

MAX Technical Training

**4900 Parkway Drive, Suite 160
Mason, Ohio 45040**

2020 SCHOOL CATALOG

TABLE OF CONTENTS

TABLE OF CONTENTS.....	2
Our Philosophy	5
Training Facility.....	6
Training Accessibility Plan.....	6
Accreditation.....	6
School Calendar	6
Student Rights.....	7
Non-Discrimination and Diversity Policy	8
Student Code of Conduct	8
Enrollment Procedures.....	9
Admission Requirements	9
Enrollment Dates	10
Tuition.....	10
Privacy and Release of Student Educational Records	10
Educational Records	10
Guidelines for the Use and Release of Student Employment Information.....	11
Right to Cancel Policy	11
Attendance Policy	12
Tardiness Policy.....	13
Appeal of Attendance Probation.....	13
Standards for Satisfactory Academic Progress.....	13
Retake Policy	14
Refund Policy.....	15
Graduation Requirements	16
Credit for previous education or training.....	16
Student Aid	16

Grants - Scholarships	16
Grievance Procedures	17
Emergency Procedures.....	18
Business Software Specialist	19
Program Objective	19
Program Prerequisites	19
Minimum Requirements for Certificate.....	19
Program Length	19
Program Description	19
Areas of Emphasis	19
Program Tuition & Fees.....	20
Sample Student Recommendations.....	20
Graduation Requirements	20
Java Developer bootcamp.....	21
Program Objective	21
Program Prerequisites	21
Program Length	21
Program Description	21
Program Outline.....	21
Graduation Requirements	22
Titles	22
.NET Developer bootcamp	23
Program Objective	23
Program Prerequisites	23
Program Length	23
Program Description	23
Program Outline.....	23
Graduation Requirements	24
Titles	24
Microsoft Job Role Based Certifications	25
Program Objective	25
Program Prerequisites	25
Program Length	25
Program description	25
Microsoft Job Role Based Certification:.....	25
Graduation Requirements	26
Titles	26
IT Business Analyst Program	27
Program Objective	27
Program Prerequisites	27
Program Length	27
Program Description	27
Program Outline.....	27

Graduation Requirements	28
Titles	28
Data Analytics Bootcamp	29
Program Objective	29
Program Prerequisites	29
Program Length	29
Program Description	29
Program Outline.....	29
Graduation Requirements	30
Titles	30
Faculty & Administrators	31

Our Philosophy

MAX Technical Training (MTT) has developed an *award-winning* training program designed to provide the computer novice with advanced proficiencies in the most popular business software. Our program:

- teaches up-to-date software skills for the business world
- conducts instructor-led training sessions
- offers enrolled students a broad range of career-related services and resources

Our philosophy is to offer its clients *training only in the areas that they need*. Each set of training recommendations is customized based upon the individual's experience, skills, interests and career objectives. This award-winning training approach allows MTT to tie the student's learning directly to their desired field of employment, thus reducing the time and money spent in learning proficiencies which are not beneficial.

MTT provides a blended model that includes *instructor-led training* and practice tools, including performance coaching for satisfactory completion. This combination has proven to help our students master application proficiencies in a shorter amount of time.

MTT does not discriminate on the basis of race, religion, color, national origin, sex, handicap/disability, sexual orientation, age, or Vietnam era/disabled veteran status in employment or in the application, admission, participation, access and treatment of persons in instructional or employment programs and activities.

What to Expect From Us

- The staff at MTT is credentialed, professional and sincere. Everything we do is done with the utmost honesty and integrity.
- We treat everyone as an individual. We strive to meet our customers' specific needs.
- We strive to do things right, but more importantly, we always choose to do the right thing.

Training Facility

MTT facility is located at:

4900 Parkway Dr., Suite 160
Mason, OH 45040

Training Accessibility Plan

MTT is committed to making its services accessible to most customers with disabilities who need them. We will work with customers and other third-party services to provide a reasonable accommodation to meet your needs.

If you have a question about the accessibility of any of our services or resources, please contact Patricia Miller, School Director.

Accreditation

MTT has developed a strong track record as a regional source of professional computer instruction. We work hard to maintain the following distinctions:

- Microsoft Partner Silver Learning
- CompTIA
- Approved WIOA, BVR, NAFTA, and TANF Training Vendor
- Registered with Ohio State Board of Career Colleges and Schools

School Calendar

MTT operates on a non-traditional term; we do not utilize the conventional academic calendar of quarters or semesters. Our programs range from 6 - 357 hours over a one (1) to fifty (50) week timeframe (the school reserves the right to amend the calendar, as it deems necessary).

New classes are scheduled as demand warrants and are dependent on enrollment sufficient to meet class size requirements of 4 students or more.

Class times are 9am – 4:30 pm unless otherwise noted on training schedule.

There will be no classes held on the following Holidays:

Memorial Day
Independence Day
Labor Day
Thanksgiving Holiday (Thursday and Friday)
Christmas Day

Student Rights

MTT seeks to maintain an environment where students have the following rights:

- *Student Files* – Students have the right to inspect and review their educational records within fifteen (15) days of the day the School receives a request for action in writing. Transcript request included.
- *Expression* - Students can freely examine and exchange diverse ideas in an orderly manner inside and outside the classroom.
- *Association* - Students can associate freely with other individuals, groups of individuals and organizations for purposes which do not infringe on the rights of others.
- *Freedom from Discrimination* - Students can expect to participate fully in the School community without discrimination as to gender, race, creed, national origin, age, disability, religion, or sexual orientation, as defined by federal and state law and School regulations.
- *Safe Environment* - Students can function in their daily activities without unreasonable concerns for personal safety, abuse, exploitation, retaliation and humiliation.
- *Discipline* - Students can expect discipline to be implemented through established procedures containing all elements of due process for the adjudication of charges, and the opportunity for continued School involvement (as appropriate) until the resolution of the charges.
- *Privacy* - Students are free of unreasonable intrusions into personal records and/or matters relevant to training as outlined by MTT' Confidentiality of Student Records policy.
- *Grievance Process* - Students have access to established procedures for respectfully presenting and addressing their concerns/complaints to the School.
- *Education* - Students have access to excellent faculty, academic technology, classrooms, libraries, presentations and other resources necessary for the learning process.
- *Prompt Responses from Administration* - Students have the right to expect prompt and courteous responses from the School's academic and administrative departments.
- *Academic and Administrative Policies* - Students can expect academic and administrative policies that support intellectual inquiry, learning, and growth.

Non-Discrimination and Diversity Policy

In all of its activities, MTT strives to sustain an open exchange of ideas in an environment that embodies the values of academic freedom, responsibility, integrity, and cooperation; that provides an atmosphere of mutual respect, free from discrimination or harassment on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, disability, socioeconomic status, or any other forms of prejudice and intolerance. MTT is therefore committed to providing equal access to educational and employment opportunities that promote diversity, foster successful academic experiences, and cultivate the workforce of the next generation.

Student Code of Conduct

In order to ensure the best learning environment possible, students are expected to act in a mature and considerate manner. The following may result in disciplinary action, including suspension or dismissal from the training program, as well as legal proceedings:

- Vandalism or willful damage to any property of the school or any person
- Theft of any property of the school or of any person
- Harassing, physically threatening, or physically or verbally abusing any person at the school, or conducting oneself in a manner endangering the health or safety of any person
- Under the influence, possession, distribution or selling of illicit drugs and/or alcohol
- Possession of firearms and weapons, or any other device which would endanger the health or safety of any person
- Downloading, viewing, or printing objectionable material (as determined by MTT) from the Internet
- Downloading and/or installing software to or from MTT's computers, or making changes to the system setup or computer settings without instructions, supervision, or permission from a MTT representative
- Disruptive classroom or other inappropriate behavior as determined by MTT
- Under no circumstances are children, spouses or friends permitted to attend class.

The sanctions below may be imposed upon a student for an infraction of the Code of Conduct. This list is not exhaustive and other sanctions may be imposed if the situation warrants, and as the school deems necessary.

1. Verbal Warning

An informal discussion about the inappropriate conduct.

2. Disciplinary Warning

An official written notice to the student of disapproval of the student's conduct which is in violation of the school's rules or regulations.

3. Disciplinary Probation

A more severe sanction than a warning that includes a period of review and observation during which the student must demonstrate the ability to comply with school rules, regulations, and other requirements stipulated for the probation period.

4. Dismissal

The inability to comply with the school's rules will result in immediate dismissal. Student conduct endangering the health or safety of any person at the school warrants immediate dismissal.

5. Restitution

Assessment of charges in an amount not to exceed the damage or loss incurred. Restitution may be required with any sanction when appropriate.

Enrollment Procedures

For an application to one of MTT's programs, please contact:

School Agent
(513) 322-8888

A student may enroll at any time after receiving approval and prior to the start of a new class.

Admission Requirements

Applicants for any described program must:

- Be 18 years of age or older
- Have a high school diploma or GED
- Have a personal interview with school personnel
- Be willing to abide by the School's Code of Conduct
- Be ready, willing, and capable to contribute to the success of their learning
- Be ready, willing, and capable to participate in an active job search campaign
- Complete assessments and testing (as determined by school personnel)
- Complete a background check

Enrollments are processed in the order they are referred or received with schedules and start dates based on class availability. If students are ineligible for services based on requirements or lack of resources, the referring counselor and or private student will be contacted.

Admission approval is reviewed by a school agent.

Enrollment Dates

A student may apply during MTT's normal business hours, at least 7 business days before class start date.

Tuition

	Tuition
Business Software Specialist	\$4,130 - \$6,000
.NET Developer Bootcamp	\$14,000
Java Developer Bootcamp	\$14,000
Microsoft Job Role Based Certification	\$995 - \$6,000
IT Business Analyst Program	\$15,000
Data Analytics Bootcamp	\$10,000

Tuition costs are subject to change.

Privacy and Release of Student Educational Records

MTT recognizes the importance of keeping accurate, comprehensive student records to facilitate and document the educational development of students as required by law. Procedures for maintaining the confidentiality of student records shall be consistent with state and accrediting agencies.

Student Records

Students have the right to inspect and review their educational records within fifteen (15) days of the day the School receives a written request for action in writing. Transcript requests included.

Right to Privacy

Students are free of unreasonable intrusions into personal records and/or matters relevant to training as described below.

Educational Records

Educational records are those records, files, documents or other materials which contain information directly related to a student that are maintained by any employee or an agent of the School. Excluded from the educational record are records made by School personnel that are the sole possession of the maker and not revealed to any other person. It is our policy to keep the records of MTT students confidential. Information about students is shared within the school only as needed for legitimate educational purposes. In addition, MTT will not disclose student record information without the student's written consent unless the disclosure is:

- to School officials who have a legitimate educational interest in the records.
- to Federal, State and Local authorities involved in an audit or evaluation of compliance with education programs.
- to accrediting organizations in order to carry out accrediting functions.
- to funding or sponsoring agencies.
- in compliance with a judicial order or lawfully issued subpoena.
- is to appropriate parties in a health/safety emergency.
- related to drug and alcohol violations of students under 21 years of age.

Guidelines for the Use and Release of Student Employment Information

Upon employment, the student further authorizes their current employer to release information to School Personnel regarding the student's employment, including, but not limited to:

- date of hire
- job title
- employer address
- status
- salary
- work number
- software used on the job
- continued employment at both six (6) and twelve (12) month follow-ups

Employment information is used only in the context of reporting to accrediting and/or funding agencies.

Right to Cancel Policy

The Enrollment Agreement may be cancelled within five (5) calendar days after the date of signing provided that the school is notified of the cancellation in writing. If such cancellation is made, the school will refund, in full, all Tuition paid pursuant to the Enrollment Agreement, with the exception of the \$125 application, as this fee is non-refundable. The refund shall be made no later than thirty (30) days after cancellation notice was received.

Attendance Policy

The delivery of the MTT computer training programs have been planned to allow for a smooth sequence of instruction, often with each new level building on material covered during the previous level. Interruptions in this flow of training can greatly hinder a student's progress and result in low skill acquisition.

1. Students are expected to be on time and attend all scheduled class sessions.
2. Students are required to sign in upon arrival and sign out upon leaving class.
3. Scheduled full and partial sessions that are not attended are considered an absence. Arrivals of more than fifteen (15) minutes after the beginning of class will be considered tardy and 4 tardies will constitute an absence. Students who miss or arrive to class more than an hour, will be considered absent. Same policy applies to leaving class earlier.
4. Students who will be absent from a scheduled session are required to notify MTT as soon as possible by e-mailing and calling the bootcamp's administrator (BA) or School Director.
5. MTT does not reschedule missed session time. Students are responsible for all material covered, exercises completed, or project work accomplished during any time missed due to an absence. Students should speak with the instructor to determine the work to be made up for the time missed.
6. Attendance records are reviewed daily by the BA and evaluated by the School Director and/or Career/Program Manager as follows:
 - (1) Class with duration of five days or less: at mid-point and end of class
 - (2) Bootcamp: every two weeks and at end of Bootcamp
7. If, from an evaluation of the attendance records, a student has accumulated absences totaling more than 10% of their program's scheduled clock hours, a written warning will be issued to the student.
8. If, at the next evaluation, the student's accumulated absences still total more than 10% of the program's scheduled clock hours, the student will be notified in writing that they are being placed on probation.
9. A student on probation whose accumulated absences total more than 10% of the program's scheduled clock hours at the next evaluation will be withdrawn from the program and no longer permitted to continue classes. For students using VA Education Benefits, MTT will submit a report to the VA to terminate the student's VA Educational Benefits which could create a debt for the student with the VA.

10. If, at any point during the program, it becomes mathematically impossible for a student to have accumulated absences of 20% or less of the program's scheduled clock hours by the second following evaluation, the student will be immediately withdrawn from the program and no longer permitted to continue classes. For students using VA Education Benefits, MTT will submit a report to the VA to terminate the student's VA Education Benefits which could result in a debt for the student with the VA.

Tardiness Policy

In consideration of the instructor and other students, it is important to arrive on time for class each day. Arriving late and/or leaving early is not only disruptive to others in the class but also can negatively impact a student's ability to meet the academic requirements for the class/program.

Students who anticipate being late for a class are required to notify MTT as soon as possible by calling the front desk administrator, boot camp administrator or Career/Program Manager.

If a student arrives late or leaves early (more than 15 minutes) three times during the class/program, a verbal warning will be issued by the School Director or Career/Program Manager. If the student incurs additional instances during the class/program after the verbal warning, the student will need to meet with the School Director and/or Career/Program Manager to discuss the reason(s) for the excessive late arrivals and to find a solution so the tardiness will cease.

If the tardiness issue cannot be resolved, the student will be withdrawn from the program and no longer permitted to continue classes.

Appeal of Attendance Probation

A student may appeal their Attendance Probation by submitting a letter of explanation to the School Director along with any needed supporting documentation within two calendar days of their Probation notification. This appeal will be reviewed by the School Director and, in special circumstances, an Attendance Probation status may be lowered to a Warning status. The decision will be made within one week and is final. Appeals for Attendance Probation are limited to two per program.

Standards for Satisfactory Academic Progress

All courses at MTT are taken on a satisfactory or unsatisfactory basis. A student who attends a course/program but does not complete all of the required assignments by the end of the class/program will be assigned a status of "AI" (Attended/Incomplete) until the assignments are completed, no longer than one year from the end of the program. A certificate of completion will only be issued if the student achieves satisfactory academic progress for each class and/or program.

To achieve satisfactory academic progress, a student must satisfactorily complete at least 80% of the labs/exercises/projects required for the student's specified training program. The student's academic progress will be reviewed by the School Director and/or Career/Program Manager as follows:

- (1) Class with duration of five days or less: at the mid-point and end of each class
- (2) Bootcamp: every two weeks and at end of Bootcamp

If, at the time of an academic evaluation, the student has satisfactorily completed less than 80% of the labs/exercises/projects assigned to-date, a written warning will be issued to the student. The School Director or Career/Program Manager will define the action steps to be accomplished before the next evaluation point to be removed from the Academic Warning status.

If, at the next evaluation, the student has still satisfactorily completed less than 80% of the labs/exercises/projects that have been assigned to-date, they will be placed on probation and notified in writing. The School Director or Career/Program Manager will provide the student with an academic plan of the steps needed to be removed from probation before the next evaluation point.

A student on probation will be withdrawn from the program at the next evaluation point if their level of satisfactorily completed labs/exercises/projects remains at less than 80% of those assigned. The student will no longer be permitted to continue classes. For students using VA Education Benefits, MTT will submit a report to the VA to terminate the student's VA Education Benefits which could create a debt for the student with the VA.

If, at any point during the program, it becomes mathematically impossible to regain good academic standing, the student will be immediately withdrawn from the program and no longer permitted to continue classes. For students using VA Education Benefits, MTT will submit a report to the VA to terminate the student's VA Education Benefits which could create a debt for the student with the VA.

A suspended student may re-enter the program upon meeting specific requirements as determined by the school representative at the time of suspension.

Retake Policy

MTT allows students to retake a course/program if an extended absence occurs due to a documented illness/family emergency or employment factors. Students may also retake a course/program who met the criteria for satisfactory progress. All requests for retakes must be approved by the School Director. In order to retake a course/program, the following conditions must be met:

- The student is currently in good standing with MTT.
- The student must retake the course/program the next time it is offered, or within three (3) months of completing their training program.

- The student must retake the same course/program (course for Business Software Specialist or Program for either Developer bootcamp) that was previously taken and complete all requirements for the course/program.
- Space must be available and the student will be placed on a waitlist and notified one (1) week prior to start of course.
- The student agrees to pay a non-refundable administrative fee of \$125.
- The student must purchase current materials and courseware when required.
- Student can supply their own laptop as long as the laptop meets the program specifications requirements. If it doesn't, student will need to lease a laptop from MAX for the duration of the program.

Refund Policy

If you are enrolling as a private paying individual the following refund policy applies:

- A student who starts class and officially withdraws before the period is 15% completed will be obligated for 25% of the tuition.
- A student who starts class and officially withdraws after the period is 15% completed but before the period is 25% completed, will be obligated for 50% of the tuition.
- A student who starts class and officially withdraws after the period is 25% completed but before the period is 40% completed, will be obligated for 75% of the tuition.
- A student who starts class and officially withdraws after the period is 40% completed will not be entitled to a refund of the tuition.

An enrollment agreement or application may be canceled within five (5) calendar days after the date of signing provided the school is notified of the cancellation in writing. The school shall promptly refund in full all tuition fees paid pursuant to the enrollment agreement. The application fee is non-refundable. Such refund shall be made no later than thirty (30) days after cancellation.

In lieu of a refund, classes may be rescheduled according to the school's Cancellation/Rescheduling Policy.

Graduation Requirements

In order to receive a certification of completion and participate in Demo Day (project presentation and interviews with potential employers), the following requirements need to be met:

- Attendance needs to be at or above the required minimum of 80%.
- Cumulative score on Progress report/Assessments needs to be at or above the 80% mark. If the required minimum is not met, one remedial project (per topic) will be given, graded, and the score added to the cumulative score. Students will be given verbal and written warning if they are falling behind by either the instructor or the school director.
- Resume, LinkedIn profile, and any other assignments (elevator speech) required by the career coach needs to be completed.
- The Capstone project must be completed and reviewed by the last day of bootcamp. Capstone project needs to be at or above 80%.

If the student does not achieve this cumulative score/completion of Capstone project, student will have 30 days to complete the remedial assessment and Capstone project in order to receive the certification of completion and career coaching services.

Credit for previous education or training

MTT does not accept transfer credit. Students wishing to obtain advanced placement for prior experience may take an assessment test or provide proof of sufficient experience in the desired application and be placed accordingly to their demonstrated knowledge.

Student Aid

MTT does not accept federal or state aid.

Grants - Scholarships

Women in Tech Scholarship – A \$1000 scholarship will be awarded up to four (4) bootcamp students per academic term who meet the following criteria:

- Must be female
- Must have high school diploma, equivalent GED, or higher.
- Must pass initial MAX/CCI initiated interview and assessment.
- Must be able to pass standard background check

- Must be able to pay remainder of balance in full or be approved by a MTT lending partner
- Must be highly motivated, excited to learn, and be a team player.

Vets in Tech Scholarship – A \$1000 scholarship will be awarded up to four (4) bootcamp students per cohort who meet the following criteria:

- Must be able to prove veteran status.
- Must have high school diploma, equivalent GED, or higher.
- Must pass initial MAX initiated interview and assessment.
- Must be able to pass standard background check
- Must be able to pay of balance in full with VA Education Benefits, be approved by a MTT lending partner or a combination.
- Must be highly motivated, excited to learn, and be a team player.

MAX Scholar – A \$14000 scholarship will be awarded to a graduating senior who meet the following criteria:

- Must be a graduating senior who is on track to receive a high school diploma, equivalent GED, or higher.
- Must submit a video to MTT.
- Must pass initial MAX initiated interview and assessment.
- Must be able to pass standard background check
- Must be highly motivated, excited to learn, and be a team player.

Grievance Procedures

A student has the right to seek a remedy for a dispute or disagreement through a designated complaint or grievance procedure. Students should use available informal means to have decisions reconsidered before filing a complaint or grievance. No retaliation of any kind shall be taken against a student for participation in a complaint or grievance. In effort to provide the highest quality services to our students, you are encouraged to report immediately any concerns regarding your training to the appropriate School personnel. Once a complaint has been submitted, you can expect a prompt response within one business day.

All student complaints should be first directed in writing to:

Patricia Miller, School Director at 4900 Parkway Dr., Suite 160, Cincinnati, OH 45040.

Upon receipt, the School Director will conduct a formal review of the complaint and will attempt a timely resolution.

If no resolution is forthcoming, or the problem is not satisfactorily resolved, the student may direct any problem or complaint to the appropriate State Proprietary School Board as follows:

Executive Director, State Board of Career Colleges and Schools, 30 E. Broad Street, Suite 2481, Columbus, OH 43215, Phone (614) 466-2752 or (877) 275-4219.

Emergency Procedures

In the event of an emergency, designated safety coordinators will be assisting in the necessary response and/or evacuation.

Fire Alarm Evacuation Procedures

When you hear the fire alarm, safety coordinators will assist in any way necessary to complete the following evacuation procedures:

1. Evacuate the building immediately using the nearest exit.
2. The last person out of a room should close the door to create a fire stop.
3. Remain calm and walk to the West side of the building (Mason Montgomery Rd).
4. Stay together as a group and help each other as needed.

Response to Severe Storm or Tornado

A weather radio is in the Administrative area of the facility. In the event of a severe thunderstorm warning, the designated safety coordinators and/or instructors will monitor the weather conditions to assure timely response to severe weather conditions. In all cases of a tornado warning, the safety coordinators and/or your instructors will assist you in the following evacuation procedures:

1. Proceed quickly and calmly to the center of the facility. Room A
2. Stay together as a group and help each other as needed.

MTT considers the safety of staff and students to be of utmost importance. Health and Safety procedures and policies are in place for additional situations including infectious control, bomb threats, utility failures, hazmat, and violent or threatening situations as well as medical emergencies. Detailed procedures are posted and accessible in all locations. Facilities and transportation are continually inspected and monitored to reduce and prevent occurrences.

BUSINESS SOFTWARE SPECIALIST

Program Objective

The Business Software Specialist (BSS) program entails 6 -160 hours of instructor-led and computer-based training. This program will provide students with training in the most popular software packages used in corporate America. Students successfully completing the Business Software Specialist program will be proficient in basic computer skills as well as software used in a career-related field of their choice.

Program Prerequisites

Prerequisites for this program include demonstrated knowledge of basic computing terminology and tasks, Windows operating systems, and file management. If a student lacks the prerequisite knowledge, these courses may be built into their training program. Completion of a skills assessment maybe required, as determined by school personnel

Minimum Requirements for Certificate

To receive the Business Software Specialist Certificate, the student must successfully complete, test out, or receive a waiver for the following:

- Computer Basics
- Windows Essentials
- File Management
- Attend Elective Courses

Program Length

The average student in the Business Software Specialist program could expect to attend 1-3 class sessions per week. On average, students complete this training program in approximately fourteen (14) weeks.

Program Description

In addition to the instructor-led training, MTT also provides its students with computer-based tools to practice plus access to performance coaching.

Areas of Emphasis

Students choose an area of emphasis consisting of elective courses related to their career objective. Emphasis areas include:

Emphasis Area
Administrative Professional
Accounting Professional
Graphics Professional
Web Design Professional
General Applications Professional

Examples of *elective* courses are listed below:

Course Title
Word
Excel
PowerPoint
Access
Publisher

Course Title
QuickBooks
SharePoint for the End User
Photoshop
Dreamweaver
Outlook

Program Tuition & Fees

Since most students entering the BSS program require similar proficiencies, we are able to group individuals together into a *classroom* environment, thus decreasing the cost per student. MTT refers to this standard group of classes as *Core*. However, individuals whose needs fall outside of the *core* program are trained in a customized setting focusing on proficiencies necessary to their career objective. MTT refers to those specific hours of training as *JIT* (Just In Time).

Sample Student Recommendations

Course	Class Hours
Microsoft Word – Levels 1, 2, 3 – with Certification	19 1/2
Microsoft Excel – Levels 1, 2, 3 – with Certification	19 1/2
Microsoft PowerPoint – Levels 1,2 – with Certification	13
Microsoft Outlook – Levels 1,2	13
Microsoft Access – Levels 1,2	13
SharePoint for the End User	6 1/2
MS Project – Level 1, 2	13
Adobe InDesign Level 1,2	13
Microsoft OneNote	6 1/2
Microsoft Visio	6 1/2
Adobe Illustrator Level 1, 2	13
Adobe Photoshop	6 1/2
TOTAL HOURS	143

Graduation Requirements

Upon completion of your training sessions, you will have thirty (30) days to complete 80% of required classroom work and/or lab assignments in order to receive your certificate. If you are on a certification path, you will have ninety (90) days to complete any remaining certification exams. During this time period you will continue to have access to certification preparation tools provided in training package.

In addition, MTT must receive the following materials from the student prior to issuance of certificates and transcripts:

- Payment of all applicable fees
- Proof that minimum program requirements have been met
- Completed requisite exercises

JAVA DEVELOPER BOOTCAMP

Program Objective

Teach individuals who may have little or no programming experience how to become an entry-level, front- and back-end programmer and be placed in a related job through this eleven (11) week immersion bootcamp.

Program Prerequisites

- Meet with MAX's agent to discuss your career;
- Take the applicable aptitude test;
- Complete all required paperwork by date defined by agent;
- Basic Computer Knowledge
- Typing Test
- Computer Basic
- Windows Essentials
- File Management

Program Length

Program is eleven (11) weeks (357 clock hours), Monday through Friday. The part-time version of the program runs 2 nights during the week and Saturdays for a total of 14 hours a week for 25 ½ weeks.

Program Description

In addition to the instructor-led training, MTT also provides its students with computer-based tools to practice their newly learned skills plus job placement assistance.

Program Outline

- Git/GitHub
- MySQL
- Java
- C#.Net
- JPA / ORM
- Spring Framework
- HTML/CSS/Bootstrap/jQuery
- JavaScript
- Angular/Typescript
- Projects
- Job Search Readiness Training

Graduation Requirements

Upon completion of your training sessions, you will have thirty (30) days to complete 80% of required classroom work, exercises and projects.

Titles

- Web Developer
- Computer Programmer
- Software Developer
- Computer Systems Analyst
- Java Developer
- Database Administrator
- Software Application Tester
- Quality Assurance

.NET DEVELOPER BOOTCAMP

Program Objective

Teach individuals who may have little or no programming experience how to become an entry-level, front- and back-end software developer and be placed in a related job through this eleven (11) week immersion bootcamp.

Program Prerequisites

- Meet with MAX's agent to discuss your career;
- Take the applicable aptitude test;
- Complete all required paperwork by date defined by agent;
- Basic Computer Knowledge
- Typing Test
- Computer Basic
- Windows Essentials
- File Management

Program Length

Program is eleven (11) weeks (357 clock hours), Monday through Friday.

Program Description

In addition to the instructor-led training, MTT also provides its students with computer-based tools to practice their newly learned skills plus job placement assistance.

Program Outline

- Git/GitHub
- SQL Server
- C#.Net
- Java
- EF/MVC/WebAPI
- Scrum
- Hosting
- HTML/CSS/Bootstrap/jQuery
- JavaScript
- Angular/Typescript
- Projects
- Job Search Readiness Training

Graduation Requirements

Upon completion of your training sessions, you will have thirty (30) days to complete 80% of required classroom work, exercises and projects.

Titles

- Web Developer
- Computer Programmer
- Software Developer
- Database Administrator
- Software Applications Tester
- Quality Assurance
- Computer Systems Analyst

MICROSOFT JOB ROLE BASED CERTIFICATIONS

Program Objective

The Microsoft Certifications program entails approximately 6.5 to 65 hours of instructor-led and computer-based training. This technical training, coupled with previous software experience, allows the individual to broaden their range of job opportunities to positions such as Modern Desktop Administrator, Messaging Administrator, Teamwork Administrator, Security Administrator, Microsoft 365 Developer, Azure Administrator, Azure Solutions Architect, Azure Developer, Azure AI Engineer Associate, Azure Data Scientist Associate, Azure Data Engineer Associate.

Program Prerequisites

Prerequisites for this program include demonstrated knowledge of basic computing terminology and tasks, exposure to Microsoft Windows operating systems, and file management. If a student lacks the prerequisite knowledge, these courses may be built into their training program.

Students must also meet the prerequisites set for each individual course.

Program Length

The average student in the Microsoft Certification program could expect to attend 1 class per week. On average, students complete this training program in approximately 1-25 weeks.

Program description

In addition to the instructor-led training, MTT also provides its students *supervised lab activities in class*. Supervised lab activities in class provide an environment in which students can practice the proficiencies learned with direct supervision by a qualified instructor. Students are not required to choose all the courses listed in the program but will need to choose a certification path based on their career goals.

Microsoft Job Role Based Certification:

The course(s) is recommended on an individual basis based upon the student's career objective. Examples of courses are listed below (student will need to choose 1 to 2 courses within the same MS technology):

Course Title
MD-100: Windows 10
MD-101: Managing Modern Desktops
MS-100: Microsoft 365 Identity and Services
MS-101: Microsoft 365 Mobility and Security
MS-203: Microsoft 365 Messaging
MS-500: Microsoft 365 Security Administrator
MS-600: Building Applications and Solutions with MS 365 Core Services

MS-700: Managing Microsoft Teams
MS-900: Microsoft 365 Fundamentals
AZ-120: Planning and Administering MS Azure for SAP Workloads
AZ-220: Microsoft Azure IoT Developer
AZ-104: Microsoft Azure Administrator
AZ-204: Deploying Solutions for Microsoft Azure
AZ-303: Microsoft Azure Architect Technologies
AZ-304: Microsoft Azure Architect Design
AZ-400: Designing and Implementing Microsoft DevOps Solutions
AZ-500: Microsoft Azure Security Technologies
AZ-900: Microsoft Azure Fundamentals
AI-100: Designing and Implementing an Azure AI Solution
AI-900: Microsoft Azure AI Fundamentals
DA-100: Analyzing Data with Microsoft Power BI
DP-200: Implementing an Azure Data Solution
DP-300: Administering Relational Databases on Microsoft Azure
DP-900: Microsoft Azure Data Fundamentals
DP-100: Designing and Implementing a Data Science Solution on Azure
DP-201: Designing and Azure Data Solution

Graduation Requirements

Upon completion of your training sessions, you will have 30 days to complete 80% of required classroom work, exercises and projects.

Titles

- Modern Desktop Administrator
- Teamwork Administrator
- Microsoft 365 Enterprise Administrator
- Microsoft 365 Developer
- Messaging Administrator
- Security Administrator
- Azure Administrator
- Azure Solutions Architect
- Azure AI Engineer Associate
- Azure Data Engineer Associate
- Azure Developer
- Azure Data Scientist Associate
- Specialist
- Azure DevOps Engineer
- Azure Security Engineer
- Azure Stack Operator
- Microsoft Certified Analyst Associate
- Azure Database Administrator Associate

IT BUSINESS ANALYST PROGRAM

Program Objective

The Business Analyst program provides the student the opportunity to learn the key concepts and responsibilities of a practicing Business Analyst (BA). The program teaches the student to work with the business to identify opportunities for improvement. The BA is involved in the design and modification of business systems or Information Technology (IT) Systems. The BA will gather, document and analyze business needs and requirements. The BA may also be responsible for functional and technical design of business processes and may interact with system architects and developers to ensure a system is properly implemented. The BA may also be responsible for testing the system and creating system documentation.

Program Prerequisites

- Meet with MAX's agent to discuss your career
- Take the applicable aptitude test
- Complete all required paperwork by date defined by agent
- Basic Computer Knowledge
- Typing Test
- Basic knowledge of Excel and Word
- Windows Essentials
- File Management

Program Length

Program is nine (9) weeks (293.5 clock hours), Monday through Friday.

Program Description

In addition to the instructor-led training, MTT also provides its students with computer-based tools to practice their newly learned skills plus job placement assistance.

Program Outline

- Analyzing Data with Power BI
- Business Process Modeling
- Data Modeling Workshop
- Deploying Microsoft 365 Teamwork
- DevOps Foundation
- Effective Project Management
- Excel Level 1
- Excel Level 2
- Foundation of Business Analysis

- Fundamentals of SQL
- Introduction to Web Development
- ITIL Foundation
- Scrum Foundation
- Scrum Simulation Workshop
- Tableau Analyst Fundamentals
- Introduction to XML
- Writing Use Cases
- Writing User Stories
- Career Services

Graduation Requirements

Upon completion of your training sessions, you will have thirty (30) days to complete 80% of required classroom work, exercises and projects.

Titles

- Business Analyst
- Test Analyst Customer Service
- Technical Support Analyst Administrative Assistant to CIO, CTO or other technology executive.

DATA ANALYTICS BOOTCAMP

Program Objective

The program will teach the data analyst to be able to acquire data from different sources, and to identify, analyze and interpret trends or patterns in complex data sets.

Program Prerequisites

- Meet with MAX's agent to discuss your career;
- Take the applicable aptitude test;
- Complete all required paperwork by date defined by agent;
- Basic Computer Knowledge
- Typing Test
- Knowledge of Word and Excel
- Windows Essentials
- File Management

Program Length

Program is four to six weeks (136.5 to 182 clock hours), Monday through Friday. Program will be 6 weeks if student chose to add the Elective courses.

Program Description

The data analyst will also learn:

- To filter and clean the data by reviewing computer printouts and reports and
- Build and publish reports with Microsoft Power BI and Tableau.
- The data analyst will have the ability to work with management to prioritize business information needs.

Program Outline

- Excel Level 1
- Excel Level 2
- Excel Level 3
- Data Analysis and Visualization with Excel
- SQL Querying for Analysts
- Tableau Desktop
- Tableau Desktop 2
- Microsoft Power BI - Data Analysis Professional
- Career services

Electives

- Fundamentals of SQL
- BA Foundations
- Understanding Agile/Scrum

Graduation Requirements

Upon completion of your training sessions, you will have thirty (30) days to complete 80% of required classroom work, exercises and projects.

Titles

- Junior Data Analyst
- Data Analyst
- Marketing Analyst
- Data Visualization Specialist
- Business Intelligence
- Developer Data Analyst
- Power BI Data Analyst
- Tableau Data Consultant

FACULTY & ADMINISTRATORS

Additional details and credentials available at www.maxtrain.com

Governing Body:

Denise Bartick, Owner/President and CEO

Administration:

Kevin Newkirk, Success Specialist

Patricia Miller, School Director

Kim Peace, Bootcamp Administrator

Annette Ballard, Career Advisor

Faculty:

Mike Frank

University of Colorado, Boulder, CO

Fullerton College, Fullerton, CA

Certified Internet Webmaster (CIW) in Internet Foundations and Site Design

Microsoft Office Specialist Expert

Microsoft Certified Train-the-Trainer

Mike Smith

Microsoft Certified Trainer

MCSA, MCSD. Microsoft MVP Office Server and Services

Patrick Tucker

Morehead State University, Communications

Microsoft MCAD, MCSD, MCPD, MCTS, MCDBA, MCP+SB, MCITP, MCT

Charles Suscheck, PhD.

Doctorate, Masters, and Bachelors in Computer Science

Professional Scrum Trainer (PST)

Professional Scrum Master (PSM I and II)

Professional Scrum Product Owner (PSPO I and II)

Scaled Agile Framework Process Consultant (SPC)

Certified Scrum Master (CSM), Certified Scrum Practitioner (CSP) and Certified RUP specialist, JAVA Development

Sean Blessing

Indiana University, Computer Information Systems, Minor in Mathematics

Java, HTML and JavaScript, Project Management and Business Analysis

Greg Doud

University of Cincinnati, Information Processing Systems

C#, .NET, Java, SQL, Angular, Git/Github, HTML, CSS, JavaScript, jQuery, Bootstrap

Kelsey Apple

Miami University, Systems Analysis

Miami University, Bachelors in Applied Science

Microsoft Certified Trainer

MCSA, MCSD

IBM CAI

CTT+

Professional Scrum Master

Project Management Professional

Nick Law

MTT Train the Trainer

Dave Hoy

MTT Train the Trainer