that has not been waived, no impairment of hand, finger, arm foot, or leg that interferes with driving; no diabetes requiring insulin for control; no heart problems; no respiratory dysfunction; no high blood pressure; no rheumatic arthritic, orthopedic, muscular, neuromuscular, or vascular problems that would affect control of a motor vehicle; no epilepsy; no conditions likely to cause loss of consciousness; no mental, nervous, organic, or functional disease, or psychiatric disorder likely to interfere with vehicle control, and no addiction to drugs or alcohol. The applicant must possess vision of 20/40 or better in each eye (cannot be color blind) and have good hearing. All students will be notified concerning his/her acceptance after review of his application. Once the student has been accepted they will be subject to the school’s refund and cancellation policy. Class size is limited based upon space availability. MT Training Center does not discriminate regarding race, color, nationality, national origin, religion, creed. age, sex, sexual orientation, gender, gender identity, disability, or marital status.

TUITION AND FEES:

Tuition:	\$ 4290.00
Registration:	\$ 100.00
Drug Test Fee:	\$ 48.00
DOT Physical Fee:	\$ 68.00
Commercial Learner’s Permit Fee:	\$ 25.00
License Fee (subject to change per DPS):	\$ 61.00
MVR:	\$ 8.00
Total Cost:	\$ 4,600.00

CLASS SCHEDULES: Day classes are scheduled Monday through Friday from 7:30 AM – 3:30 PM, as indicated below. Classes will receive various breaks throughout the day (see schedule below) with a half hour lunch beginning at 11:30 a.m. Upon completion of the program, the student will be issued a Certificate of Completion through MT Training Center. Upon successfully completing all written and driving examinations, the student will receive a Commercial Driver’s License through the Texas Department of Public Safety.

Enrollment into the program begins every Monday.

Day Schedule Monday – Friday

Period 1	07:30 a.m. – 08:50 a.m.	Break	08:50 a.m. – 09:00 a.m.
Period 2	09:00 a.m. – 11:30 a.m.	Lunch	11:30 a.m. – 12:00 a.m.
Period 3	12:00 a.m. – 01:50 p.m.	Break	01:50 a.m. – 02:00 p.m.
Period 4	02:00 p.m. – 03:30 p.m.		

Evening Schedule Monday - Friday

Period 1	04:00 p.m. – 05:50 p.m.	Break	05:50 p.m. – 06:00 p.m.
Period 2	06:00 p.m. – 07:50 p.m.	Break	07:50 p.m. – 08:00 p.m.
Period 3	08:00 p.m. – 09:00 p.m.		

PROGRAM AND SUBJECT DESCRIPTIONS

Total Clock Hours: 237

Length: 6 Weeks (Day Classes)

10 Weeks (Evening Classes)

Ratios: 20:1 (students/instructor)

GRADUATION REQUIREMENTS: The successful student will have completed 80% of clock hours at a 2.0 G.P.A. or higher. The student will also be able to drive with proficiency a tractor trailer combination vehicle and passed written and driving portions of the program. (Written and driving exams at the Texas DPS does not determine student completion of this program).

Objective: The Truck Driving Program is designed to provide the student with the skills and competencies necessary to pass the Texas Department of Public Safety Commercial Driver’s License Exams. Once the student is issued a CDL from the Texas DPS, he/she will be qualified to perform entry-level truck driving duties. Through hands-on experience the student will be able to safely operate a tractor-trailer. Students will also learn how to complete necessary paperwork required of truck drivers, as well as be educated on the regulations that govern the truck driving industry. After receiving a Class A driver’s license, the graduate will qualify for employment as a truck driver, driver, and tractor-trailer operator for private carriers, short haul trucking companies, and distributors.

The truck driving program offers a total of 237 hours of student instruction which includes, but is not limited to lectures, simulations, observations, behind the wheel and range driving. *Note: Behind the wheel instruction is conducted with groups of students per driving shift.*

Subject		Hours		
		Lecture	Lab	Quarter Credits
TTBO-100	Basic Operations	28	88	7.0
TTBO-200	Safe Operating Practices	12	35	3.0
TTBO-300	Advanced Operating Practices	16	09	2.0
TTBO-400	Systems and Malfunctions	6	0	1.0
TTBO-500	Non-Vehicle Activities	38	0	4.0
TTBO-600	Human Trafficking	5	0	1.0
Total Clock Hours: 237		105	132	18

SUBJECT DESCRIPTIONS

TTBO-100 Basic Operations: The student will learn how to properly operate the control systems of a tractor and trailer, coupling and uncoupling, as well as proper procedures for shifting and backing maneuvers.

Prerequisites: None.

28/88 Clock Hours: 116

Quarter Credit Hours: 7.0

TTBO-200 Safe Operating Practices: The student will master visual methods for visual searches of traffic including night driving, realize the effects of rain, snow, and ice, and how to handle difficult situations.

Prerequisites: Learner’s Permit.

12/3 5 Clock Hours: 47

Quarter Credit Hours: 3.0

TTBO-300 Advanced Operating Practices: The student will learn advanced methods of operating a tractor and trailer, as well as road speed, space management extreme driving conditions, hours of service, hazardous awareness, and sliding 5th wheel and tandem axles.

Prerequisites: Learner's Permit.

16/09

Clock Hours: 25

Quarter Credit Hours: 2.0

TTBO-400 Systems and Malfunctions: The student will learn vehicle systems, methods and processes of vehicle inspections, how to properly recognize truck / trailer malfunctions, as well as how to report any malfunctions.

Prerequisites: Learner's Permit.

6/0/0/0

Clock Hours: 6

Quarter Credit Hours: 0.6

TTBO-500 Non-Vehicle Activities: The student will learn how to properly fill out cargo documentation and will learn how to carefully handle cargo, as well as how to keep track of service log sheets. The students will also learn how to perform first aid, environmental issues, alcohol and drug awareness while operating a vehicle, as well as learn accident procedures and how to handle hazardous materials.

Prerequisites: Learner's Permit

38/0/0/0

Clock Hours: 38

Quarter Credit Hours: 4.0

TTBO-600 Human Trafficking: The student will learn basic information regarding human trafficking as well as current statistics. The student will learn facts about major types of human trafficking, be able to identify potential situations of trafficking and learn when and how to report suspected trafficking.

Prerequisite: None

5/0/0

Clock Hours: 5

Quarter Credit Hours: 1.0

PRE-VOCATIONAL PROGRAMS

English as a Second Language (ESL)

ADMISSION REQUIREMENTS: Applicants must possess the need to learn the English language. There are no educational or age requirements for the English-as-a-Second Language Program. The applicant must schedule an interview with the admissions office and submit a completed enrollment form.

Once students have been accepted they will be subject to the school’s refund and cancellation policy. Class size is limited based upon space availability. The MT Training Center is open to all candidates without regard to race, color, nationality, national origin, religion, creed, age, sex, sexual orientation, gender, gender identity, disability, or marital status. The admission standards are in complete compliance with the Texas Workforce Career School and Colleges Regulatory Board, the Texas Veterans Commission, and the U.S. Department of Education’s regulations.

TUITION AND FEES:

Total Cost **\$3,497.50**

CLASS SCHEDULES: Day and evening classes are scheduled Monday through Thursday as indicated below. The student will be issued a CERTIFICATE OF COMPLETION. Enrollment into the program begins every Monday of each month.

Day Schedule Monday – Thursday

Period 1	08:30 a.m. – 09:20 a.m.	Break	09:20 a.m. – 09:30 a.m.
Period 2	09:30 a.m. – 10:20 a.m.	Break	10:20 a.m. – 10:30 a.m.
Period 3	10:30 a.m. – 11:20 a.m.	Break	11:20 a.m. – 11:30 a.m.
Period 4	11:30 p.m. – 12:20 p.m.	Break	12:20 p.m. – 12:30 p.m.
Period 5	12:30 p.m. – 1:20 p.m.		

Evening Schedule Monday – Thursday

Period 1	04:00 p.m. - 04:50 p.m.	Break	04:50 p.m. - 05:00 p.m.
Period 2	05:00 p.m. - 05:50 p.m.	Break	05:50 p.m. - 06:00 p.m.
Period 3	06:00 p.m. - 06:50 p.m.	Break	06:50 p.m. - 07:00 p.m.
Period 4	07:00 p.m. - 07:50 p.m.	Break	07:50 p.m. – 08:00 p.m.
Period 5	08:00 p.m. – 09:00 p.m.		

PROGRAM AND SUBJECT DESCRIPTIONS

Total Clock Hours: 432

Length: 22 Weeks (Day Class)

22 Weeks (Evening Class)

Ratios: 15:1 (students/instructor)

GRADUATION REQUIREMENTS: The graduating student must possess a basic knowledge of the English language, including usage of general vocabulary, dialogue, work-place terminology, and the student must possess a mastery of reading with understanding.

Objective: The English as a Second Language Program is designed to provide students with language barriers the opportunity to become familiarized with the English language. The ESL program will assist the student in developing necessary listening, speaking, and reading skills for communication, word recognition, reading comprehension, interpretation, analysis, and evaluation.

Subject		Hours Number	
Lecture	Lab Extern Credits		
E-100	English	108	0.0
D-100	Dialogue	108	0.0
RC-101	Reading Comprehension	108	0.0
V-100	Vocabulary	<u>108</u>	<u>0.0</u>
TOTAL CONTACT HOURS		432	

SUBJECT DESCRIPTIONS

E-100 English- This course helps students understand the fundamentals of grammar, sentence structure, writing paragraphs, unity, coherence, support and syntax skills, as well as how to punctuate correctly. Emphasis will be placed on correct English usage and written communications.

Prerequisite: None
 Contact Hours: 108

D-100 Dialogue - The student will master dialogue necessary to interact with others in common places such as the work place, medical and police emergencies, grocery stores, banks, medical offices, post office, and movie theaters. The student will also learn how to participate in active on-going conversations in various situations.

Prerequisite: None
 Contact Hours: 108

RC-101 Reading Comprehension – The student will learn how to read with understanding as well as how to read with expression. The student will also learn cause and effect in reading. The student will also learn how to answer fact-based questions as well as interpretive questions that ask students to draw logical conclusions based on what they have read.

Prerequisite: None
 Contact Hours: 108

V-100 Vocabulary – The student will learn analogies, opposites, synonyms, antonyms, and descriptive vocabulary, as well as master vocabulary searches in the dictionary, thesaurus, and on the internet. The student will also learn vocabulary pertaining to gender, good nutrition, people, places, weather, transportation, signs, sports, expressions, historical events, family, household, people who wear uniforms, as well as various other vocabulary.

Prerequisite: None.
 Contact Hours: 108

Combined English-as-a-Second Language (ESL) and GED/High School Diploma Program

ADMISSION REQUIREMENTS: This program is for applicants whom need additional instruction in the English language and are lacking a high school diploma or GED. The applicant must schedule an interview with the admissions office and submit a completed enrollment form. Once students have been accepted they will be subject to the school’s refund and cancellation policy. Class size is limited based upon space availability. The MT Training Center is open to all candidates without regard to race, color, nationality, national origin, religion, creed, age, sex, sexual orientation, gender identity, disability, or marital status. The admission standards are in complete compliance with the Texas Workforce Career School and Colleges Regulatory Board, the Texas Veterans Commission, and the U.S. Department of Education’s regulations.

TUITION AND FEES:

Total Cost: 7, 215.00

CLASS SCHEDULES: Day and evening classes are scheduled Monday through Thursday as indicated below. Classes are divided into 2 sections. The first section is for ESL which is 432 hours. The second section is for GED/High School Diploma which is 430 hours. The student will be issued a CERTIFICATE OF COMPLETION. Enrollment into the program begins every Monday of each month.

Day Schedule Monday – Thursday

Period 1	08:30 a.m. – 09:20 a.m.	Break	09:20 a.m. – 09:30 a.m.
Period 2	09:30 a.m. – 10:20 a.m.	Break	10:20 a.m. – 10:30 a.m.
Period 3	10:30 a.m. – 11:20 a.m.	Break	11:20 a.m. – 11:30 a.m.
Period 4	11:30 p.m. – 12:20 p.m.	Break	12:20 p.m. – 12:30 p.m.
Period 5	12:30 p.m. – 1:20 p.m.		

Evening Schedule Monday – Thursday

Period 1	04:00 p.m. - 04:50 p.m.	Break	04:50 p.m. - 05:00 p.m.
Period 2	05:00 p.m. - 05:50 p.m.	Break	05:50 p.m. - 06:00 p.m.
Period 3	06:00 p.m. - 06:50 p.m.	Break	06:50 p.m. - 07:00 p.m.
Period 4	07:00 p.m. - 07:50 p.m.	Break	07:50 p.m. – 08:00 p.m.
Period 5	08:00 p.m. – 09:00 p.m.		

PROGRAM AND SUBJECT DESCRIPTIONS

Total Clock Hours: 862

Length: 40 Weeks (Day Class)

Student/Instructor Ratio: 15:1

GRADUATION REQUIREMENTS: The graduating student must possess a basic more advanced knowledge of the English language, including usage of general vocabulary, dialogue, work-place terminology, and the student must possess a mastery of reading with understanding. The student will be prepared to test to receive their Official GED Certificate or their high school diploma. The GED Certificate is the equivalent to a high school diploma and is recognized by most employers, vocational schools and colleges.

Objective: The English as a Second Language Program is designed to provide students with language barriers the opportunity to become familiarized with the English language. The ESL program will assist the student in developing necessary listening, speaking, and reading skills for communication, word recognition, reading comprehension, interpretation, analysis, and evaluation. The General Educational Development (GED) program prepares students to pass the official GED examination. The course reviews all five GED subject areas: Language Arts Reading, Language Arts Writing, Mathematics, Social Studies, and Science. The program is designed to incorporate classroom instruction, computer lab learning, and self-study and

group study. The GED diploma is the equivalent to a high school diploma and is recognized by most employers, vocational schools and colleges.

		Page	
Subject: ESL		Hours Number	
Lecture	Credits		
E-100	English	108	0.0
D-100	Dialogue	108	0.0
RC-101	Reading Comprehension	108	0.0
V-100	Vocabulary	<u>108</u>	<u>0.0</u>
Total Clock Hours		432	0.0

Subject: GED/High School Diploma		Hours	
Number		Lecture	Credits
LAR-200	Language Arts: Reading	86	0.0
LAW-200	Language Arts: Writing	86	0.0
MM-200	Mathematics	86	0.0
SS-200	Social Studies	86	0.0
SC-200	Science	86	0.0
Total Clock Hours		430	0.0

SUBJECT DESCRIPTIONS

E-100 **English**- This course helps students understand the fundamentals of grammar, sentence structure, writing paragraphs, unity, coherence, support and syntax skills, as well as how to punctuate correctly. Emphasis will be placed on correct English usage and written communications.

Prerequisite: None

Contact Hours: 108

D-100 **Dialogue** - The student will master dialogue necessary to interact with others in common places such as the work place, medical and police emergencies, grocery stores, banks, medical offices, post office, and movie theaters. The student will also learn how to participate in active on-going conversations in various situations.

Prerequisite: None

Contact Hours: 108

RC-101 **Reading Comprehension** – The student will learn how to read with understanding as well as how to read with expression. The student will also learn cause and effect in reading. The student will also learn how to answer fact-based questions as well as interpretive questions that ask students to draw logical conclusions based on what they have read.

Prerequisite: None

Contact Hours: 108

V-100 **Vocabulary** – The student will learn analogies, opposites, synonyms, antonyms, and descriptive vocabulary, as well as master vocabulary searches in the dictionary, thesaurus, and on the internet. The student will also learn vocabulary pertaining to gender, good nutrition, people, places, weather, transportation, signs, sports, expressions, historical events, family, household, people who wear uniforms, as well as various other vocabulary.

Prerequisite: None.

Contact Hours: 108

LA-200 **Language Arts** - The student will be able to understand and interpret reading passages and to apply interpretations of these passages to new contexts. Passages are both fiction and

MT Training Center

nonfiction texts. Students will learn to comprehend, apply, analyze and synthesize drama, poetry, visual communications and business documents.

Prerequisites: None

Clock Hours: 86

MM-200 **Mathematics** – The student will learn mathematics such as whole numbers, decimals, fractions, percentages, proportions, algebra, geometry and trigonometry. The student will also be able to learn to solve multiple step problems and estimate answers.

Prerequisites: None

Clock Hours: 86

SS-200 **Social Studies** – The student will learn history, geography, civics and government. The student will learn to evaluate political cartoons, maps, charts and graphs. The student will learn to determine between fact and opinion and make assumptions based on the information provided. The course focuses on applying and analyzing concepts rather than remembering facts and dates.

Prerequisites: None

Clock Hours: 86

SC-200 **Science** – The student will learn physical, life, earth and space science. The student will learn to think through and analyze situations in order to apply what was learned to make sound decisions. Students will apply critical reading skills and learn the basis of interpretation of charts, graphs and other illustrations.

Prerequisites: None

Clock

Hours:

86

General Education Development (GED)

ADMISSION REQUIREMENTS: The applicant must schedule an interview with the admissions office and submit a completed enrollment form. Upon enrollment, the student will be given a Test of Adult Basic Education assessment (TABE). The student will be assessed on Reading, Writing and Mathematics. The student must score at least at 7.0 grade equivalency in Reading to enroll in this class. Students will be tested for progress in each subject area at predetermined evaluation points to assess if they are prepared to pass the official GED examination.

Once the student has been accepted they will be subject to the school’s refund and cancellation policy. Class size is limited based upon space availability. Efforts are made to assign a class time that fits the prospective student’s schedule. The MT Training Center is open to all candidates without regard to race, color, nationality, national origin, religion, creed, age, sex, sexual orientation, gender, gender identity, disability, or marital status. The admission standards are in complete compliance with the Texas Workforce Career School and Colleges Regulatory Board, the Texas Veterans Commission, and the U.S. Department of Education’s regulations.

TUITION AND FEES:

Total Cost **\$3,497.50**

CLASS SCHEDULES: Day and evening classes are scheduled Monday through Thursday as indicated below. Enrollment into the program begins every Monday of each month.

Day Schedule Monday – Thursday

Period 1	08:00 a.m. – 08:50 a.m.	Break	08:50 a.m. – 09:00 a.m.
Period 2	09:00 a.m. – 09:50 a.m.	Break	09:50 a.m. – 10:00 a.m.
Period 3	10:00 a.m. – 10:50 a.m.	Break	10:50 a.m. – 11:00 a.m.
Period 4	11:00 p.m. – 11:50 a.m.	Break	11:50 a.m. – 12:00 p.m.
Period 5	12:00 p.m. – 12:50 p.m.	Break	12:50 p.m. – 01:00 p.m.
Period 6	01:00 p.m. – 01:50 p.m.	Break	01:50 p.m. – 02:00 p.m.
Period 7	02:00 p.m. – 03:00 p.m.		

Evening Schedule Monday – Thursday

Period 1	04:00 p.m. - 04:50 p.m.	Break	04:50 p.m. – 05:00 p.m.
Period 2	05:00 p.m. - 05:50 p.m.	Break	05:50 p.m. – 06:00 p.m.
Period 3	06:00 p.m. - 06:50 p.m.	Break	06:50 p.m. – 07:00 p.m.
Period 4	07:00 p.m. –07:50 p.m.	Break	07:50 p.m. – 08:00 p.m.
Period 5	08:00 p.m. - 09:00 p.m.		

PROGRAM AND SUBJECT DESCRIPTIONS

Total Clock Hours: 430

Length: 16.0 Weeks – Day

22.0 Weeks – Evening

Ratios: 20:1 (students/instructor)

GRADUATION REQUIREMENTS: The graduating student must possess a more advanced knowledge of the English language including usage of general vocabulary, dialogue, work place terminology, and must possess a mastery of reading with understanding. The student will be prepared to test to receive their GED

diploma. The GED diploma is the equivalent to a high school diploma and is recognized by most employers, vocational schools and colleges.

Objective: The General Educational Development (GED) program prepares students to pass the official GED examination. The course reviews all five GED subject areas: Language Arts Reading, Language Arts Writing, Mathematics, Social Studies, and Science. The program is designed to incorporate classroom instruction, computer lab learning, and self-study and group study. The GED diploma is the equivalent to a high school diploma and is recognized by most employers, vocational schools and colleges.

Subject Number		Hours		
		Lecture	Lab	Extern Credits
LAR-200	Language Arts Reading	86		
LAW-200	Language Arts Writing	86		
MM-200	Mathematics	86		
SS-200	Social Studies	86		
SC-200	Science	86		
Total Clock Hours		430		

SUBJECT DESCRIPTIONS

LAR-200 Language Arts Reading- The student will be able to understand and interpret reading passages and to apply interpretations of these passages to new contexts. Passages are both fiction and non-fiction texts. Students will learn to comprehend, apply, analyze and synthesize drama, poetry, visual communications and business documents.
Prerequisites: None
Clock Hours: 86

LAW-200 Language Arts Writing – The student will learn the major parts of speech: nouns, pronouns, verbs; the student will also study comma splices and mechanics. Students will also learn basic sentence structure and the difference between sentence fragments and complete sentences. Students will be able to write a 250 word five paragraph essay.
Prerequisites: None
Clock Hours: 86

MM-200 Mathematics – The student will learn mathematics such as whole numbers, decimals, fractions, percents, proportions, algebra, geometry and trigonometry. The student will also be able to learn to solve multiple step problems and estimate answers.
Prerequisites: None
Clock Hours: 86

SS-200 Social Studies – The student will learn history, geography, civics and government. The student will learn to evaluate political cartoons, maps, charts and graphs. The student will learn to determine between fact and opinion and make assumptions based on the information provided. The course focuses on applying and analyzing concepts rather than remembering facts and dates.
Prerequisites: None
Clock Hours: 86

SC-200 Science – The student will learn physical, life, earth and space science. The student will learn to think through and analyze situations in order to apply what was learned to make sound decisions. Students will apply critical reading skills and learn the basis of interpretation of charts, graphs and other illustrations.

Prerequisites: None
Clock Hours: 86

Adult Basic Education (ABE)

ADMISSION REQUIREMENTS: Applicants must schedule an interview with the admissions office and submit a completed enrollment form. The MT Training Center is open to all candidates without regard to race, color, nationality, national origin, religion, creed, age, sex, sexual orientation, gender identity, disability, or marital status. The admission standards are in complete compliance with the Texas Workforce Career School and Colleges Regulatory Board, the Texas Veterans Commission and the U.S. Department of Education's regulations. Special needs students will be evaluated on a case by case basis. Upon enrollment, the student will be given a Test of Adult Basic Education assessment (TABE). The student will be assessed on Reading, Writing and Mathematics. The students who score between 3.5-6.9 grade equivalency in Reading are eligible to enroll in this class. Students will be tested for progress in each subject area at predetermined evaluation points to assess outcomes. Students who have increased their reading score to 7.0 grade equivalency in Reading are eligible to be enrolled in the GED program.

TUITION AND FEES:

Total Cost **\$3,608.00**

CLASS SCHEDULES: Day and evening classes are scheduled Monday through Thursday as indicated below. Enrollment into the Program begins every first and third Monday of every month.

Day Schedule Monday – Thursday

Period 1	08:00 a.m. – 08:50 a.m.	Break	08:50 a.m. – 09:00 a.m.
Period 2	09:00 a.m. – 09:50 a.m.	Break	09:50 a.m. – 10:00 a.m.
Period 3	10:00 a.m. – 10:50 a.m.	Break	10:50 a.m. – 11:00 a.m.
Period 4	11:00 p.m. – 11:50 a.m.	Break	11:50 a.m. – 12:00 p.m.
Period 5	12:00 p.m. – 12:50 p.m.	Break	12:50 p.m. – 01:00 p.m.
Period 6	01:00 p.m. – 01:50 p.m.	Break	01:50 p.m. – 02:00 p.m.
Period 7	02:00 p.m. – 03:00 p.m.		

Evening Schedule Monday – Thursday

Period 1	04:00 p.m. - 04:50 p.m.	Break	04:50 p.m. – 05:00 p.m.
Period 2	05:00 p.m. - 05:50 p.m.	Break	05:50 p.m. – 06:00 p.m.
Period 3	06:00 p.m. - 06:50 p.m.	Break	06:50 p.m. – 07:00 p.m.
Period 4	07:00 p.m. –07:50 p.m.	Break	07:50 p.m. – 08:00 p.m.
Period 5	08:00 p.m. - 09:00 p.m.		

Total Clock Hours: 400

Length: 20.0 Weeks (Day Class)

Student/Instructor Ratio: 11:1

GRADUATION REQUIREMENTS: The graduating student must possess a basic knowledge of the English language including usage of general vocabulary, dialogue, work place terminology, and must possess a mastery of reading with understanding.

Objective: The ABE program is specifically designed for the English as a Second Language Student (ESL) and prepares each student to enroll in the G.E.D. program. The course is heavily instruction based in all five

G.E.D. subject areas which are Language Arts Reading, Language Arts Writing, Mathematics, Social Studies and Science. The program is designed to incorporate classroom instruction, computer lab learning, self-study and group study. The G.E.D. diploma is the equivalent to a high school diploma and is recognized by most employers, vocational schools and colleges.

Upon entrance to the class, the student will be given a Test of Adult Basic Education assessment (TABE). The student will be assessed on Reading, Writing and Mathematics. The student must score at least a 4.0 grade equivalency in Reading to enroll in this class. The student will be progress tested in each subject area after 60 clock hours to assess outcomes. Students who have increased their reading score to 5.9 grade equivalency in Reading will be enrolled in the GED program.

		Page		
Subject		Hours		
Number		Lecture	Lab	Extern Credits
LAR-100	Language Arts Reading	86		
LAW-100	Language Arts Writing	86		
MM-100	Mathematics	86		
SS-100	Social Studies	86		
SC-100	Science	<u>86</u>		
TOTAL CLOCK HOURS		430		

SUBJECT DESCRIPTIONS

LAR-100 Language Arts Reading- The student will be able to understand and interpret reading passages and to apply interpretations of these passages to new contexts. Passages are both fiction and non-fiction texts. Students will learn to comprehend, apply, analyze and synthesize drama, poetry, visual communications and business documents.

Prerequisites: None
 Clock Hours: 86

LAW-100 Language Arts Writing – The student will learn the major parts of speech to include nouns, pronouns, verbs, comma splices and mechanics. Students will also learn basic sentence structure and the difference between sentence fragments and complete sentences. Students will be able to write a 250 word five paragraph essay.

Prerequisites: None
 Clock Hours: 86

MM-100 Language Arts Mathematics – The student will learn basic mathematics such as whole numbers, decimals, fractions, percents, proportions, algebra and geometry. Students will learn to use a calculator and the answer sheet grid. The student will also be able to learn to solve multiple step problems and estimate answers.

Prerequisites: None
 Clock Hours: 86

SS-100 Social Studies – The student will learn history, geography, civics and government. The student will learn to evaluate political cartoons, maps, charts and graphs. The student will learn to determine between fact and opinion and make assumptions based on the information provided. The course focuses on application and analyzing concepts rather than remember facts and dates. Prerequisites: None

Clock Hours: 86

SC-100 Science – The student will learn physical, life, earth and space science. The student will learn to think through and analyze situations in order to apply what was learned to make sound decisions. Students will apply critical reading skills and learn the basis of interpretation of charts, graphs and other illustrations.

Prerequisites: None

Clock Hours: 86