

**ETI TECHNICAL COLLEGE OF NILES**

**2018-2019 CATALOG**

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**APPROVED**

The Ohio Board of Nursing

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**ACCREDITATION**

ACCSC  
Accrediting Commission of  
Career Schools and Colleges

**“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, creed, marital status, citizenship, sexual orientation, gender identity or expressions, age, protected veteran status, 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. Students are urged to subscribe to the ETI Technical College Alerts Messaging System, Facebook, and Twitter. To subscribe, see the campus policies manual at [www.eticollege.edu](http://www.eticollege.edu), under Campus Safety and Security Survey.

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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 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 Department of Higher Education (formerly known as 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 2013, ETI began offering a Diploma in Combination Welding and Fitting and was approved for the Facilities Maintenance Technician Diploma program in September of 2015.

In October of 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.

## **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 of Niles to provide sound educational programs in the fields of Legal Assistant, Medical Assistant, Business, Legal Assistant with a Concentration in Criminal Corrections, Practical Nursing, Combination Welding and Fitting, and Facilities Maintenance Technician. ETI also offers, Information Management Specialist with electives in Accounting, Information Systems, and Legal Secretary.

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 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**

All students in the applied associate degree and diploma programs must hold a high school diploma or GED to be enrolled as a student. A record of the high school transcript or GED transcript will be required for the academic file. No prior mechanical or technical education is necessary.

All individuals making application to attend the college must take an admissions test: see Admissions Procedures and Registration on page 4 for test scores required. 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 may be required to take an additional admissions test. All practical nursing applicants will take the HESI Assessment exam.

### **PLACEMENT TESTING**

All associate degree students will take the Accuplacer test in; Reading, writing and math to determine placement in their program. The results of these tests will determine if he / she will be required to take one or both of the remedial classes and if required the student will be charged regular tuition for those classes. The minimum score for MTH-095 is 75 and MTH-110 is 66. The combination test score in Reading and Writing is 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. Applicants are admitted three times per year: January, May, and September. Students are considered to be registered after: (a) they have completed and/or met all the admissions requirements, (b) made registration payment (\$75.00), (c) completed Financial Aid packet (if necessary), (d) completed enrollment agreement and paperwork, (e) passed an Admissions Test\*, (f) submitted high school transcripts or GED, and (g) \*\* completed placement test.



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

Reading-8/16  
Vocabulary-12/25

Math-15/20

Minimum test scores required for Combination Welding and Fitting are as follows:

Mechanical-10/16

Math-15/20

Minimum test scores required for Facilities Maintenance Technician are as follows:

Reading-8/16  
Math-20/30

Mechanical-10/16

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.

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. A new FAFSA application will need completed by May 1<sup>st</sup> annually.

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)

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 (WIOA), TAA, Mahoning & Columbiana Training Association (MCTA), Ohio Rehabilitation Services Commissions (BVR), or any employer tuition reimbursement program, should contact ETI’s Admissions Office as far in advance of their scheduled start date as possible.

RECIPIENTS OF THE FOLLOWING SCHOLARSHIPS MUST BE OHIO RESIDENTS:

**OHIO LEADS SCHOLARSHIP**

ETI Technical College gives three \$2,000.00 scholarships 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 student’s 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 August 1<sup>st</sup>. An official copy of the high school transcript must be received no later than August 1<sup>st</sup>. Recipients of awards will be notified by phone no later than August 5<sup>th</sup>.

## **PRESIDENTIAL SCHOLARSHIP**

This scholarship is available to high school seniors who enroll in a diploma or degree seeking program. Awards are not need-based. A committee will determine eligibility based upon a student's graduating GPA of 3.0 or higher. 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 from high school. Practical Nursing students must start in the September full-time program. The Scholarship is renewable each semester, provided the student maintains a 3.0 GPA at ETI. Applications must be received no later than August 1<sup>st</sup>. An official copy of the high school transcript must be received no later than August 1<sup>st</sup> of the application year. Recipients of the award will be notified by phone no later than August 5<sup>th</sup>.

## **CAMPUS SAFETY AND SECURITY SURVEY**

ETI complies with the Crime and Security Act of 1990, Public Law 101-542. A Campus Safety and Security Survey is published each year and is available in the Administration building and in Student Affairs Office. New students are issued information on procedures to retrieve/view this report prior to enrollment. In-school students and staff will be given an updated copy from the Financial Aid Department by October 1<sup>st</sup> of each year. The entire survey may be viewed at [www.eticollege.edu](http://www.eticollege.edu).

## **CAMPUS SECURITY POLICIES AND PROCEDURES**

The school buildings are open from 8:00 a.m. - 10:30 p.m., Monday-Thursday, and 8:00 a.m. - 4:00 p.m., Fridays. Adult education programs may attend classes on the weekends as well, between 9:00 a.m. - 4:00 p.m., Saturday and Sunday. Due to the size of the campus, and the absence of on-campus, or off-campus controlled housing, there is no separate security department or personnel. School sponsored pastoral or professional counseling services are not offered. ETI maintains a strong working relationship with the City of Niles Police Department as well as the Ohio State Highway Patrol. The school does not offer specific crime prevention programs, nor does it monitor through the local police, criminal activities in which students engage at off-campus locations.

ETI Technical College strives to provide a safe and secure campus for students and staff members. Maintaining a safe, secure location is everyone's responsibility. All students are encouraged to voluntarily report from a safe location, any and all suspicious campus activities immediately upon witnessing the occurrence. These incidents should be reported to The Dean of Student Affairs (office in Main School building), Christian Gatta, the College Registrar (administration building, front window), Annette Jones, Practical Nursing Program Director (main school building), Lee Smith Welding Program Director (Welding building), Bob Magnoski Facilities Maintenance Technician Director (Facilities Maintenance building), Renee Zuzolo, the College Director (Administration building), or any senior administrative personnel in the Administration building. Staff members should report to the College Director. The College will then take the appropriate action based on the information provided by the student or staff member. When appropriate, local law enforcement authorities will be notified. In the case of immediate danger, 911 is the appropriate call (fire, weather emergency, natural disaster, violence, gas leak).

## **EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

Emergency protocol is that in the event of a dangerous situation, such as: a tornado, fire, gas leak, terror alert, eruption of violence, HAZMAT or contagion issues; Renee Zuzolo, College Director, or Diane Marsteller, Director of Admissions, or Kay Madigan, Director of Financial Aid, will be responsible for identifying and confirming the threat. When necessary, the ETI College Alerts Messaging System will be activated without delay, taking into account the safety of the campus community. The school PA system, the local Tornado/National Security Threat System, Facebook, Twitter, local radio and television stations will also be utilized when necessary. Emergency evacuation procedures are posted in each classroom and building and will be reviewed at every orientation and tested at least once annually for effectiveness.

## **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 transfer credits and challenge test credits accepted in the student’s program of study cannot exceed 75% 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 (with exception to all nursing programs).

The student must provide the College with an official transcript from each of the postsecondary institutions for which he/she 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. Credit for WRC-095, MTH-095, and MTH-110 may be earned by taking the Accuplacer test (see placement testing page 3). The student is given a copy of the completed evaluation form. It is the responsibility of each student to check his/her schedule to avoid duplication of courses for which credit has been issued. Any courses duplicated which result in Title IV and Veterans’ overpayments to the student is the responsibility of the student.

Credits accepted from previous training, Accuplacer testing, and challenge tests will appear on the student’s transcript as “CR” and will be counted towards credits attempted, but will not be calculated towards the student grade point average (GPA).

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, with the exception to the OAC-3332-1-22.1 Consumable Fee, 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 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 and consumable fees.
- 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 and consumable fees.
- 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 and consumable fees.
- 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 and consumable fees.
- 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 documented 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 ETI’s 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.

## **ADULT EDUCATION**

Adult Education classes in Real Estate Pre-Licensing and Electrocardiograph (EKG) Technician are included in this catalog, Appendix C.

## **GAINFUL EMPLOYMENT**

For more information about ETI's graduation rates, the median debt of students who completed the program, and Gainful Employment information, visit our website at [www.eticollege.edu](http://www.eticollege.edu).

## **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 a new program. Credits attempted and grades earned prior to changing programs / majors are included in the determination of a student's academic progress in the new program. Transfers cannot be used to re-establish satisfactory academic progress. An ETI graduate applying to return for another program will have a new record created. All classes attempted will be included in the new program. If the course does not apply to that program an (\*) will be placed after the grade and that course will not be calculated towards the cumulative GPA.

## CALENDAR SEMESTER SCHEDULE

Spring	05/13/19-09/13/19	Fall	09/16/19-01/17/20
Winter	01/20/20-05/08/20	Spring	05/11/20-09/11/20
Fall	09/14/20-01/15/21	Winter	01/18/21-05/07/21
Spring	05/10/21-09/10/21	Fall	09/13/21-01/14/22

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

Friday	Dec. 21, 2018	Last Day of Classes
Monday	Dec. 24, 2018-Jan. 4, 2019	Christmas Break
Monday	Jan. 7, 2019	Classes Resume
Monday	Jan. 21, 2019	Martin Luther King
Monday	Feb. 18, 2019	Presidents' Day
Friday	April 19, 2019	Good Friday
Monday	April 22, 2019	Easter Monday
Monday	May 27, 2019	Memorial Day
Friday	June 21, 2019	Last Day of Classes
Monday	June 24, 2019-July 5, 2019	Summer Break
Monday	July 8, 2019	Classes Resume
Monday	Sept. 2, 2019	Labor Day
Monday	Nov. 11, 2019	Veterans Day
Thursday	Nov. 28, 2019-Nov. 29, 2019	Thanksgiving Break
Friday	Dec. 20, 2019	Last Day of Classes
Monday	Dec. 23, 2019-Jan. 3, 2020	Christmas Break
Monday	Jan. 6, 2020	Classes Resume
Monday	Jan. 20, 2020	Martin Luther King
Monday	Feb. 17, 2020	Presidents' Day
Friday	April 10, 2020	Good Friday
Monday	April 13, 2020	Easter Monday
Monday	May 25, 2020	Memorial Day
Friday	June 19, 2020	Last Day of Classes
Monday	June 22, 2020-July 3, 2020	Summer Break
Monday	July 6, 2020	Classes Resume
Monday	Sept. 7, 2020	Labor Day
Wednesday	Nov. 11, 2020	Veterans Day
Thursday	Nov. 26, 2020-Nov. 27, 2020	Thanksgiving Break
Friday	Dec. 18, 2020	Last Day of Classes
Monday	Dec. 21, 2020-Jan. 1, 2020	Christmas Break
Monday	Jan. 4, 2021	Classes Resume
Monday	Jan. 18, 2021	Martin Luther King
Monday	Feb. 15, 2021	Presidents Day
Friday	April 2, 2021	Good Friday
Monday	April 5, 2021	Easter Monday
Monday	May 31, 2021	Memorial Day
Friday	June 25, 2020	Last Day of Classes
Monday	June 28, 2021-July 9, 2021	Summer Break
Monday	July 12, 2021	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 in a professional manner. This expectation 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

A student is expected to attend every session of every class. A student assumes the responsibility of contacting the school to report the absence and the responsibility of completing assigned work for the time missed. A student is considered absent if not present in the classroom even if he / she is in the building. Doctor's appointments and other non-emergency appointments should be scheduled outside of class time; they are NOT excused absences. If a student, spouse, or student's child is admitted to the hospital, documentation will be required to excuse up to a maximum of four (4) additional hours to the listed maximum per program. It is NOT an automatic extension; it must be requested in the financial aid office. If more time is needed, it may be necessary to withdraw from the current semester. This should be decided at a financial aid meeting to minimize the effect on available funds.

**REMEMBER-** each program has a specific limit to the number of absences permitted before termination. These hours should be kept for unexpected occurrences such as sickness, funerals, JFS/court appearances/probation meetings, car breakdowns, or other transportation issues. They are UNEXCUSED absences.

### ASSOCIATE DEGREE AND DIPLOMA COUNTERPARTS:

A student has eight (8) hours PER COURSE for emergencies

**EXCEPTION: Basic Legal Research BLR-100 will have a maximum of four (4) per semester due to the limited class hours scheduled. Intermediate Computer Applications ICA-110 will have a maximum of 16 hours due to the two hour daily schedule.**

### CLOCK TO CREDIT DIPLOMA PROGRAMS

COMBINATION WELDING 27 HOURS PER SEMESTER IN SEMESTERS ONE AND TWO; 17 HOURS IN SEMESTER THREE  
FACILITIES MAINTENANCE 30 HOURS PER SEMESTER

PRACTICAL NURSING 92% ATTENDANCE REQUIRED PER CLASS  
BASED ON CLOCK HOURS  
100% ATTENDANCE SKILLS LAB/CLINICALS  
MAKEUP HOURS MUST BE APPROVED BY  
PROGRAM DIRECTOR

Attendance is part of Satisfactory Academic Progress. It is used as one means of monitoring a student's progress. A student with chronic absenteeism may be placed on attendance probation and his / her funds drawn in monthly disbursements after attendance has been verified. An example of poor attendance is missing 50% + hours in less than 50% of the semester weeks. Attendance is recorded per semester.

## 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 College will determine which courses will be offered each semester. At any time following the class start the College may merge, divide, or change times and / or days of the student's class schedule.

## TARDINESS POLICY

Late arrivals and early departures to classes are a disruption to your fellow students and faculty. The College considers both tardiness and early departure as forms of absenteeism.

## CLASS BREAKS

Classes begin on the hour and 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. The College reserves the right to determine whether conduct is socially acceptable in normal academic and business settings. Examples of disruptive, unprofessional conduct include, but are not limited to:

- Profane language-students are training for job placement
- Receiving phone calls or texts during class / labs
- Talking during lectures or instructor's presentations
- Verbal or physical threatening of a student, instructor, or staff member
- Sexual harassment or intimidation of a student, instructor, or staff member
- Sleeping during class
- Failure to maintain proper personal hygiene or dress code policies
- Poor attitude and / or unwillingness to cooperate at all times with College officials

A student violating these policies or the published attendance, tardiness, plagiarism, or drug / alcohol policies is subject to suspension or termination. Failing to make timely tuition payments is also grounds for expulsion. A record of expulsion will be maintained. Appeals to suspension or termination may be made following the complaint/grievance procedures listed on the last page of the College catalog. In addition, **any student found to be in possession of or under the influence of drugs or alcohol on College property will be expelled. ETI maintains a zero tolerance policy concerning drugs and alcohol and reserves the right to contact local authorities in connection with the expulsion. Staff members violating the drug and alcohol policy will be disciplined through the Office of the College Director. Criminal drug / alcohol violations by staff will be reported to the Department of Education.**

## **PLAGIARISM**

In accordance with 34 CFR 668.43(a)(10), this institution maintains a strict policy against the unauthorized distribution of copyrighted material, in addition to plagiarism, cheating, and academic dishonesty. These offenses are serious. A student is plagiarizing when he/she uses anyone else's thoughts, ideas, or words without giving the original person credit. Academic honesty includes, but is not limited to, submitting work completed by another person; submitting work completed in a prior term; or copying another student's work. If an instructor determines that a student has violated any of the above, that student is subject to a failing grade for the assignment, suspension, or termination. The unauthorized distribution of copyrighted material, including peer-to-peer file sharing, may subject the student to civil and criminal liabilities as outlined below:

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award, up to \$150,000 per work infringed, and at its discretion the court may also assess costs and attorneys' fees. For details see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please visit the web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq). Students in violation of the plagiarism, peer-to-peer file sharing, and copyright infringement policies are subject to termination from the course involved or the college, per the recommendation of the instructor, the department head, The Dean of Student Affairs, and The College Director. A terminated student has the right to an appeal as outlined in the college catalog.

## **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, but allows certain directory information to be released without prior authorization. The procedure to access this policy will be given to new students prior to enrollment. In-school students and staff will be given an updated copy by the Financial Aid Department by October 1<sup>st</sup> of each year. The FERPA policy is included in the Campus Safety and Security Survey at [www.eticollege.edu](http://www.eticollege.edu).

## **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. A student in violation of these rules will be terminated. Notification of the availability of student / staff Drug Policies will be distributed annually by October 1<sup>st</sup>. Full Drug / Alcohol Policies are part of the Campus Safety and Security Survey at [www.eticollege.edu](http://www.eticollege.edu).

## **MEDICAL ASSISTANT DRESS CODE**

Medical assistant students must wear a uniform of: white and / or navy blue scrubs, white lab coat (lab coats provided by ETI), 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 their scrubs. 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 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 the course descriptions to identify core classes in a program. (\*) grades will not be calculated towards cumulative GPA. The grading system is as follows: (Practical Nursing students refer to page 27):

### **QUALITY POINTS**

A Excellent	4.00
A-	4.00
B+	3.50
B Above Average	3.30
B-	3.00
C+	2.50
C Average	2.30
C-	2.00
D+	1.50
D Poor	1.30
D-	1.00
F Failure*	0.00
I Incomplete**	0.00
W Withdrawal***	0.00
CR Credit	0.00
UA Unsuccessful Attempt	0.00

\*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 10<sup>th</sup> 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. Students remain eligible for federal aid only if they are making satisfactory progress, are on financial aid warning, or have submitted a successful appeal to a determination of unsatisfactory progress. Withdrawals from individual classes prior to the eleventh week will have no effect on GPA but will count toward total credit hours attempted. Incompletes revert to F's after ten days. Accepted transfer credits count as completed credits when monitoring completion rate and credits attempted. Students should complete a minimum of 8-9 credit hours each semester in order to maintain a rate of 62-69% which will allow completion of the program within 150% of the published credits and timeframe. Withdrawals and repetitions will slow the acceptable pace and may result in the inability of a student to complete within the 150% timeframe, thereby losing eligibility for federal aid. Transfer credits will increase the pace and could result in an early completion. Students in good standing may transfer programs at the end of a semester. Program transfers are limited to two (2) majors/programs prior to completing a program. Graduates may return to a new program as long as previous loans used are in good standing. Courses attempted and credits earned that are part of the new curriculum become part of the new cumulative GPA and quantitative total. ALL courses attempted and credits earned will appear on the new transcript but will not calculate into the GPA. A student who has dropped below SAP and wants to transfer will be put on financial aid warning to start the new program. ALL courses attempted and credits earned transfer with the student. He/she is required to carry a course load that will allow the achievement of the necessary cumulative GPA by the end of the warning term. Progress is monitored at the end of each semester.

**ALL** students, regardless of program, are expected to achieve a minimum of 1.75 GPA at the end of the first semester. If a student fails to do so they will be put on financial aid warning for the new semester, at the end of which, they must have achieved the 1.75 or lose financial aid and be terminated from the College. Students required to complete Introductory classes (095) have only one academic year of aid to do so.

Students enrolled in a three or four semester program must achieve a 2.0 GPA by the end of the second semester or be placed on financial aid warning. Aid is available during the warning semester but the student must achieve a 2.0 or lose federal aid eligibility. The Practical Nursing Program has a separate SAP policy detailed in their handbook.

Students enrolled in a five or six-semester Associate Degree program must earn a 2.0 cumulative GPA by the end of the third semester or after attempting 50% of the published credits or be placed on financial aid warning. The student will have one warning semester to achieve 2.0 or lose federal funding.

Attendance is considered part of maintaining SAP. Your individual classroom syllabi will outline the attendance requirements for the class, but generally, more than eight hours in a semester would be considered excessive. (Some classes may be stricter) A teacher reserves the right to dismiss a student from their class for continued violation of attendance, lack of classroom participation or offensive classroom behavior, and/or failure to achieve the minimum standards for the class. Termination from a class results in an "F" that stays on your transcript. Repeat of the class is charged at full price and does not replace the failing grade. Combination Welding and Fitting and the Facilities Maintenance Technician programs have their own attendance policies that will be distributed by the program director.

A student who fails to achieve the required cumulative GPA by the end of the warning semester will lose eligibility for financial aid and be terminated from the College. To re-establish SAP and aid eligibility, a student must have the permission of the Director of Financial Aid and the Director of Admissions to re-admit into the same or a different program. Previous disciplinary action, chronic absenteeism, or financial factors may warrant a denial of the request. A course load must be established to allow completion within the 150% limit and the achievement of the 2.0 GPA. A student will be required at his/her own expense to pay for this semester. During this time the goal of the student is to demonstrate the ability to earn satisfactory grades. If successful (the GPA is achieved) the student may apply for financial aid again to complete the program. Transferring to a new program or sitting out a semester does not re-establish aid eligibility.

A student may appeal the determination of unsatisfactory progress if there are mitigating circumstances such as family death, severe illness or injury of the student, or other exceptional situations. The written appeal must document the reason for failing to meet acceptable progress standards, as well as what has changed in the situation that would result in improvement of progress. If the appeal is successful, one probationary period would be permitted, with associated federal aid, to achieve a 2.0 cumulative GPA. An academic plan may be required as part of the appeal, especially if it will take more than one term to achieve the 2.0. Interim goals would need set and met. If unsuccessful, the student could attempt to earn a 2.0 without federal funding but not to exceed 150% of the maximum published credits. Decisions on the appeal are final and decided on a case-by-case basis.

A student must have passing grades in all classes and a cumulative GPA of 2.0 to receive a diploma or degree.

## 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:

- School policies
- Campus security procedures
- Campus crime statistics
- Emergency evacuation plans
- Campus drug /alcohol prevention policy
- FERPA notice
- Retention / Graduation / Placement rate data / NCLEX Pass Rates

This information is also available at [www.eticollege.edu](http://www.eticollege.edu).

## 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

All programs are considered credit hour programs. Diploma programs not fully transferrable to degree are subject to the following conversion for financial aid purposes: 1 semester credit hour = 37.5 clock hours. Students in the Practical Nursing program and the Combination Welding and Fitting program will earn a limited number of additional clock hours towards the conversion formula from documented outside work. Per ACCSC, one semester credit hour = 45 units. One didactic clock hour = 2 units, 1 supervised lab clock hour = 1.5 units, 1 externship clock hour = 1 unit and 1 outside work hour = 0.5 units.

## 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 \$20.00 will be made for each transcript request thereafter. Official academic transcripts will be withheld for failure to pay tuition and outstanding ETI charges, for default on an education debt, or failure to repay an education grant overpayment.

A former student may receive **one single copy** of an unofficial transcript per FERPA guidelines. It will not be mailed to a third-party such as a prospective employer or to another school. This unofficial transcript will note unpaid financial obligations to the College. No additional unofficial transcripts will be provided so a student should keep a copy of the record. The College will not withhold an official transcript for a student in active bankruptcy, or after a discharge of the education debt.

## **PHYSICAL FACILITIES**

ETI's facility currently has eleven (11) lecture rooms, ten (10) 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:

ETI offers Six (6) computer labs, a Facilities Maintenance lab, a medical lab, and a welding 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. Classrooms and laboratories are well lit and can accommodate mostly up to forty (40) students. Typical classroom size is 15-30.

## **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. The 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 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.

## **LIBRARY SERVICES**

The Mission of the ETI Technical College library is to serve as an academic resource for students. This goal is accomplished by housing updated computers that have internet access, in addition to, Microsoft Office Applications, informative books, encyclopedias, periodicals, magazines, DVD's, CD's, and other media. The library offers students a private environment conducive for learning and studying. The main Library is located on the ground level of the main school building. The Legal Library is located in Room 6, and the Medical Library is located in Room 1.

## **BOOKSTORE**

The College bookstore is located in the administration building and carries text books, lab equipment, flash drives, calculators, and a variety of other items. A full booklist is available, starting at least two weeks before the semester start, on the College's website at [www.eticollege.edu](http://www.eticollege.edu). Equipment is non-refundable. Textbook exchanges, refunds, and returns will be made in accordance with the Textbook Return Policy. Refunds for supplies and consumable fees shall be made in accordance with Ohio Administrative Code Section 3332.1-10.0.

## **TEXTBOOK RETURNS POLICY**

**ALL course material** must be returned within seven days of date received, or from the start date of class; whichever is later. Course materials must be returned in new, unopened condition in order to receive credit or refund. All components of a bundled item must be returned together in the same return. All book returns must be approved by the Bookstore Coordinator to receive credit.

## **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 Rom's, 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, facilities maintenance technician, and welding tutors are available to assist students. See the Dean of Student Affairs for assistance. Practical Nursing students see The Director of Nursing.

## **CHILD CARE**

Day care, preschool, and after school directory listings for Mahoning, Trumbull, and Columbiana counties can be obtained through the Dean 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 the College. A listing of placement and retention for the past three years is included in this catalog, see (Appendix B).

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 Department of Career Services 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 Department of Career Services and accepted by the student.
4. Report to the Department of Career Services after each job interview (by phone or in person) to review the results of the interview and understand an evaluation of each job interview needs to be made before succeeding interviews will be arranged.
5. Further, the student who secures employment through his/her own efforts will notify the Department of Career Services so his/her permanent records can be noted to reflect the employment.
6. Attend and complete all job search class requirements.
7. Understand that getting a training-related position is the student's ultimate responsibility and that the Department of Career Services can only render advice and meaningful assistance.
8. Make independent attempts to secure employment and not rely solely on the efforts of the Department of Career Services.

In return, the Department of Career Services 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 Department of Career Services 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. All programs are considered credit hour programs, with exception to adult education programs.

# **ADULT EDUCATION**

## **ADMISSIONS REQUIREMENTS**

All students must have a High School Diploma or a G.E.D. No consideration will be given to non-high school graduates for these programs.

## **CLASSROOM**

Maximum classroom size is 20 students, typical classroom size 10-20 students. Instructor-to-student ratio may vary in labs or clinical settings.

## **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 is not accepted into the training program, all monies paid by the applicant shall be refunded. (2) If the applicant cannot attend classes because of an act of God. (3) If he / she is inducted involuntarily into the Armed Forces. (4) If he / she requests in writing a refund within five (5) business days after signing the enrollment agreement and making an initial payment. (5) 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 and inspection of equipment. Refunds for tuition and refundable fees shall be made in accordance with following provisions as established by Ohio Administrative Code section 3332-1-10: There is one (1) academic term for this course.

## **WITHDRAWAL POLICY**

(1) A student who withdraws before the first class and after the five day cancellation period shall be obligated for the registration fee and consumable fees.

(2) A student who starts a class and withdraws before the academic term is 15% completed will be responsible for 25% of the tuition and refundable fees, plus the registration fee and Consumable fees.

(3) A student who starts and withdraws after the academic term is 15% completed, but before the academic term is 25% completed, will be obligated for 50% of the tuition and refundable fees plus the registration fee and consumable fees.

(4) A student who starts class and withdraws after the academic term is 25% complete, but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration and consumable fees.

(5) A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees.

The school shall make the appropriate refund within 30 days of the date the school is able to determine a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last day of a student's attendance or participation in an academic school activity. The student's account is to be paid in full by the last class session.

## PLACEMENT ASSISTANCE

Placement assistance is available to all graduates who successfully complete their program of study.

## STATE TESTED NURSE AIDE

During training, State Tested Nurse Aide candidates will receive the information necessary for safe, effective, and respectful care as outlined by the training requirements by the OBRA Act of 1987. ETI's comprehensive training program, taught by Registered Nurses, can significantly improve the lives of those individuals who complete the training by giving them a competitive advantage. With an emphasis on academics and hands-on skills training, graduates of the program are well prepared for the requirements to pass the State of Ohio Department of Health Test for Nurse Aides. This program is 67.5 Clock Hours of Classroom and 22.5 Clock Hours of Clinical for a total of 90 Clock Hours. Enrollees are required to take a 2-step TB / Mantoux and a BCI background check before enrolling. Dark blue scrubs and white shoes are required.

Upon completion with a passing cumulative grade of 80% or higher of all written and oral exams at ETI, evaluations and testing through the State of Ohio, the trainee will receive a certificate of completion from the State of Ohio Department of Health. ETI is an approved testing site through D & S Diversified Technologies to administer the exam to qualified graduates. Prices do not include BCI, TB, scrubs, shoes, or the state test fees. Financial aid is not available for this course.

Day Classes	12 days	Monday-Friday 8:00 am – 4:30 pm
Evening Classes	26 days	Monday-Thursday 5:30 pm – 9:00 pm
Course Cost	\$550.00	Call 330.652.9919, ext.120 for class start dates.

## SATISFACTORY ACADEMIC PROGRESS/ATTENDANCE

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. All absences are to be made up within 60 calendar days from the date of absence. Absences from the first 16 hours of classroom instruction shall be made up **hour for hour**, at the convenience of the instructor, **before** the student provides **any** nursing or nursing-related services involving direct contact with residents [OAL Rule 3701-08-08(D)]. Students accumulating more than **four hours** of unexcused absences may be dismissed from the program. **This is a Pass/Fail course with a minimum pass rate of 80%. Students who do not achieve a minimum of 80% or who fail to make up missed hours within the 60 day allowable time frame, will be required to repeat the entire course.**

## PHARMACY TECHNICIAN

This course will take you through the profession of pharmacy. During this course the student will be given the information needed to function in a pharmacy. This course will contain homework each week, chapter quizzes, four section tests, three math tests, drug card quizzes, and a final exam. Classes are held on Wednesday evenings from 6:00 pm – 9:00 pm for 12 weeks for a total of 36 clock hours. ETI's goal for students is to successfully pass the (PTCE) Pharmacy Technician Certification Exam, given by (PTCB) Pharmacy Technician Certification Board. Upon successfully completing this course, the student will receive a certificate of completion. There is a charge of \$7.00 per duplicate certificate of completion. Prices do not include the PTCB test fee. Financial aid is not available for this course.

Course Cost \$935.00 Call 330.652.9919, ext.170 for class start dates.

### SATISFACTORY ACADEMIC PROGRESS/ATTENDANCE

Each student is expected to attend every class session. In the case of an absence the student should notify the College or instructor. Every student assumes the responsibility of completing the assigned work whether present or not. Students must receive a passing score on the final exam to pass the course. This course is very demanding and students will be required to do homework. A student will be dismissed from the course if he/she misses more than six consecutive hours.

Grade Scale	90-100%	A
	80-89%	B
	70-79%	C
	65-69%	D
	Below 64%	F
Grade Calculations	25%	Quizzes and Homework
	25%	Math and Section Tests
	50%	Final Exam

Disclaimer: A certificate from ETI is not required to take the PTCE Exam.

### PHLEBOTOMY COURSE

This course is an accelerated course in basic Phlebotomy. Students will be guided through the knowledge, techniques, and procedures required to become a successful phlebotomist. Students will learn medical terminology related to the field, and basic anatomy and physiology of the circulatory system; and practical applications using vacutainer, winged infusion set syringe, and dermal punctures methods. Students who successfully complete this course will have the skills needed to properly obtain and process blood specimens while maintaining mandated safety regulations (OSHA). Upon successfully completing this course students will receive a certificate of completion. There is a charge of \$7.00 for duplicate certificates of completion. Students who successfully complete this course will take the National Association of Health Professionals (NAHP) Certification Test. There is no cost for students to take the first NAHP Certification Test. Classes are held Saturdays from 10: 00 am – 2:00 pm or Mondays 5:00 pm – 9:00 pm for eight weeks for a total of 32 clock hours. Financial aid is not available for this course.

## SATISFACTORY ACADEMIC PROGRESS/ATTENDANCE

Each student is expected to attend every class session. In the case of absence the student should notify the College. Every student assumes the responsibility of completing the assigned work whether present or not. The course requires the student to accumulate a 65% or higher point average in order to pass. If the student fails to obtain a passing grade by the seventh week, he/she will not be a candidate for the certification exam.

Grade Scale	90-100%	A
	80-89%	B
	70-79%	C
	65-69%	D
	Below 64%	F

The student will be dismissed from the course if he/she misses more than six (6) clock hours of class. If the student comes to class later than 11 minutes past the hour, the occurrence will be counted as “tardy.” Two “tardy” occurrences will be counted as one hour of missed class. If the student leaves before the class is dismissed, one full hour will be subtracted from the day’s attendance.



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

The objective of the Associate Degree of Applied Business 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; and 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.

The Legal Assistant is skilled in: research, drafting / preparing documents, communication with the courts, witness/client preparation, filing court documents, computer software, customer / client contact/interview and / or management, time keeping, taking payments, issuing receipts, preparing deposits, bookkeeping, employee benefits, and office management.

The object of the program is 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; and Insurance: Claims Adjuster.

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

The objective of the Associate Degree of Applied Business 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.

The Legal Assistant is skilled in: research, drafting / preparing documents, communication with the courts, witness / client preparation, filing court documents, computer software, customer / client contact / interview and / or management, time keeping, taking payments, issuing receipts, preparing deposits, bookkeeping, employee benefits, and office management.

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. ETI's 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.

## **PRACTICAL NURSING (DIPLOMA)**

The LPN provides care under the direction of an RN, physician, or other legally recognized medical practitioner, 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 Licensed 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**

The objectives of the Associate Degree of Applied Science 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 a medical assistant.

The associate degree will provide the student with the competitive edge, helping the student become employable with more opportunities for advancement. It will give the credentials needed to help him / her succeed in a variety of medical fields, along with the externship experience in medical facilities.

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. Certificates are issued from AMT after the student has graduated from their program. 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.

## **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) and Medical Assistant (NAHP). Certificates are issued from AMT after the student has graduated from their program. Each credit is accepted for full credit towards the Associate Degree of Applied Science in Medical Assistant.

## **ASSOCIATE DEGREE OF APPLIED BUSINESS IN BUSINESS**

The Associate Degree in Business 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 fundamental to the operation of an office, such as accounting and word processing. Successful completion of the program will prepare students to take the Microsoft Office Specialist Certification.

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. The 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 prepare the student with the knowledge they need to succeed. The degree will provide the student with the competitive edge helping the student become employable with more opportunities for advancement. The degree will prepare the student for entry-level employment in these and other positions: legal / medical secretaries, accounting clerks, payroll clerks, Customer service specialists, social media in the workplace, 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 The Business degree 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, 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 with an elective in Information Systems will provide the student with a concentrated study in the areas of IT with a broad coverage of technology concepts and trends underlying current and future developments in Information Technology. This elective will give emphasis on networks and distributed computing, including the World Wide Web, operating systems, software, relational databases, introduction to service base concepts and security. A hands-on approach to information security with real-world experience with advanced software.

It will prepare students for entry-level employment in these and other positions: technicians, technologist, research, design, application testing, manufacturing, troubleshoot computer systems and networks, install application software. Maintain and upgrade computer networks.

### **BUSINESS (DIPLOMA)**

The objective of the Business 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 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 of Applied Business in Business.

### **COMBINATION WELDING AND FITTING**

The objective of the Combination Welding and Fitting program is to provide the technical skills necessary for entry-level employment in the highly technical fields of Combination Welding and Fitting, such as; tack welders, fitters, welding operators, burners, construction welders, welder helpers, fabricated metal products, welder assemblers, welding inspectors, and welding sales people. To provide basic welding, oxy fuel cutting, stick welding, personal safety as well as protecting others, pipe stick welding, Flux Core, MIG and TIG welding, blue print reading, non-ferrous welding, plasma and welding fabrication. Students prepare for AWS, ASME, or API certifications.

## **FACILITIES MAINTENANCE TECHNICIAN DIPLOMA**

The Facilities Maintenance Technician program will prepare students to assume the responsibilities of the maintenance and operational duties of facilities, such as: factories, offices, schools, hospitals, and apartment complexes.

Concentrated training aimed at developing the skills desired by employers to install, troubleshoot, repair, and upgrade electrical and electronic equipment including programmable logic controls (PLC). The trainee will become familiar with aspects of carpentry and plumbing to affect repair in facilities. An introduction to hydraulics and pneumatics will prepare the technician in maintaining and repairing fluid power systems. Training will include low pressure boiler systems, heating, air conditioning, and ventilation. Skills in refrigeration and appliance repair are developed as is competence in welding, brazing, and soldering.

The successful graduate can secure positions in Industrial Facilities Maintenance as a field service technician, in HVAC, appliance repair, industrial machine repair, building maintenance, or as a multi-crafted service technician. Students prepare to take EPA 608, CFC universal certification, EPA 609 automotive certification, and R410A safety certification, and employment ready certifications in refrigeration servicing and charging, air conditioning, electrical, and green awareness.

# PRACTICAL NURSING (DIPLOMA)

Curriculum content and course sequence follow logical progression of learning over the course of one calendar year of full-time study. The full-time Practical Nursing program is divided into three semesters of approximately 16 weeks (15 weeks of classroom and one week of finals) 45 weeks plus finals; total length 48 weeks. All classes and clinical experiences in the full-time program are scheduled during the week, if feasible, to allow students to work or attend to personal affairs while attending school. Also offered is a four semester 60 weeks plus finals, total length 64 weeks day program and a part-time five semester 75 week plus finals, total length 80 weeks night and weekend program. 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; please reference the Practical Nursing Student Handbook. Unless specified, students in the practical nursing program must abide by the terms, policies, and procedures in the ETI Technical College catalog.

## ADMISSION POLICY

1. Currently, applicants are admitted three times a year: January, May and September
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 into 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 HESI Evolve Reach Pre-Entrance examination (75% in Reading, Grammar, and Math). Applicants are only permitted two (2) attempts, if you have only failed one area of the Examination on your second attempt and your score is between 70%-74% you will be able to test a third time, test results are good for one (1) year
  - c. Official high school or GED Transcripts
  - d. 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 the 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 a provision (only from a previous Ohio nursing program attended) for advanced standing and/or transfer credits into the ETI Technical College Practical Nursing (PN) program. The PN Program Director is willing to assess potential students to an individual basis determined where they would best fit into ETI's curriculum plan. To be awarded advanced standing, the conditional student may be required to pass some exams selected by the PN Program Director along with nursing faculty will review the potential student's successfully (a grade of C or higher) completed course work for possible acceptance of one or more courses. The conditional student will be required to show proof of prior completed coursework via official transcripts. This pertains to military veterans as well.

Military veterans having served active duty in the United States Armed Forces and in support of combat operations in Afghanistan, Iraq, and around the world, may apply for admission to the ETI Technical College Practical Nursing Program. Based on information provided in the resources of the American Council on Education and/or the SOCNAV/SOCAD, a thorough review will be conducted of relevant military education and training to determine equivalency of college credits that correspond to the practical nursing program. Reference: Executive order of 2013-05k, John R. Kasich, Governor, State of Ohio (June 11, 2013) In compliance with the "Harry W. Colmery Veterans Educational Assistance Act of 2017, Section 105, Practical Nursing students are required to do Clinical and Preceptors as part of their training. The following is a list of possible sites; Continuing Healthcare of Niles-44446, Briarfield Manor-44515, Heritage Manor-44504, Meridian Arms-44509, Washington Square-44483, Omni Manor-44509, Shepherd of the Valley-44446, St. Elizabeth-Boardman & Akron Babies-Boardman-44512, St. Elizabeth Youngstown-44501, St. Joseph Health Center & Akron Babies-44484

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 readmission 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 of Practical Nursing and the Nursing Admission Committee members for eligibility to be readmitted to the nursing program.

Nursing students must abide by the Satisfactory Academic Progress policy contained in the nursing student handbook. A student may not be considered for re-admittance who does not have the potential to achieve a 2.0 cumulative GPA by the end of the re-admit semester.

**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. A Confidential Disclosure Statement will need to be signed for a positive BCI, stating understanding of above.

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](http://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):

<b>Grade</b>	<b>Percentage</b>
A	93-100%
B	84-92%
C	75-83%
F	74% and below
W	Withdraw
I	Incomplete
UA	Unsuccessful Attempt

### **PRACTICAL NURSING PROGRAM SATISFACTORY ACADEMIC PROGRESS**

Students are continually monitored in their didactic courses through regularly scheduled unit tests, midterm reports, and their progress is documented by individual faculty. Requirements for satisfactory completion of individual courses are included in the course syllabi and are made available to all students on the first day of the course. Clinical requirements and objectives, including skills checklists, are also included in the syllabi and will be reviewed by the clinical faculty on the first day of clinical experience. The student must be eligible to participate in the clinical learning experience and satisfactorily meet the objectives to progress to the next level. Clinical performance is monitored through weekly clinical performance recordings and through midterm and final evaluations. The faculty may implement individual student advisement regarding performance and a plan of action.

A student who is in good standing and permitted to continue the practical nursing sequence is one who:

- Adheres to the planned sequence of nursing courses cited in the current catalog
- Meets the objective of each course and achieves a grade of 75% (C) or better in each course
- Performs satisfactorily in laboratory and clinical components and maintains 100% attendance in these components
- Achieves a passing grade of Satisfactory in clinical practice
- Achieves and maintains a cumulative GPA of 2.0 on a scale of 4.0
- Maintains current CPR and health requirements
- Has a criminal background check and Standard Precautions certificates on file
- Removes an "incomplete" received in practical nursing clinical course before progressing to the next clinical course
- Demonstrates mastery of practical nursing skills as evidenced by clinical evaluation checklists
- Abides by program and college policies including a satisfactory (92%) attendance record in all theory classes

NOTE: Instructors reserve the right to dismiss a student from the class for inappropriate or offensive classroom/clinical behavior.

If at any time a student's cumulative average is below 75%, the student will receive an academic warning and be advised by the instructor. By the end of the course, the student must achieve a 75% average or will fail the course and may be dismissed from the program. A student who is dismissed from the program for failure in a theory course may be readmitted **one time only**. A student who fails in a theory course may repeat the course one time only if within the defined maximum completion time and at the discretion of the PN Program Director. All courses may not be offered the following semester. A student who withdraws in good standing from the program may petition for mid-curriculum readmission 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 of Practical Nursing and the Nursing Admission Committee members for eligibility to be readmitted to the nursing program. A student may not be considered for readmission who does not have the potential to achieve a 2.0 cumulative GPA by the end of the readmit semester. **AT NO TIME MAY A STUDENT RECEIVE FEDERAL AID BEYOND 150% OF THE PUBLISHED CREDITS (48.5) OR FOR MORE THAN SEVEN SEMESTERS.** If a student successfully repeats a failed class, the original "F" will be replaced with "UA" (unsuccessful attempt) on the transcript. This will have no negative effect on the cumulative GPA. UA's will not replace the grade for unrepeated failures.

NOTE: Students applying for readmission must meet the curriculum requirements effective at the time of readmission.

A student who does not meet the clinical objectives will receive a failing designation of Unsatisfactory/Unsafe in the clinical learning experience and will receive a letter grade of "F" for the nursing course.

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

- Obtain a grade of 75% or higher in all theory classes
- Obtain a passing Satisfactory grade in all clinical experiences
- Obtain a mandatory pass of the Math, IV therapy, and Evolve Exit examinations
- Pay in full all tuition, fees, and expenses owed to ETI Technical College

**DAY PRACTICAL NURSING PROGRAM**  
**CURRICULUM PLAN FOR LEARNING ACTIVITIES**  
**1235 Clock Hours / Total Weeks 48 / 48.5 Credit Hours**

Course#	Course Title	Credits			
		Theory	Lab	Clinical	Clock
<b>First Semester</b>					
<b>BIO 101</b>	Integrated Human Sciences	2.5			60
<b>PNS 104</b>	Caring Across the Lifespan II	2			45
<b>PNS 105</b>	Caring in Basic Nursing	3.5	2	3	225
<b>PNS 106</b>	Mathematics/Computer Skills	<u>2.5</u>			<u>60</u>
	Nutritional Nursing Care	10.5	2	3	390
	<b>Total Hours</b>	<b>390</b>		<b>Credits 15.5</b>	
	Theory	240			
	Lab	60			
	Clinical	90			
<b>Second Semester</b>					
<b>PNS 204</b>	Caring Across the Lifespan I	2			45
<b>PNS 205</b>	Caring in the Human Health Experience I	4.5	1	6	300
<b>PNS 206</b>	Pharmacological	<u>2</u>			<u>45</u>
	Caring in Nursing	8.5	1	6	390
	<b>Total Hours</b>	<b>390</b>		<b>Credits 15.5</b>	
	Theory	180			
	Lab	30			
	Clinical	180			
<b>Third Semester</b>					
<b>PNS 305</b>	Caring in the Human Health Experience II	5.5	2	6	345
<b>PNS 302</b>	Caring Transition into Practice	<u>2</u>		2	<u>110</u>
	<b>Total Hours</b>	<b>7.5</b>	<b>2</b>	<b>8</b>	<b>455</b>
	Theory	135			
	Lab	60			
	Clinical	260			
<b>Total Program Clock Hours 1235</b>		<b>Total Program Credits 48.5</b>			
	Theory	555			
	Lab	150			
	Clinical	530			

**DAY PRACTICAL NURSING PROGRAM**  
**CURRICULUM PLAN FOR LEARNING ACTIVITIES**  
**1235 Clock Hours / Total Weeks 64 / 48.5 Credit Hours**

Course#	Course Title	Credits			
		Theory	Lab	Clinical	Clock
<b>First Semester</b>					
<b>BIO 101</b>	Integrated Human Sciences	2.5			60
<b>PNS 204</b>	Caring Across the Lifespan I	2			45
<b>PNS 104</b>	Caring Across the Lifespan II	2			45
<b>PNS 106</b>	Mathematics/Computer Skills	<u>2.5</u>			<u>60</u>
	Nutritional Nursing Care	9			210
	<b>Total Hours</b>	<b>210</b>		<b>Credits 9</b>	
		Theory 210			
<b>Second Semester</b>					
<b>PNS 105</b>	Caring in Basic Nursing	3.5	2	3	225
<b>PNS 206</b>	Pharmacological	<u>2</u>			<u>45</u>
	Caring in Nursing	5.5	2	3	270
	<b>Total Hours</b>	<b>270</b>		<b>Credits 10.5</b>	
		Theory 120			
		Lab 60			
		Clinical 90			
<b>Third Semester</b>					
<b>PNS 205</b>	Caring in the Human Health Experience I	4.5	1	6	300
	<b>Total Hours</b>	<b>300</b>		<b>Credits 11.5</b>	
		Theory 90			
		Lab 30			
		Clinical 180			
<b>Fourth Semester</b>					
<b>PNS 305</b>	Caring in Human Health Experience II	5.5	2	6	345
<b>PNS 302</b>	Caring Transition into Practice	<u>2</u>		<u>2</u>	<u>110</u>
	Caring in Nursing	7.5	2	8	455
	<b>Total Hours</b>	<b>455</b>		<b>Credits 17.5</b>	
		Theory 135			
		Lab 60			
		Clinical 260			
<b>Total Program Clock Hours 1235</b>		<b>Total Program Credits 48.5</b>			
		Theory 555			
		Lab 150			
		Clinical 530			

**EVENING WEEKEND PROGRAM**  
**CURRICULUM PLAN FOR LEARNING ACTIVITIES**  
**1235 Clock Hours / Total Weeks 80 / 48.5 Credit Hours**

Course#	Course Title	Credits			Clock
		Theory	Lab	Clinical	
<b>First Semester</b>					
<b>BIO 101</b>	Integrated Human Sciences	2.5			60
<b>PNS 204</b>	Caring Across the Lifespan I	2			45
<b>PNS 104</b>	Caring Across the Lifespan II	2			45
<b>PNS 106</b>	Mathematics/Computer Skills	<u>2.5</u>			<u>60</u>
	Nutritional Nursing Care	9			210
	<b>Total Hours</b>	<b>210</b>	<b>Credits 9</b>		
		Theory	210		

**Second Semester**

<b>PNS 105</b>	Caring in Basic Nursing	3.5	2	3	225
<b>PNS 206</b>	Pharmacological	<u>2</u>			<u>45</u>
	Caring in Nursing	5.5	2	3	270
	<b>Total Hours</b>	<b>270</b>	<b>Credits 10.5</b>		
		Theory	120		
		Lab	60		
		Clinical	90		

**Third Semester**

<b>PNS 205</b>	Caring in the Human Health Experience I	4.5	1	6	300
	<b>Total Hours</b>	<b>300</b>	<b>Credits 11.5</b>		
		Theory	90		
		Lab	30		
		Clinical	180		

**Fourth Semester**

<b>PNS 305</b>	Caring in the Human Health Experience II	5.5	2	6	345
	<b>Total Hours</b>	<b>345</b>	<b>Credits 13.5</b>		
		Theory	105		
		Lab	60		
		Clinical	180		

**Fifth Semester**

<b>PNS 302</b>	Caring Transition into Practice	2		2	110
		Theory	30		
		Clinical	80		
	<b>Total Hours</b>	<b>110</b>	<b>Credits 4</b>		

**Total Program Clock Hours 1235**

**Total Program Credits 48.5**

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 101** **Credits 2.5**

Integrated Human Sciences Lecture 2.5

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 104** **Credits 2**

Caring Across the Lifespan II Lecture 2

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 105** **Credits 8.5**

Caring in Basic Nursing Lecture 3.5, Lab 2, Clinical 3

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 106** **Credits 2.5**

Mathematics/Computer Skills Nutritional Nursing Lecture 2.5

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 204****Credits 2**Caring Across the Lifespan ILecture 2

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 205****Credits 11.5**Caring in the Human Health Experience ILecture 4.5, 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.

**PNS 206****Credits 2**Pharmacological Caring in NursingLecture 2

Study of nutritional needs throughout the lifespan as well as 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 305****Credits 13.5**Caring in the Human Health Experience IILecture 5.5, 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 PracticeLecture 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**

75 Weeks / 65 Credit Hours

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

3	Computer Fundamentals**	3	Administrative Management / Office Procedures †
5	Intermediate Computer Applications **	4	Accounting I
4	Advanced Computer Applications **	4	Introduction to College English
4	Data Base (Access)**	4	Introduction to College Math
4	Spreadsheet (Excel)** †	3	Written Communications
3	Computerized Accounting I**	3	College Algebra
3	Computerized Accounting II**†	3	Communication Skills
3	Customer Service Techniques**	3	Earth Science
3	Social Media in the Workplace** †	3	American Government and Politics
3	Advanced Keyboarding Skills** †	3	Sociology
3	Payroll and Business Tax**†	0	Career Development
2	Externship**		

**ELECTIVE TRACKS**

			Crd. Hrs.
<b>ACCOUNTING</b>			
CTA	200	Computerized Accounting II**	3
PBT	100	Payroll and Business Tax**	3
FIT	100	Federal Income Tax**	3
MAC	210	Managerial Accounting**	3
ACT	210	Accounting II**	3
<b>INFORMATION SYSTEMS</b>			
PRG	120	Computer Programming**	4
ITS	110	Information Systems I**	4
ITS	210	Information Systems II**	4
ITS	220	Security Awareness**	1
CGT	230	Convergence Technology**	3
<b>LEGAL SECRETARY</b>			
BLR	100	Basic Legal Research**	2
CMP	223	Criminal Law and Procedures**	3
DOM	222	Domestic Relations**	3
LDA	216	Legal Drafting and Computerized App.**	3
LIT	211	Litigation Management**	3
INT	111	Paralegalism and Ethics**	3
TRT	224	Torts**	3

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

\*\* CORE CLASS FOR THIS PROGRAM

† COURSES EXCLUDED IF ACCOUNTING, INFORMATION SYSTEMS, OR LEGAL SECRETARY TRACK IS SELECTED.



**ASSOCIATE DEGREE OF APPLIED BUSINESS  
IN BUSINESS**

75 Weeks / 65 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
CPF 100	Computer Fundamentals	3
AGP 120	American Government & Politics	3
SOC 110	Sociology	3
WRC 110	Written Communications	<u>3</u>
		<u>12</u>
<u>SECOND SEMESTER</u>		
ICA 110	Intermediate Computer Applications	5
ACT 120	Accounting I	4
MTH 110	College Algebra	<u>3</u>
		<u>12</u>
<u>THIRD SEMESTER</u>		
ACA 131	Advanced Computer Applications	4
DTB 200	Data Base (Access)	4
CTA 110	Computerized Accounting I (Quickbooks)	<u>3</u>
		<u>11</u>
<u>FOURTH SEMESTER</u>		
SPD 200	Spreadsheet (Excel)	4
CTA 200	Computerized Accounting II (Peachtree)	3
ERS 110	Earth Science	3
COM 110	Communication Skills	<u>3</u>
		<u>13</u>
<u>FIFTH SEMESTER</u>		
CST 100	Customer Service Techniques	3
KEY 221	Advanced Keyboarding Skills	3
PBT 100	Payroll and Business Tax	3
SMW 100	Social Media in the Workplace	3
AOP 210	Administrative Management / Office Procedures	3
CDE 095	Career Development	<u>0</u>
		<u>15</u>
EXT 240	Externship	2

†INTRODUCTORY CLASSES ARE NOT CALCULATED TOWARDS GPA AND STUDENTS WHO ARE REQUIRED TO TAKE THEM ONLY HAVE ONE ACADEMIC YEAR OF AID TO DO SO.

THIS COURSE OUTLINE CONTAINS ONLY THE SUGGESTED SEQUENCE OF COURSEWORK.

**BUSINESS  
DIPLOMA**

45 Weeks / 36 Credit Hours

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

Computer Fundamentals \*\*  
Intermediate Computer Applications\*\*  
Advanced Computer Applications \*\*  
Social Media in the Workplace \*\*  
Customer Service Techniques \*\*  
Data Base (Access) \*\*  
Spreadsheet (Excel) \*\*  
Accounting I\*\*  
Payroll and Business Tax\*\*  
Administrative Management / Office Procedures  
Career Development

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

\*\*CORE CLASS FOR THIS PROGRAM

**BUSINESS  
DIPLOMA**

735 Clock Hours / 45 Weeks / 36 Credit Hours

<u>Course#</u>	<u>Course Description</u>	<u>Clk. Hrs.</u>	<u>Crd. Hrs.</u>
<u>FIRST SEMESTER</u>			
CPF 100	Computer Fundamentals	60	3
SMW 100	Social Media in the Workplace	60	3
ACT 120	Accounting I	60	4
CST 100	Customer Service Techniques	<u>60</u>	<u>3</u>
		240	13
<u>SECOND SEMESTER</u>			
ICA 110	Intermediate Computer Applications	120	5
PBT 100	Payroll and Business Tax	60	3
SPD 200	Spreadsheet (Excel)	<u>75</u>	<u>4</u>
		255	12
<u>THIRD SEMESTER</u>			
ACA 131	Advanced Computer Applications	105	4
DTB 200	Data Base (Access)	75	4
AOP 210	Administrative Management / Office Procedures	60	3
CDE 095	Career Development	<u>10</u>	<u>0</u>
		240	11

THIS COURSE OUTLINE CONTAINS ONLY THE SUGGESTED SEQUENCE OF COURSEWORK.

EACH CREDIT IS ACCEPTED FOR FULL CREDIT TOWARDS THE ASSOCIATE DEGREE OF APPLIED BUSINESS IN BUSINESS.

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

75 Weeks / 65 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, Social Security, and Disability\*\*  
Domestic Relations \*\*  
Estates & Trusts \*\*  
Basic Legal Research \*\*  
Legal Research \*\*  
Criminal Law & Procedure \*\*  
Externship \*\*

Computer Fundamentals  
Intermediate Computer Applications  
Advanced Computer Applications  
Legal Drafting & Computerized Applications

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

\*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**

75 Weeks / 65 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
CPF 100	Computer Fundamentals	3
INT 111	Paralegalism & Ethics	3
COM 110	Communication Skills	3
AGP 120	American Government & Politics	3
		12
<u>SECOND SEMESTER</u>		
DOM 222	Domestic Relations	3
MTH 110	College Algebra	3
ICA 110	Intermediate Computer Applications	5
WRC 110	Written Communications	3
		14
<u>THIRD SEMESTER</u>		
CMP 223	Criminal Law & Procedure	3
BLR 100	Basic Legal Research	2
TRT 224	Torts	3
ACA 131	Advanced Computer Applications	4
		12
<u>FOURTH SEMESTER</u>		
RLE 125	Real Estate Law	3
LIT 211	Litigation Management	3
LGR 131	Legal Research	3
SOC 110	Sociology	3
		12
<u>FIFTH SEMESTER</u>		
EST 141	Estates & Trusts	3
WCS 221	Workers' Compensation Law, Social Security, and Disability	3
ERS 110	Earth Science	3
LDA 216	Legal Drafting and Computerized App.	3
CDE 095	Career Development	0
		12
EXT 252	Externship	3

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

†INTRODUCTORY CLASSES ARE NOT INCLUDED TOWARDS GPA AND STUDENTS WHO ARE REQUIRED TO TAKE THEM ONLY HAVE ONE ACADEMIC YEAR OF AID TO DO SO.

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

75 Weeks / 65 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 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 \*\*  
Externship \*\*

Computer Fundamentals  
Intermediate Computer Applications  
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  
Career Development

\*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  
WITH A CONCENTRATION IN CRIMINAL CORRECTIONS**

75 Weeks / 65 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
CPF 100	Computer Fundamentals	3
COR 101	Introduction to Corrections	3
COM 110	Communication Skills	3
AGP 120	American Government & Politics	3
		12
<u>SECOND SEMESTER</u>		
DOM 222	Domestic Relations	3
MTH 110	College Algebra	3
ICA 110	Intermediate Computer Applications	5
WRC 110	Written Communications	3
		14
<u>THIRD SEMESTER</u>		
COR 112	Crime and Delinquency	3
CMP 223	Criminal Law and Procedures	3
TRT 224	Torts	3
BLR 100	Basic Legal Research	2
		11
<u>FOURTH SEMESTER</u>		
COR 121	Juvenile Justice Systems	3
LIT 211	Litigation Management	3
LGR 131	Legal Research	3
SOC 110	Sociology	3
		12
<u>FIFTH SEMESTER</u>		
COR 141	Women and Crime	3
COR 161	Community Corrections and Correctional Institutions	4
ERS 110	Earth Science	3
LDA 216	Legal Drafting and Computerized Applications	3
CDE 095	Career Development	0
		13
EXT 251	Externship	3

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

†INTRODUCTORY CLASSES ARE NOT INCLUDED TOWARDS GPA AND STUDENTS WHO ARE REQUIRED TO TAKE THEM ONLY HAVE ONE ACADEMIC YEAR OF AID TO DO SO.

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

75 Weeks / 61.5 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
CPF 100	Computer Fundamentals	3
COM 110	Communication Skills	3
AGP 120	American Government & Politics	<u>3</u>
		13
<u>SECOND SEMESTER</u>		
MDT 101	Medical Theory I	5
MDL 101	Medical Lab I	2.5
MOP 110	Medical Office Procedures/ Electronic Health Records	<u>4</u> 11.5
<u>THIRD SEMESTER</u>		
MDT 121	Medical Theory II	5
MDL 121	Medical Lab II	2.5
ERS 110	Earth Science	3
MTH 110	College Algebra	<u>3</u>
		13.5
<u>FOURTH SEMESTER</u>		
MDT 231	Medical Theory III	5
MDL 231	Medical Lab III	2.5
WRC 110	Written Communications	<u>3</u>
		10.5
<u>FIFTH SEMESTER</u>		
COP 200	Computerized Medical Office Procedures	3
SOC 110	Sociology	3
CCP 240	Comprehensive Clinical Procedures and Pharmacology	4
CDE 250	Career Development	<u>0</u>
		10
EXT 250	Externship	3

THIS COURSE OUTLINE CONTAINS ONLY THE SUGGESTED SEQUENCE OF COURSEWORK.

†INTRODUCTORY CLASSES ARE NOT CALCULATED TOWARDS GPA AND STUDENTS WHO ARE REQUIRED TO TAKE THEM ONLY HAVE ONE ACADEMIC YEAR OF AID TO DO SO.



**MEDICAL ASSISTANT  
DIPLOMA**

45 Weeks / 33.5 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 \*\*  
Medical Office Procedures /  
Electronic Health Records\*\*  
Computerized Medical Office Procedures\*\*  
Computer Fundamentals  
Comprehensive Clinical Procedures and Pharmacology\*\*  
Basic Medical Calculations  
Career Development

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

\*\*CORE CLASS FOR THIS PROGRAM

**MEDICAL ASSISTANT  
DIPLOMA**

825 Clock Hours / 45 Weeks / 33.5 Credit Hours

<u>Course#</u>	<u>Course Description</u>	<u>Clk. Hrs.</u>	<u>Crd. Hrs.</u>
<u>FIRST SEMESTER</u>			
MED 110	Medical Terminology	60	2.5
MDT 111	Medical Theory I	75	3.5
MDL 111	Medical Lab I	75	2.5
CPF 110	Computer Fundamentals	<u>60</u>	<u>2.5</u>
		270	11
<u>SECOND SEMESTER</u>			
MDT 122	Medical Theory II	75	3.5
MDL 122	Medical Lab II	75	2.5
BMC 110	Basic Medical Calculations	60	2.5
MOP 112	Medical Office Procedures / Electronic Health Records	<u>75</u> 285	<u>3.0</u> 11.5
<u>THIRD SEMESTER</u>			
MDT 233	Medical Theory III	75	3.5
MDL 233	Medical Lab III	75	2.5
COP 203	Computerized Medical Office Procedures	60	2.5
CCP 243	Comprehensive Clinical Procedures and Pharmacology	60	2.5
CDE 095	Career Development	<u>10</u>	<u>0</u>
		270	11

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

**MEDICAL ASSISTANT  
DIPLOMA**

825 Clock Hours / 60 Weeks / 33.5 Credit Hours

<u>Course#</u>	<u>Course Description</u>	<u>Clk. Hrs.</u>	<u>Crd. Hrs.</u>
<u>FIRST SEMESTER</u>			
MED 110	Medical Terminology	60	2.5
BMC 110	Basic Medical Calculations	60	2.5
CPF 110	Computer Fundamentals	<u>60</u>	<u>2.5</u>
		180	7.5
<u>SECOND SEMESTER</u>			
MDT 111	Medical Theory I	75	3.5
MDL 111	Medical Lab I	75	2.5
MOP 112	Medical Office Procedures / Electronic Health Records	<u>75</u> <u>225</u>	<u>3.0</u> <u>9.0</u>
<u>THIRD SEMESTER</u>			
MDT 122	Medical Theory II	75	3.5
MDL 122	Medical Lab II	75	2.5
COP 203	Computerized Medical Office Procedures	<u>60</u>	<u>2.5</u>
		210	8.5
<u>FOURTH SEMESTER</u>			
MDT 233	Medical Theory III	75	3.5
MDL 233	Medical Lab III	75	2.5
CCP 243	Comprehensive Clinical Procedures & Pharmacology	<u>60</u> <u>210</u>	<u>2.5</u> <u>8.5</u>

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

**COMBINATION WELDING AND FITTING  
DIPLOMA**

45 Weeks / 32 Credit Hours

TO EARN A DIPLOMA IN COMBINATION WELDING AND FITTING, THE  
FOLLOWING COURSES\* WILL BE REQUIRED:

Introduction to Welding\*\*  
Math Measure for Welding  
Oxy Fuel Cutting\*\*  
Stick Welding\*\*  
Pipe Stick Welding\*\*  
Pipe Welding\*\*  
MIG and TIG Welding\*\*  
Plasma and Carbon Arc\*\*  
Blue Print Reading\*\*  
Non Ferrous Welding\*\*  
Welding Fabrication\*\*  
Print Reading / Fabrication\*\*

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

\*\*CORE CLASS FOR THIS PROGRAM

**COMBINATION WELDING AND FITTING  
DIPLOMA**

900 Clock Hours / 45 Weeks / 32 Credit Hours

<u>Course#</u>	<u>Course Description</u>	<u>Clk. Hrs.</u>	<u>Crd. Hrs.</u>
<u>FIRST SEMESTER</u>			
WLD 100	Introduction to Welding	120	4.50
MTW 100	Math Measure for Welding	60	2.50
WLD 101	Oxy Fuel Cutting	45	1.50
WLD 102	Stick Welding	<u>105</u>	<u>3.50</u>
		<u>330</u>	<u>12</u>
<u>SECOND SEMESTER</u>			
WLD 122	Welding Fabrication	105	3.50
WLD 111	Pipe Welding	30	1.00
WLD 112	MIG and TIG Welding	120	4.50
WLD 113	Plasma and Carbon Arc	<u>105</u>	<u>3.50</u>
		<u>360</u>	<u>12.5</u>
<u>THIRD SEMESTER</u>			
WLD 120	Blue Print Reading	30	1.00
WLD 121	Non Ferrous Welding	60	2.50
WLD 110	Pipe Stick Welding	90	3.00
WLD 123	Print Reading/Fabrication	<u>30</u>	<u>1.00</u>
		<u>210</u>	<u>7.5</u>

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

# **FACILITIES MAINTENANCE TECHNICIAN DIPLOMA**

45 Weeks / 45.5 Credit Hours

TO EARN A DIPLOMA IN FACILITIES MAINTENANCE TECHNICIAN, THE  
FOLLOWING COURSES\* WILL BE REQUIRED:

Math Fundamentals  
Facilities Maintenance I\*\*  
Facilities Maintenance II\*\*  
Basic Refrigeration\*\*  
Electrical Systems I\*\*  
Electrical Systems II\*\*  
Maintenance Procedures\*\*  
Mechanical Maintenance\*\*  
HVAC Maintenance\*\*  
Construction Skills\*\*  
Electronic & Programmable Controls\*\*  
Fluid Power Maintenance\*\*  
Boiler Maintenance\*\*  
Basic Plumbing\*\*  
Appliance Repair\*\*  
Facilities Automation\*\*

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

\*\*CORE CLASS FOR THIS PROGRAM

**FACILITIES MAINTENANCE TECHNICIAN  
DIPLOMA**

1144 Clock Hours / 45Weeks / 45.5 Credit Hours

Course#	Course Description	Clk. Hrs.	Crd. Hrs.
<u>FIRST SEMESTER</u>			
MTH 102	Math Fundamentals	64	3
FMT 102	Facilities Maintenance I	60	2.5
RFG 102	Basic Refrigeration	105	4
ELS 102	Electrical Systems I	75	3
MTM 102	Mechanical Maintenance	60	2.5
		364	15
<u>SECOND SEMESTER</u>			
FMT 112	Facilities Maintenance II	90	3.5
ELS 112	Electrical Systems II	60	2.5
MTW 112	Maintenance & Welding Procedures	75	3
RFG 112	HVAC Maintenance	75	3
CTS 112	Construction Skills	90	3.5
		390	15.5
<u>THIRD SEMESTER</u>			
PLC 122	Electronic & Programmable Controls	90	3.5
FPM 122	Fluid Power Maintenance	60	2.5
BMT 122	Boiler Maintenance	45	1.5
BPM 122	Basic Plumbing	45	1.5
APR 122	Appliance Repair	90	3.5
FMT 122	Facilities Automation	60	2.5
		390	15

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

## COURSE DESCRIPTIONS

ACA-131: Advanced Computer Applications. This course covers PowerPoint software starting with creating and editing presentations, illustrating picture and information graphics, and preparing for delivery using a slide presentation. Students will be introduced to online applications understanding office in the cloud, working online, exploring Sky Drive, managing and sharing files online, co-authoring documents, exploring office web applications, and working on team projects. Outlook is covered as used in business environments: communicating with email, understanding email folders, forwarding emails, and sending email attachments. Students will manage information using Outlook contacts, calendar, tasks, notes, and integrate social connectors; other email program solutions will be covered. Successful completion of ICA-110 and ACA-131 will prepare students to take the Microsoft Office Specialist Certification.

4 credit hours; Prerequisite: ICA-110.

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-210: Accounting II. The emphasis of the course will be on merchandising business. The primary area of study will be to expand the information presented in the special journals, the introduction of new subsidiary ledgers, and a more in-depth presentation of financial statements.

3 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-210: 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.

3 credit hours; Prerequisite: None.



## COURSE DESCRIPTIONS (CONTINUED)

**APR-122: Appliance Repair.** This course is designed to provide the knowledge and skills required to diagnose and repair residential and commercial appliances. Procedures used for testing equipment, replacing parts, reading circuit diagrams, interpreting fault and error codes, and diagnosing problems. This program consists of a combination of classroom instruction and hands-on learning. Covers all major appliances, such as: gas & electric dryers, water heaters, ranges, washers, refrigerators, freezers and ice makers. Student will take American Heart Association CPR Training.

3.5 credit hours; Prerequisite: ELS-102

**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.

**BMC-110: Basic Medical Calculations.** A basic review of the operations with Natural Numbers. These operations include finding the sum, difference, product and quotient. These same operations will be applied to proper and improper fractions as well as mixed numbers. Decimal values will also be covered along with their respective applications. English and Metric units and conversions will be covered.

3 credit hours; Prerequisite: None

**BMT-122: Boiler Maintenance.** Fundamentals of hydronic systems, heat loss calculations, physical properties of water, types of boilers, piping systems and components for correct fluid flow including circulating pumps. Includes practical maintenance and component identification. Covers the basics of cooling, tower, boiler, waste water, and water purification systems. Topics: include corrosion, scale, fouling and bacteria related issues. Mechanical equipment pertaining to water treatment is included.

1.5 credit hours; Prerequisite: MTH-102 & FMT-102

**BPM-122: Basic Plumbing.** Students receive instruction in the installation and repair of plumbing fixtures and garbage disposals. Students also learn to install pipes and fittings. Cold water supply systems and sewage systems are discussed. Students make lead and oakum joints; cut, ream, and thread gas pipes; and solder copper. Students install devices and fixtures that reduce water consumption.

1.5 credit hours; Prerequisite: FMT-112

## 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. The student will be introduced to pharmacokinetic and the pharmacodynamics aspects of medications as well as their groupings. The additive action, synergism, response, and tolerance will be discussed in detail. The student will learn how to write prescriptions, how to research medications using the *Physician Desk Reference Manual*, and how to classify narcotics according to their Schedules. Reviews of practical application, such as vital signs, venipunctures, urinalysis, injections, and EKG will conclude the course.

4 credit hours; Prerequisite: MDT-231.

CDE-095: Career Development. This course aids in the transition from college student to professional employee as students learn and develop the necessary skills to engage in career planning; stresses the value of earned diplomas and degrees in the labor market; offers an effective use of career tools (resumes, professional letters, references, and interviewing, appropriate social networking); and introduces employment search skills useful throughout a professional career.

0 credit hours; Prerequisite: None.

CGT-230: Convergence Technologies. This course will provide the student with an understanding of the networking hardware fundamentals, including cabling and devices, TCP/IP communications, including addressing protocols, VoIP protocols, including H.323 and SIP will be covered. Video over IP solutions, including broadcasting, multicasting, and unicasting will be addressed. Troubleshooting and converged network and Real-Time communications; Infrastructure Hardware; Telephone Fundamentals; Data and Voice Converged; Multimedia and Vide; Understanding Quality of Service; Converged Network Management, and planning and Tuning Converged Networks.

3 credit hours; Can be taken concurrently with ITS-210.

CMP-223: 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, 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, and arranging for bail.

3 credit hours; Prerequisite: None.

## 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.

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 an end result.

3 credit hours; Prerequisite: Can be taken concurrently with MOP-110.

COR-101: 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-112: 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.

3 credit hours; Prerequisite: COR-101.

COR-121: 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.

3 credit hours; Prerequisite: COR-101.

## COURSE DESCRIPTIONS (CONTINUED)

**COR-141: Women and Crime.** Examines the historical development and current women's issues as they relate to the justice system. Female juvenile delinquency, women and drugs, and crime, and women's roles in the prisons (as staff, offenders, victims, and perpetrators of violence), policing society, the legal system, and organized crime.

3 credit hours; Prerequisite: COR-101.

**COR-161: 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 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-101.

**CPF-100: Computer Fundamentals.** Keyboarding techniques, document creation, and proofreading, including data entry projects and drills will be emphasized. This course will examine the fundamentals of computer basics, hardware, software, operating systems, file management, and the internet. Learn the basics of Microsoft Office 2013 including Word, Excel, and PowerPoint. Students will be introduced to networks, emails, Web browsing, and security.

3 credit hours; Prerequisite: None.

**CPF-110: Computer Fundamentals.** Keyboarding techniques, document creation, and proofreading, including data entry projects and drills will be emphasized. This course will examine the fundamentals of computer basics, hardware, software, operating systems, file management, and the internet. Learn the basics of Microsoft Office 2013 including Word, Excel, and PowerPoint. Students will be introduced to networks, emails, Web browsing, and security.

3 credit hours; Prerequisite: None.

**CST-100: Customer Service Techniques.** Customer Service professionals require specialized knowledge in human relations concepts with focused application to customer and coworker interactions in the workplace. Students will learn customer-facing skills to strive to serve others, internal and external to their organization. Understanding the nature of service-related incidents and provider-liability assists the individual in properly advising customers and fellow workers on preventing and resolving service conflicts effectively. Successful completion of this class will prepare the student to take the ETA International Certified Customer Service Specialist (CSS) Test.

3 credit hours; Prerequisite: None.

## COURSE DESCRIPTIONS (CONTINUED)

CTA-110: Computerized Accounting I (Quickbooks). The student will apply accounting principles and practices using specialized computer accounting software, Quickbooks. This program is for both the accounting and non-accounting student. The student will maintain a general ledger; track vendor, customer, and inventory activities; process payroll for company employees; prepare bank reconciliations; and other accounting procedures.

3 credit hours; Prerequisite: ACT-120.

CTA-200: Computerized Accounting II (Peachtree). A study of utilizing the computer to develop and maintain accounting record keeping systems, make management decisions, and process common business applications, using Peachtree Accounting. This is an accounting program that covers accounting principles and practices used in all types of businesses. The student will record data in five journals, print financial statements, journalize adjusting entries, process inventory transactions, prepare payroll for employees, and other accounting procedures.

3 credit hours; Prerequisite: CTA-110

CTS-112: Construction Skills. Students learn types of lumber, installation of studding and joists, installation and repair of drywall. Practical applications of carpentry taught include identification of moldings; cutting, mitering, and nailing of finished carpentry projects; installation of interior doors, and sub-flooring. Students practice the proper way of sealing around doors and windows as it relates to energy conservation. This course also covers the preparing, pouring, and finishing of concrete. Includes safety tools, and equipment used in floor, wall, ceiling, and roof framing methods and systems.

3.5 credit hours: Prerequisite: FMT-102

DOM-222: 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, and a general litigation assistant.

3 credit hours; Prerequisite: None.

DTB-200: Data Base (Access). Designed to introduce the student to basic data base concepts. Students will apply theory using MS 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: ICA-110

## COURSE DESCRIPTIONS (CONTINUED)

ELS-102: Electrical Systems I. This course provides students with an introduction to electrical theory and fundamentals of electrical wiring and repairs. Beginning with the 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 electronic components will be introduced, electrical and electronic career paths and test equipment.

3 credit hours; Prerequisite: None

ELS-112: Electrical Systems II. Emphasis on AC theory and circuits, magnetism, electronic test equipment, three-phase AC, complex AC theory, including reactive circuits and resonance. Impedance networks with AC series-parallel combination circuits for electronics, battery power supplies, filters and transformers, coupled circuits, generators, motors, alternators, power transmission and distribution, green power and copper fiber-optic cabling. Students learn to install light switches, receptacles, doorbells, light fixtures, and connect circuits to panel boxes and 220/240 volt lines for large appliances.

2.5 credit hours; Prerequisite: ELS-102

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. The practical evaluation of the world's energy and environmental problems is highlighted.

3 credit hours; Prerequisite: None

EST-141: 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.

3 credit hours; Prerequisite: None.

EXT-240: Externship. Students in the Business program will spend 100 hours working in various business environments being trained on-the-job. All externships must be approved and documented by the Externship Coordinator or College Director before the student begins.

2 credit hours; Prerequisite: Permission from Department Head/Externship Coordinator

## COURSE DESCRIPTIONS (CONTINUED)

EXT-250: Externship. Medical Assistant students will spend 150 clock hours in medical offices, labs, clinics or hospitals being trained on-the-job. All Externships must be approved and documented by the Externship Coordinator or the College Director before they may begin their Externship.

3 credit hours; Prerequisite: Permission from Externship Coordinator

EXT-251 and 252: Externship. Legal Assistant students will spend 150 hours working in various legal offices, government agencies, banks, or insurance companies being trained on-the-job. All externships must be approved and documented by the externship Coordinator or College Director before they begin and all paperwork must be completed prior to commencing and continuing the externship hours.

3 credit hours; 150 hours; Prerequisite: Permission from Department Head.

FMT-102: Facilities Maintenance I. An overview of facility maintenance; OSHA approved industrial safety procedures are practiced. Includes use of basic tools and specialized equipment: lubrication, maintenance and repair motors, drive belts, pulley, and sheaves. Study fundamentals of fire inspection standards and techniques of evaluation, identification of hazards and making practical recommendations. Students study fire prevention and education programs and conduct presentations.

2.5 credit hours: Prerequisite: None

FMT-112: Facilities Maintenance II. Students are taught the impact of energy conservation, students install devices and fixtures that reduce energy consumption. In addition, students are instructed in the use of blueprints showing building systems. Students learn to read plans, interpret symbols, and identify standard dimensions. Describe the safe use of tools, including power tools. Select and describe the proper anchors, fasteners, and adhesives, as well as the basic hand tools and basic power tools.

3.5 credit hours: Prerequisite: FMT-102

FMT-122: Facilities Automation. Introduction to the smart grid supervisory command and control system portion of the smart grid infrastructure and the individual components. Evaluate and verify the smart grid command and control data acquisition system and oversee the function of residential or light commercial electronics systems package that will allow data, control, and communication signals integrated at the premise controller through the gateway. Instruction in the many protocols used over diverse media to communicate with and control residential and light commercial electronics systems.

2.5 credit hours: Prerequisite: ELS-112

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.

## COURSE DESCRIPTIONS (CONTINUED)

FPM-122: Fluid Power Maintenance. Fundamentals of hydraulic including types of hydraulic pumps, cylinders, valves, motors, and related systems. Introduction to hydraulic schematic symbols as related to components. Discussion of the fundamentals of hydraulics and pneumatics and components of each system.

2.5 credit hours; Prerequisite: MTH-102

ICA-110: Intermediate Computer Applications. Students will gain knowledge of advanced keyboarding skills with an emphasis on accuracy, proofreading, tables, reports, and graphics, using Excel and Microsoft Word. Students will learn advanced techniques in Microsoft Word 2013 including, sharing and maintaining documents, formatting content, applying page layout and reusable content, including: illustration and graphics in document, applying references and hyperlinks, and performing mail merge operations.

5 credit hours; Prerequisite: CPF-100.

INT-111: Paralegalism and Ethics. An overview of The legal system with an emphasis on business practices as they affect legal assistants. Specifically, students will create a mock business to illustrate paralegals' roles in business entities, including corporations, sole proprietorships, LLC's, and limited partnerships. Students will also learn the basics of contract law, especially as it relates to client contracts. Further, all course materials will focus on ethical issues inherent to business transactions.

3 credit hours; Prerequisite: None.

ITS-110: Information Systems I. This course will provide both a historical and futuristic look into the future of service desk, with a current best practice relative to this exciting and dynamic industry. Looks at real-world challenges service and help desks are facing in their support of global, mobile, multi-generational workforce when assistance and support are needed. The course will cover service desk operations, roles, responsibilities, procedures, tools, and technology conducting with customer support as a profession. Introduction to Service Desk concepts, Service Desk Operations, The People component, The Process component, The Technology component, evolution of technical support in the IT industry, tools and technology used in the service desk, internal and external service desk, and how they influence service desk operations. Understand the business, technical, soft, and self-management skills and job and professional responsibilities required for front-line service providers, managers, and supporting job categories at a service desk.

4 credit hours; Prerequisite: CPF-100.



## COURSE DESCRIPTIONS (CONTINUED)

ITS-210: Information Systems II. This course covers a wide range of IT software and its use to provide students in the IT field a working knowledge of IT security. Throughout this course, students learn to use software in a building block fashion. It introduces them to progressively more of a hands-on approach to information security. With both practical and theoretical approach to security is emphasized in this course. Windows Security, Web Security, Porn and Spam filters, Monitoring Software, Password Auditors, Wireless, Security Readings, Information Gathering, Packet Sniffer, Port and Vulnerability Scanners, Honey Pots and IDS, File Integrity checkers and System Monitors, Alternate Data Streams, Data Recovery and Security Deletion, Cryptography, Digital Servers, Mobil Security, and IT Security Distributions.

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 students 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 with ITS-210

KEY-221: Advanced Keyboarding Skills. Designed to give students advanced letter writing skills, formatting skills such as a complex tabulation, memos, and filling out forms and documents. 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: CPF-100

LDA-216: 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.

3 credit hour; Prerequisite: CPF-100.

## COURSE DESCRIPTIONS (CONTINUED)

**LGR-131: Legal Research.** An orientation of the local law library and the sources of the 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.

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

**LIT-211: 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.

3 credit hours; Prerequisite: None

**MAC-210: 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.

3 credit hours; Prerequisite: Can be taken concurrently with ACT-210.

**MDL-101: 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. Each student will be required to attend (5) clock hours of Clinical Externship Experiences at an outside medical facility as he/she attends school. The student will practice skills learned in a sequential manner and will be exposed to the realities of a medical office from the very beginning of this course.

2.5 credit hours; Prerequisite: MDL-101 is taken concurrently with MDT-101.

## COURSE DESCRIPTIONS (CONTINUED)

MDL-121: 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. Each student will be required to attend (5) clock hours of Clinical Externship Experiences at an outside medical facility as he/she attends school. The student will practice skills learned in a sequential manner and will be exposed to the realities of a medical office from the very beginning of the course.

2.5 credit hours; Prerequisite: MDL-121 is taken concurrently with MDT-121.

MDL-231: 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.

2.5 credit hours; Prerequisite: MDL-231 is taken concurrently with MDT-231.

MDT-101: 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: MDT-101. Can be taken concurrently with MED-100.

MDT-121: 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 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. 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 or American Heart Association.

5 credit hours; Prerequisite: MDT-100.

MDT-231: 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-121

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.

## COURSE DESCRIPTIONS (CONTINUED)

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-10 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-102: Math Fundamentals. Addition and subtraction of signed numbers, fundamental laws of exponents, algebraic terms and definitions, algebraic addition, subtraction, multiplication and division, algebraic fractions and solving basic equations. Solve problems involving multiple operations with whole numbers. Plane and solid geometry, right angle trigonometry, and applications as applied to the trades.

3 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.

MTM-102: Mechanical Maintenance. Basic mechanical skills and repair techniques common to most fields of industrial maintenance. Students gain a strong foundation of understanding everything from supervision to safety, with the ability to tackle an organization's air conditioning, electrical systems, and mechanical repair needs, and more. Students will learn a wide range of skills necessary to manage and maintain the systems found in industrial, commercial, and healthcare facilities, and be prepared for great career opportunities in a growing field.

2.5 credit hours; Prerequisite: None

## COURSE DESCRIPTIONS (CONTINUED)

MTW-100: Math Measure for Welding. Students will learn how to use correct measurements in welding fabrications. A discussion of dimensioning tolerances will be presented. Students will become familiar with conversion from standard to metric and learn proper tape measure reading skills down to 1/16 of an inch.

2.5 credit hours

MTW-112: Maintenance & Welding Procedures. Safely perform minor repairs using electric arc welder, oxy/acetylene torches for welding, brazing, and soldering.

3 credit hours: Prerequisite: None

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

3 credit hours; Prerequisite: ACT-120.

PLC-122: Electronics and Programmable Controls. This course is intended to assist the student in developing the understanding of the complete operation of a variety of programmable controllers. The applications, operations, and programming of PLC's are the areas of study with the main emphasis on programming. (Computers will be used as programmers).

3.5 credit hours: Prerequisite: ELS-112

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 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-oriented programming and design issues will be covered as well as error handling, security, the document object model, and dynamic HTML.

4 credit hours; Prerequisite: CPF-100.

RFG-102: Basic Refrigeration. Students are instructed in the operation of refrigeration system components. Include: compressors, condensers, evaporators, refrigerants and metering devices. Includes system components and compressor testing methods, focusing on charging, evacuation and recovery methods. Instruction in refrigeration principles and different basic cycles which include heat transfer, temperature, and basic physics and gas laws. Hands-on training in the use of tools and instruments used for charging and evacuation and recovery methods. Troubleshooting, maintenance, and repair of typical commercial refrigeration equipment found in convenience stores, markets, restaurants, and related applications.

4 credit hours: Prerequisite: None

## COURSE DESCRIPTIONS (CONTINUED)

RFG-112: HVAC Maintenance. Covers the operation of refrigeration HVAC systems, emphasizing maintenance and controls. Lab includes troubleshooting systems along with evacuation and charging techniques. Introduces basic application of HVAC/R installation and techniques. Integrates code requirements and practical field installations; including sheet metal, piping, and venting.

3 credit hours; Prerequisite: RFG-102

RLE-125: 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 taught: 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.

3 credit hours. Prerequisite: None.

SMW-100: Social Media in the Workplace. Students will learn social media used in today's workplace (i.e. Linked-In, Facebook, Twitter). Students will learn to apply social media management skills to help maintain and stay in touch with their customer base. Students will learn how to upload resumes and apply for jobs using social media.

3 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.

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 and ICA-110.

## COURSE DESCRIPTIONS (CONTINUED)

TRT-224: 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.

3 credit hours; Prerequisite: None.

WCS-221: 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.

3 credit hours; Prerequisite: None.

WLD-100: Introduction to Welding. This course will cover an understanding of the basic terminology used in the field of welding. Also, a study of the six welding and cutting processes an AWS entry-level welder must be able to demonstrate. Classroom learning will be supplemented with a supervised hands-on lab experience.

4.5 credit hours

WLD-101: Oxy Fuel Cutting. An introduction to the oxy fuel practice of cutting mild steel. Straight cuts made with hand torches in flat, horizontal, and vertical positions will be presented. Also, shape cutting in straight and bevel cuts will be made with track burners. Classroom learning will be supplemented with a supervised hands-on lab.

1.5 credit hours

WLD-102: Stick Welding. This course consists of a study of welding equipment, their uses, and safe operation. Students are given practical and theoretical instruction in the use of electric arc welders. Personal safety is the foremost study in this course, including clothing, eye, hearing, body protection, as well as protecting others. A supervised lab will include practice in applying stringers and weave beads on mild steel plates in the flat, horizontal, vertical, and overhead positions.

3.5 credit hours

## COURSE DESCRIPTIONS (CONTINUED)

WLD-110: Pipe Stick Welding. This course will cover the proper use of electrodes in the SMAW process. Included is a presentation of how to set the machine and how to tack weld pipe to plate. Additional areas covered are the types of penetration. A supervised lab will be included in this course.

3.0 credit hours

WLD-111: Pipe Welding: Students will gain an understanding of the inspection and basic repairs of pipe. The preparation of, and proper fit up of various pipe joints will be covered in this course. Students will acquire knowledge of welding pipe in all positions using SMAW process.

2101.D credit hours

WLD-112: MIG and TIG Welding. This course will encompass the functions of gas welding equipment, including the use and safe operations of semi-automatic welding processes (GMAW, FCAW, and GTAW). A supervised lab will cover gas metal arc welding (GMAW), flux cored arc welding (FCAW), and gas tungsten arc welding (GTAW) on various types of joints.

4.5 credit hours

WLD-113: Plasma and Carbon Arc. Precautionary measures for safe operation of plasma cutting and carbon arc equipment will be demonstrated. In a supervised lab, students will learn how to effectively cut and gouge mild steel in various thicknesses using both processes.

3.5 credit hours

WLD-120: Blue Print Reading. In this course, the student will learn the art of blueprint reading through the use of various types of drawings and symbols used in construction today. Blueprints are the plans that a tradesman is required to use in his / her everyday assignments.

1 credit hour

WLD-121: Non-Ferrous Welding. A demonstration of the properties of aluminum is presented in this course. Including the parameters of machine set up using the GTAW & GMAW process. A supervised lab will include the proper material preparation and welding of plate joints in all positions.

2.5 credit hours

WLD-122: Welding Fabrication. Students will learn to apply cutting and welding techniques through various fabrication projects. A supervised lab will demonstrate the proper use of jigs, gauges, and other measuring and fit up tools, as well as troubleshooting issues that may arise.

3.5 credit hours



## COURSE DESCRIPTIONS (CONTINUED)

WLD-123: Print Reading/Fabrication. Students will learn weld symbols and what they mean on a drawing and how to comprehend and interpret blueprints when used in fabrication.

1 credit hour

WRC-095: Introduction to College English. This course is a review of all 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.

WRC-110: Written Communications. This course investigates the writing process focusing on the basics 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.

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

Rebecca DiCioccio  
STNA Coordinator, 2017  
Director of Career Services, 1999  
Director of Financial Aid, 1991  
College Secretary, 1989  
ETI Technical College,  
Legal Assistant—AAB, 1990 (Cum Laude)

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

George Austin  
Director of Education, 2015  
Dean of Student Affairs, 2006  
College Librarian, 2006  
Capella University,  
Higher Education—MS, 2008  
Youngstown State University,  
Psychology—BA, 2000

Joyce Davis  
College Secretary, 2011  
College Recorder, 2007  
Financial Aid Assistant, 2001  
ETI Technical College.  
Computerized Office Technology—Diploma, 1996

Annette Jones  
Practical Nursing Department Head, 2018  
Practical Nursing Instructor, 2009  
Walden University,  
Nursing / Education—MSN-Ed, 2010  
Kent State University,  
Nursing—BSN, 1995  
Certifications / Licensure / Affiliations:  
Registered Nurse, OH and UT  
Advance Cardiac Life Support  
National League for Nurses

Kathy Christy  
Nursing Department Secretary, 2009  
ETI Technical College,  
Computerized Office Technology  
with a major in Accounting—AAB, 2009

Christian Gatta  
College Registrar, 2018  
Youngstown State University,  
History / Philosophy—BA, 2017

Meredith Elliott  
Librarian Consultant, 2012  
Kent State University,  
Library/Science—MLS, 1981  
Youngstown State University,  
Music Education—BME, 1977

Rosemary Frazier  
Admissions Representative, 2013

Lisa Kubinski  
College Recorder, 2018  
College Registrar, 2008  
Admissions Secretary, 2001  
ETI Technical College,  
Computerized Office Technology—AAB, 2001

Carrie McQuaid  
Financial Aid Assistant, 2013  
ETI Technical College,  
Information Management Specialist—Diploma, 2014

Rhonda Simpson

Admissions Administrative Assistant, 2008

College Secretary, 2004

ETI Technical College,

Computerized Office Technology—AAB, 2004

Sarah Kiepper

Director of Career Services, 2017

General Education Co-Department Head, 2017

Criminal Corrections Department Head, 2017

Career Services Research Analyst, 2015

Director of Education, 2008

Assistant to the Director, 2006

Adjunct Faculty, 2006-2010

Kent State University,

Cultural Foundations—PHD, 2023

Youngstown State University,

Criminal Justice—MS, 2007

The University of Akron,

English Literature—MA, 2005

Women's Studies—Graduate Certificate, 2005

Composition—Graduate Certificate, 2005

Kent State University,

Justice Studies—BA, 2002

College English Association of Ohio,

President, 2018-2019

Executive Council Member, 2005

Attorney Ralph Zuzolo, Jr.

Director of Education, 2010-2015; 2017

General Education Co-Department Head, 2017

Legal Assistant Department Head, 2005-2016

Legal Assistant Instructor, 1995

Capital University Law & Graduate Center – JD, 1995

Case Western Reserve University,

Law and Public Policy – BA, 1992

## FACULTY

Mai Alie

Criminal Corrections Instructor, 2018  
Chaminade University of Honolulu,  
Criminal Justice Administration—MS, 2017  
Chaminade University of Honolulu,  
Criminology / Criminal Justice—BS, 2015

Sharon Bartolomucci

Business Instructor, 2001  
Kent State University,  
Education—BS, 1977

James Bingham

Combination Welding and Fitting Co-Department Head, 2018  
Welding Instructor, 2016  
ETI Technical College,  
Combination Welding and Fitting—Diploma, 2016

Larry Carbone

Facilities Maintenance Instructor, 2017  
Ohio EPA Backflow Certification—1987  
Master Plumber Licenses—1977  
Ohio Master Plumbers Registration—1977  
Ohio State Boiler Installation Registration Certificate—1975

Luigina Chiaberta

Adult Education Phlebotomy Instructor, 2017  
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 Collins

Practical Nursing Clinical Instructor, 2018  
Jameson School of Nursing,  
RN—Diploma, 2006

Patricia Collins  
Primary STNA Instructor, 2010  
St. Thomas Hospital School of Nursing,  
RN Diploma, 1972

Sharla Comanescu  
Medical Assistant Diploma Instructor, 2016  
ETI Technical College,  
Medical Assistant—Diploma, 2016

Sarah DeLong  
Practical Nursing Instructor, 2018  
Kent State University,  
Nursing—BS, 2008

Victoria Dietz  
STNA Program Director, 2016  
Jameson Memorial Hospital School of Nursing,  
RN Diploma—1993  
Choffin School of Practical Nursing,  
RN Diploma, 1983

Syreana George  
Student Affairs Coordinator, 2018  
Information Management Specialist Instructor, 2016  
Devry University,  
Technical Management—BSTM, 2016  
ETI Technical College,  
Information Management Specialist—AAB, 2014

Bill Hayes  
Combination Welding and Fitting Instructor, 2015  
ETI Technical College,  
Combination Welding and Fitting—Diploma, 2015

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

Tracy Hoffman  
Practical Nursing Instructor, 2018  
Mercy College of Nursing,  
AND-RN, 2008  
Chamberlain College of Nursing,  
RN-BSN, 2017

Sandi R. Houser  
Practical Nursing Teaching Assistant, 2009  
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

Thomas Hufnagel  
Computer Diploma Instructor, 2015  
ETI Technical College,  
Computerized Office Technology—AAB, 2008

Patricia Kitchton  
STNA Instructor, 2010  
St. Elizabeth's Hospital School of Nursing,  
RN—Diploma, 1960

Marilyn Kocur  
STNA Instructor, 2010  
St. Elizabeth's Hospital School of Nursing,  
RN—Diploma, 1960

C. David Koerner  
Math and Computer Instructor, 1989  
Kent State University,  
Mathematics/Biology—BS, 1972  
Affiliations:  
Kent State University Alumni Association

Alisha Lickwar  
Practical Nursing Instructor, 2016  
Kent State University,  
BSN—Nursing, 2015  
Kent State University,  
ADN—Nursing, 2005

LaToya Littles  
Business Instructor, 2017  
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

Mindy Loveland  
Practical Nursing Instructor, 2017  
ETI Technical College.  
Nursing—Diploma, 2010  
Eastern Gateway Community College.  
Nursing—ADN, 2014  
Ohio University,  
Nursing—BSN, 2016

Robert Magnoski  
Facilities Maintenance Technician Department Head, 2015  
Refrigeration, Air Conditioning, and Heating Department Head, 2011  
HVAC, Math, Electronics Instructor, 1998  
World College (Cleveland Institute of Electronics),  
Electronic Engineering Technology  
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  
Electronics Technician Journeyman SR

Mark Moccia  
Math Instructor, 2016  
Youngstown State University,  
Mechanical Engineering—BSME, 2004



Dennis Naples

Combination Welding and Fitting Instructor, 2016  
Kent State University,  
Career Tech. Classes, 2014  
Youngstown State University,  
Industrial Maintenance, 1982  
New Castle School of Trades,  
Welding/Fabrication, 1980

Tammy Nichols

Medical Assistant Diploma Instructor, 2018  
ETI Technical College,  
Medical Assistant—Diploma, 2018

Joseph Nuzzo

College Algebra Instructor, 2017  
Youngstown State University,  
MS—Mathematics, 1998  
BS—Mathematics, 1991

Susan Ouellette

Medical Assistant Diploma Instructor, 2018  
ETI Technical College,  
Medical Assistant—Diploma, 1991

Noelle Ridel

American Government Instructor, 2017  
Youngstown State University,  
History—MA, 2007  
Applied History—Graduate Certificate, 2007  
Oral History—Graduate Certificate, 2004  
Editing—Graduate Certificate, 2004  
Political Science—BA, 2003

Al Roden

Computer Instructor, 2016  
IT Department, 2015  
A.T.E.S. Technical Institute,  
Electronic Technology, 1982

Nancy Roden

Pharmacy Technician Instructor, 2015  
Trumbull Career and Technical Center,  
Pharmacy Technician Certificate—2009

Ken Schulz  
Facilities Maintenance Technician Instructor, 2015  
Electronics Instructor, 1999  
United Electronics Institute,  
Electronics—AAS, 1980  
Kent State University,  
PLC Certificate, 2005

Gregory Shook Jr.  
Earth Science Instructor, 2016  
Youngstown State University,  
Biology—BS, 2005  
High School Biology—BS, 2013

Lee Smith  
Combination Welding and Fitting Department Head, 2014  
Combination Welding and Fitting Instructor, 2014  
ETI Technical College,  
Combination Welding and Fitting—Diploma, 2014

Donald Somich  
Facilities Maintenance Technician Instructor, 2017  
Packard Electric / Delphi,  
Electrician—1990-2006  
WCI Steel,  
Instrumentation Technician—1988-1990  
Sharon Steel,  
Instrumentation Technician—1959-1988

David Varley  
Facilities Maintenance Technician Instructor, 2017  
ETI Technical College,  
Facilities Maintenance Technician—Diploma, 2017

Angela Vincent  
Business Department Head, 2018  
Accounting Instructor, 2017  
Geneva College,  
Organizational Leadership—MA, 2020  
Youngstown State University,  
Business Administration  
with a concentration in Accounting—BS, 2000

Lisa Wargo  
Practical Nursing Instructor, 2017  
Sharon Regional Hospital,  
RN—Diploma, 1998

Lyndee Webster  
Phlebotomy Instructor, 2018  
ETI Technical College,  
Medical Assistant—AAS, 2012

Mary Yeager  
Practical Nursing Instructor, 2013  
Youngstown State University,  
MSN, 2001  
Youngstown State University,  
BSN, 1998  
St. Elizabeth's Hospital Medical Center,  
RN—Diploma, 1995

Attorney Christopher Zuzolo  
Legal Assistant and Criminal Corrections Department Head, 2016  
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

## **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.

**OHIO STUDENTS MAY CONTACT:**

Ohio State Board of Career Colleges and Schools  
30 East Broad Street, Suite 2481  
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 of Career Schools and Colleges. 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  
ACCSC website, [www.accsc.org](http://www.accsc.org)

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.

ETI TECHNICAL COLLEGE ADDENDUM

Changed Noelle Kauffman's last name to Ridel on November 27, 2018.