



EMERGING
TECHNOLOGIES
INSTITUTE

HAITI INITIATIVE

SCHOOL CATALOG



JANUARY 2019 - DECEMBER 2020

VOLUME H-01



CONTACT US

+1 718 261 1272

Call us toll-free (US only): +1 866 209 0412

Call or Text via WhatsApp: +1 516 840 9089

116-16 Queens Boulevard, Suite 200

Forest Hills, NY 11375

EmergingTech.edu/Haiti-Initiative

info@emergingtech.edu

Hours of Operation:

Monday - Friday

9 am - 5 pm

Closed on holidays & school recesses

Refer to School Calendar for more info.

[Facebook.com/EmergingTechnologiesInstitute](https://www.facebook.com/EmergingTechnologiesInstitute)

[Linkedin.com/company/Emerging-Technologies-Institute](https://www.linkedin.com/company/Emerging-Technologies-Institute)

We have partnered with Queens College of the City University of New York to deliver some of our online programs. You may contact Queens College directly.

Queens College - Professional & Continuing Studies

Kissena Hall Room 259

Queens, New York, 11367

Phone: +1 718 997 5700

pcsOnline@qc.cuny.edu

qc.cuny.edu/pcs/Programs/Online/

TABLE OF CONTENTS

Letter from the Executive Director	3
About ETI	4
Administration and Faculty	5
ACADEMIC POLICIES	
Admissions Requirements	6
Graduation Requirements	6
Transfer of Credits Policy	7
Satisfactory Academic Progress (SAP) Policy	8
Satisfactory Academic Progress (SAP) Evaluation	9
Grading System	10
Changing Programs	11
Seeking to Earn Additional Credential	11
Clock Hours & Course Codes	11
Code of Conduct	12
Attendance Policy	12
Online Career Training	13
TUITION POLICIES	
Payment of Tuition and Fees	14
Tuition & Registration Costs	14
Refund Policy	14
STUDENT RESOURCES	
Student Services	15
School Calendar	16
ONLINE CAREER PROGRAMS	
Computer Network Administration Program	18
Management and Leadership Program	19
Web Design and Software Development Program	20

LETTER FROM THE EXECUTIVE DIRECTOR

It is my desire 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 Computer Network Administration, Management and Leadership, and Web Design and Software Development 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.

A handwritten signature in black ink, reading "Lyonel Coriolan". The signature is written in a cursive style with a long, sweeping underline that extends to the right.

Lyonel Coriolan
Executive Director / CEO

ABOUT ETI

Founded in 1999, Emerging Technologies Institute (ETI) is a private career school, licensed by the New York State Education Department and nationally accredited by the Accrediting Council for Independent Colleges and Schools (ACICS). With the support of a highly qualified, experienced, and dedicated faculty, ETI offers postsecondary academic programs to train students for entry-level employment and for career advancement opportunities in the fields of Computer Network Administration, Management and Leadership, and Web Design and Software Development.

ETI's programs are centered on development of the total student and have been carefully developed to provide students with the knowledge and skills required to function efficiently and effectively in the workplace. ETI makes every effort to attract a cultural and ethnic diversity of students to enrich their learning experience and to prepare them for the likely work environments they will encounter upon completion of their studies.

While student success is at the core of its mission, ETI recognizes that, ultimately, students must assume responsibility for their own learning and that the role of instructors is to facilitate that learning. To this end, then, it is the responsibility of both the faculty and the institution to provide an environment in which students' critical thinking skills are stimulated and sharpened, in which they can maximize their learning potential, and in which they can thrive intellectually through the exchange of ideas and interaction with other students and faculty.

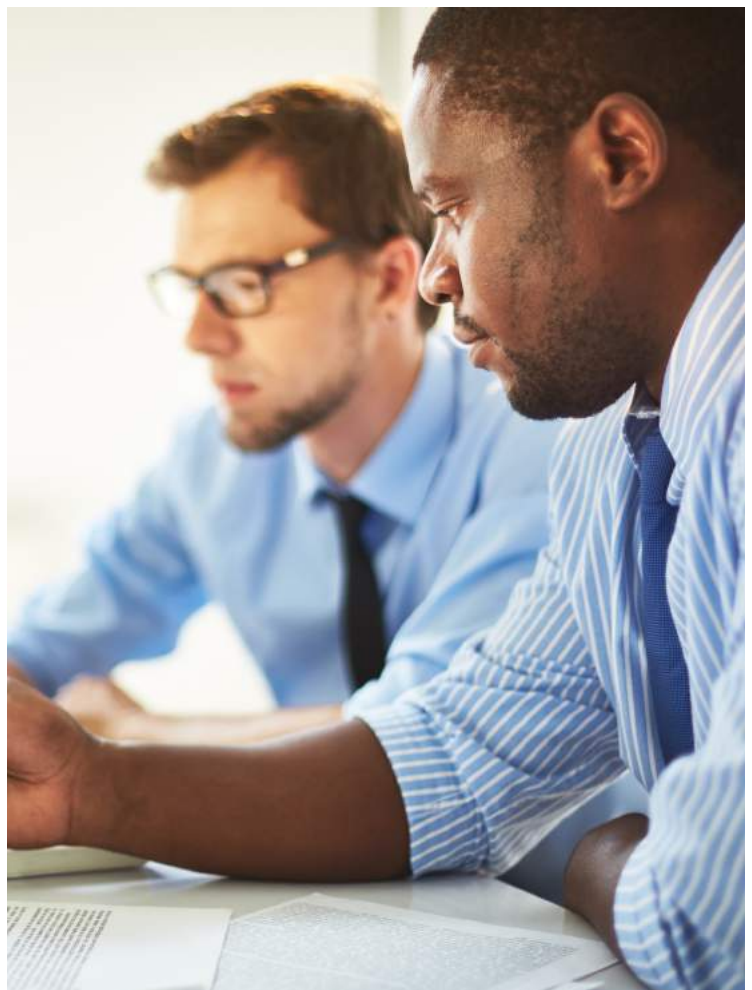
It is a goal of ETI and its faculty to help students develop a respect for and commitment to ethical conduct in the business and technology professions and to recognize and act upon the necessity for lifelong learning.

OUR MISSION

Our mission is to transform our students into professionals prepared to meet the demands of our ever-evolving work environment. Our goal is to be a private career school of choice for individuals wishing to earn a diploma, enhance job skills, or fill positions that are in high demand.

To accomplish this mission, the following objectives were established:

- Develop programs to meet specific occupational objectives for the advancement of the student.
- 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.



ADMINISTRATION & FACULTY

Lyonel Coriolan**Executive Director/ CEO**

BS, Electrical Engineering and
Applied Mathematics and Statistics
Stony Brook University

Judith Wolff- Coriolan**Executive Vice President**

BS, Chemical Engineering
Polytechnic University

Rehana Rooney**Director of Admissions**

BA, Early Childhood Education
Ashford University

Chloé Coriolan**Director of Communications**

BS, Communications
St. John's University

Michael Hurtado**Lead Instructor and Director of
Online Programs**

AOS, Computer Networks
Katherine Gibbs College
BA, Information Technology
Briarcliff College

Joe Keohan**Adjunct Faculty**

Certifications: MCSE, MCT,
CompTIA, CCNT and CIW

James Lyons**Adjunct Faculty**

MS, Management
NC State University

Genevieve Poitevien**Adjunct Faculty**

MS, Technology in Education
Barry 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 REQUIREMENTS

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.

Applicants 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 online;
- (3) Provide evidence that they have earned a high school diploma or its equivalent;
- (4) Possess a basic understanding of and competency in computer functions and operations and a fundamental knowledge of word processing;
- (5) Complete and sign an enrollment agreement online;
- (6) The admissions application and enrollment agreement can be found at EmergingTech.edu/Haiti-Initiative.

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.

GRADUATION REQUIREMENTS

Every student must satisfactorily pass all courses with a cumulative final grade point average of 2.0 (70%) 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.





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.

As described below, each student must achieve the minimum CGPA within the maximum time frame established, achieving the **required completion rate of 70%** at each evaluation point. Failure to meet these standards may result in dismissal from the academic program and in ineligibility to earn a certificate.

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.

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.

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.

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 **Computer Network Administration program** contains a total of 23 courses. For the purpose of SAP, this program is divided into four segments of 5, 4, 5, and 9 courses, respectively. Each segment is 22-week long. There is a 4-week break between segments.

The **Management and Leadership program** contains a total of 11 courses. For the purpose of SAP, this program is divided into four segments of 2, 2, 4, and 3 courses, respectively. Each segment is 22-week long. There is a 4-week break between segments.

The **Web Design and Software Development program** contains a total of 22 courses. For the purpose of SAP, this program is divided into four segments of 5, 5, 4, and 8 courses, respectively. Each segment is 22-week long. There is a 4-week break between segments.

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 70% 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 70% 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 ²
I			INCOMPLETE ¹
TC			TRANSFER CLOCK HOURS ³
W			WITHDRAWN ²

¹ Grade not calculated into CGPA but course hours are included in total clock hours attempted.

² Grade not calculated in CGPA and course hours are not included in total clock hours attempted.

³ 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. 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 contact the Admissions Office by email: admissions@emergingtech.edu and submit 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 ADDITIONAL CREDENTIAL

A student who has successfully completed one academic program at ETI and who wishes to enroll in another program must contact the Admissions Office and 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.

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.





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
- Verbal abuse

Items not permitted on school grounds include, but are not limited to:

- Alcoholic beverages
- Narcotics
- 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:

- Warning
- Disciplinary probation
- Suspension
- 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.

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, he or she 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/or 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.

ONLINE CAREER TRAINING

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 by posting questions or comments via a Facebook private group 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/ B PSS.

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.

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.

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



TUITION POLICIES

PAYMENT OF TUITION AND 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.

Any student who fails to make payment within 10 days after the payment is due will be charged a delinquency fee of \$25. Continuing failure of a student to meet their financial obligations to the school may result in the student not being allowed to attend classes, or access the online program.

The cost of tuition, registration and any other fees are listed below.

TUITION PAYMENT PLAN

YEAR 1

Registration Fee: \$100

Tuition Cost: \$11900

Total Cost: \$12000

Down Payment: \$6000 (incl. Reg. Fee)

10 Monthly Payments: \$600

YEAR 2

Tuition Cost: \$9000

Down Payment: \$5000

10 Monthly Payments: \$400

Down Payments are due 30 days before the first day of class, each year. Monthly installments are due no later than the fifth day of every month.

Students will be invoiced by email. Payments will be made via PayPal in USD (or HTG at the daily rate).

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 Computer Network Administration, Management and Leadership, and Web Design and Software Development programs are delivered online. For online programs,

A. A student who cancels his or her registration in writing after signing the Enrollment Agreement but before the start of the program will receive all monies paid except for the non-refundable registration fee.

B. Once a student accesses the online training program for any Term, no refund will be issued for that Term.

ETI will only issue any refunds due to 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.

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 to 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.

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 himself or herself; (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.

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



SCHOOL CALENDAR - 2019/2020

Wednesday, January 2, 2019	Administrative Offices Reopen
Wednesday, January 2, 2019	Classes Resume
Monday, January 21, 2019	Martin Luther King Jr. Day
Monday, February 18, 2019	President's Day
Monday, May 27, 2019	Memorial Day
Thursday, July 4, 2019	Independence Day
Monday, September 2, 2019	Labor Day
Monday, October 14, 2019	Indigenous People's Day
Thursday, November 28 - Friday, November 29, 2019	Thanksgiving Recess
Sunday, December 22, 2019 - Wednesday, January 1, 2020	Winter Recess- Administration Offices Closed
Thursday, January 2, 2020	Administrative Offices Reopen
Monday, January 6, 2020	Classes Resume
Monday, January 20, 2020	Martin Luther King Jr. Day
Monday, February 17, 2020	President's Day
Monday, May 25, 2020	Memorial Day
Saturday, July 4, 2020	Independence Day
Monday, September 7, 2020	Labor Day
Monday, October 12, 2020	Indigenous People's Day
Thursday, November 26, 2020 - Friday November 27, 2020	Thanksgiving Recess
Wednesday, December 26, 2020 - Sunday, January 3, 2021	Winter Recess- Administration Offices Closed

ONLINE CAREER PROGRAMS



**COMPUTER NETWORK ADMINISTRATION
MANAGEMENT & LEADERSHIP
WEB DESIGN & SOFTWARE DEVELOPMENT**

For full descriptions of courses within each
program, please visit our website:
EmergingTech.edu/Haiti-Initiative

COMPUTER NETWORK ADMINISTRATION

2- Year Online Program

The Computer Network Administration online training program teaches the foundation skills to build a career in IT. Understanding the fundamentals of server and network administration, network security, administering cloud based business solutions, as well as wireless technology and the capabilities of mobile devices are important for all professionals who use the Internet.

This program is designed to develop the skills necessary to qualify to work as a network or computer systems administrator or a computer network specialist.

PROGRAM OUTLINE

YEAR 1	WEEKS
TERM 1	
Desktop Computing - Microsoft Office 2016	11
Networking Fundamentals - A+ 220-901	3
Networking Fundamentals - A+ 220-902	3
Networking Fundamentals - Network+	3
Networking Fundamentals - Server+	2
TERM 2	
Basic Business Skills - Communication	12
Networking Fundamentals - Social Networking	4
Networking Fundamentals - Network Security	3
Network Hacking - Certified Ethical Hacker (CEH)	3
Total Weeks	44
YEAR 2	WEEKS
TERM 3	
Basic Business Skills - Personal Development	14
Networking Fundamentals - Cloud Computing Fundamentals	2
Network Security - Security+	2
Network Security - CompTIA Cybersecurity Analyst (CSA+)	2
Network Security - CompTIA Advanced Security Practitioner	2
TERM 4	
Basic Business Skills - Six Sigma Green Belt	5
Wireless Networks - Cloud+	2
Wireless Networks - Mobility+	2
Microsoft Windows Server 2016 - Installation/Storage/Compute	2
Microsoft Windows Server 2016 - Networking	2
Microsoft Windows Server 2016 - Identity	2
Microsoft Windows Server 2016 - Securing	3
Microsoft Windows Server 2016 – Deploying Exchange Server	2
Microsoft Windows Server 2016 – SQL Database Administration	2
Total Weeks	44

MANAGEMENT & LEADERSHIP

2- Year Online Program

Our online management and leadership career training program aids in the understanding of essential responsibilities involved when directing others and teaches the practices to employ in order to meet those responsibilities.

As a leader, your capacity for motivating plays a key element in the success of your organization. This program also teaches the candidate how to inspire trust, build credibility, define a clear purpose, create systems of success, and unleash the talents and energy of a winning team.

The candidate will also learn basic communication as well as computer productivity skills that are indispensable in today's office environment.

Occupational objective: Supervisor, Team Leader, Departmental Head, Director, Executive

PROGRAM OUTLINE

YEAR 1	WEEKS
TERM 1	
Desktop Computing - Microsoft Office 2016	11
Basic Business Skills - Communication	12
TERM 2	
Basic Business Skills - Human Resources	9
Advanced Business Skills - Management	12
Total Weeks	44
YEAR 2	WEEKS
TERM 3	
Basic Business Skills - Personal Development	14
Networking Fundamentals - Social Networking	4
Networking Fundamentals - Networking & Security Technologies	3
Networking Fundamentals - Cloud Computing for Business Professionals	1
TERM 4	
Basic Business Skills - Six Sigma Green Belt & Black Belt	10
Basic Business Skills - Finance and Accounting	5
Advanced Business Skills - Leadership	7
Total Weeks	44

WEB DESIGN & SOFTWARE DEVELOPMENT

2- Year Online Program

Web design encompasses many different skills in the production and maintenance of websites. The different areas of web development include web graphic and interface design; authoring, including standardized code and proprietary software; user experience design; and search engine optimization.

Software systems are increasingly ubiquitous in all aspects of our lives. Failures in these systems can be costly in terms of money, time, and business reputation. Effective software design, development and testing is integral to mitigating harm caused by failures and providing confidence in systems.

This program will teach students basic techniques of web site design and development. This is done through introducing digital imaging toolsets, scripting and web language, and web content development toolsets. Students will also learn the latest recommended techniques for designing, developing and testing high quality software.

PROGRAM OUTLINE

YEAR 1	WEEKS
TERM 1	
Desktop Computing - Microsoft Office 2016	11
Networking Fundamentals - Social Networking	4
Networking Fundamentals - Computer Networks	3
Networking Fundamentals - Cloud Fundamentals	2
Web Design - Fundamentals	2
TERM 2	
Basic Business Skills - Communication	12
Networking Fundamentals - Network Security	3
Web Design - Adobe CC	4
Web Design - Content Management Systems	1
Software Development - Software Design	2
Total Weeks	44
YEAR 2	WEEKS
TERM 3	
Basic Business Skills - Personal Development	3
Web Design - Web Development	3
Web Design - Scripting & Web Languages	2
Web Design - Web Services	
TERM 4	
Basic Business Skills - Six Sigma Green Belt	5
Software Development - Software Development Principles	2
Software Development - Generic Languages	2
Software Development - Java 2 Programming	3
Software Development - Microsoft Web Applications	4
Software Development - Defensive Programming	1
Software Development - Mobile Application Development	3
Software Development - Software Testing	2
Total Weeks	44





Emerging Technologies Institute, Inc.
Volume H-01