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## **2021-2022 GTC CATALOG**

October 2021



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



**Letter from the President of Global Tech College:**

When I first established Global Tech College, I 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 this 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 become active individuals in their communities.

Experience has shown me that it takes a team to aid students to reach their maximum potential. Staff, faculty, and students will work collaboratively to provide an environment where all students can be successful. We will make every effort to assist our students to graduate, become successful members of society and 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 high goals to make their dreams a reality.

My view of education as active, cooperative, and demanding can be achieved through 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.

Faculty involvement, partnership and support are greatly appreciated during the school year as we work to build and maintain our programs.

I sincerely hope that staff, faculty, and students will work as one family. We will explore every opportunity because our students are our most valuable asset.

I am confident that “together” we will create a tradition of academic excellence.

Dr. Joseph G. Hosny



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# Global Tech College

## About GTC

Global Tech College (GTC) is a private-for-profit, post-secondary, educational college offering programs which focus on job skills curricula in business and computer sciences. The college is located at 4346 Secor Road, Toledo, Ohio 43623.

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.

As of April 2021, the State of Ohio Board of Career Colleges and Schools approved GTC for delivery via distance education and in-person. As of October 2021, all GTC programs were granted interim approval for Interactive Distance Education. GTC was accepted into NC-SARA in May of 2021.

## COVID-19 Considerations

As of March 2020, in response to the COVID-19 pandemic in-person courses were suspended and transitioned to interactive distance education under temporary flexibilities allowed by ACCET. In-person course offerings will resume when conditions allow.

## 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 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.

## Our Mission

Global Tech College's mission is to prepare individuals interested in pursuing a career in business related or information technology fields. GTC is committed to serving our students and the community by providing a high-quality education allowing our students to be prepared to enter the work force. Our vision is to work hand in hand with our students to make GTC a remarkable experience of academic excellence.

## **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 in order to satisfy students, faculty and employees. We offer low tuition with scholarships 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 small morning, afternoon and evening classes free tutoring, 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 placement services so that they can successfully enter the workforce.

## **General Information**

Global Tech College is based on a quarter system. Quarters typically begin on the first Monday of each month (exact dates may vary). The duration of each quarter is 12 consecutive weeks, with the exception of holidays. The academic calendar is updated at the beginning of each year and can be found at the end of the GTC Catalog following course descriptions. The academic calendar indicates start and end dates of classes, holidays, and other important events.

GTC students will receive an Associate Degree upon graduation from a two-year 96 credit hour or a Diploma upon graduation from a one-year 55 credit hour program having met all requirements.

## **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." ACCET has received back-to-back 5-year grants of recognition, the longest period provided to any accrediting agency.

GTC is licensed by the State of Ohio Board of Career Colleges and Schools (Registration #12-11-2002T). Licensure includes approval for associate degrees, diplomas, and certificates in 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 small morning, afternoon, and evening classes. GTC also offers free tutoring.

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.

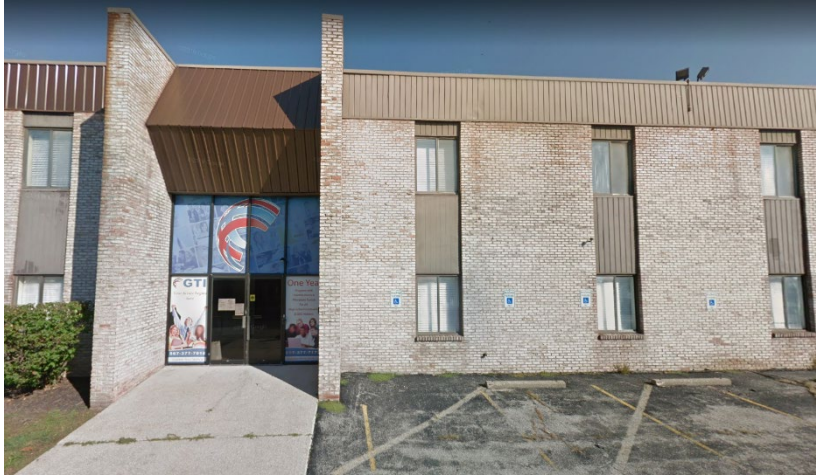
GTC's senior management meets with staff and instructors on a regular schedule. GTC's President monitors all aspects of the college and welcomes new ideas.

GTC offers job placement services to help our students prepare cover letters, their resume and to properly dress and answers questions during a job interview. GTC does not guarantee our graduates a job or a specific salary wage upon completion of their programs. GTC's graduates can always ask GTC for assistance in finding or preparing for a job.



## **The Campus**

Global Tech College is a two-story building that is located at 4346 Secor Road, Toledo, Ohio, 43623. GTC is equipped to host 300 students, in 10 classrooms, with 3 labs, a student lounge, and administrative offices. Our classrooms are fully equipped with white boards, screens, computers, and overhead projectors to enhance the learning experience. Students have free access to an online library with four million titles and free parking.



## **Equipment**

The school has 20 Dell computers with internet access in each of the two labs, and desks and chairs for 20 students in each of the 10 classrooms. The student lounge has snacks and coffee available, as well as a public computer with internet access.

## **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.

### **Student Admission**

Applicants are considered on the basis of academic qualification, attitudes toward continuous quality learning, and good character. GTC's selection of students is also based on matching personal characteristics and career goals with the school's philosophy and programs. We see these characteristics as empathy, motivation, integrity, capacity to succeed as a scholar, and commitment to the goals of the college. GTC looks for these attitudes and characteristics in prospective students because they distinguish them as individuals who are likely to succeed as students, citizens of the community and as productive leaders who strive to improve themselves, the community and society.

### **Requirements for Admission**

Prospective students must be 17 years old and above and hold one of the following:

- High School Diploma
- Equivalent GED

### **Admission Criteria and Application Procedure for All Programs**

An applicant is required to complete the GTC Application Form. This form can be submitted on the GTC website here: <https://globaltech.edu/apply/> The application must be accompanied by a refundable \$25.00 Application Fee. The Ohio State Board require all incoming students to complete an online Ohio Student Disclosure Form. A refundable \$100 registration fee will be required after acceptance once a student is enrolled and registered for classes. All fees and forms should be received at the Admission Office by the enrollment dates indicated on the GTC calendar (calendars are on the last page of this catalog). Application fee payments can be made within the form, by mail, or to the Registrar in person or by phone.

All applications must include the following information or documents upon submission to the Admission Office:

- A copy of the applicant's driver's license or identification card, passport, or document indicating US legal residency.
- A copy of the applicant's official high school transcripts, diplomas, GED certificates, or self-attestation if documentation is unobtainable.
- International students must submit an equivalent high school diploma approved by authorities in their home country. All documents must be a notarized English translation.
- Examinations results, or their equivalent, and any other tests scores which may be required.

All applicants are asked to submit their legal name and nationality, as declared on the application form. This information may not be changed after enrollment, except through a petition with presentation of new documents to the Admission Office. The college may enter the new information under "remarks" on the transcript of records.

GTC is committed to making every effort to accommodate special needs' students during the admission process. An advisor will be assigned to help these students. This may include but is not limited to completion of enrollment documentation and/or physical assistance during the campus tour and/or orientation. Applicants who do not meet GTC's admission criteria will be issued a refund of their application fee within 30 days from the date of non-eligibility notification.

## **Interactive Distance Education Applicants**

Students applying to attend via Interactive Distance Education must meet the following requirements in addition to those listed above.

To enroll in GTC's IDL programs, students should have a functional knowledge of personal computers, including, but not limited to:

Understanding of basic computer hardware and software and ability to perform computer operations, such as:

- Managing files and folders: save, name, copy, move, backup, rename, delete, check properties
- Using the internet
- Using web-based email clients
- Having the knowledge and access to the proper equipment is a must. This includes having a reliable internet connection (preferably high-speed) and a computer that meets the technical requirements depicted below.

Students are required to have access to and use the hardware and software described below:

- Unlimited High Speed Internet Access
- 5mb/s bandwidth (streaming video requires high bandwidth)
- No data limit (streaming video requires high data usage)
- Computer Requirements:
  - Computer and processor
    - Windows OS: 1.6 gigahertz (GHz) or faster, 2-core.
    - macOS: Intel processor
  - Memory
    - Windows OS: 4 GB RAM; 2 GB RAM (32-bit)
    - macOS: 4 GB RAM
  - Hard disk
    - Windows OS: 4 GB of available disk space
    - macOS: 10 GB of available disk space; HFS+ hard disk format (also known as macOS Extended) or APFS
    - Updates may require additional storage over time.
  - Operating system
    - Windows OS: Windows 10 SAC, Windows 10 LTSC 2016, Windows 10 LTSC 2015, Windows 8.1, Windows 7 Service Pack 1\*, Windows Server 2019, Windows Server 2016.
    - macOS: One of the three most recent versions of macOS.
  - Browser
    - The current version of Microsoft Edge, Internet Explorer, Safari, Chrome, or Firefox.

## **Transfer Students**

Application for admission submitted by a transfer (associate degree or 11) student is required to be supported with:

- Items required for regular admission (listed above)
- An official transcript of records and a catalog from the previous accredited school

Eligible (minimum 2.0 GPA) credits for transfer must meet GTC's course descriptions. GTC will accept a maximum of 24 credits (Diploma Program) and a maximum of 64 credits (Associate Degree) from an institution accredited by an agency recognized by either the U. S. Department of Education or the Council for Higher Education Accreditation. GTC has the right to accept or reject any credits that do not meet program requirements. Applicants must be aware that unofficial transcripts on the date of admission may not be accepted after enrollment.

Students should complete and submit a Transfer Credit Request and Approval Form during the enrollment

process (available in the Admission Office). Transfer students may appeal GTC's decision according to the GTC Complaint and Grievance Procedures process listed on Page 24 in this Catalog.

Applicants must be aware that all documents presented for admission become the property of GTC. Applicants may not request the return of materials submitted to GTC Admission, regardless of acceptance or rejection.

### **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.

## **Enrollment and Registration**

### **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**

All students must meet with their academic advisor before enrolling in specific courses. A student is expected to see an academic advisor at least once each quarter.

### **Registration in GTC Instructional Programs**

Registration at the appointed time is required of all students in accordance with posted procedures and regulations. Students are not allowed to register after the Late Registration Period.

Incoming students must register in with the Director of Academic Affairs and Student Services. Enrollment for all subsequent quarters may be made on the student portal, GTC Online (My Globe). 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.

### **Credit Hours per Quarter 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, 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 instruction in theory and principles, or 20 contact hours of laboratory (supervised application of knowledge and skills learned). For financial aid purposes, each quarter credit hour equals 20 contact hours.

### **Class Size**

GTC policy is strict regarding class size. The class size must not exceed 20 students per class (maximum Instructor/Student ratio is 1:20). The Director of Academic Affairs and Student Services may add another class to the quarter schedule in the instance that more than 20 students have enrolled in a specific course.

## **Student Status and Course Load**

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

<b>Quarter-Credit Hours</b>	<b>Enrollment Status</b>
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.

## **Student Records Accessibility (FERPA)**

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 corrects 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 hearing, 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.

Global Tech College students may access an unofficial copy of their transcript and their student records through their student portal on GTC Online (MyGlobe) or through the Registrar's Office.

Global Tech College students have the right to request a copy of their transcript of grades. GTC will issue a non-official transcript to students upon receipt of a Transcript Request Form. This form can be found on GTC's website or in the Registrar's Office (Room 207). There is no charge for a non-official transcript.

Students may request an official transcript by submitting a Transcript Request Form and a \$7.50 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 Transcript Request Form

The Family Educational Rights and Privacy Act of 1974 as 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

### Withdrawal Policy

**Official Withdrawal.** A student is considered to be "Officially" withdrawn on the date the student notifies a designated campus office or official (acting in his/her official capacity) of his or her intent to withdraw in by mail, the Official Withdrawal Form (<https://globaltech.edu/forms>), or by emailing [registrar@globaltech.edu](mailto:registrar@globaltech.edu). Global Tech College designates the Registrar's Office and the Director of Academic Affairs and Student Services Office. **Note:** If the student submits their request to the college by sending a letter to the designated campus office indicating their intent to withdraw, the withdrawal date is the date the college receives 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 this date more accurately reflects the student's withdraw date than the date the student began the school's official withdraw process. A student is allowed to rescind his notification in writing and continue the program. If the student subsequently drops, the student's withdrawal date is the original date of notification of intent to withdraw.

Official withdrawal completed after the late registration period and before the withdrawal deadline will result in a "W" grade for all the courses in which the student is registered at the time of withdrawal. Students who officially withdraw after the withdrawal period and before the 11th teaching week of the quarter will also receive a "W". 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.

The date of determination that the student has withdrawn will be the 15<sup>th</sup> 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.

### Transcript Hold

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

## **Administrative Withdrawals**

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.

## **Course Changes**

All course changes that increase the tuition obligation on the students will be noted by the Registrar. 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 Drop and Add Course Period is set within the Late Registration period (second week of the quarter).

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 to the Director of Academic Affairs and Student Services Office. The student must complete the form and gain approval from their advisor, the class instructor(s) and the Registrar.

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 meeting with his Academic Advisor and submitting the Change of Program form (<https://globaltech.edu/forms>). The student must fulfill the admission requirements of the new program.

## **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 their 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>) or in the office of the Director of Academic Affairs and Student Services. The form must indicate the reason and duration of the leave which must be approved by the Director of Academic Affairs and Student Services.

Students wishing to re-enter Global Tech Institute after a leave of absence must contact Admission. 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 be 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.

## **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. Re-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 by quarter only. Tuition is based on the cost of credits attended.

For **in-person** and **distance education** (online instruction) the **Tuition** cost, regardless of curriculum, of one quarter credit hour is \$185 plus a \$25 per quarter credit hour **Technology Fee** totaling \$630 for a three (3) hour credit course and \$840 for a four (4) hour credit course. The total required course tuition & fees cost of an Associate Degree Program is \$20,160 and of a Diploma Program is \$11,550. All ebooks, resources, and course content are provided with the included Cengage Unlimited subscription for all students.

A refundable \$100 Registration Fee, and \$25 Application Fee is charged upon enrollment. There is a \$7.50 Transcript Fee (see Page 8) for additional transcripts (1 included). Tuition and fees are also listed on the Enrollment Agreement. Transfer students will only be charged for credits attempted at GTC.

**All required ebooks, resources, and course content are included with the required course fees via Cengage Unlimited.** Students are responsible for purchasing hard books if they desire them. Estimated retail price below.

AAB - Business Management: \$3,710.00

AAS - Computer Science: \$3,920.00

Business Management Diploma: \$2,850.00

Computer Science Diploma: \$1,625.00

### Total Program Tuition and Fees Schedules

<b>Diploma (Year 1 of Associates Degree) Total Costs</b>	<b>Qtr.1</b>	<b>Qtr.2</b>	<b>Qtr.3</b>	<b>Qtr.4</b>
<b>Program Tuition and Fees (55 quarter credit hours)</b>	<b>(12 hrs)</b>	<b>(12 hrs)</b>	<b>(15 hrs)</b>	<b>(16 hrs)</b>
Application Fee	25.00	-	-	-
Registration Fee	100.00	-	-	-
Tuition (\$185 per qtr. credit hr.)	2,220.00	2,220.00	2,775.00	2,960.00
Technology Fee (\$25 per qtr. credit hr.)	300.00	300.00	375.00	400.00
<b>Total Required Academic Costs</b>	<b>\$2,645.00</b>	<b>\$2,520.00</b>	<b>\$3,150.00</b>	<b>\$3,360.00</b>

<b>Associates Degree (includes year 1 above) Total Costs</b>	<b>Qtr.5</b>	<b>Qtr.6</b>	<b>Qtr.7</b>	<b>Qtr.8</b>
<b>Program Tuition and Fees (96 quarter credit hours)</b>	<b>(12 hrs)</b>	<b>(11 hrs)</b>	<b>(11 hrs)</b>	<b>(7 hrs)</b>
Application Fee	25.00	-	-	-
Registration Fee	100.00	-	-	-
Tuition (\$185 per qtr. credit hr.)	2,220.00	2,035.00	2,035.00	1,295.00
Technology Fee (\$25 per qtr. credit hr.)	300.00	275.00	275.00	175.00
<b>Total Required Academic Costs</b>	<b>\$2,645.00</b>	<b>\$2,310.00</b>	<b>\$2,310.00</b>	<b>\$1,470.00</b>

### Funding

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

Federal Funding Sources available for those who qualify:

Federal Student Aid (Title IV): Pell Grants, Direct Loans

Veterans Affairs G.I. Bill®

For additional cost of attendance information, see the Consumer Information Disclosure sheet 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 (\$100 Registration Fee, \$25 Application Fee) paid pursuant to the enrollment agreement. Refunds shall be made no later than thirty days after cancellation.

### **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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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 \$100 fee is charged for registration.

Students are responsible for purchasing books, supplies and materials needed in any course. Students may purchase supplies or materials from the school bookstore or at the student's choice of vendors.

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. Any payment owed for tuition, books, or supplies purchased at GTC 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 offers convenient deferred payment plans to pay tuition, textbook cost 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.

## Scholarships

One of Global Tech College's goals is to offer the opportunity for a professional educational program to individuals interested in pursuing an associate degree or a diploma in one or more of our programs. GTC offers scholarship and grant programs based on need and other criteria. Students may apply for scholarships or financial assistance by completing the Scholarship Application form on the website (<https://globaltech.edu/forms>).

### City of Toledo Employee's Dependents Scholarship

GTC offers this annual full tuition scholarship to the dependents of City of Toledo Employees. A dependent is defined as a current legal spouse of the employee, natural, adoptive or stepchildren of an employee. Scholarships are available for all GTC Programs. The scholarship amount will be allocated over the length the program.

Any City of Toledo Employee's Dependents Scholarship recipient will still be responsible for the \$25.00 Application Fee and for the purchase of books, materials, and supplies, which can be purchased in the school bookstore or at the student's choice of vendors.

To apply for the City of Toledo Employee's Dependents Scholarship submit the Scholarship Application Form (<https://globaltech.edu/forms>). Applicants will need to prove their dependence status to a City of Toledo employee (City of Toledo ID) with the proper documentation (marriage license, birth certificates, adoption papers, etc.) by uploading copies into the form or mailing physical documentation directly to the Registrar.

### Who is eligible for the City of Toledo Employee's Dependents Scholarship?

1. These scholarships are available to any current City of Toledo employee's dependent between the ages of 17-26 years old.
2. Students do not have to demonstrate financial need.
3. Any recipient of a scholarship must be able to meet GTC's entrance requirements.
4. Enroll as a full-time student.

### Scholarship Information

1. The scholarship amount will be allocated over the length of the program.
2. Scholarships are not transferable from one school or program to another.
3. Scholarship funds may be used only for tuition.
4. Seven (7) scholarships are available every quarter. Funds are limited and are awarded on a first-come first-served basis. (Scholarship Application Form submission date will serve as an indication of receipt).
5. Scholarship recipients will be notified no later than 14 days before the quarter starts.

### How to Apply

Complete the Scholarship Application Form indicating the scholarship you wish to apply for (<https://globaltech.edu/forms>)

### GTC Need-Based Grant

Global Tech College offers a full tuition scholarship through the Ohio Board of Career Colleges and Schools approval, in cooperation with legislative members of the Ohio General Assembly. The primary objective of this scholarship is to provide education to students with no financial resources.

### Who is eligible?

1. These scholarships are available to any current high school senior graduating from any Ohio High School by June of 2017.
2. The applicant only needs a "C" average or better to apply. Students do have to demonstrate financial need

and lack of financial resources.

3. Each applicant must be nominated by a current member of the school.
4. Any recipient of a scholarship must be able to meet the college or school's entrance requirements.
5. The scholarship recipient must start classes either the summer or the fall term following their high school graduation.

### **Scholarship Information**

1. The scholarship amount will be allocated over the length of the program.
2. Scholarships are not transferable from one school or program to another.
3. Scholarship funds may be used for tuition, processing fees, books, lab charges, and student activity fees.
4. A scholarship committee will select the winner for each scholarship. The recipient must meet the requirements of the college offering the scholarship.
5. Scholarship winners will be notified no later than 15 days after the quarter starts. Scholarship winners will be informed by email.

### **How to Apply**

Choose a scholarship(s) from the list of available scholarships.

1. Complete the information on the Scholarship Application Form (<https://globaltech.edu/forms>) to obtain the appropriate approvals.
2. Submit two letters of recommendation from teachers, counselors, employers or others, with your application.
3. A copy of your high school transcript (grades) and attendance records for the past 4 quarters and verification of your Grade Point Average signed by the school guidance counselor or principal, must accompany each application.
4. Submit a statement of approximately 250 words explaining why you want a career in the field you have listed on this application and why you feel you will be successful in this field.
5. Complete the School Nomination Form (<https://globaltech.edu/forms>). Send the form and a short note asking your school advisor or school representative to nominate you for this scholarship. It is suggested that your note include a brief paragraph about whom you are and why you want the scholarship. It is acceptable to submit the note and the Legislative Nomination Form digitally, by email, fax, or U.S. Mail. You can find out whom your school representative and mentor is by entering your zip code + 4 on one of the following email address [registrar@globaltech.edu](mailto:registrar@globaltech.edu) or [admin@globaltech.edu](mailto:admin@globaltech.edu). NOTE: This form should be returned to you or your advisor from administration and then submitted with your application.
6. The deadline for application submission is April 10 of each year. Applications are to be submitted online at <https://globaltech.edu/forms> or mailed to: Global Tech College 4346 Secor Rd Toledo OH 43623.

## **Student Classroom Framework and Etiquette**

### **Class Schedule**

Full-time students typically take 3 courses (12 quarter credit hours) each quarter, attending 3 class sessions per week, each 1 hour long, plus an additional 3 hours of instructional activities required for each course each week totaling 4 clock hours per week, per course. An additional 8 hours of outside preparation (reading, reviewing, studying) is also expected per week, per course. Live class sessions are offered in the evenings, Monday through Friday, typically between 5 and 9pm eastern time. Students are expected to attend the scheduled 1 hour live session and complete the remaining 3 hours of instructional activity prior to the end of the week for each course (typically 3-4 courses per quarter). The total weekly time commitment for a student per course is 12 hours, for full time students enrolled in 3 courses, that totals to 36 hours per week including all live sessions, assigned activities, and outside preparatory time.

### Sample full-time schedule (all instructional activities)

	Monday	Tuesday	Wednesday	Thursday	Friday	Total Weekly Instructional Clock Hours
Course 1	5pm-9pm					4
Course 2		5pm-9pm				4
Course 3			5pm-9pm			4
Total	4	4	4			12

An additional 8 hours of outside preparation (reading, reviewing, studying) is also expected per week, per course

### Sample part-time schedule (all instructional activities)

	Monday	Tuesday	Wednesday	Thursday	Friday	Total Weekly Instructional Clock Hours
Course 1	5pm - 9pm					4
Course 2		5pm - 9pm				4
Total	4	4				8

An additional 8 hours of outside preparation (reading, reviewing, studying) is also expected per week, per course

### Attendance & Instructional / Academic Activity

Attendance is defined as participating in a qualifying Instructional / Academic Activity. GTC defines Instructional / Academic Activity as any activity carried out by the student who contributes to his or her academic progress and establishes the last date of attendance (LDA). The LDA is recorded each time the student completes one of the following academic activities.

Qualifying Academic Activities include:

- Attending a scheduled class session either in-person on campus, or live-online in Microsoft Teams
- Watching a recorded class session and completing in-class activities
- Submitting a homework assignment or project
- Attempting a lab simulation
- Posting/responding to a threaded discussion
- Attending a tutoring/academic advising session with a qualified instructor
- Taking a pretest, test, or quiz

### Attendance Requirements

Global Tech College cares that students attend scheduled classes, whether in-person or live-online class sessions. Students are expected and encouraged to attend every class meeting for courses in which they are registered but **must** attend at least 80% of the scheduled contact hours (Instructional / Academic Activity) in their program.

- Students who miss 14 consecutive days in a specific course will be administratively withdrawn. Students will receive an “AW” (Administrative Withdrawal) for that specific course. The Last Date of Attendance will be used for tuition refund purposes.
- Students who fail to meet attendance requirements during the first week will be cancelled.
- Students are required to attend at least 80% of their scheduled live class sessions, whether in-person or live-online.

Students are expected to attend all scheduled class sessions whether offered in-person or live-online. A student is responsible for watching the recordings for any sessions they may have missed and must complete all in-class activities, and answer class discussion questions that engage them in the actual session content they missed live.

Licensure through State of Ohio Career Schools and Colleges require student’s class attendance be documented by the instructor. Instructors take student attendance in real-time for in-person and live-online class sessions. Student attendance is required for every scheduled class during the quarter to receive full attendance points and

is recommended for the educational learning process. Students are held responsible for all material presented in classes and are required to watch recordings of any missed class sessions and complete all activities performed in class.

Submitted documentation for verifiable reasons for an excused absence include but are not limited to documentation from hospital or doctor's office as well as court subpoenas, jury duty attendance forms and other legal system forms. Submitted documents should show student's name as well as the date(s) the documents cover. Bereavement (funeral) documentation is also a verifiable reason when accompanied by funeral home documentation. However, excused absences will still count as absences in the calculation of attendance rates and will not increase the maximum number of allowable absences.

### **Attendance Warning & Dismissal**

A student's grade is affected by attendance in two ways. First, lectures' attendance helps students better understand concepts, terms, and application of the material. Second, ten percent (10%) of the student's grade is based on attendance.

A student who does not meet attendance requirements by falling below the 80% attendance minimum for one to two weeks or over the period of a quarter or program should expect the following:

- 7 calendar days of no attendance: The student will be contacted by the Student Services department via email and will receive a warning.
- 7-14 calendar days of no attendance: The Student Services department will contact the student via email and phone/text and placed on probation within the course, required to make up all missing work, encouraged to attend a one-on-one tutoring session.
- 15th calendar day: Students who fail to complete a qualified Academic Activity for 14 consecutive class days will be dismissed on the 15<sup>th</sup> day.

With all attendance policy violations, unusual circumstances are considered in student responses and dismissal appeals. Students have the right to appeal the dismissal; see Appeals Policy.

### **Classroom Punctuality, Exiting, and Entering**

Both in-person and distance education students are expected to arrive or log in to class on time so that the instructor may start and end class according to the schedule. Students are expected to remain in the physical or virtual Microsoft Teams classroom for the duration of the class to minimize the disruption of entering and exiting frequently. For long class sessions, a 10-minute break will be granted for every hour.

Tardiness or late arrival is considered arriving or logging into the live-online class session in Microsoft Teams more than 20 minutes late and early departure is considered leaving more than 20 minutes before class has been dismissed. GTC's Policy is that 3 late arrivals or 3 early departures will be considered one absence.

Class attendance points are given to encourage classroom participation, classroom lecture, and in-class activities the instructor might have scheduled. It is the student's responsibility to attend class whether in-person or live-online, and both the student and instructor's responsibility to discuss attendance progression.

### **Make-up Policy**

Students are expected to submit all assignments as required for the course in a timely fashion as set forth by the instructor's due dates.

All make-up exams or assignments are due within 10 business days of the absence. GTC prefers requests for make-up should be made prior to the due date. However, the request for any make-up exam or assignment should be directed to the instructor within (7) seven days of the due date or within (7) days upon return from absence.

Submitted documentation for verifiable reasons include but are not limited to documentation from hospital or doctor's office as well as court subpoenas, jury duty attendance forms and other legal system forms. Submitted documents should show student's name as well as the date(s) the documents cover. Bereavement (funeral) documentation is also a verifiable reason when accompanied by funeral home documentation.

For non-recorded, in-person sessions, make-up classes are held on campus or the instructor may deliver the session live-online. Students approved for make-up classes should coordinate with their instructors as to when and where these make-up classes will be held. Failure to attend a scheduled make-up session could be counted as an absence. Make-up must be comparable in content, length, and delivery to the hours missed.

### **Adverse Weather Conditions**

Global Tech College reserves the right to cancel classes due to inclement weather or other 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" or by tuning in to the following Toledo area television stations.

WTOL.....Channel 11 WTVG .....Channel 13

### **Faculty Absence(s)**

Instructors who are unable to meet with their classes due to illness or emergency will notify the Director of Academic Affairs and Student Services and will reschedule a make-up session. GTC, if possible, will make every attempt to notify students in a timely manner. 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 in-person or live-online classroom.

### **Classroom Etiquette**

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

1. Statement of Ethics (page 2)
2. Student Conduct Policy (page 17)
3. Academic Honesty (page 18)

### **Classroom Participation**

Your participation is a critical component of the learning process in any course. Most of the material will be discussed live in class sessions either in-person or live-online through open dialogue with 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, you must come to class prepared to discuss the material you have read and be prepared to participate in any discussion, exercise(s), and problem(s) performed in class.

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



## **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 the Director of Administration or Director of Academic Affairs and Student Services 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 designated accommodations coordinator 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**

The college has no separate tutoring function or department to offer tutoring on a wide scale basis. Any tutoring provided will be available through the respective instructor at a scheduled time or appointment, either in-person, or live-online at the discretion of the instructor. The student should come to the tutoring appointment prepared which means the material has been read and the student has their respective questions prepared for the tutor. 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.

## **Student Conduct Policy**

Students both on campus and at a distance, must conduct themselves in accordance with Global Tech College's rules, regulations, policies, and procedures.

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:

1. Violation and failure to adhere to safety regulations.
2. Possession of firearms, knives, explosives, fireworks, or other weapons or other substances with harmful intent.
3. Intimidation, abuse, or harassment (of any nature including sexual harassment), physical aggression, physical assault, verbal assault of another person
4. Obstruction of GTC activities or any action that is disruptive to the learning process of another
5. Gambling on school premises
6. Use, distribution, or possession of alcohol, stimulants, intoxicants or drugs on the premises or entering the building premises under the influence of such substance.
7. Violation of Federal, State and Local laws
8. Failure to pay tuition
9. 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.
10. Misuse of computer hardware, software, and privileges as well as unauthorized use of an account number, password, program, and file or file definition.
11. 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 their actions who is 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.

## **Anti-Hazing Policy**

Hazing of any kind or degree is not tolerated at Global Tech College in accordance with Collins Law: The Ohio Anti-Hazing Act (Bill #126, Section 2903.31, 2903.311, 3333.0417, 3345.19). Hazing includes any act of coercing another, including the victim, to do any act of initiation into any student or other organization or any act to continue or reinstate membership in or affiliation with any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse, whether on or off campus; as defined in section 3719.001 of the Revised Code of Collin's Law: The Ohio Anti-Hazing Act.

Violators of this policy are subject to dismissal from GTC, denied admission into all Ohio schools, criminal charges of a second-degree misdemeanor, and a third-degree felony. Any staff, students, or volunteers of any GTC organization must complete the online Anti-Hazing training provided within the Staff Training Tutorial or Student Orientation to participate in any GTC organizations. Any knowledge of an act of hazing must be reported immediately by completing the Hazing Reporting Form here: <https://forms.office.com/r/wRmQaqSHNv>

## **Academic Dishonesty**

Academic dishonesty in examinations, quizzes, and/or deliberate plagiarism is considered serious offenses.

When confirmed, they shall result in the loss of the credit of the course when the offense is reported. The Director of Academic Affairs and Student Services will issue an official written warning to the involved student and will also recommend that appropriate action be taken by GTC's President.

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.

### **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](http://www.copyright.gov).

### **Proctoring**

To maintain academic honesty, GTC requires at least one course exam be proctored every other quarter (twice annually) live by a qualified instructor or proctor either in-person, or live-online. Students must verify their identity and complete proctored exams to pass a course. Student performance in proctored exams must be relatively consistent with overall course performance to ensure all coursework is being completed by the student alone. The proctored exam will be identified on the course page and must be attempted within the learning management system for both in-person and online course offerings.

Students attempting either in-person or live-online proctored exams 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.

## 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 course instructor 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 6 weeks from the start of the following quarter 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 following quarter in which the student is enrolled or else an "F" is given.

## **Repeating Courses**

Students are advised to repeat a course in which a "D" has been received. Students must repeat a course in which an "F" has been received. 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. Instructors are expected to grade submitted work within 3 days of the due date. All quarter grades are expected to be entered into MyGlobe by the instructor within 7 days of the end of the quarter.

Official course grade records are permanently filed at GTC. Student are directed to view their course grades on MyGlobe and can download or print an unofficial transcript of all course grades. Official transcripts can be picked up from the Registrar or mailed upon request. Instructors will submit course progress reports to students and their adviser for those who are failing or at risk of failing at the midpoint of each quarter. These students will be placed on warning or probation accordingly until the end of the quarter and advised to seek tutoring and additional resources to aid them in successfully completing the course. At the end of every quarter, 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.

## **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.

## **Satisfactory Academic Progress (SAP) Standards**

Satisfactory Academic Progress (SAP) is used to define successful completion of coursework to maintain eligibility for student financial assistance when applicable. All students at Global Tech College must meet the standards of academic achievement in terms of cumulative GPA and successful course completion in terms of credits earned versus credits attempted within a maximum time frame while enrolled. GTC establishes, publishes and applies standards to monitor the student progress toward completion of their program. These standards will be evaluated at the end of each term (quarter). If the student fails to meet these standards, the student will be placed on probation or suspension. The academic performance must meet the SAP standards below.

### **Qualitative Standard: Cumulative Grade Point Average**

Qualitative satisfactory academic progress is defined as maintaining a minimum acceptable Cumulative Grade Point Average (CGPA) on a 4.0 scale. Students must meet or exceed 2.0 minimum CGPA in order to be considered as making qualitative satisfactory academic progress.

- A CGPA of 2.0 or better is required to graduate from any academic program.

A student will be considered as not making satisfactory academic progress if at any evaluation point the student's cumulative grade point average is less than the prescribed minimum listed above. GTC evaluation point is the end of each quarter.

### **Quantitative Standard: Completion Rate**

The quantitative measure is defined as the cumulative number of credit hours completed divided by cumulative number of credit hours attempted.

**PACE:** Students are expected to meet or exceed a cumulative earned percentage of 67% of credit hours attempted at the end of each quarter.

**MAXIMUM TIME FRAME:** The quantitative satisfactory academic progress measure requires a student to complete their program of study within one and one-half times (150%) the academic program assigned credit hours. All required courses in a student's program will apply towards maximum time frame/pace.

Transfer credits are calculated as attempted and earned. All enrolled courses after the Drop Period are considered attempted.

## **Academic Warning, Probation and Suspension**

### **Academic Warning**

If a student fails to maintain the required Satisfactory Academic Progress at the end of any quarter, he/she will be placed on Academic Warning for the following quarter. However, the student is still eligible to receive Financial Aid for that quarter. The student must attain the required GPA and/or number of achieved credit hours during the warning period or he/she will no longer be in good academic progress status. Students under Academic Warning will receive written notification of their new status.

### **Probation**

If a student fails to meet the requirements for satisfactory academic progress at the end of the academic warning period, the student will lose eligibility for Title IV funds. The student may submit a written appeal. The Director of Academic Affairs and Student Services will review the student's appeal for probation. If the student prevails upon appeal, the student will be placed on probation and after consultation with the Director of Academic Affairs and Student Services will be given an academic plan to come into compliance with the school's satisfactory academic progress (SAP) standards by the end of the next payment/quarter period. The student will remain eligible for financial aid during the probationary period. At the end of the probationary period, the student must be meeting the academic/attendance progress standards, or the academic plan developed for the student. If the student is not in compliance with the academic/attendance standards or the academic plan, the student's financial aid eligibility will be terminated, and the student may be subject to termination from GTC.

### **Appeal Process**

Students have the right to appeal satisfactory academic progress decisions. Appeals must be submitted through the Appeals Form available on the website (<https://globaltech.edu/forms>) within five (5) calendar days of receipt of the unsatisfactory progress notice.

The appeal must be accompanied by documentation supporting the mitigating circumstance that prevented the student from attaining satisfactory progress. The written appeal as well as all mitigating circumstances will be reviewed for decision by the Director of Academic Affairs and Student Services and the Financial Aid Manager as SAP clearly involves academics and financial aid. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family.

A final appeal may also be submitted to the college's President. The student will be notified of the decision within ten (10) days. The review and decision by the President and Director of Academic Affairs and Student Services is final.

The Director of Academic Affairs and Student Services will inform the student by letter of her/his probation/suspension status and her/his dismissal from the school.

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

### **Probation After Appeal**

A student who has successfully appealed shall be placed on financial aid probation for one evaluation period. While on probation the student can continue to receive aid. If at the end of the evaluation period, a student on financial aid probation status:

- Has met the institution's quantitative and qualitative standards, the student shall be returned to good standing.
- Has not met the institution's quantitative and qualitative standards the student will lose financial aid eligibility and will be required to self-pay for the remainder of the program or drop from the program.

### **Re-establishing Eligibility**

Students who do not appeal or who appeal and are denied can re-establish their eligibility by attending at their own expenses and successfully completing an evaluation period with appropriate grades and clock hours to bring the student back into Satisfactory Progress.

### **Change of Program**

A student transferring from one program to another must withdraw from one program first and can then enroll in the second program after meeting all Admission requirements. Courses that apply to the second program will be recorded and will be counted toward the maximum timeframe eligibility and is included in the calculation of the student's GPA.

### **System and Policy**

All credits for courses attempted beyond the Drop Period will be included when calculating a student's maximum attempted credits, GPA, and cumulative completed credits percentage. When determining if a student is meeting standards, the student's grades and credits are tallied according to their scholastic standing.

### **Incompletes/Remedial**

Noncredit, remedial courses and incompletes do not apply at this college. Therefore, these items have no effect upon the college's satisfactory academic progress standards. A student may repeat a course they failed or did not complete. Incomplete and repeated courses will be considered as attempted courses and will be included in the calculation towards the completion rates and maximum time frame. Incomplete courses cannot be used as credits accumulated toward a program/degree. The higher grade for a repeated course will be counted in the student's CGPA calculation. Students who pass a class and choose to repeat it will be eligible to receive one-time financial aid for that class. Students repeating failed classes will be eligible for financial aid for that class until they pass it, so long as they are meeting SAP requirements.

## Complaint or Grievance Process

### Global Tech College

The Student Grievance Procedure provides a system to handle student complaints against faculty or staff (support and administrative) concerning the following:

- a. Alleged discrimination on the basis of age, sex, race, disability or other conditions, preferences or behavior.
- b. Sexual harassment complaints
- c. Academic matters, excluding individual grades except where the conditions in item “A” above may apply

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. The conference 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 statement (in writing or by email) to their direct supervisor, no later than ten (10) business days after the alleged incident.

#### Direct Supervisors

Director of Administration - supervisor for staff and administrators

Director of Academic Affairs and Student Services - supervisor for instructors, and student services staff

**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 (Director of Administration or Director of Academic Affairs and Student Services) 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 student, and staff member or instructor.

**Step 3.** If the complaint is not resolved at the informal conference with either the Director of Administration or Director of Academic Affairs and Student Services, the student may file a written grievance. The completed Grievance Form must be submitted on the website (<https://globaltech.edu/forms>) to be reviewed by the President of Global Tech College within ten (10) business days after satisfying Step 2. The President of Global Tech College will respond in writing to the student within ten (10) business days after consulting with the appropriate Director.

Whether or not 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 recognized 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](mailto:complaints@accet.org) Website: [www.accet.org](http://www.accet.org)

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

# Graduation Requirements

## Program Completion

A Completer is a student that has met all program requirements.

CREDENTIAL	PROGRAM	QUARTER CREDIT HOURS REQUIRED
Associate Degree	Associate of Applied Business – Business Management	96
Diploma	Business Management Diploma – IDL	55
Associate Degree	Associate of Applied Science - Computer Science	96
Diploma	Computer Science Diploma	55

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

Graduating students are required:

1. To submit the Graduation Approval Form available on the website (<https://globaltech.edu/forms>) concerning the fulfillment of the following requirements:
  - a. Completion of all courses in their program.
  - b. A minimum of a 2.0 GPA
  - c. 80% attendance in their total program
2. Students should submit the Graduation Approval Form to be reviewed by the Registrar’s Office at the beginning of the student’s completion quarter. Once the Registrar’s Office confirms that all financial and other obligations to GTC have been met, the student will receive their Graduation Packet.

Graduation packets include Graduation Announcements and Cap & Gown order forms.

Students who qualify for Academic Honors are eligible to wear stoles or cords designating their academic status with their graduation regalia at Commencement Ceremonies.

## Job Placement Services

Global Tech College provides free workshops, for both on campus and distance education students, on preparing graduating students to enter the job market. Workshops are scheduled each quarter with graduates; students are instructed to register during the student’s last advising session that takes place before the student’s last quarter before graduation. Students must register for the workshop series by submitting the Job Placement Workshop Registration Form available on the website (<https://globaltech.edu/forms>).

Job Placement Workshop Objectives:

- demonstrate use of job-search sites and their services.
- assist the student in creating a profile on a job-search site.
- assist the student in properly completing a job application, writing a cover letter and resume.
- suggest proper attire and etiquette for a job interview and prepare the student for potential interview questions.
- Conduct “mock” interviews to assess and improve the students interview performance.

GTC will also provide job placement services, assisting a graduating student or GTC alumni in finding job opportunities submitting applications. GTC does not nor cannot guarantee any 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**

1. Students should park their cars in the designated parking lot behind the school.
2. Students with disabilities should park in the handicap designated parking spaces on the south side of the building and enter the premises through the south side door.

### **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. There is a marked designated smoking area at the east entrance or back of the school building.

## **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, **dial 911** immediately and then alert an instructor or the Office of the Director of Administration.

Students will be notified by an electronic siren sound if there is a fire within the building. Students should proceed quickly and calmly to the nearest exit according to the posted evacuation diagrams. Instructors and students will be directed to the grassy area at the back of the parking lot. No one should re-enter GTC until an "all clear" is announced by the appropriate civil and emergency authorities. All students 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 students, faculty and staff 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**

All students are informed of campus security procedures during orientation. All staff members are briefed on campus security procedures upon hiring. GTC bi-annually reviews campus security policies during June (National Safety Month).

Note: 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

## GTC Principles

Global Tech College LLC is dba Global Tech College which is a for-profit higher educational college. Principles include: Dr. Joseph Hosny, Dr. Adnan Hamze, Dr. M. Hamze, and Anna Elhassan.

## Board of Directors

Dr. Joseph G. Hosny  
President-Global Tech College  
Chairman-Global Tech College Board of Directors

Joanne Hosny  
Director of International Studies – University of Toledo  
Member-Global Tech College Board of Directors

Ajit Ghanekar  
CEO – Help Me Train LLC.  
Member-Global Tech College Board of Directors

## Administration

President & Director of Finance Dr. Joseph Hosny  
*Doctor of Business Administration, Apollos University*  
*25 years experience in education and training*

Director of Administration & Compliance Ramsey Atieh EdDc  
*Doctor of Educational Leadership and Policy Analysis (c), University of Missouri*  
*15 years experience in education and training*

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

## Staff

Systems/Facility Manager John Jakic  
*Bachelor of Science in Computer Information Systems, Baldwin-Wallace College*  
*12 years experience in education and training*

Financial Aid Manager Karl Wietlisbach  
*Master of Business Administration, Accounting, University of Toledo*  
*10 years experience in education and training*

Admissions & Marketing Manager John Reese

Admissions Adviser Joan Gonzalaz

Admissions Adviser Tara Greene

Veterans Education School Certifying Official & Student Adviser Amber Atieh

Academics Manager Sushma Manhas

Student Services Manager & Student Adviser Adrienne Waggoner

Registrar, Student Adviser, Placement Coordinator Kourtney Drake

**Global Tech College Advisory Committee Members**

Committee Chairman Dr. Joseph Hosny President –Global Tech College	Robert Ramsey President- Northwest Ohio Sales Tax Consulting
Dr. Farhang Akbar Board Member – Global Tech College	Mark Wallace Director of Operations – Bennet Enterprises
Robert Akbar-Khanzadeh President –Bobic Research & Development President-E Z Retail Systems.com Registrar – Global Tech College	Elias Samaha President – Egkas, Inc.
Michael Delaney General Manager – Hampton Inn Westgate	John Strouse Assistant Professor College of Business University of Northwestern Ohio
Debra Morris Adult Education & ABLE Program Coordinator Penta Career Center	Chris Zervos Former Director of Inspection City of Toledo President – Chris Zervos Development Company

## Faculty Listing

**Babak Akbar-Khanzadeh**, Business Management Program Instructor

Education:

Bachelor of Science - Business Administration, The University of Toledo, Toledo, Ohio  
Associate Degree - Business Administration, Owens Community College, Toledo, Ohio

**Christopher Balthrop**, Computer Science Program Instructor

Education:

Master of Science in Computer Information Systems, Nova  
Bachelor of Business Administration in Management Information Systems, University of Georgia  
Associate in Business, Truett-McConnell College

Certifications:

CompTIA A+  
Testout Network+  
Microsoft Windows 10

**Zeinab Cheaib**, General Education English and Communications Instructor

Education:

Bachelor of Arts- Communication, The University of Toledo, Toledo, Ohio

**Dr. Michelle Cheasty**, Business Management Program Instructor, General Education Instructor

Education:

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  
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

**Crystal A. Cleary**, Business Management Instructor, General Education Math and Accounting Instructor

Education:

Master of Management - Human Resources, University of Mary, Fargo, North Dakota  
Bachelor of Science - Human Resources, Franklin University, Columbus, Ohio  
Associate in Applied Science - Accounting, Terra Technical College, Fremont, Ohio

**Stephen Ford**, Business Management Program Instructor

Education:

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**, Business Management Program Instructor, Computer Science Program Instructor

Education:

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

**Dr. Joseph Hosny**, Business Management Program Instructor

Education:

Doctor of Business Administration, Apollos University  
Master of Science in Business Administration, ASTU Lebanon  
Bachelor of Science in Business Administration, ASTU Lebanon  
Bachelor of Arts in History Education, Lebanese University

Bachelor of Science in Military Sciences, MALA Lebanon

**Joanne Hosny**, Business Management Program Instructor

Master of Business Administration - Marketing and International Business, The University of Toledo, Toledo, Ohio

Bachelor of Business Administration - International Business and Supply Chain Management, The University of Toledo, Toledo, Ohio

Associate of Applied Business - Business Administration, Owens Community College, Perrysburg, Ohio

**Dr. Harry Jackson**, Computer Science Program Instructor, Business Management Program Instructor

Education:

Doctorate, Strategic Security, Henley-Putnam University  
MA, National Security and Strategic Studies, Naval War College  
MA, Strategic Intelligence, Terrorism, National Security, and Information Warfare, American Military University  
BS General Engineering (Systems and Electrical Engineering) (Defense Acquisition University)

Certifications:

Certified Project Management Professional (PMP)  
Certified Info. Security Manager (CISM)  
Certified Info. Systems Security  
Information Security Management Professional (CISSP-ISSMP)  
Certified Ethical Hacker (CEH)  
Certified Six Sigma Master Black Belt (CSSMBB)  
Information Technology Infrastructure Library (ITIL) V3

PRINCE2 Foundation

**John Jakic**, Computer Science Program Instructor

Education:

Bachelor of Science - Computer Information Systems, Baldwin-Wallace College, Berea, Ohio  
Associate of Applied Business in Data Processing, Cuyahoga Community College, Cleveland, Ohio  
Associate of Applied Science in Greenhouse Management, Ohio State University Agricultural Technical Institute, Wooster, Ohio

**Karen Koenig**, Business Management Program Instructor

Education:

Master of Arts – Education, Curriculum and Instruction, and Computer Education, University of Phoenix, Phoenix, Arizona  
Bachelor of Science - Comprehensive Business Education, Bowling Green State University, Bowling Green, Ohio  
Associate of Applied Business – Business Administration, Bowling Green State University, Bowling Green, Ohio

**Alex Kulcsar**, Computer Science Program Instructor

Education:

Master of Science in Computer Science, American Sentinel University  
Bachelor of Science in Mathematics, University of Michigan

Certifications:

Microsoft Certified Professional  
CompTIA Network+ Certified  
CompTIA A + Certified

**Kristian Luciani**, Business Management Program Instructor, General Education Math Instructor

Education:

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

**Louis E. Masney**, Business Management Program Instructor

Education:

Bachelor of Arts - Business Management -The University of Toledo, Toledo, Ohio

**Patricia Paulikens**, Business Management Program Instructor, General Education Math Instructor

Education:

Doctor of Business Administration in International Marketing, Southern California University for Professional Studies  
Master of Business Administration, Monmouth University  
Bachelor of Arts in Economics, Montclair State College)

**Robert W. Ramsey**, Computer Science Program Instructor, General Education Math Instructor

Education:

Master of Science Administration – Accounting, The University of Toledo, Toledo, Ohio  
Bachelor of Arts Degree – Computer Information Systems, The University of Toledo; Toledo, Ohio  
Associate Degree – Data Processing, The University of Toledo Community & Technical College; Toledo, Ohio



**Nicole Stone**, Computer Science Program Instructor, Business Management Program Instructor

Education:

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

**John K. Strouse**, Business Management Program Instructor

Education:

Master of Arts - Organizational Management, Spring Arbor University; Spring Arbor, Michigan  
Bachelor of Science - Hospitality Management, Purdue University, West Lafayette, Indiana  
Associate Degree - Food & Lodging Supervision, Purdue University; Indianapolis, Indiana

**George Uko**, Business Management Program Instructor, General Education Math and Comm Instructor

Education:

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

**Felicia Walters**, Computer Science Program Instructor, Business Management Program Instructor

Education:

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

**Chris J. Zervos**, General Education Instructor

Education:

Bachelor of Arts – History, The University of Toledo, Toledo, Ohio

**Joseph K. Zielinski**, Business Management Instructor

Education:

Bachelor of Science - Business Administration, Cleveland State University, Cleveland, Ohio

## Programs

### Associate of Applied Business – Business Management – IDL

**CIP: 52.0204**

The Associate of Applied Business (AAB) – Business Management – IDL program is offered via Interactive Distance Learning (IDL) and is designed to provide students with the skills allowing them to be prepared for career growth and success in business management related fields. Graduates of the program are prepared for an entry-level or mid-level position in the ONet category 43-1011.00 First-Line Supervisors of Office and Administrative Support Workers including potential job titles such as: Accounting Manager, Accounts Payable Supervisor, Accounts Receivable Manager, Administrative Supervisor, Customer Service Manager, Customer Service Supervisor, Office Coordinator, Office Manager, Office Supervisor, Staff Services Manager or starting one's own business. The program focuses on applying critical thinking in the process of decision making, problem solving and to lead, facilitate, and contribute to meet organizational goals. Students will receive instruction in business principles and practices as well as specific training in management and information systems, human resources, small business, and project/quality management principles. The program is 96 quarter credit hours and can be completed in two 2 years as a full-time student.

Course	Course Title	Credit	Clock
ACC 101	Accounting 1	4	54
ACC 104	Payroll Accounting	4	48
BUS 101	Business Law	4	48
BUS 102	Business Ethics	4	48
BUS 103	Banking Operations	4	48
BUS 104	Business Math 1	4	48
BUS 105	Principles of Management	3	36
BUS 106	Organizational Behavior	4	48
BUS 107	Principles of Marketing	4	48
BUS 108	Operations and Supply Chain Management	4	48
BUS 109	Introduction to Business	4	48
BUS 110	Project Management	4	48
BUS 111	Total Quality Management	4	48
BUS 112	Small Business Management	4	48
BUS 113	International Business	4	48
BUS 114	Human Resource Management	3	36
BUS 115	Macro-Economics	3	36
BUS 116	Micro-Economics	4	48
CS 101	Computer Concepts	3	36
CS 112	Microsoft Office 1	4	54
CS 113	Microsoft Office 2	4	54
COM 101 OR COM 102	Fundamentals of Public Speaking OR Business Communication	4	48
ENG 101	English Composition 1	4	48
ENG102	English Composition 2	4	48
HIS 101	History of Western Civilization	4	48
	<b>Totals</b>	<b>96</b>	<b>1,170</b>

The AAB – Business Management program consists of 21 – 4 quarter hour courses and 4 – 3 quarter hour course. The program totals 96 quarter credit hours and 1,170 clock hours. A full-time student can complete this program by taking 7 quarters of 3 courses and 1 quarter of 4 courses (or any combination thereof) in any quarter sequence within 24 months. Students are responsible for purchasing books, supplies and materials needed in any course. The following is the retail list price of program textbooks = \$3,710.00. Cengage Unlimited is included with tuition and fees providing access to ebooks for all GTC courses.

**Business Management Diploma - IDL****CIP: 52.0204**

The Business Management Diploma – IDL program is offered via Interactive Distance Learning (IDL) and is designed to prepare students for entry-level management positions. Some of the possible employment opportunities are in Graduates of the program are prepared for an entry-level or mid-level position in the ONet category 43-1011.00 First-Line Supervisors of Office and Administrative Support Workers including potential job titles such as: Accounting Manager, Accounts Payable Supervisor, Accounts Receivable Manager, Administrative Supervisor, Customer Service Manager, Customer Service Supervisor, Office Coordinator, Office Manager, Office Supervisor, Staff Services Manager or starting one’s own business. Students will receive instruction in business principles and practices as well as specific training in management and information systems, human resources, small business, and project/quality management principles. The program is 4 quarters in length, and students must attend and complete all courses in order to graduate.

<b>Course Number</b>	<b>Course Name</b>	<b>Credits</b>	<b>Clock Hours</b>
<b>ACC 104</b>	<b>Payroll Accounting</b>	<b>4</b>	<b>48</b>
<b>BUS 101</b>	<b>Business Law</b>	<b>4</b>	<b>48</b>
<b>BUS 102</b>	<b>Business Ethics</b>	<b>4</b>	<b>48</b>
<b>BUS 103</b>	<b>Banking Operations</b>	<b>4</b>	<b>48</b>
<b>BUS 104</b>	<b>Business Math 1</b>	<b>4</b>	<b>48</b>
<b>BUS 106</b>	<b>Organizational Behavior</b>	<b>4</b>	<b>48</b>
<b>BUS 108</b>	<b>Operations and Supply Chain Management</b>	<b>4</b>	<b>48</b>
<b>BUS 109</b>	<b>Introduction to Business</b>	<b>4</b>	<b>48</b>
<b>BUS 110</b>	<b>Project Management</b>	<b>4</b>	<b>48</b>
<b>BUS 111</b>	<b>Total Quality Management</b>	<b>4</b>	<b>48</b>
<b>BUS 112</b>	<b>Small Business Management</b>	<b>4</b>	<b>48</b>
<b>BUS 114</b>	<b>Human Resource Management</b>	<b>3</b>	<b>36</b>
<b>COM 102</b>	<b>Business Communication</b>	<b>4</b>	<b>48</b>
<b>CS 112</b>	<b>Microsoft Office 1</b>	<b>4</b>	<b>48</b>
	<b>Totals</b>	<b>55</b>	<b>660</b>

The Business Management Diploma - IDL program consists of 13 – 4 quarter hour courses and 1 – 3 quarter hour course. The program totals 55 quarter credit hours and 660 clock hours. A full-time student can complete this program by taking two quarters of four courses and two quarters of three courses in any quarter sequence within a 12-month time period.

Students are responsible for purchasing books, supplies and materials needed in any course. The following is the **retail** list price of program textbooks = \$2,850.00. Cengage Unlimited is included with tuition and fees providing access to ebooks for all GTC courses.

The Associate of Applied Science (AAS) – Computer Science – IDL program is offered via Interactive Distance Learning (IDL) and is designed to provide students with the skills allowing them to be prepared for career growth and success in computer science related fields. The program prepares students for an entry-level or mid-level position in the ONet category 15-1232.00 Computer User Support Specialists, including job titles such as: Computer Specialist, Computer Support Specialist, Computer Technician, Desktop Support Technician, Help Desk Analyst, Help Desk Technician, Information Technology Specialist (IT Specialist), Support Specialist, Technical Support Specialist, and starting one's own business. The program focuses on applying critical thinking in the process of decision making, and problem solving in the Information Technology (IT) and Information Systems (IS) fields. The program is ninety-six (96) quarter credit hours and can be completed in two (2) years as a full-time student. A full-time student is defined as enrolled in twelve (12) credit hours or more per quarter.

Course	Course Title	Credit	Clock
<b>BUS 101</b>	<b>Business Law</b>	<b>4</b>	<b>48</b>
<b>BUS 102</b>	<b>Business Ethics</b>	<b>4</b>	<b>48</b>
<b>BUS 103</b>	<b>Banking Operations</b>	<b>4</b>	<b>48</b>
<b>BUS 104</b>	<b>Business Math 1</b>	<b>3</b>	<b>36</b>
<b>BUS 106</b>	<b>Organizational Behavior</b>	<b>4</b>	<b>48</b>
<b>BUS 109</b>	<b>Introduction to Business</b>	<b>4</b>	<b>48</b>
<b>BUS 115</b>	<b>Macro-Economics</b>	<b>3</b>	<b>36</b>
<b>BUS 116</b>	<b>Micro-Economics</b>	<b>4</b>	<b>48</b>
<b>COM 101 OR COM 102</b>	<b>Fundamentals of Public Speaking OR Business Communications</b>	<b>4</b>	<b>48</b>
<b>CS 101</b>	<b>Computer Concepts</b>	<b>3</b>	<b>36</b>
<b>CS 102</b>	<b>Operating Systems</b>	<b>4</b>	<b>48</b>
<b>CS 103</b>	<b>Managing &amp; Maintaining PC 1</b>	<b>4</b>	<b>48</b>
<b>CS 104</b>	<b>Managing &amp; Maintaining PC 2</b>	<b>4</b>	<b>48</b>
<b>CS 106</b>	<b>HTML &amp; Java Script Basics</b>	<b>4</b>	<b>48</b>
<b>CS 107</b>	<b>Computer Support 1</b>	<b>4</b>	<b>48</b>
<b>CS 108</b>	<b>Computer Support 2</b>	<b>4</b>	<b>48</b>
<b>CS 109</b>	<b>Networking 1</b>	<b>4</b>	<b>48</b>
<b>CS 110</b>	<b>Networking 2</b>	<b>4</b>	<b>48</b>
<b>CS 111</b>	<b>Programing with Visual Basic</b>	<b>4</b>	<b>48</b>
<b>CS 112</b>	<b>Microsoft Office 1</b>	<b>4</b>	<b>54</b>
<b>CS 113</b>	<b>Microsoft Office 2</b>	<b>4</b>	<b>54</b>
<b>CS 114</b>	<b>Information Assurance</b>	<b>3</b>	<b>42</b>
<b>ENG 101</b>	<b>English Composition 1</b>	<b>4</b>	<b>48</b>
<b>ENG102</b>	<b>English Composition 2</b>	<b>4</b>	<b>48</b>
<b>HIS 101</b>	<b>History of Western Civilization</b>	<b>4</b>	<b>48</b>
	<b>Totals</b>	<b>96</b>	<b>1,170</b>

The Associate of Applied Science (AAS) – Computer Science program consists of 21 – 4 quarter hour courses and 4 – 3 quarter hour course. The program totals 96 quarter credit hours and 1,170 clock hours. A full-time student can complete this program by taking 7 quarters of 3 courses and 1 quarter of 4 courses (or any combination thereof) in any quarter sequence within 24 months. Students are responsible for purchasing books, supplies and materials needed in any course. The **retail** list price of program textbooks is \$3,920.00. Cengage Unlimited is included with tuition and fees providing access to ebooks for all GTC courses.

## Computer Science Diploma - IDL

CIP: 11.1006

The Computer Science Diploma – IDL program is offered via Interactive Distance Learning (IDL) and is designed to prepare students for an entry-level or mid-level position in the ONet category 15-1232.00 Computer User Support Specialists, including job titles such as: Computer Specialist, Computer Support Specialist, Computer Technician, Desktop Support Technician, Help Desk Analyst, Help Desk Technician, Information Technology Specialist (IT Specialist), Support Specialist, Technical Support Specialist, and starting one’s own business. Students will receive instruction in business principles and practices as they apply to Computer Concepts and Systems, Managing and Maintaining Systems, Programming Basics, Networking, and Microsoft Office applications. The program is 4 quarters in length and students must attend and complete all courses to graduate.

Course Number	Course Name	Credits	Clock Hours
BUS 102	Business Ethics	4	48
COM 102	Business Communication	4	48
CS 101	Computer Concepts	3	36
CS 102	Operating Systems	4	48
CS 103	Managing and Maintaining PC 1	4	48
CS 104	Managing and Maintaining PC 2	4	48
CS 106	HTML and Java Script Basics	4	48
CS 107	Computer Support 1	4	48
CS 108	Computer Support 2	4	48
CS 109	Networking 1	4	48
CS 110	Networking 2	4	48
CS 111	Programming with Visual Basic	4	48
CS 112	Microsoft Office 1	4	48
CS 113	Microsoft Office 2	4	48
	<b>Totals</b>	<b>55</b>	<b>660</b>

The Computer Science Diploma program consists of 13 – 4 quarter hour courses and 1 – 3 quarter hour course. The program totals 55 quarter credit hours and 660 clock hours. A full-time student can complete this program by taking two quarters of four courses and two quarters of three courses in any quarter sequence within a 12-month time period.

Students are responsible for purchasing books, supplies and materials needed in any course. The following is the **retail** list price of program textbooks = \$1,625.00. Cengage Unlimited is included with tuition and fees providing access to ebooks for all GTC courses.

## Course Availability and Cancellation

Not all courses in the programs are offered every academic quarter. Course offerings and new classes are dependent on many factors including student's interest and faculty availability. Prior to each quarter, GTC will notify students of course offerings in that quarter. GTC may change the start date or cancel courses prior to the start of the quarter, depending on the factors listed above and will inform students of such changes.

All courses in all programs are currently offered via distance education under approval of the Ohio State Board of Career Colleges and Schools and temporary flexibilities allowed by ACCET.

## Course Descriptions

### Key to Course Descriptions

ACC	Accounting
BUS	Business
COM	Communication
CS	Computer Science
ENG	English
HIS	History

#### ACC 101 Accounting 1

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. Understanding relationships: Students will learn the relationships between numbers 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.  
3 or 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.  
3 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 Macro-Economics

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 Micro-Economics

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 and provides a four-in-one learning package: authoritative text, practical workbook, self-teaching grammar/mechanics handbook, and premium Web-site.

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 365 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 365 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.  
3 credits

#### ENG 101 English Composition 1

This course is designed to guide 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

## **Mandatory Sequential Courses per Prerequisite**

*ACC 101 Accounting 1*  
*ACC 102 Accounting 2*

*BUS 104 Business Math*  
*BUS 115 Macroeconomics*  
*BUS 116 Microeconomics*

*CS 103 Managing and Maintaining PC 1*  
*CS 104 Managing and Maintaining PC 2*

*CS 107 Computer Support 1*  
*CS 108 Computer Support 2*

*CS 109 Networking 1*  
*CS 110 Networking 2*

*CS 112 Microsoft Office 1*  
*CS 113 Microsoft Office 2*

*ENG 101 English Composition 1*  
*ENG 102 English Composition 2*

### **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 Calendars

GTC is an open enrollment institution. Cohorts start every month. Quarters are 12 weeks long.

## 2021-2022

### Global Tech College Academic Calendar A

Orientation  
 Term Start  
 Term Days  
 Break



2021 - A		Summer Quarter A 2021
Summer Quarter	Date	
Enrollment Through	6/30/2021	
Orientation	7/2/2021	
Classes Begin	7/6/2021	
Add/Drop, Late Registration End	7/10/2021	
Classes End	9/29/2021	
Total Term Days	84	
Appeals Deadline	10/13/2021	
Fall Break Start	9/29/2021	
Fall Break End	10/3/2021	
Labor Day	9/6/2021	
Constitution Day	9/17/2021	
Total Vacation Days in Term	2	

2021 - A		Fall Quarter A 2021
Fall Quarter	Date	
Enrollment Through	9/28/2021	
Orientation	10/1/2021	
Classes Begin	10/4/2021	
Add/Drop, Late Registration End	10/8/2021	
Classes End	1/1/2022	
Total Term Days	84	
Appeals Deadline	1/15/2022	
Columbus Day	10/11/2021	
Veterans Day	11/11/2021	
Thanksgiving Day	11/25/2021	
Christmas Break	12/24 - 12/25	
New Year's Break	12/31/21 - 1/1/22	
Total Vacation Days in Term	7	

2022 - A		Winter Quarter A 2022
Winter Quarter	Date	
Enrollment Through	12/28/2021	
Orientation	12/30/2021	
Classes Begin	1/3/2022	
Add/Drop, Late Registration End	1/7/2022	
Classes End	3/29/2022	
Total Term Days	84	
Appeals Deadline	4/12/2022	
Spring Break Start	3/30/2022	
Spring Break End	4/3/2022	
Martin Luther King Day	1/17/2022	
Presidents Day	2/21/2022	
Total Vacation Days in Term	2	

2022 - A		Spring Quarter A 2022
Spring Quarter	Date	
Enrollment Through	3/29/2022	
Orientation	4/1/2022	
Classes Begin	4/4/2022	
Add/Drop, Late Registration End	4/8/2022	
Classes End	6/28/2022	
Total Term Days	84	
Appeals Deadline	7/12/2022	
Summer Break Start	6/29/2022	
Summer Break End	7/4/2022	
Memorial Day	5/30/2022	
Juneteenth	6/20/2022	
Total Vacation Days in Term	2	

# 2021-2022

## Global Tech College Academic Calendar B

Orientation
Term Start
Break
Term Days

July '21						
S	M	T	W	T	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

August '21						
S	M	T	W	T	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				

September '21						
S	M	T	W	T	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				

October '21						
S	M	T	W	T	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						

November '21						
S	M	T	W	T	F	S
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December '21						
S	M	T	W	T	F	S
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	

January '22						
S	M	T	W	T	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	31					

February '22						
S	M	T	W	T	F	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March '22						
S	M	T	W	T	F	S
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		

April '22						
S	M	T	W	T	F	S
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

May '22						
S	M	T	W	T	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				

June '22						
S	M	T	W	T	F	S
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		

July '22						
S	M	T	W	T	F	S
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						

2021 - B	Summer Quarter B 2021
Summer Quarter	Date
Enrollment Through	7/27/2021
Orientation	7/30/2021
Classes Begin	8/2/2021
Add/Drop, Late Registration End	8/6/2021
Classes End	10/27/2021
Total Term Days	83
Appeals Deadline	11/10/2021
Fall Break Start	10/28/2021
Fall Break End	10/31/2021
Labor Day	9/6/2021
Constitution Day	9/17/2021
Columbus Day	10/11/2021
Total Vacation Days in Term	3

2021 - B	Fall Quarter B 2021
Fall Quarter	Date
Enrollment Through	10/26/2021
Orientation	10/29/2021
Classes Begin	11/1/2021
Add/Drop, Late Registration End	11/5/2021
Classes End	1/30/2022
Total Term Days	84
Appeals Deadline	2/13/2022
Veterans Day	11/11/2021
Thanksgiving Day	11/25/2021
Christmas Break	12/24 - 12/25
New Year's Break	12/31/21 - 1/1/22
Martin Luther King Jr. Day	1/17/2022
Total Vacation Days in Term	6

2022 - B	Winter Quarter B 2022
Winter Quarter	Date
Enrollment Through	1/26/2022
Orientation	1/31/2022
Classes Begin	2/1/2022
Add/Drop, Late Registration End	2/5/2022
Classes End	4/26/2022
Total Term Days	84
Appeals Deadline	5/10/2022
Spring Break Start	4/27/2022
Spring Break End	5/1/2022
Presidents Day	2/21/2022
Total Vacation Days in Term	1

2022 - B	Spring Quarter B 2022
Spring Quarter	Date
Enrollment Through	4/26/2022
Orientation	4/29/2022
Classes Begin	5/2/2022
Add/Drop, Late Registration End	5/6/2022
Classes End	7/27/2022
Total Term Days	84
Appeals Deadline	8/10/2022
Summer Break Start	7/28/2022
Summer Break End	7/31/2022
Memorial Day	5/30/2022
Juneteenth	6/20/2022
Independence Day	7/4/2022
Total Vacation Days in Term	3

# 2021-2022

## Global Tech College Academic Calendar C

Orientation	Term Days
Term Start	Holidays
Break	

September '21						
S	M	T	W	T	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	

October '21						
S	M	T	W	T	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						

November '21						
S	M	T	W	T	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			

December '21						
S	M	T	W	T	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

January '22						
S	M	T	W	T	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					

February '22						
S	M	T	W	T	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			

March '22						
S	M	T	W	T	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

April '22						
S	M	T	W	T	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

May '22						
S	M	T	W	T	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		

June '22						
S	M	T	W	T	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	

July '22						
S	M	T	W	T	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						

August '22						
S	M	T	W	T	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		

2021 - C Summer Quarter C 2021	
Summer Quarter	Date
Enrollment Through	9/1/2021
Orientation	9/1 & 9/4/2021
Classes Begin	9/7/2021
Add/Drop, Late Registration End	9/11/2021
Classes End	12/3/2021
Total Term Days	84
Appeals Deadline	12/17/2021
Columbus Day	10/11/2021
Veterans Day	11/11/2021
Labor Day	9/6/2021
Thanksgiving	11/25 - 11/26/2021
Constitution Day	9/17/2021
Total Vacation Days in Term	6

2021 - C Fall Quarter C 2021	
Fall Quarter	Date
Enrollment Through	11/30/2021
Orientation	12/3/2021
Classes Begin	12/5/2021
Add/Drop, Late Registration End	12/10/2021
Classes End	3/4/2022
Total Term Days	84
Appeals Deadline	3/18/2022
Christmas	12/24 - 12/25/2021
New Years Eve	12/31/2021
Martin Luther King Jr.	1/17/2022
Presidents Day	2/21/2022
Total Vacation Days in Term	5

2022 - C Winter Quarter C 2022	
Winter Quarter	Date
Enrollment Through	3/1/2022
Orientation	3/3/2022
Classes Begin	3/7/2022
Add/Drop, Late Registration End	3/11/2022
Classes End	6/1/2022
Total Term Days	84
Appeals Deadline	6/15/2022
Spring Break	6/2/2022
Spring Break End	6/5/2022
Martin Luther King Day	1/17/2022
Memorial Day	5/30/2022
Total Vacation Days in Term	2

2022 - C Spring Quarter C 2022	
Spring Quarter	Date
Enrollment Through	5/3/2022
Orientation	6/3/2022
Classes Begin	6/6/2022
Add/Drop, Late Registration End	6/10/2022
Classes End	8/30/2022
Total Term Days	83
Appeals Deadline	9/13/2022
Summer Break Start	8/31/2022
Summer Break End	9/6/2022
Juneteenth	6/20/2022
Independence Day	7/4/2022
Total Vacation Days in Term	2

# DRUG AND ALCOHOL ABUSE PROGRAM

## Purpose

Substance abuse poses a threat to all of us in virtually every aspect of our lives—including college and the workplace. It is up to us, individually and collectively, to address the threat. As responsible individuals, each of us is obligated to provide for our own physical, mental, and emotional health. Global Tech College has a vital interest in insuring safe, healthful, and efficient working conditions and learning environment for our employees and students. For these reasons, we have established as a condition of employment and/or enrollment in our academic program, a drug-free policy.

All students and staff are prohibited from the unlawful manufacture, distribution, possession, or use of illicit drugs or alcohol. This prohibition applies while on the property of the college or participating in any college activity. Students or employees who violate this policy will be subject to disciplinary action up to and including expulsion or termination from employment.

In an effort to maintain a college environment that supports and encourages the dissemination of knowledge, Global Tech College will provide a drug and alcohol abuse prevention program in compliance with the Drug-Free Workplace Act of 1988 and Drug-Free Colleges and Communities Act Amendment of 1989. All students and employees share in the responsibility for protecting our environment and are expected to exemplify high standards of professional and personal conduct. The unlawful manufacture, distribution, dispensation, possession or use of alcohol; illegal drugs; or controlled substances by members of the Global Tech College community adversely affects the educational environment. Therefore, our college is committed to having a drug-free campus.

The following material will provide you with information concerning:

- The annual distribution of the policy to each student and employee.
- Standards of conduct that clearly prohibit the unlawful use of alcohol, illegal drugs or controlled substances by students and employees on its property or any college activity.
- A description of applicable legal sanctions under law for the unlawful possession or distribution of illegal drugs or alcohol.
- A description of health risks associated with the use and/or abuse of illegal drugs or the abuse of alcohol.
- And a clear statement that Global Tech College will impose disciplinary sanctions on students and employees for violations of this policy.

All employees and students are expected to adhere to this policy during the course of employment and/or enrollment at Global Tech College.

## Drug and Alcohol Abuse Policy

In accordance with the Drug-Free Colleges and Communities Act Amendment of 1989 and Drug-Free Workplace Act of 1988, Global Tech College supports and maintains a drug-free learning environment and workplace for its students, faculty and staff. As a result, the college strictly prohibits the unlawful manufacture, distribution, dispensation, possession or use of alcohol; illegal drugs; and controlled substances, and possession of drug paraphernalia by students and employees, including volunteers and guests, on college property or at any college-sponsored event on or off campus.

Any student failing to comply with the policy constitutes a violation of the Global Tech College Student Code of Conduct and offenders will be subject to sanctions, consistent with local, State, and Federal law, up to and including suspension or dismissal.

Any employee in violation of the policy will be subject to disciplinary action up to and including termination of employment. Employees are required to report any drug- or alcohol-related convictions occurring in the workplace to the college no later than five (5) days after such conviction. Such conviction may also result in termination of employment.

The college reserves the right to pass on information regarding possession, use and/or distribution of illegal drugs and drug paraphernalia by any member of its community to local, state, and federal authorities as required. Federal legislation mandates that individuals cannot receive federal aid if they have been convicted of the possession or sale of illegal drugs for an offense that occurred while they were receiving federal student aid.

## **Student Prevention**

### **Global Tech College Student Conduct Code**

Upon enrollment to Global Tech College, students pledge to uphold and abide by the Student Conduct Code (as stated in the GTC Catalog). All students are bound under this code and any violation of the Student Conduct Code will be dealt with accordingly. The Student Conduct Code has been established in an effort to promote a balance between the interests of the individual and those of the Global Tech College community. The regulations contained within the Student Conduct Code regarding alcohol, drugs, paraphernalia and controlled substances apply to all students, faculty, staff, alumni, and visitors or guests of the college.

### **Drug and Alcohol Abuse Prevention Program for Students**

All new incoming students are informed of the Drug and Alcohol Abuse Prevention Policy and Procedures during pre-admission.

### **Student Alcohol Violations**

Unbecoming behavior or any conduct violation committed by a student under the influence of alcohol is not acceptable in the Global Tech College community. Alcohol abuse is considered any use of alcohol by a student which leads to medical consequences or inappropriate behavior. Examples of such include but are not limited to: alcohol poisoning, blackouts, gastritis (vomiting), alcohol-related physical injuries, verbal abuse, physical abuse, property damage, failure to comply with College Personnel, reoccurring episodes of intoxication or a single episode of intoxication in which the Director of Academic Affairs and Student Services or his/her designee believes that the level of intoxication posed a risk to the student's or other students' health or well-being.

### **Student Illegal Drugs, Drug Paraphernalia and Substance Abuse Violations**

1. Substance abuse. Global Tech College has a zero tolerance policy for the use of illegal drugs, drug paraphernalia, and substance abuse of any type. Therefore, any substance, legal or otherwise, that is used for the intention of intoxication/impairment, or misused regardless of intent, and is deemed harmful or potentially harmful to self or others, will be considered substance abuse.
2. Illegal drugs. The possession, use and/or distribution of illegal drugs and drug paraphernalia.
3. Drug paraphernalia. Prohibited and illegal items include, but are not limited to: any amount of an illicit drug (including seeds), bongs, pot pipes (bowls), rolling papers, scales (electronic or hand-held), blow tubes, etc.

#### ***Sanctions Imposed on Student for Violations:***

Disciplinary reprimand, parent or guardian notification, suspension or dismissal.

## **Employee Prevention**

### **Drug and Alcohol Abuse Prevention Program for Employees**

All newly hired employees of Global Tech College will be provided a copy of the Drug and Alcohol Abuse Prevention Policy and Procedures upon hire.

All employees of Global Tech College will be provided an electronic and/or hard copy of the Drug and Alcohol Abuse Prevention Policy and Procedures annually.

#### **Violations by Employees**

All employees of Global Tech College are responsible for compliance with the Drug-Free Workplace Policy as a condition of continued employment. Violations will be subject to discipline, up to and including immediate termination of employment.

#### **Drug and Alcohol Testing for Employees**

##### ***Reasonable Cause***

Employees who are reasonably suspected of using alcohol or illegal drugs or of abusing controlled substances in the workplace or of performing official duties while under the influence of alcohol, illegal drugs, or abused controlled substances will be required to undergo an alcohol and/or drug test. "Reasonable cause" exists when an employee exhibits behavior that suggest impairment from drug or alcohol use or when job performance or safety is affected. An employee may be requested to take a drug or alcohol test if the Director of Academic Affairs and Student Services and/or owners have a reasonable belief that the employee's faculties are impaired while at work due to drug or alcohol use.



**Follow-up**

Employees who have tested positive for drug and/or alcohol, or otherwise violated this policy, are subject to discipline, up to and including termination. Depending on the circumstances and the employee’s work history/record, Global Tech College may offer an employee who violates the policy or tests positive the opportunity to return to work on a last-change basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies determined by Global Tech College for a minimum of one year but not more than two years as well as a waiver of the right to contest any termination resulting from a subsequent positive test. If the employee does not comply with the agreed upon terms and conditions, the employee will be subject to immediate termination from employment.

**Consequences**

Employees who refuse to cooperate in required tests, who use, possess, buy, sell, manufacture or dispense any illegal drug in violation of this policy, or who tests positive for alcohol or illegal drug use under this policy will be disciplined, up to and including termination.

**Confidentiality**

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations provided will be kept confidential to the extent required by law. Such records and information may be disclosed among staff and on a need-to-know basis and may also be disclosed when relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee.

**Inspections**

Global Tech College reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband. All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to disciplinary action, up to and including termination.

**Annual Dissemination**

The Director of Academic Affairs and Student Services will present the Drug and Alcohol Abuse Prevention Policy and Procedures to all new incoming students and provide all Global Tech College students a hard copy annually at the beginning of each fiscal year.

**Biennial Review**

In an effort to comply with Drug-Free Colleges and Campuses Regulations, a biennial review will be conducted by Global Tech College.

The purpose of the review is to:

- Determine the effectiveness and implement changes to the program, if needed
- Ensure that the disciplinary sanctions described in the program are consistently enforced

The GTC’s President, Director of Academic Affairs and Student Services, Director of Administration and Financial Affairs, Financial Aid Manager and faculty will meet biennially to discuss documented instances where the Drug and Alcohol Abuse Policy has been violated. A report of the biennial review will be available in the Business/Administrative Office or can be obtained from the College Director.

**Drug and Alcohol Health Risks**

	<i>Signs &amp; Symptoms</i>	<i>Health Risks</i>
<b>Alcohol</b> Alcohol is a depressant that may affect judgment and decision-making abilities, slow down the central nervous system and brain functions, and reduce coordination and reflex actions	Dulled mental processes Lack of coordination Slowed reaction time Poor judgment Reduced inhibitions	Liver cancer, fatty liver, hepatitis, cirrhosis Increased risk of cancer Kidney disease Ulcers Increased acid in the stomach High blood pressure and strokes Heart muscle disease or heart failure
<b>Marijuana</b>	Bloodshot eyes Dry mouth and throat	Emphysema-like symptoms Respiratory track and sinus infections

<p>Marijuana is a derivative of the cannabis sativa plant and is illegally used for its intoxicating effects and dreamy state of relaxation and euphoria.</p>	<p>Increased appetite Impaired or reduced short-term memory and comprehension Altered sense of time Alter ability to perform tasks requiring concentration and coordination</p>	<p>Lowered immune system response Damage to lungs and pulmonary system</p>
<p><b>Inhalants</b> Inhalants are mood altering substances that are voluntarily inhaled. Most substances used are commercial and household products, such as solvents and aerosols, which are easily obtained and are not harmful, if used for the purpose intended and as directed.</p>	<p>Nausea Sneezing Coughing Nosebleeds Fatigue Poor Coordination Loss of appetite Decrease heart and respiratory rates</p>	<p>Hepatitis Brain damage Debilitating effects on the central nervous system Weight loss Fatigue and Muscle fatigue Electrolyte imbalance Permanent damage to nervous system Disorientation, violent behavior, unconsciousness or death</p>
<p><b>Cocaine</b> Cocaine is the most potent stimulant of organic origin and the most widely used of the stimulants. Crack is a form of cocaine.</p>	<p>Dilated pupils Insomnia Loss of appetite Tactile hallucinations Paranoia Seizures Anxiety, agitation Wide mood swings Difficulty in concentration</p>	<p>Elevated blood pressure Elevated heart rate Elevated respiratory rate Elevated body temperature Death by cardiac arrest or respiratory failure</p>
<p><b>Other Stimulants</b> Stimulants are drugs that stimulate the central nervous system and excite bodily activity. Examples are amphetamines, khat or methamphetamine.</p>	<p>Mood changes Impaired concentration Impaired mental functioning Swings between apathy and alertness Restless, anxious and moody behavior Poor coordination Sleeplessness and anxiety</p>	<p>Increased heart and respiratory rates Elevated blood pressure Sweating, headaches, dizziness Blurred vision Rapid or irregular heartbeat Tremors Physical collapse</p>
<p><b>Depressants</b> Depressants are drugs that depress the central nervous system, resulting in sedation and a decrease in bodily activity. Examples are barbiturates, GHB, rohypnol® or benzodiazepines.</p>	<p>Slurred Speech Staggered walk Altered perception Mental clouding and drowsiness Respiratory depression</p>	<p>Physical and psychological dependence Tolerance to the drug, leading the user to increase the quantity consumed Coma and death</p>
<p><b>Hallucinogens</b> Hallucinogens are drugs that distort the senses and often produce hallucinations—experiences that depart from reality. Examples are Ecstasy/MDMA, K2/Spice, Ketamine, LSD, Peyote &amp; Mescaline, Psilocybin, Marijuana/Cannabis, Steroids or Inhalants.</p>	<p>Impaired concentration Confusion and agitation Muscle rigidity Profuse sweating A sense of distance and estrangement Muscular coordination worsens Blocked and incoherent speech Dilated pupils Elevated body temperature</p>	<p>Persistent memory problems Speech difficulties Mood disorders—depression, anxiety and violent behavior Paranoid and violent behavior Hallucinations Increased heart rate and blood pressure Convulsions and coma</p>

	Loss of appetite Sleeplessness Tremors	Heart and lung failure
<b>Narcotics</b> Narcotic analgesics are the most effective compounds used for pain relief. Examples are Opium, Opiates (morphine, codeine, Percodan, heroin and dilaudid) and Opioids (Vicodin, Darvon, demerol and methadone).	Feeling of euphoria Drowsiness Nausea and vomiting Constricted pupils Watery eyes and itching Low and shallow breathing Clammy skin Impaired respiration Convulsions	Easy addiction Coma Possible death
<b>Bath Salts or Designer Drugs</b> Bath Salts are a synthetic stimulant made up of chemicals that stimulate the central nervous system. These substances are usually marketed with the warning “not intended for human consumption.”	Agitation, irritability Insomnia, depression and dizziness Paranoia, delusions Nausea and vomiting Sweating Suicidal thoughts Panic attacks Impaired perception of reality Reduced motor control Decreased ability to think clearly	Nosebleeds Chest pains Rapid heart rate Heart attack Seizures Stroke

### Additional Risks Associated with Drug and Alcohol Abuse

Global Tech College recognizes that alcohol and illicit drug abuse are harmful to relationships and family life, work and creativity, study and research, and the health and safety of our community members. Specifically Global Tech College would like to remind the community of the following risks associated with the use of illicit drugs and abuse of alcohol:

1. *Interpersonal Problems:* The more a person abuses alcohol or illicit drugs the greater potential for problems within relationships.
2. *Academics:* Difficulty meeting academic responsibilities is one of the most common consequences of alcohol and illicit drug use. Academic problems may include earning lower grades, doing poorly on exams or papers, missing classes, and falling behind on assignments.
3. *Accidents:* The use of alcohol and drugs can alter a person’s judgment, normal reaction, and perception; impair motor skills; lower inhibitions; and intensify emotions. All of these increase the chances of accidents either to the user or to others.
4. *Illness and Health Problems:* The use of alcohol and drugs can impact a person’s health by putting them at greatly increased risk for health and psychiatric problems, as well as increased morbidity and mortality.
  - a. Alcohol and illicit drugs can interact negatively with over-the-counter and prescription drugs. Every individual reacts differently to alcohol and drugs, at different times.
  - b. Short-term alcohol and drug abuse can lower a person’s immune system, making them more susceptible to colds, illnesses, and injuries.
  - c. Long-term alcohol and drug abuse can lead to serious health risks such as addiction, liver disease, heart disease, and certain kinds of cancers.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

## **Sanctions and Laws – Drugs and Alcohol**

The following is a description of some of the applicable legal sanctions under federal, state, and local laws for the unlawful possession, use, or distribution of illicit drugs, including alcohol, as of June 1, 2005. This list is not intended to be an exhaustive list of all offenses involving drugs and alcohol, and this material should not be relied upon as legal advice or guidance regarding these offenses.

### **Federal Law**

Federal law prohibits, among other things, the manufacturing, distributing, selling and possession of controlled substances as outlined in 21 United States Code, Sections 801 through 971.

Depending on the amount, first offense maximum penalties for trafficking marijuana range from five years' imprisonment and a fine of \$250,000 to imprisonment for life and a fine of \$4 million. Again, depending on the amount, first offense maximum penalties for trafficking other controlled substances (e.g. methamphetamine, heroin, cocaine, cocaine base, and PCP, LSD, fentanyl and fentanyl analogue) range from five years to life imprisonment and fines range from \$2 to \$4 million. First offense penalties and sanctions for the illegal possession of small amounts of controlled substance range from up to one year in prison or a fine of at least \$1,000.

#### ***21 U.S.C. 844(a)***

1st conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both.

Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if:

(a) 1st conviction and the amount of crack possessed exceeds 5 grams.

(b) 2nd crack conviction and the amount of crack possessed exceeds 3 grams.

(c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

#### ***21 U.S.C. 853(a)(2) and 881(a)(7)***

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack.)

#### ***21 U.S.C. 881(a)(4)***

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

#### ***21 U.S.C. 844a***

Civil fine of up to \$10,000 (pending adoption of final regulations).

#### ***21 U.S.C. 853a***

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses. 42

#### ***18 U.A.C. 922(g)***

Ineligible to receive or purchase a firearm.

### ***Miscellaneous***

Revocation of certain Federal licenses and benefits, e.g. Pilot license, public housing tenancy, etc. are vested within the authorities of individual Federal agencies.

### **State of Ohio Law**

In Ohio, you can be charged with possession of drug paraphernalia (also known as possession of drug abuse instruments), drug tampering, illegal manufacture of drugs in the state of Ohio, trafficking drugs, and possession of a controlled substance. Depending on the level of the offense, you may be sent to jail or prison for a period of anywhere between 180 days to 10 years for each offense.

You will also have to pay fines ranging between \$1,000 and \$20,000. Also, almost all convictions related to drug charges will cause you to lose your driver's license for a period of 6 months to 3 years. Your professional license, if you have one, will also be suspended for a period of time. Sometimes you may have to face charges from both the state of Ohio as well as the federal government.

## **Possession of a Controlled Substance**

In the state of Ohio (and elsewhere), a drug is synonymous with a controlled substance. A controlled substance, by definition given in the law, can be a drug, a mixture, a compound, or a similar substance that is invariably dangerous to the human body (in some cases when taken beyond a certain limit).

In the state of Ohio, following the federal government, a drug is classified in to 5 sections or schedules.

Schedule I drugs are said to be the most harmful, while schedule II drugs are slightly less so. Schedule III, schedule IV, and schedule V drugs are typically the least harmful. They also have certain medicinal properties and are used in medicine, but are nonetheless harmful when ingested in large quantities over an extended period of time.

*Example of schedule I drugs include Marijuana (also referred to as Cannabis) and Heroin.*

Possession of the controlled substance is considered to be a major offense by the state and is judged as a felony.

## **Drug Tampering**

Mixing a drug with another, or changing the packaging of a drug are examples of drug tampering. The state considers drug tampering to be a major offense. Drug tampering is treated as a felony of the third degree. A third degree felony carries with it a prison term of 1 to 5 years, and a fine of up to \$10,000.

To be charged with drug tampering in Ohio, you must either:

- Make additions to or change a dangerous drug in any way, or to replace a drug with another drug or
- Make additions, change the packaging of the container in which the drug has been placed, or alter the packaging or container in any way.

If the tampered drug happens to harm a person, the penalties incurred are far more severe. Drug tampering is considered to be a third degree felony in the state of Ohio, and if distribution is involved, you are likely to be charged with a second degree felony. It carries a harsh prison sentence and fines.

## **Illegal Manufacture of Drugs in the State of Ohio**

In Ohio, illegal manufacture of drugs is a major offense, and carries big penalties and fines.

According to the law, if you grow marijuana, or manufacture another similar controlled substance, or even help someone grow or manufacture a controlled substance, you are guilty of illegal manufacture of drugs. Some of the most common illegally manufactured drugs in Ohio include heroin and cocaine and, of course, marijuana.

In the case of illegal manufacture of drugs, you may be tried under both federal as well as state law.

Typically, illegal manufacture of drugs involves distributions of said drugs. Because of this, you may be charged with a 1st degree felony at worst, and a 2nd degree felony at best. You can expect even harsher sentencing if you are tried by the federal government.

## **Trafficking in Drugs**

Trafficking in drugs, like illegal manufacture of drugs, is a major offense in the state of Ohio.

By law, you are considered to be trafficking drugs if you knowingly sell or offer for sale a controlled substance and/or prepare a controlled substance for transport and distribution of any kind.

You will be charged with either a plain trafficking in drugs charge or an aggravated trafficking in drugs charge, depending on the nature of the controlled substance you are selling. Regardless of the type of charge you are given, trafficking in drugs is considered a felony in the state.

Again, trafficking in drugs is a serious crime in Ohio. If you are suspected to have trafficked in drugs, you will be charged with having committed a 4th degree felony at best and a 1st degree felony at worst.

Drug charges are almost invariably treated as felonies. Because of this, if convicted, you will be given a sentence depending on the degree of the felony you have committed. The least severe crime you can commit is a 5th degree felony. For this, you will have to spend 6-12 months in prison, and shell out fines of up to \$2,500. The most severe crime is the 1st degree felony, which carries with it 3 to 10 years in prison, and fines of up to \$20,000.

First time drug offenders are likely to escape with a comparatively light sentence. If you are charged as a repeat drug offender, you will be given additional penalties in addition to the usual ones.

If you are convicted of a 1st degree felony, you may well be given the tag of a major drug offender and have to serve an additional prison term.

As mentioned above, you stand to lose your driver's license for a period of 6 months to 3 years. You also may lose your professional license for a period of time.

The state of Ohio has molded its laws after the Federal drug abuse laws. The Controlled Substances Act, also known as the Comprehensive Drug Abuse Prevention and Control Act, was passed by the Federal government in the 1970s. This act was the one that classified drugs into 5 schedules. Ohio has followed these same classification schedules.<sup>1</sup>

Typically, federal drug crimes are judged very harshly, and carry mandatory prison sentences and fines. Comparatively, drug crimes are judged far less harshly in Ohio, and it is possible to end up with a much lighter sentence and fine here than what would be handed to you by the federal government.

A person caught selling schedule I drugs will receive the most severe penalty, while a person caught selling schedule V drugs will receive the least severe penalty. Additionally, the circumstances surrounding the suspected crime are the deciding factor on what degree of felony you will finally be charged with. If you are suspected of having sold drugs to juveniles or near a building that juveniles frequent, like colleges, you will be considered to have committed a higher degree felony, regardless of what schedule controlled substance(s) you were carrying.

If you were caught with drugs that weigh more than a certain pre-defined quantity (a bulk quantity), you will again be slapped with a higher degree felony charge. If your drugs harm someone, your case will be judged harshly.

Ohio Revised Code Laws & Sanctions – Drugs and Alcohol

Ohio Revised Code (ORC) Section 2925.02 provides that no person shall knowingly corrupt another with drugs by inducing or forcing them to use a controlled substance.

Penalty for Violation: Mandatory imprisonment from 6 months to 10 years, depending upon amount and type of drug involved and history of previous drug abuse offenses.

ORC 2925.03 provides that no person shall knowingly "traffic" in controlled or illicit substances, including marijuana. Trafficking includes selling, offering to sell, delivering, distributing, preparing, cultivating, and manufacturing of controlled substances.

Penalty for Violation: Mandatory fines range from \$100 to \$20,000, depending on offense and drug involved. Mandatory jail sentences range from 6 months to 10 years.

ORC 2925.11 provides that no person shall knowingly obtain, possess, or use a controlled substance.

**Penalty for Violation:** Drug abuse involving amounts of marijuana less than 100 grams carries a penalty of \$100. Other violations involving marijuana result in mandatory jail terms of not more than 8 years and mandatory fines of \$15,000. Drug abuse offenses involving other drugs may result in jail terms of up to 10 years and fines of \$20,000.

ORC 2925.12 provides that no person shall make obtain, possess, or use drug abuse instruments.

Penalty for Violation: A first offence can carry a jail term of up to 90 days and fines of \$750.

ORC 2925.14 provides that no person shall knowingly use, possess with purpose to use, sell, manufacture or advertise drug paraphernalia.

Penalty for Violation: Depending upon the facts, imprisonment up to 6 months and fines up to \$1,000.

ORC 2925.31 provides, except for lawful research, clinical, medical, dental, or veterinary purposes, no person with intent to induce intoxication or similar effect, shall obtain, possess, or use a harmful intoxicant.

Penalty for Violation: Up to \$1,000 and 6 months in jail. ORC 2925.37 provides that no person shall knowingly possess, make, sell, or deliver counterfeit controlled substances.

Penalty for Violation: Depending upon the facts, the penalty can be up to 180 days in jail and a \$1,000 fine, but aggravating circumstances can cause the offense to become a felony of the fourth degree with prison terms between 6-18 months and a fine up to \$5,000. State law, alcohol ORC 4301.63 provides that no person under the age of 21 years shall purchase beer or intoxicating liquor.

Penalty for Violation: A fine of not less than \$25 nor more than \$100 may be imposed. The court may order that the fine be paid by the performance of public work at a reasonable hourly rate established by the court and shall designate the time within which the public work shall be completed.

ORC 4301.631 provides that no underage person can purchase low alcohol beverages, that no person may furnish low alcohol beverages to an underage person, and that no person shall allow underage persons to consume low alcohol beverages on his/her property.

Penalty for Violation: Punishments for violating ORC 4301.631 range from fines of \$25 to \$250 and imprisonment up to 30 days.

ORC 4301.633 provides that no person shall knowingly furnish any false information as to the name, age, or other identification of any person less than 21 years of age for the purpose of obtaining beer or intoxicating liquor for a person under 21 years of age, by purchase or as a gift.

Penalty for Violation: Misdemeanor of the first degree. The maximum penalty is imprisonment for not more than 6 months and a \$1,000 fine.

ORC 4301.634 provides that no person under the age of 21 years shall knowingly show or give false information concerning his name, age, or other identification for the purpose of purchasing or otherwise obtaining beer or intoxicating liquor in any place in this state where beer or intoxicating liquor is sold under a permit issued by the department of liquor control.

Penalty for Violation: Misdemeanor of the first degree. The maximum penalty is imprisonment for not more than 6 months and a \$1,000 fine.

ORC 4301.64 prohibits the consumption of any beer or intoxicating liquor in a motor vehicle.

Penalty for Violation: Misdemeanor of the fourth degree. The maximum penalty is imprisonment for not more than 30 days and a \$250 fine.

ORC 4301.69(A) prohibits selling beer or intoxicating liquor to a person under the age of 21 years, or buying it for or furnishing it to such a person.

Penalty for Violation: Misdemeanor. The maximum penalty is imprisonment for not more than 6 months and a fine of not less than \$500 and no more than \$1,000.

ORC 4301.69(E) provides that no underage person shall knowingly possess or consume any beer or intoxicating liquor, in any public or private place, unless he is accompanied by a parent, spouse, or legal guardian, who is not an underage person, or unless the beer or intoxicating liquor is given for medical or religious purposes.

Penalty for Violation: Misdemeanor of the first degree. The maximum penalty is imprisonment for not more than 6 months and a \$1,000 fine.

ORC 4511.19 prohibits any person from driving a motor vehicle while under the influence of alcohol and/or any drug of abuse.

Penalty for Violation: Misdemeanor of the first degree. The maximum penalty is imprisonment for not more than 6 months and a \$1,000 fine, in addition to license suspension. Penalties for repeat offenders can result in up to 5 years in prison.

### **Drug/Alcohol Abuse Counseling**

There are drug or alcohol counseling treatment and rehabilitation facilities available in our area where advice and treatment may be obtained. Professional counseling is available through the following agencies:

Harbor Behavior Health  
Central Avenue  
Toledo, Ohio 43617  
419-475-4449

Umadaop- Urban Minority Alcoholism & Drug Abuse  
Outreach Program of Lucas County  
2447 Nebraska Avenue  
Toledo, Ohio 43607  
419-255-4444

6629 W.

The following websites also offer information for drug or alcohol counseling treatment:

<http://co.lucas.oh.us/businessdirectoryii.aspx>

<http://lucas.oh.networkofcare.org/mh/services/subcategory.aspx?tax=RX-8250>

The Yellow Pages in the local phone book is an excellent source. Look under the heading “Drug Abuse & Addiction-Information and Treatment.” The Ohio Office of the Bureau of Drug Abuse in Columbus is the State Drug Abuse Prevention and Treatment coordinator at (614) 466-7893.

**End of Catalog**