EMERGING TECHNOLOGIES INSTITUTE

ACADEMIC CATALOG

EMERGING TECHNOLOGIES INSTITUTE

(718) 261-1272

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EmergingTech.edu

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Hours of Operation:
Monday - Friday
9 am - 5 pm

Closed on holidays & school recesses
Refer to School Calendar for more info.

Facebook.com/emergingtechedu
Linkedin.com/company/Emerging-Technologies-Institute

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Campus Accessibility

ETI is located in a well-traveled and easily accessed light commercial section of Queens, directly on major bus routes and 1 block from NY subway stations. Although ETI cannot offer parking, on-street parking is available for students who drive.

We are located on the second floor of a building with multiple tenants and there is no elevator access to the second floor. The building is exempt from compliance with ADA-criteria because of its age. Consequently, ETI cannot accommodate students, guests, or employees who cannot climb a flight of stairs. ETI complies with all applicable governmental codes for occupancy, use, fire, and safety.

ETI's 1500 square-foot facility provides a comfortable physical environment conducive to learning and instruction. Each classroom can easily accommodate 18 students. All equipment in the lecture/labs has been selected and acquired specifically to provide as much support as possible to the educational process. Any structural modifications that occur, or space utilization plans that are implemented, are designed to facilitate instruction, learning, and services.

Please Note

Students should be aware that some information in the catalog may change. It is recommended that students check with the school director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog.
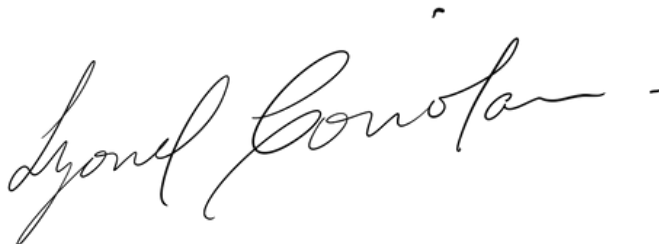
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A MESSAGE FROM THE EXECUTIVE DIRECTOR

It is my goal, and that of the faculty here at Emerging Technologies Institute, to share our knowledge and expertise with students who have the drive and commitment to create careers for themselves or to seek career advancement by pursuing higher education and training.

As you undertake your studies at ETI, know that I, my staff, and every instructor here is willing and eager to help you with your educational pursuit and will provide all the resources at our disposal to contribute to the successful completion of your chosen academic program.

The curricula we offer, in our Business and Industry Technology program, Business and Office Skills, as well as other in classroom and online programs, are challenging but comprehensive to ensure that the knowledge and skills you will need to enter your chosen profession or to advance in your present position have been provided.

It is with great pride that we welcome you to the Emerging Technologies Institute. We thank you for choosing our school and wish you success during your time with us.

Lyonel Coriolan
Executive Director / CEO

ABOUT EMERGING TECHNOLOGIES INSTITUTE

Emerging Technologies Institute is a privately owned, post-secondary education institution founded in 1999 and licensed as a registered career school by the New York State Education Department to offer postsecondary programs at the non-degree, certificate level. The school is located on one of the main thoroughfares, Queens Boulevard, in a mixed-use business section of Forest Hills, a community in the New York City borough of Queens. ETI also has a campus in Haiti, all of whose courses are taught online.

The school's academic programs focus on a variety of topics, including business, information technology, healthcare & allied health, education, finance & accounting, and multimedia & graphic design. With the support of a highly qualified, experienced, and dedicated faculty, ETI trains students for entry-level employment and for career advancement opportunities in these fields of study.

MISSION & OBJECTIVES

The mission of Emerging Technologies Institute is to transform our students into professionals prepared to meet the demands of our ever-evolving work environment.

The goal of ETI is to be a private career school of choice for individuals wishing to earn a diploma, enhance their professional skills, and/or fill positions in their preferred job sectors.

The following objectives were established to accomplish this mission:

- Develop programs to meet specific occupational objectives for the advancement of the student's career.
- Ensure training is administered by qualified and licensed instructors with adequate training and real-life experience.
- Equip the classroom with appropriate technology similar to what our graduates will use in the corporate world.
- Offer quality programs, on campus and online, to ensure student access and success.

PARTNERSHIPS & AFFILIATIONS

ADMINISTRATION & FACULTY

Lyonel Coriolan
Executive Director/ CEO
BS, Electrical Engineering and Applied
Mathematics and Statistics
Stony Brook University

Michael Hurtado
**Lead Instructor and Director of Online
Programs**
AOS, Computer Networks
Katherine Gibbs College
BA, Information Technology
Briarcliff College

Rehana Rooney
Director of Admissions
BA, Early Childhood Education
Ashford University

Frantz Jerome
President
MS, Education
Long Island University

Chloé Coriolan
Director of Communications & Marketing
BS, Communications
St. John's University

James Lyons
Adjunct Faculty
MS, Management
NC State University

HAITI INITIATIVE PARTNERS

Françoise Carrié
Partner
BS, Architecture
City College of New York

Daphné DeLain
Partner
Hematology & Clinical Chemistry
NY School of Medical Technology

STATEMENT OF LEGAL CONTROL

Emerging Technologies Institute, Inc. is a licensed private career school, incorporated under the laws of the State of New York. The corporation operates one campus in Queens County, New York. As a State-licensed school, Emerging Technologies Institute meets the standards required by Article 101 of the New York State Education Law and Part 126 of the Regulations of the Commissioner of Education.

ETI operates under guidelines and policies established by its Board of Directors. The Board's executive director also serves as the executive director and CEO of the school. The directors have oversight responsibility for all operational aspects of ETI and are also responsible for exercising policies established by the Board. The Board's corporate officers execute legal documents and perform functions as required of them by law.

Board of Directors
Lyonel Coriolan, Executive Director/CEO
Frantz Jerome, President
Yves Poitevien

ACADEMIC POLICIES

ADMISSIONS

ETI admits students into its academic training programs regardless of their ethnicity, race, color, sex, sexual orientation, marital status, religious beliefs or a lack thereof. Provided all other applicable admissions criteria are met, a person with physical disabilities will be admitted upon demonstration that he or she can access the campus by climbing the flight of stairs to reach the second floor.

Applicants for **both online and in-classroom** programs are required to satisfy the following criteria:

(1) Be at least 18 years of age on or before starting their first day of class;

(2) Complete an admissions application;

(3) Provide evidence that they have earned a high school diploma or its equivalent. If high school was completed outside of the United States, the applicant must submit a copy of the high school diploma and, if applicable, an acceptable English translation of the diploma.

The requirement for proof of high school completion may be waived if the applicant can provide a copy of an official transcript showing completion of a postsecondary associate degree or higher. An official transcript from a non-U.S. college or university must be accompanied by a written evaluation by an agency acceptable to ETI advising that the credential earned is equivalent to an associate degree or higher of an accredited U.S. college.

(4) Possess a basic understanding of and competency in computer functions and operations and a fundamental knowledge of word processing. **The following only applies to accredited programs:** Students must pass a school-developed computer assessment exam with a score of 75% or higher.

Applicants who do not pass this exam on the first attempt may choose to take the exam a second time but must wait two weeks before doing so. The required pass rate on the second attempt is 80%.

Applicants who feel that they do not have the requisite knowledge and skills base to pass the assessment exam may register for the non-credit, 20-clock hour short course Computer Skills for End Users, designed to prepare students for enrollment in the Accredited Programs.

(5) Complete and sign an enrollment agreement.

READMISSION POLICY

Students who have left or been withdrawn from an academic program for any reason must submit a written request, asking to be readmitted. Students who were dismissed for violation of the Code of Conduct are not eligible for readmission.

A student can be readmitted only once, based on space availability. Before readmission, a student must pay all outstanding tuition that was due at the time of his or her dismissal or withdrawal. Students will receive academic credit for all courses previously successfully completed. Students readmitted into a program must complete that program within the maximum time frame as described in the Satisfactory Academic Progress Policy section of this catalog.

CLOCK HOUR BASICS

Full-time for an undergraduate clock hour program must be at least 18 clock hours a week. Half-time must be at least 10 clock hours per week.

GRADUATION REQUIREMENTS

Every student must satisfactorily pass all courses with a cumulative final grade point average of 2.0 (73%) or better within the maximum time allowed for completion.

Every student must also meet all financial responsibilities before they are eligible for graduation.

TRANSFER OF CREDITS

CREDITS EARNED AT OTHER INSTITUTIONS

At the time of admission, ETI will consider accepting transfer credits or clock hours earned at another post-secondary institution provided that the following criteria are met:

1. The postsecondary institution is accredited by an agency recognized by the U.S. Department of Education or by the Council on Higher Education Accreditation.

2. The course or courses are determined to be comparable in both content and   duration to a course or courses offered by ETI.

3. The course was completed within ten years of the date that the student is applying for admission into ETI and the student earned a grade of B or higher.

An official transcript must be sent directly to ETI from the postsecondary institution that the transferring student attended. The transcript will be reviewed, and it will be determined whether the course or courses requested for transfer credit meet all of the above-required criteria and whether transfer credit will be granted. The decision is final and not appealable. A maximum of 100 clock hours earned from other institutions can be transferred into the program.

Transfer credits accepted will be appropriately converted into clock hours. The grade for any transfer courses from other institutions will not be included in a calculation of the student's cumulative grade point average (CGPA) or of total clock hours attempted.

CREDITS EARNED AT ETI

For clock hours earned in other programs offered by ETI that a student wants transferred into a new ETI academic program, the following criteria must be met:

1. The same course or courses must be required in the new program or must be comparable in content and duration to a course or courses offered in the new program.

2. The student must have earned a passing grade in the course or courses.

There is no limit to the number of clock hours earned at ETI that can be transferred into a new ETI academic program. The grades earned for the transferred ETI courses will be included in a calculation of the student's CGPA. Additionally, the total number of clock hours will be included in a calculation of total clock hours attempted and successfully completed in determining whether a student is making satisfactory academic progress.

Courses completed at other institutions and accepted on transfer by ETI will be designated on the ETI transcript as "TR". Courses completed at ETI and accepted for transfer into a new ETI academic program will be identified separately on the ETI transcript and the grades earned for those courses will be included as well.

ONLINE TRAINING REQUIREMENTS

Online students must have access to the Internet and must have a personal computer, laptop, or tablet. The student is responsible for his or her own computer equipment, Internet connection, and any online charges that may be incurred. The online conferencing software and related fees are included in the cost of tuition.

TECHNICAL REQUIREMENTS

ETI students will need Windows 7, 8 or 10 operating system to complete online programs. Using a PC, the minimum requirements are:

- Processor: 1 gigahertz (GHz) or faster.
- RAM: 1 gigabyte (GB) (32-bit) or 2 GB (64-bit)
- Free hard disk space: 16 GB.
- Graphics card: Microsoft DirectX 9 graphics device with WDDM driver.
- A Microsoft account and Internet access.

Additional Requirements:

- Any standards-supporting browser from the past few years (e.g., Firefox 3 or later, Safari 3 or later, Google Chrome 4 or later, Opera 9 or later, MS Internet Explorer 7 or later).
- Some demonstrations and interactions require the Flash Player 10 plug-in.
- Some documents and resources are provided in the PDF format. Adobe Reader may need to be installed to view them: get.adobe.com/reader

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

All students are required to meet the standards of academic performance that are outlined in the sections below, and they are evaluated regularly to determine that the standards are met.

Each student must achieve the minimum CGPA within the maximum time frame established, achieving the required completion rate of 73% at each evaluation point. Failure to meet these standards may result in dismissal from the academic program and ineligibility to earn a certificate.

CLOCK HOURS & COURSE CODES

Licensed private career schools offer curricula measured in clock hours, not credit hours. Certificates of completion, i.e., school diplomas, are issued to students who meet clock hour requirements. The granting of any college credit to students who participated in and/or completed a program at a licensed private career school is solely at the discretion of the institution of higher education that the student may opt to subsequently attend.

ETI measures its academic programs on a clock-hour basis. A clock hour is defined by ETI as 50 minutes of supervised or directed instruction.

Each course offered by ETI is identified by a combination of letters and numbers, with the letters identifying the subject area being taught and the number indicating the level of instruction.

MAXIMUM TIME FRAME (MTF)

Students who adhere to their assigned class schedules and achieve the minimum passing scores in each of their courses will complete their program of study in the time frame indicated for each program in the school catalog.

For any student who, for any reason, has not remained on track with his or her studies, the maximum time frame (MTF) to successfully complete the program is 1.5 times the normal completion time. The MTF is computed from the very first clock hours in which the student enrolled and originally began their studies.

Any student who does not successfully complete the program within the MTF cannot earn a certificate.

The MTF for transfer students will be adjusted individually according to the total number of clock hours they successfully transferred into the program. The total number of hours the transfer student needs to complete the ETI program will be multiplied by 1.5 to determine that student's MTF.

ACADEMIC DISMISSAL

Any student who has been academically dismissed will not be considered for readmission to ETI until six months have passed. The student will have to reapply for admission, satisfy all admissions criteria in effect at the time, satisfy any outstanding financial obligations to the school, and retake any failed classes before proceeding to other courses.

APPEALS

Any student who has been placed on academic probation for the first time but feels that there were mitigating circumstances that caused him or her to fail the SAP standard, may file a written appeal with supporting documentation to the Lead Instructor, who, with the Executive Director/CEO and another school administrator will make the decision whether to accept the student's appeal. If the student's appeal is granted, the student will be considered to be making satisfactory academic progress.

GRADING SYSTEM

The grading system for academic performance appears below. Unless otherwise indicated, each grade earned is calculated into the student's cumulative grade point average (CGPA) and the clock hours assigned for the course taken are included in the calculation of total clock hours attempted.

SAP EVALUATION

1. The **Business and Industry Technology Program** contains a total of eight courses. For the purposes of SAP, this program is divided into two segments of three courses each (120 hours) and one segment of two courses (80 hours).

The **Business & Office Skills Curriculum** contains a total of sixteen courses. The program is divided into four segments of four courses each: 180 hours for the first two segments, 172 hours for the third segment, and 152 hours for the fourth segment.

The **Business Office Information Technology Curriculum** contains a total of 24 courses. The program is divided into four segments of six courses and 360 hours each.

Each **short program** (online or in-classroom) is divided into segments of three courses each.

Students are evaluated for SAP after the completion of each segment of a program.

2. If a student fails a course before a segment ends, the student is immediately placed on academic probation.

    A. The student will remain on academic probation until:
       (1) The student retakes the failed course when it is next offered and passes it on the next attempt; or,
       (2) The student retakes the failed course and fails it again; or,
       (3) The student takes another course (before retaking the first course) and fails it.

    B. If the student takes the course a second time and passes it, the student will be removed from academic probation.

    C. If the student fails the course for a second time, the student will be academically dismissed from the school.

    D. If the student takes another course (before retaking the first course) and fails it, the student will be academically dismissed.

3. At the end of a segment, any student whose cumulative grade point average (CGPA) is below 2.0 or whose successful completion rate is less than 73% of all clock hours attempted will be placed on academic probation.

    A. The student will have one segment to raise their CGPA to 2.0 or higher and/or their completion rate to 73% or better.

    B. Any student who fails to earn the minimum CGPA or the required completion rate by the end of the probationary segment will be academically dismissed from the institution.

LETTER GRADE	POINT VALUE	HONOR POINTS	GRADE DESCRIPTION
A	93 - 100	4.0	EXCELLENT
A-	90 - 92	3.7	
B+	87 - 89	3.3	
B	83 - 86	3.0	GOOD
B-	80 - 82	2.7	
C+	77 - 79	2.3	
C	73 - 76	2.0	SATISFACTORY
C-	70 - 72	1.7	
D+	67 - 69	1.3	
D	65 - 66	1.0	BELOW AVERAGE
F	64 and below	0.0	FAILING
AU			AUDIT
I			INCOMPLETE
TC			TRANSFER CLOCK HOURS
W			WITHDRAWN

Grade not calculated into CGPA but course hours are included in total clock hours attempted.
Grade not calculated in CGPA and course hours are not included in total clock hours attempted.
Clock hours transferred from another institution. Course grade not calculated in CGPA and course hours are not included in total clock hours attempted.

REPEATED COURSES

The new grade for a failed course that has been repeated will not replace the prior grade. Both the grade earned and the clock hours taken for the repeated course will be included in the SAP calculations.
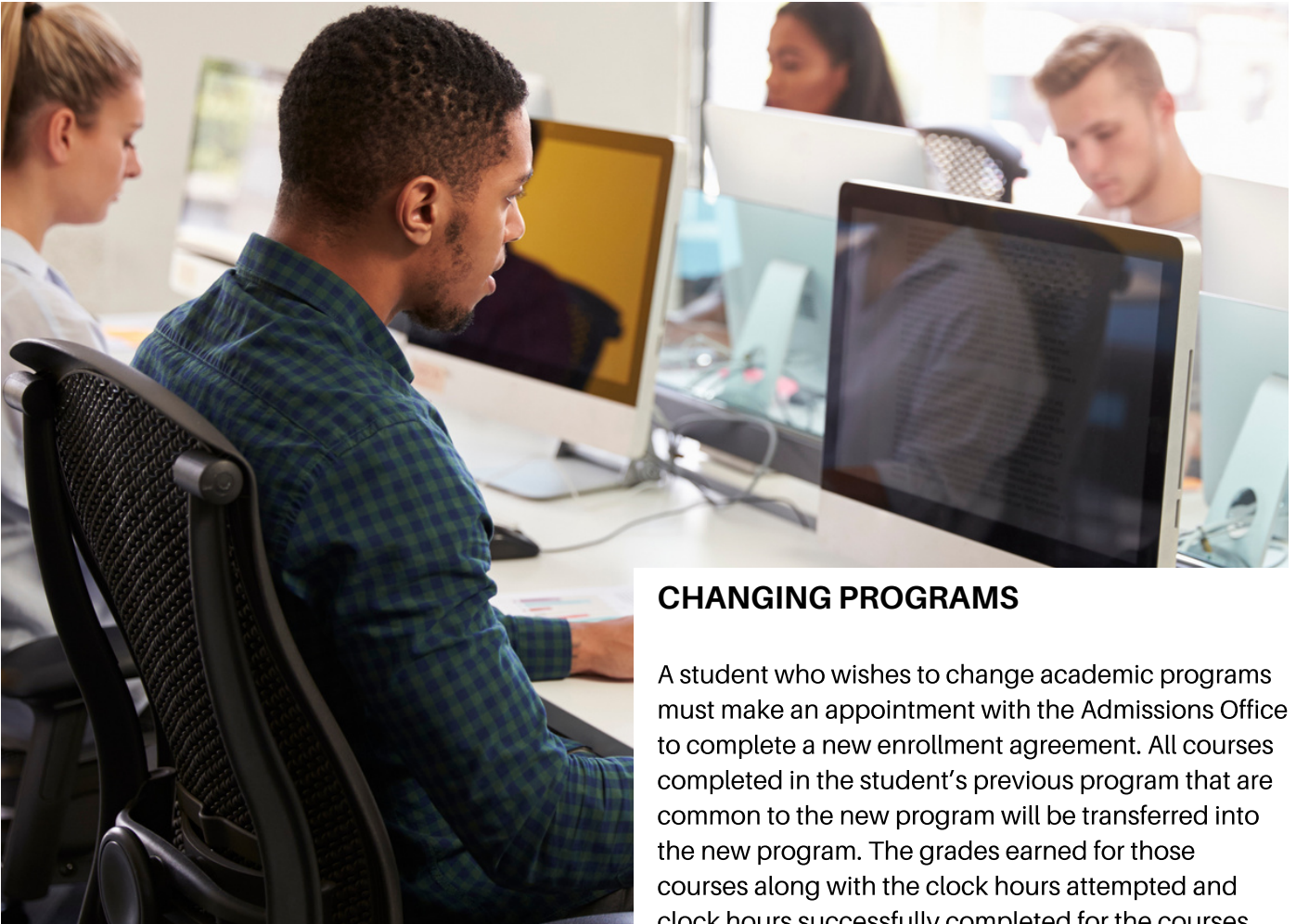
"I" GRADE

At the discretion of the instructor, a student may be assigned a temporary grade of incomplete (I) to allow the student more time to complete missing coursework or to take a required exam. Upon completion of the work or exam, the earned grade replaces the grade of "I" and is calculated into the grade average for the segment and for the CGPA. If the missing work or exam is not completed within two weeks from the last day of the course, a grade of "F" will be assigned and computed into the final grade average for the course and into the CGPA.

"TC" GRADE

A grade of TC is assigned for a student's successful transfer of clock hours (or converted credits) earned from an accredited institution or the military. Only students' official transcripts are accepted and reviewed. Neither the grade nor the clock hours are included in the CGPA or clock-hours attempted calculations. The total number of clock hours transferred is deducted from the total number of clock hours needed for program completion. The MTF for a transfer student will be 1.5 times the total hours needed for program completion.

Note that courses completed at ETI and accepted for transfer into a new ETI academic program will be identified separately on the ETI transcript. Grades earned for those courses will be included as well. ETI transferred courses and grades will be included in CGPA calculations and in clock hours attempted and successfully completed to determine whether a student is making satisfactory academic progress.

"W" GRADE

A student who formally withdraws from the institution before the mid-point (50% or half-way point) of a course will be assigned a grade of "W" for the course. The "W" grade is not included in the calculation of the CGPA and the clock hours for the course are not included in the determination of total clock hours attempted. A student who withdraws or drops after the midpoint of a course will be assigned a grade of "F".

The failure of a student to notify the director in writing of withdrawal may delay refund of tuition due pursuant to Section 5002 of the Education Law.

"AU" GRADE

A grade of AU is assigned to an individual who enrolled in a course solely for the purpose of auditing the class. The grade has no point value, is not included in the calculation of CGPA, and the clock hours for the course are not included in the determination of credits attempted.

CHANGING PROGRAMS

A student who wishes to change academic programs must make an appointment with the Admissions Office to complete a new enrollment agreement. All courses completed in the student's previous program that are common to the new program will be transferred into the new program. The grades earned for those courses along with the clock hours attempted and clock hours successfully completed for the courses will also be transferred. The MTF for the new program will be calculated reducing the MTF by the number of successfully completed clock hours transferred. A student who is on academic probation at the time of the program change will remain on academic probation in the new program for one academic segment and must achieve the minimum SAP standard by the end of that period to remain enrolled in the school.

SEEKING TO EARN AN ADDTIONAL CREDENTIAL

A student who has successfully completed one academic program at ETI and who wishes to enroll in another program must make an appointment with the Admissions Office to complete a new enrollment agreement. Any courses successfully completed in the prior program that are common to the new program will be transferred into the new program along with the clock hours earned for those courses. Both the grades and the clock hours will be included in the CGPA as well as the clock-hours attempted calculations for the new program.

CODE OF CONDUCT

ETI's administration and faculty seek to provide an atmosphere that supports growth and learning. The school facilities are communities where students take responsibility for their environment.

Suspensions and expulsion are reserved for serious offenses. There will be a refund of tuition, as per the refund policy, for students who are suspended, expelled or who withdraw from the school pending, or as a result of disciplinary action. Offenses include, but are not limited to academic dishonesty, disorderly conduct, harassment, physical or sexual assault, theft, and verbal abuse.

Items not permitted on school grounds include, but are not limited to alcoholic beverages, narcotics and weapons of any kind.

The Director will, depending on the severity of the infraction and the past disciplinary record of the offender, impose one or more of the following penalties: a warning, disciplinary probation, suspension or expulsion.

Students have the right to appeal any penalty imposed by the administration due to misconduct. All appeals must be done in writing within ten calendar days and include the circumstances which contributed to the sanctions and the student's plan for respecting the code of conduct policy. All appeals will be reviewed by an Appeals Committee within ten business days, which will make the decision to uphold the sanction or grant the appeal and reinstate the student.

ACADEMIC INTEGRITY

As a postsecondary institution awarding academic certificates, ETI expects students to demonstrate integrity in the participation and completion of work at it relates to their program. Students are subject to dismissal if they engage in cheating, plagiarism, or any activity that calls into question the authenticity of their work.

In the online environment, that includes getting assistance to complete required coursework, using the work of others as your own, and copying material without the appropriate citation or acknowledgement.

ATTENDANCE POLICY

Regular attendance and punctuality at scheduled class times are expected of all students, as they are essential in maximizing students' learning experiences.

Instructors are required to take attendance 30 minutes after the scheduled start of a class. Any student who is not present and seated by that time will be marked as absent for the entire hour. If the student fails to show, they will, of course be counted absent for the entire class.

Any student who, for any reason, misses more than 20% of any course will fail the course. Any student who, for any reason, misses more than 20% of the total number of clock hours for any program will be dismissed from the school.

All class work and assignments missed because of absence must be made up by the student, whether the absence is excused or unexcused. An excused absence is one for which the student has given advance notice to the instructor. Missed work and assignments must be completed within one week following the absence. Any missed examination must be taken on the first day of return following the absence.

TUITION POLICIES

FINANCIAL AID

VETERANS' BENEFITS

At ETI, we are dedicated to our veterans and reservists, and we recognize the great contributions they make to our society. In accordance with Title 38 US Code 3679(e), ETI adopts the following provision for students receiving benefits under the Department of Veterans Affairs (VA) Post-911 G.I. Bill® (Ch. 33) of the Veteran Readiness & Employment (Ch. 31) benefits, as long as any payment from the VA is still pending.

Some of our programs have been approved by the New York State approving agency for the training of veterans and other eligible persons under the **Post-9/11 GI Bill (Chapter 33).** ETI provides training, funded by Veterans Affairs. Based on eligibility, the VA can pay up to 100% of the student's tuition. Learn more about available benefits for veterans by contacting the VA at (888) 442-4551, or benefits.va.gov/gibill.

Veterans may also seek funding under the **Veterans Readiness and Employment (VR&E) (Chapter 31) Program.** This program assists Veterans with service-connected disabilities to prepare for, find, and keep suitable jobs. For more information, visit benefits.va.gov/vocrehab.

The **Veterans of Foreign Wars offers eligible veterans the VFW's Sport Clips Help A Hero Scholarship,** which provides service members and veterans up to $5,000 per semester in financial assistance they need to complete their educational goals without incurring excessive student loan debt. Get more details at vfw.org/assistance/student-veterans-support.

ETI will refund the unused portion of prepaid tuition and fees on a pro rata basis. The exact proration will be determined on the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course. Any amount in excess of $10 for an enrollment fee or registration fee will also be prorated.

ETI will not prevent the veteran's enrollment, assess a past due penalty charge, require the veteran to apply for extra funding, deny the student access to classes or any other resources that are available to other students who have paid their tuition and other fees.

To qualify for this provision, the students may be required to produce the VA Certificate of Eligibility (COE), provide a written request to be certified as well as additional information needed to properly certify the enrollment.

WORKFORCE INVESTMENT ACT - DEPT. OF LABOR FUNDING PROGRAMS

ETI is an eligible training provider for the states of New York and New Jersey. Each state's **Eligible Training Provider List (ETPL)** was established to present a broad and diverse selection of training choices to support employment goals of individuals. To determine if you qualify for WIA training funding, contact a Workforce One Center near you.

ADULT CAREER & CONTINUING EDUCATION SERVICES - VOCATIONAL REHABILITATION (ACCES-VR)

ETI students may qualify for funding through ACCES-VR, which assists individuals with disabilities to achieve and maintain employment and to support independent living through training, education, rehabilitation, and career development. ACCES-VR offices are located throughout New York State. For additional information, please visit: acces.nysed.gov/vr/apply-vocational-rehabilitation-services.

THE NEW YORK STATE TUITION ASSISTANCE PROGRAM

ETI's Business Office Information Technology (BOIT) program is approved to be funded under the New York State Tuition Assistance Program (TAP), which helps eligible New York residents pay tuition at approved schools in New York State. Depending on the academic year, an annual TAP award can be up to $5,165. Because TAP is a grant, it does not have to be paid back.

Visit hesc.ny.gov/pay-for-college/apply-for-financial-aid/nys-tap for more info.

PAYMENT OF TUITION & FEES

Unless payment arrangements have been made with ETI, tuition and all fees for each term are due and payable by the first day of attendance. The cost of tuition, registration and any other fees are listed elsewhere in this catalog.

Any student who fails to make payment within 10 days after the payment is due will be charged a delinquency fee. Continuing failure of a student to meet their financial obligations to the school may result in the student not being allowed to attend classes.

REFUND POLICY

Postsecondary schools and colleges in the State of New York are required to adopt and use a refund policy developed by the State when determining what refund, if any, a student is entitled to receive when he or she cancels their enrollment or withdraws from the institution. The refund policy below complies in all respects with the provisions required by the State of New York. A separate refund policy applies to students who are receiving veterans' G.I. benefits to study.

    A. A student who cancels his or her registration in writing within 7 days after signing the enrollment agreement will receive all monies paid except for the non-refundable registration fee.

    B. In all other cases of withdrawal, whether the withdrawal is formally requested by the student or is administratively processed by the institution, a determination will be made as to whether the student is entitled to a refund of any of the tuition paid. A determination will also be made as to how much money, if any, is owed to the institution.

- For students who formally withdraw from ETI by providing a written or verbal notice that they are cancelling their enrollment, the effective date of the withdrawal will be either the date specified by the student in the notice or the date on which ETI receives the written or verbal notification.
- For students who fail to provide notice of their intent to withdraw from ETI but who stop attending classes, the effective date of the administrative withdrawal processed for them will be the last date on which ETI determines that the student attended any class.
- For students who are dismissed from the program, the effective date of the administrative withdrawal will be the date the student was dismissed.

PROTECTION OF STUDENTS' FINANCIAL INTEREST

The Tuition Reimbursement Fund of the State of New York is designed to protect the financial interests of students attending proprietary schools. If a school closes while you are in attendance and prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses that you have paid. If you drop out of school before completion and file a complaint against the school with the New York State Department of Education, you may be eligible for a tuition refund if the State proves your complaint is valid and that the school is in violation of New York State Education law. Please refer to the Grievance section of the catalog for contact information for the New York State Education Department.

If a student withdraws or cancels enrollment **during the first or second term of studies,** ETI will keep the registration fee, the cost of any textbooks and supplies accepted by the student, and a percent of tuition as outlined on the following schedule:

If Withdrawal or Cancellation Occurs:	The Institution Will Retain:
Prior to or during the first week of classes,	0% of the total program tuition
During the second week,	20% of the total program tuition
During the third week,	35% of the total program tuition
During the fourth week,	50% of the total program tuition
During the fifth week,	70% of the total program tuition
After the fifth week,	100% of the total program tuition

If a student withdraws or cancels enrollment **in the third term of studies or later,** ETI will keep the registration fee, the cost of any textbooks and supplies accepted by the student, and a percent of tuition as outlined on the following schedule:

If Withdrawal or Cancellation Occurs:	The Institution Will Retain:
Prior to or during the first week of classes,	20% of the total program tuition
During the second week,	35% of the total program tuition
During the third week,	50% of the total program tuition
During the fourth week,	70% of the total program tuition
During the fifth week,	100% of the total program tuition

ETI will only issue any refunds due to the parties or entities that directly submitted payments to the institution.

Students who, at the time of their withdrawal, have not paid the full amount of tuition that ETI is entitled to retain according to the above policy, are legally obligated to pay ETI any difference between the amount paid and the amount to be retained.

No academic transcript or verification of studies will be provided for any student who has an outstanding debt to the institution.

STUDENT RESOURCES

STUDENT SERVICES

Emerging Technologies Institute is committed to providing support services that will help each student to maximize their potential for successful completion of their academic program. Academic advisement is provided for every student, and individual tutoring is provided for students who request it.

Referrals to outside agencies are made for students who are experiencing personal problems, financial and other concerns beyond the scope of ETI's support services.

ETI's career services include career development, résumé preparation, and job placement assistance for graduates and for currently enrolled students seeking part-time employment.

STUDENT RECORDS

All student records are considered confidential by ETI and access to them is restricted to the following: (1) the student themself; (2) an individual, agency, or employer for whom the student has provided written authorization to ETI to release information or copies from the records; (3) authorized ETI staff; and (4) to those agencies, officials, or parties as authorized under the Federal Family Educational Rights and Privacy Act.

The instructors record daily attendance and student grades on the Student Roster. Final grades are computed and transferred onto an official transcript on the Parchment website. Student transcripts are maintained indefinitely; all other vital student records are maintained for a minimum period of seven years. Vital records are the following: admissions application, enrollment agreement, attendance records, financial transactions records, and records of any disciplinary meetings, actions or appeals.

GRIEVANCE POLICY

Emerging Technologies Institute strives to provide a very supportive environment and respects the rights of all students. It is our practice to fairly and objectively address the concerns of any complainant in an attempt to equitably resolve his or her grievance.

A student lodging a complaint is encouraged to first make the complaint to the immediate supervisor of the individual against whom the complaint is being made. A written complaint is preferred but not required. If the matter is not resolved to the student's satisfaction, the student may pursue their grievance to ETI's Executive Director/CEO. A student has 5 school's days within which to make the complaint and the institution has 10 school days in which to attempt to resolve it.

If the complaint is not resolved at the level of the Executive Director/CEO or if the complaint is against the Executive Director/CEO, the student may file a formal, written complaint with the following agencies:

New York State Education Department
Bureau of Proprietary School Supervision
116 West 32nd Street, 5th Floor
New York, NY 10001
(212) 643-4760

Middle States Association Commissions on
Elementary and Secondary Schools
3624 Market Street, 2 West
Philadelphia, PA 19104
(267) 284-5000

SCHOOL CALENDAR 2022/2023

School closed on dates marked with a *

Monday, January 3, 2022	School Reopens / Classes Resume
Monday, January 17, 2022 *	Martin Luther King Jr. Day
Monday, February 21, 2022 *	President's Day
Monday, May 30, 2022 *	Memorial Day
Monday, July 4, 2022 *	Independence Day
Monday, September 5, 2022 *	Labor Day
Monday, October 10, 2022 *	Indigenous People's Day
Friday, November 11, 2022 *	Veterans Day
Thursday, November 24, 2022 - Friday November 25, 2022 *	Thanksgiving Recess
Saturday, December 24, 2022 - Sunday, January 1, 2023 *	Winter Recess- Administration Offices Closed
Monday, January 2, 2023	School Reopens / Classes Resume
Monday, January 16, 2023 *	Martin Luther King Jr. Day
Monday, February 20, 2023 *	President's Day
Monday, May 29, 2023 *	Memorial Day
Monday, July 4, 2023 *	Independence Day
Monday, September 4, 2023 *	Labor Day
Monday, October 9, 2023 *	Indigenous People's Day
Saturday, November 11, 2023 *	Veterans Day
Thursday, November 23 - Friday, November 24, 2023 *	Thanksgiving Recess
Monday, December 25 - Friday, December 29, 2023 *	Winter Recess- Administration Offices Closed

ACCREDITED PROGRAMS

Emerging Technologies Institute is accredited by the Middle States Association Commissions on Elementary and Secondary Schools (MSA-CESS).

MSA is a worldwide leader in accreditation and school improvement. for over 125 years, Middle States has been helping school leaders establish and reach their goals, develop strategic plans, promote staff development, and advance student achievement.

The following academic program has undergone a rigorous accreditation process and has met the requirements of MSA-CESS academic standards.
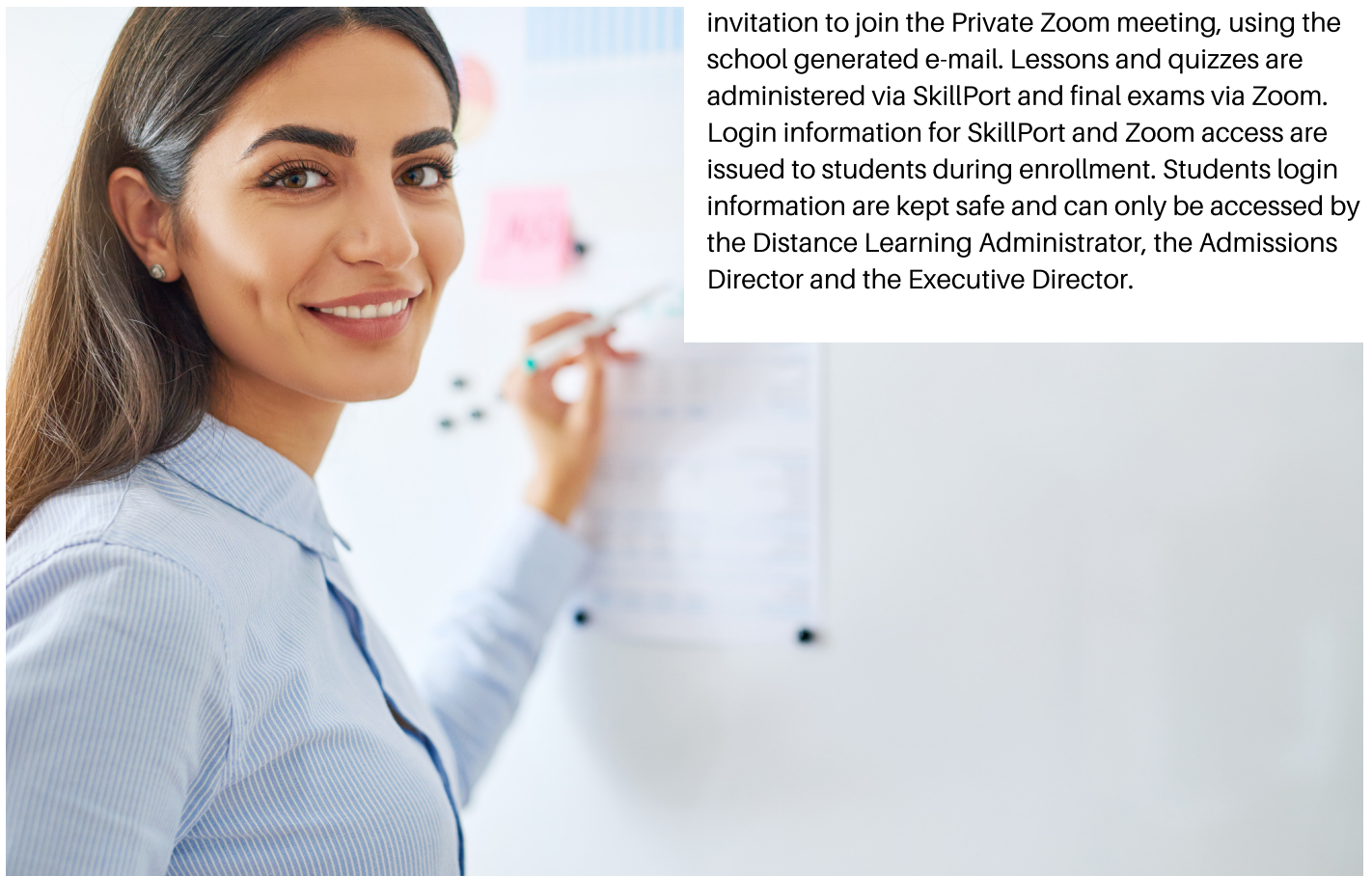
ONLINE ACCREDITED PROGRAMS

ETI uses the SkillPort learning management system together with Zoom. This combination ensures an accessible and reliable environment. SkillSoft allows students to use activity modules and to communicate with instructors via electronic messages. Zoom allows students to participate in class and communicate via electronic messages with instructors and other students. The online asynchronous delivery method enables the student to learn on their own time within an established time schedule.

ETI students will need Microsoft Office 2013, 2016, or 365 and Windows 7, 8 or 10 operating system to complete the program. Students will receive Microsoft Office through their email addresses, which will be assigned and can be downloaded during orientation.

A Private Zoom video webinar is used as a discussion platform. The Distance Learning Administrator issues a new student e-mail address to enrollees as well as an invitation to join the Private Zoom meeting, using the school generated e-mail. Lessons and quizzes are administered via SkillPort and final exams via Zoom. Login information for SkillPort and Zoom access are issued to students during enrollment. Students login information are kept safe and can only be accessed by the Distance Learning Administrator, the Admissions Director and the Executive Director.

BUSINESS AND INDUSTRY TECHNOLOGY

IN-CLASSROOM PROGRAM - 4 MONTHS
Two 8-Week Terms | 20 Hours per week

The Business and Industry Technology Program is designed to meet the needs of business, industry, and government agencies for individuals possessing knowledge and skills in the areas of desktop computing, computer systems repair, networking, wireless technology, and project management.

Comprehensive instruction fully prepares graduates to sit for the following vendor certification exams: Certified Associate in Project Management (CAPM), A+ 220-1001, A+ 220-1002, Network+, Cloud+, and Six Sigma Green Belt.

Occupational Objectives: Manager, Business Office Technologies; Administrative Support Technician

PROGRAM OUTLINE

CODE	COURSE	CLOCK HOURS
MGM22	**CERTIFIED ASSOCIATE IN PROJECT MANAGEMEMENT (CAPM)**	**40**
OFF365	MICROSOFT OFFICE 365	40
COM11	**A+ 220-1001**	**40**
COM13	**A+ 220-1002**	**40**
BUS21	BUSINESS CONTINUITY & DIGITAL TRANSFORMATION	40
COM24	**NETWORK+**	**40**
COM36	**CLOUD+**	**40**
SSG21	**SIX SIGMA GREEN BELT**	**40**
	TOTAL CLOCK HOURS	**320**

COURSE DESCRIPTIONS

Vendor certifications are available for courses indicated with a * .
Upon completion of training, the students are fully prepared for these certification exams. However, they are not a requirement for graduation. Vendor certifications are at the student expenses and are not administered by the school.

BUS21 - **BUSINESS CONTINUITY & DIGITAL TRANSFORMATION**
Prerequisite: None
40 HOURS
Business continuity covers planning, working remotely and navigating in a post-pandemic workplace. Digital transformation covers strategies, big data fundamentals, agile methodologies and virtual collaboration.

COM11 - **A+ 220-1001** *
Prerequisite: None
40 HOURS
Students learn how PC components work in unison. They learn hardware troubleshooting techniques as well as how to maintain operating systems, networks and security.

COM13 - **A+ 220-1002** *
Prerequisite: None
40 HOURS
Students are taught about computer hardware components and about how to install, use, and manage Windows operating systems; and, to configure and troubleshoot peripherals, computers, and printers. They are also instructed in security and network fundamentals, operational procedures, and preventive maintenance.

COM24 - **NETWORK+** *
Prerequisite: COM11
40 HOURS
Students learn network fundamentals, network components, devices and protocols. They also study wide-area and wireless networks, network addressing, routing, monitoring, troubleshooting, and security.

COM36 - **CLOUD+** *
Prerequisite: COM24
40 HOURS
Students completing this course will have the ability to demonstrate that they know what cloud computing means from a business and technical perspective, as well as what is involved in moving to and governing the cloud.

MGM22 - **CERTIFIED ASSOCIATE IN PROJECT MANAGEMENT (CAPM)** *
Prerequisite: None
40 HOURS
This course is designed for all individuals looking to advance in a management role at any level, including supervisors, team leaders, professionals, departmental heads, directors, top management, and executives.

OFF365 - **MICROSOFT OFFICE 365**
Prerequisite: None
40 HOURS
Students will be taught the major features, from basic to advanced, of Microsoft Word, Excel, PowerPoint, and Outlook 365.

SSG21 - **SIX SIGMA GREEN BELT** *
Prerequisite: None
40 HOURS
This course is aligned with the ASQ Certified Six Sigma Green Belt certification, which makes use of a rigorous, systematic methodology known as DMAIC (define, measure, analyze, improve, and control), as well as several qualitative and quantitative tools. The goal is to drive process, product, and service improvements for reducing variations and defects.

TUITION AND OTHER CHARGES (ACCREDITED PROGRAMS)

	Business and Industry Technology Curriculum
Duration	4 months (320 clock hours)
Training Type	In-Classroom
Registration	$100
Tuition	$8,900
Other Charges	n/a
Total Cost	$9,000

WEEKLY STUDENT TUITION LIABILITY CHART (CURRICULUMS)

The Business and Industry Technology program is subdivided into two terms. Tuition cost is $4,450 each term. *This information is provided as a requirement of the NYS Education Department. Refunds will be made to student or sponsor.*

		REFUND TO STUDENT OR SPONSOR
		Business and Industry Technology Curriculum
FIRST TERM AND SECOND TERM	Week 1 or prior	$4,450
	Week 2	$3,560
	Week 3	$2,893
	Week 4	$2,225
	Week 5	$1,335
	After Week 5	n/a
SUBSEQUENT TERMS	Week 1 or prior	n/a
	Week 2	
	Week 3	
	Week 4	
	After Week 4	

STUDENT ENROLLMENT, COMPLETION & JOB PLACEMENT (ACCREDITED PROGRAMS)

The table below represents enrollment, completion and job placement for the accredited programs. This information is updated annually.

	Business and Industry Technology Curriculum	
	JULY 2018-JUNE 2019	**JULY 2019-JUNE 2020**
New Enrollment	8	4
Continuing Enrollment from Previous Year	5	4
Total Enrollment	13	8
Still Enrolled at Year End	4	4
Non-Completers at Year End	0	0
Completion as of Year End	9	4
Employed	6	0
Retention	100%	100%
Placement	67%	0%

IN-CLASSROOM PROGRAMS

BASIC COMPUTER SKILLS

In-Classroom Training
This program teaches the learner basic computer skills that are commonly desired in different fields.

Prerequisites: HS Diploma/GED/TASC

Occupational Objectives: Office Administrator, Administrative Assistant, Sales Representative, Office Clerk

12-Week Term / 192 total clock hours / 16 hours per week

CC101	24 Hrs	Computer Basics
CC102	20 Hrs	Computing Fundamentals
CC104	20 Hrs	Living Online
CC105	08 Hrs	Gmail for Web
CC111	20 Hrs	Microsoft Office 365 - Word
CC112	20 Hrs	Microsoft Office 365 - Excel
CC113	20 Hrs	Microsoft Office 365 - PowerPoint
CC114	20 Hrs	Microsoft Office 365 - Outlook
CC121	16 Hrs	Social Networking
CC201	04 Hrs	Adobe Acrobat Pro DC
CC202	20 Hrs	Adobe Photoshop Lightroom Classic CC

COMPTIA (CURR ID: 1025)

In-Classroom Training
This program is designed to develop the skills of IT in various fields, such as security, network administration, computer repair, and server administration.

Prerequisites: HS Diploma/GED and basic computer skills

Occupational Objective: Computer Support Specialist

15-Week Term / 228 hours of lecture and 68 hours of lab for a total 296 clock hours / 20 hours per week

COM11	52 Hrs	A+ 220-1001
COM13	48 Hrs	A+ 220-1002
COM24	56 Hrs	Network+
COM23	48 Hrs	Server+
COM31	48 Hrs	Security+
COM33	44 Hrs	Cloud+

BUSINESS OFFICE & INFORMATION TECHNOLOGY CURRICULUM

In-Classroom Training
This program provides students with knowledge and skills in management of information technology as well as computer networking administration, so as to meet the needs of business, industry, and government agencies.

Prerequisites: HS Diploma/GED, basic computer skills, familiarity with the internet and working knowledge of Windows

Occupational Objectives: Office Administrator, Computer Support Specialist, Information System Manager, Computer Systems Administrator, & Manager of Office and Administrative Support Workers

12 Months
1,440 Hours (Four 360-Hour, 30 Hours Per Week,13-Week Terms)

		Clock Hours
OFF11	COMPUTER LITERACY BASICS	60
BO10	STARTING A BUSINESS	60
BO11	BUSINESS ENGLISH GRAMMAR	60
SSG21	**SIX SIGMA GREEN BELT EXAM PREP**	**60**
CAB11	LAN NETWORKS AND CABLING SYSTEMS	60
CAB12	FIBER-OPTIC CABLING AND COMPONENTS	60
BO12	BUSINESS MATHEMATICS	60
BO21	FINANCE BASICS	60
COM11	**A+ 220-1001 EXAM PREP**	**60**
COM13	**A+ 220-1002 EXAM PREP**	**60**
BO23	PREVENTING WORKPLACE BIAS, SEXUAL HARASSMENT & ETHICS LAPSES	60
OFF365A	MICROSOFT OFFICE 365- PART 1	60
BO22	SALES AND MARKETING	60
OFF22	SOCIAL NETWORKING	60
OFF365B	MICROSOFT OFFICE 365- PART 2	60
BO31	TEAM BUILDING	60
COM24	**NETWORK+ EXAM PREP**	**60**
BOK21	**PROJECT MANAGEMENT PROFESSIONAL (PMP) EXAM PREP**	**60**
MGM35	UNLEASHING THE POWER OF IT	60
COM36	**CLOUD+ EXAM PREP**	**60**
PM23	PROJECT TIME AND COST MANAGEMENT	60
MGM37	CYBERLAW: THE LAW OF THE INTERNET & INFORMATION TECHNOLOGY	60
BO33	**HUMAN RESOURCE MANAGEMENT: SHRM CP&SCP EXAM PREP**	**60**
PM24	PROJECT MANAGEMENT AND LEADERSHIP	60

Total: 1,440

MICROSOFT AZURE

In-Classroom Training
Microsoft Azure is an ever-expanding set of cloud services to help an organization meet their business challenges. It's the freedom to build, manage, and deploy applications on a global network. This program will fully prepare students to take the following Microsoft Azure Certification Exams.

Prerequisites: HS Diploma/GED, basic computer skills, familiarity with the internet and working knowledge of Windows

Occupational Objectives: Azure Cloud Architect, Manager of Microsoft Azure, Azure Consultant, Microsoft Azure Cloud Engineer

15-Week Term / 228 hours of lecture and 68 hours of lab for a total 296 clock hours / 20 hours per week

MS900	48 Hours	Microsoft 365 Certified Fundamentals
AZ900	52 Hours	Microsoft Certified Azure Fundamentals
AZ500	56 Hours	Microsoft Azure Security Technologies
AZ104	52 Hours	Microsoft Azure Administrator
AZ204	44 Hours	Developing Solutions for Microsoft Azure
AZ400	44 Hours	Microsoft Azure DevOps Solutions

COURSE DESCRIPTIONS

AZ104 - **MICROSOFT AZURE ADMINISTRATOR** *
Prerequisite: AZ900
40 HOURS
Students will learn how to manage cloud services that span storage, security, networking, and compute cloud capabilities. They will develop a deep understanding of each service across the full IT lifecycle, and take requests for infrastructure services, applications, and environments.

AZ204 - **DEVELOPING SOLUTIONS FOR MICROSOFT AZURE** *
Prerequisite: AZ900
40 HOURS
Students will learn how to design and build cloud solutions such as applications and services. They participate in all phases of development, from solution design, to development and deployment, to testing and maintenance.

AZ400 - **MICROSOFT AZURE DEVOPS SOLUTIONS** *
Prerequisite: AZ900
40 HOURS
This course streamlines delivery by optimizing practices, improving communications and collaboration, and creating automation. Students learn how to design and implement strategies for application code and infrastructure that allow for continuous integration, testing, delivery, monitoring, and feedback.

AZ500 - **MICROSOFT AZURE SECURITY TECHNOLOGIES** *
Prerequisite: AZ900
40 HOURS
This course covers how to implement security controls, maintain the security posture, manage identity and access, and protect data, applications, and networks. They identify and remediate vulnerabilities by using a variety of security tools, implement threat protection, and respond to security incident escalations.

AZ900 - **MICROSOFT CERTIFIED AZURE FUNDAMENTALS** *
Prerequisite: None
40 HOURS
Microsoft Certified Azure Fundamentals teaches the foundational-level knowledge of cloud services and how those services are provided with Microsoft Azure.

BO10 - **STARTING A BUSINESS**
Prerequisite: None
60 HOURS
This course presents the core fundamentals that all new entrepreneurs need to know to get started & find success. It is designed for business and entrepreneurship students, small business owners, managers, and soon-to-be entrepreneurs. It covers from the very first steps of conceptualizing your venture to winning your first customers, delivering value, and turning a profit.

BO11 - **BUSINESS ENGLISH GRAMMAR**
Prerequisite: None
60 HOURS
This course will teach the students how to avoid the most cringe-worthy mistakes in the English language. This includes guidelines for incomplete sentences, possessive pronouns with gerunds, dangling modifiers, common word misuses, and more.

BO12 - **BUSINESS MATHEMATICS**
Prerequisite: None
60 HOURS
This course provides an effective approach to mastering the mathematical skills necessary for today's business world. This includes basic business mathematics concepts, calculating markup, sales tax and discount on items sold, understanding depreciation, inventory, promissory notes, financial statements, and more.

BO21 - FINANCE BASICS
Prerequisite: None
60 HOURS
This course teaches the fundamentals, introducing key terms and concepts of corporate finance. This includes how to navigate financial statements, weigh costs and benefits, basics of budgeting and forecasting, and how to gauge a company's financial health.

BO22 - SALES AND MARKETING
Prerequisite: BO10
60 HOURS
Students will learn to apply the 80/20 to:Slash timewasters, locate invisible profit centers in a business, advertise to hyper-responsive buyers and avoid tire-kickers, gain coveted positions on search engines, differentiate themselves from rivals, and gain esteem in the marketplace. They will also learn to identify untapped markets, incremental improvements and high-profit opportunities, gaining time and greater income potential.

BO23 - PREVENTING WORKPLACE BIAS, SEXUAL HARASSMENT AND ETHICS LAPSES
Prerequisite: None
60 HOURS
This course teaches the skills needed for identifying drama in the workplace and strategies for preventing them. It provides suggestions for improving workplace culture, and formulas for keeping a healthy culture alive and thriving.

BO31 - TEAM BUILDING
Prerequisite: BO10
60 HOURS
Students will learn the dysfunctions that go to the very heart of why teams – even the best ones – often struggle. This is done using a model and actionable steps that can be used to overcome these common hurdles and build a cohesive, effective team.

BO33 - HUMAN RESOURCES MANAGEMENT: SHRM CP & SCP EXAM PREP *
Prerequisite: BO22
60 HOURS
This course teaches key skills required in human resource professionals, including the ability to lead and motivate others. Human resources concepts and applications are also examined, as well as ethics and professional standards that every organization should follow.

BOK21 - PROJECT MANAGEMENT PROFESSIONAL *
Prerequisite: None
40 HOURS
This course is an introduction to project management and includes management fundamentals, scope, time management, estimating costs, quality standards, risk management, team communications, contracts and procurement, coordination, and the process.

CAB11 - LAN NETWORKS AND CABLING SYSTEMS
Prerequisite: None
60 HOURS
This course offers comprehensive coverage on current cabling methodologies and is updated to the latest industry standards.

CAB12 - FIBER-OPTIC CABLING AND COMPONENTS
Prerequisite: None
60 HOURS
This course addresses probes deep into fiber optics, and can be used to prepare for the Fiber Optics Installer (FOI) and/or Fiber Optics Technician (FOT) certifications, two of the Electronic Technician's Association's leading certifications.

CC101 - COMPUTER BASICS
Prerequisite: None
24 HOURS
This course is the fastest way to get comfortable, get productive, get online, get started with social networking, and make more connections, even if you've never used a Windows computer before.

CC102 - **COMPUTING FUNDAMENTALS**
Prerequisite: None
20 HOURS
This course provides an introduction to computer concepts and skills, which maps to the newest Computing Core Certification (IC3) standards. Designed with new learners in mind, this course covers Computing Fundamentals; it helps students become confident computer users.

CC104 - **LIVING ONLINE**
Prerequisite: None
20 HOURS
This course provides an introduction to computer concepts and skills, which maps to the newest Computing Core Certification (IC3) standards. Designed with new learners in mind, this course covers Living Online; it helps students become confident computer users.

CC105 - **GMAIL FOR WEB**
Prerequisite: Living Online
8 HOURS
Students will be thought the major features, basic, intermediate and advanced, of Gmail.

CC111 - **MICROSOFT OFFICE 365 - WORD**
Prerequisite: Living Online
20 HOURS
Students will be thought the major features, basic, intermediate and advanced, of Microsoft Word 365.

CC112 - **MICROSOFT OFFICE 365 - EXCEL**
Prerequisite: Living Online
24 HOURS
Students will be thought the major features, basic, intermediate and advanced, of Microsoft Excel 365.

CC113 - **MICROSOFT OFFICE 365 - POWERPOINT**
Prerequisite: Living Online
24 HOURS
Students will be thought the major features, basic, intermediate and advanced, of Microsoft PowerPoint 365.

CC114 - **MICROSOFT OFFICE 365 - OUTLOOK**
Prerequisite: Living Online
20 HOURS
Students will be thought the major features, basic, intermediate and advanced, of Microsoft Outlook 365.

CC121 - **SOCIAL NETWORKING**
Prerequisite: Living Online
16 HOURS
Students will be thought how to use the major social media platforms, including Facebook, Twitter, YouTube, LinkedIn, and Instagram.

CC201 - **ADOBE READER X**
Prerequisite: Living Online
4 HOURS
This course explores the basic features of Reader including opening, viewing, and managing PDFs, filling in PDF forms, and searching PDF files.

CC202 - **ADOBE PHOTOSHOP LIGHTROOM CLASSIC CC**
Prerequisite: Living Online
20 HOURS
This course introduces the basic to advanced features of Adobe Photoshop Lightroom Classic CC.

COM11 - **A+ 220-1001** *
Prerequisite: None
40 HOURS
Students learn how PC components work in unison. They learn hardware troubleshooting techniques as well as how to maintain operating systems, networks and security.

COM13 - A+ 220-1002 *
Prerequisite: None
36 HOURS
Students are taught about computer hardware components and how to install, use, and manage Windows
operating systems; and, to configure and troubleshoot peripherals, computers, and printers. They are also
instructed in security and network fundamentals, operational procedures, and preventative maintenance.

COM23 - SERVER+ *
Prerequisite: COM13
36 HOURS
This course explores system hardware, software, storage, disaster recovery, troubleshooting, virtualization, big
data, cloud storage, security, scalability and more.

COM24 - NETWORK+ *
Prerequisite: COM11
40 HOURS
Students learn network fundamentals, network components, devices and protocols. They also study wide-area and
wireless networks, network addressing, routing, monitoring, troubleshooting, and security.

COM31 - SECURITY+ *
Prerequisite: COM11
36 HOURS
Students learn threat mitigation, cryptography, authentication methods and public key infrastructure. Access,
protocol and port security, Wi-Fi and remote access, risk analysis, IDS and forensics are also taught.

COM36 - CLOUD+ *
Prerequisite: COM24
36 HOURS
Topics covered include basic cloud-related computing concepts and characteristics; cloud delivery solutions;
management of cloud technologies, services and networks; monitoring of hardware and software performance.

MGM35 - UNLEASHING THE POWER OF IT: BRINGING PEOPLE, BUSINESS AND TECH TOGETHER
Prerequisite: MGM11
60 HOURS
This course provides real-world strategies, techniques, and approaches that will immediately transform the
student's IT workforce and culture, presenting the new mindset, skill set, and tool set necessary to become IT
leaders. This course includes new discussion on social media, offers online access to the IT Skill Builder
Competency Assessment Tool, and features top ten lists of tips and techniques, proven frameworks, and practical
guidance to help students launch and sustain their IT culture change and professional development initiatives.

MGM37 - CYBERLAW: THE LAW OF THE INTERNET AND INFORMATION TECHNOLOGY
Prerequisite: None
60 HOURS
This course helps students and business professionals understand the legal and policy issues associated with the
Internet. Tackling a full range of legal topics, it includes discussion of jurisdiction, intellectual property, contracts,
taxation, torts, computer crimes, online speech, defamation and privacy.

MS900 - MICROSOFT 365 CERTIFIED FUNDAMENTALS *
Prerequisite: None
40 HOURS
This course teaches the foundational knowledge on the considerations and benefits of adopting cloud services in
general and the Software as a Service (SaaS) cloud model.

OFF11 - COMPUTER LITERACY BASICS
Prerequisite: None
60 HOURS
This course provides an introduction to computer concepts and skills, which maps to the newest Computing Core
Certification (IC3) standards. Designed with new learners in mind, this course covers Computing Fundamentals and
Living Online; it helps students become confident computer users.

OFF22 - SOCIAL NETWORKING
Prerequisite: OFF116
60 HOURS
Students learn social media business skills using Facebook, YouTube, LinkedIn, Twitter, Instagram, Tumblr, Flickr,
and Pinterest.

OFF365A - **MICROSOFT OFFICE 365 – PART 1**
Prerequisite: None
60 HOURS
Students will be thought the major features, basic, intermediate and advanced, of Microsoft Word, Excel, and PowerPoint 365.

OFF365B - **MICROSOFT OFFICE 365 – PART 2**
Prerequisite: OFF365A
60 HOURS
Students will be thought the major features, basic, intermediate and advanced, of Microsoft Outlook, Access, SharePoint for end users, Skype for Business, and Publisher.

PM23 - **PROJECT TIME AND COST MANAGEMENT**
Prerequisite: BOK21
60 HOURS
This course covers the concepts of scope, time and cost management. This includes in-depth methods and techniques for accurately estimating project needs and completing work on time, within budget, and according to specifications.

PM24 - **PROJECT MANAGEMENT AND LEADERSHIP**
Prerequisite: BOK21
60 HOURS
This course covers the theory, strategy, and tactics that create high-performing teams and organizations. It delineates the theories and practical knowledge required to be an extraordinarily effective leader. It also provides the tools and processes required to put that knowledge into place.

SSG21 - **SIX SIGMA GREEN BELT** *
Prerequisite: MGM11
60 HOURS
This course is aligned with the ASQ Certified Six Sigma Green Belt certification, which makes use of a rigorous, systematic methodology known as DMAIC (define, measure, analyze, improve, and control), as well as several qualitative and quantitative tools. The goal is to drive process, product, and service improvements for reducing variations and defects.

TUITION AND OTHER CHARGES (IN-CLASSROOM PROGRAMS)

PROGRAM	Basic Computer Skills	Business Office & Information Technology	CompTIA	Microsoft Azure
Duration	12 Weeks	1 Year	15 Weeks	15 Weeks
Duration (Clock Hours)	192 clock hours	1,440 clock hours	296 clock hours	296 clock hours
Training Type	In-Classroom	In-Classroom	In-Classroom	In-Classroom
Registration	$0	$100	$0	$0
Tuition	$6,000	$11,900	$7,000	$7,000
Other Charges	n/a	n/a	n/a	n/a
Total Cost	$6,000	$12,000	$7,000	$7,000

WEEKLY STUDENT TUITION LIABILITY CHART (IN-CLASSROOM PROGRAMS)

		REFUND TO STUDENT OR SPONSOR		
		PROGRAM TUITION COST $6,000	PROGRAM TUITION COST $7,000	PROGRAM TUITION COST $12,000
FIRST TERM AND SECOND TERM	Week 1 or prior	$6,000	$7,000	$2,975
	Week 2	$4,800	$5,600	$2,380
	Week 3	$3,900	$4,550	$1,933.75
	Week 4	$3,000	$3,500	$1487.50
	Week 5	$1,800	$2,100	$892.50
	After Week 5	n/a	n/a	n/a
SUBSEQUENT TERMS	Week 1 or prior	n/a	n/a	$2,380
	Week 2			$1,933.75
	Week 3			$1487.50
	Week 4			$892.50
	After Week 4			n/a

STUDENT ENROLLMENT, COMPLETION & JOB PLACEMENT

The table below represents enrollment, completion and job placement for the short academic programs. This information is updated annually.

	JULY 2018- JUNE 2019	JULY 2019- JUNE 2020		
	COMPTIA	BASIC COMPUTER SKILLS	COMPTIA	SYSTEMS & SECURITY
New Enrollment	8	2	8	4
Continuing Enrollment from Previous Year	0	0	1	0
Total Enrollment	8	2	9	4
Still Enrolled at Year End	1	0	3	0
Non-Completers at Year End	1	0	1	1
Completion as of Year End	6	2	5	3
Employed	4	1	4	2

ONLINE PROGRAMS

Online career training offers students the opportunity to acquire and improve their skills and knowledge at a pace convenient to their lifestyles and commitments.

Online students have access to all student services, including financial aid, job placement, counseling, library and workshops available on campus or online. To ensure fairness, objectives and outcomes required from students remain identical whether a course or curriculum is offered online or in the classroom. Quizzes and exams have the same level of difficulty regardless of the method of instruction. The grading policy is not altered for online training.

ETI offers a teacher-supported, on-demand learning environment where students are given weekly assignments and a reasonable amount of time to complete a course.

Students are able to communicate with the faculty and other students VIA Zoom video conferencing and/or through the course module. Students can also communicate with their instructor via email.

The faculty will oversee the instruction, evaluation and grading requirements of the training. The instructors are properly trained, and are licensed by NYSED/BPSS.

The coursework is transmitted through a variety of interactive methods including e-lectures, electronic presentations or prerecorded e-sessions that can be accessed at the student's convenience.

AMAZON WEB SERVICES (AWS) EXAM PREP

Online Training
Amazon Web Services (AWS) is a cloud computing platform. It provides a comprehensive platform from which to provide web applications with high-availability. It facilitates managing application-related resources automatically from convenient interfaces.

Prerequisites: HS Diploma/GED, basic PC skills and familiarity with the Internet
Occupational Objective: Solutions Architect, Software Developer, Cloud Architect

90 Clock Hours / 9 Weeks

AWS ESSENTIALS
Cloud Primer
Management Tools
Storage
Networking
Virtual Machines and Identity and Access Management
WorkDocs
Other Services

AWS CLOUD PRACTITIONER
AWS Cloud and the Value Proposition
Cloud Economics
Architecture Design Principles
Shared Responsibilities
Cloud Security and Compliance
AWS Access Management
Security Support Resources
AWS Cloud Development and Operation
Core AWS Services
Technology Support Resources

AWS SOLUTION ARCHITECT - ASSOCIATE
Storage Solutions
Storage Security and Resiliency
Network Options
Network Security & Name Resolution
Database Solutions
Identity and Access Management
Application Scalability
Security
AWS Cost Management
AWS Developer Options
Monitoring
Stack Deployment & Caching
AWS Review Course 1
AWS Review Course 2

AWS SOLUTION ARCHITECT - PROFESSIONAL
AWS Management
S3 Management
S3 Security
VPC Management and Peering
VPC Connectivity
Name Resolution Solutions
EC2 Instance Deployment
Database Solutions
Data Processing and Analysis
IAM Users and Groups
IAM Configurations
Cryptography and PKI
AWS and Data Protection
Network Security and Disaster Discovery
High Availability
Account and Centralized Management
Desktop and Cost Management
Development Strategies
Developer Managed Services
Migration Strategies
Resource Monitoring and Performance
Review Course 1
Review Course 2

AWS CERTIFIED DEVELOPER - ASSOCIATE
Identity and Access Management
Amazon Elastic Compute Cloud
Interacting with AWS Cloud Services
Storage Services
AWS Database Services
AWS Elastic Beanstalk (EB)
CI/CD in AWS
AWS Cloud Formation
Configuration as Code
Application Integration and Microservices
Serverless Compute Services
Serverless Applications
DynamoDB NoSQL Database

AWS CERTIFIED SYSOPS ADMINISTRATOR - ASSOCIATE
Cloud Basics
Virtual Private Cloud (VPC) Deployment
VPC Peering & Endpoints
AWS & DNS
Network Connectivity

BUSINESS & OFFICE SKILLS CURRICULUM

Online Training
The career objectives of the Business & Office Skills Curriculum are to train students for entry-level employment as business office specialists with the additional skills of being able to set up, monitor, and maintain basic networking systems.

Prerequisites: HS Diploma/GED, basic PC skills, and familiarity with the Internet

Occupational Objectives: Technical Support for Information Services in a Business Setting, Basic Network Systems Maintenance Technician

12 Months

	Course	**Clock Hours**
CMM101	COMMUNICATION SKILLS AT WORK	30
OFF365A	MICROSOFT OFFICE 365 - PART 1	30
MGM202	**CERTIFIED ASSOCIATE IN PROJECT MANAGEMENT (CAPM)**	**30**
COM11	**A+ 220-1001 EXAM PREP**	**30**
BUS221	BUSINESS CONTINUITY & DIGITAL TRANSFORMATION	30
PM224	PROJECT MANAGEMENT & LEADERSHIP	30
OFF365B	MICROSOFT OFFICE 365 - PART 2	30
COM113	**A+220-1002 EXAM PREP**	**30**
DEV201	BASICS IN PERSONAL CAREER DEVELOPMENT	30
SVR111	**CUSTOMER SERVICE SKILLS (ITIL)**	**30**
COM223	INTERNET AND NETWORK FUNDAMENTALS	30
COM224	**NETWORK+ EXAM PREP**	**30**
MGM203	SALES, MARKETING, TEAM BUILDING & STRATEGIC PLANNING	30
OFF201	MODERN OFFICE TECHNICAL SKILLS	30
BA221	**BUSINESS ANALYSIS (CBAP EXAM PREP)**	**30**
COM333	**CLOUD+ EXAM PREP**	**30**

Total: 480

COMPTIA EXAM PREP

Online Training
This program is designed to develop the skills of information technology in various fields, such as computer repair, software installation and upgrade, server and network administration, network security and cloud computing.

Prerequisites: HS Diploma/GED, basic PC skills, and familiarity with the Internet
Occupational Objective: Computer Network Administrator, IT Technician

264 Clock Hours / 24 Weeks

A+ 220-1001
Installing Hardware and Display Components
Laptop Features and Mobile Device Types
Accessories and Mobile Device Synchronization
Mobile Device Network Connectivity and Application Support
TCP and UDP Ports
Networking
Configuring a Wired/Wireless Network
Wireless Networking Protocols
Network Hosts
Implementing Network Concepts
Network Types
Networking Tools
Basic Cable Types
Connectors
Random Access Memory
Storage Solutions
Working with Motherboards, CPUs, Add-On Cards
Working with Peripheral Devices
Power Supplies
Common Devices
Custom PC Configuration
SOHO Devices
Printers
Cloud Computing
Virtualization
Troubleshooting
Troubleshooting Printers

A+ 220-1002
Comparing Common Operating Systems
Microsoft Operating System Installation and Upgrade
Microsoft Command Line Tools
MS Operating System Administrative Tools
Windows Control Panel Utilities
Application Installation, Networking, and Tools
Security Fundamentals
Critical Security Concepts
Software Troubleshooting
Operational Procedures Best Practices
System Utilities

SERVER+ SK0-004
Server Architecture
Server Administration I
Server Administration II
Storage
Security
Networking and Disaster Recovery
Troubleshooting I
Troubleshooting II

NETWORK+ N10-007
Ports and Protocols and the OSI Model
Routing, Switching, & IP Addressing
Network Topologies & Technologies
Cloud Concepts, Network Services, & Cabling Solutions
Networking Devices
Network Storage, Virtualization, & WAN Technologies
Documentation and Diagrams & Business Continuity
Network Monitoring & Remote Access Methods
Policies and Best Practices
Security Devices, Wireless Security, & Access Control
Network Attacks & Device Hardening
Mitigation Techniques
Troubleshooting Methodology & Tools
Troubleshooting Connectivity & Performance Issues
Troubleshooting Common Network Service Issues

SECURITY+ SY0-501
The Present Threat Landscape
Types of Malware
Social Engineering and Related Attacks
Application and Service Attacks
Cryptographic and Wireless Attacks
Penetration Testing and Vulnerability Scanning
Impacts from Vulnerability Types
Components Supporting Organizational Security
Security Assessment Using Software Tools
Cryptography
Public Key Infrastructure
Wireless Security Settings
Analyzing Output from Security Technologies
Deploying Mobile Devices Securely
Implementing Secure Protocols
Troubleshooting Common Security Issues
Identity Concepts and Access Services
Identity and Access Management Controls
Common Account Management Practices
Frameworks, Guidelines, and Physical Security
Implement Secure Network Architecture Concepts
Secure System and Application Design and Deployment
Cloud, Virtualization, and Resiliency Concepts
Policies, Plans, and Procedures
Business Impact Analysis and Risk Management
Incident Response, Forensics, and Disaster Recovery

CLOUD+ CV0-002
Planning Cloud Deployments
Planning Cloud Networking
Planning Cloud Compute Resources
Planning Cloud Storage Resources
Planning Cloud Migration and Extensions
Security Configurations and Compliance Controls
Security Technologies and Automation Techniques
System Patching and Maintenance
Disaster Recovery
Performance Management
Troubleshooting Deployments

CYSA+ CYBER SECURITY ANALYST CS0-001
Network Architecture and Reconnaissance
Threat Identification
Threat Mitigation
Reducing Vulnerabilities
Investigate Security Incidents
Monitoring for Security Issues

Online Training
This program is designed to help candidates expand their IT skill set and become a leading cybersecurity professional. Included are seven certification exam prep courses from three different vendors.

Prerequisites: HS Diploma/GED, basic PC skills, and computer networking skills
Occupational Objectives: : Network Security Specialist, Network Administrator

242 Clock Hours / 24 Weeks

COMPTIA SECURITY+ (SY0-601)
The Present Threat Landscape
Types of Malware
Social Engineering and Related Attacks
Application and Service Attacks
Cryptographic and Wireless Attacks
Penetration Testing and Vulnerability Scanning
Impacts from Vulnerability Types
Components Supporting Organizational Security
Security Assessment Using Software Tools
Cryptography
Public Key Infrastructure
Wireless Security Settings
Analyzing Output from Security Technologies
Deploying Mobile Devices Securely
Implementing Secure Protocols
Troubleshooting Common Security Issues
Identity Concepts and Access Services
Identity and Access Management Controls
Common Account Management Practices
Frameworks, Guidelines, and Physical Security
Implement Secure Network Architecture Concepts
Secure System and Application Design and Deployment
Cloud, Virtualization, and Resiliency Concepts
Policies, Plans, and Procedures
Business Impact Analysis and Risk Management
Incident Response, Forensics, and Disaster Recovery

COMPTIA CYSA+ CYBER SECURITY ANALYST (CS0-002)
Network Architecture and Reconnaissance
Threat Identification
Threat Mitigation
Reducing Vulnerabilities
Investigate Security Incidents
Monitoring for Security Issues

(ISC)² CERTIFIED INFORMATION SYSTEMS SECURITY PROFESSIONAL (CISSP)
(ISC)² and Security Fundamentals
Cryptographic Client-based Systems
Communication and Network Security
Identity and Access Management (IAM)
Site and Facility Security Controls
Security and Risk Management (part 1)
Security and Risk Management (part 2)
Security Architecture and Engineering (part 1)
Security Architecture and Engineering (part 2)
Security Assessment and Testing
Security Operations (part 1)
Security Operations (part 2)
Conducting Incident Management
Software Development Security

COMPTIA CERTIFIED ADVANCED SECURITY PRACTITIONER CASP+ (CAS-004)
Business and Industry Influences and Risks
Organizational Security and Privacy Policies
Risk Mitigation Strategies and Controls
Risk Metric Scenarios for Enterprise Security
Integrating Network and Security Components, Concepts, & Architecture
Integrating Security Controls for Host Devices
Integrating Controls for Mobile and Small Form Factor Devices
Selecting Software Security Controls
Conducting Security Assessments
Implementing Incident Response and Recovery
Integrating Hosts, Storage, and Applications in the Enterprise

(ISC)² SYSTEMS SECURITY CERTIFIED PRACTITIONER (SSCP)
Network Fundamentals
Security Concepts
Risk Management
Cryptography Primer
Public Key Infrastructure
Identity Management
Controlling Resource Access
Security Controls
Asset & Change Management
Network Security
Malware & Endpoint Security
Securing Environments
Securing Assessments
Digital Forensics
Business Continuity

COMPTIA PENTEST+(PT0-002)
Planning for an Engagement
Scoping an Engagement
Information Gathering
Vulnerability Identification
Social Engineering and Specialized System Attacks
Network-Based Exploits
Application-Based Vulnerabilities
Local Host Vulnerabilities
Post-Exploitation and Facilities Attacks
Penetration Testing Tools
Analyzing Tool and Script Output
Reporting and Communication

CERTIFIED ETHICAL HACKER (CEHv11)
Ethical Hacking Overview and Threats
Hacking Concepts
Security Controls
Security Controls Part 2
Pentesting, Laws, and Standards
Foot-printing
Host Discovery and Scanning with Nmap
ProxyChains and Enumeration
Vulnerability Analysis Concepts and Tools
Password Attacks
Password Attacks Part 2
Privilege Escalation
Covert Data Gathering
Hidden Files and Covering Tracks
Malware Threats
Malware Distribution
Network Sniffing
Social Engineering
Denial of Service
Session Hijacking
Evading IDS, Firewalls, and Honeypots Parts 1 ,2 & 3
Hacking Web Servers
Common Web App Threats - Parts 1 & 2
Practical Web App Hacking
SQL Injection
SQL Injection Types and Tools
Wireless Hacking Concepts
Wireless Hacking Tools
Wireless Hacking Common Threats
Cracking and Mobile Hacking
IoT Concepts
IoT Attacks
IoT Hacking and Countermeasures
Clouding Computing Concepts
Cloud Computer Attacks
Cryptography Concepts Parts 1, 2 & 3
Cryptography Attacks

Online Training
Microsoft Azure is an ever-expanding set of cloud services to help an organization meet their business challenges. It's the freedom to build, manage, and deploy applications on a global network. This online program will fully prepare students to take the following Microsoft Azure Certification Exams.

Prerequisites: HS Diploma/GED, basic PC skills, and familiarity with the Internet
Occupational Objective: Cloud Solution Architect, Azure Developer, Azure Administrator
160 Clock Hours / 16 Weeks

MS-900 MICROSOFT 365 CERTIFIED FUNDAMENTALS
Understanding Cloud Concepts
Cloud Benefits and Considerations
Cloud Services and Principles
Windows 10 Enterprise
Windows 10 Autopilot & Azure
Deployment Planning, Azure, and Updates
Windows 10 & Admin Center
Microsoft 365, Exchange, & SharePoint
Skype for Business, Teams, & Collaboration
Office 365 and Collaboration
Protecting your Information
Azure AD & Access Management
Mobile Management & Security and Compliance
Microsoft 365 Pricing and Support
Microsoft 365 Purchasing and Support

AZ-900 MICROSOFT CERTIFIED AZURE FUNDAMENTALS
Cloud Computing
The Ecosystem
Storage Components
Network Components
Virtual Machines
Database Solutions
Big Data Analytics
IoT & AI
Azure Data Privacy
Azure Network Security
Azure Security Services
Monitoring the Azure Environment

AZ-500 MICROSOFT AZURE SECURITY TECHNOLOGIES
Azure Storage Account Security
Data Classification
Database Security
Database User Access
Identity and Access Management
Azure AD Connect
Azure AD User Management
Azure AD Group Management
Network Security
VPNs
Web Application Security
VM Security
Application Containers
Azure Key Vault
Azure RBAC and Policies
Monitoring, Logging, and Alerts
Azure Security Center
Review Course 1
Review Course 2

AZ-104 MICROSOFT AZURE ADMINISTRATOR
Manage Azure AD Users
Manage Azure Groups & Devices
Manage Azure Subscriptions & Costs
Azure Policies
Managing Azure Roles & Tags
Managing Azure Storage Accounts
Managing Azure Files
Managing Azure Network Solutions
Managing Azure DNS & Network Security
Managing Azure Virtual Machines
Azure App Service & Batch Jobs
Availability Solutions
Monitoring Azure Resources

AZ-204 DEVELOPING SOLUTIONS FOR MICROSOFT AZURE
Implementing IaaS Solutions
App Service Web Apps
Implementing Azure Functions
Managing IaaS
Development with Cosmos DB
Blob Storage
Implementing User Authentication & Authorization
Secure Cloud Solutions
Securing Azure Resources
Integrating Cashing & Content Delivery
Instrumenting Monitoring & Logging Solutions
Developing an App Service Logic App
Implementing API Management
Developing Event-Driven Solutions
Developing Message-Based Solutions

AZ-400 MICROSOFT AZURE DEVOPS SOLUTIONS
Migration and Consolidation Strategy for Tools
Design and Implement Agile Work Management Approach
Design a Quality Strategy and Secure Development Process
Tool Integration
Version and Source Control
Code Flow and Mobile DevOps
Application Configuration and Secrets
Manage Code Quality and Security Policies
Azure DevOps Infrastructure
Design and Set Up Release Strategy and Workflow
Implement Deployment Patterns
Dependency Management and Security Compliance
Infrastructure as Code and Security Compliance
Implement Infrastructure as Code
Implement Continuous Feedback

AZ-303 MICROSOFT AZURE ARCHITECT TECHNOLOGIES
Management Tools
Virtual Networking
Azure Storage Accounts
Storage Account Content Management
Managing Azure Files
Deploying Azure Database Solutions
Securing Azure Networks
Deploying and Managing Azure VMs
Managing Azure AD
Deploying Azure AD Connect
Managing Azure AD Devices and Groups
Managing Azure Web Applications
Web App Availability & Security
Automating Azure Administrative Tasks
Azure & Business Continuity
Azure Resource Governance
Migrating to Azure
Monitoring Azure

AZ-304 MICROSOFT AZURE ARCHITECT DESIGN
sVNet Design & Implementation
Azure Network Connectivity & Security
Storage Account & Key Vault Design
Storage Account Blob Management
Storage Account Security Planning
Azure Files Planning
Azure Database Solution Design
Virtual Machine Design & Deployment
Azure AD & User Implementation
Azure AD Groups, Apps, & Devices
Security Management
Azure Security Governance
Windows Virtual Desktops & Containers
Azure DevOps
Azure Application High Availability
Reducing Azure Costs
Azure Data & Service Migration Planning
Azure Monitoring

Please visit:
emergingtech.edu/online-programs

- Cost & Course Descriptions of Online Programs
- Additional Programs in:
    - Business & Leadership
    - Education
    - Finance & Accounting
    - Green & Renewable Energy
    - Healthcare & Allied Health, Industrial & Skilled Trades
    - Information Technology
    - Multimedia & Graphic Design

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