

ETC Career Proprietary School

Licensed through the State of Michigan



884 E. Isabella Road, Midland, MI 48640
2415 N. Charles Street, Saginaw, MI 48602

1.888.3U.LEARN
www.etc-1.com



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EDUCATION AND TRAINING CONNECTION (ETC) BOARD OF DIRECTORS

Chief Executive Officer..... Lyn Knapp
President..... Andrea Secrease
Vice President..... Missy Freier
Secretary..... Kevin Heye
Treasurer..... Adam Theil
Trustee..... Andrea Secrease

ADMINISTRATION, DIRECTORS, MANAGERS & INSTRUCTIONAL SUPERVISORS

Lyn Knapp	CEO Instructional Supervisor
Jeff Cole	Training Coordinator

MISSION STATEMENT

Education and Training Connection's (ETC) mission is to provide communities with needed education and training opportunities. This is accomplished through the integration of existing services with new ideas, techniques, technology, and partners.

STATUS

ETC is a 501C3 corporation in the State of Michigan. ETC has been declared tax-exempt by the Internal Revenue Service of the United States Treasury Department. December 2002, ETC was licensed as a Proprietary School through the State of Michigan and continues to hold that license.

TRAINING CONTACT INFORMATION

Contact:
Jeff Cole

989.631.5202

989.631.5202 x247 or 1.888.3U.LEARN

Website: www.etc-1.com
Email: training@etc-1.com

ADMINISTRATIVE OFFICE HOURS:

Monday – Thursday: 8:00 a.m. to 5:00 p.m.

Friday: 8:00 a.m. to 4:00 p.m.

Summer hours may vary

CLASS CANCELLATION POLICY

Every attempt to hold classes will be made. However, it may be necessary to cancel classes due to inclement weather. In the event of class cancellations, the following stations will provide up-to-date information:

RADIO: WMPX 1490AM WKQZ 93.5FM
WUGN 99.7FM WHNN 96FM

TV: WNEM-TV5 WEYI-TV25

WEBSITE: www.etc-1.com

ETC Enrollment Application

Name _____ Age _____
Last First M

Address _____
Street City Zip

Phone _____ Work Phone _____

E-mail _____

Class Registration

Class #	Class Title	Begin/Time	Fee
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Payment: Charge to: _____ Master Card _____ Visa Card

Name as it appears on front of card: _____

_____ Exp. Date _____

Signature: _____

Cash _____ Check _____

**Make Checks Payable to: Education and Training Connection
Mail to: 884 E. Isabella Road, Midland, MI 48640**

All tuition and fees paid by the applicant shall be refunded if the applicant is rejected by the school before enrollment. An applicant fee of not more than \$25.00 may be retained by the school if the applicant is denied. All tuition and fees paid by the applicant shall be refunded if requested within three (3) business days after signing a contract with the school. All refunds shall be returned within 30 days.

Learner Signature Date

ADMISSIONS

Learners may apply for admission by completing the ETC Enrollment Application on-line at <https://www.etc-1.com/wp-content/uploads/2016/10/Employment-Application.pdf> or by contacting: (989) 631-5202, Ext. 247

FEES, EXPENSES and REFUNDS

Course fees and expenses are listed within the catalog.

All tuition and fees paid by the applicant shall be refunded if the applicant is rejected by the school before enrollment. An applicant fee of not more than \$25.00 may be retained by the school if the applicant is denied. All tuition and fees paid by the applicant shall be refunded if requested within three (3) business days after signing a contract with the school. All refunds shall be returned within 30 days.

TRANSFER CREDIT

Does not apply.

PLACEMENT SERVICES

ETC can provide a list of placement service providers to learners that request assistance.

CERTIFICATES

Certificates are awarded to the learner after successful completion of all requirements of the course or training program.

REGISTRATION

Course tuition must be paid in full prior to first course meeting. The tuition rate is published in the Catalog and is subject to change without prior notice.

TEXTBOOKS AND MATERIALS

Textbooks and materials are included in the cost of tuition and provided by ETC, unless otherwise stated.

GRIEVANCE PROCEDURES FOR ACADEMICS

ETC makes every effort to fairly and equitably resolve learners concerns in a timely manner. In the event a learner feels he or she has been treated unfairly, ETC provides a complaint and grievance process.

ENTRANCE REQUIREMENTS

ETC has an open enrollment policy.

GRADING SYSTEM

ETC operates with a Pass/Fail grading system.

RULES of LEARNER CONDUCT

Individuals are fully expected to respect and value the rights of others, support the learning environment, and adhere to the proper use of ETC's facilities. All individuals are fully expected to observe federal, state, and local laws, as well as all ETC's rules, regulations, and policies.

Individuals have the responsibility to:

- Not harass or intimidate any learner or staff member, physically or otherwise.
- Be informed of and adhere to reasonable rules and regulations established.
- Study diligently and maintain the best possible level of academic achievement.
- Be punctual and present in the school program.
- Refrain from using or possessing alcohol or drugs on or near the class sites,
or to attend class under the influence of drugs or alcohol.
- Not inflict bodily harm upon another individual.
- Not possess a firearm or other weapon on school property.
- Abide by ETC's attendance policy per classroom schedule.
- Refrain from smoking.

Not adhering to these responsibilities may result in a learner facing disciplinary action or being expelled from the class or program.

NON-DISCRIMINATION POLICY

ETC is an equal opportunity/affirmative action institution. In compliance with the Title VI of the Civil Rights act of 1964, Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the State of Michigan's Elliot-Larsen Civil Rights Act of 1977, it is the policy of ETC that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, sexual orientation or disabilities shall be discriminated against, excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in employment or in any program or activity for which the Board is responsible or for which it receives financial assistance from the United States Department of Education.

PROBATION and DISMISSAL

1. A learner may be suspended or expelled from a course when "rules of learner conduct" are being violated.
2. An instructor may not suspend or expel a learner but may ask a learner to leave class if that learner is creating a disturbing classroom climate or is posing a threat to a person's property.
3. The instructor must give oral notification to the learner as to why he/she is being dismissed from class at that time.
4. The instructor must verbally notify ETC's administrative office immediately of the infraction. A written statement of specific charges with grounds must be submitted along with evidence noted within 24 hours of the infraction.
5. The learner should make an appointment with the instructor within 72 hours of the incident.
6. A learner wishing to appeal the decision may within 24 hours of dismissal submit in writing reasons for disagreement to the Director of ETC.
7. The learner will be notified in writing of procedures, charges, hearings, and any other such information as required by law.
8. The Director will reach a decision, after reviewing the learner and instructor comments to retain or dismiss the learner.
9. In some cases, the learner will remain in class until this decision is reached unless the learner poses a continuing danger to persons, property, or an on-going threat of disrupting the academic process.

HARASSMENT PROCEDURE

The accused will have an opportunity to hear and respond to the complaint brought against him/her. Judgments are not made or action taken until the investigation is complete. Whether a specific act violates the policy, will be determined on a case-by-case basis, with proper regard for all circumstances. Due consideration will be given to the protection of individual rights, freedom of speech, religious and moral convictions, and academic freedom.

SANCTIONS

Any person who violates the Education and Training Connection's (ETC) Anti-Harassment Policy may be subject to a range of sanctions which could include, but is not limited to, dismissal, according to due process, from the Education and Training Connection (ETC) and/or termination of employment.

Violators may also be subject to civil action or criminal prosecution because harassment and other discriminatory behavior may violate state and/or federal laws.

RETALIATION

Any attempt to retaliate against an individual who files a complaint is prohibited by this policy and by law. Any attempt of retaliation is subject to the above sanctions and legal charges.

EMERGENCY and EVACUATION PLAN

The emergency and evacuation plan is reviewed at the beginning of each course. Emergency exits are clearly marked above the doors and each room contains a map of emergency evacuation procedures.

DRIVING AND PARKING

ETC will not be responsible for any damage to vehicles while on ETC property or at ETC functions.

SECURITY

ETC strives to keep its facilities safe for learners, staff, and the community-at-large. ETC is equipped with surveillance cameras. Any security incident should be immediately reported to ETC by calling:

Midland (989) 631-5202

Saginaw (989) 755-7347

SCHOOL CALENDAR

Courses are scheduled on a quarterly basis.

ASSESSMENTS

Assessments such as Career Cruising and Kryterion are available for an additional fee if requested. They can assist in guiding the learner toward suitable training programs.

Instructional Staff

Lyn Knapp	Specialist in Educational Administration, Central Michigan University Masters in Industrial Management Central Michigan University BBA, Northwood University
Joyce Reder	MA Education, Regis University, Devern Co. BA Education, Regis University, Devern Co. Associates Degree Delta College - Registered Nursing
Jeff Cole	Associates Degree in Computer Information Systems, Mid-Michigan Community College. Ten + years' experience with MS Office Suite.
Andy Bacigalupo	BA Ferris State University Associates Degree Culinary Institute of America

PROGRAMS

Certified Nursing Assistant Program

Pre-Requisites:	None Required
Certificate:	Course Competition
Instructional Hours:	75 Required
Tuition:	\$685.00

CERTIFICATE OPTIONS AND CONTENTS

Certified Nursing Assistant Program

The Certified Nursing Assistant training program is designed to prepare you to provide quality care to clients in both private settings and health care facilities. Successful completion of the course (theory, lab and clinical) meets the requirements to be eligible to take the State Competency Evaluation Exam for CNA.

Pre-Requisites:	None Required
Certificate:	Course Completion
Instructional Hours:	75 Required
Tuition:	\$685.00

Microsoft Computer Courses

(Certificates awarded for each course completed)

Microsoft Office Suite

Microsoft Word (2010, 2013, 2016/365)

Microsoft Excel (2010, 2013, 2016/365)

Microsoft PowerPoint (2010, 2013, 2016/365)

Microsoft Outlook (2010, 2013, 2016/365)

Full Day Classes 8:30 am to 4:30 pm

Tuition per course: \$175.00

Text book: \$25.00

(certificates awarded for each course completed)

COURSE DESCRIPTIONS

Courses subject to revision/change as needed.

Certified Nursing Assistant

Certified Nursing Assistant training program, is designed to prepare you to provide quality care to clients in both private settings and health care facilities. Successful completion of the course meets the requirements to be eligible to take the State Competency Evaluation Exam for CNA. CPR class is included. (75 hours/\$685)

MICROSOFT EXCEL Part 1

Excel Fundamental teaches learners the basics of creating, editing, and saving worksheets. The learners will learn how to work with formulas and functions to calculate and return values, format data, turn data into visual charts and work with worksheets in a workbook. (8 Hours/\$175.00)

MICROSOFT EXCEL Part 2

Excel intermediate teaches learners the skills and concepts necessary to create advanced charts. The learner will be introduced to the powerful list management capabilities of Excel. This function teaches learners how to manage a list of data using the sort and filter commands to locate information quickly. (8 Hours/\$175.00)

MICROSOFT EXCEL Part 3

The advanced Excel class teaches learners how to personalize the look of screens and worksheets by creating customized toolbars and creating styles and templates. Work with advanced functions, create pivot tables to analyze worksheet data, outline and consolidate worksheets, and protect worksheets by locking cells. Learners learn how to create and modify macros by using the Visual Basic Editor. Power Pivot to mash up large volumes of data from various sources, perform information analysis and share insights easily thru data models. (8 Hours/\$175.00)

MICROSOFT OUTLOOK Part 1

Learners will learn the basics of Outlook. (8 Hours/\$175.00)

MICROSOFT OUTLOOK Part 2

Learners will learn advanced features of Outlook. (8 Hours/\$175.00)

MICROSOFT POWERPOINT Part 1

Learners will learn to convey ideas visually to create exciting presentations. They will learn to format text, insert art, create charts, change color schemes and templates, to develop professional slide show. (8 Hours/\$175.00)

MICROSOFT POWERPOINT Part 2

Upon successful completion of this course, learners will be able to: explore, design and create template presentations. Work with clip art, animate your slide shows, and add movies and sound. Learn how to insert office objects, create slides from an outline, and send slides to Microsoft Word. Explore customization options and automate slide production. Create hyperlinks to the World Wide Web, interactive objects and work with slide show options. (8 Hours/\$175.00)

MICROSOFT WORD Part 1

Learner will learn the basics of Microsoft Word. They will learn how to create, save, open, and print professional looking documents. Other areas developed will be editing and formatting text, working with tables, and using productivity tools. (8 Hours/\$175.00)

MICROSOFT WORD Part 2

This class takes learners to the next level of Microsoft Word. They will learn intermediate document formatting & mail merge capabilities. Mail merge allows learners to import data (names addresses etc.) from a data base and automatically create form letters and envelopes for mass mailing. The intermediate document formatting portion of the class will allow the learner to create and use templates and styles that can be used over and over again. Additionally, learning how to format newspaper columns and work with headers and footers. (8 Hours/\$175.00)

MICROSOFT WORD Part 3

This class is advanced Microsoft Word. In this class learners learn advanced skills for creating and using advanced styles, templates, and forms. They will learn how to import graphics to create powerful documents. The learners will experience working with large documents; determining document layout; and sharing documents online. This course meets the Microsoft Proficiency Guidelines for Word at the Expert level. (8 Hours/\$175.00)