



**4346 Secor Road
Toledo, Ohio 43623
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**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.

Past 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 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.

Joseph G. Hosny



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Global Tech College

About GTC

Global Tech College (GTC) is an independent, post-secondary, educational college offering programs which focus on job skills curricula in business technologies. The college is located at 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. Our majors include studies in accounting, computer science, office administration, business and hospitality management. 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.

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. GTC promotes universally accepted ethical and spiritual values. 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, diploma or certificate in one or more of our Business Technologies programs such as Accounting, Business Management, Computer Science, Hospitality Management, and Office Administration.

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 begin in October, January, April, and July (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 of Applied Business Degree upon graduation from a two year 96 credit hour Program in Business Management, a Diploma upon graduation from a one-year 55 credit hour Program in Accounting, Business Management, Computer Science or Hospitality Management and a Certificate upon graduation from a nine month 36 credit hour Program in Office Administration.

Recognition

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 levels include associate degrees, diplomas and certificates.

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 advertisements, admission and enrollment practices.

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. GTC is equipped to host 300 students and offer them the most recent education, research, and technology in the area of business administration and information technology. 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.

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 also 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.

Campus 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, concerts, and in daily social activities.

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 law.

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 Admissions

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

Admissions Criteria and Application Procedure for All Programs

An applicant is required to complete the GTC Application Form. This form can be obtained from the Admissions Office or from the GTC online website. The application must be accompanied by a refundable \$40.00 application fee which includes the Ohio State Board of Career Colleges and Schools Disclosure Form. The Ohio State Board require all incoming students to complete an online Ohio Student Disclosure Form. All fees and forms should be received at the Admissions Office by the enrollment dates indicated on the GTC calendar (calendars are on the last page of this catalog).

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

- A certified 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 or GED certificates.
- 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 Admissions 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.

Transfer Students

Application for admission submitted by a transfer (associate degree or diploma) 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 accredited college. 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 Admissions 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 admissions, 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 Academic Director. 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. 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 one quarter hour of credit.

This includes at least 10 contact hours of lecture (instruction in theory and principles), 20 contact hours of laboratory (supervised application of knowledge and skills learned), and 30 contact hours of externship (supervised field experience) depending on the requirements of the student's program.

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.

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

A student is considered full-time if enrolled for 12 or more credit hours per quarter and part-time if enrolled for more than 6 credit hours per quarter. A student can register for a maximum of 16 credits per quarter. Students wishing to enroll for more than 16 credit hours must submit a Maximum Credit Waiver Form to the Director of Academic Affairs and Student Services fStatement and Student Transcript Accessibility

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 of the student's education records maintained by the school. Schools are not required to provide copies of materials in education records unless, for reasons such as a great distance, it is impossible for parents or eligible students to inspect the records. Schools may charge a fee for copies.

Parents and eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the 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 (My Globe) 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: Students wishing to withdraw from the college must complete the proper form available at the Registrar's Office and secure the signature of their Academic Advisor and the Registrar. The date of written request will qualify as the date of termination. Any refund will be based on the GTC's Refund Policy. GTC complies with state and federal refund policies. Should the form be mailed notice is effective as of the date of the postmark, if properly addressed with proper postage.

Unofficial: An unofficial withdrawal is defined as either: a student who is terminated by for reasons outlined in this 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 termination.

The Refund Policy and Return of Title IV Funds policies will be applied

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".

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 obtain the proper form from the Director of Academic and Student Services Office. The student must complete the form and in addition obtain the signatures of an 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 obtaining and filling out a Change of Program form. 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. 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 file and sign a Leave of Absence Request Form that is obtained from the office of the Director of Academic and Student Services. The Form must indicate the reason and duration of the leave and have the Academic Director's signature to be considered approved.

Students wishing to re-enter Global Tech Institute after a leave of absence must contact Admissions. If the leave of absence has extended for more than 6 months a student must submit a new applications. During the re-entry process a determination will made on the student's qualifications for re-entry. A re-entering student will be required to pay the current tuition rate for all remaining classes in their program but no additional enrollment fee is required.

Re-entering Requirements

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

Tuition, Fees and Cost of Study

All tuition and fees are payable for one quarter only. Tuition is based on the cost of credits attended. The cost regardless of curriculum of one credit is \$175 equaling \$525 for a three (3) hour credit course and \$700 for a four (4) hour credit course. The total tuition cost of an Associate Degree Program is \$16,800, of a Diploma Program is \$9,625 and is \$6,300.

Students are responsible for purchasing books, supplies and materials needed in any course. The following is the average retail price of program textbooks. Students should check with the Global Tech College's Bookstore updated textbook prices.

Associate of Applied Business Degree	\$3,710.000
Accounting Diploma Program	\$2,650.00
Business Management Diploma Program	\$2,850.00
Computer Science Diploma Program	\$1,625.00
Hospitality Management Diploma Program	\$1,925.00
Office Administration Certificate Program	\$1,130.00

Students may purchase new and used book in the GTC Bookstore or at the student's choice of vendors (i.e. Amazon.com, Half.com or Chegg.com, etc.).

Students may choose to finance their education with 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.

There is a \$15.00 Application Fee, As of January 1, 2017 the Ohio State Board of Career Colleges and Schools require all incoming students to pay a non-refundable \$25 fee to complete an Ohio Student Disclosure Form. There is a \$7.50 Transcript Fee (see Page 8). Tuition and fees are listed on the Enrollment Agreement.

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

The average cost of a one bedroom apartment in Toledo and the surrounding area is \$500. The Toledo Area Regional Transportation Authority (TARTA) provides public bus transportation for the Toledo area for \$1.25 for a one way trip.

Cancellation and Refund Policies

Enrollment Agreement Cancellation

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

Refund Policies

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

Refund Policy for Withdrawals

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

- A student who starts class and withdraws during the first full calendar week of the academic quarter shall be obligated for 10% of the tuition and refundable fees for that academic quarter plus the registration fee.
- A student who withdraws during the second full calendar week of the academic quarter shall be obligated for 15% of the tuition and refundable fees for that academic quarter plus the registration fee.
- A student who withdraws during the third full calendar week of the period academic quarter shall be obligated for 20% of the tuition and refundable fees for that academic quarter plus the registration fee.
- A student who withdraws during the fourth full calendar week of the period academic quarter shall be obligated for 25% of the tuition and refundable fees for that academic quarter plus the registration fee.
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- A student who withdraws during the fifth full calendar week of the period academic quarter shall be obligated for 30% of the tuition and refundable fees for that academic quarter plus the registration fee.

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

GTC Refund Policy

12 Week Quarter –

Last Day	Student Obligation	Charges Refunded
Week 1	10%	90%
Week 2	15%	85%
Week 3	20%	80%
Week 4	25%	75%
Week 5	30%	70%
Week 6	35%	65%
Weeks 7-12	100%	No Refund

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

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

Students are responsible for purchasing 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.

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 a diploma or certificate in one or more of our Business Technologies programs such as Accounting, Business Management, Computer Science, Hospitality Management, and Office Administration. GTC offers scholarship and grant programs based on need and other criteria. Students may apply for scholarships or

financial assistance by completing applications found in the Admissions Office

U.S.A. Military Veterans Scholarship

GTC offers this annual scholarship to the men and women of our armed forces who have served and protected us and our freedoms. Faced with tremendous challenges, our troops have responded with great skill, courage, and honor.

The U.S.A. Military Veterans Scholarship is GTC's way of showing appreciation to the veterans of the U.S. Military for their sacrifice, dedication and service to our country. All armed forces veterans are eligible for this full tuition scholarship. Scholarships are available for all GTC Programs (Accounting, Business Management, Computer Science, Hospitality Management and Office Administration). The scholarship amount will be allocated over the length the program. Veterans will need to prove their status with a Veteran ID card or DD Form 214.

Any GTC-U.S.A. Military Veterans Scholarship recipient will still be responsible for the \$15.00 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. Applications for the GTC-U.S.A. Military Veterans Scholarship are available in the GTC Admissions Office.

Who is eligible for the U.S. Military Veterans Scholarship?

These scholarships are available to any veteran of any of the armed services of the United States.

1. Students do not have to demonstrate financial need.
2. Any recipient of a scholarship must be able to meet GTC's entrance requirements.
3. Enroll in GTC as 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. (Application's post-marks 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

Contact GTC for an application. Global Tech College, 4346 Secor Road, Toledo, Ohio 43623, 567-377-7010, or email admin@globaltech.edu

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 step children of an employee. Scholarships are available for all GTC Programs (Accounting, Business Management, Computer Science, Hospitality Management and Office Administration). 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 \$15.00 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.

Applications for the City of Toledo Employee's Dependents Scholarship are available in the GTC Admissions Office. 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.).

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. (Application's post-marks 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

Contact GTC for an application. Global Tech College, 4346 Secor Road, Toledo, Ohio 43623, 567-377-7010, or email admin@globaltech.edu

OACCS OhioLEADS! Scholarship!

Global Tech College offers a full tuition scholarship through the Ohio Association of Career Colleges and Schools, in cooperation with legislative members of the Ohio General Assembly. The primary objective of this scholarship is to provide students with the education and training necessary to obtain a job in an Ohio business or industry.

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 not have to demonstrate financial need.
3. Each applicant must be nominated by a current member of the Ohio Legislature.*
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 May 14, 2017. Scholarship winners will be posted on the OACCS website: www.ohiocareercolleges.org

How to Apply

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

1. Complete the information on the Scholarship Application and obtain the appropriate signatures.
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 written 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. This can be typed or handwritten, but must be on the standard 8 ½" X 11" paper. Your name, address, phone number and high school name should be printed in the upper left-hand corner.
5. Complete the Legislative Nomination Form. Send the form and a short note asking your Ohio Representative or Ohio Senator 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 send the note and the Legislative Nomination Form by email, fax, or U.S. Mail. You can find out whom your Ohio representative and senator is by entering your zip code + 4 on one of the following web sites: www.ohiosenate.gov/ or www.house.state.oh.us/. NOTE: This form should be returned to you or your counselor from your legislator and then submitted with your application.
6. The deadline for application submission is April 10, 2015. Applications are to be submitted to: Ohio Association of Career Colleges and Schools, PO Box 163723, Columbus, OH 43216, Phone: 614.487.8180 Fax: 614.487.8190

Student Classroom Framework and Etiquette

Attendance Regulations

Global Tech College cares that students attend their classes. Showing up for class is just as important as showing up for work every day. Students are expected to attend every class meeting of courses in which they are registered. Instructors take student attendance. Licensure through State of Ohio Career Schools and Colleges require student's class attendance be documented by the instructor. Student attendance is required for every class time during the quarter for receiving full credit and recommended for the educational learning process. Students are held responsible for all material presented in the classroom. Only in specific, unavoidable situations does GTC

excuse absences from class: 1) personal emergencies, including, but not limited to, illness of the student or of a dependent of the student or death in the family; 2) religious observances that prevent the student from attending class; 3) government-required activities, such as military assignments, jury duty, or court appearances; and 4) any other absence that the instructor approves.

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.

However, excused absences will count as absences in the calculation of attendance rates and will not increase the maximum number of allowable absences. Students are required to attend at least 80% of their course sessions. Students who miss more than the equivalent of two weeks of classroom instruction in any course will not receive credit for the course.

Instructors turn in their attendance records every week to the Academic Director. If a student has missed two class sessions (consecutive or discontinuous) the Academic Director will issue a warning to the student that if they miss two more class sessions they are in jeopardy of not receiving credit for the course or will be administratively withdrawn from the course.

Students who miss 5 consecutive sessions in a specific course without any accepted excuse will be counted as withdrawals. Students will receive an "AW" (Administrative Withdrawal) for that specific course. The date of the last attended session will be used for tuition refund purposes

Classroom Punctuality, Exiting, and Entering

Students are expected to arrive for class on time so that the instructor may start class and end class according to schedule. Students are expected to remain in the classroom for the duration of the class to minimize classroom disruption of entering and exiting frequently. For long class periods, a 5 to 10 minute break will be granted

Tardiness or late arrival is considered arriving 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.

Instructors at their discretion may and are permitted to offer attendance points for every class lecture day during the quarter. Class attendance points are given to encourage classroom participation, class room lecture and in-class activities the instructor might have scheduled. It is the student's responsibility to attend class, and both 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. There is no Make-up for any in-class quizzes or in-class assignments offered and missed by the student without a verified excuse.

The Instructor may at his discretion create homework policies for late assignments including but not limited to offering partial credit.

All make-up exams or assignments are due within 10 day 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.

Make-up classes are held on campus and the instructor may deliver a classroom session electronically. Students approved for make-up classes should coordinate with their instructors 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.

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 if 5 or more classes have been cancelled. Students will be notified by email, "text alerts" or by tuning in to the following Toledo area television stations.

WTOL.....Channel 11

WTVGChannel 13

Faculty Absence(s)

Instructors who are unable to meet with their classes due to illness or emergency will notify the Academic Director 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 class.

Classroom Etiquette

Students are expected to demonstrate classroom etiquette and professionalism at all times. Students are recommended to dress appropriately in a business casual attire/ manner as to introduce oneself to business attire requirements in the workforce environment.

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 class participation is a critical component of the learning process in any course. Most of the material will be discussed in class 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 that, when appropriate, be frequently and randomly called upon by the instructor to contribute to the class discussion 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 may schedule an appointment with the Director of Administration or Academic Director to request 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 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 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.

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 Academic Director 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.

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.

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.

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 Academic Director 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 factors such as reasons outlined in GTC’s Attendance Policy, any deficiency in course work must be made up within the first 6 weeks of the following quarter in which the student is in enrolled or else an "F" is given. In no case may such work be made up after a lapse of one year.

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. Students must enter an "R" (repeat) in the space provided on the Registration Form.

Grades and Progress Reports

All quarter grades must be turned into the Academic Director's Office.

Official grade reports are permanently filed at GTC. Student grades may be picked up by students at the Office of the Academic Director, online, or upon request may be mailed. Instructors will submit progress reports to students who are failing or at risk of failing and to the Academic Director on a regular basis.

Grades may be changed by the instructor due to miscalculation within two weeks from the reporting date upon the approval of the Academic Director.

Academic Achievement Recognition

Students who have obtained a GPA between 3.5 and 3.699 at the end of a quarter are placed on the Dean's List provided they have completed a minimum of 25 credits and they have no incomplete grades in the current quarter.

Students who have obtained a GPA of 3.7 -3.899 will be placed on the Distinguished List, provided they meet the same criteria.

Students with GPA 3.9 or higher will be placed on the High Distinction List provided they meet the same criteria.

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. GTIC 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.

Credits earned with satisfactory final grades include A, B or C (see Scholastic Standing on Page 19). 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 term, he/she will be placed on Academic Warning for the next term. 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 unless the student submits a written appeal. Consultation with the Academic Director will be scheduled. The Academic Director will review the student's appeal for probation. If the appeal is successful, the student will be placed on probation and given an academic plan to come into compliance with the school's satisfactory academic progress 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 school

Appeal Process

Students have the right to appeal satisfactory academic progress decisions. Appeals must be submitted to the school's Academic Director 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 Academic Director as SAP clearly involves academics and financial aid. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family.

The appeal may be submitted to the School President whose decision is final. The student will be notified of the decision within ten (10) days. The review and decision by the President and Academic Director are final.

The Academic Director 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.

Suspension

If a student's conduct or academic performance warrants suspension, the student will be suspended at the end of each quarter on the basis of the criteria listed in this catalog. Suspension must be implemented as soon as possible, but not later than the 6th class day of the quarter.

Students on scholastic probation will not be suspended at the end of any quarter in which they achieve a quarter GPA of 2.20 or above, even though the cumulative GPA is still below 2.0.

A student who has been suspended from GTC for not meeting SAP Standards may reapply for admission. The student will be readmitted when he submit a convincing letter supported by evidence explaining the reason of not meeting SAP Standards and that this situation has been changed. Students suspended for not meeting their probation requirement may be readmitted under the same previous status at the last attended quarter. Students readmitted after a lapse of one academic year must follow the current academic program.

Academic Standing

Academic Standing is used by the school to identify a student's academic performance. Student academic standing could be as follows:

1. Good Standing
2. Probation
3. Dismissal
4. PRAD, or Probation After Dismissal or Suspension

Academic Standing will not be included on transcripts.

Extensions

If the student is enrolled in dual programs, the student may request an extension of the maximum attempted credits provision of this policy. Requests will be evaluated on a case-by-case basis.

Change of Programs

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

System and Policy

All credits attempted and earned 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.

For transfer students, any credits that count toward the student's program will be counted as both attempted and completed credits, (not just the ones completed at GTC).

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:

1. Alleged discrimination on the basis of age, sex, race, disability or other conditions, preferences or behavior.
2. Sexual harassment complaints
3. Academic matters, excluding individual grades except where the conditions in item "A" above may apply
4. 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 written statement of the complaint to either the Academic Director or the Director of Administration no later than ten (10) business days after the alleged incident.

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

Step 3. If the complaint is not resolved at the informal conference with either the Director of Administration or Academic Director, the student may file a written grievance. The completed grievance form must be presented to 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

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 Website: 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.

AWARD	PROGRAM	CREDITS COMPLETED
Associate Degree	Associate of Applied Business	96
	Business Management	
Diploma	Accounting	55
Diploma	Business Management	55
Diploma	Computer Science	55
Diploma	Hospitality Management	55
Certificate	Office Administration	36

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

Graduating students are required:

1. To obtain a Graduation Approval Form from the Academic Director 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. To submit a Graduation Approval Form to 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.

Recognition of Academic Honors

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

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 and Follow-up Procedure

Global Tech College provides free workshops on preparing the graduating student how to enter the job market. Workshops are scheduled with the Academic Director during the student's last advising session that takes place before the student's last quarter before graduation.

Workshop 1 - Will assist the student how to properly complete a job application, to write a cover letter and resume.

Workshop 2 – Will suggest proper attire for a job interview and prepare the student for potential interview questions.

Workshop 3- The Student will attend “mock” interviews in order to assess their interview performance.

GTC will also provide job placement services. GTC will assist a graduating student or GTC alumni in finding job opportunities and setting up appointments. GTC does not nor cannot guarantee any graduate employment or a salary range upon graduation.

Health, Security, and Safety

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

Student Driving and Parking Regulations

1. All vehicles driven to school must be registered with the school and must properly display the appropriate permit.
2. Students should park their cars in the designated parking lot behind the school.
3. 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 and Financial Affairs.

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

GTC occupants (employees and students) must be alert and aware of any potential dangers to themselves or their colleagues take every precaution to ensure that surrounding areas are safe and secure. They must guard personal belongings and GTC property. Any suspicious activity must be reported immediately.

Global Tech College Organizational Structure

GTC Principles

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

Administration

President	Dr. Joseph Hosny
Director of Administration & Financial Affairs	Persilla Zervos
Director of Academic Affairs & Student Services	Dr. Farhang Akbar-Khanzadeh
Director of Admissions & Marketing	Joanne Hosny

Staff

Registrar	Bob Akbar
Financial Aid Manager	Kenneth Pfaff
Facility & IT/IS Manager	Mark Fosgate

Global Tech College Advisory Committee

Accounting

Robert Ramsey
President- Northwest Ohio Sales Tax Consulting

Business Management-(New)

Mark Wallace
Director of Operations – Bennet Enterprises

Computer Science

Robert Akbar
President –Bobic Research & Development
President-E Z Retail Systems.com

Hospitality Management

Michael Delaney
General Manager – Hampton Inn Westgate

Office Administration

Chris J. Zervos
Former Director of Inspection, City of Toledo

Faculty Listing

Babak Akbar-Khanzadeh

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

Zeinab Cheaif

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

Crystal A. Cleary

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

Mark Fosgate

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

Joanne Hosny

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

Louis E. Masney

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

Kenneth P. Pfaff

Master of Business Administration - Accounting, The University of Toledo, Toledo, Ohio
Bachelor of Science - Business and Political Science, The University of Toledo, Toledo, Ohio

Katherine Stover

Master of Arts - Organizational Development, Bowling Green State University, Bowling Green, Ohio
Master of Business Administration - Management, The University of Toledo, Toledo Ohio
Bachelor of Arts - Business Administration, The University of Toledo, Toledo, Ohio

John K. Strouse

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

Chris J. Zervos

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

Joseph K. Zielinski

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

Programs

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.

Associate of Applied Business - *Business Management*

The Associate of Applied Business (AAB)-Business Management is designed to provide students with the skills allowing them to be prepared for career growth and success in business management related fields. The program prepares students for an entry-level or mid-level position in the field of business management by giving them the knowledge, skills, and abilities to secure employment in the fields of insurance, customer service businesses, quality assurance, retail supervision, hospitality supervision, office administration and human resources 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. The program is ninety-six (96) quarter credit hours and can be completed in two (2) years as a full-time student.

Course Number	Course Title	Credit Hours	Lecture Clock Hours	Lab Clock Hours
ACC 101	Accounting 1	4	42	12
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	42	12
CS 113	Microsoft Office 2	4	42	12
COM 101	Fundamentals of Public Speaking	4	48	
ENG 101	English Composition 1	4	48	
ENG102	English Composition 2	4	48	
HIS 101	History of Western Civilization	4	48	

The Associate of Applied Business – Business Management Degree Programs 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 seven quarters of 3 courses and one quarter of four courses (or any combination thereof) in any quarter sequence within a 24 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. Students should check with the Global Tech College’s Bookstore for current prices.

Associate of Applied Business- Business Management Program \$3,710.00

Diploma in Accounting (Total credits required 55)

The Accounting Diploma Program is designed to prepare students for entry-level accounting positions. Some of the possible employment opportunities are: Junior Accountants, Bookkeepers, Accounts Payable/Accounts Receivable Clerks, Payroll Clerks, Office and Administrative Support, and starting one's own business. The program achieves its objectives by providing the appropriate combination of accounting and business courses. The program is 4 quarters in length and students must attend and complete all courses (14) in order to graduate.

Course Number	Course Name	Credits	Clock Hours
ACC 101	Accounting 1	4	48
ACC 102	Accounting 2	4	48
ACC 103	Accounting 3	4	48
ACC 104	Payroll Accounting	4	48
ACC 107	Managerial Accounting	4	48
ACC 108	Income Tax	3	36
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 106	Organizational Behavior	4	48
COM 102	Business Communication	4	48
CS 112	Microsoft Office 1	4	48
CS 113	Microsoft Office 2	4	48

The Accounting Diploma Programs 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. Students should check with the Global Tech College's Bookstore for current prices.

Accounting Diploma Program \$2,650.00

Diploma in Business Management (Total credits required 55)

The Business Management Diploma Program is designed to prepare students for entry-level management positions. Some of the possible employment opportunities are in the fields of Insurance, Retail, Sales, Customer Service Businesses, Office and Administrative Support, and 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.

Course Number	Course Name	Credits	Clock Hours
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 106	Organizational Behavior	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 114	Human Resource Management	3	36
COM 102	Business Communication	4	48
CS 112	Microsoft Office 1	4	48

The Business Management Diploma Programs 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. Students should check with the Global Tech College's Bookstore for current prices.

Business Management Diploma Program \$2,850.00

Diploma in Computer Science (total credits required 55)

The Computer Science Diploma Program is designed to prepare students for entry-level positions in the Computer Programming and Computer Operations fields, Office and Administrative Support, 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

The Computer Science Diploma Programs 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. Students should check with the Global Tech College's Bookstore for current prices.

Computer Science Diploma Program \$1,625.00

Diploma in Hospitality Management (total credits required 55)

The Hospitality Management Diploma Program is designed to prepare students for entry-level positions in the Hospitality field, Office and Administrative Support, and starting one's own business. Students will receive instruction in business practices and principles as they apply to customer service, food service, travel/tourism, and hospitality industries. The program is 4 quarters in length, and students must attend and complete all courses in order to graduate.

Course Number	Course Name	Credits	Clock Hours
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 106	Organizational Behavior	4	48
BUS 114	Human Resource Management	3	36
COM 102	Business Management	4	48
CS 112	Microsoft Office 1	4	48
HM 101	Introduction to Hospitality	4	48
HM 102	Quality Services 1	4	48
HM 103	Quality Services 2	4	48
HM 104	Tourist Destinations	4	48
HM 105	Hospitality Marketing 1	4	48
HM 106	Hospitality Marketing 2	4	48

The Hospitality Management Diploma Programs 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. Students should check with the Global Tech College's Bookstore for current prices.

Hospitality Management Diploma Program \$1925.00

Certificate in Office Administration (total credits required 36)

The Office Administration Certificate Program is designed to prepare students for entry-level positions in the business field as Administrative Assistants (with an emphasis on computer applications) or starting one's own business. Students will receive instruction in customer service, office procedures, and computer applications. The program is 3 quarters in length and students must attend and complete all courses in order to graduate.

Course Number	Course Name	Credits	Clock Hours
BUS 102	Business Ethics	4	48
BUS 104	Business Math	4	48
BUS 106	Organizational Behavior	4	48
COM 102	Business Communication	4	48
CS 112	Microsoft Office 1	4	48
CS 113	Microsoft Office 2	4	48
OFF 101	Office Procedures 1	4	48
OFF 102	Office Procedures 2	4	48
OFF 103	Keyboarding	4	48

The Office Administration Certificate Programs consists of 9 – 4 quarter hour courses and the program totals 36 quarter credit hours and 432 clock hours. A full time student can complete this program by taking three quarters of three courses within a 9 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. Students should check with the Global Tech College's Bookstore for current prices.

Office Administration Diploma Program \$1,130.00

Course Descriptions

Key to Course Descriptions

ACC	Accounting
BUS	Business
COM	Communication
CS	Computer Science
ENG	English
HIS	History
HM	Hospitality Management
OFF	Office Administration

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 103 Accounting 3

Students will learn the process cost systems, cost behavior and cost-volume-profit analysis, budgeting, performance evaluation using variances from standard costs, decentralized operations, and capital investment analysis using accounting software.

4 credits

Prerequisites: ACC 101 and ACC 102

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

ACC 108 Income Tax

Provides students with a concise, practical, and time-tested introduction to the most important areas of tax law. The course makes sure that students gain the knowledge and skills they will need as future tax preparers.

3 credits

BUS 101 Business Law

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

4 credits

BUS 102 Business Ethics

Uses a skill based approach, and applies practical ethical situations to real-world business settings and decisions.

4 credits

BUS 103 Banking Operations

Examines the role the banking system plays in individual financial activities and considers the monetary policymaking that shapes the world's financial system.

4 credits

BUS 104 Business Math 1

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

4 credits

BUS 105 Principles of Management

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

3 credit hours

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.

3 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 2010 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 2010 to accomplish tasks such as presentations, organization, budgeting, data analysis, and publishing.

4 credits

Prerequisites: CS112

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

HM 101 Introduction to Hospitality

Provides a detailed description of the many facets of the hospitality and tourism sectors, including tours, travel, hotels, restaurants, culinary establishments, casino operations, cruises, and the recreation and leisure industries. Personal profiles of industry leaders highlight the wide range of career opportunities available in the field.

4 credits

HM 102 Quality Services 1

Students will learn hospitality service strategies and how to meet guest expectations through planning. Students will learn how to develop a hospitality culture, and how to deal with service staff.

4 credits

HM 103 Quality Services 2

Students will learn how to be motivated for exceptional service involving guests by co-creation of values. Students will learn strategies in delivering service through the hospitality system, will learn how to measure and manage

service delivery, and fix service failures.

4 credits

Prerequisites: HM 102

HM 104 Tourist Destinations

This course offers students with strategies in matching travelers with the destination that is most appropriate for them. It covers detailed information on attractions, climate, lodging, and cultural patterns as well as sample itineraries and profiles of typical visitors to each destination.

4 credits

HM 105 Hospitality Marketing 1

Students will learn introductory marketing strategies, and will learn how to market hospitality and travel services through hospitality and travel marketing systems. Students will develop skills in planning, research, and analysis of customer behavior.

4 credits

HM 106 Hospitality Marketing 2

Students will learn marketing objectives, plans, people services, and service quality. Students will learn packaging and programming concepts, and will develop strategies in the communication and promotional mix.

4 credits

Prerequisites: HM 105

OFF 101 Office Procedures 1

Students will be introduced to the workplace expectations, and will learn components in creating a professional image. Students will learn skills in becoming a team member, such as self-management, stress management and building positive working relationships with others.

4 credits

OFF 102 Office Procedures 2

Students will learn customer service objectives, verbal and written communication essentials, global communication technology etiquette, records management, and personal finance and investment strategies. Students will also learn workplace mail and copying systems.

4 credits

Prerequisites: OFF 101

OFF 103 Keyboarding

Students will develop keyboarding speed and accuracy skills, how to use numeric and symbol keys, and learn to create word processing documents.

4 credits

Mandatory Sequential Courses per Prerequisite per Program

ASSOCIATE OF APPLIED BUSINESS – BUSINESS MANAGEMENT

BUS 104 Business Math
BUS 115 Macro-Economics
BUS 116 Micro-Economics

ASSOCIATION OF APPLIED BUSINESS – BUSINESS MANAGEMENT

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

ASSOCIATE OF APPLIED BUSINESS – BUSINESS MANAGEMENT

ENG 101 English Composition 1
ENG 102 English Composition 2

ACCOUNTING DIPLOMA PROGRAM:

ACC 101 Accounting 1
ACC 102 Accounting 2
ACC 103 Accounting 3

COMPUTER DIPLOMA PROGRAM:

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

HOSPITALITY MANAGEMENT DIPLOMA PROGRAM:

HM 102 Quality Services 1
HM 103 Quality Services 2

HM 105 Hospitality Marketing 1
HM 106 Hospitality Marketing 2

OFFICE ADMINISTRATION CERTIFICATE PROGRAM:

OFF 101 Office Procedures 1
OFF 102 Office Procedures 2

CS 112 Microsoft Office 1
CS 113 Microsoft Office 2

NOTE: *The above courses should be taken sequentially (for example, OFF 101 Office Procedures 1 must be taken before OFF 2 Office Procedures 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.

GTC QUARTERS	2018 CALENDAR	2019 CALENDAR	2020 SCHEDULE
Winter Quarter	Winter Quarter	Winter Quarter	Winter Quarter
Enrollment through	December 29	January 4	December 30
Orientation	December 29	January 4	December 30
Classes Begin	January 3	January 7	January 2
Add/Drop, Late Registration	January 3-12	January 7-18	January 6 - 10
Martin Luther King Day Break	January 15	January 21	January 20
Classes End	March 23	March 29	March 27
Spring Break	March 26-30	April 1-5	March 30- March 3
Appeals Deadline	April 6	April 12	April 13
Spring Quarter	Spring Quarter	Spring Quarter	Spring Quarter
Enrollment through	March 30	April 5	April 6
Orientation	April 2	April 5	April 3
Classes Begin	April 3	April 8	April 6
Add/Drop, Late Registration	April 3-13	April 8-19	April 13-17
Memorial Day Break	May 28	May 27	May 25
Summer Graduation	June 23	June 28	June 27
Classes End	June 22	June 28	June 26
Summer Break	June 25-29	July 1-5	June 29 – July 3
Appeals Deadline	July 6	July 12	July 17
Summer Quarter	Summer Quarter	Summer Quarter	Summer Quarter
Enrollment through	June 29	July 5	June 30
Orientation	July 29	July 5	June 29
Classes Begin	July 2	July 8	July 1
Independence Day Holiday	July 4	N/A	July 6
Add/Drop, Late Registration	July 4-13	July 8-19	July 7 -10
Labor Day Break	September 3	September 2	September 7
Constitution Day	September 17	September 17	September 17
Classes End	September 21	September 27	September 25
Fall Break	September 24-25	September 30- October 4	September 25-29
Appeals Deadline	October 5	October 11	October 9
Fall Quarter	Fall Quarter	Fall Quarter	Fall Quarter
Enrollment through	September 26	October 4	September 29
Orientation	September 25	October 4	September 29
Classes Begin	September 26	October 7	September 30
Add/Drop, Late Registration	September 26 -October 4	October 7-18	October 5 –9
Thanksgiving Break	November 22-23	November 21-22	November 26-27
Classes End	December 19	December 20	December 18
Winter Graduation	December 20	December 20	December 19
Winter Break	December 20- January 1	December 23- January 3	December 21 –January 1
Appeals Deadline	January 4, 2019	January 10, 2020	January 8, 2021