

YOUR FUTURE STARTS HERE
AT MTI COMMUNITY COLLEGE



Welcome to MTI Community College

For over 25 years, MTI Community College has been delivering high-quality training that our students consistently rave about. Our programs are career-oriented, allowing you to start working soon after you graduate. We have six convenient locations, including four in the Lower Mainland, and two in the Fraser Valley. With programs in four faculties, we are proud to offer you an exciting opportunity to train for a better career, and a better future.

The next chapter of your life starts today.

The Faculty of Child, Family, & Community Studies



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Early Childhood Care & Education



Career possibilities

**Daycare Centres
Preschools & Kindergartens**

This Certificate program is designed for you to qualify as a Licensed Early Childhood Educator in British Columbia. You will be certified to work with children in a variety of childcare settings, including daycare centres and pre-schools. You may even want to start your own daycare business!

MTI Community College specializes in teaching the Reggio Emilia approach to childcare. The Reggio Emilia approach is based on following the children's interests, involving them in hands-on, multi-sensory activities and active exploration. The teacher works with the children as a guide and co-explorer, using interests and abilities as a blueprint.

When you attend classes at MTI, you receive individualized service and specialized training in our manageable class size settings. Our approach is to provide you with knowledge-based education and mentorship using highly qualified instructional staff. You receive ten weeks of practicum placement experience that provides you with excellent training, networking and job prospects. You will also have career preparation where we help you with your resume and assist you in finding employment as an Early Childhood Educator. We know our program will work for you as it did for the 93.87% of MTI grads that got employed last year.

Students who graduate with a Certificate, and who successfully complete 500 hours of work experience under a licensed Early Childhood Educator, will be eligible for registration with the Early Childhood Education Registry, Ministry of Child and Family Development.

Entrance Requirements

Grade 12 or Mature Student
Certificate of Good Health
Criminal Record Check
3 Letters of Reference
Domestic:

- Entrance Assessment

International:

- Entrance Assessment, or
- IELTS 6.0 or equivalent

Curriculum

Child Growth & Development
(0-5 yrs)

Child Growth & Development
(6-12 yrs)

ECCE Foundations

Music & Movement

Guiding & Caring

Science, Socials & Math

Advocacy & Emergent Art

Health, Safety & Nutrition

Language and Literature

Emergent Curriculum

(Reggio Principles)

Parent, Teacher & Community
Relations

Observation & Recording

Application & Theory

Practicum Seminars

Practicum I & II

Advanced Child Development

Working with Families

Administration

Working with Special Needs

Physical Care & Safety for

Special Needs

Special Needs Practicum

Working with Infants & Toddlers

Physical Care & Safety for Infants

& Toddlers

Infant & Toddler Practicum

Career & Professional Development



Post Basic Training



Career possibilities

Daycare Centre Manager
Infant/Toddler Specialist
Special Needs Assistant

Entrance Requirements

Completion of an ECE Basic Program
Completion of a Criminal Record Check

Curriculum

Advanced Child Development
Working with Families
Administration
Working with Special Needs
Physical Care & Safety for Special Needs
Special Needs Practicum
Special Needs Practicum Seminar
Working with Infants & Toddlers
Physical Care & Safety for Infants & Toddlers
Infant & Toddler Practicum
Infant/Toddler Practicum Seminar
Career & Professional Development

The year 2 of this Diploma Program is designed to qualify you as a Licensed Infant/Toddler Educator and Special Needs Educator in British Columbia. You will be certified to work with children, ages 0 to 5, in a variety of childcare settings, including daycare centres and pre-schools. Year 2 prepares you to work with infants and toddlers, and special needs children in supported childcare settings. You will gain the knowledge and practical experience necessary to be successful when working with children that require additional support in their development. Also, you will learn the skills necessary to work with infants and toddlers in childcare settings.

When you attend classes at MTI, you receive individualized service and specialized training in our manageable class size settings. Our approach is to provide you with knowledge-based education and mentorship using highly qualified instructional staff. You will complete 2 practicum experiences in Year 2 of this Diploma Program that will provide you with excellent training, networking and job prospects. Students who complete the Special Needs and Infant/Toddler components will be eligible for registration as Licensed Special Needs Educators and Infant/Toddler Educators.

Completion of the Special Needs and Infant/Toddler Year 2 gives you the opportunity for advancement into Supervisory Roles in ECCE settings.



Special Education Teacher Assistant

This Diploma program is designed for you to assist teachers in working with students in the Kindergarten to Grade 12 school system. You will be trained to support children and youth who present a wide range of abilities so that these children and youth can participate fully as members of a community of learners.

As a Special Education Teacher Assistant you will work under the direction of classroom teachers or resource teachers and give special attention to students with physical, learning or emotional needs. In your program you will learn to implement individualized or group instruction in communication skills, life skills, behaviour management techniques and adaptive physical education. You will learn how to assist classroom teachers in the modification of curriculum, assignments and tests to accommodate students with special needs.

When you attend classes at MTI, you receive individualized service and specialized training in our manageable class size settings. Our approach is to provide you with knowledge-based education and mentorship using highly qualified instructional staff.

You receive six weeks of practicum placement experience that provides you with excellent training, networking and job prospects. You will also have career preparation where we help you with your resume and assist you in finding employment as a Special Education Teacher Assistant.



Special Education Assistant

Entrance Requirements

- Grade 12 or Mature Student
- Certificate of Good Health
- Completion of a Criminal Record Check
- 3 Letters of Reference
- Domestic:
 - Entrance Assessment
- International:
 - Entrance Assessment, or
 - IELTS 6.0 or equivalent

Curriculum

- Roles & Responsibilities of the EA
- Exceptional Learners
- Learning Disabilities
- Child & Adolescent Development
- Managing Student Behaviour
- Alternative/Augmentative Communication
- Specialized Skills and Practice
- Language Learning and Math
- Communication in the Classroom
- Autism Spectrum Disorder
- Fetal Alcohol Spectrum Disorder
- Practicum
- Word Level 1
- Powerpoint Level 1
- Career & Professional Development



Childcare Assistant



Career possibilities

Preschools & Kindergartens
Childcare Assistant

Entrance Requirements

- Grade 12 or Mature Student
- Certificate of Good Health
- Completion of a Criminal Record Check
- Domestic:
 - Entrance Assessment
- International:
 - Entrance Assessment, or
 - IELTS 6.0 or equivalent

Curriculum

- Child Growth & Development (0-5 years)
- ECCE Foundations
- Guiding & Caring
- Emergent Curriculum (Reggio Principles)
- Career & Professional Development

This Certificate program is designed for those who wish to work in childcare settings as licensed assistants. Graduates will apply for their Assistant License through the ECE Registry.

MTI Community College specializes in teaching the Reggio Emilia approach to childcare. The Reggio Emilia approach is based on following the children's interests, involving them in hands-on, multi-sensory activities and active exploration. The teacher works with the children as a guide and co-explorer using interests and abilities as a blueprint.

When you attend classes at MTI, you receive individualized service and specialized training in our manageable class size settings. Our approach is to provide you with knowledge-based education and mentorship using highly qualified instructional staff.

After you graduate with a Childcare Assistant Certificate you can work in childcare settings for 3- to 5-year olds and are eligible to apply for an Assistant License through the ECE Registry, Ministry of Children and Family Development. The courses in this program are transferable to MTI's Ministry approved Early Childhood Care & Education Certificate Program.



Community Support Worker



Career possibilities

Group Homes

Residential Care Homes

Government & Private Agencies

As a Community Support Worker graduate you will work with developmentally & psychiatrically disabled children & adults as one-to-one workers or in group home settings.

The Community Support Worker program offers both theory and practice associated with providing emotional support, assistance with activities of daily living, team approach care, conflict resolution, strategies for independent living and behaviour assessment and management.

Theory and practice will prepare you to work as a caring individual who can assist clients/residents to have the opportunity to work toward their maximum level of self-reliance and interdependence.

This exciting and challenging career will allow you to work in non-government organizations, government and private agencies, residential care homes for children, youth and adults, and supported employment settings.

Entrance Requirements

- Grade 12 or Mature Student
- TB Test Clearance Report
- Completion of a Criminal Record Check
- Domestic:
 - Entrance Assessment
- International:
 - Entrance Assessment, or
 - IELTS 6.0 (or equivalent) and Math Assessment

Curriculum

- Medical Terminology
- Common Health Challenges
- Cognitive and Mental Health Challenges
- Personal Care & Assistance
- Multiculturalism
- Health, Safety & Nutrition
- Activity Planning
- Guiding Children's Social Development
- Special Needs
- Human Development
- MS Word/Excel/Powerpoint
- Communications
- Practicum – 4 weeks
- Career & Personal Planning
- Career & Professional Development



Child & Youth Care Worker

Entrance Requirements

- Grade 12 or Mature Student
- Certificate of Good Health
- Completion of a Criminal Record Check
- Domestic:
 - Entrance Assessment
- International:
 - Entrance Assessment, or
 - IELTS 6.0 or equivalent

Curriculum

- Communications
- Multiculturalism
- Youth At-Risk & Intervention
- Standards, Legislation and Ethics
- Special Topics in Child and Youth Care
- Guiding Children's Social Development
- Special Needs & Human Development
- Child, Family & Community Relations
- Activity Planning for Children & Youth
- Fundamentals of Professionalism
- Health, Safety and Nutrition
- Violence in Children
- Practicum
- Career & Professional Development



When you enrol in the Child and Youth Care Program, you will complete a comprehensive course of study that includes over 600 hours of class time and 150 hours of practical training in a designated child or youth setting. You will learn important aspects of normative and non-normative development as you focus on treatment and prevention modalities for at-risk children and youth.

You receive individualized service, and specialized training as a result of our manageable class sizes. You will be in a friendly, supportive learning environment with trained personable support staff to offer assistance. Your program will have emphasis on four important areas in child and youth care: Developmental Psychology, Professional Practice, Support Modalities and Practical Experience. In each course, you will receive knowledge-based education and mentorship from your experienced, qualified instructors.

When you graduate from the Child and Youth Care Program, you will demonstrate competence in intervention, communication, activity planning, and cultural diversity. You can then go on to find employment in a variety of settings including youth drop-in centres, alternate, mainstream, and after-school programs, alcohol and drug prevention programs, youth at-risk and outreach programs, teen pregnancy centres, special needs programs, and other places of employment that provide services for children and youth.

After your 4 week practicum, you will receive career preparation to help you with your resume and interview skills.



Addiction Worker



Career possibilities

Drug Counselor
Alcohol & Drug Prevention Programs
Youth At-risk Programs

The MTI Addiction Worker program has been designed to provide students with the theoretical and practical knowledge and skills required for employment as an Addiction Worker.

During the program, students learn to apply the principles of addiction, pharmacology and structured relapse prevention planning. Students gain practical skills in intake, assessment, motivational interviewing and treatment planning with a strong emphasis on case management and professional ethics. The program focuses on developing group facilitation skills as well as entry-level skill development in 1-to-1 counselling. Coverage includes an in-depth study of family dynamics and addiction as well as special populations: First Nations and other ethnic/cultural groups, youth, sexual minorities, elderly, concurrent disorders, homeless, gender (women), crime, HIV/AIDS and suicidal clients.

Principles of communication are explored in great depth and students receive Non Violent Crisis Intervention certification and First Aid training. Strong focus is given to presentation skills, Microsoft Office Applications, documentation and record keeping, ability to multi task and prioritize, organizational and detail skills, professionalism, confidentiality, interpersonal skills and being a team player.

After your 8 week practicum, you receive career preparation to help you with your resume and interview skills.

Entrance Requirements

- Grade 12 or Mature Student
- Certificate of Good Health
- Secondary interview to determine suitability Criminal Record Check
- Domestic:
 - Entrance Assessment
- International:
 - Entrance Assessment, or
 - IELTS 6.0 (or equivalent)

Curriculum

- Word Level 1
- Excel Level 1
- Powerpoint Level 1
- Principles of Addiction
- Process Addictions
- Pharmacology (2 week)
- Structured Relapse Prevention Planning
- Intake/Assessment / Treatment Plans
- Case Management and Professional Ethics
- Family Dynamics & Addiction
- Group & Individual Substance Abuse Counseling
- Treatment Approaches & Options
- Special Populations / First Aid
- Special Topics in Child & Youth Care & NVCI
- Communications
- Human Development
- Practicum
- Career & Professional Development



Addictions & Child/Youth Worker



Career possibilities

Drug Counselor

Alcohol & Drug Prevention Programs

Counseling, Government Agencies

Youth Centres, After-school Programs

Curriculum

Communications / Multiculturalism
Youth At-Risk / Intervention
Standards, Legislation and Ethics
Special Topics in Child and Youth Care
Guiding Children's Social Development
Special Needs / Human Development
Child, Family and Community Relations
Activity Planning for Children and Youth
Fundamentals of Professionalism
Health, Safety and Nutrition
Violence in Children
First Aid
Food Safe
Non Violent Crisis Intervention
Child & Youth Practicum
Career & Professional Development
MS Word, Excel, & Powerpoint
Principles of Addiction
Process Addictions
Pharmacology
Structured Relapse Prevention Planning
Intake, Assessment, & Interviewing
Treatment Plans
Case Management & Professional Ethics
Family Dynamics & Addiction
Group and Individual Substance Abuse
Counseling
Treatment Approaches & Options
Special Populations / First Aid
Addiction Worker Practicum
Career & Professional Development

The MTI Addiction and Child/Youth Worker program has been designed to provide students with the theoretical and practical knowledge and skills required for employment as both an Addiction Worker and a Child and Youth Worker.

In Year 1 of the program you will complete a comprehensive course of study that includes over 600 hours of class time and 150 hours of practical training in a designated child or youth setting. You will learn important aspects of normative and non-normative development as you focus on treatment and prevention modalities for at-risk children and youth.

Your program will have emphasis on four important areas in child and youth care: Developmental Psychology, Professional Practice, Support Modalities and Practical Experience. In each course, you will receive knowledge-based education and mentorship from your experienced, qualified instructors. Your Year 1 program will end with a 4 week practicum in a child/youth setting.

In Year 2 you will learn to apply the principles of addiction, pharmacology and structured relapse prevention planning. You will gain practical skills in intake, assessment, motivational interviewing and treatment planning with a strong emphasis on case management and professional ethics. The program focuses on developing group facilitation skills as well as entry-level skill development in 1-to-1 counseling. Coverage includes an in-depth study of family dynamics and addiction as well as special populations: First Nations and other ethnic/cultural groups, youth, sexual minorities, elderly, concurrent disorders, homeless, gender (women), crime, HIV/AIDS and suicidal clients.

Principles of communication are explored in great depth and you will receive Non Violent Crisis Intervention certification and First Aid training. Strong focus is given to presentation skills, Microsoft Office Applications, documentation and record keeping, ability to multi task and prioritize, organizational and detail skills, professionalism, confidentiality, interpersonal skills and being a team player.

After your 8 week addiction worker practicum at the end of year 2, you receive career preparation to help you with your resume and interview skills.

Entrance Requirements

Grade 12 or Mature Student
Secondary Interview
Completion of a Criminal Record Check
Domestic:
- Entrance Assessment
International:
- Entrance Assessment, or
- IELTS 6.5 or equivalent



Community Support & Youth Worker

When you enrol in the Community Support & Youth Worker Program, you will complete a comprehensive course of study that includes over 900 hours of class time and two practicums. You will learn important aspects of normative and non-normative development as you focus on treatment and prevention modalities for at-risk children and youth, and youth and adults with special needs. You receive individualized service, and specialized training as a result of our manageable class sizes. You will be in a friendly, supportive learning environment with trained personable support staff to offer assistance.

Your program will have emphasis on five important areas in: Developmental Psychology, Professional Practice, Support Modalities, Personal Care Skills, and Practical Experience. In each course, you will receive knowledge-based education and mentorship from your experienced, qualified instructors.

When you graduate from Community Support & Youth Worker Program, you will demonstrate competence in professionalism, communication, activity planning, conflict resolution, strategies for independent living and cultural diversity. With your 2 certifications you can then go on to find employment in a variety of settings including youth drop-in centres, alternate, mainstream, and after-school programs, alcohol and drug prevention programs, youth at-risk and outreach programs, teen pregnancy centres, special needs programs, counselling service providers, government and private agencies, residential care homes for children, youth and adults, and supported employment settings.

After your 2 practicum experiences, you will receive career preparation to help you with your resume and interview skills.



Career possibilities

Youth Centres, After-school Programs

At-risk Youth Programs, Pregnancy Centres

Special Needs Programs, Counseling

Entrance Requirements

Grade 12 or Mature Student
TB Test Clearance Report
Completion of a Criminal Record Check
Domestic:

- Entrance Assessment

International:

- Entrance Assessment, or
- IELTS 6.0 or equivalent
- Math Assessment

Curriculum

Communications / Multiculturalism
Youth At-Risk / Special Needs
Standards, Legislation and Ethics
Special Topics in Child and Youth Care
Guiding Children's Social Development
Human Development
Child, Family and Community Relations
Activity Planning for Children and Youth
Fundamentals of Professionalism
Health, Safety and Nutrition
Violence in Children / Intervention
Medical Terminology
Common Health Challenges
Cognitive and Mental Health Challenges
Personal Care & Assistance
Word Level I / Excel Level I / PowerPoint Level I
Practicum I & Practicum II
Career & Professional Development



Why MTI?

I was a mother of a one year old and just out of high school when I came to MTI. I chose MTI because I had heard really good reviews about the school, and I really needed something with flexible hours, as I have a young child at home. My experience at MTI was excellent. The instructors were so kind and always there when I needed them. I met so many nice people while I was here and I will miss them all. During the course, my classmates and I were all terrified of the material, but our instructor planned fun games and helpful ways to remember the material, which made it less stressful. I would recommend MTI to everyone, because its an all around great school!

Kaitlyn D., Medical Administrative Assistant



Before I attended MTI, I was working in retail, and not enjoying my job. I decided to come to MTI because I wanted a career that made me happy – fast! They had great start dates, and I really enjoyed my class and instructor, who was very helpful! My favourite part of the program was the practicum – I had a lot of fun working in the field. Thanks MTI for all the support!

Kate T., Early Childhood Care & Education

The Faculty of Healthcare

A smiling female healthcare professional with long dark hair, wearing maroon scrubs, stands in a clinical setting. In the background, there is a large medical light fixture. In the foreground, a piece of medical equipment is partially visible.

Medical Lab Assistant 17

Pharmacy Technician 18

Pharmacy Assistant 19

Dental Assistant 20

Health Care Assistant 21

Medical Administrative Assistant 22

Medical/Dental Administration 23

Medical Office Assistant 24



Medical Lab Assistant

As a graduate from our Medical Lab program, you will be competent in all administrative and clinical functions necessary to obtain employment in a medical lab setting. You will be trained in the collection of specimens from patients, phlebotomy, initial processing preparation and reception services, performance of ECG's and a variety of basic laboratory procedures, which are performed under the supervision of a trained medical laboratory technologist. As a MLA, you are an integral part of the laboratory workforce. You represent the laboratory to the public and, therefore, must exhibit a professional and conscientious demeanour.

The MLA program at MTI is accredited by the Canadian Medical Association. Your specialized studies will include: medical terminology, anatomy and disease, pharmacology, computerized scheduling, interactive computerized billing, telephone triage, office accounting and communications as well as instrument operations that include: microscopes; centrifuge, pipettes, and Electrocardiograph (ECG) machines. You will also learn how to prepare reagents for the lab. Qualified instructors with extensive clinical and lab experience will ensure that you receive the training required to support physicians and lab technologists, and put you on the front lines of patient care. You will be qualified to perform many tasks such as blood draws, urinalysis, ECGs, slide preparation and collection of specimens.

When you have successfully completed the program, you will be qualified to work in many different settings such as: medical offices, walk in clinics, chiropractic or physiotherapy offices, insurance agencies, hospitals, private labs, research labs, naturopathic offices and pharmaceutical companies.

After successful completion of the course work, practical skills and professional competencies you will be eligible for a practicum, and writing the Canadian Society of Medical Laboratory Science (CSMLS) certification exam for Laboratory Assistant – a designation that is recognized across Canada. You will receive career preparation where we will help you with your resume and assist you in finding employment as a Medical Lab Assistant.

Career possibilities



Centres for Disease Control
Private Labs, Hospital Labs
Veterinary Labs, Cancer Agencies
Private Clinics, Insurance Agencies
Canadian Blood Services

Entrance Requirements

Grade 12 or Mature Student
Grade 11 Science or Equivalent
Entrance Assessment
TB test clearance report
Hep-B immunization
Completion of a Criminal Record Check
Keyboarding Assessment
Doctor's note of good health
Secondary Interview
International Candidates: IELTS 6.0 or Equiv.

Curriculum

Medical Terminology / Anatomy & Disease
Medical Office Procedures
Medical Billing
Pharmacology / Clinical Testing
Communications / Introduction to MLA
Medical Legalities & Quality Assurance
Laboratory Fundamentals
Specimen Collection / Specimen Handling
Clinical & Lab Skills
Electrocardiography Theory & Clinical Practice
CSMLS 6 Pre-Analytical Procedures
CSMLS 7 Reagent / Media Prep
Word / Excel / Powerpoint / Keyboarding
Practicum / Career & Professional Development



Pharmacy Technician

Entrance Requirements

Grade 12 diploma or GED with:

- Senior Level Math
- Senior Level Science
- Senior Level English

Non-North American Grade 12 or University Applicants must have:

- IELTS 6.5 test score, or
- graduated from a recognized College or University program

TB Test

20 wpm Keyboarding

Doctor's Note of Good Health

Entrance Assessment

Criminal Record Check

Secondary Interview

Curriculum

Keyboarding

Word Level I

Excel Level I

Powerpoint Level I

Pharmacy Math Prep

Business English

Community Pharmacy

Medical Ethics

Communications

Medical Terminology

Pharmacology & Prescriptions

Pharmaceutical Calculations

Pharmacy Computer Applications
& Billing

Dispensing & Compounding

Dispensing Labs

Introduction to Hospital

Pharmacy

Hospital Pharmacy Aseptic
Techniques

Hospital Labs

Retail Pharmacy Practicum

Hospital Pharmacy Practicum

Career & Professional
Development

Dispensing & Compounding

Introduction to Hospital

Pharmacy

Retail Pharmacy Practicum

Career & Professional
Development



The Pharmacy Technician Program at MTI will prepare you for an exciting career as a Pharmacy Technician in a community pharmacy, internet pharmacy, hospital, care facility or in a pharmaceutical distribution company. Our manageable classes lead to an individualized approach to your success. You will be taught by experienced, highly qualified instructors who continue to work in the field outside. They remain current, and provide you with the most up to date techniques available in the industry.

You will be trained to read and dispense prescriptions, make compounds, use pharmacy computer software, prepare intravenous admixtures, use proper aseptic techniques, safely handle and prepare cytotoxic drugs, order pharmaceuticals, maintain inventory and do calculations relating to the pharmacy. You will also learn about pharmacy laws and medical ethics, Pharmacare, hospital practice and medical terms as well as be informed about herbal and other forms of alternative medicines. Emphasis throughout the program is the application of theoretical knowledge to practical skills.

Pharmacy Technicians are a critical part of the health care team. Working closely with Pharmacists in hospitals and community pharmacies, they ensure that the highest standards of quality and accuracy are met in the compounding and dispensing of drugs that are vital to the survival and well-being of their clients. Pharmacy Technicians play a key role in assisting pharmacists in prescription processing and preparation, across all pharmacy settings - community, hospital and long-term care. This hands on program finishes with a retail practicum and a hospital practicum. Students should be prepared to complete their practicum anywhere in Canada. The college will prepare you for employment with a Career & Professional Development Course where we will help you with your resume and assist you in finding employment.

MTI's Pharmacy Technician Program will prepare you to sit the national exams and structured practical training to become a regulated technician. The fees for the national exam, structured practical training and registration with the College of Pharmacists of B.C. are not included in the MTI program fees. Graduates must complete the national exams and structured practical training in order to use the title "Pharmacy Technician." While graduates are waiting to complete all the requirements of the registration/regulation process they will be eligible to work as a Pharmacy Assistant. Refer to the College of Pharmacists of BC web site for detailed information on the regulation of Pharmacy Technicians.



Pharmacy Assistant



The Pharmacy Assistant Program at MTI will prepare you for an exciting career as a Pharmacy Assistant in a community pharmacy, internet pharmacy or in a pharmaceutical distribution company.

Our manageable classes lead to an individualized approach to your success. You will be taught by experienced, highly qualified instructors. Your instructors still work in the field outside of MTI in order to remain current, and provide you with the most up to date techniques available in the industry.

You will be trained to read and dispense prescriptions, make compounds, use pharmacy computer software, order pharmaceuticals, maintain inventory and do calculations relating to the pharmacy. You will also learn about pharmacy laws, Pharmacare and medical terms as well as be informed about herbal and other forms of alternative medicines.

This hands on program finishes with a four week practicum in a retail pharmacy setting, followed by career preparation where we will help you with your resume and assist you in finding employment as a Pharmacy Assistant.

Entrance Requirements

- Grade 12 or Mature Student
- Grade 10 Math or equivalent
- Completion of a Criminal Record Check
- Domestic:
 - Entrance Assessment
- International:
 - Entrance Assessment, or
 - IELTS 6.0 (or equivalent) and Math Assessment

Curriculum

- Keyboarding
- Word Level I
- Excel Level I
- Powerpoint Level I
- Business English
- Pharmacy Math Prep
- Medical Ethics
- Community Pharmacy
- Medical Terminology
- Pharmacy Computer Applications & Billing
- Pharmacology & Prescriptions
- Pharmaceutical Calculations
- Dispensing & Compounding
- Introduction to Hospital Pharmacy
- Retail Pharmacy Practicum
- Career & Professional Development



Dental Assistant



Career possibilities

Hospital Dentistry
Private Dental Practices
Specialty Dental Practices

Entrance Requirements

- Grade 12 or Mature Student
- English 12 with a minimum grade of C
- Senior level Science with a minimum grade of C
- Hep-B immunization
- Dental Check Up Within 6 Months of Start Date
- Completion of a Criminal Record Check Domestic:
 - Entrance Assessment
- International:
 - Entrance Assessment, or
 - IELTS 6.0 or equivalent

Curriculum

- Clinic Simulation
- Dental Assisting Practice Theory
- Dental Applied Sciences
- Patient Assessments and Records
- Preventive Dental Assisting
- Operative Dental Assisting
- Practicum I
- Clinic Simulation
- Dental Radiography
- Nutrition
- Prosthodontics and Lab Procedures
- Dental Specialties
- Dental Practice Administration
- Patient Clinics
- Practicum II

This 48 week intensive program offers comprehensive clinical and academic courses that together prepare you for a rewarding and well-regarded career in the dental field.

During the course of your studies, you will have the opportunity to acquire the foundations of dental assisting knowledge. These knowledge competencies are developed and practised as specialized clinical skills. Knowledge and clinical skills, together, contribute to the professional role as part of a dental health team.

The approach of this program is based upon the realities of today's dental practices. Classroom and clinic time, along with the clinical practicum, weaves together the competency-based skills. Your clinical practice sessions will take place at MTI's Dental Clinic Site in Burnaby. You will be schooled in the expectations of chair-side assisting duties, radiography, and basic oral hygiene care. The outcome is a level of training that attests to the quality of care expected by dentists and patients alike. Students should be prepared to attend their public dental clinics any day of the week, including weekends, and during the daytime or evening. Students will be given advance notice of these public clinic dates.

Upon successful completion of the program, you will receive a Diploma as a Level II Dental Assistant. You will be eligible to sit the National and College of Dental Surgeons of BC board examinations for licensure and registration as a Level II Certified Dental Assistant. Certified Dental Assistants have many career options – in addition to the dental practice. CDAs can find employment opportunities in public health, dental supply sales and marketing, and in dental education.



Health Care Assistant



Career possibilities

Long Term Care Facilities
Assisted Living Facilities
Home Support Services

The Health Care Assistant Diploma Program exemplifies an approach to education that is dynamic, progressive and collaborative. Our curriculum involves many aspects of health care and incorporates flexibility to keep pace with changes in the Canadian health care system.

Health Care Assistants are prepared to work in both healthcare facilities and community agencies. As a Health Care Assistant you will provide personal care assistance and services in a caring manner that recognizes and supports the unique needs, abilities and backgrounds of clients and residents. You may choose to work in resident care facilities, hospitals, home support services or other community agencies. As a Health Care Assistant, you would be an integral part of the health care team. You would provide support for chronic conditions and facilitate community and residential living where there is less need for acute medical attention.

To work in this dynamic environment with a varied team of medical and support staff, you must be versatile, competent and confident. This Diploma Program is designed to equip you for employment in settings where there are chronic conditions requiring supportive and/or rehabilitative medical and non-medical attention over an extended period of time.

Entrance Requirements

- Grade 12 or Mature Student
- Certificate of Good Health
- TB Test Clearance Report
- Completion of a Criminal Record Check
- Domestic:
 - Entrance Assessment
- International:
 - Entrance Assessment, or
 - IELTS 6.0 (or equivalent)

Curriculum

- Word Level I
- Interpersonal Communications
- Lifestyle & Choices
- Health and Healing: Concepts for Practice
- Health Care Assistant: Introduction to Practice
- Body Systems, Nutrition, End of Life Care
- Common Health Challenges
- Cognitive & Mental Health Challenges
- Personal Care & Assistance
- Personal Care & Assistance (Home Support)
- Practicum I
- Practicum II
- Career & Professional Development



Medical Administrative Assistant



Career possibilities

**Hospitals, Doctor's Offices
Specialist Offices, Insurance Companies
Chiropractic, Naturopath, & Physio Offices**

Entrance Requirements

- Grade 12 or Mature Student
- TB test clearance report
- Completion of a Criminal Record Check
- Domestic:
 - Entrance Assessment
- International:
 - Entrance Assessment, or
 - IELTS 6.0 or equivalent

Curriculum

- Windows / Outlook/ Keyboarding
- Microsoft Word – Levels 1 & 2
- Microsoft Excel – Levels 1 & 2
- Microsoft Access – Levels 1 & 2
- Microsoft PowerPoint – Level 1 & 2
- Microsoft Integration / Publisher
- Principles of Accounting
- Administrative Skills
- Medical Terminology / Anatomy & Disease
- Pharmacology / Keyboarding
- Medical Office Procedures / Basic Banking Concepts
- Medical Transcription
- Clinical Testing
- Medical Billing
- Practicum
- Career & Professional Development

As a graduate from our Medical Administrative Assistant program, you will be competent in all administrative and clinical functions necessary to obtain employment as a Medical Administrative Assistant. Medical Administrative Assistants perform a variety of tasks necessary to run a medical office or within an insurance or related hospital department.

In a large medical office, the medical administrative specialist will focus on more of the non-patient, office duties working more directly with the administrative team of the facility (with other medical office personnel such as receptionists, schedulers, working at the receptionist desk and scheduling appointments). In a small office, the medical administrative specialist's job may include a greater variety of duties, including transcribing reports, composing and processing correspondence, accounting for payments and posting charges, completing insurance forms, coordinating patient care, scheduling patient appointments, recording and delivering messages, maintaining financial records, maintaining patient files, making calls for physicians, arranging hospital admissions, and arranging physicians' meetings/conferences.

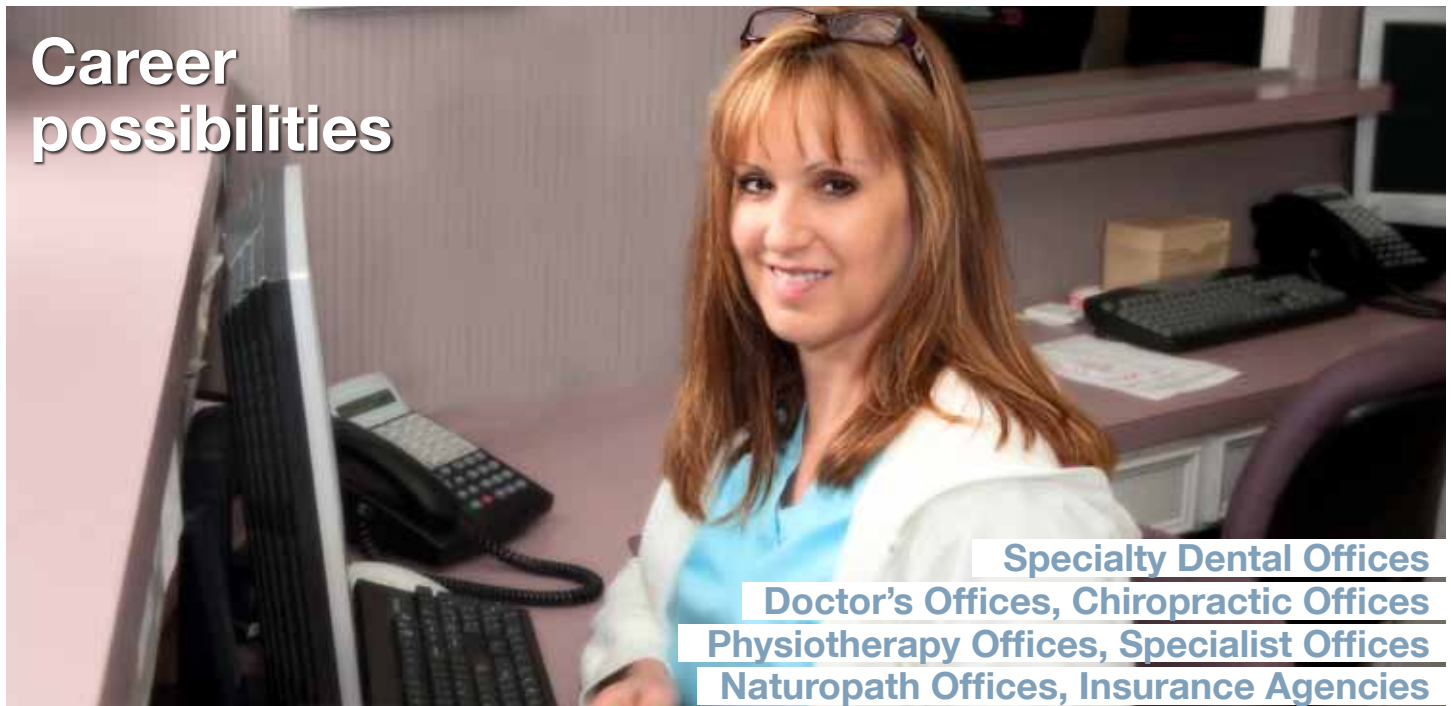
In the fast-growing healthcare field, you will find employment as a medical administrative assistant in physicians' offices, health clinics, outpatient facilities, medical laboratories, hospitals, health insurance companies, medical supplies and equipment businesses, and pharmaceutical companies. This program offers you the clerical, administrative and medical skills to be successful in the field and your specialized studies will include medical terminology, anatomy and disease, pharmacology, computerized scheduling, interactive computerized billing, telephone triage, office accounting and communications, and in-depth training on the Microsoft Office programs.

You finish your program with a four week practicum in a medical office setting, and follow that with career preparation where we will help you with your resume and assist you in finding employment as a Medical Administrative Assistant.



Medical-Dental Administration

Career possibilities



Specialty Dental Offices
Doctor's Offices, Chiropractic Offices
Physiotherapy Offices, Specialist Offices
Naturopath Offices, Insurance Agencies

As a graduate from our Medical – Dental Administration program, you will be competent in all administrative and clinical functions necessary to obtain employment in either a medical or dental office setting. With the emergence of electronic medical records, our up-to-date curriculum and computer training will prepare you to be responsible for the efficient operations of a medical or dental office. This program offers you the clerical, administrative and medical and dental skills to be successful in the field.

Your specialized studies will include medical and dental terminology, anatomy and disease, pharmacology for medical and dental offices, computerized scheduling, interactive computerized billing for medical and dental offices, medical and dental office administration and dental insurance.

Qualified instructors with extensive clinical experience will ensure that you receive the training required to support physicians and dentists and put you on the front lines of patient care.

When you have successfully completed the program, you will be qualified to work in many different settings such as: medical offices, walk in clinics, chiropractic or physiotherapy offices, insurance agencies, hospitals, dental offices, dental supply companies and other areas in the health care profession.

You finish your program with two practicums: one in a medical setting and one in a dental setting. Your final course in the program will give you the career preparation skills necessary to find employment in your new career as a Medical-Dental Receptionist.

Entrance Requirements

- Grade 12 or Mature Student
- TB test clearance report
- Completion of a Criminal Record Check
- Domestic:
 - Entrance Assessment
- International:
 - Entrance Assessment, or
 - IELTS 6.0 or equivalent

Curriculum

- Microsoft Word
- Microsoft Excel
- Powerpoint
- Keyboarding
- Medical Terminology
- Anatomy & Disease
- Pharmacology
- Medical Office Procedures
- Medical Transcription
- Basic Banking Concepts
- Clinical Testing
- Medical Billing
- Dental Terminology
- Dental Office Administration
- Practicum
- Career & Professional Development



Medical Office Assistant



Career possibilities

**Hospitals, Doctor Offices
Chiropractic Offices, Physiotherapy Offices
Naturopath Offices, Specialty Offices**

Entrance Requirements

- Grade 12 or Mature Student
- TB test clearance report
- Completion of a Criminal Record Check
- Domestic:
 - Entrance Assessment
- International:
 - Entrance Assessment, or
 - IELTS 6.0 or equivalent

Curriculum

- Medical Terminology
- Anatomy & Disease
- Pharmacology
- Windows
- Word Level 1 & Level II
- Excel Level 1 & Level II
- Keyboarding
- Medical Office Procedures
- Medical Transcription
- Basic Banking Concepts
- Clinical Testing
- Medical Billing
- Practicum
- Career & Professional Development

As a graduate from our Medical Office Assistant program, you will be competent in all administrative and clinical functions necessary to obtain employment as a Medical Office Assistant. With the emergence of electronic medical records, our up-to-date curriculum and computer training will prepare you to be responsible for the efficient operation of a medical office.

Your specialized studies will include medical terminology, anatomy and disease, pharmacology, computerized scheduling, interactive computerized billing, telephone triage, office accounting and communications necessary to function effectively in a medical office.

Qualified instructors with extensive clinical experience will ensure that you receive the training required to support physicians and put you on the front lines of patient care. You will be qualified to perform many tasks, such as taking vital signs, assisting with minor surgical procedures and tests, and performing patients' urinalyses.

When you have successfully completed the program, you will be qualified to work in many different settings such as: medical offices, walk in clinics, chiropractic or physiotherapy offices, insurance agencies, hospitals and other areas in the health care profession.

You finish your program with a four week practicum in a medical office, and follow that with career preparation where we will help you with your resume and assist you in finding employment as a Medical Office Assistant.



Why MTI?

I decided to come to MTI because my children were getting older, and it wasn't going to disrupt their lives as much if I wanted to better myself. My experience at MTI was wonderful, rewarding, and challenging – it was the right thing for me to do. My instructors were supportive, understanding, knowledgeable, and fun. I've recommended MTI to my friends, because I felt supported, guided, and educated in a friendly environment.

Tamara W., Medical Administrative Assistant

The Faculty of Business

A photograph of four business professionals (three men and one woman) in business attire, smiling and posing in front of a modern building with a glass facade. The image is used as a background for the document cover.

Business Administration 27

Business Management 28

Payroll Certification 29

Office Administration 30

Accounting & Payroll 31



Business Administration



Career possibilities

Client Services Associate

Administrative Assistant , Office Administrator

General Administrator, Administrative Clerk

This diploma program is designed to provide you with a broad skill set in business administration. The Business Administration Program is offered primarily in a self-directed learning format and is not a lecture based program. Students will be required to attend an extra four 1 hour sessions outside of regular class hours to meet the Business Seminar sessions of this program. During the seminars students may cover topics such as effective communication skills, telephone technique, critical thinking and problem solving in the workplace.

You will be trained in word processing, spreadsheets, databases, presentations, business math, business English, bookkeeping and computerized accounting concepts. These skills will give you the competence and ability to thrive in any business environment.

After successful completion of your core courses you will complete a 4 week practicum in a business environment. Your final week of learning will focus on your Career & Personal Development course that will prepare you to write an effective cover letter and resume, to develop job interview skills and to learn how to search for job opportunities.

Upon graduation you will be prepared to begin a career as an office administrator, inventory controller, accounting/bookkeeping assistant, customer service representative or business owner. As a successful graduate you will be prepared to work in public and private companies, community organizations and educational and financial institutions.

Entrance Requirements

Grade 12 or Mature Student

Domestic:

- Entrance Assessment

International:

- Entrance Assessment, or
- IELTS 6.0 or equivalent

Curriculum

Windows

Outlook

Microsoft Word – Levels 1 & 2

Microsoft Excel – Levels 1, 2 & 3

Microsoft Access – Levels 1 & 2

Microsoft PowerPoint – Levels 1 & 2

Microsoft Integration

Microsoft Publisher

Business Math

Business English

Principles of Accounting

Quickbooks

ACCPAC

Administrative Skills

Keyboarding

Business Seminars

Practicum

Career & Professional

Development



Business Management

Entrance Requirements

Grade 12 or Mature Student
Domestic:

- Entrance Assessment

International:

- Entrance Assessment, or
- IELTS 6.0 or equivalent
- Math Assessment

Curriculum

Windows

Outlook

Microsoft Word – Levels 1 & 2

Microsoft Excel – Levels 1, 2 & 3

Microsoft PowerPoint – Levels 1&2

Microsoft Integration

Publisher

Business Math

Business English

Principles and Applications of

Accounting

Quickbooks

Simply Accounting

Administrative Skills

Business Seminars

Fundamentals of Business

Marketing

Supervisory Skills

Keyboarding

Practicum

Career & Professional

Development



This diploma program is designed to provide you with a broad skill set in business management. The Business Management Program is offered in a blended learning format. Students will be required to attend an extra four 1 hour sessions outside of regular class hours to meet the Business Seminar sessions of this program. During the seminars students may cover topics such as effective communication skills, telephone technique, critical thinking and problem solving in the workplace.

You will be trained in word processing, spreadsheets, databases, presentations, business math, business English, bookkeeping, computerized accounting concepts, sales and marketing, and supervisory skills. These skills will give you the competence and ability to thrive in any business environment.

After successful completion of your core courses you will complete a 4 week practicum in a business environment. Your final week of learning will focus on your Career & Personal Development course that will prepare you to write an effective cover letter and resume, to develop job interview skills and to learn how to search for job opportunities.

Upon graduation you will be prepared to begin a career as an office administrator, inventory controller, accounting/bookkeeping assistant, customer service representative or business owner. As a successful graduate you will be prepared to work in public and private companies, community organizations and educational and financial institutions.



Payroll Certification



Career possibilities

**Payroll Administrator, Payroll Clerk
Pay & Benefits Administrator, Benefits Clerk
Payroll Assistant**

This 15 week program is designed for those that already have business experience, but are looking to advance their skill sets in the area of payroll administration.

In this program you will take a basic bookkeeping course and the 3 payroll courses required for payroll certification. You will complete your program with a Career & Personal Development course that will prepare you to write an effective cover letter and resume, to develop job interview skills and to learn how to search for job opportunities.

Career paths can be pursued as a payroll clerk, payroll and benefits administrator or payroll administrator in medium and large size businesses or you can utilize all these skills in your own business. As a successful graduate you will be prepared to work in government offices, public and private companies, community organizations and educational institutions.

Payroll Certification: Successful graduates of this program will meet the program requirements to receive the Payroll Compliance Practitioner Certification (PCP) issued by the Canadian Payroll Association (CPA). The certification is nationally recognized as the standard of excellence for payroll training.

Entrance Requirements

Grade 12 or Mature Student

Domestic:

- Entrance Assessment

International:

- Entrance Assessment, or
- IELTS 6.0 or equivalent
- Math Assessment

Curriculum

Principles and Applications of Accounting

Payroll Compliance Legislation

Payroll Fundamentals I

Payroll Fundamentals II

Career & Professional Development



Office Administration

Career possibilities

**Administrative Assistant, Executive Assistant
Office Clerk, Front Office Administrator
Customer Service Clerk, Office Assistant**

Entrance Requirements

Grade 12 or Mature Student

Domestic:

- Entrance Assessment

International:

- Entrance Assessment, or
- IELTS 6.0 or equivalent
- Math Assessment

Curriculum

Windows

Outlook

Microsoft Word – Levels 1 & 2

Microsoft Excel – Levels 1, 2 & 3

Microsoft Access – Level 1 & 2

Microsoft PowerPoint – Levels 1 & 2

Microsoft Integration

Microsoft Publisher

Business Math

Business English

Principles of Accounting

Quickbooks

Administrative Skills

Business Seminars

Keyboarding

Practicum (4 weeks)

Career & Professional Development

This program offers you the clerical, administrative, word processing and basic bookkeeping knowledge and skills necessary to gain employment in today's competitive business environment. The Administrative Assistant Program is offered primarily in a self-directed learning format and is not a lecture based program. Students will be required to attend an extra four 1 hour sessions outside of regular class hours to meet the Business Seminar sessions of this program. During the seminars students may cover topics such as effective communication skills, telephone technique, critical thinking and problem solving in the workplace.

The objective of the program is to give you hands-on training in various key administrative areas of a business. You will be trained in word processing, spreadsheets, databases and other relevant software, as well as bookkeeping concepts, Quickbooks computerized accounting and administrative skills.

After successful completion of your core courses you will complete a 4 week practicum in a business environment. Your final week of learning will focus on your Career & Personal Development course that will prepare you to write an effective cover letter and resume, to develop job interview skills and to learn how to search for job opportunities.

Career paths can be pursued in small, medium and large size businesses. As a successful graduate you are prepared to work in administrative positions in businesses, public and private companies, community organizations and educational institutions.



Accounting & Payroll

A diploma in accounting and payroll will provide you with a well rounded exposure to the professional business environment and will give you the skills for successful careers in accounting and payroll administration. The Accounting and Payroll Administrator Program is offered primarily in a self-directed learning format and is not a lecture based program. Students will be required to attend an extra four 1 hour sessions outside of regular class hours to meet the Business Seminar sessions of this program. During the seminars students may cover topics such as effective communication skills, telephone technique, critical thinking and problem solving in the workplace.

This comprehensive program will train you in-depth in MS Office, business math, business English, bookkeeping, computerized accounting concepts and payroll administration. These skills will give you the competence and ability to thrive in a wide assortment of careers in the business and accounting fields, as well as payroll administration.

After successful completion of your core courses you will complete a 4 week practicum in a business environment. Your final week of learning will focus on your Career & Personal Development course that will prepare you to write an effective cover letter and resume, to develop job interview skills and to learn how to search for job opportunities.

Career paths can be pursued as accounting and payroll clerks in medium and large size businesses or you can utilize all these skills in your own business. As a successful graduate you will be prepared to work in government offices, public and private companies, community organizations and educational institutions.

Payroll Certification: Successful graduates of this program will meet the program requirements to receive the Payroll Compliance Practitioner Certification (PCP) issued by the Canadian Payroll Association (CPA). The certification is nationally recognized as the standard of excellence for payroll training.



Career possibilities

- Payroll Administrator, Benefits Clerk
- Accounts Receivable, Financial Officer
- Payroll Assistant, Accounts Payable Clerk

Entrance Requirements

Grade 12 or Mature Student

Domestic:

- Entrance Assessment

International:

- Entrance Assessment, or
- IELTS 6.0 or equivalent
- Math Assessment

Curriculum

Windows / Outlook
Microsoft Word – Levels 1 & 2
Microsoft Excel – Levels 1, 2 & 3
Microsoft Access – Levels 1 & 2
Microsoft PowerPoint – Level 1
Microsoft Integration
Principles & Applications of Accounting
Business Math
Payroll Compliance Legislation
Payroll Fundamentals – Levels 1 & 2
QuickBooks
Simply Accounting & Certification Exam
ACCPAC
Business Seminars
Keyboarding
Practicum
Career & Professional Development



Why MTI?

Before I came to MTI, I was working full time as a hairdresser. I wanted to get into the business field without committing to a four-year bachelor's program. My experience at MTI was a lot different than I expected it to be. My instructors were very helpful and approachable. I would recommend MTI because every student gets a lot of one-on-one time with teachers if help is needed.

Kate B., Business Management

The Faculty of Tourism & Hospitality

A photograph of a hotel employee, a woman with long dark hair wearing a grey blazer over a white shirt, smiling and handing a key card to a guest. The guest is a man in a tan trench coat, seen from the side. They are at a dark, polished hotel desk. The background is a wood-paneled wall.

Hospitality Operations 34

Travel & Tourism 35

Tourism & Hospitality Management 36

Hospitality Management 37



Hospitality Operations



Career possibilities

Hotel Room Attendant
Banquet Server
Guest Services Attendant

Entrance Requirements

- Grade 12 or Mature Student
- Completion of a Criminal Record Check
- Domestic:
 - Entrance Assessment
- International:
 - Entrance Assessment, or
 - IELTS 6.0 or equivalent
 - Math Assessment

Curriculum

- Word Level 1
- Excel Level 1
- Introduction to the Hospitality Industry
- Office Procedures
- Leadership and Management
- Basic Hotel and Restaurant Accounting
- Housekeeping Management
- Marketing of Hospitality Services
- Hospitality Supervision
- Food & Beverage Management
- Food Safe/Serving It Right/Bar Service/ World Host
- Guest Services Gold
- Practicum
- Career & Professional Development

The world of Hospitality is a fast growing industry full of exciting opportunities for graduates of this Certificate program. The Hospitality industry consists of lodging and food and beverage operations and this program will prepare you to work in any of these settings.

The purpose of this program is to prepare graduates to succeed in a wide variety of areas within the Hospitality industry. The program structure is a computer based learning model which allows students to spend the time they need to be successful in various areas of the curriculum. The hospitality industry is British Columbia's number one employer and to benefit from these exciting hospitality career opportunities you need to start your training and career now.

The college also provides Guest Service Gold training, a new guest service training program developed by the Educational Institute that shows students how to achieve a new standard of exceptional service based on emotionally engaging with guests in memorable ways. Graduates in the Hospitality Operations Certificate Program will receive certification from the prestigious Educational Institute of American Hotel and Lodging Association (AH&LA). MTI further enhances your training with a hands-on practicum.



Travel & Tourism



Career possibilities

Leisure Travel Consultant
Travel Agent, Cruise Consultant
Tour Guide, Airline Customer Service Agent

MTI's Travel and Tourism Diploma Program will give you the skills needed to be employed in the fast growing tourism industry. You will gain business and field related theory and practical skills necessary for success in your new career in Travel and Tourism.

As part of your hands-on training you will learn both Apollo and Sabre the two main computer reservation systems used in Canadian travel agencies. This program is endorsed by the Canadian Institute of Travel Counsellors (CITC) and is recognized worldwide. After successful completion of this program you will sit the CITC exam.

Your career in Travel and Tourism will prepare you to work in a wide variety of careers in the tourism industry such as tour operators, cruise specialists, airline reservation agents, airport gate agents, travel counselors and hotel front desk agents.

Start your training in Travel and Tourism and be one step closer to a rewarding and challenging career in a fast paced and dynamic industry.

Entrance Requirements

Grade 12 or Mature Student

Domestic:

- Entrance Assessment

International:

- Entrance Assessment, or
- IELTS 6.0 or equivalent
- Math Assessment

Curriculum

Fundamentals of Tourism

Tour Operations

World Destinations – Levels I and II

Airline Ticketing – Apollo/Sabre

Road Travel & Accommodations

Rail Transportation

Cruise Industry

Adventure Tourism

Front Office Procedures

Sales & Marketing

Microsoft Word

Microsoft Excel

Microsoft Powerpoint

Worldhost

Practicum

Career & Professional Development



Tourism & Hospitality Management

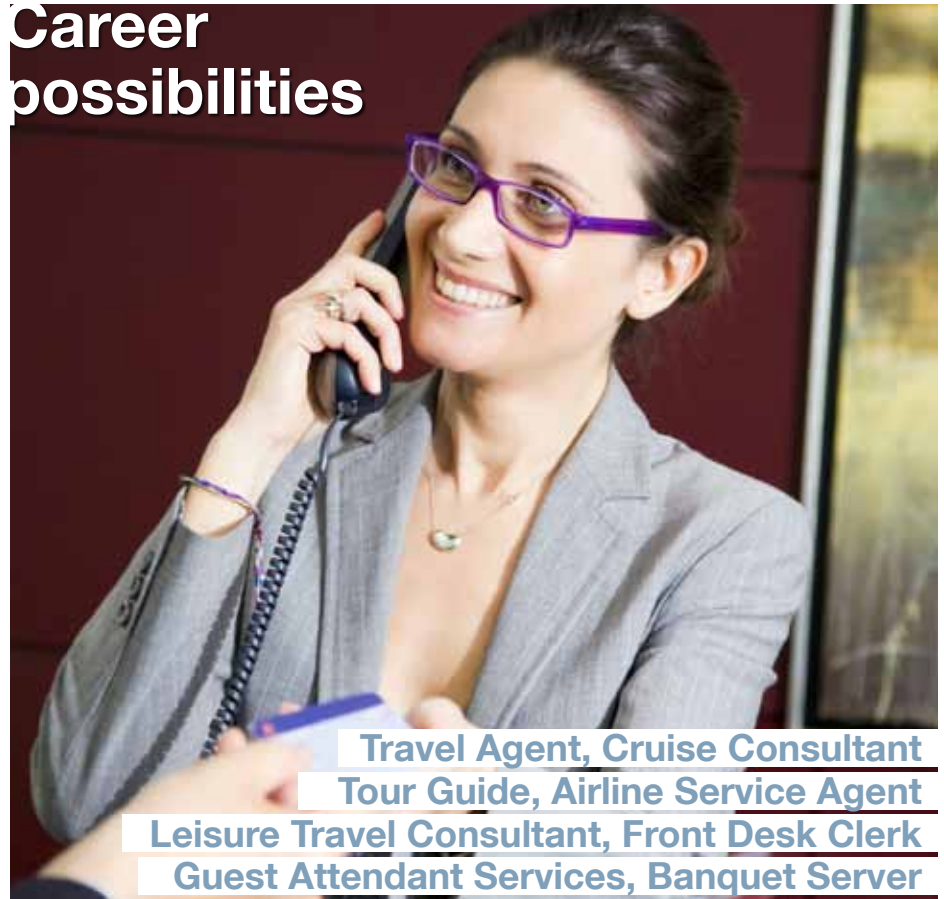
Entrance Requirements

Grade 12 or Mature Student
Entrance Assessment
Completion of a Criminal Record Check

Curriculum

Fundamentals of Tourism
Tour Operations
World Destinations I & II Airline
Ticketing – Apollo/Sabre
Road Travel & Accommodations
Rail Transportation
Cruise Industry
Adventure Tourism
Front Office Procedures
Sales & Marketing
MS Word / Excel / Outlook
Superhost
Introduction to the Hospitality Industry
Leadership and Management
Basic Hotel & Restaurant Accounting
Housekeeping Management
Marketing of Hospitality Services
Hospitality Supervision
Food & Beverage Management
Contemporary Club Management
Hospitality Facilities Management
Convention Management & Service
Customers for Keeps, Serving It Right
Food Safe, Bar Service
Human Resources Management
Security & Loss Prevention
Tourism Practicum
Hospitality Practicum
Career & Professional Development

Career possibilities



**Travel Agent, Cruise Consultant
Tour Guide, Airline Service Agent**

**Leisure Travel Consultant, Front Desk Clerk
Guest Attendant Services, Banquet Server**

MTI's Tourism and Hospitality 2 year Diploma Program will give you the skills needed to be employed in the fast growing tourism industry. With the city of Vancouver having been a host city for the 2010 Winter Olympics, there will be increasing demand for Travel and Tourism employees as the industry grows from its international exposure.

You will gain business and field related theory and practical skills necessary for success in your new career. As part of your hands-on training you will learn both Apollo and Sabre the two main computer reservation systems used in the Canadian travel industry. The program structure is both lecture and computer based learning. After successful completion of this program you will sit the CITC exam. Graduates in the Tourism & Hospitality Management Diploma Program will receive certification from the prestigious Educational Institute of American Hotel and Lodging Association (AH&LA).

Your career in Tourism and Hospitality Management will prepare you to work in a wide variety of careers in the tourism industry such as tour operators, cruise specialists, airline reservation agents, airport gate agents, travel counsellors and hotel front desk agents. Start your training in Tourism and Hospitality Management and be one step closer to a rewarding and challenging career in a fast paced and dynamic industry.



Hospitality Management



Career possibilities

**Front Desk Clerk, Guest Service Clerk
Hotel Customer Service Agent
Banquet Server, Hotel Room Attendant**

The world of Hospitality is a fast growing industry full of exciting opportunities for graduates of this Diploma program. The Hospitality industry consists of lodging operations, and food and beverage operations, and this program will prepare you to work in any of these settings.

The purpose of MTI's program is to prepare graduates to succeed in a wide variety of areas within the Hospitality industry. The program structure is a computer based learning model which allows students to spend the time they need to be successful in various areas of the curriculum. A Diploma in Hospitality from MTI allows you to work anywhere in the world in a wide variety of hospitality career options. Along with your Diploma from MTI, when you graduate you will receive a certificate in Food Safe, a Serving It Right Certificate and 13 Certificates from the American Hotel and Lodging Association.

The college also provides Guest Service Gold training, a new guest service training program developed by the Educational Institute that shows students how to achieve a new standard of exceptional service based on emotionally engaging with guests in memorable ways. To benefit from these career opportunities you need to start your training and career now. MTI further enhances your training with a hands-on practicum.

Entrance Requirements

- Grade 12 or Mature Student
- Completion of a Criminal Record Check
- Domestic:
 - Entrance Assessment
- International:
 - Entrance Assessment, or
 - IELTS 6.0 (or equivalent)
 - Math Assessment

Curriculum

- Word Level 1
- Excel Level 1
- Introduction to the Hospitality Industry
- Front Office Procedures
- Leadership and Management
- Basic Hotel and Restaurant Accounting
- Housekeeping Management
- Marketing of Hospitality Services
- Hospitality Supervision
- Food & Beverage Management
- Contemporary Club Management
- Hospitality Facilities Management
- Convention Management & Service
- World Host, Serving It Right
- Food Safe, Bar Service, Guest Services Gold
- Human Resources Management
- Security & Loss Prevention Management
- Practicum
- Career & Professional Development

A photograph of three medical professionals, two women and one man, wearing white and light blue scrubs. They are looking down at a document or tablet, appearing focused and collaborative. The background is a bright, out-of-focus indoor setting.

Why MTI?

I was on unemployment insurance before I came to MTI. I decided to come to MTI because it had the program I was looking for within the area that I live. My experience at MTI was an overall good one. The staff was great, and my instructor was awesome, incorporating different strategies to help us learn. Although it was long and challenging, my favourite part of the program was learning about anatomy and disease.

Tina G., Medical Office Assistant

The Faculty of International Studies



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Professional Business Management Work Experience



Career possibilities

**Office Manager, Sales Representative
Sales & Marketing Support
Financial Consultant, Assistant Manager**

Entrance Requirements

Entrance Assessment, or
IELTS 6.0 or equivalent
1 Year Experience in Business

Curriculum

Windows / Outlook / Keyboarding
Microsoft Word – Levels 1, 2 & 3
Microsoft Excel – Levels 1, 2, 3 & 4
Microsoft Access – Levels 1, 2 & 3
Microsoft PowerPoint – Levels 1 & 2
Microsoft Integration / Publisher
Business Math / Business English
Principles & Applications of Accounting
QuickBooks / Simply / ACCPAC
Administrative Skills
Fundamentals of Business
Human Resources Management
Marketing
Supervisory Skills
Advanced Business Communications
Business Work Experience – 12 weeks (in
Term 3 of the 4 term program)
Career & Professional Development

The Professional Business Management Work Experience program is designed to provide you with a broad skill set in business management. This program is offered in both a self-directed learning format and lecture based format. There are 4 courses in the program that follow the lecture based format and the remaining courses are in self-directed learning format.

Students will be required to attend an extra four 1 hour sessions outside of regular class hours to meet the Business Seminar sessions of this program. During the seminars students may cover topics such as effective communication skills, telephone technique, critical thinking and problem solving in the workplace.

You will be trained in word processing, spreadsheets, databases, presentations, business math, business English, business skills, human resource management, business communication, bookkeeping, computerized accounting concepts, sales and marketing, and supervisory skills. These skills will give you the competence and ability to thrive in any business environment. After successful completion of your core courses you will complete a paid 12 week business work experience in a business environment. Students taking this program must have a minimum of one year experience in a business setting in order to be eligible for an internship. Proof of one year of employment must be provided at time of registration.

Your final week of learning will focus on your Career & Personal Development course that will prepare you to write an effective cover letter and resume, to develop job interview skills and to learn how to search for job opportunities within Canada.



Nursing Licensure Preparation



Career possibilities

Long Term Care Facilities

Assisted Living Facilities

Hospitals, Home Support Services

This professional preparation program provides comprehensive training for foreign trained health care providers who are currently licensed as practicing registered nurses in another country. The program develops a level of content mastery in students so students can be successful in writing the Canadian Registered Nurse Examination [CRNE]. Internationally educated Registered Nurses (RN) who come to Canada are required to pass the CRNE before they can practice as a nurse in Canada. The examination measures the competencies required of nurses for safe and effective practice. The program was designed to upgrade your skills in nursing language to meet Canadian standards in preparation of taking the CRNE. In order to work as an RN in Canada, you must first write and pass the CRN Exam. Following the completion of MTI's program you will be prepared to take the RN exam and achieve a passing grade.

Success on this exam requires more than just reviewing content tested on the exam. It also entails knowing how to effectively make nursing judgments. Some internationally trained nurses try to write the exam on their own, but many have failed. Even though these nurses are qualified health care professionals in their own country, their struggle is usually due to the language/comprehension barrier, the difference in nursing standards and difficulty in cultural adaptation. MTI Community College's Nursing Licensure Prep program teaches the specific occupational language and cultural skills necessary to work effectively as a nurse in Canada and to apply this knowledge to the CRN Exam.

Students should be prepared to attend classes 30 hours per week and then do additional study hours of 20-30 hours per week. Student success on the exam is determined by the amount of time students put into practicing their English, reviewing the Canadian Nursing system and practicing CRN sample exam questions.

Entrance Requirements

IELTS 6.5 (or equivalent)
Bachelor's Degree or Diploma in Nursing

Curriculum

Preparation for the CRN Exam
Core Values and Ethics
Competencies & Professional Practice
Nursing roles and Practice Settings
General practice & Nursing Specialties
Standards of Practice
Alterations in Health
Illness Prevention Across the Lifespan
Nurse-person Relationship
Nursing in a Specific Purpose Setting
Growth and Development
Infection
General Nursing Care & Perioperative Care
Neoplastic Disorders
Circulatory System & Major Disorders
Respiratory System & Major Disorders
Endocrine System & Major Disorders
Integumentary System & Major Disorders
Urinary/reproductive Systems & Major Disorders
Gastrointestinal System & Major Disorders
Neuromusculoskeletal systems & Major Disorders
Women's Health and Childbearing
Complications of Pregnancy, Labour & Birth
High Risk Pregnancy & High Risk Newborns
Family Planning & Women's Health
Special needs & Health Problems
Children's Health Problems
Psychiatric / Mental Health Counseling
Classification of Mental & Psychotic Disorders
Client Focused Care / Nursing Interview Preparation



Level II Dental Assisting Term 2 Exam Preparation

Entrance Requirements

- Complete of Dental Hygienist Program
- Hep-B Immunization
- Dental check-up before start date
- Clean Criminal Record



Career possibilities

Hospital Dentistry
Private Dental Practices
Specialty Dental Practices

Internationally trained dental hygienists can prepare to take the Level II Dental Assisting licensing exam by completing the second term courses in the Level II Dental Assisting Program at MTI.

During the course of your studies you will have the opportunity to acquire the standards of practice for dental assistants in Canada, to improve your oral and written English skills in relation to being a dental assistant, and to review dental terminology, dental assistant theory and dental assistant clinical skills in an English based setting. Knowledge and clinical skills, together, contribute to the professional roles as part of a dental health team.

The approach of term 2 of this program is based upon the realities of today's dental practices. Classroom and clinic time cover the competency-based skills necessary to be successful on the licensing exams. Your clinical practice sessions will take place at MTI's Dental Clinical Site. You will be schooled in the expectations of chair-side assisting duties, radiography, and basic hygiene care. The outcome is a level of training that attests to the quality of care expected by dentists and patients alike.

Upon successful completion of the term II courses, you will receive a transcript of the courses taken in term II. It is the students' responsibility to ensure that they are eligible to write the licensing exams for Dental Assistants, and to become a Certified Dental Assistant in B.C. Registration for the licensing exams and fees associated with the exams are the students' responsibility.

Certified Dental Assistants have many career options – in addition to the dental practice. CDAs can find employment opportunities in public health, dental supply sales and marketing, and in dental education.



Hospitality Management Work Experience

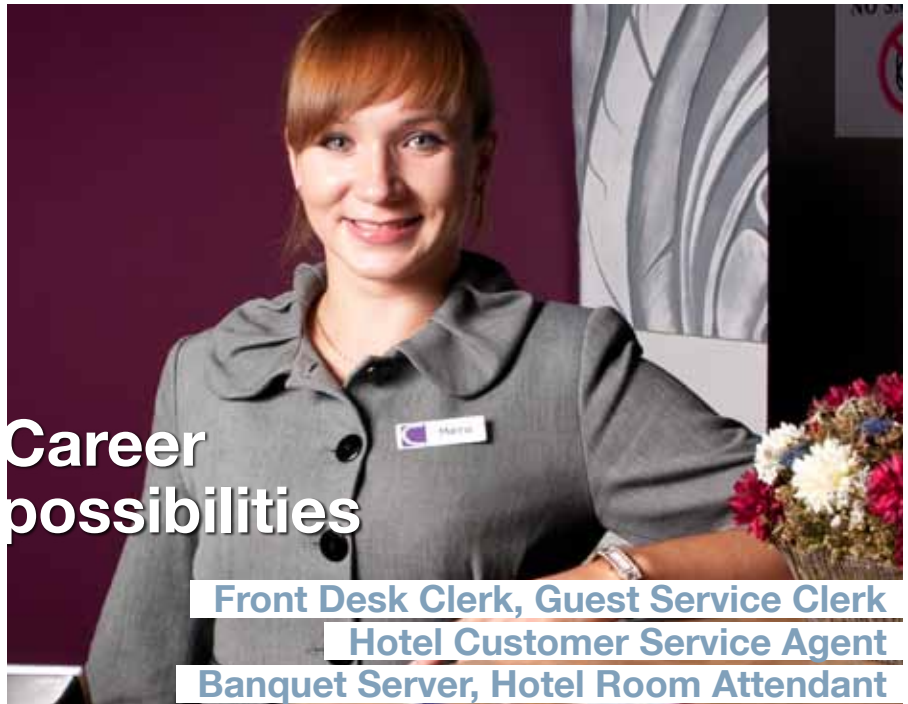
MTI's Hospitality Management Internship Program is designed for International students that want to acquire Canadian skills and knowledge in the hospitality industry. The world of Hospitality is a fast growing industry full of exciting opportunities for graduates of this Diploma program.

The Hospitality industry consists of lodging and food and beverage operations and this program will prepare you to work in any of these settings. The program structure is a computer based learning model which allows students to spend the time they need to be successful in various areas of the curriculum.

The Hospitality Industry is one of B.C.'s largest employers and the industry continues to grow. Along with your Diploma from MTI, when you graduate you will receive a certificate in Food Safe, a Serving It Right Certificate and 13 Certificates from the American Hotel and Lodging Association.

The college also provides Guest Service Gold training, a new guest service training program developed by the Educational Institute that shows students how to achieve a new standard of exceptional service based on emotionally engaging with guests in memorable ways. MTI further enhances your training with a 28-week work experience in a hospitality setting.

The type of work experience is dependent upon the economic situation within Vancouver and the hospitality industry at the time that the work experience is scheduled to occur. In a paid co-op, students can expect to be paid between \$500 and \$1000 per month during the co-op experience.



Entrance Requirements

Entrance Assessment, or
IELTS 6.0 or equivalent
Math Assessment

Curriculum

Word Level 1 / Excel Level 1
Introduction to the Hospitality Industry
Front Office Procedures
Leadership and Management
Basic Hotel and Restaurant Accounting
Housekeeping Management
Marketing of Hospitality Services
Hospitality Supervision
Food & Beverage Management
Contemporary Club Management
Hospitality Facilities Management
Convention Management & Service
Customers for Keeps, Serving It Right
Food Safe, Bar Service
Human Resources Management
Security & Loss Prevention Management
Work Experience – 28 weeks
Career & Professional Development



Tourism & Hospitality Work Experience



Career possibilities

**Travel Agent, Cruise Consultant
Tour Guide, Airline Service Agent
Leisure Travel Consultant, Front Desk Clerk
Guest Attendant Services, Banquet Server**

Entrance Requirements

Entrance Assessment, or
IELTS 6.0 or equivalent

Curriculum

Fundamentals of Tourism / Tour Operations
World Destination I and II
Airline Ticketing – Apollo/Sabre
Road Travel & Accommodations
Rail Transportation / Cruise Industry
Adventure Tourism
Front Office Procedures / Sales & Marketing
MS Word / MS Excel / MS Powerpoint
Worldhost / Guest Services Gold
Introduction to the Hospitality Industry
Housekeeping Management
Basic Hotel and Restaurant Accounting
Marketing of Hospitality Services
Hospitality Supervision / Food/Beverage Management
Contemporary Club Management
Hospitality Facilities Management
Convention Management & Service
Customers for Keeps, Serving It Right, Food Safe, Bar
Service & Human Resources Management
Security & Loss Prevention Management
Tourism Practicum – 3 weeks
Hospitality Co-Op – 26 weeks
Career & Professional Development

MTI's Tourism and Hospitality 2 year Diploma Work Experience Program is designed for International students that want to acquire Canadian skills and knowledge in the fast growing tourism/hospitality industry. You will gain business and field related theory and practical skills necessary for success in your new career. As part of your hands-on training you will learn both Apollo and Sabre the two main computer reservation systems used in the Canadian travel industry. The program structure is both lecture and computer based learning.

After successful completion of year 1 you will sit the CITC exam. Along with your Diploma from MTI, when you graduate you will receive a certificate in Food Safe, a Serving It Right Certificate and 13 Certificates from the American Hotel and Lodging Association. The college also provides Guest Service Gold training, a new guest service training program developed by the Educational Institute that shows students how to achieve a new standard of exceptional service based on emotionally engaging with guests in memorable ways.

Your career in Tourism and Hospitality Management will prepare you to work in a wide variety of careers in the tourism industry such as tour operators, cruise specialists, airline reservation agents, airport gate agents, travel counsellors, hotel front desk agents, housekeeping attendants, bellperson or catering assistants. This program includes one 3 week practicum in a Tourism setting and a 26 week Co-Op in a Hospitality setting.

A photograph of two female students in a laboratory setting. They are wearing white lab coats and clear safety goggles with blue temples. They are both looking intently at a white and black compound microscope. The student on the left is slightly behind the one on the right. The background is softly blurred, showing other parts of the lab environment.

Why MTI?

I was researching what profession would suit me, and decided to come to MTI because it was the right fit for what I wanted to do. My time at MTI was great! I will be sad to not see my fellow students and the great teaching staff anymore. I really appreciate everything I learned through this experience. My instructors were amazing, like very close friends. They made learning fun and easy. My favourite parts of the program included specimen collection, ECGs, and pharmacology. I think the small class sizes and in-depth training give the best advantage for the work field. I already have a job, working at Surrey Memorial Hospital. I would like to thank all my teachers for their efforts. I never thought I would graduate with honors, but thanks to them, I did!

Stefanie Z., Medical Lab Assistant

Do you want to make \$100 *and* help your friends?

Our referral program is just what you're looking for!

Cut this card out, print your name on it and give it to a friend to receive \$100! See all the details below!



Earn \$100!!

Print your name: _____
Phone Number: _____

The bearer of this card will be entitled to a \$100 reduction in fees to be credited to their final payment to MTI Community College. The person named on the card will be entitled to \$100, payable after the person referred has completed the first 30 days of their program. There is no cash surrender value for this card. Only programs 12 weeks or longer are eligible for the referral program. This card must be presented on or before the first appointment.

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**Your future starts here, at
MTI Community College.**

**We're committed to
helping you along the path
to a new career.**

The next step is yours.

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