ETI TECHNICAL COLLEGE OF NILES

2021-2022 CATALOG

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WEB SITE: www.eticollege.edu

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APPROVED

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ACCREDITATION

ACCSC
Accrediting Commission of
Career Schools and Colleges

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"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 of Niles 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, under Campus Safety and Security Survey.

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HISTORY OF COLLEGE

The National Radio School was founded in Cleveland, OH, in 1929, and in 1961 became the Electronic Technology Institute (ETI), Division of the National Radio School which began offering the Associate Degree of Applied Science in Electronic Engineering Technology in 1965, and twenty years later became ETI Technical College of Cleveland. In 1989, ETI Technical College of Niles, OH, was first established as a branch of ETI Technical College of Cleveland (now Bryant and Stratton; ETI Technical College of North Canton became a branch of Brown Mackie, and recently was bought by Ross College). The current campus, prior to becoming ETI Technical College of Niles, was ATES Technical Institute which began operations in 1950 and offered its first degree program in Electronic Engineering Technology in 1967. From 1989 until 1992, ETI Technical College of Niles continued to operate as a branch, offering degree programs in: Electronic Engineering Technology (since discontinued), Legal Assistant, and Computer Programming Technology (since discontinued); and diplomas in: Electronic Technology / Computer Repair (since discontinued), Automated Office Technology/Word Processing, Medical Assistant. A diploma in Refrigeration, Air Conditioning, and Heating (since discontinued) was offered in 1991 due to the demand in the area for qualified Heating, Ventilation, Air Conditioning and Refrigeration servicing.

The Accrediting Commission of Career Schools and Colleges of Technology (now ACCSC) and the Department of Education, officially recognized ETI Technical College of Niles as a free standing institution in 1992. In 1994, the College began operating under the ownership of ETI Training Center, Incorporated. Applied associate degrees began in Medical Assistant and Business Office Administration were offered in 1998 due to the demand in the field require applicants to have degrees and new electives were added in Accounting, and Web Design Technologies, and Medical Secretary (the latter two have since been discontinued) in 2004, and in 2017, a concentration in Criminal Corrections was added to the Legal Assistant associate of applied business degree.

In 2009, the College received approval from the Ohio Department of Higher Education (formerly Ohio Board of Regents) for students in associate degree and nursing diploma programs to receive the *Ohio College Opportunity Grant* (*OCOG*). The following year, the Ohio Department of Health approved the State Tested Nurse Aide certificate adult education program and ETI became a testing site for anyone interested in taking the state exam, and during the same year, 2010, the Ohio Board of Nursing granted ETI full approval for the Practical Nursing Diploma program. Two other adult education certificate programs were approved in 2011: phlebotomy and pharmacy technician exam preparation course (since discontinued), all of which came under ACCSC's scope in 2017. Two new one-year diploma programs began in the years following: Combination Welding and Fitting in 2013 and Facilities Maintenance Technician in 2015. Additional certificate programs were added in 2017 and approved through the State of Ohio Board of Career Colleges and Schools: Chemical Dependency Counselor Assistant Preliminary (PHASE I), Digital Marketing Specialist, Electrocardiogram (EKG), Bitcoin, and Unmanned Aerial Vehicle (UAV) Drone, and in 2018, Small Engine Repair and two new concentrations were added to the Business AAB: Human Resources & Legal Secretary in 2018. In 2019 the Ohio Board of Nursing granted conditional approval for the Associate Degree of Applied Science in Nursing (ADN-RN) and ACCSC in 2020.

As ETI Technical College of Niles celebrates its 90th Birthday in 2019, renewals for the practical nursing diploma program through the Ohio Board of Nursing, the College's registration through the State of Ohio Board of Career Colleges and Schools, and the accreditation term renewal through the Accrediting Commission of Career Colleges and Schools has kept the ETI staff and faculty very busy, but not too busy—approval from the State of Ohio Board of Career Colleges and Schools for an associate degree of applied science in nursing is pending conditional approval from the Ohio Board of Nursing (the meeting is mid-September) after which the application for a new degree program will be submitted to the Commission. A Network Academy Network Associate certificate program was also approved this year by the State of Ohio Board of Career Colleges and Schools.

ETI Technical College of Niles continues to believe every student is unique with potential for success through proper skill building which the college strives to provide through educated and experienced faculty who provide technical occupational programs which promote qualified competence, development, and foster individuality among the diverse student population by instilling fundamentals that allow students to enter the workforce rapidly. The College's faculty and staff inspire the confidence and responsibility necessary for each student to become self-sufficient, contributing members of their professional and civic communities and all employees will honor the College's mission and commitment to the students and alumni through their continuous occupational and educational journeys.

MISSION STATEMENT

ETI Technical College of Niles 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, Business with electives in Accounting, Information Systems, Legal Secretary, and Human Resources.

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 four (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 and ADN-RN applicants will take the HESI Assessment exam.

PLACEMENT TESTING

Legal Assistant and Business 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 276. The minimum test score in English is 6.

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 Nursing Policies and Procedures, see Pages 32-34 and 43-44)

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*, and (f) submitted high school transcripts or GED.

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   Math-15 / 20
Vocabulary-12 / 25

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   Mechanical-10 / 16
Math-20 / 30

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 1st 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:

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.

GPA AND / OR RANK	AWARD AMOUNT
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 1st. An official copy of the high school transcript must be received no later than August 1st. Recipients of awards will be notified by phone no later than August 5th.

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. The Scholarship is renewable each semester, provided the student maintains a 3.0 GPA at ETI. Applications must be received no later than August 1st. An official copy of the high school transcript must be received no later than August 1st of the application year. Recipients of the award will be notified by phone no later than August 5th.

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 are published each year and are 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 1st of each year. The entire survey may be viewed at www.eticollege.edu.

CAMPUS SECURITY POLICIES AND PROCEDURES

The school buildings are open from 8:00 a.m. – 11:00 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. Monitored security cameras are installed throughout the campus. Any security questions or concerns should be addressed to Al Roden, Security Director. Mr. Roden's office is in the main school building next to the library. Please call 330-397-4927 to reach him. 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 Patrol and the Weathersfield Police Department. 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. SEE SOMETHING SAY SOMETHING! 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) Lisa Kubinski, the College Registrar (Administration building), Annette Jones, Practical Nursing Program Director (main school building), Lee Smith or Jim Bingham Welding Program Directors (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, active shooter or violent situation, HAZMAT or contagion issues.Al Roden, IT Coordinator, Ralph Zuzolo,Director Of Education, Diane Marsteller, Admissions Director, or Kay Madigan, Financial Aid Director., 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 50% of the semester credit hours required to graduate from the program. Information on articulation agreements with other institutions, for specific programs, is available in the Admissions Office.

The student must provide the College with an official transcript from each of the postsecondary institutions for which 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 and MTH-095 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.

AWARDING OF COLLEGE CREDIT FOR MILITARY TRAINING/EXPERIENCE

ETI Technical College is committed to the acceptance and awarding of college credit for training and experience in the United States Armed Forces or National Guard, as long as it has been 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 corresponds to the ETI program. Reference: Executive order of 2013-05K, John R. Kasich Governor, State of Ohio (June 11, 2013). A student interested in receiving this type of credit will follow the same process for transcript evaluation listed under Credit for Previous Training in the college catalog (p.7).

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 attend 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.

POLICY ON TRANSFER CREDIT FOR LEARNING/LIFE EXPERIENCE

ETI Technical College does not grant credit from Adult Education/Diploma or Certificate programs with exception to the LPN to RN Advanced Standing program. No credit will be awarded for Learning/Life Experience (see Veterans exceptions).

READMIT POLICY

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

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

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

PROGRAM TRANSFERS

Students planning to transfer from one ETI program to another must apply with the Admissions Office prior to the class start. A new enrollment application and agreement may be required before starting 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

Fall	09/13/21-01/14/22		Winter	01/17/22-05/06/22
Spring	05/09/22-09/09/22		Fall	09/12/22-01/13/23
Winter	01/16/23-05/05/23		Spring	05/08/23-09/08/23

Each semester consists of 15 weeks of classroom and one week of examinations.

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

Friday	June 25, 2021	Last Day of Classes
Monday	June 28, 2021- July 9, 2021	Summer Break
Monday	July 12, 2021	Classes Resume
Monday	Sept. 6, 2021	Labor Day
Thursday	Nov. 11, 2021	Veterans Day
Thursday	Nov. 25, 2021-Nov. 26, 2021	Thanksgiving Break
Friday	Dec. 17, 2021	Last Day of Classes
Monday	Dec. 20, 2021- Jan. 2, 2022	Christmas Break
Monday	Jan. 03, 2022	Classes Resume
Monday	Jan. 17, 2022	Martin Luther King
Monday	Feb. 21, 2022	Presidents Day
Friday	April 15 2022	Good Friday
Monday	April 18, 2022	Easter Monday
Monday	May 30, 2022	Memorial Day
Friday	June 24, 2022	Last Day of Classes
Monday	June 27, 2022- July 8, 2022	Summer Break
Monday	July 11, 2022	Classes Resume
Monday	Sept. 05, 2022	Labor Day
Friday	Nov. 11, 2022	Veteran's Day
Thursday	Nov 24, 2022- Nov 25, 2022	Thanksgiving
Friday	Dec. 16, 2022	Last Day
Monday	Dec. 19, 2022 - Jan. 1, 2023	Christmas Break
Monday	Jan .02, 2023	Classes Resume
Monday	Jan. 16, 2023	Martin Luther King
Monday	Feb. 20, 2023	Presidents Day
Friday	April 7, 2023	Good Friday
Monday	April 10, 2023	Easter Monday
Monday	May 29, 2023	Memorial Day

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 are 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 and ACA-131 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, especially their FAQ's at 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 1st of each year. The FERPA policy is included in the Campus Safety and Security Survey at 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 1st. Full Drug / Alcohol Policies are part of the Campus Safety and Security Survey at 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 arm of their scrub shirts. This code applies to night medical assistant students as well. Practical Nursing and ADN-RN students, please refer to the student handbook.

VACCINATIONS

ETI does not require vaccinations for students except in the practical nursing and RN programs. See Practical Nursing and ADN-RN handbook 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 and ADN- RN see page 35 & 51):

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 ten days after the end of the semester.

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

SATISFACTORY ACADEMIC PROGRESS

DEFINITIONS
Maximum timeframe: A period no longer than 150 percent of the published length of the program.
Financial aid warning: A status assigned to a student not making satisfactory academic progress who is in his/her first semester or who was making SAP in the previous semester. Aid eligibility is reinstated for one semester without an appeal.
Appeal: Process by which a student who is not meeting SAP standards petitions the school for reconsideration of eligibility for Title IV funds.
Financial aid probation: A status assigned to a student not making SAP who files a successful appeal. Eligibility reinstated for one semester or longer with a written academic plan.
Quantitative standard: Pace at which one must progress through the program to complete within maximum timeframe.
Qualitative standard: The grade point average (GPA) a student must have at each evaluation point (semester end).

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 ten days after the last day of the semester. 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 maximum timeframe, thereby losing eligibility for federal aid. Transfer credits will increase the pace and could result in an early completion. Progress is monitored at the end of each semester. **ALL** students, regardless of enrollment status (full-time, part-time, less-than-half-time) and regardless of aid status (Title IV recipient or not) are held to the same SAP standard for their program. SAP policies for Title IV recipients are neither stricter nor less strict than for non-aid students. The Practical Nursing Program and the Associate Degree of Nursing RN Program have a separate SAP policy detailed in their handbook.

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. Students enrolled in a five-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. A student must have passing grades in all classes and a cumulative GPA of 2.0 to successfully graduate.

A student who fails to achieve the required cumulative GPA by the end of the financial aid warning semester will lose eligibility for Title IV funds 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.

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 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 that apply to the new program 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. 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. Previous courses attempted and credits earned that are also part of the new program curriculum become part of the new cumulative GPA and quantitative total. ALL courses attempted and credits earned at ETI Technical College of Niles will appear on the final transcript but only those that are part of the published curriculum for the currently enrolled program will calculate into the GPA and be part of the quantitative limit calculation for that program. ETI does not offer or recognize electives; each program has only the courses required for graduation.

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 if it is determined that it will take more than one term to achieve the cumulative 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.

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.

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. For RN students see handbook.

MAKE-UP POLICY

If absent, all 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, the Combination Welding and Fitting program, the Facilities Maintenance Technician program, and the Medical Assistant diploma 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

The school's campus currently has fifteen (15) lecture rooms, fifteen (15) laboratories, a general reference library and a law library, and office facilities equipped with modern equipment, computers, software, and test instruments. Laboratories allow students to gain knowledge by acquiring valuable hands-on experiences in their chosen field and consist of: eight (8) computer labs, three (2) medical skills labs, one (1) High Fidelity Simulation Lab, two (2) welding labs that house individual stations for students, and an indoor/outdoor facilities maintenance lab. The computers and software are updated routinely by the IT Director.

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 Technical College 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 is 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 in room 5. The Legal Library is located in Room 6.

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. 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. 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).

VETERANS BENEFITS

Veterans or eligible dependents attending ETI Technical College may be eligible to receive Veteran's Educational Benefits through the Department of Veteran's Affairs when pursuing an Associate degree or Diploma program. The VA application is available from the Veterans Office 1-888-GIBILL-1, or on line at www.gibill.va.gov. This form should be completed before the start of the enrollment period. A prospective student must provide a copy of the Veteran's DD214 (Authorization for Separation from Active Duty) and Certification of Eligibility. Each semester the Director of Admissions reviews and certifies each veteran for the number of credit hours taken.
Veteran Students Responsibilities:

1. Consult with the VA School Certifying Official and enroll in courses meeting the curriculum requirements.
2. Attend classes regularly and complete course requirements satisfactorily to continue receiving VA benefits.

3. Notify Director of Admissions (School Certifying Official) when / if
   - Drop or add courses
   - Withdraw from a class
   - Stop attending classes on a regular basis
   - Change name, address, and / or telephone number
   - Change educational major
   - Have any concerns or questions

Veterans recalled to active duty may be withdrawn from his / her courses at any time during the semester entitling the student to a 100% refund of any tuition and fees paid by the veteran. Documentation of departure orders is required.

In Compliance with Veterans Benefits and Transition Act of 2018, ETI's policy for students and qualified dependents of Chapter 31 and 35 is as follows; Any accepted student, who can provide a Certificate of Eligibility for the entitlement to educational assistance under Chapter 31 or 33, to attend or participate in the course of education during the period beginning on the date of which the individual provides a COE and ending on the earlier of the following dates:

1. The date on which payment from the VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the COE.

Our policy will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that the covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of funding from the Department of Veterans Affairs under chapter 31 or 33. Additionally, this requirement is limited to the portion of funds paid by VA.

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 skin test / Mantoux, negative Covid-19 test 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, Covid-19, TB test, 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 $775.00   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.**

PHLEBOTOMY COURSE

This course is an accelerated course in basic Phlebotomy. Students will be guided through the knowledge, techniques, and procedures required becoming 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 would miss 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 Medial 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, 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.

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 subject's 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.

The legal secretary 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 student is 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 reflects the College's philosophy of the "learn by doing" method of education.

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 secretaries in these and other institutions: banks; probate & pension specialist; corporations: litigation specialist; industrial relations; labor relations specialist; probate and / or pension specialist; customer service specialist; accounts payable and receivable; and administrative assistants. Graduates secure employment in law offices, medical facilities, schools, corporations, state agencies, industrial organizations, legal software companies, insurance agencies, and the courts.

The objective of the Business Degree with and elective in Human Resources is to provide the student with a concentrated study in the areas of employment law, equal employment opportunity, the relationship between management and labor, work place safety, labor relations and safety, management, principles, techniques, and concepts, organization, controlling agents, personnel administration, recruiting, hiring firing, performance evaluations, training, counseling, and handling grievances. Because the basis of the elective consists of the Business Degree, the student will also be prepared to function efficiently in a business office environment. The Business degree with an elective in Human Resources will provide the student with a competitive edge helping the student become employable with more opportunities for advancement, and it will prepare the student for entry-level employment in these, and other positions:

Human Resources Generalist, Human Resources Managers, and Human Resources Recruiter. Graduates secure employment in hospitals, schools, state agencies, industrial organizations, staffing and temporary agencies, and human resources departments within all entities.

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 (DIPLOMA)

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, OSHA 10, CPR, Hydrocarbon Refrigerant certification, and employment ready certifications in refrigeration servicing and charging, air conditioning, electrical, and green awareness.

ASSOCIATE DEGREE OF APPLIED SCIENCE IN NURSING

Nursing courses have been carefully developed and scheduled to meet the needs of adult learners. The curriculum combines classroom instruction with laboratory skills components and clinical experiences in the areas of medical-surgical nursing, complex care nursing, behavioral health, pediatrics, obstetrics, geriatrics, pharmacology, and nursing leadership. Clinical experience, an important part of the ETI Technical College philosophy, will take place at local nursing homes, hospitals, and healthcare agencies that provide continuing support for nursing education programs.

The nursing program is divided into five semesters 15 weeks in length (with one additional week of finals), for a total of 75 weeks plus finals; total length 80 weeks. The advanced standing program is divided over four - five semesters for a total of 60-75 weeks plus finals; total length 64-80 weeks. Each semester consists of prescribed subjects and studies that build upon each other. Students begin their training in the first semester and progress sequentially through each semester until all courses and semesters have been successfully completed. The program's goals and learning domains are evident in the objectives. The syllabi are consistent and available for the student at the beginning of each course.

ADN students who meet all program progression and completion requirements will be awarded a degree and become eligible to apply for the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Graduates who become Registered Nurses will then qualify for Technical Credit Transfer (Stackable Certificates: HB 699, Section R.E. 33.34, 126th General Assembly) through articulation plans at regional RN to BSN nursing programs should they choose to continue their education in nursing.

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 baseline tuberculosis (TB) screening by blood test (IGRA) or two-step skin test 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 (or equivalent training) in Basic Cardiac Life Support, including: adult, child, and infant resuscitation;
   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.

Awarding of College Credit for Military Training / Experience

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 Children's & Babies-Boardman-44512, St. Elizabeth Youngstown-44501, St, Joseph Health Center & Akron Children's & Babies-44484

PRACTICAL NURSING WITHDRAWAL POLICY

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 convictions, which will prevent the student from successfully completing the academic program.

Students with convictions listed on Ohio Revised Code Disqualifiers for Hospital Employees (ORC 2151. 86/109.572), or a substantially similar offense in another state, 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 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.

AN EQUAL OPPORTUNITY SCHOOL

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

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

GRADING

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

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

		Credits			
Course#	Course Title	Theory	Lab	Clinical	Clock
First Semester					
BIO 101	Integrated Human Sciences	2.5			60
PNS 104	Caring Across the Lifespan II	2			45
PNS 105	Caring in Basic Nursing	3.5	2	3	225
PNS 106	Mathematics / Computer Skills	2.5			60
	Nutritional Nursing Care	10.5	2	3	390
	Total Hours 390 Credits 15.5				
	Theory 240				
	Lab 60				
	Clinical 90				
Second Semester					
PNS 204	Caring Across the Lifespan I	2			45
PNS 205	Caring in the Human Health Experience I	4.5	1	6	300
PNS 206	Pharmacological	2			45
	Caring in Nursing	8.5	1	6	390
	Total Hours 390 Credits 15.5				
	Theory 180				
	Lab 30				
	Clinical 180				
Third Semester					
PNS 305	Caring in the Human Health Experience II	5.5	2	6	345
PNS 302	Caring Transition into Practice	2		2	110
	Total Hours 455 Credits 17.5 7.5	2	8	455	
	Theory 135				
	Lab 60				
	Clinical 260				

Total Program Clock Hours 1235   Total Program Credits 48.5

Theory   555
Lab   150
Clinical 530

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

Total Program Clock Hours 1235   **Total Program Credits 48.5**

Theory   555
Lab   150
Clinical   530

Course#	Course Title	Theory	Lab	Clinical	Clock
			Credits		

First Semester

Course#	Course Title	Theory	Lab	Clinical	Clock
BIO 101	Integrated Human Sciences	2.5			60
PNS 204	Caring Across the Lifespan I	2			45
PNS 104	Caring Across the Lifespan II	2			45
PNS 106	Mathematics / Computer Skills	2.5			60
	Nutritional Nursing Care	9			210

Total Hours   210   Credits 9
Theory   210

Second Semester

Course#	Course Title	Theory	Lab	Clinical	Clock
PNS 105	Caring in Basic Nursing	3.5	2	3	225
PNS 206	Pharmacological	2			45
	Caring in Nursing	5.5	2	3	270

Total Hours   270 Credits 10.5
Theory   120
Lab   60
Clinical   90

Third Semester

Course#	Course Title	Theory	Lab	Clinical	Clock
PNS 205	Caring in the Human Health Experience I	4.5	1	6	300

Total Hours   300 Credits 11.5
Theory   90
Lab   30
Clinical   180

Fourth Semester

Course#	Course Title	Theory	Lab	Clinical	Clock
PNS 305	Caring in the Human Health Experience II	5.5	2	6	345

Total Hours   345 Credits 13.5
Theory   105
Lab   60
Clinical   180

Fifth Semester

Course#	Course Title	Theory	Lab	Clinical	Clock
PNS 302	Caring Transition into Practice	2		2	110

Theory   30
Clinical   80
Total Hours   110 Credits 4

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 Descriptions

BIO 101   **Credits 2.5**
Integrated Human Sciences   Lecture 2.5
A study of human systems, emphasizing the physical, chemical, and cellular basis or 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 I   Lecture 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 I   Lecture 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 Nursing   Lecture 2

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

PNS 305   **Credits 13.5**

Caring in the Human Health Experience II   Lecture 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 Practice   Lecture 2, Clinical 2

This course explores the role of the practical nurse in the health care system; major social, economic, and educational trades 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 SCIENCE IN NURSING

Nursing courses have been carefully developed and scheduled to meet the needs of adult learners. The curriculum combines classroom instruction with laboratory skills components, and clinical experiences in the areas of medical-surgical nursing, complex care nursing, behavioral health, pediatrics, obstetrics, geriatrics, pharmacology, and nursing leadership. Clinical experience, an important part of the ETI Technical College philosophy, will take place at local nursing homes, hospitals, and healthcare agencies that provide continuing support for nursing education programs.

The nursing program is divided into five semesters 15 weeks in length (with one additional week of finals), for a total of 75 weeks plus finals; total length 80 weeks. The advanced standing program is divided over four - five semesters for a total of 60-75 weeks plus finals; total length 64-80 weeks. Each semester consists of prescribed subjects and studies that build upon each other. Students begin their training in the first semester and progress sequentially through each semester until all courses and semesters have been successfully completed. The program's goals and learning domains are evident in the objectives. The syllabi are consistent and available for the student at the beginning of each course.

ADN students who meet all program progression and completion requirements will be awarded a degree and become eligible to apply for the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Graduates who become Registered Nurses will then qualify for Technical Credit Transfer (Stackable Certificates: HB 699, Section R.E. 33.34, 126th General Assembly) through articulation plans at regional RN to BSN nursing programs should they choose to continue their education in nursing.

ADN-RN Program Policies

In some instances, policies and regulations exist for students in the ADN-RN program that do not apply to students in other programs at ETI Technical College. Unless specified, students in the ADN-RN program must abide by the terms, policies, and procedures in the ETI Technical College catalog. ADN-RN program policy changes that occur after students are admitted to the program will be communicated to students in writing and verbally via the administrator, instructors, and student liaisons. The program shall not implement changes to policies for student progression, or requirements for completion of the program, regarding students enrolled in the program at the time the changes are adopted.

ADN-RN Program Admission Policy

1. Applicants are admitted three times yearly: 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 before they are eligible for selection to the ADN-RN 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; Official Transcript required.
   b. Pre-Entrance Testing – passage of the Evolve Reach Pre-Entrance Examination (75% in subject areas-reading, grammar, and math); Applicants are only permitted two (2) attempts, test results are good for one (1) year; and
   c. Results of criminal background check.

4. All completed applications will be reviewed by the Nursing Admission 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 baseline two step tuberculin skin test (Mantoux) for tuberculosis;

   b. Hepatitis B, Mumps, Rubeola, Rubella, Varicella, and Tetanus immunity in accordance with the guidelines published by the Centers for Disease Control and Prevention (CDC), and the flu shot;

   c .Participation in ETI Liability Insurance Program;

   d. Certification by the **American Heart Association** for Healthcare Providers in Basic Cardiac Life Support (or an equivalent training), 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 will therefore fail the program.

ADN-RN Program Criminal Background Check

Criminal background checks, both state and federal, 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 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, pled guilty to, or have a judicial finding of guilt for any crime subsequent to enrollment, should immediately notify the ADN-RN Program Administrator 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, both state and federal completed by the Bureau of Criminal Identification and investigation in a form prescribed by the Ohio Board of Nursing the results of which indicate the individual had not been convicted of, pled guilty to, or had a judicial finding of guilt for any violation set forth in section Ohio Revised Code Chapter 4723.09. For further information, see the Ohio Board of Nursing website at www.nursing.ohio.gov.

ADN-RN Program Military / Veterans

A military veteran is any member of the United States Armed Forces, including the Army, Navy, Air Force, Marine Corps, Coast Guard, or any components of the these forces; the National Guard of any state; the commissioned corps of the United States public health service; the Merchant Marine service during wartime; such other service as may be designated by Congress or the Ohio organized militia when engaged in full-time National Guard duty for a period of more than thirty days.

A veteran is any person who has completed service in the armed forces, including the National Guard of any state, or a reserve component of the armed forces, who has been discharged under honorable conditions from the armed forces, or who has been transferred to the reserve with evidence of satisfactory service. An active service member means any member of the armed forces of the United States performing active duty under title 10 of the United States Code.

Awarding of College Credit for Military Training / Experience

ETI Technical College of Niles is committed to the acceptance and awarding of college credit for training and experience in the United States Armed Forces or National Guard, as long as it has been 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 corresponds to the nursing program. Reference: Executive order of 2013-05K, John R. Kasich Governor, State of Ohio (June 11, 2013). A student interested in receiving this type of credit will follow the same process for transcript evaluation listed under Credit for Previous Training in the college catalog (p.7). In compliance with the "Harry W. Colmery" Veterans Educational Assistance Act of 2017, Section 105, RN students are required to do Clinical and Preceptors as part of their training. The following is a list of possible sites; Belmont Pines -44485, Briarfield Manor-444515, Select Specialty Hospital-44512, Shephard of the Valley-44483, Hillside Rehabilitation Hospital-44484, Louis Stokes VA Hospital and Clinic-44105, Windsor House-44484-44505 and Trumbull Memorial Hospital (Steward Health) 44483.

Veterans or eligible dependents attending ETI Technical College may be eligible to receive Veteran's Educational Benefits through the Department of Veteran's Affairs when pursuing the Associate Degree in Applied Science in Nursing program. The VA application is available from the Veterans Office 1-888-GIBILL-1, or online at www.gibill.va.gov. This form should be completed before the start of the enrollment period. A prospective student must provide a copy of the Veteran's DD214 (Authorization for Separation from Active Duty) or Certification of Eligibility for Chapter 1606. Each semester the Director of Admissions reviews and certifies each veteran for the number of credit hours taken.

Veteran Students Responsibilities:
1. Consult with the ADN-RN Program Administrator and VA School Certifying Official and enroll in courses meeting the curriculum requirements of the ADN-RN program.
2. Attend classes regularly and complete course requirements satisfactorily to continue receiving VA benefits.
3. Notify Director of Admissions (School Certifying Official) when / if:
   - Drop or add courses
   - Withdraw from a class
   - Stop attending classes on a regular basis
   - Change name, address and / or telephone number
   - Change educational major
   - Have any concerns or questions

Veterans recalled to active duty may be withdrawn from his / her courses at any time during the semester entitling the student to a 100% refund of any tuition and fees paid by the veteran. Documentation of departure orders is required. A handicap cannot interfere with attainment of the nursing program objectives or impair the student's ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.

ADN-RN Program: An Equal Opportunity School

ETI Technical College of Niles actively subscribes to a policy of equal educational and employment opportunities and in accordance with Title IX of education 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 nursing program objectives or impair the student's ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.

ADN-RN Program Withdrawal Policy

A student may withdraw from the College voluntarily. The student must meet with the ADN-RN Program Administrator, submit a letter of withdrawal, complete a status change form, and meet with the financial aid department for an exit interview. The withdrawal date is the last date of recorded attendance. Withdrawal does not preclude re-admission to the program.

ADN-RN Program Re-admission

Students who withdraw from the ADN-RN program or have been dismissed for failure in a nursing theory course may request re-admission **one-time only**. Students applying for re-admission must meet the curriculum requirements effective at the time of re-admission. Requests after one year will not be considered.

Challenging Nursing Course / Re-admission—there is provision for advanced standing and only select courses may be challenged in the ETI Technical College ADN-RN program with the exception of military veterans.

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

ADN students must abide by the Satisfactory Academic Progress (SAP) policy. A student may not be considered for re-admittance who does not have the potential to achieve the required 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.

ADN-RN Program Advanced Standing LPN Option

Advanced placement for LPNs is available. An applicant must be a graduate of a Board of Nursing state-approved school of practical nursing, demonstrate proof of a current unrestricted license, and meet the same admission requirements as other nursing students. Students will be admitted based on space availability (three times a year when courses start-January, May, and September). The nursing technology and related courses must be completed within two (2) calendar years. All student transcripts will be reviewed for general education course credits as below.

An LPN, who qualifies, must have completed NUR-095 LPN to RN Role Transitions, with a grade of "B" or better in order to gain advanced placement. If the criteria is not met, then advanced standing is no longer an option for the student. All transfer general education courses must align with curriculum, and comply with ETI Technical College of Niles program rules. A student may request credit for courses previously taken at a post-secondary education by contacting the admissions department. A student can only transfer credit for courses in which a grade of "C" or higher has been earned. Transfer course(s) must fulfill the specific degree requirements, and have been 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 50% of the semester credit hours required to graduate from the program. The student must provide the College with an official transcript from each of the postsecondary institutions for which they would like to have evaluated prior to the class start date. The student may have to provide course(s) syllabi for the previous education if the College requests it.

Out-of-state applicants must have and maintain active, unrestricted licensure and must complete two hours of continuing education on Ohio Law and Rules "Category A" provided by an Ohio Board of Nursing Approver. Online-Resources-for-Ohio-Law-and-Rules.pdf.

Upon **successful** completion of NUR 095, the LPN will be given credit for the following nursing courses: **NUR-101, NUR-102, NUR-103 and NUR-106.**

ADN-RN Program Changes to Policies

In some instances, policies and regulations exist for students in the ADN-RN program that do not apply to students in other programs at ETI Technical College of Niles. Unless specified, students in the ADN-RN program must abide by the terms, policies, and procedures in the ETI Technical College of Niles catalog. ADN-RN program policy changes that occur after students are admitted to the program will be communicated to students in writing and verbally via the administrator, instructors, and student liaisons. The program shall not implement changes to policies for student progression, or requirements for completion of the program, regarding students enrolled in the program at the time the changes are adopted. Policy changes related to student progression or completion will not be implemented for those students who are enrolled in the program at the time the changes are adopted by the program. Changes will be posted on the bulletin board located near the nursing office. ADN-RN faculty and staff reserve the right to change and/or update student policies as needed. Students will then become subject to the application of the new policy.

Students are given revised catalogs, syllabi, and any information in handout forms from instructors / administration within the classroom, or via campus email or through the mail. Access to ETI Technical College's Facebook page is available for information, and the ETI Technical College website is available to all students and the public: https://eticollege.edu/. ETI regularly posts on social media sites, including Facebook, https://www.facebook.com/etitechnicalcollege. ETI Technical College of Niles reserves the right to make changes in policies, procedures, degree requirements, schedules, course offerings, and other college standards.

ADN-RN Program Standardized Testing

The Evolve HESI Exit Examination will be administered to all nursing students in the last semester of the nursing program, prior to graduation. This exam measures the students' readiness to take the NCLEX-RN exam and provides national comparisons to norm group by program type. *The Evolve HESI Exit Exam has a current accuracy rate of 98.4 percent in predicting NCLEX exam success.* Students must pass this examination with a score of 850 or better to graduate. The student will be given three attempts to pass the examination.

Individualized remediation for this examination, based on the test items incorrectly answered, is available for all students.

ADN-RN Program Mandatory Pass of Examinations

There are four (4) areas of the ETI Technical College Nursing curriculum that require mandatory pass of examinations:

- ✓ Math Examinations in **NUR 103 and NUR 209**
- ✓ IV Therapy Examination in **NUR 200**
- ✓ Evolve Exit Examination in **NUR 211**
- ✓ The student will be given three attempts to pass the above exams. To continue with the NUR course, the student must pass on the third attempt. Failure to pass on the third attempt will result in repeating the course attached to exam.

ADN-RN Program Maximum Program Completion Time

Students are expected to complete the nursing program within the defined maximum program completion time, which is not to exceed 150% of the normal time frame; a maximum of seven semesters or 96 credits. ETI Technical College defines the normal time frame as the number of credit hours it would take a student to complete the total program credit and weeks according to the enrollment agreement.

If a student exceeds the maximum program completion time, and does not progress at a sufficient rate, she or he will be dropped from the nursing program. **No probationary status is allowed.**

ADN-RN Program Grievance Process

ETI has adopted a grievance procedure to protect the rights of the student. Students have the right to appeal decisions made and policies by the College without reprisal. Students must initiate the process by following the ADN-RN program chain of communication as follows: Any student who feels he or she has a legitimate concern regarding grades, tests, classroom procedures, disciplinary measures, or a general school policy has a right to ask for a conference with the instructor to help resolve the conflict.

If the matter is not resolved after the student has conferred with the instructor, the student must subject a written appeal to the ADN-RN Program Administrator who will schedule a conference with both the student and the instructor. If the matter is still not resolved, the grievance must be submitted in writing to the Director of Education. At this time, a conference between the instructor, ADN-RN Program Administrator, student, the Director of Education, and the College Director will be held. If all of these steps fail to resolve the matter, the student may direct the grievance to the State Board of Career Colleges and Schools. Contact information is in the ETI Technical College catalog, on bulletin boards throughout campus, and can be obtained also from the Main Office. Any student who circumvents, or attempts to circumvent, the described chain of communication regarding complaints or appeals will be dismissed from the ADN-RN Program.

Grade Conversion Table for ADN-RN Program

The final grades will be calculated from the percentages earned in the class as follows:

The final grades will be calculated from the percentages earned in the class as follows:

Grade		Percentage	Credit
A		93-100%	4.0
B	All NUR	83-92%	3.5
C	All Applied GE	73-82%	3.0
D	All ETI GE	60-72%	2.5
F		<59%	0.0
W		Withdraw	Limited to Week 10
UA		Unsuccessful Attempt	Repeating course

Student Requirements for completion of the program

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

1. Obtain a grade of 83% or higher in all theory courses;
2. Obtain a passing (satisfactory) grade in all clinical experiences;
3. Obtain a mandatory pass of the math, IV therapy, and Evolve HESI Exit examinations;
4. Submit all required paperwork; and
5. Payment of all tuition, fees, and expenses owed to ETI Technical College.

Student Attendance

Students are expected to attend, **on time,** every class and clinical session. For completion of each course, a student is required to attend 90% of class time, 100% of laboratory time, and 100% of clinical time; failure will occur if attendance requirements are **NOT** met. In the case of absence, the student should immediately notify the College, the faculty member, and, if appropriate, the clinical site. Attendance for lecture, laboratory, and clinical will be kept. Students who are not in class or laboratory within ten minutes of the scheduled start time will be counted as absent.

A student reporting more than ten (10) minutes late for a scheduled examination will be refused admission and marked absent. Students will be allowed to make-up missed quizzes but will **NOT** be allowed to make-up missed examinations. Students reporting more than ten (10) minutes late to a clinical assignment will be considered absent and will **not** be able to complete the clinical experience for that day. The attendance record will become a part of the student's permanent folder if failed due to attendance.

Associate Degree of Applied Science in Nursing
Student Academic Progress (SAP)

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 registered 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 83% (B) or better in each nursing theory course
- Meets the objective of each course and achieves a grade of 73% (C) or better in each applied nursing course
- Meets the objective of each course and achieves a grade of 60% (D) or better in each general education 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 the required cumulative GPA on a scale of 4.0 in each of the five (5) semesters
- 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 registered nursing skills as evidenced by clinical evaluation checklists
- Keeps a satisfactory attendance (average 90%) record in all theory/applied classes as indicated in course syllabus
- Keeps a satisfactory attendance (average 83%) record in all general education courses as indicated in course syllabus

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 83% theory / 73% applied, the student will receive an academic warning and be advised by the instructor. By the end of the course, the student must achieve an 83% theory / 73% applied 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 ADN-RN Program Administrator. 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 ADN-RN Program Administrator. 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 ADN-RN Program Administrator and the Nursing Admission Committee members for eligibility to be readmitted to the nursing program. A student may not be considered for readmission that does not have the potential to achieve a 2.5 cumulative GPA by the end of the readmit semester. **AT NO TIME MAY A STUDENT RECEIVE FEDERAL AID BEYOND 150% OF THE PUBLISHED CREDITS (64.5) 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. A student may appeal termination from the program if there were extenuating circumstances such as the death of an immediate family member, illness, etc. The student would be required to explain what has changed that would allow a successful return to the program. The ADN-RN Program Administrator and Nursing Admission Committee members will make the final decision on the appeal. A student must achieve the required cumulative GPA by the end of the appeal semester. Course withdrawals (W) are only allowed through week ten of each semester.

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 program:

- Obtain a grade of 83% or higher in all theory classes; 73% or higher in all applied courses; 60% or higher in all gen education courses
- 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
- Achieve a cumulative GPA of 2.5 on a scale of 4.0

GRADING SCALE

A= 93-100%
B= 83-92%   MINIMUM REQUIRED FOR NURSING THEORY COURSES BELOW 83% = F
C= 73-82%   MINIMUM REQUIRED FOR APPLIED NURSING COURSES BELOW 73% = F
D= 60-72%   MINIMUM REQUIRED FOR GENERAL EDUCATION COURSES
F= 59%   AND BELOW

ADN-RN Program Curriculum and Course Descriptions:

Core concepts of the curriculum are: patient-centered care, safety and quality, teamwork and collaboration, evidence-based practice, nursing judgment, professional identity, and information and technology. Concepts from the biological and behavioral sciences will be taken concurrently with nursing courses.

Theory and clinical experiences are planned to facilitate the attainment of student learning outcomes. Each nursing course has unique clinical activities using various contracted facilities. Select agencies are used when needed to meet the learning needs of students.

Students are scheduled Monday thru Friday; daytime and evening for class and day, evening, or weekend for clinical. Vacation time is allotted throughout the program. Course schedules are posted in ample time to accommodate student needs.

All nursing courses require a grade of 83% 'B' or better. All nursing courses must be taken in scheduled sequence.

ADN-RN Program Nursing Course List:
NUR-101 Introduction to Nursing Foundations and Electronic Charting
NUR-102 Fundamentals of Nursing
NUR-103 Pharmacology and Dosage
NUR-105 Pathophysiology for Nurses
NUR-106 Principles of Nutrition for Nursing
NUR-200 Advanced Nursing Theory
NUR-201 Lifespan, Growth and Development
NUR-202 Maternity and Pediatric Nursing
NUR-203 Mental Health and Psychosocial Nursing Community
NUR-209 Advanced Pharmacology and Dosage Calculations
NUR-210 Complex Care Nursing
NUR-211 Professional Nursing Role Development

Applied
HAP-100 Human Anatomy & Physiology I
HAP-200 Human Anatomy & Physiology II
MIC-200 Microbiology for Healthcare Professions
STA-200 Statistics

General Education
AGP-120 American Government & Politics
ERS- 110 Earth Science
MTH-110 College Algebra
SOC-110 Sociology
WRC-110 Written Communications

NUR-095   LPN to RN Role Transition (Advanced Standing Course)

Associate Degree of Applied Science in Nursing Program
80 Weeks / 64.5 Credit Hours

Associate Degree of Applied Science in Nursing Program Curriculum

Course Number	Course Name	Credit Hours	Theory	Lab	Clinical	Total Credits
1st Sem						
NUR 101	Introduction to Nursing Foundations	2.0	45	0	0	
HAP 100	Human Anatomy & Physiology I	2.5	45	15	0	
WRC 110	Written Communications	3.0	45	0	0	
NUR 106	Principles of Nutrition for Nursing	2.0	45	0	0	
MTH 110	College Algebra	3.0	45	0	0	12.5
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NUR 095	Transition from LPN to Associate Degree Nursing Student *	3.0	45	0	0	
2nd Sem						
NUR 102	Fundamentals of Nursing	4.0	45	30	30	
NUR 201	Human Growth & Development	2.0	45	0	0	
HAP 200	Human Anatomy & Physiology II	2.5	45	15	0	
ERS 110	Earth Science	3.0	45	0	0	
STA 200	Statistics	2.0	45	0	0	13.5
3rd Sem						
NUR 103	Pharmacology and Dosage Calc.	2.0	45	0	0	
MIC 200	Microbiology for Healthcare Prof.	2.0	45	0	0	
NUR 105	Pathophysiology for Nurses	2.0	45	0	0	12.5
NUR 203	Mental Health and Psychosocial Nursing	3.5	45	0	50	
SOC 110	Sociology	3.0	45	0	0	
4th Sem						
NUR 200	Advanced Nursing Theory	7.0	45	30	120	
NUR 209	Advanced Pharmacology	2.0	45	0	0	
NUR 202	Maternity and Pediatrics	4.0	60	0	40	
						13.0
5th Sem						
NUR 210	Complex Care Nursing	7.0	60	0	120	
NUR 211	Professional Nursing Role Develop.	3.0	45	0	30	
AGP 120	American Government & Politics	3.0	45	0	0	
						13.0
	Program TOTAL	**64.5**	**975**	**90**	**390**	Total Credit Hours

- **NUR-095 Transition from LPN to RN Student for Advanced Standing Students Only**

*LPN to RN Advanced Standing Students Only

Course Number	Course Name	Credit Hours	Theory	Lab	Clinical	Total Credits
1st Semester						
HAP 100	Human Anatomy & Physiology I	2.5	45	15	0	
WRC 110	Written Communications	3.0	45	0	0	
MTH 110	College Algebra	3.0	45	0	0	8.5
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NUR 095	Transition from LPN to Associate Degree Nursing Student *	3.0*	45	0	0	
2nd Semester						
NUR 201	Human Growth & Development	2.0	45	0	0	
ERS 110	Earth Science	3.0	45	0	0	7.5
HAP 200	Human Anatomy & Physiology II	2.5	45	15	0	
3rd Semester						
STA 200	Statistics	2.0	45	0	0	
MIC 200	Microbiology for Healthcare Professions	2.0	45	0	0	
NUR 105	Pathophysiology for Nurses	2.0	45	0	0	12.5
NUR 203	Mental Health and Psychosocial Nursing	3.5	45	0	50	
SOC 110	Sociology	3.0	45	0	0	
4th Semester						
NUR 200	Advanced Nursing Theory	7.0	45	30	120	
NUR 209	Advanced Pharmacology	2.0	45	0	0	
NUR 202	Maternity and Pediatrics	4.0	60	0	40	13.0
5th Semester						
NUR 210	Complex Care Nursing	7.0	60	0	120	
NUR 211	Professional Nursing Role Development	3.0	45	0	30	
AGP 120	American Government & Politics	3.0	45	0	0	13.0
Transfer Credit	NUR101, NUR102, NUR103 & NUR106	10.0	180	30	30	10.0
	Program TOTAL	**64.5**	**975**	**90**	**390**	**TOTAL PROGRAM = 64.5**

Advanced Standing for LPNs—Advanced Placement for LPNs is available through the "Access to Nursing Program." An LPN must complete NUR-095 with a grade of "B" or better in order to gain advanced placement. Upon successful completion of NUR-095 (LPN to RN Role Development) the LPN will be given credit for the following ADN courses: NUR-101, NUR-102, NUR-103 and NUR-106 (10 credits).

*NUR 095 does not count as academic credit, will not calculate in GPA, does not calculate as part of required program credits for graduation; will calculate as part of tuition cost and financial aid award.

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**

ERS-110: Earth Science
This course is a survey of physical geology, historical geology, oceanography, meteorology, and astronomy as it relates the interaction of the earth sciences to the physical world. Included is a study of the earth's air, water, and physical processes as they shape the physical world. A highlight is emphasized on the practical evaluation of the world's energy and environmental problems. Students will explore a selection of topics in the scientific fields including physics, chemistry, biology and earth sciences to develop basis scientific literacy and the ability to critically analyze issues in science.
3 credit hours**: Prerequisite: None**

HAP-100: Anatomy and Physiology I
This course provides a system focused study of the anatomy and physiology of the human body. Topics build from a foundation in structural organization, basic chemistry, medical terminology and the study of cells and tissues to system structure and function. Structure, function, and clinical applications of the integument, musculature, skeletal, special senses, endocrine, and nervous systems and covered.
2.5 credit hours: **Prerequisites: None**

HAP-200: Anatomy and Physiology II
This course is a continuation of the study of the anatomy and physiology of the human body. Building on the foundation of structural organization, basic chemistry, and the study of cells and tissues, and study of integumentary, skeletal, muscular, nervous, sense, and endocrine systems, this course focuses on the maintenance of the body via the cardiovascular, lymphatic, respiratory, renal, digestive, and reproductive systems with medical terminology covered throughout.
 2.5 credit hours: **Prerequisites: HAP-100, NUR-101**

MIC-200: Microbiology for the Health Professions
This is an introductory course in microbiology, emphasizing fundamental concepts and principles with practical application. Basic characteristics, epidemiology, and pathology of viruses, bacteria, and protozoa of medical significance are covered. Other topics dealing with the control of microorganisms and food microbiology, immunology and the pathogenesis of bacterial, fungal, and viral diseases will be covered.
2.0 credit hours: **Prerequisites: HAP-100, NUR-101, NUR-102**

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 Measurements and conversions between the Metric and English systems, Introduction to Algebra terms and functions with graphing concepts are emphasized. Emphasis placed on the commutative, associative, and distributive laws used in the solution to Simple Linear Equations.

3 credit hours**: Prerequisite: None**

NUR-101: Introduction to Nursing Foundations

This course introduces the philosophy and conceptual framework of the nursing program, and nursing as a profession. Concepts related to professional nursing practice including nursing as a developing profession; educational perspectives and patterns; legal and ethical accountability; economic and political aspects; medical terminology, healthcare delivery systems and nursing informatics; nursing process.

2.0 credit hours**: Prerequisites: NONE**

NUR-102: Fundamentals of Nursing

The nursing process, nursing issues, and trends are introduced and utilized as tools to assist students to critically think while formulating client centered nursing decisions. Characteristics of the individual, which include human development, human needs, common health problems, and diverse populations, are explored. The course promotes development of communication, assessment skills for obtaining health data from various age groups, as well as reporting and recording findings are included. Nursing prioritization and resource allocation will be components of this course. Laboratory component provides skills training and a practice environment for nursing skills requirements. Clinical opportunities are provided for students in order to develop and administer safe nursing care to clients in structured settings.

4.0 credit hours: **Prerequisites: HAP-100, NUR-101**

NUR-103: Pharmacology for Nurses with Dosage Calculations

This course provides and introduction to nursing pharmacology that integrates the concepts of pharmacology, physiology, pathophysiology, chemistry, and nursing fundamentals as they apply to administering drug therapy to patients. Application of the nursing process to drug therapy concepts are referenced across the lifespan. Evidence for best practice, patient safety, and critical thinking are integrated throughout the course. Concepts of pharmacology are discussed as they apply to major drug classes. Applications to nursing using the nursing process are included. Medication dosage, administration, and Calculation are components of this course.

2.0 credit hours: **Prerequisites: HAP-100, NUR-101, MTH 110**

NUR-105: Pathophysiology for Nurses

An introduction to the physiological basis of disease in humans. Topics covered include inflammation, wound healing, immune responses, neoplasia, and metabolic disorders. This course uses an evidence base to support nursing care for patients with health deviations. This course expands the knowledge acquired from previous coursework in human anatomy and physiology. In addition, this course explores the environmental, genetic, cellular, and organ changes and the effects on patients. The course includes case studies to enhance learning regarding pathological processes as relative to nursing implications throughout the lifespan.

2.0 credit hours: **Prerequisites: HAP-100, HAP-200, NUR-101, NUR-102**

NUR-106: Principles of Nutrition for Nursing
The fundamentals of normal nutrition as they apply to health; nutritional needs during various stages of the life cycle; dietary guides and their application to the selection of adequate diets; problems of nutritional deficiencies and excesses. This course is designed to provide students with information relative to the nutritional needs throughout the lifespan and diet therapy for various disease states. Topics include antibiotics in the food supply; new guidelines for the provision of enteral and parenteral nutrition support; and proposed changes in how malnutrition is defined. An increased focus on obesity prevention and treatment that includes lifestyle modification, medication, and bariatric surgery is included
2.0 credit hours: **Prerequisites: None**

NUR-200: Advanced Nursing Theory
This course focuses on physiologic, pathophysiologic, and psychosocial concepts as they relate to nursing care, and also integrates a variety of concepts from other disciplines such as nutrition, pharmacology, and gerontology. Special consideration for the healthcare needs of people with disabilities, nursing research findings, ethical considerations and evidence-based practice areas provide opportunities for students to refine their nursing skills and clinical decision-making skills. Applications of the nursing process for the care of clients with emphasis on health assessment, health promotion, and psychosocial and psychomotor skills are explored. Course content focuses on upper level nursing care for cardiovascular, hematological, endocrine, renal and respiratory disease processes in patient care. **Laboratory component provides skills training and practice environment for nursing skill requirements. Clinical opportunities are provided for students to give safe nursing care to clients in structured settings.** Intravenous therapy component is incorporated in this course.
7.0 credit hours: **Prerequisites**: **HAP-100, HAP-200, NUR-101, NUR-102, NUR-105, NUR-106**

NUR-201: Lifespan Growth and Development
The study of theory and research on development from conception to death. Course focuses upon psychological, physiological, social and cultural influences across the lifespan. Course also provides cognitive, physical, social and emotional development concepts of individuals and families throughout the lifespan. This comprehensive course also places emphases on major issues such as pain management, end of life issues, legal and ethical issues in geriatric nursing, humanities, gender identity, and sexuality. Concerns with pharmacology and medications, public policy, standards of care, health teaching, and family dynamics are included.
2.0 credit hours: **Prerequisite**: **NUR-101**

NUR-202: Maternity and Pediatric Nursing
This course builds on the concepts of previous nursing courses with emphasis on utilizing the nursing process in dealing with women's health and maternity, newborn, and child health. Students will learn about the emotional psychological changes women and their families experience during pregnancy, birth, and postpartum. Refinement of critical thing skills, clinical decision-making, communication, teaching / learning and a focus on fetal growth and development are emphasized. Concepts relevant to medication administration / pharmacology, diet and nutrition, cultural and religious diversity, documentation, self-care, family and community health, and legal/ethical issues are also incorporated into the course.

The course covers concepts in pediatric nursing with detailed assessments of growth and development of pediatric clients. The didactic content in this course will also integrate relevant concepts of caring, pain management, communication, cultural awareness, documentation, self-care, and teaching/learning for pediatric clients. Concepts relevant to mediation administration / pharmacology, diet and nutrition, and legal / ethical issues related to pediatric clients and their families and communities are discussed. Clinical opportunities are provided to apply course learning and meet course objectives.
4.0 credit hours: **Prerequisite: HAP-100, HAP-200, NUR-101, NUR-102, NUR-103, NUR-106, NUR-200, NUR-201**

NUR-203: Mental Health and Psychosocial Nursing Community

Mental health theories and strategies as the foundation in the management of individuals, families, and groups experiencing acute and chronic mental illness. Emphasis on the promotion of optimal level functioning and mental wellness. Synthesis of nursing and public health sciences with emphasis on promotion and maintenance of healthy communities through the assessment and analysis of at-risk population groups. Includes nursing role in healthcare policy. Nursing in the community including families in health and illness needs; humanities, gender identity, sexuality, culturally competent healthcare; teaching and learning aspects; psychosocial concepts, spirituality, and home health concepts and skills. Clinical opportunities are provided to apply course learning and meet course objectives. Community nursing concepts will be inserted throughout this course.
305 credit hours: **Prerequisites: NUR-101**

NUR- 209: Advanced Pharmacology and Dosage Calculations

Course focuses on high acuity, restorative, and health promoting pharmacological care of clients with complex health problems. Advanced principles and practices of advanced pharmacology for those patients with acute and chronic health needs. The course will address pharmacological treatment in critical care, including rapid response teams, transport of the critically ill patient, and dosage calculations.
2.0 credit hours: **Prerequisites: HAP-100, HAP-200, NUR-101, NUR-102, NUR-103, NUR-105, NUR-106, NUR-200, NUR-201, NUR-202, NUR-203**

NUR- 210: Complex Care Nursing

Course focuses on high acuity, restorative, and health promoting care of clients with complex health problems. Advanced principles and practices of health promotion and rehabilitation of patients with acute and chronic health needs. Principles and practices of health promotion and rehabilitation of clients with acute and chronic health needs. Gerontology aspects of health and illness. The course will lay the foundation for special situations in critical care, including rapid response teams, transport of the critically ill patient, and disaster management. The more complex multisystem dysfunctional patient will also be examined. Clinical opportunities are provided to apply course learning and meet course objectives.
7.0 credit hours: **Prerequisites: HAP-100, HAP-200, NUR-101, NUR-102, NUR-103, NUR-105, NUR-106, NUR-200, NUR-201, NUR-202, NUR-203**

NUR-211: Professional Nursing Role Development

Provides students with opportunities to integrate and synthesize nursing knowledge through research, writing, and presentations on current topics and issues. Analysis, synthesis, and evaluation of care delivered by the healthcare team with emphasis on development of leadership and research roles. Identifies individual strengths and weaknesses with emphasis on improving students' understanding and demonstration of essential nursing knowledge. Nursing delegation and leadership traits will be integrated into this course.

Nursing informatics and prioritization and resource allocation will be components of this course.
3.0 credit hours: **Prerequisite**: **Senior standing in nursing. To be taken in last semester. HAP-100, HAP-200, MIC-200, NUR-101, NUR-102, NUR-103, NUR-105, NUR-106, NUR-200, NUR-201, NUR-202, NUR-203, NUR-210, STA-200**

SOC-110: Sociology
Introduces the principles of sociology, the development of human society and culture, and compares 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 student to remain open minded.
3.0 credit hours**: Prerequisite: None**

STA-200: Statistics
An introduction to statistics and its applications. Topics include descriptive statistics, experimental design, probability sampling distribution, statistical inference, correlation and regression. Emphasis on applications, critical reasoning, and data analysis using statistical software. Includes the **process** of research using reasoning and scientific rigor in critical analysis of nursing research
2.0 credit hours: **Prerequisites: MTH-110**

WRC-110: Written Communications
This course investigates the writing process focusing on the basis of writing and developing varied types of essays. Students will focus on responding to written texts in ways that demonstrate expressive, analytical, and evaluative thinking. Strategies for writing as a means of critical inquiry, with focus on the writer, audience, and purpose as they affect writing are introduced. An annotated bibliography and research paper finish out the student's course work.
3.0 credit hours: **Prerequisite: None**

For advanced standing program only:

NUR-095: LPN to RN Role Transition (Advanced Standing Course)
This course is designed to assist the student to transition from LPN to RN education. This course focuses on the differences between the LPN and the RN roles in healthcare and will assist with successful transition to the new role. The differences explored will include leadership and delegation roles and skills of the LPN and RN. The course also explores the socialization to the role of the professional nurse, legal and ethical issues, professional behavior, communication, interpersonal relationships, advocacy, documentation, lifelong learning in nursing and evidence-based practice and critical thinking frameworks/ tools. Study and test taking strategies are included in the course. Laboratory will be included to verify competency in skills.
3.0 credit hours: **Prerequisites: Taken concurrently with HAP-100; All admissions program requirements must be met.**

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	Advanced Computer Applications **	4	Accounting I **
4	Data Base (Access) **	4	Introduction to College English #
4	Spreadsheet (Excel) **	4	Introduction to College Math #
3	Computerized Accounting I**	3	Written Communications
3	Computerized Accounting II**	3	College Algebra
3	Customer Service Techniques**	3	Communication Skills
3	Social Media in the Workplace**	3	Earth Science
3	Advanced Keyboarding Skills**	3	American Government and Politics
3	Payroll and Business Tax**	3	Sociology
2	Externship**		

ELECTIVE TRACKS

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ACCOUNTING

Crd.
Hrs.

3	CPF	100	Computer Fundamentals**
5	ICA	110	Intermediate Computer Applications**
4	ACA	131	Advanced Computer Applications**
4	DTB	200	Data Base (Access) **
4	SPD	200	Spreadsheet (Excel) **
3	CTA	110	Computerized Accounting I (Quickbooks) **
3	CTA	200	Computerized Accounting II (Peachtree) **
3	CST	100	Customer Service Techniques**
3	PBT	100	Payroll & Business Tax**
3	FIT	100	Federal Income Tax**
3	MAC	210	Managerial Accounting**
4	ACT	120	Accounting I**
3	ACT	210	Accounting II**
2	EXT	240	Externship**
4	WRC	095	Introduction to College English#
4	MTH	095	Introduction to College Math#
3	WRC	110	Written Communications
3	MTH	110	College Algebra
3	COM	110	Communication Skills
3	ERS	110	Earth Science
3	AGP	120	American Government & Politics
3	SOC	110	Sociology

This course outline contains only the suggested sequence of coursework.
**Core course for this program.
Introductory classes are not calculated towards GPA and students who are required to take them only have one academic year of financial aid to do so.

INFORMATION SYSTEMS

Crd.
Hrs.

3	CPF	100	Computer Fundamentals**
5	ICA	110	Intermediate Computer Applications**
4	ACA	131	Advanced Computer Applications**
4	DTB	200	Data Base (Access) **
3	CTA	110	Computerized Accounting I (Quickbooks) **
3	CST	100	Customer Service Techniques**
3	SMW	100	Social Media in the Workplace**
4	ACT	120	Accounting I**
4	PRG	120	Computer Programming**
4	ITS	110	Information Systems I**
4	ITS	210	Information Systems II**
1	ITS	220	Security Awareness**
3	CGT	230	Convergence Technology**
2	EXT	240	Externship**
4	WRC	095	Introduction to College English#
4	MTH	095	Introduction to College Math#
3	WRC	110	Written Communications
3	MTH	110	College Algebra
3	COM	110	Communication Skills
3	ERS	110	Earth Science
3	AGP	120	American Government & Politics
3	SOC	110	Sociology

This course outline contains only the suggested sequence of coursework.
**Core course for this program.
Introductory classes are not calculated towards GPA and students who are required to take them only have one academic year of financial aid to do so.

LEGAL SECRETARY

Crd.
Hrs.

3	CPF	100	Computer Fundamentals**
5	ICA	110	Intermediate Computer Applications**
4	ACA	131	Advanced Computer Applications**
3	CST	100	Customer Service Techniques**
3	PBT	100	Payroll & Business Tax**
3	AOP	210	Administrative Management / Office Procedures**
4	ACT	120	Accounting I**
2	BLR	100	Basic Legal Research**
3	INT	111	Paralegalsim & Ethics**
3	CMP	223	Criminal Law and Procedures**
3	DOM	222	Domestic Relations**
3	LDA	216	Legal Drafting & Computerized Applications**
3	LIT	211	Litigation Management**
3	TRT	224	Torts**
2	EXT	240	Externship**
4	WRC	095	Introduction to College English#
4	MTH	095	Introduction to College Math#
3	WRC	110	Written Communications
3	MTH	110	College Algebra
3	COM	110	Communication Skills
3	ERS	110	Earth Science
3	AGP	120	American Government & Politics
3	SOC	110	Sociology

This course outline contains only the suggested sequence of coursework.
**Core course for this program.
Introductory classes are not calculated towards GPA and students who are required to take them only have one academic year of financial aid to do so.

HUMAN RESOURCES

Crd.
Hrs.

3	CPF	100	Computer Fundamentals**
5	ICA	110	Intermediate Computer Applications**
4	ACA	131	Advanced Computer Applications**
4	SPD	200	Spreadsheet (Excel) **
3	CTA	110	Computerized Accounting I (Quickbooks) **
3	CST	100	Customer Service Techniques**
3	SMW	100	Social Media in the Workplace**
3	PBT	100	Payroll & Business Tax**
3	AOP	210	Administrative Management / Office Procedures**
4	ACT	120	Accounting I**
4	HHR	200	Employment Law & Relations & Safety**
3	HRM	200	Human Resources Management**
3	HRP	100	Human Resources Principles**
2	EXT	240	Externship**
4	WRC	095	Introduction to College English#
4	MTH	095	Introduction to College Math#
3	WRC	110	Written Communications
3	MTH	110	College Algebra
3	COM	110	Communication Skills
3	ERS	110	Earth Science
3	AGP	120	American Government & Politics
3	SOC	110	Sociology

This course outline contains only the suggested sequence of coursework.
**Core course for this program.
Introductory classes are not calculated towards GPA and students who are required to take them only have one academic year of financial aid to do so.

ASSOCIATE DEGREE OF APPLIED BUSINESS
IN BUSINESS
75 Weeks / 65 Credit Hours

Course#		Course Description	Crd. Hrs.
		FIRST SEMESTER	
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	3
			12
		SECOND SEMESTER	
ICA	110	Intermediate Computer Applications	5
ACT	120	Accounting I	4
MTH	110	College Algebra	3
			12
		THIRD SEMESTER	
ACA	131	Advanced Computer Applications	4
DTB	200	Data Base (Access)	4
CTA	110	Computerized Accounting I (Quickbooks)	3
			11
		FOURTH SEMESTER	
SPD	200	Spreadsheet (Excel)	4
CTA	200	Computerized Accounting II (Peachtree)	3
ERS	110	Earth Science	3
COM	110	Communication Skills	3
			13
		FIFTH SEMESTER	
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
			15
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**

*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

Course#		Course Description	Clk. Hrs.	Crd. Hrs.
		FIRST SEMESTER		
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	60	3
			240	13
		SECOND SEMESTER		
ICA	110	Intermediate Computer Applications	120	5
PBT	100	Payroll and Business Tax	60	3
SPD	200	Spreadsheet (Excel)	75	4
			255	12
		THIRD SEMESTER		
ACA	131	Advanced Computer Applications	105	4
DTB	200	Data Base (Access)	75	4
AOP	210	Administrative Management / Office Procedures	60	3
			230	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.

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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

*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.
		FIRST SEMESTER	
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
		SECOND SEMESTER	
DOM	222	Domestic Relations	3
MTH	110	College Algebra	3
ICA	110	Intermediate Computer Applications	5
WRC	110	Written Communications	3
			14
		THIRD SEMESTER	
CMP	223	Criminal Law & Procedure	3
BLR	100	Basic Legal Research	2
TRT	224	Torts	3
ACA	131	Advanced Computer Applications	4
			12
		FOURTH SEMESTER	
RLE	125	Real Estate Law	3
LIT	211	Litigation Management	3
LGR	131	Legal Research	3
SOC	110	Sociology	3
			12
		FIFTH SEMESTER	
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
			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

*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.
		FIRST SEMESTER	
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
		SECOND SEMESTER	
DOM	222	Domestic Relations	3
MTH	110	College Algebra	3
ICA	110	Intermediate Computer Applications	5
WRC	110	Written Communications	3
			14
		THIRD SEMESTER	
COR	112	Crime and Delinquency	3
CMP	223	Criminal Law and Procedures	3
TRT	224	Torts	3
BLR	100	Basic Legal Research	2
			11
		FOURTH SEMESTER	
COR	121	Juvenile Justice Systems	3
LIT	211	Litigation Management	3
LGR	131	Legal Research	3
SOC	110	Sociology	3
			12
		FIFTH SEMESTER	
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
			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.
		FIRST SEMESTER	
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	3
			13
		SECOND SEMESTER	
MDT	101	Medical Theory I	5
MDL	101	Medical Lab I	2.5
MOP	110	Medical Office Procedures/	4
		Electronic Health Records	11.5
		THIRD SEMESTER	
MDT	121	Medical Theory II	5
MDL	121	Medical Lab II	2.5
ERS	110	Earth Science	3
MTH	110	College Algebra	3
			13.5
		FOURTH SEMESTER	
MDT	231	Medical Theory III	5
MDL	231	Medical Lab III	2.5
WRC	110	Written Communications	3
			10.5
		FIFTH SEMESTER	
COP	200	Computerized Medical Office Procedures	3
SOC	110	Sociology	3
CCP	240	Comprehensive Clinical Procedures and Pharmacology	4
			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

*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

Course#		Course Description	Clk. Hrs.	Crd. Hrs.
		FIRST SEMESTER		
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	60	2.5
			270	11
		SECOND SEMESTER		
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 /	75	3.0
		Electronic Health Records	285	11.5
		THIRD SEMESTER		
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
			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

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

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

Course#		Course Description	Clk. Hrs.	Crd. Hrs.
		FIRST SEMESTER		
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	105	3.50
			330	12
		SECOND SEMESTER		
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	105	3.50
			360	12.5
		THIRD SEMESTER		
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	30	1.00
			210	7.5

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.
		FIRST SEMESTER		
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
		SECOND SEMESTER		
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
		THIRD SEMESTER		
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.

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.

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

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.

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.

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.

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

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

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.

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

HHR-200: Employment Law & Labor Relations & Safety. Surveying federal and state laws, labor laws as they affect the human resource function, this course explores equal employment opportunity, employment agreements, wage and overtime payment, and other regulatory issues. This course also examines the evolution of interaction between management and labor. Topics covered in this course include the American labor movement, collective bargaining, mediation, work stoppage, and workplace safety.

4 credit hours: Prerequisite: None

HRM-200: Human Resources Management: This course is designed to provide students with a practical understanding of management principles, techniques, and concepts. Course topics include an overview of the nature of organization and the primary functions of the manager: creating, planning, organizing, motivating, communicating, and controlling. Students explore each managerial function through case studies and problems.

3 credit hours: Prerequisite: None

HRP-100: Human Resources Principles: his course presents a comprehensive treatment of the field of personnel administration. Case studies related to analysis of major personnel management functions such as recruiting, hiring, firing, performance appraisals, training, counseling, and handling grievances will be covered.

3 credit hours: Prerequisite: None

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.

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.

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, and 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.

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.

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.   91

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

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

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.

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

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

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.

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

Julianne Zuzolo-Edmundson
Assistant Director, 2019
Kent State University,
Business Administration—BA, 2001

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

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

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

Kim Foster
Director of Career Services
Ohio State University – BA

George Austin
Director of Education, 2015-2017
Dean of Student Affairs, 2006
College Librarian, 2006
Capella University,
Higher Education—MS, 2008
Youngstown State University,
Psychology—BA, 2000

Amy Main
ADN-RN Department Head, 2019
ADN-RN Nursing Instructor, 2020
Instructional Technology
Indiana State University
Nursing-MSN-2008
Mount Carmel College of Nursing
Nursing-BSN, 1997

Annette Jones
ADN-RN Nursing Instructor, 2020
ADN-RN Program Coordinator, 2019
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
Advanced Cardiovascular Life Support Instructor
Ohio Organization of Practical Nurse Educators

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

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

Kimberly Cheshire
Administrative Assistant - 2020
ETI Technical College-Phlebotomy Certificate-2014
ITT-Associate Degree in Accounting-1996

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

Andrew Bistarkey
Managerial Accounting – 2020
Human Resources – 2020
Webster University
MBA – 2014
Park University
Management & Accounting – 2008
Community College of the Air Force
HR Management – 2006

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

Sharla Comanescu
Medical Assistant Diploma Instructor, 2016
ETI Technical College, Medical Assistant—Diploma, 2016
ETI Technical College, Medical Assistant-AAS-2019

Jeffery Cox
Combination of Welding and Fitting Instructor-2020
Combination Welding and Fitting-2017
Youngstown State University,
Bachelor General Studies-2006

Christine Cunningham
Earth Science Instructor, 2019
Youngstown State University,
MS—BioChem, 2017
Youngstown State University,
MS—Secondary Science Education, 2004
Youngstown State University,
BS—Education, 1999

Mark Davis
Facilities Maintenance Technician Instructor, 2019
Mercer County Vo- Tech,
HVAC—Diploma, 1984

Sarah Delong
Practical Nursing Instructor, 2018
Kent State University,
Nursing—BS, 2009

Lori DeNiro
RN Instructor 2021
St. Elizabeth Hospital
Regional Chief Nursing Officer 2015
Senior Director of Nursing 2010
Certifications – ACLS, CPR, ANCC
Registered Nurse, Ohio

Edith Garrett
Practical Nursing Instructor, 2019
Kent State University,
Nursing—BSN, 2014

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

James Gilmore
Facilities Maintenance Technician Instructor, 2019
Facilities Maintenance Technician—Diploma

Dawn Harnutovsky
Practical Nursing Instructor, 2020
ADN-RN Teaching Assistant, 2021
ETI Technical College
Nursing – Diploma 2013
Eastern Gateway Community College.
Nursing – ADN, 2017
Ohio University,
Nursing – BSN. 2018
Registered Nurse, Ohio

Diane Hetson
Externship Coordinator, 2019
Business Department Head, 2019
Legal Assistant Department Head, 2018
Legal Assistant Instructor, 2007
Capital University Law School—JD, 1988
Ohio State University,
Political Science—BBA, 1985

Sandi R. Houser
STNA Instructor
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

Tanya Huckshold
RN Instructor -2021
Chamberlain University
MSN/FNP, Nursing-2021
BSN, Nursing – 2019
Kent State University
ADN, Nursing – 2011
Certifications – BLS, PALS, ACLS

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

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

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

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

Lisa Morgan
STNA Program Coordinator
LPN Instructor
University of Phoenix-BSN 2013
Rets College School of Nursing- AASN 2009
Hannah E Mullins-LPN-1993

Courtney Poullas
Written Communications Instructor, 2019
Youngstown State University,
MA—English, 2010
Youngstown State University,
BA—Professional Writing and Editing with a minor in Children / Y.A. Literature, 2004

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

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

Joe Swistok
Facilities Maintenance Instructor- 2020
ETI Technical College-Combination Welding & Fitting - Diploma- 2017
ETI Technical College-Facilities Maintenance Diploma- 2020

Sandy Thomas
Accounting Instructor, 2019
Youngstown State University,
Business Administration—BS, 2012

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

Jennifer Wagner
ADN-RN Teaching Assistant, 2021
Practical Nursing Instructor, 2018
Kent State University
Nursing – BSN, 2012
Kent State University,
Integrated Health Studies – BS, 2007
Certifications/Licensure/Affiliations:
Registered Nurse, Ohio
ACLS, BLS

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 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 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

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.