GlobalTech COLLEGE

5555 Airport Hwy, Suite 130
Toledo, Ohio 43615
419-315-4388
www.globaltech.edu

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Ohio State Board of Career Colleges & Schools
Registration #12-11-2002T

Letter from Administrators, Faculty, and Staff of Global Tech College:

When Dr. Hosney first established Global Tech College, he was energized and deeply committed to making a positive difference in the lives of our students, by offering a quality learning environment. We, at Global Tech College, endeavor to accomplish that vision by setting high academic expectations for all students. Our main challenge is not only preparing our students for a career but helping them to be leaders of the future. We want our students to serve as active individuals of their communities.

Experience has shown that it takes a dedicated team that is supportive of students, whether they are traditional or non-traditional, to help each student reach maximum potential. Staff, faculty, and students will work collaboratively to provide an environment where all students can be successful. GTC will make every effort to assist our students to graduate, to become successful members of society, and to compete in an increasingly complex world in which they will work and live. The caring and dedicated faculty and staff at GTC will continue to encourage all students to set academic goals that will aid in planning for their future. It is our aim to help every student set plans in motion to turn goals into reality.

Through an active, cooperative, and rigorous curriculum and support system, we at GTC believe students can achieve academic success. GTC is committed to supporting those endeavors through our own actions, such as encouraging student-faculty contact, encouraging cooperation among students, encouraging active learning, giving prompt feedback, emphasizing time on task, communicating high expectations, and respecting diverse talents and ways of learning.

We believe our students are our most valuable asset. As we maintain current programs and build new ones, we will rely upon faculty involvement, partnerships, and feedback from our students to provide a community-like environment. The GTC community is confident that "together" we will create a tradition of academic excellence.

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About the Student Handbook

Global Tech College

Global Tech College reserves the right to change the policies contained within this student handbook from time to time. Notice is not required for a new policy to take effect; however Global Tech College will make reasonable attempts to notify students promptly of any policy changes through the school website or email postings, mail distributions, or other methods deemed appropriate by the college administration.

Alternative formats of this publication are available upon request. For more information on alternative formats, contact the Chief Compliance Officer.

Institutional Mission

The mission of Global Tech College is to prepare individuals to pursue a career in the fields of Business and Information Technology with inclusive, high-quality education and training to equip them with the required knowledge and skills to successfully enter the workforce.

To achieve this purpose, the College offers focused and balanced curricula at the diploma and associates levels. A broad-based core curriculum is offered that promotes critical thinking, effective verbal and written communication and skills for life-long learning. The institution attempts to provide a comprehensive education that instills within its students a philosophy that values not only learning and professionalism, but also contribution and commitment to the advancement of community.

Global Tech College believes that qualified individuals should have access to formal academic training. Global Tech College welcomes those who seek educational challenges. To this end, the College provides an interactive distance-education learning modality (IDL) that aim to help students identify goals, and the means to achieve them. It is with this philosophy that students are expected to interact with a community of faculty, staff, and administration who are all dedicated to GTC's academic purpose.

About GTC

Global Tech College (GTC) is an independent, post-secondary, educational college offering programs which focus on job skills curricula in business technologies. The college is located at 5555 Airport Hwy, Suite 130, Toledo, Ohio 43615. This is the sole location for GTC. There are no branches or auxiliary classrooms located at any other physical address. As courses are offered through IDL, all "classrooms" are accessed via Microsoft Teams.

GTC was founded in 2012 with a vision to provide its students with a high-quality education in preparation to entering the work force. It is committed to democratic values, academic independence, freedom of inquiry and a spirit of innovation with a commitment to educational values, a strong work ethic and service to the community.

GTC offers a selective program of academic courses with a strong business orientation. The curriculum is designed to foster creative problem solving, effective communication and independent thinking. GTC offers open enrollment to motivated students regardless of race,

religion, age, gender, national origin or physical limitations.

English is the primary language of instruction. Our faculty is comprised of specialists in their respective areas of teaching and research. Class sizes are small, to ensure that students receive individual attention.

COVID-19 Considerations
As of March 2020, in response to the COVID-19 pandemic, all in-person courses were suspended and transitioned to interactive distance education under temporary flexibilities allowed by ACCET through September 2021. As of April 2021, the State of Ohio Board of Career Colleges and Schools approved GTC for delivery via IDL and in-person.

Our Philosophy
GTC is a home for talented, energetic, and ambitious individuals, making it a unique learning community dedicated to providing educational experiences that promote liberal thinking inside and outside the classroom.

Faculty, staff and students all work together to make GTC a remarkable experience by sharing a common vision of academic excellence.

GTC promotes universally accepted ethical values and adheres to precepts of Blooms taxonomy, thereby promoting human development. We value intellectual inquiry, critical thinking, and integrity. Our teaching methodologies are aimed at building students learning capabilities to help them become lifelong learners and servants of humanity. We work hard to strengthen and develop our basic philosophy of education from a rote memorization and subjective interpretations to the training of the mind to recognize, design and research objectively.

We are proud to be a college that offers a diverse range of academic programs that are needed in the marketplace. It is GTC's objective to provide our students with valid, quality education and to be a college of higher education where students, faculty, and staff come together in a true community of scholars to pursue intellectual and personal fulfillment.

Goals
Global Tech College offers reliable and professional educational programs to individuals interested in attaining an associate degree or diploma in the college's Business and Computer Science programs.

GTC aims to:
- Offer a selective program of academic courses with a strong business orientation to high school graduates, GED holders, traditional and non-traditional students. We offer our students free access to our E-library containing more than 4,000,000 books.
- Provide our students the tools to interact within the local, national, and global business community.
- Provide an effective learning environment designed to satisfy students, faculty and employees. We offer low tuition with financial aid available to those who qualify. GTC ensures proper and ethical administration of all financial aspects of the college.
- Be student friendly. Understanding that our students have outside responsibilities, GTC

offers online evening classes and an open-enrollment policy.
- Listen to our students and make sure they are satisfied with their classes, instructors, school facility and administrative staff.
- Provide GTC students with job preparation services so that they can successfully enter the workforce.

Students Rights and Responsibilities
Global Tech College is committed to the development of knowledge and ethics that are consistent with responsible professional and social behavior. Students are expected to meet academic requirements as well as to develop a sense of responsibility and understanding of and respect for the rights of others. The atmosphere of the College reflects these goals; and, in turn, each student must be aware of their individual responsibility to behave accordingly.

By enrolling as a student at Global Tech College, the student must agree to abide by the rules and regulations of the College. The rules concerning student behavior are outlined in the Code of Conduct section of this handbook. Alleged violations of the Code of Conduct may be referred to the Chief Academic Officer and/or the Chief Compliance Officer.

General Information
Global Tech College offers open enrollment, with the opportunity to apply to a program every month. Global Tech College is a term-based system. There are 3 tracks that run throughout the year: A, B, and C. The duration of each term is 12 consecutive weeks. A student is enrolled into a specific track- A, B, or C- and the track enrolled is dependent upon the student's clear- to- start date.
The academic calendar is updated at the beginning of each year and can be found on GTC's main website and at the end of this Academic Catalog. The academic calendar indicates start and end dates for classes, holidays, and other important events.

Recognition
The United States Department of Education has granted GTC the authority to participate in those student financial assistance programs authorized by Title IV of the Higher Education Act of 1965, as amended (Title IV, HEA Programs).

GTC is accredited by the Accrediting Council for Continuing Education and Training (ACCET). ACCET has been officially recognized by the US Department of Education since 1978. As such, the agency is listed as "a reliable authority as to the quality of education or training provided by colleges of higher education and the programs they accredit."

GTC is licensed by the State of Ohio Board of Career Colleges and Schools (Registration #12-11-2002T). Licensure includes approval for associate degrees and diplomas for both in-person and distance education formats.

GTC is also a member school of the Ohio Association of Career Colleges and Schools.

Statement of Ethics
GTC strives to be a center of academic excellence. The college makes every effort to ensure the

following:
- The opportunity for students to learn and inquire freely
- The protection of intellectual freedom and the rights of instructors to teach
- The preparation of individuals to enter the workforce with business related skills

The college community is by nature diverse. Those who participate in the GTC community (students, faculty, staff, administrators, alumni, and directors) accept the responsibility of sharing in the effort to achieve the college's mission as a college of higher learning. Each member is expected to respect the objectives of the college and the views of its members.

Participants in this shared vision strive to be governed by what ought to be rather than by what is. To accomplish its goal, members of the college community should aspire to a higher standard than mere compliance with formal college requirements and applicable law. GTC strives to fulfill the following expectations:
- Preserve academic honor and integrity by repudiating all forms of academic and intellectual dishonesty.
- Treat others with respect and dignity
- Respect the rights and property of others

Inquiry, discourse, and discussion within the framework of an ordered academic environment are pivotal elements of a college community and of a free, democratic society. Students at GTC recognize this, and are consequently supportive of democratic and lawful procedure, and are dedicated to rational approaches to solving problems. This ideology assumes openness to change as well as a commitment to values.

Principles of Ethics
GTC offers a selective program of academic courses with a strong business orientation. The curriculum is designed to foster creative problem solving, effective communication and independent thinking.

GTC offers equal opportunity to all and does not discriminate against applicants, students, staff or Instructors in its educational programs or activities on the basis of race, color, national origin, age, disability, religion, sex, gender identity and orientation or any other characteristic protected under applicable federal, state or local law.

GTC's licensing agency, the State of Ohio Board of Career Colleges and Schools and accrediting agency, Accrediting Council of Continuing Education and Training provides oversight of admission, enrollment practices and advertisements,

GTC is student friendly. Understanding that our students have outside responsibilities, GTC offers IDL courses in the evening.

Student surveys indicate that students are very satisfied with their classes, instructors, school facility and administrative staff.

GTC's financial management is clear, proper, and ethical. At GTC there are no hidden fees and our programs are managed to provide a high-quality education.

GTC's Executive Leadership Team meets with staff and instructors on a regular basis. GTC's President monitors all aspects of the college and welcomes new ideas.

The Campus

Global Tech College is located at 5555 Airport Hwy, Toledo, Ohio, 43615. GTC is equipped with computers, a classroom/meeting room, administrative offices and free parking. Students have free access to an online library with four million titles.

Equipment

The school has 20 Dell computers with internet access in each of the two rooms. The third room does not have any computers. Desks and chairs are available in each of 3 rooms.

Special Characteristics of GTC

Global Tech College is dedicated to the advancement of learning and the growth of the individual from a global perspective, recognizing the contributions of all cultures and the brotherhood of all mankind.

An Expectation of Excellence

GTC seeks students who show evidence of beliefs in obtaining academic excellence, integrity, and respect for human values. An interdisciplinary core of unique learning experiences complements and enriches the more traditional courses that are offered and emphasizes the college's philosophy that excellence extends beyond scholarship. The college values competency and personal growth of the student and nurtures the individual's own expectation of excellence. The atmosphere at GTC fosters a sense of concern for others, a maturing acceptance of responsibility for one's own behavior, and a respect for social processes that ensure a lawful and humane resolution of interpersonal and individual-group conflicts. There is a climate of expectation of excellence in thinking in developing prerequisite skill in leadership and professional success. The faculty's approach to education is to believe that rigorous habits of inquiry and skill development ensure when one expects nothing less than the best of a student.

An American College with a Worldwide Reach Theme

The foundation on which GTC aims to build its reputation is one of quality education and openness to other cultures. The dominating resources of the college are the students and faculty, who demonstrate a commitment to the unique environment of GTC's classrooms and

community.

GTC is sensitive to different values while at the same time exhibiting a deep concern for ethics. We are committed to offering help that sustains our students through transitional periods of learning levels. We insist our students demonstrate rational behavior, refrain from any political, religious, or ethnic activities that would compromise the ability of the college to stay free in its human relationships and value academic freedom.

GTC believes that the most important problems of society are constructed by people and the ways in which people interact with one another. All programs of the college reflect an emphasis on remediating human factors, by promoting an understanding of people and society, so that leadership can reflect a humanitarian approach.

Student life and learning is enhanced by the interplay among the people of this rich student body. Students who attend GTC come from a diverse background that help unite in the learning environments of the classroom, in study rooms, in group learning sessions, through independent and group research, community involvement, lectures, and in social activities both on-site and at a distance.

Administrative Information
GTC offers equal opportunity to all and does not discriminate against applicants, students, staff or Instructors in its educational programs or activities on the basis of race, color, national origin, age, disability, religion, sex, gender identity and orientation or any other characteristic protected under applicable federal, state, or local laws.

Selection of Faculty and Staff
GTC places special emphasis on the development of quality education and continuous growth. The administration utilizes selective measures in identifying exceptional candidates as additions to our faculty.

Transferring GTC Credits to Another College
Students interested in transferring their credits to another college may request that their transcripts be mailed to a college of their choice. However, it is at the discretion of the other college to accept their GTC credits.

Deferred Enrollment
A student who is admitted to GTC may choose to defer enrollment for up to one quarter from the originally intended date of admission.

Advising Policy and Class Registration
All students must meet with their Student Services Advisor and/ or the Registrar before enrolling in any course. A student is expected to meet with a Student Services Advisor at least once each term, unless lack of academic performance warrants additional meetings.

Any student not adhering to the attendance requirements or not meeting academic success in a course will be contacted throughout the term by the Student Services Department.

Registration in GTC Instructional Programs

Registration at the appointed time is required of all students and students are not allowed to register after the Late Registration Period, which is up to one week after the commencement of the course

Incoming students must register in with the Admissions Department john.reese@globaltech.edu and with Student Services @ Adrienne.waggoner@globaltech.edu. Enrollment for all subsequent quarters may be made by contacting Student Services on Kourtney.drake@globaltech.edu. A separate registration is required for each quarter.

Assigned ID numbers are used on student records. Students must use their ID numbers when registering. Students are urged to plan their schedules with the help of their advisors.

Clock/ Credit Hours per Term and Definition of a Quarter Credit Hour

Global Tech College is based on the quarter system. The course credit is based on the number of lecture hours, laboratory, and/or externship hours provided in the contact hours of each course. A contact hour is defined as 50 minutes of instruction in a 60-minute period. Typically, each quarter credit hour represents one hour of classroom or direct instruction and a minimum of two hours of out-of-class student work each week for approximately twelve weeks. For the purposes of calculating quarter credit hours, 1 quarter credit hour equals 10 contact hours of lecture (instruction in theory and principles), or 20 contact hours of laboratory (supervised application of knowledge and skills learned), or 30 contact hours of externship (supervised field experience) depending on the requirements of the student's program. GTC does not provide externships or labs as part of instruction. Instead, interactive activities through MindTap are provided in replacement of laboratory activities.

Class Size

GTC policy is strict regarding class size. The class size must not exceed 30 students per class (maximum Instructor/Student ratio is 1:30). The Director of Academic Affairs and Student Services/ chief Academic officer may add another class section to the quarter schedule in the instance that more than 30 students have enrolled in a specific course- depending on available resources.

Student Status and Course Load

The chart below shows student enrollment status based on hours enrolled.

Quarter-Credit Hours	Enrollment Status
1-5	Less than half-time
6-8	Half-time
9-11	Three-quarter time
12 or more	Full-time

A student is considered full-time if enrolled for 12 or more credit hours per quarter and part-time if enrolled for more than 6 credit hours per quarter. A student can register for a maximum of 16

credits per quarter. Students wishing to enroll for more than 16 credit hours must submit a Maximum Credit Waiver Form to the Director of Academic Affairs and Student Services/ Chief Academic Officer.

FERPA Statement and Student Records

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student's education records. The law applies to all schools that receive funds under an applicable program of the
U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student or former student who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students.
Parents or eligible students have the right to inspect and review all the student's education records maintained by the school. Schools are not required to provide copies of materials in education records unless, for reasons such as a great distance, it is impossible for parents or eligible students to inspect the records. Schools may charge a fee for copies.

Parents and eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the healing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record commenting on the contested information in the record.

Generally, school must have 'written permission from the parent or eligible student before releasing any information from a student's record, However, the law allows schools to disclose records without consent to the following parties:
- School employees who have a need to know
- Other schools to which a student is transferring
- Certain government officials in order to carry out lawful functions
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for the school
- Accrediting organizations
- Individuals who have obtained a court order or subpoenas
- Persons who need to know in cases of health and safety emergencies and/or state and local authorities within a juvenile justice system, pursuant to specific state law

Schools may also disclose, without consent, "directory" type information such as student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about the directory information and allow parents or eligible students a reasonable amount of time to request that the school not disclose "directory information about them. Schools must notify parents / eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a school bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Third party persons may request an unofficial transcript with a signed release from the student.

The form for requesting either an unofficial or official transcript is called the Official Transcript & Document Request. The form is located on GTC's main website at Students Forms – Global Tech College. The form is automatically sent to the College Registrar for processing.

Global Tech College students have the right to request a copy of their transcript of grades and their student records. GTC will issue a non-official transcript to students upon receipt of the Official Transcript and Document Request Form. There is no charge for a non-official transcript request.

GTC students may request an official transcript by submitting the Official Transcript & Document Request form and a $15.00 fee. GTC will either give the student an official transcript in a sealed stamped envelope or send the official transcript to whomever the student has indicated on the Official Transcript & Document Request. At this time, no electronic payments are accepted for this fee.

The Family Educational Rights and Privacy Act of 1974 was amended (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. Global Tech College abides by these policies. It is necessary for GTC officials to have written consent from a student prior to releasing information from the student's educational record to most sources outside of GTC. More information can be found at *http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html*

Course Changes after Registration

Course Changes
The registrar will notify any student for which a change increases the tuition obligation for the student. The added fee will be collected before the change is completed. Changes decreasing the tuition obligation will be subject to the Refund Policy.

Substitutions in required courses may be made under special circumstances before the final registration of the course and upon the recommendation of the Academic Advisor. All changes must be made at the beginning of the quarter prior to graduation.

Adding and Dropping Courses
The Add/ Drop Course Period is set within the Late Registration period (first week of the term). Changes in registration are permitted under the following provisions: To add or drop a course or change a section, the student must submit the Course Change form online (https://globaltech.edu/forms) or email the Registrar @ registrar@globaltech.edu

The Late Registration Period is the final deadline for changes in courses and sections. No grades are recorded if the student officially drops a course within the late registration period.

Change of Program
A student may change programs by emailing Student Services / the Registrar and submitting the Change of Program form (https://globaltech.edu/forms). The student must fulfill the admission requirements of the new program.

Withdrawal Policy
Official Withdrawal
A student is considered to be "Officially" withdrawn on the date the student notifies the designated GTC official (acting in his/her official capacity) of his or her intent to withdraw.

Requests to withdraw can occur by one of the 3 listed methods: 1) student places a phone call to the Student Services Department or to the Registrar's Office & then completes the [Student Withdrawal Request Form](#); 2) student sends an email to the Student Services Advisor or to the Registrar; 3) student accesses the Form Center on the GTC website and completes the [Student Withdrawal Request Form](#) that is automatically sent to the Registrar's Office upon completion and submission of the form.

Global Tech College designates the Registrar's Office and the Student Services Office as the two departments that can accept a formal withdrawal request. **Note:** If the student submits their request to the College by emailing/mailing a letter to the designated official or completing the [Student Withdrawal Request Form](#), indicating their intent to withdraw, the withdrawal date from the College is the date the College received the letter.

The College reserves the right to use the student's last day of participation in an academically related activity for the purposes of the return of funds calculation, if the last day of activity in a class more accurately reflects the student's withdrawal date. A student is allowed to rescind their notification to withdraw by providing a written statement (email is sufficient) that includes the student's intent to continue in the program. If the student subsequently drops from class, the student's withdrawal date will be considered the original date of the student's notification of intent to withdraw.

Any official withdrawals from a class that are completed after the late registration period and before the withdrawal deadline will result in a "W" grade for all courses in which the student is registered at the time of withdrawal

No courses may be dropped during the last two teaching weeks of a quarter. Students who do not abide by the withdrawal procedures will receive an "F" grade. Students will not be allowed to withdraw from a course more than once. A second withdrawal from a course will be automatically recorded as an "F"

Administrative Withdrawal
An administrative withdrawal is defined as either: a student who is terminated for reasons outlined in the GTC Catalog, or a student who does not attend classes for 14 consecutive days, excluding holidays and scheduled breaks. The withdrawal date is the date of determination, identified as the 15th day of absence, at which time a refund calculation will be performed based upon the student's last date of attendance. The Refund Policy and Return of Title IV Funds policies will be applied. If it is determined that a return calculation is due the federal financial aid programs, it will be completed within 30 days.
In the event that the college administratively withdraws a student for non-participation (no-start), all Title IV funds will be returned. The college will process such an administrative withdraw if the student does not attend courses within the first seven days. If the student is administratively

withdrawn for non-payment, the financial aid office will perform a return of funds calculation based on the date the student was administratively withdrawn (unless the student is administratively withdrawn within the first seven days of courses, in which case the student's last day of documented academic attendance will be used). The college reserves the right to use the student's last day of participation in an academically related activity for the purposes of the return of funds calculation if this date more accurately reflects the student's withdraw date than the date.

Incomplete Grade Assigned

If a student is given an Incomplete grade in a course for coursework not completed by the student due to extenuating circumstances, any deficiency in course work must be made up within the first week of the following term, as outlined above in which the student is enrolled or else an "F" is issued. Extenuating circumstances include, but is not limited to, extended hospitalization and extended jury duty (beyond one week). Extenuating circumstances must be accompanied by official documentation. Incompletes will not be granted to a student who did not have enough time to complete a course due to lack of adequate time management or to avoid receiving an F in a course. Incompletes may not extend beyond one term. Failure to complete an incomplete will result in an F for that course.

Incompletes

Any incomplete assignment grade will turn to a 0 at the end of the incomplete period. An incomplete given during the term is granted for a specific amount of time for just cause, such as an extended hospital stay or extended jury duty- lasting more than one week. An incomplete may be granted for 1 calendar week after the end of a term. Any work not finished during this will be entered as a 0, and final grade entered in MyGlobe. An extension is not an incomplete. Lack of time to complete assignments, loss of internet access, or lack of adequate computer equipment is not a reason for an incomplete.

Leave of Absence Policy

Students may need to take time away from their studies for a variety of reasons including but not limited to, manage a medical concern, fulfill a family obligation, pursue career related opportunities or complete military requirements.

Students must meet with an Advisor to discuss a leave of absence request. A leave of absence cannot exceed one hundred and eighty (180) days in a twelve (12) month period. Taking a leave of absence should be thought out and, if possible, planned to start and end within the alignment of the Global Tech College's academic calendar as it relates to the start and finish of quarters. The student must submit a Leave of Absence Request Form here (https://globaltech.edu/forms).The form / email must indicate the reason and duration of the leave which must be approved by the Registrar's office.

Students wishing to re-enter Global Tech after a leave of absence must contact the Registrar's office and must fill out a new EA. If the leave of absence has extended for more than 180 days a student must submit a new application. During the re-entry process a determination will made on the student's qualifications for re-entry. A re-entering student will be required to pay the current tuition rate for all remaining classes in their program, but no additional enrollment fee is required.

A leave of absence is not to be used as an Incomplete from a course. While on a leave of absence, students may not work on any academic tasks.

Re-entering Requirements
A student who wishes to re-enter GTC after a leave of absence must submit an application (https://globaltech.edu/apply). During the re-entry process, student records will be reviewed, and a determination made on the student's qualifications for re-entry. Are-entering student will be required to pay the current tuition rate for all remaining classes, though no additional enrollment fee is required and will return into the most current curriculum plan in effect at the time of re-entry.

Tuition, Fees, and Cost of Study

All tuition and fees are payable for one quarter only. Tuition is based on the cost of credits attended. The cost regardless of curriculum of one credit is $210 equaling $630 for a three (3) hour credit course and $840 for a four (4) hour credit course. The total tuition cost of an Associate Degree Program is $20,285. The total tuition cost of a Diploma Program is $11,675 and is $6,300.

Students are responsible for purchasing all supplies and materials needed in any course. This included the cost of a computer and high- speed internet access.

Students may choose to finance their education with personal or parental resources, or financial aid. Payment or scholarship documents are due prior to the start of classes of each academic quarter. GTC provides deferred payment plans for students who are not eligible for financial aid. Methods of payments made to the school to meet the student's financial obligations may include cash, checks, money order or credit card.

There is a $100.00 Application Fee, As of January 1, 2017, the Ohio State Board of Career Colleges and Schools require all incoming students to pay a non-refundable $25 fee to complete an Ohio Student Disclosure Form. There is a $15.00 Transcript Fee. At this time, no electronic payments are accepted for this fee. Tuition and fees are listed on the Enrollment Agreement.

Transfer students will only be charged for credits attempted at GTC.

For additional cost of attendance information, see the Consumer Information Disclosure Handbook available on the homepage of the website: https://globaltech.edu

Cancellation and Refund Policies

Enrollment Agreement Cancellation
Enrollment agreements may be canceled within five calendar days after the date of signing. If such cancellation is made, the school will promptly refund in full all tuition and refundable fees paid pursuant to the enrollment agreement. The Ohio State Board of Career Colleges and Schools required $25 fee to complete an Ohio Student Disclosure Form is non-refundable. Refunds shall be made no later than thirty days after cancellation. This provision shall not apply if the student has already started academic classes.

Refund Policies

If the student is not accepted into the training program, all tuition and fees paid by the student shall be refunded. Students will also be entitled to a full refund for textbooks purchased from GTC. In the case of program cancellation, student cancellations or a no-show/never starts their program cancellation; students will be entitled to a full refund for all fees and textbooks purchased from GTC.

Refund Policy for Withdrawals

If for any reason a student cannot finish a quarter, refunds shall be based upon the last date of a student's attendance or participation in an academic school activity. GTC's refund policy is more favorable to a student than the mandated Ohio State Board of Career Colleges and Schools policy. The following GTC refund policy will apply:

- A student who starts class and withdraws during the first full calendar week of the academic quarter shall be obligated for 10% of the tuition and refundable fees for that academic quarter plus the registration fee.
- A student who withdraws during the second full calendar week of the academic quarter shall be obligated for 15% of the tuition and refundable fees for that academic quarter plus the registration fee.
- A student who withdraws during the third full calendar week of the period academic quarter shall be obligated for 20% of the tuition and refundable fees for that academic quarter plus the registration fee.
- A student who withdraws during the fourth full calendar week of the period academic quarter shall be obligated for 25% of the tuition and refundable fees for that academic quarter plus the registration fee.
- A student who withdraws during the fifth full calendar week of the period academic quarter shall be obligated for 30% of the tuition and refundable fees for that academic quarter plus the registration fee.
- A student who withdraws during the sixth full calendar week of the period academic quarter shall be obligated for 35% of the tuition and refundable fees for that academic quarter plus the registration fee.
- A student who officially withdraws after the sixth full calendar week of the academic quarter will not be entitled to a refund of any portion of the tuition or refundable fees.
- GTC shall make the appropriate refund within thirty (30) days of the date the school is able to determine that a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of a student's attendance or participation in an academic school activity.

GTC Refund Policy

12 Week Quarter –

Last Day	Student Obligation	Charges Refunded
Week 1	10%	90%
Week 2	15%	85%
Week 3	20%	80%

Week 4	25%	75%
Week 5	30%	70%
Week 6	35%	65%
Weeks 7-12	100%	No Refund

GTC is licensed under the Ohio State Board of Career Colleges and Schools. Our license mandates that if GTC cancels program for any reason that GTC shall provide students enrolled in the program at the time of cancellation who have not completed the program and who are unable to complete the program at another college, the opportunity to receive a refund of all tuition and fees paid for the program. Any refund of tuition and fees under this provision shall first be made to the applicable student aid lenders of each affected student.

A separate refundable $15.00 fee is charged for the application.

Students are responsible for purchasing supplies (e.g. computer/ laptop/ printer/ high- speed internet access, etc.) and materials needed in their course. Students will be provided online learning material by GTC.

Tuition and fee charges are subject to change at the school's discretion. Any tuition or fee increases will become effective for the school quarter following student notification. Students enrolled full-time will not be subject to tuition or fee increases for that quarter. Any payment owed for tuition must be paid or be in good standing through deferment at the end of the current quarter in order to proceed into the following quarter.

Global Tech College 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 a 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 funding from VA under chapter 31 or 33.

GTC may offer convenient deferred payment plans to pay tuition and or fees. GTC will make every attempt to collect late payments in a timely manner by adhering to the Fair Debt Collection Practices Act (FDCPA). If payments are not made according to the deferred payment agreement the student may be prevented from scheduling courses for the next quarter. If all fees and charges due GTC are not paid in full, a student will not receive a grade card or transcript and the account may be placed with a collection agency wherein the student may be responsible for late fees and collection charges.

Transcript Hold

Transcripts may be held until full arrangements are made with the GTC Registrar's Office to repay all obligations incurred by the student.

Class Schedule

Below is an outline of class schedule(s) by program, based on full- time, ¾ time and part- time attendance.

IT Diploma

Full-time: 4-5 classes per semester

First Calendar Year (12 months)			
1st Semester	*2nd Semester*	*3rd Semester*	*4th Semester*
BUS102 Business Ethics (48 clock hours) COM102 Business Communications (48 clock hours) CS101 Computer Concepts (36 clock hours) CS112 Microsoft Office 1 (54 clock hours)	CS102 Operating Systems (48 clock hours) CS103 Managing & maintaining PC 1 (48 clock hours) CS113 Microsoft Office 2 (54 clock hours)	CS104 Managing & maintaining PC 2 (48 clock hours) CS107 Computer Support I (48 clock hours) CS109 Networking 1 (48 clock hours) CS111 Programming with Visual BASIC (48 clock hours)	CS106 HTML & Java Script Basics (48 clock hours) CS108 Computer Support 2 (48 clock hours) CS110 Networking 2 (48 clock hours)

¾ time: 3 classes per semester

First Calendar Year (12 months)			
1st Semester	*2nd Semester*	*3rd Semester*	*4th Semester*
BUS102 Business Ethics (48 clock hours) COM102 Business Communications (48 clock hours) CS101 Computer Concepts (36 clock hours)	CS112 Microsoft Office 1 (54 clock hours) CS102 Operating Systems (48 clock hours) CS103 Managing & maintaining PC 1 (48 clock hours)	CS113 Microsoft Office 2 (54 clock hours) CS104 Managing & maintaining PC 2 (48 clock hours) CS107 Computer Support I (48 clock hours)	CS109 Networking 1 (48 clock hours) CS111 Programming with Visual BASIC (48 clock hours) CS106 HTML & Java Script Basics (48 clock hours)
CS108 Computer Support 2 (48 clock hours) CS110 Networking 2 (48 clock hours)			

½ time: 2 classes per semester

First Calendar Year (12 months)			
1st Semester	*2nd Semester*	*3rd Semester*	*4th Semester*
BUS102 Business Ethics (48 clock hours) COM102 Business Communications (48 clock hours)	CS101 Computer Concepts (36 clock hours) CS112 Microsoft Office 1 (54 clock hours)	CS102 Operating Systems (48 clock hours) CS103 Managing & maintaining PC 1 (48 clock hours)	CS113 Microsoft Office 2 (54 clock hours) CS104 Managing & maintaining PC 2 (48 clock hours)

CS107 Computer Support I (48 clock hours) CS109 Networking 1 (48 clock hours)	CS111 Programming with Visual BASIC (48 clock hours) CS106 HTML & Java Script Basics (48 clock hours)	CS108 Computer Support 2 (48 clock hours) CS110 Networking 2 (48 clock hours)	

IT Associates

Full-time: 4-5 classes per semester

First Calendar Year (12 months)			
1st Semester	2nd Semester	3rd Semester	4th Semester
BUS102 Business Ethics (48 clock hours) COM102 Business Communications (48 clock hours) CS101 Computer Concepts (36 clock hours) CS112 Microsoft Office 1 (54 clock hours)	CS102 Operating Systems (48 clock hours) CS103 Managing & maintaining PC 1 (48 clock hours) CS113 Microsoft Office 2 (54 clock hours)	CS104 Managing & maintaining PC 2 (48 clock hours) CS107 Computer Support I (48 clock hours) CS109 Networking 1 (48 clock hours) CS111 Programming with Visual BASIC (48 clock hours)	CS106 HTML & Java Script Basics (48 clock hours) CS108 Computer Support 2 (48 clock hours) CS110 Networking 2 (48 clock hours)
BUS101 Business Law (48 clock hours) BUS109 Introduction to Business (48 clock hours) COM101 Fundamentals of Public Speaking (48 clock hours) CS114 Information Assurance (36 clock hours)	BUS104 Business Math I (48 clock hours) BUS115 Macroeconomics (36 clock hours) ENG101 English Comp 1 (48 clock hours) HIS101 History of Western Civilization (48 clock hours)	BUS105 Principles of Management (36 clock hours) BUS116 Microeconomics (48 clock hours) ENG102 English Comp 2 (48 clock hours) BUS106 Organizational Behavior (48 clock hours)	

¾ time: 3 classes per semester

First Calendar Year (12 months)			
1st Semester	2nd Semester	3rd Semester	4th Semester
BUS102 Business Ethics (48 clock hours) COM102 Business Communications (48 clock hours) CS101 Computer Concepts (36 clock hours)	CS112 Microsoft Office 1 (54 clock hours) CS102 Operating Systems (48 clock hours) CS103 Managing & maintaining PC 1 (48 clock hours)	CS113 Microsoft Office 2 (54 clock hours) CS104 Managing & maintaining PC 2 (48 clock hours) CS107 Computer Support I (48 clock hours)	CS109 Networking 1 (48 clock hours) CS111 Programming with Visual BASIC (48 clock hours) CS106 HTML & Java Script Basics (48 clock hours)
CS108 Computer Support 2 (48 clock hours)	BUS109 Introduction to Business (48 clock hours)	BUS104 Business Math I (48 clock hours)	HIS101 History of Western Civilization

CS110 Networking 2 (48 clock hours) BUS101 Business Law (48 clock hours)	COM101 Fundamentals of Public Speaking (48 clock hours) CS114 Information Assurance (36 clock hours)	BUS115 Macroeconomics (36 clock hours) ENG101 English Comp 1 (48 clock hours)	(48 clock hours) BUS105 Principles of Management (36 clock hours) BUS116 Microeconomics (48 clock hours)
ENG102 English Comp 2 (48 clock hours) BUS106 Organizational Behavior (48 clock hours)			

½ time: 2 classes per semester

First Calendar Year (12 months)			
1st Semester	*2nd Semester*	*3rd Semester*	*4th Semester*
BUS102 Business Ethics (48 clock hours) COM102 Business Communications (48 clock hours)	CS101 Computer Concepts (36 clock hours) CS112 Microsoft Office 1 (54 clock hours) CS102 Operating Systems (48 clock hours)	CS103 Managing & maintaining PC 1 (48 clock hours) CS113 Microsoft Office 2 (54 clock hours)	CS104 Managing & maintaining PC 2 (48 clock hours) CS107 Computer Support I (48 clock hours)
CS109 Networking 1 (48 clock hours) CS111 Programming with Visual BASIC (48 clock hours)	CS106 HTML & Java Script Basics (48 clock hours) CS108 Computer Support 2 (48 clock hours)	CS110 Networking 2 (48 clock hours) BUS101 Business Law (48 clock hours)	BUS109 Introduction to Business (48 clock hours) COM101 Fundamentals of Public Speaking (48 clock hours)
CS114 Information Assurance (36 clock hours) BUS104 Business Math I (48 clock hours)	BUS115 Macroeconomics (36 clock hours) ENG101 English Comp 1 (48 clock hours)	HIS101 History of Western Civilization (48 clock hours) BUS105 Principles of Management (36 clock hours)	BUS116 Microeconomics (48 clock hours) ENG102 English Comp 2 (48 clock hours)
BUS106 Organizational Behavior (48 clock hours)			

Business Diploma

Full-time: 4-5 classes per semester

First Calendar Year (12 months)			
1st Semester	*2nd Semester*	*3rd Semester*	*4th Semester*
BUS102 Business Ethics (48 credit hours) CS112 Microsoft	BUS103 Banking Operations (48 credit hours) BUS106	BUS108 Operations and Supply Chain Management (48 credit hours)	BUS111 Total Quality Management (48 credit hours) COM102 Business Communication (48 credit hours)

| Office 1 (48 credit hours) BUS101 Business Law (48 credit hours) BUS104 Business Math 1 (48 credit hours) | Organizational Behavior (48 credit hours) BUS112 Small Business Management (48 credit hours) ACC104 Payroll Accounting 1 (48 credit hours) | BUS109 Introduction to Business (48 credit hours) BUS114 Human Resource Management (36 credit hours) BUS110 Project Management (48 credit hours) | |

¾ time: 3 classes per semester

First Calendar Year (12 months)			
1ˢᵗ Semester	*2ⁿᵈ Semester*	*3ʳᵈ Semester*	*4ᵗʰ Semester*
BUS102 Business Ethics (48 credit hours) CS112 Microsoft Office 1 (48 credit hours) BUS101 Business Law (48 credit hours)	BUS104 Business Math 1 (48 credit hours) BUS103 Banking Operations (48 credit hours) BUS106 Organizational Behavior (48 credit hours)	BUS112 Small Business Management (48 credit hours) ACC104 Payroll Accounting 1 (48 credit hours) BUS108 Operations and Supply Chain Management (48 credit hours)	BUS109 Introduction to Business (48 credit hours) BUS114 Human Resource Management (36 credit hours) BUS110 Project Management (48 credit hours)
BUS111 Total Quality Management (48 credit hours) COM102 Business Communication (48 credit hours)			

½ time: 2 classes per semester

First Calendar Year (12 months)			
1ˢᵗ Semester	*2ⁿᵈ Semester*	*3ʳᵈ Semester*	*4ᵗʰ Semester*
BUS102 Business Ethics (48 credit hours) CS112 Microsoft Office 1 (48 credit hours)	BUS101 Business Law (48 credit hours) BUS104 Business Math 1 (48 credit hours)	BUS103 Banking Operations (48 credit hours) BUS106 Organizational Behavior (48 credit hours)	BUS112 Small Business Management (48 credit hours) ACC104 Payroll Accounting 1 (48 credit hours)

BUS108 Operations and Supply Chain Management (48 credit hours) BUS109 Introduction to Business (48 credit hours)	BUS114 Human Resource Management (36 credit hours) BUS110 Project Management (48 credit hours)	BUS111 Total Quality Management (48 credit hours) COM102 Business Communication (48 credit hours)	

Business Associates

Full-time: 4-5 classes per semester

First Calendar Year (12 months)			
1st Semester	2nd Semester	3rd Semester	4th Semester
BUS102 Business Ethics (48 credit hours) CS112 Microsoft Office 1 (48 credit hours) BUS101 Business Law (48 credit hours) BUS104 Business Math 1 (48 credit hours)	BUS103 Banking Operations (48 credit hours) BUS106 Organizational Behavior (48 credit hours) BUS112 Small Business Management (48 credit hours) ACC104 Payroll Accounting 1 (48 credit hours)	BUS108 Operations and Supply Chain Management (48 credit hours) BUS109 Introduction to Business (48 credit hours) BUS114 Human Resource Management (36 credit hours) BUS110 Project Management (48 credit hours)	BUS111 Total Quality Management (48 credit hours) COM102 Business Communication (48 credit hours) ACC101 Accounting 1 (48 credit hours) CS101 Computer Concepts (36 credit hours)
CS113 Microsoft Office 2 (54 clock hours) BUS105 Principles of Management (36 credit hours) BUS107 Principles of Marketing (48 credit hours) BUS113 International Business (48 credit hours)	BUS115 Macroeconomics (36 credit hours) COM101 Fundamentals of Public Speaking (48 credit hours) ENG101 English Composition 1 (48 credit hours) HIS101 History of Western Civilization (48 credit hours)	BUS116 Microeconomics (48 credit hours) ENG102 English Composition 2 (48 credit hours)	

¾ time: 3 classes per semester

First Calendar Year (12 months)			
1st Semester	2nd Semester	3rd Semester	4th Semester
BUS102 Business Ethics (48 credit hours)	BUS104 Business Math 1 (48 credit hours)	BUS112 Small Business Management (48 credit	BUS109 Introduction to Business (48 credit hours)

CS112 Microsoft Office 1 (48 credit hours) BUS101 Business Law (48 credit hours)	BUS103 Banking Operations (48 credit hours) BUS106 Organizational Behavior (48 credit hours)	hours) ACC104 Payroll Accounting 1 (48 credit hours) BUS108 Operations and Supply Chain Management (48 credit hours)	BUS114 Human Resource Management (36 credit hours) BUS110 Project Management (48 credit hours)
BUS111 Total Quality Management (48 credit hours) COM102 Business Communication (48 credit hours) ACC101 Accounting 1 (48 credit hours)	CS101 Computer Concepts (36 credit hours) CS113 Microsoft Office 2 (54 clock hours) BUS105 Principles of Management (36 credit hours)	BUS107 Principles of Marketing (48 credit hours) BUS113 International Business (48 credit hours) BUS115 Macroeconomics (36 credit hours)	COM101 Fundamentals of Public Speaking (48 credit hours) ENG101 English Composition 1 (48 credit hours) HIS101 History of Western Civilization (48 credit hours)
BUS116 Microeconomics (48 credit hours) ENG102 English Composition 2 (48 credit hours)			

½ time: 2 classes per semester

First Calendar Year (12 months)			
1st Semester	2nd Semester	3rd Semester	4th Semester
BUS102 Business Ethics (48 credit hours) CS112 Microsoft Office 1 (48 credit hours)	BUS101 Business Law (48 credit hours) BUS104 Business Math 1 (48 credit hours)	BUS103 Banking Operations (48 credit hours) BUS106 Organizational Behavior (48 credit hours)	BUS112 Small Business Management (48 credit hours) ACC104 Payroll Accounting 1 (48 credit hours)
BUS108 Operations and Supply Chain Management (48 credit hours) BUS109 Introduction to Business (48 credit hours)	BUS114 Human Resource Management (36 credit hours) BUS110 Project Management (48 credit hours)	BUS111 Total Quality Management (48 credit hours) COM102 Business Communication (48 credit hours)	ACC101 Accounting 1 (48 credit hours) CS101 Computer Concepts (36 credit hours)
CS113 Microsoft Office 2 (54 clock hours) BUS105 Principles of Management (36 credit hours)	BUS107 Principles of Marketing (48 credit hours) BUS113 International Business (48 credit	BUS115 Macroeconomics (36 credit hours) COM101 Fundamentals of Public Speaking (48 credit hours)	ENG101 English Composition 1 (48 credit hours) HIS101 History of Western Civilization (48

	hours)		credit hours)
BUS116 Microeconomics (48 credit hours) ENG102 English Composition 2 (48 credit hours)			

Adverse Weather Conditions

Global Tech College reserves the right to cancel classes due to circumstances beyond GTC's control. Students should not report to GTC if classes have been cancelled. GTC will reschedule missed classes. Students will be notified by email, "text alerts," Teams postings and/ or news/ announcements posted in the Moodle classroom.

Faculty Absence(s)

Instructors who are unable to meet with their classes due to illness or emergency will notify the Academic Department Manager and the Director of Academic Affairs and Student Services/ Chief Academic Officer and will reschedule a make-up session. The faculty member must post the notification, including date of makeup class, in the Teams courseroom and in Announcements in Moodle and fill out the lecture reschedule form. In rare cases that instructors may be late or are unable to announce their absence due to extenuating circumstances, students are expected to wait twenty minutes before leaving the classroom.

Classroom Etiquette

Students are always expected to demonstrate classroom / online etiquette and professionalism whether in-person or online. In either setting, students are recommended to dress appropriately. Students in live-online class sessions should expected to appear on camera during class and dress appropriately.

Students are expected to follow the college's policies and procedures regarding conduct as outlined in this catalog.

Participation

Student participation is a critical component of the learning process in any course. Most of the material will be discussed live in class sessions through open dialogue between the instructor and students. Effective class participation requires preparation. A serious attempt to read and comprehend the reading assignments is an integral part of the preparation. Note taking of questions is encouraged and to be presented in class for discussion.

Students should expect, when appropriate, to be frequently and randomly called upon by the instructor to contribute to the in-person or live-online class discussion, activity, or problem exercise. Therefore, students must come to class prepared to discuss the material in the readings and be prepared to participate in any discussion, exercise(s), and problem(s) performed in class. All work presented must be the student's original culmination of information. Any work from any sources- paraphrased or copied or "spun" must be cited following APA format.

Calculators are required for math and accounting classes. Cell phones or any other electronic device are not acceptable.

Academic Activity

GTC defines Academic Activity as any activity carried out by the student which contributes to his or her academic progress and establishes a last date of attendance (LDA). These activities are as follows:

- Attending a live class and responding to the lecture question
- Watching a recorded class and responding to the lecture question
- Posting/responding to a threaded discussion
- Submitting a homework assignment or project

Students are expected to attend every class meeting of courses in which they are registered. Licensure through State of Ohio Career Schools and Colleges require student's class attendance be documented. Student attendance is required for every class time during the quarter for receiving full credit and recommended for the educational learning process. Students are held responsible for all material presented in the classroom.

- Students are expected to attend all Live Lectures.
- If live attendance is not possible, recordings are available immediately after each class, located within your Teams channel. The recording must be viewed to receive credit and answer the Discussion Question each week.

Stay Active

- No attendance or class discussion posted after the first live lecture: you will receive an email/call to remind you to post.
- 3 - 5 days inactive: you will receive an email and phone call reminding you to log into class and complete homework & tests.
- 7 days inactive: you will receive a phone call to help resolve questions or issues that are preventing you from maintaining activity.
- 12 days inactive: you will receive a dismissal warning letter, call, and email.
- 14 days of inactivity: you may be dismissed

First Week of the Course

A week in a course is defined as Monday morning to Sunday at midnight. Students who fail to carry out an academic activity during the first week of the course will be administratively dismissed from that course. If a student has prepaid tuition, all monies paid for that course will be refunded in accordance with the rules and regulations of the student's funding source.

Inactivity

Students who do not maintain activity in a course will be administratively dismissed after fourteen (14) days of inactivity.

Disability Services

Students with a documented disability (learning or physical) for which accommodations may be appropriate must submit the Student Accommodations Request Form available on the website (https://globaltech.edu/forms) or may schedule an appointment with Director of Academic Affairs and Student Services/ Chief Academic Officer to request accommodations. Students will be notified of denial or approval within 14 days of submitting the request and documentation. If approved, an appointment will be scheduled with the student by the Director of Academic

Affairs and Student Services/ Chief Academic Officer to discuss the approved accommodations, plan their schedule, and provide collaboration if applicable, with outside agencies. Global Tech College students with disabilities may be eligible for classroom and test accommodations, as well as access to college facilities and programs.

Accommodations are intended to provide the student with a disability equal opportunity to succeed. Access is provided while maintaining high academic standards.

Tutoring Services

GTC encourages students to work one on one with their faculty members throughout their course of study. Additional one to one tutoring can be set up by the student by emailing the faculty. The student should attend the tutoring scheduled appointment which means the material has been read and the student has their respective questions prepared for the faculty. The tutoring session is not intended to be a repeat of the classroom material that was missed by the student for failure to attend the regularly scheduled classes. The session is designed to assess the areas needed by the student to improve upon to comprehend the course material and complete the course. At the time of tutoring, the student must have watched both the live class lecture, the 2.5 hour recorded lesson and attempted both discussion questions for that week. A request form is available under Student Forms in the Moodle classroom.

Student Conduct Policy

GTC online students are expected to conduct themselves in an honest and appropriate manner, to act responsibly and in accordance with good taste, to observe GTC's regulations as well as all municipal, state and federal laws. Students are to respect the rights of others. Although GTC lectures are online, traditional classroom conduct is expected.

Students are expected to:
- log on to class on time
- ask permission before speaking
- have no distracting noise in the background
- refrain from using foul language
- demonstrate respect for the instructor and other students in the class
- remain in class unless or until the instructor gives permission to leave

In addition, students must follow all school rules. GTC maintains the right to dismiss students for violation of rules or for conduct which, in the opinion of the school, reflects negatively upon the school or adversely affects the school's reputation or operation. Academic misconduct includes, but is not limited to, violating school policies, including the student integrity policy: cheating and plagiarizing or fabricating, misrepresenting, or providing false information on the admission application or other materials submitted to GTC. Penalties can range from reprimand to dismissal for academic misconduct or for conduct unbecoming a student.

Students must conduct themselves in accordance with Global Tech College's rules, regulations, policies, and procedures, mentioned in all GTC handbooks, orientation, classes, and any other forum where student conduct may be discussed or presented.

Global Tech College shall comply with the Drug Free Workplace Act of 1988 and the Drug Free Schools Community Act of 1989.

Students who engage in any of the following types of misconduct will be subject to disciplinary

measures:

- Violation and failure to adhere to safety regulations.
- Possession of firearms, knives, explosives, fireworks, or other weapons or other substances with harmful intent.
- Intimidation, abuse, or harassment (of any nature including sexual harassment), physical aggression, physical assault, verbal assault of another person
- Obstruction of GTC activities or any action that is disruptive to the learning process of another
- Gambling on school premises
- Use, distribution, or possession of alcohol, stimulants, intoxicants or drugs on the premises or entering the building premises under the influence of such substance.
- Violation of Federal, State and Local laws
- Failure to pay tuition
- Unlawful destruction of school, faculty, or student property and/or any form of vandalistic act of destruction of GTC school property with the result that others are deprived of its use and benefits.
- Misuse of computer hardware, software, and privileges as well as unauthorized use of an account number, password, program, and file or file definition.
- Furnishing false information to the college with the intent to deceive.

To maintain an orderly and progressive learning process, the instructor/supervisor/administrator has the authority to exclude any student based on actions that are considered to be detrimental to the ongoing learning experience. Measures may include disciplinary action such as probation, suspension, dismissal or termination/expulsion from the student program/college with no refund of tuition and withholding of transcripts.

E-Mail and Student Portal Use

Global Tech College has designated the GTC e-mail system and the student portal https://learn.globaltech.edu/ as the official method of communication with students, faculty, and staff.

- Each student, faculty member, and staff member will be given an GTC-hosted e-mail account and network login and password.
- This e-mail account is the primary resource used for GTC communications between students, faculty, and staff. Official notices and information regarding the college will be sent through the GTC e-mail system.
- The college has determined that use of the GTC e-mail system and electronic portal is critical for the success of students and employees in daily routines or job performance.
- Students are expected to check their e-mail accounts and access the GTC portal daily. Faculty and staff are expected to check their e-mail accounts daily during active work periods.
- Typical e-mail communications sent by GTC include information regarding enrollment, grades, billing, payment, and financial aid.
- Typical information provided by the portal includes personal announcements, messages for targeted audiences, and access to course materials. It is the responsibility of the students, faculty, and staff to stay informed. Therefore, it is

expected that students, faculty, and staff access this electronic communication medium to stay informed of the activities of GTC and to respond in a timely manner.

- We expect the student to be professional and use academic writing methods all the time and in communication with Faculty and staff.
- Avoid using vulgarity- Profanity, vulgarity and illicit activity discussion is not acceptable

Additionally, GTC stands behind the use of the e-mail system for official notices. All official correspondence, such as appeals or withdrawals, should be sent through official student e-mail to confirm the information comes from the authored student and to guarantee the validity of and ensure the security of the request.

GTC staff members and users of the school's communication channels are not permitted to use such channels for any activity or communication not directly related to school business. Staff members and users of GTC channels should practice ethics and proper language in communication with other staff, outside agencies, or students.

Communication with a third party should be done only after obtaining approval from the president. Violation of this policy can lead to termination of employment.

- All faculty and Student are allowed to retain their email account throughout unless dismissed due to Academic or dismissal reasons
- Student, Faculty and staff are required to use professional language

Academic Integrity

Failure to adhere academic integrity during examinations, quizzes, assignment submission and discussions are considered serious offenses. When confirmed, the student shall lose credit of the course when the offense is reported. A meeting will be immediately scheduled with, at a minimum, the Director of Academic Affairs and Student Services/ Chief Academic Officer, the Compliance Officer and the student. The Director of Academic Affairs and Student Services/ Chief Academic officer will issue an official written summary of the academic integrity meeting to the involved student and will also recommend that appropriate action be taken by GTC's President. This will include the student receiving an F for the class where the academic integrity policy has been violated.

Academic dishonesty is defined as any attempt by a student to misrepresent his/her academic work, including computer assignments/activities or any effort to use unauthorized aids during a testing situation. There are many forms of academic dishonesty.

Some examples include but are not limited to:

- Cheating – the use of unauthorized or prohibited materials. Students' intent to use or attempt to use unauthorized information in any academic exercise, including computers and exams are considered cheating.
- Cooperating with another person such as taking an exam for another student, have another student take an exam for you, and arranging with other students to give or receive answers by use of signals, cell phone texts or emails, or any other electronic device that transmits information from one person to another.
- Copying from or looking at another student's exam during the in-class examination process.
- Obtaining or using unauthorized copies of an exam prior to or during an examination time period.

- Plagiarism - representing words or ideas of another person as your own without identifying the resource. This includes submitting work of another student as your own work or allowing another student to submit your work as his or her own work.
- Failure to complete a proctored exam in adherence to policy.
- Spinning, or using software to summarize, works from another source
- Purchasing assignments from "study" sites
- Utilizing answer keys or other answer references when completing assignments

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

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 or uploading 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 civil 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. A court can, in its discretion, 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 see the website of the U.S. Copyright Office at www.copyright.gov.

Proctoring

To maintain academic honesty, GTC may require proctored assessments either live by a qualified instructor or proctored live-online with another qualified person. Students must verify their identity and complete proctored exams to pass a course. Student performance in proctored assessments must be relatively consistent with overall course performance to ensure all coursework is being completed by the student alone. The proctored assessment will be identified on the course page and must be attempted within the learning management system for identified course offerings.

Students attempting either in-person or live-online proctored assessments must adhere to the following or risk being reviewed for academic dishonesty:
- Use only approved devices and/or materials.
- Receive no assistance, unless explicitly instructed by the instructor or proctor.
- **Live-online proctored exams** must also demonstrate the following to the proctor on camera before, during, and after the exam:
  - No unapproved materials or devices are present.
  - No additional persons are present or communicating with the student in any way during the exam.
  - No unapproved software applications, browser windows, or digital content are open, available, or being accessed during the exam.
- Register for live-online proctoring session within the course page in the learning

management system.
- Proctoring may be via the instructor or a 3rd party company

Scholastic Standing

Grade Point Average and Grading System (GPA)

The Grade Point Average is the ratio of the number of points gained to the number of credit hours attempted. Courses in which a grade of W or I is given are not counted in computing the cumulative GPA. Course grades are based but not limited on attendance, class participation, tests, midterms, finals and projects. Refer to the course syllabi for specific information.

GRADING SYSTEM			
Grade	**Grade Points**	**Grade Scale**	**Definition**
A	4.0	90-100%	Excellent
B	3.0	80-89%	Good
C	2.0	70-79%	Average
D	1.0	60-69%	Below Average
F	0.0	59% and below	Fail

GRADE APPLICATION CHART					
Grade	**Definition**	**Included in Credits Earned**	**Included in Credits Attempted**	**Included in Cumulative GPA Calculation**	**Quality Points Per Credit Hour**
A	Excellent	Yes	Yes	Yes	4.0
B	Good	Yes	Yes	Yes	3.0
C	Average	Yes	Yes	Yes	2.0
D	Below Average	Yes	Yes	Yes	1.0
F	Failing	Yes	Yes	Yes	0.0
I	Incomplete	No	No	No	0.0
AW	Administrative Withdrawal	No	No	No	0.0
W	Withdrawal	No	No	No	0.0
T	Transfer	Yes	Yes	No	N/A

"W" Official Withdrawal is when a student completes a Course/Program Withdrawal Form.

"AW" (Administrative Withdrawal) is given when a course is discontinued by decision of the GTC's Director of Academic Affairs and Student Services or the adviser to administratively withdraw the student from the course because of attendance or financial issues and/or missing the final exam.

"I" (Incomplete) is issued if part of the course work remained incomplete at the time the grades were due. An "I" grade must be completed within the first 3 weeks from the start of the following term (unless a different timeframe has been agreed upon) otherwise it will automatically turn into an "F" grade.

Incomplete Grade Assigned

If a student is given an Incomplete grade in a course for coursework not completed by the student due to extenuating circumstances, any deficiency in course work must be made up within the first week of the following term, as outlined above in which the student is enrolled or else an "F" is issued. Extenuating circumstances include, but is not limited to, extended hospitalization and extended jury duty (beyond one week). Extenuating circumstances must be accompanied by official documentation. Incompletes will not be granted to a student who did not have enough time to complete a course due to lack of adequate time management or to avoid receiving an F in a course. Incompletes may not extend beyond one term. Failure to complete an incomplete will result in an F for that course.

Repeating Courses

Students must repeat a course in which an "F" has been issued. All grades issued to the students as part of the program will be reflected on the student transcript. Though the two grades may remain on the student's record, only the higher grade is considered in the cumulative GPA.

Grades and Progress Reports

All activities must be submitted on the course page within the learning management system to receive a grade. No work will be accepted via email or other forms of submission. Instructors are expected to grade submitted work within 3 days of the due date. All term grades are to be entered into MyGlobe by registrar within 5 business days after it is confirmed that instructors have finalized their grades (within 72 hours of the close of the term). Official course grade records are permanently filed at GTC. Student may obtain unofficial transcript of all course grades. Official transcripts can be requested from the Registrar and mailed upon request.

Student services will place students at risk of failing on warning or academic probation. These students will be placed on warning or probation accordingly until the end of the term and advised to seek additional resources to aid them in successfully completing the course. Student services will keep a written log of all contact documenting notification of the warning/ probation as well as discussion about how to move toward satisfactory academic progress. At the end of every term, all students are again evaluated for Satisfactory Academic Progress in accordance with the policy.

Grades may be corrected by the instructor due to a miscalculation within two weeks from the reporting date upon the approval of the Director of Academic Affairs and Student Services/ Chief Academic Officer.

Academic Achievement Recognition

Upon graduation, students will be recognized for achieving cumulative grade point averages of 3.5 or higher with the following distinction added to their program completion award.

- *summa cum laude* - cumulative GPA of 3.90 and higher.
- *magna cum laude* - cumulative GPA of 3.70 to 3.899.
- *cum laude* - cumulative GPA of 3.5-3.699.

Complaint or Grievance Process

> **Global Tech College is licensed by the Ohio State Board of Career Colleges and Schools and thus the following is mandated by the Ohio Revised Administrative Code Chapter 3332.**

The Student Grievance Procedure provides a system to handle student complaints against faculty or staff (support and administrative) concerning the following: Alleged discrimination on the basis of age, sex, race, disability or other conditions, preferences or behavior.

1. Sexual harassment complaints
2. Academic matters, excluding individual grades except where the conditions in item "1." above may apply
3. Students are encouraged to resolve issues or what may be a misunderstanding with the other party identified as causing or contributing to the complaint.

Procedure

The following steps can be taken to assure the student of a fair and equitable resolution to their complaint grievance:

Step 1: The student must go to the instructor or staff member where the alleged problem originated. An attempt will be made to resolve the matter equitably and informally at this level. A meeting must take place within ten (10) business days of the incident which generated the complaint. If the issue/complaint is not resolved at the informal level, then the student should submit a written statement of the complaint to the Director of Academic Affairs and Student Services/ Chief Academic Officer no later than ten (10) business days after the alleged incident.

Step 2: If the complaint is not resolved at the informal conference with the instructor or staff member, the student should meet with the faculty or staff member's direct supervisor (member of the Executive Leadership Team or Chief Academic Officer) within ten (10) business days after satisfying Step 1. As part of the effort to resolve the issue, the appropriate Director will consult with the staff member or instructor.

Step 3: If the complaint is not resolved at the informal conference with of the Director of Academic Affairs and Student Services/ Chief Academic Officer, the student may file a written grievance. The completed grievance form must be presented to the Compliance Officer within ten (10) business days after satisfying Step 2. The Compliance Officer of Global Tech College will respond in writing to the student within ten (10) business days after consulting with the appropriate Director.

Whether the problem or complaint has been resolved to the student's satisfaction by the school, the student may direct any problem or complaint to the Executive Director, State Board of Career Colleges and Schools, 30 East Broad St. Suite 2481, Columbus, OH, 43215, Phone 614-466-2752; toll free 877-275-4219.

ACCET Complaint Procedure (ACCET Revised 4-18)

GTC is accredited by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and GTC to ensure that educational training programs of quality are provided.

When problems arise, students should make every attempt to find a fair and reasonable solution through Global Tech College's Complaint and Grievance internal complaint procedure, which is required of ACCET accredited colleges and frequently requires the submission of a written complaint. Refer to the GTC's written complaint procedure which is published in this catalog (see the above section) or otherwise available from the GTC upon request.

Note that ACCET will process complaints which involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency. In the event that a student has exercised GTC's formal student complaint procedure, and the problem(s) have not been resolved, the student has the right and is encouraged to take the following steps:

1. Complaints should be submitted in writing and mailed or emailed to the ACCET office. Complaints received by phone will be documented, but the complainant will be requested to submit the complaint in writing.
2. The letter of complaint must contain the following:
   a) Name and location of the ACCET College;
   b) A detailed description of the alleged problem(s);
   c) The approximate date(s) that the problem(s) occurred;
   d) The names and titles/positions of all individual(s) involved in the problem(s), including faculty, staff, and/or other students;
   e) What was previously done to resolve the complaint, along with evidence demonstrating that the College's complaint procedure was followed prior to contacting ACCET?
   f) The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to GTC and
   g) The status of the complainant with the college (e.g. current student, former student, etc.).
   3. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g. student's enrollment agreement, syllabus or course outline, correspondence between the student and the college).

4. SEND TO:
        ACCET CHAIR, COMPLAINT REVIEW COMMITTEE
        1722 N Street, NW
        Washington, DC 20036
        Telephone: (202) 955-1113 Fax: (202) 955-1118 or (202) 955-5306
        Email: complaints@accet.org Website: www.accet.org

Note: Complainants will receive an acknowledgement of receipt within 15 days.

Graduation Requirements

Program Completion and Graduation

A Completer is a student that has met all program requirements. The name of the program and number of credits required to complete each program is listed in the table below.

AWARD	PROGRAM	CREDITS COMPLETED
Associate Degree	Business Management	96
Diploma	Business Management	55
Associate Degree	Computer Science	96
Diploma	Computer Science	55

Students are encouraged to meet with the Registrar to confirm the fulfillment of all graduation requirements during the term prior to graduation. The Registrar will indicate if the student is on course for graduation the following term.

Graduating students are required:
1. To submit a Graduation Approval Form to the Registrar's Office at the beginning of the student's completion term. Once the Registrar's Office confirms that all financial and other obligations to GTC have been met the student will receive their Graduation Packet.

Recognition of Academic Honors
summa cum laude-cumulative GPA of 3.90 and higher.
magna cum laude-cumulative GPA of 3.70 to 3.899.
cum laude-cumulative GPA of 3.5-3.699.

Diploma or Associate Degree
In the future, diplomas degrees may be issued after graduation, and after final grades and final honors designations have been established.

Job Placement Services and Follow-up Procedure
The Academic Advisor should schedule a meeting with a student to discuss placement/ job search assistance. These meetings aim to help students in organizing their job search and documents needed for their job search.

GTC's procedure for job search assistance for students begins while they are in their last term of their program. The Director of Academic Affairs and Student Services/ Chief Academic Officer works with a team to assist the student in preparing their resume and cover letter. This procedure is student dependent.
Global Tech College provides free workshops to help prepare graduating students in how to enter the job market. Workshops are scheduled during the student's last advising session that takes place before the student's last term before graduation. All workshops are virtual and consist of modules in a Moodle classroom. These are self- paced modules.

Workshop 1 - Will assist the student how to properly complete a job application, to write a cover letter and resume.
Workshop 2 – Will suggest proper attire for a job interview and prepare the student for potential interview questions.
Workshop 3- Assists students with answering specific interview questions, interview scenarios, and a mock interview can be arranged with a member in the field as requested.
Workshop 4- - Will provide information to students about setting up LinkedIn and Indeed profiles.

GTC does not and cannot guarantee any graduate employment or a salary range upon graduation.

Health, Security, and Safety

Global Tech College is not responsible for any student's personal belongings that are lost, stolen, or damaged on or off campus. GTC is not responsible for any altercations or disputes between students or for any damages or injuries arising as a result. Students should immediately report to their instructor or college staff any medical situation or injuries that occur on the GTC premises.

Student Driving and Parking Regulations
- When visiting the building, students should park their cars in designated spots
- Students with disabilities should park in the handicap designated parking spaces

Tobacco or Nicotine Alternative
Smoking cigarettes or a nicotine alternative is strictly forbidden in the school building per Chapter 3794 of the Ohio Revised Code. Any Violation of the law can be reported to the Ohio Department of Health, at 1-866-559- 6446.

Emergency Procedures
GTC takes every reasonable precaution to ensure that students, faculty and employees have a safe academic and working environment. Safety measures and rules are in place for the protection of the GTC population.

Ultimately, it is the responsibility of anyone at GTC to help prevent accidents. In the event of an emergency in the building, **dial 911** immediately and then alert someone in the building.

In the event of a fire or building evacuation, all persons in the building should proceed quickly and calmly to the nearest exit according to the posted evacuation diagrams. Move to a safe distance away from the building. Do not try to get in your vehicle and leave as vehicles are not at a safe distance from the building. No one should re-enter GTC until an "all clear" is announced by the appropriate civil and emergency authorities. All persons should adhere to any emergency electronic siren on the premises without question for everyone's safety.

In the case of Tornadoes and Severe Weather prompting the county emergency siren, ALL persons in the building should follow the signs within the building for the designated shelter areas. No one should exit shelter areas until an "all-clear" is issued.

Workplace Security

The college strives to provide a safe and secure campus for all students and staff members. All students and staff members are encouraged to report any and all suspicious campus activity immediately upon witnessing the occurrence. All students should report any knowledge of a criminal or suspicious nature to the Office of the President. If there is an immediate threat, students should call 911 first and report the incident. The college will then take appropriate action based upon the information given by the student or staff member. When deemed appropriate, local law enforcement authorities will also be notified.

Campus Security Programs

GTC bi-annually reviews campus security policies during June (National Safety Month). Please see the Global Tech College Student Consumer Handbook for information in reference to the "Criminal Awareness and Security Act of 1990 (J. Cleary Act Policies).

Global Tech College Organizational Structure

To support its mission, GTC is currently organized into three separate departments under the Office of the President: The Chief Operations Officer, the Academic Affairs and Student Services and Advisory Committees, with all departments coordinating to achieve GTC's mission and to ensure the success of the college.

The organizational chart is on the next page.

Board of Directors

University President / Senior Compliance Officer

CEO

Chief Academic Officer

Registrar

Asst. Registrar

Marketing Manager

Accounts / Book Keeper

Student Funding Coordinator

Admissions Director

Curriculum Advisory Councils

Student Services

HR Coordinator

Student Funding Coordinator

Admissions Advisors

Subject Matter Experts

Academic Department Manager

Learning Platform Coordinator

AR/AP Clerk

Faculty

Global Tech College's Executive Leadership Team includes:

Ajit Ghaneker	President
Dr. Michelle Cheasty	Director of Academic Affairs and Student Services/ Chief Academic Officer (CAO)
Jennifer Lee-Hooper	Chief Compliance Officer

Board of Directors
Ajit Ghanekar, President
Member-Global Tech College Board of Directors

Administration
President   Ajit Ghanekar
Over 20 years of experience owning and operating higher education institutions

Director of Academic Affairs and Student Services   Dr. Michelle Cheasty
Chief Academic Officer
Doctor of Education, Capella University
25 years experience in education and training

Senior Compliance Officer   Jennifer – Lee Hooper
Pending EdD

Staff

Financial Aid	John Jakic
Admissions	John Reese
Academic Department Manager	Sushma Manhas
Student Advisor	Adrienne Wagoneer
Registrar	Kourtney Drake
Marketing	Swati Sharma

Global Tech College Advisory Committee Members

Committee Chairman Ajit Ghaneker Chief Operating Officer –Global Tech College	Jennifer Lee-Hooper Senior Compliance Officer
Dr. Michelle Cheasty Chief Academic Officer	Jeff Williams Education Consultant
Paul Christ Front End Supervisor Home Depot	John Jakic Financial Advisor/Facilities coordinator
Chris Balthrop, GTC faculty Systems Administrator for College of Environment and Design	Gennifer Schultz, GTC faculty Business & General Studies
Chris Bassett, GTC faculty Business	Jonathan Cooper Staples Store Manager

Faculty Listing

Dr. Suzi Aten
Business Department
Graduate Certification in Content Area Instruction- Mathematics- American College of Education
Instructional Design Certification- Seminole State College
EDD- Curriculum and Teaching- Northcentral University
Masters of Art in Curriculum and Instruction- Mathematics- University of Phoenix
Bachelors of Arts- Liberal Studies- California State University
Teacher Certification- Fortune School of Education

Christopher Balthrop- Department Head
Computer Science Department
Master of Science in Computer Information Systems, Nova
Bachelor of Business Administration in Management Information Systems, University of Georgia Associate in Business, Truett-McConnel College
Certifications:
CompTIA A+ Testout Network+
Microsoft Windows 10

Dr. Christopher Bassett- Department Head
Business Department
Doctor of Management- Colorado Technical University
Distance Learning Instructor Training- Professional Education Center
Lean Six Sigma Black Belt Certification
Project Management- Colorado Technical University

Dr. Michelle Cheasty
Computer Science and Business Department
Doctor of Education, Capella
Master of Business Administration, ABTU
Master of Science in Educational Technology and Educational Leadership Bachelor of Applied Science in Accounting
Certifications:
Microsoft: Certified Microsoft Educator, MOS Excel 2016, MOS PowerPoint 2016, MOS Word 2016, 21st Century Learning Design
Google: Level 1 Certified Educator Apple Certified Educator
Nano Certificate- Entrepreneurship from Argosy University
NJ Education Licenses: Elementary School Teacher (00357615), Teacher of General Business Studies (00357616), Teacher of Students with Disabilities (925400), Supervisor (587505), Principal (587623), School Administrator (657144)
WV Education Licenses: Business Education 05-AD (21-2 0600), Elementary Education 0K-06 (21-2 3600), Multi- Categorical LD, BD, MO 0K- 06 (21-2 4115), Multi- Categorical LD, BD, MO 05-AD (21-2 4115), Social Studies 05- AD (21-2-3000), English 05- AD (21-2-1000),

Algebra I, Geometry, Applied Mathematics, WV Education Licenses Professional
Administrative Certificates: Superintendent (PK-AD), Supervisor, General Instruction (PK-AD),
Principal (PK-AD) Current with CITI modules
Coursera: The Holocaust Part I and II; Microeconomics; The Modern World Part I: Global
History from 1760- 1910; The Modern World Part II: Global History since 1910
Bookkeeper Certification- National Bookkeepers Association December 2019

Dr. Mario Booker
Computer Science Department
Ph.D., Information Technology- University of the Cumberlands
MS, Technology and Innovation Management- Northcentral University
BAS, Information Systems Engineering- American Business and Technology University
BAS, Networking, and Security- American Business and Technology University
AAS in Network Systems Administration- ITT Technical University
CompTIA A+ Certification
CITI Information Privacy Security, CITI Program

Zia Rivera- Clarkson
Business Department
MBA- Forbes School of Business
Bachelors- Healthcare Administration- Arizona Global University

Jan Cohen
Business Department
Bachelors of Science- Hotel Restaurant Administration- University of Massachusetts
Masters Degree- Healthcare Administration- Lynn University
Masters Degree- Accountancy- University of Phoenix

Dr. Stephen Ford
Business Department
Doctor of Management in Project Management, CTU
Master of Science, Space Studies (Engineering Mgmt.), UND
          Bachelor of Science, Legal Studies (Gen Engineering), USAF Academy Certifications:
Project Management Professional – PMI
          Six Sigma Lean Black Belt Professional, MSI Executive Management Certification, MSI
Project Management – Lean Process Certification, MSI Lean Culture Certified, MSI
Certified Team Supervisor, MSI
Lean Supply Chain Management, MSI
LEED AP (BD+C), US Green Building Council

Mark Fosgate
Computer Science Department
Master of Science - Organizational Management, Apollos University, Huntington Beach,
California Bachelor of Arts - Technical & Applied Studies, Ohio University, Athens, Ohio
Associate Degree - Networking & Information Systems Support; Owens Community College,
Toledo, Ohio

Christopher Haffner
Computer Science Department
Associates Degree- Information Systems- American College of Technology
Bachelors in information System Engineering- American Business and Technology University

Ramona Jones
Business Department
Masters in Healthcare Administration- Louisiana State University
Bachelors of Arts- Business Administration- Lindenwood University
PMP Certification- Project Management Institute
Six Sigma Green Belt Certification

Dr. Debra Krouse
Business Department
Doctor of Business Administration- Walden University
Master of Business Administration- University of Phoenix
Bachelor of Science- Marine Engineering- US Merchant Marine Academy

Kristian Luciani
Business Department
Master of Business Administration, Webster University Bachelor of Commerce and Finance, UT
Foundation Modules in Andragogy, Classroom Instruction, Digital Teaching Strategies, LIU

Dr. Bridgette McBride
Business Department
Doctor of Business Administration- Accountancy- Argosy University
Master of Business Administration- Finance- Capella University
Bachelor of Business Administration Arts- Accounting- Fort Valley State University

Andre Noudjo
Business Department
Master of Science- International Economics- Florida Atlantic University
Bachelor of Science- Business Economics- Florida Atlantic University
UDACITY- Digital Marketing Analytics Certificate
Business Statistics and Analysis Certificate- Rice University

Dr. Gennifer Schultz
Computer Science and Business Department
Doctor of Business Administration- South University
Master of Science in Management- Argosy University
Bachelors of Science- Elementary Education- California University of Pennsylvania

Nicole Stone
Computer Science and Business Department
Master of Business Administration, Franklin University
Bachelor of Applied Science in Information Technology, Franklin University

Bachelor of Applied Science in Management of Information Systems, Franklin University
Associate of Applied Science in Network Security, Rhodes College
Associate of Applied Science in Advanced Computer Networking, Rhodes College

George Uko
Business Department
Master in Organizational Management, Phoenix
Bachelor, Communications, Arizona State
Associate of Arts in Business, JCCC

Felicia Walters
Business Department
Doctor of Philosophy in Information Technology (ABD), Capella Master of Human Resources
Management, Keller
Master of Business Administration in Information Systems Management Bachelor of Science in
Family and Consumer Sciences, Illinois State
Certifications:
ScrumMaster

Dr. Terrance Ward
Computer Science and Business Department
Doctor of Philosophy- Applied Management and Decision Science (AMDS)-
Walden University
Master of Business Administration- Technology Management- University of Phoenix
Associate of Arts and Sciences- Information Systems Technology- Community College of the
Air Force
Bachelor of Science- Information Technology- University of Maryland University College
Associate of Science- Information Technology- Butler County Community College

Dr. Jennifer Young
Computer Science Department
Doctor of Education- Leadership- Spalding University
Masters of Science- Computer Information Systems- Florida Institute of Technology
Masters of Business and Masters of Arts- Business Administration and HRM- Webster
University
Harvard X Data Science Certification
IBM Python Data Science Certification

Course Descriptions

Key to Course Descriptions

ACC	Accounting
BUS	Business
COM	Communication

CS	Computer Science
ENG	English
HIS	History

ACC 101 Accounting 1
This course provides an introduction to accounting and accounting principles. Students will learn how to analyze and adjust transactions and financial statements. Students will gain an understanding of the accounting cycle throughout the fiscal year and will learn various systems used to track inventory.
4 credits

ACC 102 Accounting 2
Students will learn how to deal with various types of receivable accounts, assets, liabilities, and payroll. Students will gain an understanding of accounting for partnerships and limited liability corporations, and how to organize and analyze financial statements.
4 credits
Prerequisites: ACC 101

ACC 104 Payroll Accounting
Prepares students for career success with first-hand experience in calculating payroll, completing payroll taxes, and preparing payroll records and reports.
4 credits

ACC 107 Managerial Accounting
Students will learn skills in becoming future business leaders. Students learn the basic accounting concepts through clear and consistently formatted examples and exercises. Students will learn the relationships between number concepts and how variables impact each other.
4 credits

BUS 101 Business Law
Offers a practical approach to law that emphasizes current, relevant topics needed to succeed in contemporary business. Cases throughout the course address issues such as trademark infringement, computer tampering, pollution, agency, and employment-at-will.
4 credits

BUS 102 Business Ethics
Uses a skill-based approach and applies practical ethical situations to real-world business settings and decisions.
4 credits

BUS 103 Banking Operations
Examines the role the banking system plays in individual financial activities and considers the monetary policymaking that shapes the world's financial system.
4 credits

BUS 104 Business Math 1

Presents a basic, arithmetic-based approach to business math. Students will use practical skill-building to prepare students for careers in business through step-by-step development of concepts, numerous practice exercises.
4 credits

BUS 105 Principles of Management
This course includes covering functions of management, decision making, leading, communicating, controlling, planning, human resources and organizing. Managerial functions are discussed within the framework of contemporary business organization.
4 credits

BUS 106 Organizational Behavior
This course equips students with the skills and practical understanding to meet the management challenges of a new century. Students delve into the fundamentals of human behavior in today's organizations.
4 credits

BUS 107 Principles of Marketing
This course will include covering the marketing environment, marketing planning and research, consumer behavior, market segmentation, international marketing and the marketing mix.
4 credits

BUS 108 Operations and Supply Chain Management
The three unifying themes throughout the course are strategy, global supply chain, and service operations. Strategy will serve as an overarching framework and will be used in each chapter to present students with an alternative approach to specific challenges. The global supply chain and service operations themes will allow students to see how products move through different companies and countries.
4 credits

BUS 109 Introduction to Business
Approaches business operations from the entrepreneurial and management perspective. Finance, marketing, and human resources are some of the topics that will be explored. Provides an overview of management, discusses the history of management, and compares management approaches and philosophies. Focuses on data analysis and decision-making, demonstrating the importance of math, statistics, and quantitative decision-making.
4 credits

BUS 110 Project Management
This course details how to organize as well as how to manage effective project teams, from planning and scheduling to cost management.
4 credits

BUS 111 Total Quality Management
The foundation of this course is on the emergence of Total Quality Management (TQM) as a strategic focus in firms seeking excellence and a competitive edge.

4 credits

BUS 112 Small Business Management
Provides the practical concepts, entrepreneurial insights, and comprehensive resources essential for students' success now and throughout their management future. This course covers the fundamentals of business management on starting and managing a business.
4 credits

BUS 113 International Business
Students will gain an understanding of the impact of global economy on business. Topics covered include international trade theory, economic environments, international cultures, global political and legal environments, international marketing, import and export markets around the world, and international business management.
4 credits

BUS 114 Human Resource Management
Students develop a practical understanding of today's human resource management skills, concepts, and principles. Students will learn techniques in interviewing, recruiting, and all other aspects of human resource management. Students will develop an understanding of the application of important laws and regulations.
3 credits

BUS 115 Macroeconomics
The course is designed to introduce the basic models of macroeconomics. It allows students to understand US and foreign economies. It provides an overview on the effect of subjects such as unemployment, interest rates, and inflation on the economy. Other areas of interest such as public debt and social security will be explored.
3 credits
Prerequisites: BUS 104

BUS 116 Microeconomics
This course introduces the fundamentals of microeconomics such as supply and demand, theories of firm and individual behavior, competition and monopoly and welfare economics.
4 credits
Prerequisites: BUS 104

COM 101 Fundamentals of Public Speaking
This course is designed to acquaint the student with the fundamentals of the communication process in the business environment. Students will present formal speeches to inform, persuade and demonstrate.
4 credits

COM 102 Business Communication
Presents a streamlined approach to business communication. Students will create and analyze different types of business communication and differentiate between casual and professional communication.

4 credits

CS 101 Computer Concepts
Students will learn the most relevant and essential information about computers and technology in today's digital world. Students will develop an understanding of computer hardware, software, file management systems, and data security.
3 credits

CS 102 Operating Systems
Topics include operating system theory, installation, upgrading, operating system and hardware configuration, file systems, security, hardware options, storage, resource sharing, network connectivity, maintenance, and troubleshooting.
4 credits

CS 103 Managing and Maintaining PC 1
Students will learn the fundamentals of supporting and troubleshooting computer hardware and software. Students will be introduced to operating systems, support processors, and will learn strategies for working with people in a technical world.
4 credits

CS 104 Managing and Maintaining PC 2
Students will learn how to support hard drives, install and support I/O devices and ports, and install and configure multimedia devices and mass storage. Students will learn PC maintenance and troubleshooting strategies.
4 credits
Prerequisites: CS 103

CS 106 HTML and Java Script Basics
Students will learn step-by-step introduction to all aspects of HTML and Java Script programming. Topics covered in the course include HTML organization techniques, HTML power techniques, using images with Java Script, and using forms with Java Script.
4 credits

CS 107 Computer Support 1
This course focuses on the informational resources and technical tools needed most to function effectively in a support position. Students learn to handle troubleshooting and problem solving, successfully communicate with clients, determine a client's specific needs, train end-users and even handle budgeting and other management priorities.
4 credits

CS 108 Computer Support 2
Students will learn product evaluation strategies and support standards, and deal with end-user needs assessment projects by installing and managing end-user computers. Students will learn how to train users and implement support utility toolkits.
4 credits
Prerequisites: CS 107

CS 109 Networking 1
Introduces the fundamental building blocks that form a modern client server network, such as protocols, topologies, hardware, and network operating systems. It then provides in-depth coverage of the most important concepts in contemporary networking.
4 credits

CS 110 Networking 2
Students will learn how to use WAN's and remote connectivity, wireless networking, and network operating systems. The course goes in depth to teach TCP/IP networking, voice, and video-over IP, and how to secure networks.
4 credits
Prerequisites: CS 109

CS 111 Programming with Visual Basic
The course is designed for a first course in programming. Using the most recent version of the software, Visual Basic 2010, it teaches individuals how to use Visual Basic applications as they would in a real-world setting. Students with no previous programming experience learn how to plan and create their own interactive Windows applications.
4 credits

CS 112 Microsoft Office 1
With the New Perspectives' critical-thinking, problem-solving approach, students will gain a comprehensive understanding of Microsoft Office and will learn how to take advantage of the flexibility it offers. Students will learn to use various programs to accomplish tasks such as organization, data analysis, advertising, and publishing.
4 credits

CS 113 Microsoft Office 2
Students will learn to use advanced features of Microsoft Office to accomplish tasks such as presentations, organization, budgeting, data analysis, and publishing.
4 credits Prerequisites: CS112

CS 114 Information Assurance
Students will develop the knowledge and skills to apply the latest methods, techniques and tools necessary for securing the public and private sectors' information.
4 credits

ENG 101 English Composition 1
This course is designed to guides students to develop their writing skills enabling them to turn their ideas, readings, observations, experiences, and analyses to documentation suitable for academic requirements. The course will also include business communication techniques.
4 credits

ENG 102 English Composition 2
English 102 continues to focus *on two* related goals: to help students (1) gain confidence and

proficiency in academic writing situations and, (2) to continue to develop useful life-long writing skills. Specifically, to help students learn common academic writing strategies, make appropriate rhetorical choices, based on purpose and intended audience and improve critical thinking skills.
4 credits
Prerequisites: ENG 101

HIS 101 History of Western Civilization
This course introduces the history of the western civilization. The course will allow students to analyze the significant milestones in western civilization in reference to cultural, social, and economic development
4 credits

Disclaimer and Liability Waiver

The College reserves the right to modify or cancel an entry in this publication and accepts responsibility for any consequences of such modification or cancellations.

Academic Calendar

2022 School Year

S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Month/Year	Important Dates	Class Start Date	Last Date to Add/Drop	Last Day to Receive a "W"	Class End Date
Jul-2022	4- Independence Day 7- Orientation 9- Orientation 22- End Date- May (B) Cohort 28- Orientation 30- Orientation	Tuesday July 11, 2022 2022-A-Jul	Saturday, July 23, 2022	Saturday, September 17, 2022	Friday, September 30, 2022

S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	18	20
21	22	23	24	25	26	27
28	29	30	31			

Month/Year	Important Dates	Class Start Date	Last Date to Add/Drop	Last Day to Receive a "W"	Class End Date
Aug-22		Monday August 1, 2022 2022-B-Aug	Saturday, August 13, 2022	Saturday, October 8, 2022	Friday, October 21, 2022

S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Month/Year	Important Dates	Class Start Date	Last Date to Add/Drop	Last Day to Receive a "W"	Class End Date
Sep-22	5- Labor Day 8- Orientation 10-Orientation 29- Orientation	Tuesday September 12, 2022	Saturday, September 24, 2022 2022-C-Sep	Saturday, November 19, 2022	Friday, December 2, 2022

S	M	T	W	R	F	S

Month/Year	Important Dates	Class Start Date	Last Date to Add/Drop	Last Day to Receive a "W"	Class End Date

S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Month/Year	Important Dates	Class Start Date	Last Date to Add/Drop	Last Day to Receive a "W"	Class End Date
Oct-22	1- Orientation	Monday, October 3, 2022	Saturday, October 15, 2022	Saturday, December 10, 2022	Friday, December 23, 2022
	10- Columbus Day	2022-A-Oct			

S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Month/Year	Important Dates	Class Start Date	Last Date to Add/Drop	Last Day to Receive a "W"	Class End Date
Nov-22	3- Orientation	Monday, November 7, 2022	Saturday, November 19, 2022	Saturday, January 14, 2022	Friday, January 27, 2022
	5- Orientation	2022-B-Nov			
	8- Election Day				
	11- Veteran's Day				
	24- Thanksgiving				

S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Month/Year	Important Dates	Class Start Date	Last Date to Add/Drop	Last Day to Receive a "W"	Class End Date
	1- Orientation	Monday, December 5, 2022	Saturday, December 17, 2022	Saturday, February 11, 2022	Friday February 24, 2022
	3-Orientation	2022-C-Dec			
	24- Xmas Eve				
	25-Xmas Day				
	28- Orientation **				
	29- Orientation				
	31- New Year's Eve				

2023 School Year

S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Month/Year	Important Dates	Class Start Date	Last Day for Add/ Drop	Last Day to Receive a "W"	Class End Date
Jan-2023	1- New Year's day 16- MLK Jr. Day	Monday January 2, 2023 2023-A-Jan	Friday, January 13, 2023	Saturday, March 11, 2023	Friday, March 24, 2023

S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

Month/Year	Important Dates	Class Start Date	Last Day for Add/ Drop	Last Day to Receive a "W"	Class End Date
Feb-2023	20- President's Day	Monday February 6, 2023	Friday, February 17, 2023	Saturday, April 15, 2023	Friday, April 28, 2023

S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Month/Year	Important Dates	Class Start Date	Last Day for Add/ Drop	Last Day to Receive a "W"	Class End Date
Mar-2023		Monday, March 6, 2023	Friday, March 17, 2023	Saturday, May 13, 2023	Friday, May 26, 2023

S	M	T	W	R	F	S
						1

Month/Year	Important Dates	Class Start Date	Last Day for Add/ Drop	Last Day to Receive a "W"	Class End Date
Apr-2023	9- Easter Sunday	Monday, April 3, 2023	Friday, April 14, 2023	Saturday, June 10, 2023	Friday, June 23, 2023

S	M	T	W	R	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

S	M	T	W	R	F	S	Month/Year	Important Dates	Class Start Date	Last Day for Add/Drop	Last Day to Receive a "W"	Class End Date
	1	2	3	4	5	6	May-2023	29- Memorial Day	Monday, May 1, 2023	Friday, May 12, 2023	Saturday, July 8, 2021	Friday, July 21, 2023
7	8	9	10	11	12	13						
14	15	16	17	18	19	20						
21	22	23	24	25	26	27						
28	29	30	31									

S	M	T	W	R	F	S	Month/Year	Important Dates	Class Start Date	Last Day for Add/Drop	Last Day to Receive a "W"	Class End Date
				1	2	3	Jun-2023	14- Flag Day	Monday June 5, 2023	Friday, June 9, 2023	Saturday, August 12, 2023	Friday, August 25, 2023
4	5	6	7	8	9	10		19- Juneteenth				
11	12	13	14	15	16	17		20- Juneteenth Observed				
18	19	20	21	22	23	24						
25	26	27	28	29	30							

S	M	T	W	R	F	S	Month/Year	Important Dates	Class Start Date	Last Day for Add/Drop	Last Day to Receive a "W"	Class End Date
						1	Jul-2023	4- Independence Day	Monday July 3, 2023	Friday, July 14, 2023	Saturday, September 8, 2023	Friday, September 22, 2023
2	3	4	5	6	7	8						
9	10	11	12	13	14	15						
16	17	18	19	20	21	22						
23	24	25	26	27	28	29						
30	31											

Aug-2023

S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Month/Year	Important Dates	Class Start Date	Last Day for Add/Drop	Last Day to Receive a "W"	Class End Date
Aug-2023		Monday August 7, 2023	Friday, August 18, 2023	Saturday, October, 14, 2023	Friday, October 27, 2023

Sep-2023

S	M	T	W	R	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Month/Year	Important Dates	Class Start Date	Last Day for Add/Drop	Last Day to Receive a "W"	Class End Date
Sep-2023	4- Labor Day	Tuesday September 5, 2023	Friday, September 15, 2023	Saturday, November 11, 2023	Friday, November 24, 2023

Oct-2023

S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Month/Year	Important Dates	Class Start Date	Last Day for Add/Drop	Last Day to Receive a "W"	Class End Date
Oct-2023	9- Columbus Day	Monday, October 2, 2023	Friday, October 13, 2023	Saturday, December 9, 2023	Friday, December 22, 2023

Nov-2023

S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18

Month/Year	Important Dates	Class Start Date	Last Day for Add/Drop	Last Day to Receive a "W"	Class End Date
Nov-2023	7- Election Day 10- Veteran's Day 23- Thanksgiving	Monday, November 6, 2023	Friday, November 17, 2023	Saturday, January 13, 2024	Friday, January 26, 2024

S	M	T	W	R	F	S
19	20	21	22	23	24	25
26	27	28	29	30		

S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Month/Year	Important Dates	Class Start Date	Last Day for Add/ Drop	Last Day to Receive a "W"	Class End Date
Dec-2023	24- Xmas Eve 25-Xmas Day 31- New Year's Eve	Monday, December 4, 2023	Friday, December 15, 2023	Saturday, February 10, 2024	Friday, February 23, 2024

Key
- Start Date
- End Date
- Orientation
- Holiday- School Closed