

ETI TECHNICAL COLLEGE OF NILES

2011-2012 CATALOG

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ACCREDITATION

ACCSC
Accrediting Commission of
Career Schools and Colleges

OACCS
Ohio Association of Career Colleges and Schools

“THERE CAN BE NO GREATER OBJECTIVE FOR ANY COLLEGE THAN TO PROVIDE THE MEANS THROUGH WHICH ALL STUDENTS BECOME HAPPILY EMPLOYED. THE STAFF AND FACULTY OF THIS COLLEGE SUBSCRIBE TO THIS BELIEF AND ARE DEDICATED TO THIS EFFORT.”

**RENEE ZUZOLO
COLLEGE DIRECTOR**

CHANGES IN CATALOG INFORMATION

ETI Technical College reserves the right to make changes in policies, procedures, degree requirements, schedules, course offerings and other college standards of this catalog.

ETI reserves the right to require a student to withdraw or to refuse to grant a degree, diploma or certificate if in the judgment of the administration of the college, the student fails to satisfactorily meet the college's requirements.

EQUAL OPPORTUNITY

ETI Technical College actively subscribes to a policy of equal educational and employment opportunities and in accordance with Title IX of education's amendments of 1972, does not discriminate on the basis of race, color, sex, handicap, religion, and national or ethnic origin in admission, treatment of student or employment.

EMERGENCY CLOSING OF THE COLLEGE

Should weather conditions raise the question of a class cancellation or late opening, students are advised to listen to local television and radio stations for cancellation/late opening announcements. If all Trumbull County Schools are closed, ETI is closed.

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HISTORY OF COLLEGE

In 1929, the National Radio School was founded in Cleveland, Ohio. In 1961, it became the Electronic Technology Institute, Division of the National Radio School. The institute began offering the Associate Degree of Applied Science in Electronic Engineering Technology in 1965. Twenty years later, the Electronic Technology Institute became ETI Technical College.

ETI Technical College of Niles was first established as a branch of ETI Technical College of Cleveland in 1989. Prior to this establishment of the branch, the school was known as ATES Technical Institute and began offering classes in 1950. In 1967, ATES Technical Institute offered its first degree program in Electronic Engineering Technology.

From 1989 to 1992, ETI Technical College of Niles continued to operate as a branch, offering degree programs in Automated Office Technology/Word Processing, Medical Assistant, Electronic Engineering Technology, and Legal Assistant. Diplomas in Refrigeration, Air Conditioning, and Heating, Medical Assistant, and Automated Office Technology/Word Processing. In 1998, associate degrees began in Medical Assistant and Business Office Administration. New electives were added in 2004: Web Design Technologies, Accounting, and Medical Secretary; a concentration in Criminal Corrections was added to the Legal Assistant in 2007. In 2009, ETI received full approval to offer the Practical Nursing program. Also in 2009 ETI received approval from the Ohio Board of Regents for our Associate Degree programs. In 2010, The Ohio Board of Nursing granted ETI full five year approval for the Practical Nursing Program.

In October 1992, the Accrediting Commission of Career Schools and Colleges of Technology and the Department of Education, officially recognized ETI Technical College of Niles as a free standing institution. In 1994, the college began operating under the ownership of ETI Training Center, Incorporated.

Students attending ETI Technical College of Niles can now obtain their Bachelor's degree in Electronic Engineering Technology by attending Bryant and Stratton, formerly ETI Technical College of Cleveland.

MISSION STATEMENT

ETI Technical College believes every student is unique with potential for success through proper skill building. The faculty strives for teaching excellence and is dedicated to provide technical educational programs in career-oriented courses, which promote qualified competence, development, and foster individuality among our diverse student population by instilling fundamentals that allow students to enter the workforce rapidly. At ETI, we inspire the confidence and responsibility necessary for each student to become self-sufficient, contributing members of their professional and civic communities. In addition, we are committed to our students' continuous journey; therefore, we offer post-graduate support and services.

LOCATION

ETI Technical College of Niles is located at 2076 Youngstown-Warren Road, Niles, Ohio, 44446 (Route 422, on the strip in Niles). This location is ideal for those of the student body who come from Warren, Youngstown, Sharon, Mercer, Greenville, Grove City, New Castle, Beaver Falls, East Liverpool, Salem, Alliance, Columbiana, Ashtabula, and adjacent areas.

THE CRUX OF A TECHNICAL EDUCATION

To our minds, an effective education provides the foundation for the establishment of a full and productive life. Moreover, we can't foresee a better way of achieving this than by acquiring a relevant technical background.

A technical education enables a graduate to successfully enter the center of "highly technical" developments in national defense, medicine and industry. It's through technical people that we can now scan the human body, relate abstruse mathematical data, move among the planets and defend our way of life. Imagine the opportunities involved with such progress.

Though the benefits to those who have acquired a technical education are obvious, there are deeper and more meaningful advantages in the struggle of its acquisition. That advantage is the experience gained from the solution of concrete problems. When you habitually solve problems of this type you develop positive feelings, which lead to constructive behavior.

While we readily realize the market value of technical education, what isn't obvious to many is that at its heart, a technical education offers opportunity for accomplishment. From what else other than accomplishment is confidence gained? From what else other than confidence is growth experienced? From what else other than growth is happiness derived?

COLLEGE PURPOSE AND PHILOSOPHY

It is the purpose of ETI Technical College on Niles to provide sound educational programs in the fields of Computer Electronic Technology, Legal Assistant, Business Office Administration, Legal Assistant with a concentration in Criminal Corrections, Refrigeration, Air Conditioning, and Heating, and Practical Nursing. ETI also offers Medical Assistant with an elective in Medical Secretary, Business Office Administration with electives in Accounting and Web Design Technologies.

Our training programs are designed to provide the student with the necessary skills to be competitive in the job market. At ETI, qualified instructors, experienced and knowledgeable in their respective fields, provide training. ETI's goal is to prepare the students for entry-level employment with the opportunity to advance in their field.

Our "Learn by Doing" method of instruction, provides students with the proportional amount of time in theory and laboratory practice. We have found that this method provides students with a solid understanding of what they are doing and it encourages them to study the theory so necessary to succeed in their career choice.

Through close association with our instructors and fellow students, the student grows in maturity and obtains the confidence necessary for advancement in today's highly competitive world. Punctuality, neatness, cooperation, honesty, self-confidence, and loyalty are the characteristics every employer desires. We find that as students grow in the academic and technical knowledge of the field for which they are trained, they also begin to become aware of these other areas of self-discipline that are needed for success.

ADMISSION REQUIREMENTS

Previous mechanical or technical education is not necessary. Only those applicants holding a high school diploma or G.E.D. may be enrolled as students.

All individuals making application to attend the college must take an admissions test. This test enables the college to determine whether a person has a sufficient background to begin his/her training. If it is determined after testing that remedial skills are required for an applicant's entry into their selected course of training, they may first be referred to an adult education program for remediation. ETI alumni will not be required to take an additional admissions test. Practical Nursing applicants will take the Evolve Reach Assessment exam.

PLACEMENT TESTING

Once an applicant has been accepted, a placement test will be given for entry into all programs except Practical Nursing and Refrigeration, Air Conditioning, and Heating. The results of this test will determine placement in their program. If a student does not pass the test, she/he will be required to take one or both of the remedial classes and will be charged regular tuition for those classes. The minimum test score for MTH-095 is 44 and the minimum test score for MTH-110 is 66. WRC-095 is a combination score of 60.

STATEMENT AND ADMISSION POLICY

ETI Technical College of Niles provides equal opportunity to all applicants for schooling without regard to race, color, creed, national origin, age, or sex. This policy has been made known in all areas of communication, internally and externally.

ADMISSION PROCEDURES AND REGISTRATION
(For Practical Nursing Policies and Procedures, see Pages 25-26)

If after being interviewed, an applicant meets the admissions requirements, they may then register for the course of training for which they have applied. Students are considered to be registered after: (a) they have completed and/or met all the admissions requirements, (b) made registration payment (\$50.00), (c) completed Financial Aid packet (if necessary), (d) completed enrollment agreement, (e) passed an Admissions Test*, (f) submitted ACT scores (recommended, not required), and (g) ** complete placement test.

*Minimum test scores required for Computer Electronic Technology, Electronic Technology, and Refrigeration, Air Conditioning, and Heating applicants are as follows:

Reading-8/16 Mechanical-10/16

**Vocabulary-12/25 Math-20/30

**Not required for Refrigeration, Air Conditioning, and Heating.

Minimum test scores required for Medical Assistant, Legal Assistant, Legal Assistant with a concentration in Criminal Corrections, and Business Office Administration applicants are as follows:

Reading-8/16 Math-15/20

Vocabulary-12/25

If an applicant fails any section of the test, they are permitted one (1) re-test before being rejected.

If an enrollee decides to change or postpone their enrollment, they must reapply and repeat the complete application/registration process.

Enrollments are accepted daily (Monday through Friday) during business hours; Saturday by appointment.

Registrations are accepted on a first come, first serve basis. Class sizes are limited. If there are no immediate openings, the prospective student will be placed on a numerical waiting list and when their turn comes, they will be given first opportunity to enter their training program. The following items are also required to complete a student's file: (1) high school transcript or G.E.D., (2) transcripts from any previous schools/colleges, if applicable.

FINANCIAL AID

ETI is an eligible institution of Higher Learning, approved by the U.S. Department of Education, to offer several types of financial assistance (loans and grants) to those who qualify. The Free Application for Federal Student Aid (FAFSA) is the application used for all Federal student aid programs. The FAFSA can be filed electronically at <http://fafsa.ed.gov>. FAFSA information will be used to create a Financial Aid Worksheet/Budget for the student. If a student is verified, additional documentation may be required. This application will need to be re-filed each year.

The U.S. Department of Education financial aid programs available at ETI Technical College are:

1. Federal Pell Grants (FPELL)
2. Federal Supplemental Educational Opportunity Grants (FSEOG)
3. William D. Ford Direct Loans:
 - *Stafford Loans
 - *Parental Loans for Dependant Students (PLUS)
4. Academic Competitiveness Grant

The Ohio Board of Regents offers the following financial aid programs at ETI Technical College:

1. Ohio War Orphans Scholarships
2. Ohio Safety Officers Memorial Funds

First time borrowers must attend an entrance interview before they receive the first disbursement of their student loan(s). Exit interviews are conducted before graduation and/or at the time of withdrawal. Students who qualify for Veteran's Educational Benefits, Workforce Investment Agency (WIA), Mahoning & Columbiana Training Association (MCTA), Ohio Rehabilitation Services Commissions (BVR), or any employer tuition reimbursement program should contact the admissions office as far in advance of their scheduled start date as possible.

RECIPIENTS OF THE FOLLOWING SCHOLARSHIP MUST BE OHIO RESIDENTS:

LEGISLATIVE SCHOLARSHIP

ETI Technical College gives one \$2,000.00 scholarship per graduating year. The funds will be pro-rated and credited to the student's account each semester. To be eligible for this tuition (excludes cost of books, supplies, lab fees, registration fee, and graduation fee) scholarship, one must be a graduating high school senior. Application forms may be obtained from the student's high school guidance counselor or ETI's Admissions Office. The completed forms are then sent to the Ohio Association of Career Colleges and Schools where they are judged by the scholarship committee. After a decision is reached, a written notice is sent to the winning student and his/her legislative representative.

MILLIE VERECKY MEMORIAL SCHOLARSHIP

This scholarship is available to high school seniors only. Awards are not need-based. A committee will determine eligibility based upon students graduating GPA and/or graduating rank.

<u>GPA AND/OR RANK</u>	<u>AWARD AMOUNT</u>
Valedictorian or Co-Valedictorian	\$1,000.00
Salutatorian or Co-Valedictorian	\$500.00
Graduating GPA of 3.5 or higher	\$250.00

Scholarships are awarded as tuition credit in the first semester. The recipient must matriculate in the Fall semester following graduation. Applications must be received no later than June 15th. An official copy of the high school transcript must be received no later than June 25th. Recipients of awards will be notified by phone no later than July 5th.

PRESIDENTIAL SCHOLARSHIP

This scholarship is available to high school seniors who enroll in a degree seeking program. Awards are not need-based. A committee will determine eligibility based upon a student's graduating GPA of 3.0-3.5. Scholarships are awarded as a tuition credit of \$250.00 each semester for a total of no more than \$1, 500.00. The recipient must matriculate in the Fall semester following graduation. It is renewable each semester, provided the student maintains a 3.0 GPA at ETI. Applications must be received no later than June 15th. An official copy of the high school transcript must be received no later than June 25th. Recipients of the awards will be notified by phone no later than July 5th.

CAMPUS CRIME AND SECURITY ACT

ETI complies with the 1990 Crime and Security Act of 1990, Public Law 101-542. A Crime and Awareness Report is published each year and is available on the bulletin boards and in the Dean of Student Affairs Office. New students are issued a copy of this report during their regularly scheduled Orientation Meeting. In-school students will be given a new copy by the Financial Aid Department on October 1st of each year.

CAMPUS SECURITY POLICIES AND PROCEDURES

Reporting of Criminal Incidence:

ETI Technical College strives to provide a safe and secure campus for all students and staff members. All students and staff members are encouraged to report any and all suspicious campus activity immediately upon witnessing the occurrence. All students should report any knowledge of a criminal or suspicious nature to the Administrative Building. Staff members should also report similar knowledge to the College Secretary. The college will then take appropriate action based upon the information given by the student or staff member. When deemed appropriate, local law enforcement authorities will be notified.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

In the event of an emergency event (i.e., gas leaks, tornadoes, contagious viruses, terror alert, etc.) the administrative staff will be responsible for confirming the threat and notifying students and faculty. Due to the size of the campus, this can be done by the PA system, administrative staff and local Tornado/National Security Threat System. Emergency Evacuation procedures will be issued to all students during the orientation meeting and will also be posted on the student information boards.

FEES AND CHARGES

APPENDIX A listing tuition and other costs and APPENDIX B listing placement and retention for the past three years are included in this catalog.

CREDIT FOR PREVIOUS TRAINING

A student may request credit for courses previously taken at a postsecondary education by contacting the Admissions Office. A student who has an accumulative grade point average of less than 2.0 (on a 4.0 scale) can transfer only courses in which a grade of “C” or higher has been earned. It must also be determined that the course work fulfills the specific degree requirements and was taken within the past ten years. The total number of credits accepted in the student’s program of study cannot exceed 50% of the semester credit hours required to graduate from the program. Information on articulation agreements with other institutions, for specific programs, is available in the Admissions Office.

The student must provide the college with an official transcript from each of the postsecondary institutions for which they would like to have evaluated prior to the class start date. The student may have to provide course(s) syllabus for previous education if the college requests it. Transfer credit will only be issued if the previous postsecondary institution is a Nationally Accredited school approved through the U.S. Department of Education. The subject matter of the course(s) must satisfy specific core requirements (i.e. course syllabus) of the course(s), the student would like transferred and must equate, as determined by the college, to at least the same number of semester credit hours of the course(s) to be transferred. The student is given a copy of the completed evaluation form.

No transfer credit is given in the Practical Nursing program. There is no provision for advanced standing in ETI Technical College’s Practical Nursing program.

Applications for challenge testing must be made through the Admissions Office two weeks prior to the applicant’s class start date. Credit is granted to a student when they have achieved a grade of 80% or higher on a written examination composed by a member of the ETI faculty. There will be a charge for each challenge test. The student will fill out an application for challenge testing and he/she will receive an evaluation when the testing is completed.

REFUND POLICY

A full refund of all monies paid by the applicant prior to the class start will be made under the following conditions: (1) If the applicant cannot attend classes because of an act of God. (2) If he/she is inducted involuntarily into the Armed Forces. (3) If he/she can submit a written statement from a physician stating his/her health will not permit him/her to attend. (4) If he/she requests in writing a refund within five [5] business days after signing the agreement and making initial payment. (5) All funds paid are refundable if the applicant is not accepted by the college. (6) Students who have not visited the college facility prior to enrollment will have the opportunity to withdraw without penalty within three [3] days following either the regularly scheduled orientation procedure or following a tour of the college facilities and inspection of equipment.

WITHDRAWAL POLICY

If a student is unable to complete classes as scheduled, they must sign a status change form in the Administrative building during regular business hours. If the student had used Direct Loans while in school for tuition or living expenses, an Exit Interview must also be conducted with the Financial Aid department. Refunds for tuition and refundable fees shall be made in accordance with the following provisions as established by Ohio Administrative Code Section 3332-1-10.:

- A. A student who withdraws before the first class and after the 5-day cancellation period shall be obligated for the registration fee.
- B. A student who starts classes and withdraws during the first full calendar week of the semester shall be obligated for twenty-five percent of the tuition and refundable fees for that semester plus the registration fee.
- C. A student who withdraws during the second full calendar week of the semester shall be obligated for fifty percent of the tuition and refundable fees for that semester plus the registration fee.
- D. A student who withdraws during the third full calendar week of the semester shall be obligated for seventy-five percent of the tuition and refundable fees for that semester plus the registration fee.
- E. A student who officially withdraws beginning in the fourth full calendar week of the semester will not be entitled to a refund of any portion of the tuition and refundable fees.
- F. Official withdrawal date for refund purposes is the last date of recorded attendance.
- G. Students using Federal Title IV funds (FPELL, FSEOG, Direct Loans) are also subject to the "Return of Title IV Funds" refund policy as set forth by the Department of Education.

H. Students are not required to pay tuition for a semester in which he/she attends no class sessions. The termination date will be the last recorded date of attendance or participation in an academic school activity. A refund to a veteran trainee is subject to the Veterans Administration regulations and our refund policy as approved by The Veterans Training Education Service of the Ohio State Board of Education. All refund or return policies may be obtained in the Financial Aid Office. The college may make an exception to its refund policy if students are unable to attend classes for reasons beyond their control. All refunds will be made within 30 days after cancellation, or termination occurs, and will be sent to the address on the student's application.

NO INTEREST, FINANCE CHARGES OR ADDITIONAL COSTS OF ANY KIND SHALL BE LEVIED BY THE COLLEGE OR INCURRED BY THE STUDENT OTHER THAN THOSE STATED IN THE ENROLLMENT AGREEMENT. INTEREST CHARGES SHALL BE APPLIED ON FEDERAL OR STATE STUDENT LOAN PROGRAMS AS REQUIRED OR PERMITTED BY CONTROLLING AGENCIES.

ADMINISTRATIVE ASSISTANCE POLICY

A student is expected to complete each semester they begin. If a student must interrupt their attendance during a semester for any reason, they will be considered a withdrawal and subject to the regulations that apply (see withdrawal policy). Many times this creates outstanding balances because financial aid monies must be reduced and returned; these balances would need to be paid before re-entry is allowed. If the reason the student had to withdraw mid-semester was a documented family emergency involving the student, spouse or child, he/she may apply for Administrative Assistance. Decisions are made on a case-by-case basis and may include extended repayment time or tuition waiver.

NOTICE OF TERMINATION

Notice of termination by the College shall be transmitted by regular, first class mail to the last known address of the student. Notice of termination by the student can be transmitted in person, or by written communication signed by the student and conveyed by regular, first class mail. In the absence of such notice, the College can assume termination by the student if he/she is absent for three (3) consecutive days of class without notification. The termination date shall be the last day of documented attendance and this date will be used in computing charges per withdrawal policy. If the student is a minor, such request shall be made by the guarantor. Student rights under this agreement may not be assigned to another person. The student must complete course prescribed period from date of enrollment. This can be extended only by written consent of the College. If a student persistently fails to stay within the bounds of acceptable behavior, or does not meet tuition payment schedules, he/she may be asked to withdraw from the College.

READMIT POLICY

If a student terminated his/her training before completion of his/her program and was in good standing at the time of termination, he/she may apply for re-admittance to the college by contacting the Admissions Office at which time he/she will be advised regarding re-enrollment procedures including a possible re-entrance date.

If a student who was terminated by the college for violation of the college's policies (see Dismissal Policy) applies for re-admittance to complete his/her course of training, he/she first must be advised. When a determination is made that the original cause of dismissal has been eradicated, the student may then be readmitted to class on a probationary basis.

All courses are not offered every semester. As a result, a student may not be able to take all of the courses that he/she desires to take in any academic semester, which may effect the amount of time it takes the student to complete their program of study.

PROGRAM TRANSFERS

Students planning to transfer from one ETI program to another must apply with the Admissions Office prior to the class start. A new enrollment application and agreement may be required before starting the new program. All previous coursework will be evaluated and credit will be given when applicable.

CALENDAR SEMESTER SCHEDULE

Spring	05/09/11-09/09/11	Fall	09/12/11-01/13/12
Winter	01/16/12-05/04/12	Spring	05/07/12-09/07/12
Fall	09/10/12-01/11/13	Winter	01/14/13-05/03/13
Spring	05/06/13-09/06/13	Winter	09/09/13-01/10/14

ETI Technical College is in continuous operation Monday through Friday throughout the year except for the following:

Friday	April 22, 2011	Good Friday
Monday	April 25, 2011	Easter Monday
Monday	May 30, 2011	Memorial Day
Friday	June 24, 2011	Last Day of Classes
Monday	June 27, 2011-July 8, 2011	Summer Break
Monday	July 11, 2011	Classes Resume
Monday	Sep. 5, 2011	Labor Day
Monday	Oct. 10, 2011	Columbus Day
Thursday	Nov. 24-Nov. 25, 2011	Thanksgiving Break
Friday	Dec. 16, 2011	Last Day of Classes
Monday	Dec. 19, 2011-Dec. 30, 2011	Christmas Break
Monday	Jan. 2, 2012	Classes Resume
Monday	Jan. 16, 2012	Martin Luther King
Monday	Feb. 20, 2012	Presidents' Day
Friday	April 6, 2012	Good Friday
Monday	April 9, 2012	Easter Monday
Monday	May, 28, 2012	Memorial Day
Friday	June 22, 2012	Last Day of Classes
Monday	June 25, 2012-July 6, 2012	Summer Break
Monday	July 9, 2012	Classes Resume
Monday	Sep. 3, 2012	Labor Day
Monday	Oct. 8, 2012	Columbus Day
Thursday	Nov. 22, 2012-Nov. 23, 2012	Thanksgiving Break
Friday	Dec. 21, 2012	Last Day of Classes
Monday	Dec. 24, 2012-Jan. 6, 2013	Christmas Break
Monday	Jan. 7, 2013	Classes Resume

STUDENT RESPONSIBILITY / CONDUCT / DISMISSAL POLICY

Students are expected to exercise an adequate amount of self-discipline; therefore, it has been the policy of ETI Technical College of Niles to have as few rules as possible. All students are expected to conduct themselves as ladies and gentlemen. This assumption includes the honest performance of work, observance of the law, and respect for property. Regular attendance, reasonable effort, proper conduct, good attitude, and willingness to cooperate at all times with officials of the College are also expected of ETI Technical College students. A student who fails to meet the requirements may be requested to withdraw.

ATTENDANCE / ABSENCE POLICY

Each student is expected to attend every class session. In the case of absence, the student should immediately notify the college. Every student assumes the responsibility of completing assigned work whether present or not. Students accumulating excessive absences during the semester may be subject to termination as determined by the instructor, department head, and college director. Students should refer to their classroom syllabi for the detailed attendance policy in their course. All absences are recorded in semester segments. Attendance reporting is done as one way of monitoring a student's progress.

LATE ADMISSION

All students must be admitted into a program of study and begin attending classes in at least one of the program courses that he/she is registered in by the end of registration (the end of the first week of class) each semester. The college reserves the right to make changes to a student schedule during a semester when scheduling factors make it necessary.

CLASS SCHEDULES

Students will be given a class schedule prior to starting classes. The school will determine which courses will be offered each semester. At any time following the class start the school may merge, divide, or change times and/or days of the student's class schedule.

TARDINESS POLICY

A student reporting ten minutes or more late for a scheduled class will be considered tardy. Each tardy will be counted as one full hour of absence. A record of student tardiness will be maintained.

CLASS BREAKS

Classes are presented on a fifty minute basis with a ten minute break between. Class breaks will last no longer than ten minutes per hour.

CONDUCT / DISMISSAL POLICY

Each student must conduct themselves in accordance with the college rules and policies. Suspension will result because of poor conduct on college grounds or due to an infraction of college rules and regulations. A student violating the college published policies: Attendance Policy, Tardiness Policy, failure to make timely tuition payments, grades, profanity, plagiarism, will be suspended or terminated when authorized by the College Director. A termination decision made by the College Director for poor conduct and/or an infraction of rules and regulations may be appealed through the Appeals Board. A record of expulsion will be maintained.

PLAGIARISM

In accordance with 34 CFR 668.43 (a) (10) the definition of plagiarism is passing someone else's work (ideas, writing, concepts, theories, findings, etc...) off as your work without giving proper recognition to the original source. Plagiarism in any form is considered grounds for terminations for a course. All types of plagiarism are serious and plagiarists will be punished, this includes the internet. Unauthorized peer-to-peer file sharing is also grounds for termination. Copies of the policy are available from the Dean of Student Affairs.

PRIVACY ACT

ETI complies with the (FERPA), Family Educational Rights and Privacy Act of 1974, as amended. This act protects the privacy and rights of students. A copy of this policy is given out during the regularly scheduled Orientation Meeting and is available in both the Admissions Office and Dean of Student Affairs office. In-school students will be given a new copy by the Financial Aid Department on October 1st of each year.

DRUG FREE SCHOOL

ETI complies with the Drug Free Schools Act and has a zero tolerance for the possession of illegal drugs, distribution or sales of drugs or alcohol by students, faculty or staff on college grounds. During the regularly scheduled Orientation Meeting, drug awareness and counseling information is handed out. A student in violation of these rules will be terminated.

MEDICAL ASSISTANT DRESS CODE

Medical Assistant students must wear a uniform of: white and or navy blue clothing, white lab coat, and white shoes. Lab coats must be worn during all lab classes. All Medical Assistant students must wear the medical assistant patch on the left breast pocket of all lab coats. This code applies to night medical assistant students as well. Practical Nursing students, please refer to the student handbook.

VACCINATIONS

ETI does not require vaccinations for our students except in the Practical Nursing program. See Practical Nursing for the requirements.

GRADE POLICY

Each semester, mid-semester evaluations are conducted and students whose grades are in danger of failing below an acceptable 2.0 grade point average are issued an academic warning. This will allow them, through extra effort on their part, to bring up their grade(s). A grade of C or better is required in all core classes of a program. A grade lower than a C, in core classes will become an automatic failure. Please, reference your course description to identify core classes in a program. The grading system is as follows: (Practical Nursing students refer to page 27).

QUALITY POINTS

A-Excellent	4 points
B-Above Average	3 points
C-Average	2 points
D-Poor	1 point
F-Failure*	0 points
I-Incomplete**	0 points
W-Withdrawal***	0 points

*All failures must be repeated. ** An incomplete may be given to a student who for some reason fails to complete the requirements of the course. This incomplete will become an automatic “F” if the student does not make up the required work within 10 days after the end of the semester.

*** Limited course withdrawal is permitted. Official withdrawals must be formally processed with the Admissions Department and will be permitted through the tenth week of the semester to receive a “W” in the class. Tuition charges still apply to withdrawal classes. After the 10th week no withdrawal is permitted. Unofficial withdrawals will result in an “F” for the class.

SATISFACTORY ACADEMIC PROGRESS

The following guidelines will be used to determine if a student is maintaining satisfactory academic progress. Satisfactory Academic Progress is monitored at the end of each semester.

ALL students, regardless of program, are expected to achieve a 1.5 GPA by the end of their first semester. A student placed on probation for less than 1.5 GPA has only the probationary semester to achieve a 1.5. Failure to do so will result in loss of funding and termination from the college.

Any student enrolled in a three or four-semester Diploma program who fails to achieve a minimum 2.0 cumulative GPA by the end of the second semester, will be placed on academic probation for the entire third semester. Financial Aid is available during the third semester. A student must achieve a 2.0 or lose their eligibility for Title IV funds.

Students who fail to achieve the necessary GPA by the end of the probationary semester may repeat classes in which they earned an “F”, at their own expense. The maximum time frame for any three-semester program is five semesters, any four-semester program is six semesters or 150% of the published length of the program. Quantitative limit is also achieved by attempting course work to 150% of published credit hour. Failure to meet graduation standards within the 150% time frame will result in termination.

If a student receives Veteran’s benefits and does not achieve a satisfactory grade of 2.0 or above during the probation, the school will notify the VA to interrupt the student’s educational benefits.

Students enrolled in the Associate Degree programs must earn at least a 2.0 cumulative GPA after completing 50% of the published credit hours for that program, or be placed on academic probation for an entire semester. The student will have one semester to bring the GPA up to a 2.0. Financial Aid is available during this semester. Students who fail to achieve the necessary GPA by the end of the probationary semester may repeat classes in which they earned an “F”, but they may not use Title IV aid to do so. The maximum number of credit hours ATTEMPTED cannot exceed 150% of the published number of credit hours in their program.

Repeats of classes will be charged at the same rate as regular classes and the original grade will stay in the student’s file. A student may receive aid, if applicable, as long as he/she is not in violation of the satisfactory academic progress policy or is still in the probationary semester. If a student has failed to achieve a 2.0 after the probationary semester, they may continue as a cash student and try and achieve a 2.0, but no longer than 200% of the published time frame, after which, if un-successful, they will be terminated.

A student may appeal the determination of satisfactory academic progress if they feel there are mitigating circumstances. These may include, but are not limited to: severe illness or injury of the student, or death of an immediate family member. A student **MUST PASS ALL CLASSES** and have a cumulative GPA of 2.0 or better to receive a diploma or degree.

The Practical Nursing program has an expanded Satisfactory Academic Progress policy that differs from the general policy shown here. Nursing students will sign a copy of this policy during the Financial Aid interview.

CONSUMER INFORMATION

Each year students will receive a notice about the availability of Consumer Information, the process for obtaining it and how to request a paper copy of:

- financial aid information
- basic information about the school
- graduation/completion rate data
- campus security or crime report
- FERPA rights

GRADUATION REQUIREMENTS

Candidates for graduation must have a quality grade point average of 2.0 or higher overall. No student may graduate with a non-repeated F or on academic probation.

MAKE-UP POLICY

If absent, work must be made up by the student. It is the responsibility of each student to meet with his/her individual instructor(s) to make arrangements to turn in all work missed. Quizzes, tests, and examinations can only be made up at the discretion of the instructor.

CREDIT HOUR CONVERSION POLICY

The minimum criteria used to convert semester clock hours to semester credit hours is as follows: one semester hour for each of the following: every 15 clock hours of lecture, 30 clock hours of lab, 45 clock hours of internship/externship or 45 clock hours of shop.

TRANSCRIPT POLICY

Each student whose account is in good standing will be provided an official transcript of record upon completion of his/her program. A charge of \$10.00 will be made for each transcript thereafter. Former ETI students will not be permitted to purchase official transcripts if they have an outstanding balance with the school.

PHYSICAL FACILITIES

ETI's facility currently has eleven (11) lecture rooms, eight (8) laboratories, an internet library, a general reference library, a law library, and office facilities equipped with modern equipment, computers, software, and test instruments. Laboratories allow students to reinforce their knowledge by acquiring valuable hands-on experience in their chosen field. The remaining labs consist of the following:

Six (6) computer labs, an electronics lab, medical lab, and refrigeration, air conditioning & heating lab. In addition, up-to-date software, medical equipment and office equipment complement our courses of instruction.

Numerous audio-visual equipment is available to assist instructors in their classroom presentations. All classrooms and laboratories are well lit, air-conditioned, and can accommodate up to forty (40) students. Typical classroom size is 15-25.

LABORATORY POLICIES

Students may use the college laboratories and equipment when classes are not in session. These times must be scheduled by an instructor.

FIELD TRIPS / GUEST SPEAKERS

Field trips are encouraged to provide students the opportunity to see the various technologies in actual practice. Also, guest lecturers are brought into the college to enhance instruction.

LIVING ACCOMODATIONS

ETI of Niles does not currently provide living accommodations.

STUDENT AFFAIRS

STUDENT GOVERNMENT ASSOCIATION (SGA)

ETI Technical College's SGA is the official student representation organization run entirely by and for students. The SGA is responsible for maintaining an effective channel of communication among students, faculty and administration. SGA elections are held every spring semester and all students are eligible to run for SGA offices. SGA plans different events throughout the year.

ORIENTATION / ADVISEMENT

These programs are designed to help students make the transition to college. Individual and group advisement is available to aid students with personal, academic and career decisions. Group workshops can be arranged and individual appointments can be scheduled by contacting the Student Affairs Office.

OFF CAMPUS HOUSING REFERRAL

The college operates a housing referral service to help students find suitable off-campus accommodations. A list of apartment units are available for student use.

Students who require housing assistance should contact the Student Affairs Office at least six weeks before their arrival at the college to make appointments to obtain referrals.

CAR POOL REFERRALS

The college offers a service for coordinating car pools. Students who drive and are looking for riders should leave their name, address, and phone number on the bulletin board in the break room. Once a student receives his/her class schedule, he/she should contact the Student Affairs Office for further information.

ALUMNI

Graduates of all academic programs are considered alumni of the college. Alumni of ETI Technical College receive invitations to college events and career and placement services.

The computer labs are available to students and alumni for resume preparation and for writing cover and thank you letters. A tutorial program is available for those unfamiliar with word processing. The service gives students and alumni a chance to maintain professional quality correspondence at no cost.

Alumni are encouraged to use the lab facilities. Students and alumni can store their data on their own floppy disk or USB flash drive. The Department of Career Services is available for critique of final copies.

REQUEST FOR ADVISEMENT

All requests for advisement will be handled by the Dean of Student Affairs in the main school building.

BOOKSTORE

The college bookstore is located in the administration building and carries textbooks, lab equipment, and a variety of other items. Items not carried by the bookstore often may be special ordered. Equipment is non-refundable. Refunds for books, supplies and consumable fees shall be made in accordance with Ohio Administrative Code Section 3332.1-10.0.

TUTORING RESOURCES

ETI maintains tutoring services in each department including computer-aided instruction packages for use in the computer lab along with cassettes, tapes, DVD's, CD Roms, and programmed workbooks which supplement in-class learning. These materials can be acquired through the department head in each program.

TUTORS

Math, English, Medical, Legal, Electronics, Computer, and Refrigeration tutors are available to assist students. See the Dean of Student Affairs for assistance.

CHILD CARE

Day care, preschool, and after school directory listings for Mahoning, Trumbull, and Columbiana counties can be obtained through the Office of Student Affairs.

GRADUATION

A certificate, diploma, or associate degree, depending on the course of training, is awarded to students who have successfully completed the course with an accumulative grade point average of 2.0 or better (out of a 4.0 system).

PLACEMENT ASSISTANCE POLICY

Preparation for job placement actually begins in the classroom when a student starts college. Upon graduation, all students from ETI are prepared for entry-level employment in their fields of endeavor. Placement assistance can only be meaningfully rendered when there is total cooperation between the student and the Placement Assistance Office. The following outline describes those responsibilities to be assumed by the student and their college.

The student will:

1. Provide all personal background information as normally required in the development of a resume for placement purposes. Such information must be true and correct.
2. Keep the Placement Assistance Office advised of any changes in address, employment, phone number(s), or temporary absences from the area.
3. Report on time, dress in a professional manner for any employment interview as established by the Placement Assistance Office and accepted by the student.
4. Report to the Placement Assistance Office after each job interview (by phone or in person) to review the results of the interview and understand that an evaluation of each job interview needs to be made before succeeding interviews will be arranged.

Further, the student who secures employment through his/her own efforts will notify the Placement Assistance Office so his/her permanent records can be noted to reflect the employment.

5. Attend and complete all job search class requirements.
6. Understand that getting a training-related position is the student's ultimate responsibility and that the Placement Assistance Office can only render advice and meaningful assistance.
7. Make independent attempts to secure employment and not rely solely on the efforts of the Placement Assistance Office.

In return, the Placement Assistance Office will perform the following functions:

1. Keep all personal background information received strictly confidential except where a release agreement has been signed and is on record.
2. Keep records as accurate as possible regarding name, address, and phone number changes.
3. Develop job leads whenever and wherever possible and establish interviews for those who are most qualified to receive the position.
4. Supply current and graduated students with information and assistance in areas including, but not limited to: finding leads, resume writing, preparing for the interview, interview techniques, and interview follow-up.

5. Finally, it is the responsibility of the Placement Assistance Office to render (within reason) all possible assistance, but please note that the law prohibits any college from guaranteeing a job.

COURSE CURRICULUM POLICY

By reason of its intent to provide the most up-to-date training for its students, ETI Technical College reserves the right to revise/amend its curriculum at any time.

ASSOCIATE DEGREE OF APPLIED BUSINESS IN LEGAL ASSISTANT

The objective of the Associate Degree in Legal Assistant program is to provide the legal knowledge and skills necessary for entry-level employment in the operation of legal and business environments. To provide a detailed understanding of law and legal procedures in rendering direct assistance to lawyers engaged in legal research. To provide the analytical and technical skills necessary to design, develop or plan modifications or new procedures, techniques, services, process or application in the field of law. To provide students with the practical “hands-on” opportunity to prepare or interpret legal documents and write detailed procedures for practicing in certain fields of law and general business environments.

To provide the student with an understanding of how to select, compile, and use technical information from such references as digests, encyclopedia, or practice manuals. To teach the student to analyze and follow procedural problems that involve independent decisions.

To provide the communication skills for effective interaction with other members of the legal business community. To provide entry-level employment as Legal Assistants in these and other institutions: Banks: Trust Officer, Probate & Pension Specialist, Escrow Officer, Real Estate Mortgage Specialist, Collection Specialist; Corporations: Litigation Specialist, Corporation Paralegal/Legal Assistants, Industrial Relations, Labor Relations Specialist, Probate and/or Pension Specialist; Insurance: Claims Adjuster.

The objective of the Legal Assistant with a concentration in Criminal Corrections focuses on both the theoretical and practical skills necessary to succeed in the challenging area of corrections. Coursework looks at many aspects in the field of Corrections, including: a history of Corrections, Community Corrections, juveniles and women in the correctional setting, crime and delinquency, and a Correctional Institutions class where students will have the opportunity to visit local correctional facilities in order to obtain a first person sense of how the correctional facility operates.

Students will co-jointly study the law while learning about how the law is affected (and affects) the Criminal Justice System, specifically the field of Corrections.

Our goal is to academically prepare students for entry-level positions in the Corrections field for immediate employment in federal, state, and private and local facilities.

ASSOCIATE DEGREE OF APPLIED SCIENCE IN COMPUTER ELECTRONIC TECHNOLOGY

The objective of the Associate Degree in Computer Electronic Technology program is to provide the technical skills necessary for entry-level employment in highly technical electronic fields such as: industrial, communication, computers, microprocessors, controls, networking, and alternative energy technology. To provide a background in mathematics and physics that is based on scientific principles. To provide skills in the use of equipment and procedures. To provide the student with the background necessary for advancement in this rapidly changing field.

To prepare students for entry-level employment in these and other positions: Research/Development, Computer Technician, Industrial Repair, Communications Technician, Copier Technician, Telephone Technician, and Alternative Energy Technologist, data communication, computer maintenance and repair, help desk and networking. Preparing for Industrial Certifications. How to install, configure and troubleshoot computer networks, cabling, LAN, WAN, and network management.

Graduates secure positions in hospitals repairing equipment, Engineering Assistant, Research/Development Technician, PC Support, Help Desk, Information Systems, Systems Tech Specialist, Field Service Technician, Service Tech, PC Tech, Network/LAN Tech, Computer Specialist, and Hardware Specialist.

ELECTRONIC TECHNOLOGY (DIPLOMA)

The objective of The Computer Electronic Technology diploma program is to prepare students for entry-level employment in an electronics related environment, thus enabling them to apply their knowledge to highly technical areas as microprocessor control, communications, and computers. To provide background in analog circuitry, amplifiers, receivers, advanced digital concepts, and microprocessors technology for applications in today's technology. To instill problem-solving and troubleshooting skills. To prepare the student for entry-level employment in these and other positions; Computer Technician, Copier Technician, Telephone Technician, and Communication Technician. Each credit is accepted towards the Associate Degree in Computer Electronic Technology.

PRACTICAL NURSING (DIPLOMA)

The LPN provides care under the direction of an RN, physician, or other legally recognized medical practitioner that is consistent with his/her scope of practice, education, and skills.

On completion of the course requirements, the graduate receives a diploma and is prepared to take the National Council Licensure Examination (NCLEX-PN), which leads to licensure as a License Practical Nurse.

Graduates who become licensed as practical nurses may qualify for advanced placement through articulation plans at regional nursing programs should they choose to continue their education in nursing and become Registered Nurses.

ASSOCIATE DEGREE OF APPLIED SCIENCE IN MEDICAL ASSISTANT

One of the objectives of the Medical Assistant Degree is to challenge the student to utilize learned critical thinking skills necessary in today's work environment. The curriculum content encompasses oral and written communication courses which will prepare the student to become an effective communicator. This general education background combined with the technical courses offered in the Medical Assistant program along with the college's "learn by doing" philosophy will prepare the student for the technical demands of the new millennium.

The Associate Degree will provide the student with the competitive edge, helping the student to become employable with more opportunities for advancement. It will give the credentials needed to help him/her succeed in the medical field.

Additional objectives of the program are to prepare the student for entry-level employment in these and other positions: Medical Assistant, EKG Technician, Phlebotomy Technician, Clinical Technician, Orderly, Ward Clerk, Medical Secretary, Medical Data Entry Specialist, Transcriptionist, Records/Insurance Clerk, and Medical Office Manager.

Medical Assistants qualify to take the Phlebotomy Registry (AMT), EKG Certification (NAHP), and RMA Certification (AMT) and hold certifications in First Aid and CPR. Graduates secure employment in hospitals, a variety of doctor's offices, clinical laboratories, medical supply companies, state agencies, insurance companies, transcription organizations, and a variety of other institutions that utilize clerical skills.

The objective of the Medical Assistant with an elective in Medical Secretary is to center on medical clerical skills necessary to succeed in the medical office environment. After completing this elective, the student will be prepared to work in medical transcription, insurance processing, and medical coding. The student will also learn to organize and maintain records in medical offices or in a hospital environment.

Additional objectives of the program are to prepare the student for entry-level employment in these and other positions: Medical Secretary, Medical Administrative Assistant, Electronic Medical Billing Specialist, Medical Scheduler, Medical Coder, Medical Transcriptionist, Medical Records/Insurance Clerk, Medical Accounts Receivable Specialist, Medical Office Clerical Coordinator, Hospital Unit Clerk, Medical Office Business Manager, Medical Data Entry Specialist.

Graduates secure positions in hospitals, a variety of doctor's offices, medical and insurance billing companies, state agencies, insurance companies, transcription organizations, and a variety of other institutions that utilize clerical skills.

MEDICAL ASSISTANT (DIPLOMA)

The objective of the Medical Assistant Diploma program is to prepare the student for employment in the dual (clinical/clerical) role of a Medical Assistant. To enable the student to become a valuable asset to the allied health team in a health facility. To encourage the student to be constantly aware of the importance of continuing their education on a daily basis for the safety and welfare of their patients. To prepare the student for entry-level employment in these and other positions: Medical Assistant, EKG Technician, Clinical Technician, Orderly, Medical Secretary, Medical Data Entry Specialist, Medical Transcriptionist, Records/Insurance Clerk, and Medical Office Business Manager.

Medical Assistants qualify to take the Phlebotomy Registry (AMT), EKG Certification (NAHP). Each credit is accepted for full credit towards the Associate Degree in Medical Assistant.

ASSOCIATE DEGREE OF APPLIED BUSINESS IN BUSINESS OFFICE ADMINISTRATION

The Associate Degree in Business Office Administration is designed to advance the student's knowledge in today's business office environment. Early in the program, the student's course work includes subjects that are fundamental to the operation of an office, such as accounting, word processing, business math, and more.

The student is then given an in-depth study of highly technical software applications. The objective of the general education courses are to provide the student with the necessary critical thinking and communications skills needed to help the student become a more productive part of the work world.

This general education background combined with the technical course content encourages an atmosphere of professional growth and maintains the college's philosophy of the "learn by doing" method of education.

The Associate Degree will arm the student with the credibility they need to succeed. It will provide the student with the competitive edge helping the student become employable with more opportunities for advancement. It will prepare the student for entry-level employment in these and other positions: Legal/Medical Secretaries, Accounting Clerks, Payroll Clerks, Transcriptionists, Accounts Payable and Receivable, and Administrative Assistants. Graduates secure employment in hospitals, schools, state agencies, industrial organizations, legal software companies, insurance agencies, and the courts.

The objective of Business Office Administration with an elective in Accounting is to provide the student with a concentrated study in the areas of payroll tax, federal income tax, business and corporation tax, accounts receivable and payable, and bookkeeping. Because the basis of the concentration consists of the Business Office Administration Degree, the student will also be prepared to function efficiently in a business office environment.

The student will be prepared for entry-level employment in these and other positions: Accounts Payable and Receivable Clerks, Payroll Clerks, Administrative Assistants, Business Office Managers, Accounting Department Clerk, Data Entry Clerk, and Bookkeeper. Graduates secure positions in hospitals, schools, state agencies, industrial organizations, legal software companies, insurance agencies, corporate offices, manufacturing offices, banks, accounting firms, and electronic billing companies.

The objective of the Business Office Administration with an elective in Web Design Technologies is to provide the student with the tools necessary to create and maintain an effective website. The student will learn the latest technology necessary to accomplish this goal. Such technology will include, HTML, Macromedia Dreamweaver MX, Adobe Photoshop and Image Ready, and Macromedia Flash MX.

The objective of the Business Office Administration Degree program; therefore, providing the student with a solid foundation to function as, not only a web designer and web administrator, but also as a general administrative assistant in an office environment. This program will prepare the student for entry-level employment in these and other positions: Web Design Developers and Coordinators, Administrative Assistants, and Business Office Managers. Graduates secure positions in schools, state agencies, industrial organizations, software companies, insurance agencies, corporate offices, manufacturing offices, and banks.

BUSINESS OFFICE ADMINISTRATION (DIPLOMA)

The objective of the Business Office Administration Diploma program is to prepare students for today's successful businesses that require employees who can effectively track information and produce documents, spreadsheets, reports, and graphics. It will teach the skills necessary for Business Office Administration graduates to compete in a personal computer environment. It will provide the hands-on training to enable students to become proficient in software applications such as graphics, databases, spreadsheets, and word processing.

It will prepare students for entry-level employment in these and other positions: Legal/Medical Secretaries, Accounting Clerks, Payroll Clerks, Transcriptionists, Accounts Payable/Receivable, and Administrative Assistants. Each credit will be accepted for full credit towards the Associate Degree in Business Office Administration.

REFRIGERATION, AIR CONDITIONING, AND HEATING (DIPLOMA)

The objective of the Refrigeration, Air Conditioning, and Heating program is to provide the technical skills necessary for entry-level employment in highly technical HVAC fields such as: domestic, commercial/industrial, air conditioning, heat pump, automotive air, thermoelectric, solar energy, special devices and applications. This program will cover introductory to oil heat and gas heat (hydronic heat and electric heat) arithmetic, algebra, geometry, and trigonometry, D/C and A/C circuits, ohm's Law, series and parallel circuits. Diagnosing, repairing Refrigeration, Air Conditioning, and Heating. Industrial application of electrical equipment and control symptoms are covered, as well as basic servicing of hot air furnaces.

PRACTICAL NURSING (DIPLOMA)

The full-time practical nursing program is divided into three semesters approximately 16 weeks (15 weeks of classroom and one week of finals) in length for a total of 48 weeks. The part-time program is divided into five semesters for a total of 80 weeks. Each semester consists of prescribed subjects and studies that build upon each other. Students begin their training in Semester I and progress sequentially through each semester until all courses and semesters have been successfully completed.

The program's goal and learning domains are evident in the objectives. The syllabi are consistent and available for each student at the beginning of each course. Supervised clinical practice by qualified nursing faculty includes the development of skill in critical thinking, clinical reasoning, management of care, delegation to and supervision of other health care providers, and ensures the student nurse's ability to practice at an entry level. Practical Nursing students who meet all program progression and completion requirements will be awarded a diploma and become eligible to apply for the National Council Licensure Examination for Practical Nursing (NCLEX-PN).

In some instances, Policies and regulations exist for students in the Practical Nursing Program that do **not** apply to students in other programs at ETI Technical College. Unless specified, students in the Nursing program must abide by the terms, policies, and procedures in the ETI Technical College catalog.

ADMISSION POLICY

1. Currently, applicants are admitted twice a year; one full-time admission and one part-time admission.
2. Applicants must first be admitted to ETI Technical College and attend a nursing information session or meet with a nursing advisor and the Director of Admissions before they are eligible for selection to the nursing program.
3. Selection for all applicants is based on the following criteria:
 - a. Graduation from an accredited high school or General Education Development (GED) certificate according to State guidelines;
 - b. Pre-Entrance Testing -- passage of the Evolve Reach Pre-Entrance Examination (75% in each subject area);
 - c. Students directly admitted from high school have a grade point average of 2.0 or above based on official high school transcript; or
 - d. Transfer students or post graduate students have a cumulative grade point average of 2.0 or above based on official transcripts from all schools attended; and
 - e. Results of criminal background check.*
4. All completed applications will be reviewed by the Nursing Admissions Committee. Acceptance into the program is based on criteria, interview, and review. Applicants will be notified by letter if accepted or if further documents are needed. The program will admit as many qualified applicants as its resources permit. Applicants who meet the criteria but are not admitted may reapply for the next class.

5. Following notification of acceptance into the nursing program, but prior to the beginning of the first nursing course, students must submit to the nursing office documentation of:
- a. Good health as evidenced by a physical examination within one year prior to admission to the nursing program, including two tuberculin skin tests (mantoux) for tuberculosis;
 - b. Hepatitis B, Mumps, Rubeola, Varicella, and Tetanus immunity in accordance with the guidelines published by the Centers for Disease Control and Prevention (CDC);
 - c. Participation in ETI Liability Insurance Program;
 - d. Certification by the **American Heart Association** for Health Care Providers in Basic Cardiac Life Support, including adult, child, and infant resuscitation; and
 - e. Submission of a passport-type photograph.

Note: Failure to provide the above will prohibit the student from providing patient care and may result in failure to meet the clinical objectives, and therefore failure of the program.

6. Challenging Nursing Course/Readmission – There is no provision for advanced standing in the ETI Technical College Practical Nursing program. Also, no courses may be challenged.

A student who withdraws in good standing from the program or has been dismissed from the program for failure in a theory course may petition for mid-curriculum re-admission in the appropriate semester within one year of the last date attended. Former students may request re-admission **one time only**. Mid-curriculum readmission will be at the discretion of the Practical Nursing Program Director. Requests for mid-curriculum readmission after one year will not be considered. A student who has failed the clinical component of a course and applies for readmission will be evaluated at the discretion of the Director and the Nursing Admission Committee members for eligibility to be readmitted to the nursing program.

Note: Students applying for re-admission must meet the curriculum requirements effective at the time of re-admission.

***Criminal Background Check**

Criminal background checks are used to determine whether a student may be placed in clinical settings under Ohio law, including Ohio Revised Code Chapter 4723.09 (2) (b). Clinical sites may decline to accept students with any felony convictions which will prevent the student from successfully completing the academic program. Students with drug trafficking convictions will not be considered for admission. Students who are convicted of, plead guilty to or have a judicial finding of guilt for any crime subsequent to enrollment should immediately notify the Practical Nursing Program Director as such action will affect the student's ability to complete the program and/or obtain an Ohio license.

The Ohio Board of Nursing requires applicants for licensure to submit to a criminal records check completed by the bureau of criminal identification and investigation in a form prescribed by the board the results of which indicate that the individual has not been convicted of, pleaded guilty to, or had a judicial finding of guilt for any violation set forth in section 4723.09 of the Revised Code; For further information, see the Ohio Board of Nursing website at www.nursing.ohio.gov.

AN EQUAL OPPORTUNITY SCHOOL

ETI Technical College actively subscribes to a policy of equal educational and employment opportunities and in accordance with Title IX of education's amendments of 1972, does not discriminate on the basis of race, color, sex, handicap, religion, and national or ethnic origin in admission, treatment of student, or employment.

Note: A handicap cannot interfere with attainment of the Practical Nursing program objectives or impair the student's ability to practice according to acceptable and prevailing standards of safe practical nursing care of a physical or mental ability.

GRADING

The process and quality of students' work is measured by a system of letter grades and grade percentages as shown below (clinical learning activities are graded on a pass/fail basis):

Grade	Percentage
A	93-100%
B	84-92%
C	75-83%
F	74% and below
W	Withdraw
I	Incomplete

**PRACTICAL NURSING PROGRAM
CURRICULUM PLAN FOR LEARNING ACTIVITIES
1235 Clock Hours/48 Weeks/59 Credit Hours**

FIRST SEMESTER

COURSE #	COURSE TITLE	CREDITS			CLOCK HOURS
		Theory/Lab/Clinical			
BIO 100	Integrated Human Sciences	4			60
PNS 201	Caring Across the Lifespan II	3			45
PNS 102	Caring in Basic Nursing	5	2	3	225
PNS 103a	Mathematics/Computer Skills	<u>4</u>			<u>60</u>
	Nutritional Nursing Care				390
	Total Hours	390	Credits 20	16 2 3	
	Theory	240			
	Lab	60			
	Clinical	90			

SECOND SEMESTER

COURSE #	COURSE TITLE				
PNS 101a	Caring Across the Lifespan I	3			45
PNS 202	Caring in the Human Health Experience I	6	1	6	300
PNS 203b	Pharmacological	<u>43</u>			<u>45</u>
	Caring in Nursing				390
	Total Hours	390	Credits 20	13 1 6	
	Theory	180			
	Lab	30			
	Clinical	180			

THIRD SEMESTER

COURSE #	COURSE TITLE				
PNS 301	Caring in the Human Health Experience II	7	2	6	345
PNS 302	Caring Transition into Practice	<u>2</u>		<u>2</u>	<u>110</u>
	Total Hours	455	Credits 19	9 2 8	455
	Theory	135			
	Lab	60			
	Clinical	260			
Total Program Clock Hours		1235		Total Program Credits 59	
	Theory	555			
	Lab	150			
	Clinical	530			

PRACTICAL NURSING PROGRAM
EVENING-WEEKEND PROGRAM CURRICULUM FOR
LEARNING ACTIVITIES
1235 Clock Hours/80 Weeks/59 Credit Hours

COURSE #	COURSE TITLE	CREDITS	CLOCK HOURS		
		FIRST SEMESTER			
		Theory/Lab/Clinical			
BIO 100	Integrated Human Sciences	4			60
PNS 101a	Caring Across the Lifespan I	3			45
PNS 201	Caring Across the Lifespan II	3			45
PNS 103a	Mathematics/Computer Skills	<u>3</u>			<u>60</u>
	Nutritional Nursing Care	14			210
	Total Hours 210	Credits 14			
	Theory	210			
		SECOND SEMESTER			
PNS 102	Caring in Basic Nursing	5	2	3	225
PNS 203b	Pharmacological	<u>3</u>			<u>45</u>
	Caring in Nursing	8	2	3	270
	Total Hours 270	Credits 13			
	Theory	120			
	Lab	60			
	Clinical	90			
		THIRD SEMESTER			
PNS 202	Caring in the Human Health Experience I	6	1	6	300
	Total Hours 300	Credits 13			
	Theory	90			
	Lab	30			
	Clinical	180			
		FOURTH SEMESTER			
PNS 301	Caring in the Human Health Experience II	7	2	6	345
	Total Hours 345	Credits 15			
	Theory	105			
	Lab	60			
	Clinical	180			
		FIFTH SEMESTER			
PNS 302	Caring Transition into Practice	2	2		110
	Total Hours 110	Credits 4			
	Theory	30			
	Clinical	80			
Total Program Clock Hours		1235	Total Program Credits		59
	Theory	555			
	Lab	150			
	Clinical	530			

REQUIREMENTS FOR COMPLETION OF THE PROGRAM

The following requirements must be met prior to graduation from the program:

1. Obtain a grade of 75% or higher in all theory courses;
2. Obtain a passing (satisfactory) grade in all clinical experiences;
3. Obtain a mandatory pass of the math, I.V. therapy, and Evolve Exit Examinations;
4. Submit all required paperwork; and
5. Payment of all tuition, fees, and expenses owed to ETI Technical College.

DESCRIPTION OF NURSING COURSES

All nursing courses require a grade of 'C' or better. All practical nursing courses must be taken in scheduled sequence.

Course Title

BIO 100	Credits 4
<u>Integrated Human Sciences</u>	<u>Lecture 4</u>

A study of human systems, emphasizing the physical, chemical, and cellular basis of organ system structure, function, and development utilizing appropriate medical terminology. Introduction to microbiology related to disease prevention, infection control, and workplace safety.

PNS 101a	Credits 4
<u>Caring Across the Lifespan I</u>	<u>Lecture 4</u>

Human physical and psychosocial development from birth throughout the life cycle is explored with emphasis on holistic care and lifespan issues. Developmental theorists are studied along with cultural variations in lifecycle events. Effective communication strategies throughout the developmental stages and across cultural barriers are also examined.

PNS 102	Credits 10
<u>Caring in Basic Nursing</u>	<u>Lecture 5, Lab 2, Clinical 3</u>

A study of basic theories and principles of practical nursing incorporated with skill competencies and clinical experiences to ensure a safe and effective caring environment. The nursing student will be introduced to the evolving health care needs of a racially and culturally diverse society, and will begin contributing to the nursing process using creative factors in physical data collection, and will provide basic care and comfort in structured, non-complex clinical settings.

PNS 103a	Credits 4
<u>Mathematics/Computer Skills Nutritional Nursing</u>	<u>Lecture 4</u>

An introduction to an essential practical nursing skill—the accurate calculation of drug dosages as applied to patients across the lifespan. Focus is on basic mathematical computations, conversions, calculations of dosages, and intravenous flow rates. Also included is the role of computers in information management in health care systems, including basic keyboarding, documentation in electronic patient charts and medication administration records, data retrieval, and care entry.

PNS 201 **Credits 3**
Caring Across the Lifespan II Lecture 3

Normal developmental as well as pathological changes of middle and late adulthood; includes communication strategies for practical nurses dealing with the aging person with sensory deficits. Also included: nursing care at the end of life, and the diverse culture, customs, and traditions related to death and dying.

PNS 202 **Credits 13**
Caring in the Human Health Experience I Lecture 6, Lab 1, Clinical 6

An introduction to the caring concepts of adults in acute, long term, or mental health settings. Increasingly complex skills are introduced and practiced, including medication administration. Therapeutic communication and the care of people with mental health disorders are integrated into those courses.

PNS203b **Credits 3**
Pharmacological Caring in Nursing Lecture 3

Study of nutritional needs throughout the lifespan as well and dietary modifications, supplementations, both prescribed and over the counter, as well as medications used to treat various acute and chronic health conditions. Classification of medications, pharmacodynamics and fluid and electrolyte functions and replacement are studied as well as the ethical and legal implications of medication administration.

PNS 301 **Credits 15**
Caring in the Human Health Experience II Lecture 7, Lab 2, Clinical 6

This course explores the practical nursing care of patients during major life changes. Maternity and pediatric care is incorporated into this second Human Health Experience course. Increasingly complex skills are introduced and practiced, including IV therapy in the adult patient. The focus is on family-centered care, women's and children's health issues, acute and chronic illness, disability, and end of life care with practice experiences in structured health care settings.

PNS 302 **Credits 4**
Caring Transition into Practice Lecture 2, Clinical 2

This course explores the role of the practical nurse in the health care system; major social, economic, and educational trends are studied. The focus is on strategies to facilitate the transition of the student to the practical nursing role, including two (2) week or eighty (80) hour clinical experiences with a preceptor.

**ASSOCIATE DEGREE OF APPLIED BUSINESS
IN BUSINESS OFFICE ADMINISTRATION**

90 Weeks / 78 Credit Hours

TO EARN AN ASSOCIATE DEGREE OF APPLIED BUSINESS IN BUSINESS OFFICE ADMINISTRATION, THE FOLLOWING COURSES* ARE REQUIRED:

- | | | | |
|---|--------------------------------|---|--|
| 3 | Computer Literacy** | 3 | Keyboarding I |
| 5 | Computer Applications I** | 3 | Keyboarding II† |
| 4 | Computer Applications II* | 3 | Machine Transcription† |
| 5 | Computer Applications III* | 4 | Administrative Management/
Office Procedures† |
| 4 | Data Base (Access)** | 4 | Accounting I |
| 4 | Spreadsheet (Excel)** | 4 | Introduction to College English |
| 3 | Computerized Accounting I** | 4 | Introduction to College Math |
| 3 | Computerized Accounting II** † | 3 | Written Communications |
| 4 | Professional Development** † | 3 | College Algebra |
| 8 | Internship** | 3 | Communication Skills |
| | | 3 | Earth Science |
| | | 3 | American Government and Politics |
| 3 | Sociology | | |

ELECTIVE TRACKS

ACCOUNTING

- 3 Computerized Accounting II**
- 3 Payroll and Business Tax**
- 3 Federal Income Tax**
- 4 Managerial Accounting **
- 4 Accounting II**

WEB DESIGN TECHNOLOGIES

- 5 Web Design Basics**
- 4 Web Design Technologies**
- 4 Programming Language**
- 4 Professional Web Graphics**

* DOES NOT INDICATE THE ORDER IN WHICH THESE COURSES WILL BE OFFERED.

** CORE CLASS FOR THIS PROGRAM.

† COURSES EXCLUDED IF ACCOUNTING OR WEB DESIGN TECHNOLOGIES TRACK IS SELECTED.

**ASSOCIATE DEGREE OF APPLIED BUSINESS
IN BUSINESS OFFICE ADMINISTRATION**

90 Weeks / 78 Credit Hours

<u>Course#</u>	<u>Course Description</u>	<u>Crd. Hrs.</u>
<u>FIRST SEMESTER</u>		
MTH 095†	Introduction to College Math	4
WRC 095†	Introduction to College English	4
CPL 100	Computer Literacy	3
KEY 110	Keyboarding I	3
COM 110†	Communication Skills	3
AGP 120†	American Government & Politics	<u>3</u>
		12/14
<u>SECOND SEMESTER</u>		
CAP 110	Computer Applications I	5
ACT 120	Accounting I	4
MTH 110	College Algebra	<u>3</u>
		12
<u>THIRD SEMESTER</u>		
CAP 130	Computer Applications II	4
DTB 200	Data Base (Access)	4
SOC 110	Sociology	3
WRC 110	Written Communications	<u>3</u>
		14
<u>FOURTH SEMESTER</u>		
CAP 230	Computer Applications III	5
SPD 200	Spreadsheet (Excel)	4
CTA 110	Computerized Accounting I	3
ERS 110	Earth Science	<u>3</u>
		15
<u>FIFTH SEMESTER</u>		
MAT 100	Machine Transcription	3
PRF 100	Professional Development	4
CTA 200	Computerized Accounting II	3
KEY 220	Keyboarding II	3
AOP 200	Administrative Management/Office Procedures	<u>4</u>
		17
<u>SIXTH SEMESTER</u>		
ITS 240	Internship	8
COM 110†	Communications Skills	3
AGP 120†	American Government & Politics	<u>3</u>
		8-14

†THIS COURSE OUTLINE CONTAINS ONLY THE SUGGESTED SEQUENCE OF COURSEWORK.

**BUSINESS OFFICE ADMINISTRATION
DIPLOMA**

60 Weeks / 47 Credit Hours

TO EARN A DIPLOMA IN BUSINESS OFFICE ADMINISTRATION, THE
FOLLOWING COURSES* ARE REQUIRED:

Computer Literacy **
Computer Applications I **
Computer Applications II **
Computer Applications III **
Data Base (Access) **
Spreadsheet (Excel) **
Introduction to College English
Introduction to College Math

Administrative Management/Office Procedures
Keyboarding I
Accounting I
Machine Transcription
Internship**

*DOES NOT INDICATE THE ORDER IN WHICH THESE COURSES WILL BE
OFFERED. PLACEMENT TEST RESULTS WILL DETERMINE WHETHER
INTRODUCTION TO COLLEGE ENGLISH AND INTRODUCTION TO COLLEGE
MATH COURSEWORK WILL BE REQUIRED.

**CORE CLASS FOR THIS PROGRAM.

**BUSINESS OFFICE ADMINISTRATION
DIPLOMA**

1170 Clock Hours / 60 Weeks / 47 Credit Hours

Course#	Course Description	Clk. Hrs.	Crd. Hrs.
<u>FIRST SEMESTER</u>			
CPL 100	Computer Literacy	60	3
KEY 110	Keyboarding I	60	3
CAP 110	Computer Applications I	<u>120</u>	<u>5</u>
		240	11
<u>SECOND SEMESTER</u>			
CAP 130	Computer Applications II	75	4
ACT 120	Accounting I	60	4
MAT 100	Machine Transcription	75	3
SPD 200	Spreadsheet (Excel)	<u>75</u>	<u>4</u>
		285	13
<u>THIRD SEMESTER</u>			
CAP 230	Computer Applications III	120	5
DTB 200	Data Base (Access)	75	4
AOP 200	Administrative Management/Office Procedures	<u>75</u>	<u>4</u>
		270	13
<u>FOURTH SEMESTER</u>			
ITS 240	Internship	<u>375</u>	<u>8</u>
		375	8

†THIS COURSE OUTLINE CONTAINS ONLY THE SUGGESTED SEQUENCE OF COURSEWORK. INTRODUCTION TO COLLEGE ENGLISH (WRC-095) AND INTRODUCTION TO COLLEGE MATH (MTH-095) MAY BE REQUIRED BASED ON PLACEMENT TEST RESULTS.

**ASSOCIATE DEGREE OF APPLIED SCIENCE
IN COMPUTER ELECTRONIC TECHNOLOGY**

90 Weeks / 81 Credit Hours

TO EARN AN ASSOCIATE DEGREE OF APPLIED SCIENCE IN COMPUTER ELECTRONIC TECHNOLOGY, THE FOLLOWING COURSES* ARE REQUIRED:

Introduction to Electronics **
 Basic Electronics **
 Basic Electronics Lab **
 Electronic Circuits I **
 Electronics Circuits Lab I **
 Electronic Circuits II **
 Electronics Circuits Lab II **
 Electronic Circuits III **
 Computer Literacy **
 Computer Programming **
 Information Systems I **
 Information Systems II **
 Microcomputer Applications I (A+ Management) **
 Microcomputer Applications II (Networking) **
 Security Awareness**

Introduction to College Math
 College Algebra
 Applied Math
 Advanced College Algebra/Basic Trigonometry
 Survey of Physics
 Survey of Physics Lab
 Introduction to College English
 Written Communications
 Communication Skills
 Earth Science
 American Government and Politics
 Sociology

*DOES NOT INDICATE THE ORDER IN WHICH THESE COURSES WILL BE OFFERED.

**CORE CLASS FOR THIS PROGRAM.

**ASSOCIATE DEGREE OF APPLIED SCIENCE IN
COMPUTER ELECTRONIC TECHNOLOGY**

90 Weeks/81 Credit Hours

<u>Course#</u>	<u>Course Description</u>	<u>Crd. Hrs.</u>
<u>FIRST SEMESTER</u>		
MTH 095†	Introduction to College Math	4
WRC 095†	Introduction to College English	4
CPL 100	Computer Literacy	3
CET 100	Introduction to Electronics	3
COM 110†	Communication Skills	3
AGP 120†	American Government & Politics	<u>3</u>
		12-14
<u>SECOND SEMESTER</u>		
CET 110	Basic Electronics	5
CET 110L	Basic Electronics Lab	2
MTH 110	College Algebra	3
WRC 110	Written Communications	<u>3</u>
		13
<u>THIRD SEMESTER</u>		
CET 120	Electronic Circuits I	4
CET 120L	Electronic Circuits Lab I	2
MTH 120	Applied Math	4
PRG 120	Computer Programming	<u>4</u>
		14
<u>FOURTH SEMESTER</u>		
CET 230	Electronic Circuits II	4
CET 230L	Electronic Circuits Lab II	2
MTH 230	Advanced Algebra/Basic Trigonometry	4
SOC 110	Sociology	3
ERS 110	Earth Science	<u>3</u>
		16
<u>FIFTH SEMESTER</u>		
MCP 150	Microcomputer Applications I	4
ITS 110	Information Systems I	4
PHY 240	Survey of Physics	3
PHY 240L	Survey of Physics Lab	<u>1</u>
		12
<u>SIXTH SEMESTER</u>		
CET 250	Electronic Circuits III	5
ITS 210	Information Systems II	4
MCP 260	Microcomputer Applications II	4
ITS 220	Security Awareness	1
COM 110†	Communication Skills	3
AGP 120†	American Government & Politics	<u>3</u>
		14-20

† THIS COURSE OUTLINE CONTAINS ONLY THE SUGGESTED SEQUENCE OF COURSE WORK.

ELECTRONIC TECHNOLOGY
DIPLOMA

45 Weeks/32 Credit Hours

TO EARN A DIPLOMA IN COMPUTER ELECTRONIC TECHNOLOGY, THE
FOLLOWING COURSES* ARE REQUIRED:

Introduction to Electronics**	Computer Literacy**
Basic Electronics**	Introduction to College English
Basic Electronics Lab**	Introduction to College Math
Electronic Circuits I**	College Algebra
Electronic Circuits Lab I**	Applied Math
Electronics Circuits II**	
Electronic Circuits Lab II**	

*DOES NOT INDICATE THE ORDER IN WHICH THESE COURSES WILL BE OFFERED. PLACEMENT TEST RESULTS WILL DETERMINE WHETHER INTRODUCTION TO COLLEGE ENGLISH AND INTRODUCTION TO COLLEGE MATH COURSEWORK WILL BE REQUIRED.

**CORE CLASS FOR THIS PROGRAM.

**ELECTRONIC TECHNOLOGY
DIPLOMA**

600 Clock Hours/45 Weeks/32 Credit Hours

Course#	Course Description	Clk. Hrs.	Crd. Hrs.
<u>FIRST SEMESTER</u>			
CET 100	Introduction to Electronics	60	3
CET 110	Basic Electronics	75	5
CET 110L	Basic Electronics Lab	60	2
MTH 110	College Algebra	45	3
		240	13
<u>SECOND SEMESTER</u>			
CET 120	Electronic Circuits I	60	4
CET 120L	Electronic Circuits Lab I	60	2
CPL 100	Computer Literacy	60	3
		180	9
<u>THIRD SEMESTER</u>			
CET 230	Electronic Circuits II	60	4
CET 230L	Electronic Circuits Lab II	60	2
MTH 120	Applied Math	60	4
		180	10

THIS COURSE OUTLINE CONTAINS ONLY THE SUGGESTED SEQUENCE OF COURSEWORK. INTRODUCTION TO COLLEGE ENGLISH (wrc-095) AND INTRODUCTION TO COLLEGE MATH (MTH-095) MAY BE REQUIRED, BASED ON PLACEMENT TEST RESULTS.

**ASSOCIATE DEGREE OF APPLIED BUSINESS
IN LEGAL ASSISTANT**

90 Weeks / 77 Credit Hours

TO EARN AN ASSOCIATE DEGREE OF APPLIED BUSINESS IN LEGAL
ASSISTANT, THE FOLLOWING COURSES* ARE REQUIRED:

Real Estate Law **
Litigation Management **
Torts **
Paralegalism & Ethics **
Workers' Compensation Law **
Domestic Relations **
Estates & Trusts **
Basic Legal Research **
Legal Research **
Criminal Law & Procedure **
Internship **

Keyboarding I
Keyboarding II
Computer Literacy
Legal Drafting & Computerized Applications

Introduction to College English
Introduction to College Math
Written Communications
College Algebra
Earth Science
Communication Skills
American Government & Politics
Sociology

*DOES NOT INDICATE THE ORDER IN WHICH THESE COURSES WILL BE
OFFERED.

**CORE CLASS FOR THIS PROGRAM.

**ASSOCIATE DEGREE OF APPLIED BUSINESS IN
LEGAL ASSISTANT**

90 Weeks/77 Credit Hours

Course #	Course Description	Crd. Hrs.
<u>FIRST SEMESTER</u>		
MTH 095†	Introduction to College Math	4
WRC 095†	Introduction to College English	4
CPL 100	Computer Literacy	3
INT 110	Paralegalism & Ethics	4
COM 110†	Communication Skills	3
AGP 120†	American Government & Politics	3
		13-15
<u>SECOND SEMESTER</u>		
DOM 220	Domestic Relations	4
MTH 110	College Algebra	3
KEY 110	Keyboarding I	3
WRC 110	Written Communications	3
		13
<u>THIRD SEMESTER</u>		
CMP 220	Criminal Law & Procedure	4
BLR 100	Basic Legal Research	2
TRT 220	Torts	4
KEY 220	Keyboarding II	3
		13
<u>FOURTH SEMESTER</u>		
RLE 120	Real Estate Law	4
LIT 210	Litigation Management	4
LGR 130	Legal Research	4
SOC 110	Sociology	3
		15
<u>FIFTH SEMESTER</u>		
EST 140	Estates & Trusts	4
WCL 220	Workers' Compensation Law	4
ERS 110	Earth Science	3
LDA 210	Legal Drafting & Computerized Applications	4
		15
<u>SIXTH SEMESTER</u>		
ITS 250	Internship	8
COM 110†	Communication Skills	3
AGP 120†	American Government & Politics	3
		8-14

†THIS COURSE OUTLINE CONTAINS ONLY THE SUGGESTED SEQUENCE OF COURSE WORK.

**ASSOCIATE DEGREE OF APPLIED BUSINESS IN LEGAL ASSISTANT
WITH A CONCENTRATION IN CRIMINAL CORRECTIONS**

90 Weeks / 77 Credit Hours

TO EARN AN ASSOCIATE DEGREE OF APPLIED BUSINESS IN LEGAL ASSISTANT WITH A CONCENTRATION IN CRIMINAL CORRECTIONS, THE FOLLOWING COURSES* ARE REQUIRED:

Introduction to Criminal Corrections **
 Criminal Law & Procedures **
 Community Corrections & Correctional Institutions **
 Women & Crime **
 Juvenile Justice Systems **
 Crime & Delinquency **
 Torts **
 Litigation Management **
 Domestic Relations Law **
 Basic Legal Research **
 Legal Research **
 Internship **

Keyboarding I
 Computer Literacy
 Legal Drafting & Computerized Applications

Introduction to College English
 Introduction to College Math
 Written Communications
 College Algebra
 Communication Skills
 Earth Science
 American Government and Politics
 Sociology

*DOES NOT INDICATE THE ORDER IN WHICH THESE COURSES WILL BE OFFERED.

**CORE CLASS FOR THIS PROGRAM.

**ASSOCIATE DEGREE OF APPLIED SCIENCE IN
MEDICAL ASSISTANT**

90 Weeks / 79 Credit Hours

TO EARN AN ASSOCIATE DEGREE OF APPLIED SCIENCE IN MEDICAL
ASSISTANT, THE FOLLOWING COURSES* ARE REQUIRED:

Medical Terminology**	Data/Word Processing
Medical Theory I**	Keyboarding I
Medical Theory II**	Computer Literacy
Medical Theory III**†	Accounting I
Medical Lab I**†	Introduction to College English
Medical Lab II** †	Introduction to College Math
Medical Lab III** †	Written Communications
Comprehensive Clinical Procedures And Pharmacology** †	College Algebra
Medical Office Procedures/ Electronic Health Records**	Communication Skills
Medical Transcription I**	Earth Science
Computerized Medical Office Procedures**	American Government and Politics
Internship**	Sociology

ELECTIVE TRACK

MEDICAL SECRETARY

Computer Applications I**
Computer Applications II**
Keyboarding II
Medical Insurance Billing **
Medical Transcription II**

*DOES NOT INDICATE THE ORDER IN WHICH THESE COURSES WILL BE OFFERED.

**CORE CLASS FOR THIS PROGRAM.

†COURSES EXCLUDED IF MEDICAL SECRETARY TRACK IS SELECTED.

**ASSOCIATE DEGREE OF APPLIED SCIENCE IN
MEDICAL ASSISTANT**

90 Weeks/79 Credit Hours

Course#	Course Description	Crd. Hrs.
<u>FIRST SEMESTER</u>		
MTH 095†	Introduction to College Math	4
WRC 095†	Introduction to College English	4
MED 100	Medical Terminology	4
CPL 100	Computer Literacy	3
COM 110†	Communication Skills	3
AGP 120†	American Government & Politics	<u>3</u>
		13-15
<u>SECOND SEMESTER</u>		
MDT 100	Medical Theory I	5
MDL 100	Medical Lab I	2
KEY 110	Keyboarding I	3
MTH 110	College Algebra	3
WRC 110	Written Communications	<u>3</u>
		16
<u>THIRD SEMESTER</u>		
MDT 120	Medical Theory II	5
MDL 120	Medical Lab II	2
ERS 110	Earth Science	3
DTP 110	Data/Word Processing	<u>3</u>
		13
<u>FOURTH SEMESTER</u>		
MDT 230	Medical Theory III	5
MDL 230	Medical Lab III	2
MTR 100	Medical Transcription I	4
MOP 110	Medical Office Procedures/ Electronic Health Records	<u>4</u> 15
<u>FIFTH SEMESTER</u>		
COP 200	Computerized Medical Office Procedures	3
ACT 120	Accounting I	4
SOC 110	Sociology	3
CCP 240	Comprehensive Clinical Procedures & Pharmacology	<u>4</u> 14
<u>SIXTH SEMESTER</u>		
ITS 260	Internship	8
COM 110†	Communication Skills	3
AGP 120†	American Government & Politics	<u>3</u>
		8-14

†THIS COURSE OUTLINE CONTAINS ONLY THE SUGGESTED SEQUENCE OF COURSEWORK.

**MEDICAL ASSISTANT
DIPLOMA**

60 Weeks / 54 Credit Hours

TO EARN A DIPLOMA IN MEDICAL ASSISTANT, THE FOLLOWING COURSES*
ARE REQUIRED:

Medical Terminology **
Medical Theory I **
Medical Theory II **
Medical Theory III **
Medical Lab I **
Medical Lab II **
Medical Lab III **
Computer Literacy **
Medical Office Procedures/
Electronic Health Records**
Medical Transcription I **
Introduction to College English
Introduction to College Math
Keyboarding I
Data/Word Processing
Accounting I
Internship**

*DOES NOT INDICATE THE ORDER IN WHICH THESE COURSES WILL BE OFFERED. PLACEMENT TEST RESULTS WILL DETERMINE WHETHER INTRODUCTION TO COLLEGE ENGLISH AND INTRODUCTION TO COLLEGE MATH COURSEWORK WILL BE REQUIRED.

**CORE CLASS FOR THIS PROGRAM.

**MEDICAL ASSISTANT
DIPLOMA**

1290 Clock Hours/60 Weeks/54 Credit Hours

Course#	Course Description	Clk. Hrs.	Crd. Hrs.
<u>FIRST SEMESTER</u>			
MED 100	Medical Terminology	60	4
MDT 100	Medical Theory I	75	5
MDL 100	Medical Lab I	75	2
CPL 100	Computer Literacy	60	3
		270	14
<u>SECOND SEMESTER</u>			
MDT 120	Medical Theory II	75	5
MDL 120	Medical Lab II	75	2
DTP 110	Data/Word Processing	75	3
MOP 100	Medical Office Procedures/ Electronic Health Records	75	4
KEY 110	Keyboarding I	60	3
		360	17
<u>THIRD SEMESTER</u>			
MDT 230	Medical Theory III	75	5
MDL 230	Medical Lab III	75	2
ACT 120	Accounting I	60	4
MTR 100	Medical Transcription I	75	4
		285	15
<u>FOURTH SEMESTER</u>			
ITS 260	Internship	375	8
		375	8

†THIS COURSE OUTLINE CONTAINS ONLY THE SUGGESTED SEQUENCE OF COURSE WORK. INTRODUCTION TO COLLEGE ENGLISH (WRC-095) AND INTRODUCTION TO COLLEGE MATH (MTH-095) MAY BE REQUIRED BASED ON PLACEMENT TEST RESULTS.

**REFRIGERATION, AIR CONDITIONING, & HEATING
DIPLOMA**

48 Weeks / 37 Credit Hours

TO EARN A DIPLOMA IN REFRIGERATION, AIR CONDITIONING, AND
HEATING, THE FOLLOWING COURSES* WILL BE REQUIRED:

Fundamentals of Refrigeration I **
Fundamentals of Refrigeration II **
Advanced Refrigeration/Heating **
Basic Electricity **
Basic Electricity Lab **
Industrial Electricity **
Industrial Electricity Lab **
Refrigeration Lab I **
Refrigeration Lab II **
Refrigeration/Heating Lab **
Math Fundamentals

*DOES NOT INDICATE THE ORDER IN WHICH THESE COURSES WILL BE OFFERED.

**CORE CLASS FOR THIS PROGRAM.

**REFRIGERATION, AIR CONDITIONING, AND HEATING
DIPLOMA**

720 Clock Hours/48 Weeks/37 Credit Hours

<u>Course#</u>	<u>Course Description</u>	<u>Clk. Hrs.</u>	<u>Crd. Hrs.</u>
<u>FIRST SEMESTER</u>			
MTH 100	Math Fundamentals	65	4
REF 100	Fundamentals of Refrigeration I	95	6
REF 100L	Fundamentals of Refrigeration Lab I	<u>65</u>	<u>2</u>
		225	12
<u>SECOND SEMESTER</u>			
REF 120	Fundamentals of Refrigeration II	50	3
REF 120L	Fundamentals of Refrigeration Lab II	35	1
IET 120	Basic Electricity	90	6
IET 120L	Basic Electricity Lab	<u>65</u>	<u>2</u>
		240	12
<u>THIRD SEMESTER</u>			
REF 130	Advanced Refrigeration/Heating	95	6
REF 130L	Advanced Refrigeration/Heating Lab	65	2
IET 130	Industrial Electricity	60	4
IET 130L	Industrial Electricity Lab	<u>35</u>	<u>1</u>
		255	13

†THIS COURSE OUTLINE CONTAINS ONLY THE SUGGESTED SEQUENCE OF COURSE WORK.

BUSINESS OFFICE ADMINISTRATION
ASSOCIATE DEGREE/DIPLOMA
COURSE DESCRIPTIONS

ACT-120: Accounting I. This course introduces the basic principles of accounting practice and theory. The emphasis will be on the study of accounting for a sole-proprietor business. The primary areas of study will include the accounting cycle, debits and credits, accruals and deferrals, receivables and payables, special journals, and the preparation of financial statements.

4 credit hours; Prerequisite: MTH-095.

ACT-200: Accounting II. The emphasis of the course will be on merchandising business. The primary area of study will be to expand the information that is presented in the special journals, the introduction of new subsidiary ledgers, and a more in-depth presentation of financial statements.

4 credit hours; Prerequisite: ACT-120.

AGP-120: American Government and Politics. This course will compare the structure of today's American Government and Politics to the structure of the American government in America's formative years. Students will be taught how the political process affects their lives, about the government of the United States, how it functions, how citizens participate, and students will discover some of the basic theories and beliefs that have guided the development of the American government. The course places emphasis on the importance of Civil Liberties, Minority Rights, Social Equality, Political Rights of all citizens, and of voting. In addition, how the local, state, and national governments operate and interact will be discussed.

3 credit hours; Prerequisite: None.

AOP-200: Administrative Management / Office Procedures. Designed to introduce the student to the jargon used in managing professional offices as well as to instruct and allow students to apply management techniques used in today's offices. In addition, a study of standardized office procedures will be incorporated into this course. Students will also be given the opportunity to practice typical office problems such as office organization and office operations and procedures. LECTURE/LAB FORMAT.

4 credit hours; Prerequisite: None.

BUSINESS OFFICE ADMINISTRATION
ASSOCIATE DEGREE/DIPLOMA
COURSE DESCRIPTIONS (CONTINUED)

CAP-110: Computer Applications I. Designed to give the student a broad conceptual background in computer literacy using the operating system and applications programs in a microcomputer environment. Emphasis will be placed on the file creation, editing, and printing cycles necessary to operate all programs. In addition, students will complete a variety of applications projects designed to apply computer literacy concepts. Basic Internet search techniques will be introduced and proofreading and keyboarding skills including data entry projects and drills will be emphasized. LECTURE/LAB FORMAT.

5 credit hours; Prerequisite: CPL-100.

CAP-130: Computer Applications II. This course emphasizes and applies: Windows, word processing and graphics / slide show programs. In addition, computer literacy concepts are reinforced and increased. Students also learn to use the Internet for research. They use the Internet to conduct a mock job search. They also learn to apply e-mail applications. Applications projects that will eventually comprise a portfolio of their work are also begun. LECTURE/LAB FORMAT.

4 credit hours; Prerequisite: CAP-110.

CAP-230: Computer Applications III. This course emphasizes Windows, spreadsheets, desktop publishing applications, research projects, troubleshooting, miscellaneous applications, and continued compilation of a portfolio designed to showcase the students' work. LECTURE/LAB FORMAT.

5 Credit Hours; Prerequisite: CAP-130.

COM-110: Communication Skills. This is a performance course designed to help students improve, understand, and practice communication skills with others. The course offers an in-depth examination of the theory, process, and practice of preparing and delivering presentations in today's work environment. Development of skills in writing and delivering speech transactions as well as individual speeches, debates, group discussions, and interview techniques are taught. Technology aids will be used during presentations, and through a variety of written and oral assignments, students will analyze, research, and organize ideas; as well as format and design speeches based on subject matter and content.

3 credit hours; Prerequisite: None.

BUSINESS OFFICE ADMINISTRATION
ASSOCIATE DEGREE/DIPLOMA
COURSE DESCRIPTIONS (CONTINUED)

CPL-100: Computer Literacy. This introductory course will cover topics including: computer hardware, software, operating systems, file management, the Internet, LANS/WLANS, the Web, and e-mail. An overview of the text and accompanying web sites and multimedia elements is followed by an introduction to computers and the computer industry as well as digital basics. An advanced look at information systems, databases, and computer programming wraps up the course.

3 credit hours; Prerequisite: None.

CTA-110: Computerized Accounting I. The student will apply accounting principles and practices using specialized computer accounting software. All accounting topics will require electronic input of data. The student will be shown how to generate computerized reports, to include profit and loss statement, cash flow reports, payroll reports, balance sheets, budget sheets, and forecast reports.

3 credit hours; Prerequisite: ACT-120.

CTA-200: Computerized Accounting II. A study of utilizing the computer to develop and maintain accounting record keeping systems, make management decisions, and process common business applications with the emphasis on utilizing a spreadsheet and/or data base package/program.

3 credit hours; Prerequisite: ACT-120.

DTB-200: Data Base (Access). Designed to introduce the student to basic data base concepts. Students will apply theory using ACCESS in a microcomputer environment. Tables, forms, reports, filters, extractions, database calculations, and switch boarding will be applied. LECTURE/LAB FORMAT.

4 credit hours; Prerequisite: CAP-100.

ERS-110: Earth Science. This course is an introductory survey of physical geology, historical geology, oceanography, meteorology, and astronomy as it relates the interaction of the earth sciences to the physical world. Included is a study of the earth's air, water, and physical processes as they shape the physical world. A highlight is emphasis on practical evaluation of the world's energy and environmental problems.

3 credit hours; Prerequisite: None

BUSINESS OFFICE ADMINISTRATION
ASSOCIATE DEGREE/DIPLOMA
COURSE DESCRIPTION (CONTINUED)

FIT-100: Federal Income Tax. Basic instruction in the tax laws as currently implemented by the Internal Revenue Service provides a working knowledge of preparing taxes for the individual and small corporations.

3 credit hours; Prerequisite: ACT-120.

ITS-240: Internship I. Business Office Administration students will spend fifteen weeks in various business environments being trained on-the-job. Students will also spend (one hour per week) at the college for Practicum with the Department Head. All students must successfully complete all core classes before they will be given permission to participate. All internships must be approved and documented by the Internship Coordinator or College Director before they begin and all paperwork must be completed prior to commencing and continuing the internship hours.

8 credit hours; 375 hours; Prerequisite: Permission from Department Head.

KEY-110: Keyboarding I. Designed to give the student a thorough foundation in the basics of typewriting. The course will focus on mastery of the keyboard, centering and tabulation as well as development of speed. At the completion of this course, students should be able to type 35-40 words per minute.

3 credit hours; Prerequisite: None.

KEY-220: Keyboarding II. Designed to give the student instruction in and application of advanced letter writing skills. Emphasis will be given on advanced formatting skills such as complex tabulation, memos and filling out forms. Speed and accuracy drills will be stressed. A speed of 50 words per minute should be attained by the end of this course.

3 credit hours; Prerequisite: KEY-110.

MAC-200: Managerial Accounting. Topics covered in this course will help the students to analyze and interpret both historical and estimated data. The information they analyze will allow the students to make suggestions to their employees that will help management to operate in a more cost efficient way.

4 credit hours; Prerequisite: ACT-200.

BUSINESS OFFICE ADMINISTRATION
ASSOCIATE DEGREE/DIPLOMA
COURSE DESCRIPTION (CONTINUED)

MAT-100: Machine Transcription. Designed to give students instruction and practical experience in transcribing letters and memos on the computer. This course is comprised of units specific to different areas of applications such as insurance, law, medical, advertising, and government.

3 credit hours; Prerequisite: KEY-110.

MTH-095: Introduction to College Math. A general review of the Basic Arithmetic operations including fractions and decimals, introduction to Signed Numbers and their application, Fundamental Laws of Exponents including Powers of 10 with Engineering and Scientific Notation, the Metric System of Measurement and conversions between the Metric and English systems, Introduction to Basic Algebra terms and concepts with emphasis placed on the commutative, associative and distributive laws used in the solution to Simple Linear Equations.

4 credit hours; Prerequisite: None.

MTH-110: College Algebra. A basic introduction to intermediate and advanced concepts of College Algebra. The course will also serve as a valuable tool to create a logical thought sequence for the student. The Fundamental Laws of Exponents will be emphasized, the Metric System of Measurement and conversions between the Metric and English systems, Introduction to Algebra terms and functions with graphing concepts are emphasized. Emphasis placed on the commutative, associative and distributive laws used in the solution to Simple Linear Equations.

3 credit hours; Prerequisite: MTH-095.

PBT-100: Payroll and Business Tax. A study of payroll procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environment.

3 credit hours; Prerequisite: ACT-120.

BUSINESS OFFICE ADMINISTRATION
ASSOCIATE DEGREE/DIPLOMA
COURSE DESCRIPTION (CONTINUED)

PRF-100: Professional Development. Students will learn to apply professional job seeking skills to better prepare for graduation and the job search. This course will coordinate with the Placement Department and will focus on: how to create a professional appearance, how to exhibit an appropriate professional demeanor, how to build résumés (including on-line postings) as well as other job search documents, applying current job hunt techniques (including on-line job searches) and practicing interviewing techniques including post interview strategies.

4 credit hours; Prerequisite: None .

PWP-200: Professional Web Graphics: Designed to enhance the student's skills in dealing with Web graphics. Advanced techniques will be studied, and Photoshop CS3 will be introduced. Some key topics include: optimizing and displaying graphics, using scanners, digital cameras, creating and using background images, creating and using icons, creating thumbnail galleries, creating animation, rollover effects, splash screens, and sliced images. Students will create several Web projects utilizing their Web design skills and will also incorporate new graphical skills. LECTURE/LAB FORMAT

4 credit hours; Prerequisite: WDB-110.

SOC-110: Sociology. Introduces the principles of sociology, the development of human society and culture, and comparison of the American society with others. Students will exhibit an understanding of the role of research in sociology, including critical thinking, computer, and written and oral communication skills, along with recent sociological theory. The course will provide knowledge and comprehension of core sociological concepts such as culture, social change, socialization, stratification, and differences by ethnicity, gender, age, and class worldwide to offer a better understanding of others reminding students to remain open minded.

3 credit hours; Prerequisite: None.

SPD-200: Spreadsheet (Excel). Electronic spreadsheet is designed to teach students to operate spreadsheet software and enter accounting and statistical applications onto IBM compatible microcomputers. Students will create and enter various business applications. They will create forms, apply logical functions, special pasting applications, charting, and basic data basing features. LECTURE/LAB FORMAT.

4 credit hours; Prerequisite: ACT-120.

BUSINESS OFFICE ADMINISTRATION
ASSOCIATE DEGREE/DIPLOMA
COURSE DESCRIPTION (CONTINUED)

WDB-110: Web Design Basics. Designed to give the student a firm foundation in understanding HTML (Hypertext Markup Language), which is the backbone of the World Wide Web. HTML is the most widely used of any Web page development tools. This course will give the student an intricate study of the groundwork required to create a professional and effective website as well as troubleshooting, creating a personal page, and résumé. LECTURE/LAB FORMAT

5 credit hours; Prerequisite: CPL-100.

WDB-120: Web Design Technologies I. Students will be provided with advanced Web design and development techniques by getting an introduction to Macromedia Dreamweaver CS3. Topics include creating a Dreamweaver Web page and local site, adding Web pages, links and images, tables and pages layout, page layout with frames, forms, templates and style sheets, and layers, image maps, and navigation bars. With these basic tools, the student will be able to feel confident and perform quickly throughout the program. They will also publish Web pages to a Web server using FTP (File Transfer Protocol). LECTURE/LAB FORMAT

4 credit hours; Prerequisite: WDB-110.

WPL-120: Programming Language. Students will learn how to create rich interactive experiences for the Web, they will learn how to use ActionScript, components, and video using the program Adobe Flash CS3 to create Banners, animations, and interactive menus. Starting with the basic, working up to the more powerful tools within Adobe Flash CS3, the student will have a hands-on approach to feeling confident and perform quickly throughout the program. LECTURE/LAB FORMAT

4 credit hours; Prerequisite: WDB-110.

WRC-110: Written Communications. This course investigates the writing process focusing on the basis of writing and developing varied types of essays. Students will focus on responding to written texts in ways that demonstrate expressive, analytical, and evaluative thinking. Strategies for writing as a means of critical inquiry, with focus on the writer, audience, and purpose as they affect writing are introduced. An annotated bibliography and research paper finish out the student's course work.

3 credit hours; Prerequisite: WRC-095.

WRC-095: Introduction to College English. This course is a review of all the eight parts of speech, recognizing complete and incomplete sentences, kinds of sentences, and writing paragraphs. It also includes a review of punctuation, when to write numbers as words or figures, and capitalization.

4 credit hours; Prerequisite: None

COMPUTER ELECTRONIC TECHNOLOGY
ASSOCIATE DEGREE/DIPLOMA
COURSE DESCRIPTIONS

AGP-120: American Government and Politics. This course will compare the structure of today's American Government and Politics to the structure of the American government in America's formative years. Students will be taught how the political process affects their lives, about the government of the United States, how it functions, how citizens participate, and students will discover some of the basic theories and beliefs that have guided the development of the American government. The course places emphasis on the importance of Civil Liberties, Minority Rights, Social Equality, Political Rights of all citizens, and of voting. In addition, how the local, state, and national governments operate and interact will be discussed.

3 credit hours; Prerequisite: None.

CET-100: Introduction to Electronics. This beginning course provides an overview of the history of electronics, describes a variety of career opportunities available in the electronics field, explains the most common components used in electronics, and identifies some of the most common types of equipment used by professionals in the field. The course goes on to provide coverage of the fundamentals of basic electricity. Beginning with nature of electricity and progress through the study of resistors, ohm's law, series and parallel circuits, and DC circuit theory. Basic Electric safety and Electronics Components will be introduced.

3 credit hours; Prerequisite: None.

CET-110: Basic Electronics. This course will cover advanced Electronics Theory with emphasis on AC Theory and Circuits, Magnetism, Electronic Test Equipment, Complex AC theory, including Reactive Circuits and Resonance. Series/Parallel Combination Circuits for Electronics and battery power supplies will be covered. Impedance Networks with AC Series-Parallel Circuits, filters and transformers as well as coupled circuits.

5 credit hours; Concurrent: Prerequisite: CET-100; CET-110L.

CET-110L: Basic Electronics Lab. This beginning course in Basic Electronics Lab has a wide variety of experiments designed to aid students in understanding electrical principles and applications. The structure and content of this course parallel the theory presented in the basic electronics theory course. The experiments in this course are primarily concerned with both AC and DC; measuring of both AC and DC and troubleshooting of basic circuits. Some of the experiments can be preformed by using real components and instruments or by using electronic-circuit simulations. The laboratory experiments also demonstrate the proper and practical use of test equipment.

2 credit hours lab; Concurrent: CET-110.

COMPUTER ELECTRONIC TECHNOLOGY
ASSOCIATE DEGREE/DIPLOMA
COURSE DESCRIPTIONS (CONTINUED)

CET-120: Electronics Circuits I. This course will provide a basic introduction to semiconductor theory, diodes, transistors, and amplifiers. Basic semiconductor theory, pn junctions, and the diodes are introduced. Diode rectifiers and other general-purpose diodes including the zener, varactor, and optical devices are introduced. Bipolar junction transistors, small signal amplifiers, and power amplifiers will be covered. Introduction of solid-state circuits including power supplies, audio amplifiers, and operational amplifiers will be introduced. Use of test equipment, constructing and troubleshooting electronic circuits. Interpreting electronic drawing and schematics.

4 credit hours theory, Concurrent: CET-120L; Prerequisite: CET-110.

CET-120L: Electronics Circuits I Lab. This lab course will provide a basic introduction to semiconductor theory, diodes, transistors, and amplifiers. Diode rectifiers and other general-purpose diodes circuits will be constructed and tested including the power supplies. Bipolar junction transistors, small signal amplifiers, and power amplifiers will be built and tested. Use of test equipment, constructing and troubleshooting electronic circuits, interpreting electronic drawing and schematics.

2 credit hours lab; Prerequisite: CET-110 and CET-110L

CET-230: Electronics Circuits II. This course will begin with digital signal theory with an understanding of number systems used in digital and computer systems. The basic building blocks of digital circuits will be covered with emphasis on gates and Boolean expressions. The study of logic circuits, codes, encoding-decoding, and digital displays will be discussed in detail. An overview of flip-flops, counters, shift registers, arithmetic circuits, memories, digital systems, and microcomputer basics will be covered.

4 credit hours theory, Concurrent: CET-230L Prerequisite: CET-110, CET-110L.

CET-230L: Electronics Circuits II Lab. The basic building blocks of digital circuits will be constructed with emphasis on gates troubleshooting circuits. The building of logic circuits, encoding, decoding, and digital display circuits will be constructed and analyzed. Construction of flip-flops, counters, shift registers, arithmetic circuits, memories circuits. Constructing, analyzing, testing and troubleshooting digital circuits will be part of the lab projects completed in this course. The use of test equipment as it applies to digital circuits will be emphasized.

2 credit hours lab; Prerequisite: CET-120 and CET-120L

CET-250: Electronic Circuits III. This course covers advanced electronic circuits and systems and how they work together. The basic fundamentals of communications systems including basic radio, fiber-optics, and laser technology as used in communication are introduced as well as Industrial Electronics with emphasis on troubleshooting both analog and digital circuits. This course will help prepare the student to take the standard industry certification test with emphasis on both theory and hands-on applications.

COMPUTER ELECTRONIC TECHNOLOGY
ASSOCIATE DEGREE/DIPLOMA
COURSE DESCRIPTIONS (CONTINUED)

COM-110: Communication Skills. This is a performance course designed to help students improve, understand, and practice communication skills with others. The course offers an in-depth examination of the theory, process, and practice of preparing and delivering presentations in today's work environment. Development of skills in writing and delivering speech transactions as well as individual speeches, debates, group discussions, and interview techniques are taught. Technology aids will be used during presentations, and through a variety of written and oral assignments, students will analyze, research, and organize ideas, as well as format and design speeches based on subject matter and content.

3 credit hours; Prerequisite: None.

CPL-100: Computer Literacy. This introductory course will cover topics including: computer hardware, software, operating systems, file management, the Internet, LANS/WLANS, the Web, and e-mail. An overview of the text and accompanying web sites and multimedia elements is followed by an introduction to computers and the computer industry as well as digital basics. An advanced look at information systems, databases, and computer programming wraps up the course.

3 credit hours; Prerequisite: None.

ERS-110: Earth Science. This course is an introductory survey of physical geology, historical geology, oceanography, meteorology, and astronomy as it relates the interaction of the earth sciences to the physical world. Included is a study of the earth's air, water, and physical processes as they shape the physical world. A highlight is emphasis on practical evaluation of the world's energy and environmental problems.

3 credit hours; Prerequisite: None.

ITS-110: Information Systems I. This course will incorporate understanding of operating systems theory, specifically Windows, Linux Operating System, Windows system command lines, and the GUI. Students will install and configure various operating systems and become familiar with software applications. Key concepts of Microsoft's Windows 7 Operating system will be covered and supporting users and troubleshooting Operating systems will be discussed. This course will contain information that meets the objectives for Microsoft Certified Desktop Operating Systems Support Technician Certification.

4 credit hours; Prerequisite: CPL-100.

COMPUTER ELECTRONIC TECHNOLOGY
ASSOCIATE DEGREE/DIPLOMA
COURSE DESCRIPTIONS (CONTINUED)

ITS-210: Information Systems II. This course covers supporting users and troubleshooting desktop applications on a Microsoft Windows Operating System. This course will prepare the student for a career as a Microsoft Certified Desktop Support Technician supporting users and troubleshooting desktop applications such as Microsoft Office including Word, Internet Explorer, Outlook Express, and Outlook. The course will also cover office security settings, and monitoring security vulnerable and updates, resolving issues related to customizing and personalizing Office Applications, and troubleshooting network problems.

4 credit hours; Prerequisite: ITS-110.

ITS-220: Security Awareness. This course is intended for beginners and immediate users who want to increase their understanding of information security issues and practices. It is intended for users who use computers at home or in the office. This course covers all of the need-to-know information about staying secure, including maintaining a secure environment and how to avoid security attacks. Specific topics covered include: an introduction to security, desktop security, personal security, enterprise security, wireless network security, and network security. This course uses a hands-on approach that guides you through implementing practical hardware, software, and network security step by step. This course will provide a truly interactive learning experience to help prepare you for the challenges of security networks and computers.

1 credit hour; Prerequisite: ITS-110. Concurrent: ITS-210.

MCP-150: Microcomputer Applications I. This course is an introduction to core hardware modules, components, cases, power supplies, motherboards and systems. An introduction to Networking essentials preventative maintenance, and basic troubleshooting techniques continues the preparation. Core Software modules, navigating the Internet, TCIP/IP and other protocols will be covered. Remote access, network security, data recovery and fault tolerance are a few of the topics that will be covered. Planning a network installation, network documentation, troubleshooting the network, scheduled maintenance will be discussed, and other Operating Systems will be explored.

5 credit hours; Prerequisite: CPL-100.

MCP-260: Microcomputer Applications II. This course will introduce the student to applications used by computer specialists. Students will learn to use applications such as: word processors, computer spreadsheets, presentation applications, and the design of data base applications. Designed to give students hands-on experience using a wide variety of applications and programs currently used in today's businesses. This program emphasizes and applies: word processing and graphics/slide show programs. Students will apply basic data base concepts using ACCESS.

4 credit hours; Prerequisite: CPL-100.

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COMPUTER ELECTRONIC TECHNOLOGY
ASSOCIATE DEGREE/DIPLOMA
COURSE DESCRIPTIONS (CONTINUED)

MTH-095: Introduction to College Math. A general review of the Basic Arithmetic operations including fractions and decimals, introduction to Signed Numbers and their application, Fundamental Laws of Exponents including Powers of 10 with Engineering and Scientific Notation, the Metric System of Measurement and conversions between the Metric and English systems, Introduction to Basic Algebra terms and concepts with emphasis placed on the commutative, associative, and distributive laws used in the solution to Simple Linear Equations.

4 credit hours; Prerequisite: None

MTH-110: College Algebra. A basic introduction to intermediate and advanced concepts of College Algebra. The course will also serve as a valuable tool to create a logical thought sequence for the student. The Fundamental Laws of Exponents will be emphasized, the Metric System of Measurement and conversions between the Metric and English systems, Introduction to Algebra terms and functions with graphing concepts emphasized. Emphasis placed on the commutative, associative and distributive laws used in the solution to Simple Linear Equations.

3 credit hours; Prerequisite: MTH-095.

MTH-120: Applied Math. The advanced concepts of Algebra including applications in the factoring of any algebraic expression. Also included will be the fundamental arithmetic operations on any set of rational expressions. The Solution to any linear (conditional and inconsistent) fractional equation including literal equations (formula). Solutions to pure, incomplete, and complete quadratic equations, introduction to trigonometry emphasizing solution(s) to right triangles, and solutions to oblique triangles with applications to vector analysis will also be covered.

4 credit hours; Prerequisite: MTH-110.

MTH-230: Advanced Algebra / Basic Trigonometry. Review of intermediate to advanced concepts of algebra, including applications in the Exponential and Logarithmic Functions. Right Triangle Trigonometry and the Trigonometric functions and their graphs will be emphasized. Solution to Trigonometric equations and Identities, Oblique triangles and vectors, complex numbers and polar form graphing are also included.

4 credit hours; Prerequisite: MTH-120.

PHY-240: Survey of Physics. The metric system units, covering conversion factors used in MKS, CGS, and BGS systems. Vector analysis, with applications in translational equilibrium, mechanical kinematics using horizontal, vertical, and parabolic motion, the dynamics of linear motion, emphasizing Newton's First, Second, and Third Laws of Motion, resultant forces with and without friction showing rates of acceleration,

compression, tension, and the Atwood Machine demonstrates systems not in complete equilibrium will be covered.

3 credit hours; Prerequisite: MTH-120.

COMPUTER ELECTRONIC TECHNOLOGY
ASSOCIATE DEGREE/DIPLOMA
COURSE DESCRIPTIONS (CONTINUED)

PHY-240L: Survey of Physics Lab. A lab complimenting the Survey of Physics course: students will reinforce the concepts covered in the lecture portion. Concepts included will be mass to weight conversions, static equilibrium, and acceleration with and without friction. Measurement and calculations of the Normal and resultant Normal force will be accomplished.

1 credit hour; Prerequisite: MTH-120; Offered concurrently with PHY-240.

PRG-120: Computer Programming. This course is designed to introduce the student to the basics of programming for a competent understanding of what programming is and what it is not. Standard programming terms and concepts that are used in all programming language will be introduced. This course will concentrate on Scripting languages, such as JavaScript. Other scripting languages will also be used to provide a list of instructions for a computer to follow. Basic programming of object-orientated programming and design issues will be covered as well as error handling, security, the document object model, and dynamic HTML.

4 credit hours; Prerequisite: CPL-100.

SOC-110: Sociology. Introduces the principles of sociology, the development of human society and culture, and comparison of the American society with others. Students will exhibit an understanding of the role of research in sociology, including critical thinking, computer, and written and oral communication skills, along with recent sociological theory. The course will provide knowledge and comprehension of core sociological concepts such as culture, social change, socialization, stratification, and differences by ethnicity, gender, age, and class worldwide to offer a better understanding of others reminding students to remain open minded.

3 credit hours; Prerequisite: None.

WRC-110: Written Communications. This course investigates the writing process focusing on the basis of writing and developing varied types of essays. Students will focus on responding to written texts in ways that demonstrate expressive, analytical, and evaluative thinking. Strategies for writing as a means of critical inquiry, with focus on the writer, audience, and purpose as they affect writing are introduced. An annotated bibliography and research paper finish out the student's course work.

3 credit hours; Prerequisite: WRC-095.

WRC-095: Introduction to College English. This course is a review of all the eight parts of speech, recognizing complete and incomplete sentences, kinds of sentences, and writing paragraphs. It also includes a review of punctuation, when to write numbers as words or

figures, and capitalization.

4 credit hours; Prerequisite: None.

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LEGAL ASSISTANT

LEGAL ASSISTANT WITH A CONCENTRATION IN CRIMINAL CORRECTIONS
ASSOCIATE DEGREES
COURSE DESCRIPTIONS

AGP-120: American Government and Politics. This course will compare the structure of today's American Government and Politics to the structure of the American government in America's formative years. Students will be taught how the political process affects their lives, about the government of the United States, how it functions, how citizens participate, and students will discover some of the basic theories and beliefs that have guided the development of the American government. The course places emphasis on the importance of Civil Liberties, Minority Rights, Social Equality, Political Rights of all citizens, and of voting. In addition, how the local, state, and national governments operate and interact will be discussed.

3 credit hours; Prerequisite: None.

BLR-100: Basic Legal Research. This is a primer course involving the briefing of cases and legal analysis. Students learn how to do legal research with emphasis on the mechanics of legal research and on Federal Codes, State Codes, case research, use of case digests, Shepardizing, cite checking, use of primary and secondary authority, and use of legal memoranda types.

2 credit hours; Prerequisite: None.

CMP-220: Criminal Law and Procedure. Students learn the elements and sources of crimes, focusing on crimes against the person and crimes against property, the criminal state of mind, and categories of crimes and defenses. The practicum skills discussed in this course will cover the role of the paraprofessional and legal assistant to the prosecutor, police liaison, diversion (diverting cases out of the criminal justice system), interviewing, and compiling citizen complaints, assisting in consumer fraud, obtaining court ordered child support payments, securing restitution for bad checks, calendaring (legal assistant serves as an aide to the prosecutor in calendar court), witness liaison, trial preparation, arranging for bail.

4 credit hours; Prerequisite: None.

COM-110: Communication Skills. This is a performance course designed to help students improve, understand, and practice communication skills with others. The course offers an in-depth examination of the theory, process, and practice of preparing and delivering presentations in today's work environment. Development of skills in writing and delivering speech transactions as well as individual speeches, debates, group discussions, and interview techniques are taught. Technology aids will be used during presentations, and through a variety of written and oral assignments, students will analyze, research, and organize ideas; as well as format and design speeches based on subject matter and content.

3 credit hours; Prerequisite: None.

LEGAL ASSISTANT
LEGAL ASSISTANT WITH A CONCENTRATION IN CRIMINAL CORRECTIONS
ASSOCIATE DEGREES
COURSE DESCRIPTIONS (CONTINUED)

COR-100: Introduction to Corrections. An overview of the design and functioning of the criminal justice system in the United States. An introductory course designed to familiarize students with the facets of the criminal justice system, the sub-systems and how they interrelate, processing of offenders, punishment and its alternatives, and the future of the criminal justice system. Examines the relationships and respective responsibilities of different criminal justice agencies. Also, a review of the corrections field, tracing early American penal systems and philosophy to recent day correctional programs with an emphasis on punishing offenders; the law of corrections; detention and short-term incarceration in jails; probation; intermediate sanctions and community corrections; the incarceration experience; incarcerating women and juveniles; surveillance and community control; race and ethnicity; and the death penalty. LECTURE/LAB FORMAT.

3 credit hours; Prerequisite: None.

COR-110: Crime and Delinquency. An overview of crime, crime statistics, criminal theory, and delinquency in relation to crime. A look at the delinquency in adults that causes crime and the results of crime on society. An in depth analysis of major theories for causation of crime will be covered.

4 credit hours; Prerequisite: COR-100.

COR-120: Juvenile Justice Systems. This course covers the juvenile justice system and related juvenile issues. Juvenile delinquency and juvenile justice; non-delinquent children in the system; juvenile offenders and police involvement; probation; juvenile court; pre-trial detention and diversion programs; juvenile corrections; parole; and aftercare; gangs; the role of the police officer and the correctional officer within the juvenile spectrum.

4 credit hours; Prerequisite: COR-100.

COR-140: Women and Crime. Examines the historical development and current women's issues as they relate to the justice system. Female juvenile delinquency is also discussed, as well as women and drugs, crime, and the rising of women in the justice field. Considers women's roles in the prisons (as staff, offenders, victims, and perpetrators of violence), policing society, the legal system, and organized crime.

4 credit hours; Prerequisite: COR-100.

LEGAL ASSISTANT
LEGAL ASSISTANT WITH A CONCENTRATION IN CRIMINAL CORRECTIONS
ASSOCIATE DEGREES
COURSE DESCRIPTIONS (CONTINUED)

COR-160: Community Corrections and Correctional Institutions. Examination of the necessity of Community Corrections in a world of overcrowded prisons and jails. Analyzes and evaluates contemporary correctional systems, discusses recent research concerning the correctional institution and the history of correctional institutions, and considers architecture and designs. Provides students an opportunity to visit numerous correction facilities in the local, state, federal, and private sectors, in an effort to see first hand how they are operated and what corrections job positions involve. LECTURE/LAB FORMAT.

4 credit hours; Prerequisite: COR-100.

CPL-100: Computer Literacy. This introductory course will cover topics including: computer hardware, software, operating systems, file management, the Internet, LANS/WLANS, the Web, and e-mail. An overview of the text and accompanying web sites and multimedia elements is followed by an introduction to computers and the computer industry as well as digital basics. An advanced look at information systems, databases, and computer programming wraps up the course.

3 credit hours; Prerequisite: None.

DOM-220: Domestic Relations Law. In-depth exploration of such subjects as adoption, child abuse, custody, paternity, juvenile delinquency. Covers the substantive and procedural law concerning marriage, divorce, visitation rights and distribution, separation agreements, and child visitation. Legal assistant skills to be emphasized are: problem identification, determining jurisdiction and grounds, counseling procedure, support needs, in Forma Pauperis Status, investigation, drafting of complaint summons, judgment, separation agreements, service and filing, how to act as court witness on service, as well as a general litigation assistant.

4 credit hours; Prerequisite: None.

ERS-110: Earth Science. This course is an introductory survey of physical geology, historical geology, oceanography, meteorology, and astronomy as it relates the interaction of the earth sciences to the physical world. Included is a study of the earth's air, water, and physical processes as they shape the physical world. A highlight is emphasis on practical evaluation of the world's energy and environmental problems.

3 credit hours; Prerequisite: None.

LEGAL ASSISTANT
LEGAL ASSISTANT WITH A CONCENTRATION IN CRIMINAL CORRECTIONS
ASSOCIATE DEGREES
COURSE DESCRIPTIONS (CONTINUED)

EST-140: Estates and Trusts. A course which will cover the requirement of drafting and execution of, wills and trusts, asset accumulation and payment of debts of an estate, preparation of Federal Estate Tax return, estate bookkeeping and asset management. Instruction in the preparation of settlement by agreement, filing of formal written account of activities and affairs. Estate record keeping and office systems. Practicum skills included in this course are: collection of data, preliminary drafting of wills or trusts from sample forms, investment analysis, maintaining an accessible records form and establishing a time system to make sure work is performed on time. Investigation, general litigation, preparation of pleadings, draft interrogatories, notarize documents, act as a court witness.

4 credit hours; Prerequisite: None.

ITS-250: Paralegalism and Ethics. An overview of our legal system and the role of lawyers and legal assistants in the legal process. An examination of the judicial, administrative, and legislative branches of the government. Review of federal and state courts systems. Students will examine the emergence of the paraprofessional as a new career in law with emphasis on the history, terminology and definition of the legal professional specialties. Covers ethics, legal interviewing, theories and procedures in regards to the content of law in a law office.

4 credit hours; Prerequisite: None.

1ITS-250: Internship. Legal Assistant students will spend fifteen weeks (24 hours per week) in legal offices, government agencies, banks, or insurance companies being trained on-the-job. Students will also spend (one hour per week) at the college for Practicum with the Department Head. All students must successfully complete all core classes before they will be given permission to participate. All internships must be approved and documented by the Internship Coordinator or College Director before they begin and all paperwork must be completed prior to commencing and continuing the internship hours.

8 credit hours; 375 hours; Prerequisite: Permission from Department Head.

KEY-110: Keyboarding I. Designed to give the student a thorough foundation in the basics of typewriting. The course will focus on mastery of the keyboard, centering and tabulation as well as development of speed. At the completion of this course, students should be able to type 35-40 words per minute.

3 credit hours; Prerequisite: None.

ASSOCIATE DEGREES
COURSE DESCRIPTIONS (CONTINUED)

KEY-200: Keyboarding II. Designed to give the student instruction in and application of advanced letter writing skills. Emphasis will be given on advanced formatting skills such as complex tabulation, memos, and filling out forms. Speed and accuracy drills will be stressed. A speed of 50 words per minute should be attained by the end of this course.

3 credit hours; Prerequisite: KEY-110.

LDA-210: Legal Drafting and Computerized Applications. This course will explore the newest computer applications in the fields of Estates and Bankruptcy. Amicus computerized scheduling will be presented along with time billing procedures. Students will be taught to use legalese macros for the creation of documents in Word Perfect.

4 credit hour; Prerequisite: CPL-100.

LGR-130: Legal Research. An orientation of the local law library and the sources of our law. A study of the differences between primary and secondary sources of law. Students will be taught the importance of legal research, vocabulary of legal research, how to find law libraries and the kinds of legal writing, organization and forms. Coverage will also include familiarization with computerized legal research and information delivery and retrieval systems using full text legal databases such as LoisLaw, WestLaw, LexisNexis, and FindLaw. The Shepard's citation system will also be explored. Students will be required to do specific research and writing assignments including legal memoranda, motions for summary, judgments and an appellate brief. Skills to be emphasized include: technique of using indexes, tables of contents, reading and finding case law, statutes, constitutional law, rules of court.

4 credit hours, additional hours of practicum will be spent by the student on his/her own time. Prerequisite: BLR-100.

LIT-210: Litigation Management. This unit analyzes the litigation process for resolving disputes through the use of the court systems. Emphasis will be on civil litigation, pleadings, third party practice, discovery, the presentation of evidence at trial, the rules of evidence, and the post trial practice. Practicum skills developed in this course will include: drafting of interrogatories, requests for production and answers to interrogatories and digesting of depositions. Acting as file monitor: writing case profiles, checking accuracy of the information, organizing and indexing documents obtained through discovery. Information assimilation: gathering medical records, police records, marriage records, birth and death records, adoption and custody records. The course will cover management skills, including: scheduling systems, time management and management by objectives, as well as maintenance of dockets and files.

4 credit hours; Prerequisite: None.

ASSOCIATE DEGREES
COURSE DESCRIPTIONS (CONTINUED)

MTH-095: Introduction to College Math. A general review of the Basic Arithmetic operations including fractions and decimals, introduction to Signed Numbers and their application, Fundamental Laws of Exponents including Powers of 10 with Engineering and Scientific Notation, the Metric System of Measurement and conversions between the Metric and English systems, Introduction to Basic Algebra terms and concepts with emphasis placed on the commutative, associative and distributive laws used in the solution to Simple Linear Equations.

4 credit hours; Prerequisite: None.

MTH-110: College Algebra. A basic introduction to intermediate and advanced concepts of College Algebra. The course will also serve as a valuable tool to create a logical thought sequence for the student. The Fundamental Laws of Exponents will be emphasized, the Metric System of Measurement and conversions between the Metric and English systems, Introduction to Algebra terms and functions with graphing concepts emphasized. Emphasis placed on the commutative, associative, and distributive laws used in the solution to Simple Linear Equations.

3 credit hours; Prerequisite: MTH-095.

RLE-120: Real Estate Law. Students will become familiar with real estate law as it relates to the selling, leasing, financing, ownership, and government regulation of land. The main objective of this course is to teach the student the role of a paraprofessional in preparing escrow and closing, landlord/tenant relationship, and property disputes. Practicum skills to be taught are: title abstracting, preparation of title insurance policy, interpretation of surveys and legal descriptions, drafting deeds of conveyance, learning recording systems to know when and how legal documents are recorded. Drafting and reviewing of leases, interviewing clients, and information assimilation.

4 credit hours. Prerequisite: None.

SOC-110: Sociology. Introduces the principles of sociology, the development of human society and culture, and comparison of the American society with others. Students will exhibit an understanding of the role of research in sociology, including critical thinking, computer, and written and oral communication skills, along with recent sociological theory. The course will provide knowledge and comprehension of core sociological concepts such as culture, social change, socialization, stratification, and differences by ethnicity, gender, age, and class worldwide to offer a better understanding of others, reminding students to remain open minded.

3 credit hours; Prerequisite: None.

ASSOCIATE DEGREES
COURSE DESCRIPTIONS (CONTINUED)

TRT-220: Torts. A survey of basic tort law, analyzing intentional torts such as assault and battery, negligence, trespass to land, defamation, strict liability and wrongful death. Other areas to be studied under torts include: no fault laws, insurance, misrepresentation, and invasion of privacy. Practicum for this course includes: the ability to develop and employ systems for the organization of cases involving large numbers of documents. Obtaining records, reports and compilation of statistics. Organization of documents for availability to attorneys and for introduction at trial. Maintenance of dockets and files. Investigation and document gathering, record research and statistical research, discovery and legal research, city checking, and memo and brief writing.

4 credit hours; Prerequisite: None.

WCL-220: Workers' Compensation Law. A survey of the rules, regulations and procedures regarding employment claims. Students will learn how the administrative legal procedures function for the filing of claims and representation of a client at a hearing. The legal assistant will collect and record details of the hearing, of the claim (e.g. date of injury), collect documents (e.g. medical records), schedule the physical examination, draft claim for compensation, contact employer and/or insurance carrier, follow-up payment in compliance with the award, draft and file the statutory demand for payment for compensation, and prepare and monitor a "tickler" system for the claim.

4 credit hours; Prerequisite: None.

WRC-110: Written Communications. This course investigates the writing process focusing on the basis of writing and developing varied types of essays. Students will focus on responding to written texts in ways that demonstrate expressive, analytical, and evaluative thinking. Strategies for writing as a means of critical inquiry, with focus on the writer, audience, and purpose as they affect writing are introduced. An annotated bibliography and research paper finish out the student's course work.

3 credit hours; Prerequisite: WRC-095.

WRC-095: Introduction to College English. This course is a review of all the eight parts of speech, recognizing complete and incomplete sentences, kinds of sentences, and writing paragraphs. It also includes a review of punctuation, when to write numbers as words or figures, and capitalization.

4 credit hours; Prerequisite: None.

ACT-120: Accounting I. This course introduces the basic principles of accounting practice

and theory. The emphasis will be on the study of accounting for a sole-proprietor business. The primary areas of study will include the accounting cycle, debits and credits, accruals and deferrals, receivables and payables, special journals, and the preparation of financial statements.

4 credit hours; Prerequisite: MTH-095.

AGP-120: American Government and Politics. This course will compare the structure of today's American Government and Politics to the structure of the American government in America's formative years. Students will be taught how the political process affects their lives, about the government of the United States, how it functions, how citizens participate, and students will discover some of the basic theories and beliefs that have guided the development of the American government. The course places emphasis on the importance of Civil Liberties, Minority Rights, Social Equality, Political Rights of all citizens, and of voting. In addition, how the local, state, and national governments operate and interact will be discussed.

3 credit hours; Prerequisite: None.

CAP-110: Computer Applications I. Designed to give the student a broad conceptual background in computer literacy using the operating system and applications programs in a microcomputer environment. Emphasis will be placed on the file creation, editing, and printing cycles necessary to operate all programs. In addition, students will complete a variety of applications projects designed to apply computer literacy concepts. Basic Internet search techniques will be introduced and proofreading and keyboarding skills including data entry projects and drills, will be emphasized. LECTURE/LAB FORMAT.

5 credit hours; Prerequisite: CPL-100.

CAP-130: Computer Applications II. Designed to give students hands-on experience using a wide variety of applications programs currently used in today's businesses. This program emphasizes and applies: WINDOWS, word processing, and graphics / slide show programs. In addition, computer literacy concepts are reinforced and increased. Students also learn to use the Internet for research. They use the Internet to conduct a mock job search. They also learn to apply e-mail applications. Applications projects that will eventually comprise a portfolio of their work are also begun. LECTURE/LAB FORMAT.

4 credit hours; Prerequisite: CAP-110.

MEDICAL ASSISTANT
ASSOCIATE DEGREE/DIPLOMA
COURSE DESCRIPTIONS (CONTINUED)

CCP-240: Comprehensive Clinical Procedures and Pharmacology. The student will become familiar with different systems of measurement (metric, apothecary, and household), oral and parenteral administration of medications and medical abbreviations. First Aid and CPR: The student will learn all aspects of emergency intervention techniques for First Aid and CPR as defined by the American Red Cross. Reviews of practical applications (vital signs, venipunctures, urinalysis, and injections, EKG) are implemented as preparation for the Internship.

4 credit hours; Prerequisite: MDT-230.

COM-110: Communication Skills. This is a performance course designed to help students improve, understand, and practice communication skills with others. The course offers an in-depth examination of the theory, process, and practice of preparing and delivering presentations in today's work environment. Development of skills in writing and delivering speech transactions as well as individual speeches, debates, group discussions, and interview techniques are taught. Technology aids will be used during presentations, and through a variety of written and oral assignments, students will analyze, research, and organize ideas; as well as format and design speeches based on subject matter and content.

3 credit hours; Prerequisite: None.

COP-200: Computerized Medical Office Procedures. Computerized duties of an administrative medical assistant are acquired while performing hands-on applications using Medisoft 14 Billing and Scheduling Software. Students will utilize the knowledge they have gained in Medical Office Procedures to achieve this success. A virtual office simulation to be completed by each student will be the end result.

3 credit hours; Prerequisite: MOP-100.

CPL-100: Computer Literacy. This introductory course will cover topics including: computer hardware, software, operating systems, file management, the Internet, LANS/WLANS, the Web, and email. An overview of the text and accompanying web sites and multimedia elements is followed by an introduction to computers and the computer industry as well as digital basics. An advanced look at information systems, databases, and computer programming wraps up the course.

3 credit hours; Prerequisite: None.

MEDICAL ASSISTANT
ASSOCIATE DEGREE/DIPLOMA
COURSE DESCRIPTIONS (CONTINUED)

DTP-110: Data/Word Processing. Through lecture and text material, each student will achieve a solid background in Microsoft Office 2010. Emphasis will be placed on the basic knowledge of concepts relating to Word, Excel, Access, and PowerPoint. Students will receive hands-on experience generating medical documents, reports, and data bases. Each student will create a personal resume at the end of the course to be kept and updated throughout their course of study.

3 credit hours; Prerequisite: KEY-110.

ERS-110: Earth Science. This course is an introductory survey of physical geology, historical geology, oceanography, meteorology, and astronomy as it relates to the interaction of the earth sciences to the physical world. Included is a study of the earth's air, water, and physical processes as they shape the physical world. A highlight is emphasis on practical evaluation of the world's energy and environmental problems.

3 credit hours; Prerequisite: None.

ITS-260: Internship. Medical Assistant students will spend fifteen weeks in medical offices, labs, clinics, or hospitals being trained on-the-job. Students will also spend (one hour per week) at the college for Practicum with the Department Head. All students must successfully complete all core classes before they will be given permission to participate. All internships must be approved and documented by the Internship Coordinator or College Director before they begin and all paperwork must be completed prior to commencing and continuing the internship hours.

8 credit hours; 375 hours; Prerequisite: Permission from Department Head.

KEY-110: Keyboarding I. Designed to give the student a thorough foundation in the basics of typewriting. The course will focus on mastery of the keyboard, centering and tabulation as and development of speed. At the completion of this course, students should be able to type 35-40 words per minute.

3 credit hours; Prerequisite: None.

KEY-200: Keyboarding II. Designed to give the student instruction in an application of advanced letter writing skills. Emphasis will be given on advanced formatting skills such as complex tabulation, memos, and filling out forms. Speed and accuracy drills will be stresses. A speed of 50 words per minute should be attained by the end of this course.

3 credit hours; Prerequisite: KEY-110.

ASSOCIATE DEGREE/DIPLOMA
COURSE DESCRIPTIONS (CONTINUED)

MDL-100: Medical Lab I. Introduction to OSHA standards regarding Asepsis including sterilization, disinfection and sanitization of instruments and equipment used in the doctor's office, along with proper hand washing techniques. Other areas to be developed are vital signs, heights, weights, anatomical positions, and recognition and use of medical instruments. Emphasis is placed on the legal ramifications inherent to the medical profession, instruction as to emergencies in the medical office, and appropriate tray setup for examination as well as pediatric exam procedures.

2 credit hours; Prerequisite: MDL-100 is taken concurrently with MDT-100.

MDL-120: Medical Lab II. Safety precautions in the work place (OSHA requirements and guidelines), are discussed in detail and implemented. The recording and mounting of electrocardiograms as well as the administration of injections are at the core of the course. Basic microbiology techniques inclusive of throat and urine cultures are explored as well as microscopic and macroscopic urinalysis.

2 credit hours; Prerequisite: MDL-120 is taken concurrently with MDT-120.

MDL-230: Medical Lab III. OSHA safety requirements as applied to phlebotomy procedures are thoroughly discussed and implemented. Each student is required to perform a mandatory number of venipunctures and dermal punctures. The testing of basic blood chemistries such as glucose, cholesterol, triglycerides, hemoglobin, hematocrit, and uric acid are elements of the curriculum. The final project consists of each student's involvement with the drawing and charting of a three-hour GTT and lipid profile.

2 credit hours; Prerequisite: MDL-230 is taken concurrently with MDT-230.

MDT-100: Medical Theory I. Anatomy and physiology are introduced in the form of cell metabolism, anabolism, body planes, cavities, and the cardiovascular system. Medical Terminology abbreviations will be emphasized.

5 credit hours; Prerequisite: MED-100.

MDT-120: Medical Theory II. The anatomy and physiology of the respiratory, nervous, sensory, and urinary systems are explored. The musculoskeletal system is investigated in detail. The etiology of diseases pertaining to those systems are discussed extensively. Medical Terminology is expanded to include the above body systems.

5 credit hours; Prerequisite: MDT-100.

MDT-230: Medical Theory III. Emphasis is put on the theory of blood circulation and blood components. Anemias and leukemias are discussed in detail as well as other blood dyscrasias. The anatomy and physiology of the digestive, lymphatic and integumentary systems are discussed in depth. Each student is required to utilize the Medical Resource Library and compile a ten-page research project on a medical subject of their choice.

5 credit hours; Prerequisite: MDT-120.

MED-100: Medical Terminology. Medical Terminology is the foundation of the course as applied to all the systems of the body and it will lead to the understanding of more complex anatomy and physiology principles. Dissection of medical words into key components, and interpretation of roots, prefixes, and suffixes will be emphasized.

4 credit hours; Prerequisite: None.

MIB-100: Medical Insurance Billing. Students become familiar with medical insurance, the insurance claim process, the effects of claim errors, and the responsibilities and confidentiality of a medical insurance specialist. The use of ICD-9 and CPT manuals, the CMS-1500 Claim form, transmission of electronic claims, the reimbursement process, and filing deadlines are discussed in detail; as well as the basic instructions regarding Medicaid, Medicare, TRICARE, CHAMPVA, Workers' Compensation Disability, Dental and Hospital claim submission.

3 credit hours; Prerequisite: MOP-100.

MOP-110: Medical Office Procedures/Electronic Health Records. The student will be introduced to the responsibilities of a Medical Assistant while using Electronic Health Records. Procedures within a Medical Office will be discussed with an emphasis on HIPPA compliance, scheduling appointments, telephone techniques, record management, health insurance concepts, and basic coding using CPT & ICD-9 coding conventions. Each student will perform hands-on tasks relating to the daily operations of a Medical Office with Electronic Health Records.

4 credit hours; Prerequisite: MED-100.

MTH-095: Introduction to College Math. A general review of the Basic Arithmetic operations including fractions and decimals, introduction to Signed Numbers and their application, Fundamental Laws of Exponents including Powers of 10 with Engineering and Scientific Notation, the Metric System of Measurement and conversions between the Metric and English systems, Introduction to Basic Algebra terms and concepts with emphasis placed on the commutative, associative, and distributive laws used in the solution to Simple Linear Equations.

4 credit hours; Prerequisite: None.

MTH-110: College Algebra. A basic introduction to intermediate and advanced concepts of College Algebra. The course will also serve as a valuable tool to create a logical thought sequence for the student. The Fundamental Laws of Exponents will be emphasized, the Metric System of Measurement and conversions between the Metric and English systems, as well as Introduction to Algebra terms and functions with graphing concepts. The commutative, associative, and distributive laws used in the solution to Simple Linear Equations are also introduced.

3 credit hours; Prerequisite: MTH-095.

MTR-100: Medical Transcription I. Transcriptions of patient case histories and hospital reports are done with the use of a wave pedal transcriber. Student participation includes introduction to medical transcription rules, proofreading, and time management. Included are reports in the following fields: cardiology, surgery, dermatology, obstetrics/gynecology, pulmonary, musculoskeletal, orthopedics, and gastroenterology/urology. Speed, accuracy, and medical vocabulary drills will be included.

4 credit hours; Prerequisite: KEY-110.

MTR-200: Medical Transcription II. This course incorporates the techniques and skills previously acquired to expand the student's proficiency in more detailed medical transcription. Emphasis is placed on grammar, punctuation, medical terminology, proofreading and spelling, required in all medical text processing applications. Computers and audio transcription machines are used for lab requirements.

3 credit hours; Prerequisite: MTR-100.

SOC-110: Sociology. Introduces the principles of sociology, the development of human society and culture, and comparison of the American society with others. Students will exhibit an understanding of the role of research in sociology, including critical thinking, computer, and written and oral communication skills, along with recent sociological theory. The course will provide knowledge and comprehension of core sociological concepts such as culture, social change, socialization, stratification, and differences by ethnicity, gender, age, and class worldwide to offer a better understanding of others reminding students to remain open minded.

3 credit hours; Prerequisite: None.

WRC-110: Written Communications. This course investigates the writing process focusing on the basis of writing and developing varied types of essays. Students will respond to written texts in ways that demonstrate expressive, analytical, and evaluative thinking. Strategies for writing as a means of critical inquiry, with focus on the writer, audience, and purpose as they affect writing are introduced. An annotated bibliography and research paper finish out the student's course work.

3 credit hours; Prerequisite: WRC-095.

WRC-095: Introduction to College English. This course is a review of all the eight parts of speech, recognizing complete and incomplete sentences, kinds of sentences, and writing paragraphs. It also includes a review of punctuation, when to write numbers as words or figures, and capitalization.

4 credit hours; Prerequisite: None.

IET-120; 120L: Basic Electricity. Theory of basic electricity, history of electricity, how electricity is produced, electric current, electric changes, electron theory, Ohms law, voltage, electric circuits, series and parallel circuits.

6 Credit Hours; Theory: 2 Credit Hour Lab.

IET-130; 130L: Industrial Electricity. Theory of electricity focusing on the installation, maintenance, and industrial application of electrical equipment and controls. Electrical symbols, drawings, distribution, DC and AC motors and controls, semiconductors, polyphrase, rectifiers, transistor amplifiers, thyristors, and timer circuits.

4 Credit Hours; Theory: 1 Credit Hour Lab; Prerequisite: REF-120.

MTH-100: Math Fundamentals. Addition and subtraction of signed numbers, scientific and engineering notation, fundamental laws of exponents, algebraic terms and definitions, algebraic addition, subtraction, multiplication and division, algebraic fractions and solving basic equations.

4 Credit Hours; Prerequisite: None.

REF-100: Fundamentals of Refrigeration I. A brief history of refrigeration, methods of heat transfer, temperature scales and conversion, humidity, dehydration, vacuum pumps, basic refrigeration system, piping, tubing, braze, solder, compound and pressure gauges, charging equipment, capillary tube, automatic expansion valve, thermostatic expansion valve, modulating system, compressor types, study construction, operation and repair of common types of compressors, oil types and their properties, learn to calculate displacement and capacity of compressors.

6 Credit Hours; Prerequisite: None.

REF-120: Fundamentals of Refrigeration II. Domestic refrigeration and air conditioning, control systems timers, cold controls, defrost methods, relay tapes and their operation, fan motors, switches, circulation of air, development and use of ladder diagrams, design, installation and construction of hermetic units, charging and discharging systems, use of the vacuum pump for evacuation, domestic ice makers, dehumidifiers, troubleshooting and repair, customer relations, service and installation of window air units, residential heating.

3 Credit Hours; Prerequisite: MTH-100 and REF-100.

REF-130: Advanced Refrigeration/Heating. Advanced principles of refrigeration and air conditioning in domestic, commercial, air conditioning, heat pumps, automotive air, thermoelectric, solar energy and special devices. Up-to-date methods of installing, maintaining, diagnosing and repairing refrigeration systems. Basic servicing of hot air furnaces. Introduction to oil heat and gas heat (hydronic heat and electric heat).

6 Credit Hours; Prerequisite: REF-120.

to run concurrently with REF-100. Calculate the amount of heat needed to bring a product up to a given temperature. Cut, swag, bend and braze tubing to finish a lab project for a grade. Measure and calculate the size and capacity of compressors in the lab. Disassemble and reassemble two compressors. Operate basic refrigeration system and evaluate its performance.

2 Credit Hours; Prerequisite: REF-100L runs concurrently with REF-100.

REF-120L: Refrigeration Fundamentals II Lab. Experiments designed to supplement and run concurrently with REF-120. Wire and run basic refrigeration system, set superheat on a TXV, evaluate operation of a condenser and evaporator, review capacitors, relays, over loads, switches, set water valve on water cooled condenser, cabinet construction of the domestic refrigerator.

1 Credit Hour; Prerequisite: REF-100L. REF-120L runs concurrently with REF-120.

REF-130L: Advanced Refrigeration/Air Conditioning/Heating Lab. Experiments designed to supplement and run concurrently with REF-130. Disassemble domestic refrigerator and identify parts. Wire off cycle defrost system, wire electric defrost system, wire hot gas defrost system, accumulated time, find electrical and/or mechanical problems and correct, troubleshooting and diagnostic techniques, controls and circuits, commercial piping, pressure drop, heat load, selection of evaporator and condenser unit. Basic service principles of hot air furnaces.

2 Credit Hours; Prerequisite: REF-120L. REF-130L runs Concurrently with REF-130.

ADMINISTRATION

Renee Zuzolo
College Director, 1989
Career Services Director, 1987
Legal Assistant Department Head, 1987
Instructor, (Social Sciences), 1984

West Chester University,
Education – BS, 1965 (Cum Laude)
State of Ohio Teacher Certification
State of Pennsylvania Teacher Certification

Diane Marsteller

Admissions Director, ETI Technical College of Niles, 1989
Admissions Department, ETI Technical College of Cleveland, 1979

Rebecca DiCioccio

Career Services Director, 1999
Internship Coordinator, 1999
Financial Aid Director, 1991
ETI Technical College,
Legal Assistant – AAB, 1990 (Cum Laude)

Kay Madigan

Financial Aid Director, 1999
Financial Aid Advisor, 1995
Instructor, (Math , Accounting) 2002
ETI Technical College,
Legal Assistant – AAB, 2008
Computerized Office Technology – AAB, 2004
Medical Assistant – AAS, 2003

Charlotte Stahl

Director of Practical Nursing Program
Youngstown State University,
Public Health - MPH, 2005
LaRoche College,
Nursing - MSN, 1988
Youngstown State University,
Nursing – BSN, 1982
Nursing – ADN, 1978
Certifications / Licensure / Affiliations:
State of Ohio Registered Nurse License
Commonwealth of PA Registered Nurse
American Red Cross Nurse
American Diabetes Association
American Public Health Association
Association for Professionals in Infection Control and Epidemiology
National League for Nursing
Sigma Theta Tau
Sigma Xi

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George Austin

Dean of Student Affairs, 2006
College Librarian, 2006
Capella University,
Counseling Studies – PhD, 2012
Capella University,
Higher Education – MS, 2008
Youngstown State University,
Psychology – BA, 2000

Martina Nicholas
Librarian Consultant, 2008
California University of Pennsylvania,
Legal Studies / Criminal Justice – MS, 2007
Youngstown State University,
Health and Human Services – MHHS, 1999
Kent State University,
Library Science – MLS, 1982
The Catholic University of America
International Relations – BA, 1981

Rhonda Simpson
Admissions Secretary, 2008
College Secretary, 2004
ETI Technical College,
Computerized Office Technology – AAB, 2004

Chris Durkin
High School Admissions Representative, 1997
Youngstown State University,
Communications Courses

Nicole Riley
Financial Aid Assistant, 2007
College Recorder, 2004
ETI Technical College,
Computerized Office Technology – AAB, 2004

Joyce Davis
College Recorder, 2007
Financial Aid Assistant, 2001
ETI Technical College,
Computerized Office Technology – Diploma, 1996

Lisa Kubinski
College Secretary, 2008
Admissions Secretary, 2001
ETI Technical College,
Computerized Office Technology – AAB, 2001

Kristina Bloom
College Secretary, 2010
ETI Technical College,
Computerized Office Technology, Accounting—AAB, 2010

Kathy Christy
Nursing Division Secretary, 2009
ETI Technical College,
Computerized Office Technology, Accounting – AAB, 2009

Sarah Walriven

Administrative Assistant, 2011
ETI Technical College,
Computer Electronic Engineering Technology
with a major in Information Technology and Networking—AAS, 2011

Diane Alejars
Business Instructor, 2000
Walsh University,
Graduate Courses, Ongoing
Youngstown State University,
Graduate Courses, Ongoing
Education – BS, 1966
Affiliations:
Girard Board of Education, 2007
Ohio Education Association
National Education Association

American Federation of Teachers
Trumbull County Retired Teachers Association
Canfield Teachers' Education Association
Columbiana County Career Center Teachers Association

Sharon Bartolomucci
Business Instructor, 2001
Kent State University,
Education – BS, 1977

Deanna Butler
Criminal Corrections Department Head, 2010
Instructor, (Sociology, Criminal Corrections) 2007
Youngstown State University,
Criminal Justice – MS, 2006
Criminal Justice – BSAS, 2004

Luigina Chiaberta
Medical Assistant Department Head, 1999
Medical Assistant Instructor, 1990
University of Padua (Italy),
Combined Science – BS, 1974
Youngstown State University,
Medical Technology – AAS, 1981
Certifications / Affiliations:
American Red Cross, CPR/Instructor
Registered Medical Assistant, AMT
Allied Health Instructor, AMT
American Society of Clinical Pathologists
EKG
Phlebotomy

Debra Cornicelli
Medical Assistant Instructor, 2009
ETI Technical College,
Medical Assistant – AAS, 2006

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Thomas Flynn
Instructor (Oral Communications / Communication Skills), 2008
University of Nebraska,
Speech Communication – PhD, 1991
Ohio University,
Rhetoric and Public Address – MA, 1985
Minor: Communication Theory
University of Toledo,
Speech Communication – BA, 1979
Affiliations:
National Communication Association
Eastern Communication Association
New York State Speech Communication Association

Boyce Gantz

Business Office Administration Web Design Instructor, 2007
DeVry University,
Computer Information Systems – BS, 2011
ETI Technical College,
Computerized Office Technology
with a major in Web Design – AAB, 2006

Linda Hazenstab
Business Office Administration Department Head, 1989
Business Office Administration Instructor, 1985
Youngstown State University,
Education – BS, 1982

Diane Hetson
Legal Assistant Instructor, 2007
Capital University Law School – JD, 1988
Ohio State University,
Political Science – BA, 1985

Annette Jones
Practical Nursing Faculty, 2009
Walden University,
Nursing / Education – MSN-Ed, 2010
Kent State University,
Nursing – BSN, 1995
Certifications / Licensure / Affiliations:
Registered Nurse, OH and UT
Advanced Cardiac Life Support
National League for Nurses

80

C. David Koerner
Electronics Instructor, 1989
Kent State University,
Mathematics/Biology – BS, 1972
Affiliations:
Kent State University Alumni Association

LaToya Littles
Instructor (Oral Communications / Communication Skills), 2009
Argosy University of Chicago,
Organizational Leadership - PhD, 2014
Robert Morris University,
Communications and Information Systems - MS, 2003
Management Information Systems - BSBA, 2001
Sawyer School,
Communication Systems Management – AAS, 1997
Certifications / Affiliations:

Substitute Teacher License
Youngstown Warren Chamber of Commerce

Robert Magnoski
HVAC, Math, Electronics Instructor, 1998
World College (Cleveland Institute of Electronics),
Electronic Engineering Technology – BS, 2011
Youngstown State University,
Electronic Engineering Courses, 1981
Memphis State University,
Electronic Engineering Courses, 1976
State Tech at Memphis,
Air Conditioning Certificate, 1975
Certifications:
Computer Service Technician
Customer Service Technician
Electronics Technician Journeyman SR

Paula McClusky
Practical Nursing Faculty, 2009
Sharon General School of Nursing,
Nursing – Diploma, 1983
Slipper Rock University,
Nursing – BSN, 1986
Certifications / Licensure / Affiliations:
State of Ohio Registered Nurse License
Basic Life Support for Healthcare Providers
American Heart Association – CPR Certified
Medical Surgical Certification
National Nursing Honors Society, Sigma Theta Tau, 1986
National League for Nurses

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Rebecca Powell
Medical Assistant Instructor, 2006
ETI Technical College,
Medical Assistant – AAS, 2002
Certifications:
American Red Cross
Registered Medical Assistant, AMT
Allied Health Instructor, AMT

Sandi R. Houser
Practical Nursing Teaching Assistant
Trumbull Memorial Hospital School of Nursing,
Nursing - Diploma, 1978
Certifications / Licensure / Affiliations:
PICC
Intravenous Nursing
State of Ohio Registered Nurse License
Society of Urologic Nursing and Associates
National League for Nursing

Ken Schulz
Electronics Instructor, 1999
United Electronics Institute,
Electronics – AAS, 1980
Kent State University,
PLC Certificate, 2005

Robert Thomas
Refrigeration, Heating, and Air Conditioning Department Head, 1992
Kent State University,
Engineering Certification, 1940
Member of RSES

Curtis Woods
Computer Electronics Department Head, 1980
Cleveland Institute of Electronics,
Computer Information Systems – BCIS, 2011
ETI Technical College,
Electronics Engineering Technology – AAS, 1989
A.T.E.S. Technical Institute,
Electronics Diploma, 1980
Certifications:
Network System Technician
Network Computer Technician
Computer Service Technician
Customer Service Specialist
Electronics Technician Journeyman

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Attorney Christopher Zuzolo
Legal Assistant Instructor, 1993
University of Toledo, College of Law – JD, 1993
Hiram College,
Business Management – BA, 1990

Attorney Philip Zuzolo
Legal Assistant Instructor, 2007
The University of Akron – JD, 2006
John Carroll University
Business Education – BA, 1998

Attorney Ralph Zuzolo, Jr.
Director of Education, 2010
Legal Assistant Department Head, 2005
Legal Assistant Instructor, 1995
Capital University Law & Graduate Center – JD, 1995
Case Western Reserve University,
Law and Public Policy – BA, 1992

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

At ETI Technical College, our goal is to help students maintain good grades under the most desirable conditions to the best of our ability. If a student feels he/she has not been afforded this opportunity and wishes to state a complaint, he/she should follow the guideline set forth in the grievance procedure.

Any student who feels he/she has just cause of actions concerning grades, tests, classroom procedures, disciplinary measures, or a general school policy has a right to ask for a conference with the instructor, the student's grievance should then be submitted in writing and be addressed by the department head supervising and instructor, or the Dean of Student Affairs.

If, after taking the above-mentioned steps, the matter is still not resolved, the grievance should be presented in writing to the College Director. At this time, a conference between the instructor, department head, student, and College Director will be called to help resolve the matter. The grievance statement may also contain other information relevant to the grievance that the complainant wants considered by the Administrative Officer. If the grievance involves a claim of discrimination based on sex, race, age, national origin, religion, handicap, or disability, the complaining party should state with particularity the nature of the discrimination and, if known, a reference to any statute, regulation, or policy which the complainant believes to have been violated.

If all of the above steps fail to resolve the issue at the college level, the student may direct the complaint to the State Board of Career Colleges and Schools.

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OHIO STUDENTS MAY CONTACT:

State Board of Career Colleges and Schools
35 East Gay Street, Suite 403
Columbus, OH 43215
PH# (614) 466-2752
(Toll Free) 1-877-275-4219

PENNSYLVANIA STUDENTS MAY CONTACT:

Pennsylvania State Board of Private Licensed Schools
333 Market Street
Harrisburg, PA 17126-0333
PH# (717) 783-8228 or (717) 783-8445

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

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, Suite 302

Arlington, VA 22201
PH# (703) 247-4212
FAX# (703) 247-4533

A copy of the Commission's Complaint Form is available at the college and may be obtained by contacting the college secretary. The College's written policy and procedure concerning grievances may be obtained through the college secretary at the administration office.