

# ETC Career Proprietary School

Licensed through the State of Michigan



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

1.888.3U.LEARN  
[www.etc-1.com](http://www.etc-1.com)



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# **EDUCATION AND TRAINING CONNECTION (ETC) BOARD OF DIRECTORS**

Chief Executive Officer..... Lyn Knapp  
President..... Kevin Heye  
Vice President.....Missy Freier  
Secretary/Treasurer..... Bridget  
Sadenwater  
Trustee..... Andrea Secrease

## **ADMINISTRATION, DIRECTORS, MANAGERS & INSTRUCTIONAL SUPERVISORS**

Lyn Knapp	CEO Instructional Supervisor
Robert Loiselle	Medical Development and Training Director
Ruth Fahlsing	Training Coordinator

## **MISSION STATEMENT**

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

## STATUS

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

## TRAINING CONTACT INFORMATION

**Contact:**

**989.631.5202**

**Ruth Fahlsing**

989.631.5202 x245 or 1.888.3U.LEARN

Website:

[www.etc-1.com](http://www.etc-1.com)

Email:

[training@etc-1.com](mailto:training@etc-1.com)

### ADMINISTRATIVE OFFICE HOURS:

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

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

Summer hours may vary

## CLASS CANCELLATION POLICY

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

**RADIO:**

WMPX 1490AM

WKQZ 93.5FM

WUGN 99.7FM

WHNN 96FM

**TV:**

WNEM-TV5

WEYI-TV25

**WEBSITE:**

[www.etc-1.com](http://www.etc-1.com)

# ETC Enrollment Application

Name \_\_\_\_\_ Age \_\_\_\_\_  
Last First M

Address \_\_\_\_\_  
Street City Zip

Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

E-mail \_\_\_\_\_

## Class Registration

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

Name as it appears on front of card: \_\_\_\_\_

# \_\_\_\_\_ Exp. Date \_\_\_\_\_

Signature: \_\_\_\_\_

Cash \_\_\_\_\_ Check \_\_\_\_\_

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

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

\_\_\_\_\_  
Learner Signature Date

## **ADMISSIONS**

Learners may apply for admission by completing the ETC Enrollment Application on-line at <http://www.etc-1.com/training/emailform.php> or by contacting: (989) 631-5202

## **FEES, EXPENSES and REFUNDS**

Course fees and expenses are listed within the catalog.

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

## **TRANSFER CREDIT**

Does not apply.

## **PLACEMENT SERVICES**

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

## **CERTIFICATES**

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

## **REGISTRATION**

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

## **TEXTBOOKS AND MATERIALS**

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

## **GRIEVANCE PROCEDURES FOR ACADEMICS**

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

## **ENTRANCE REQUIREMENTS**

ETC has an open enrollment policy.

## **GRADING SYSTEM**

ETC operates with a Pass/Fail grading system.

## **RULES of LEARNER CONDUCT**

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

Individuals have the responsibility to:

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

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



## **NON-DISCRIMINATION POLICY**

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

## **PROBATION and DISMISSAL**

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

## **HARASSMENT PROCEDURE**

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

## **SANCTIONS**

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

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

## **RETALIATION**

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

## **EMERGENCY and EVACUATION PLAN**

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

## **DRIVING AND PARKING**

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

## **SECURITY**

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

Midland (989) 631-5202

Saginaw (989) 755-7347

## **SCHOOL CALENDAR**

Courses are scheduled on a quarterly basis.

## **ASSESSMENTS**

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

## Instructional Staff

<b>Lyn Knapp</b>	Specialist in Educational Administration, Central Michigan University Masters in Industrial Management Central Michigan University BBA, Northwood University
<b>Robert Loiselle</b>	BA and MA, Spring Arbor University AAS – Healthcare Services, Delta College Certified Paramedic and Paramedic Instructor, State of MI ACLS and EMT Certified CPR and BCLS Instructor, American Heart Association PHTLS and PEPP Certified Certified Firefighter Level I & II/Fire Inspector, State of MI
<b>Chad Erndt</b>	Certified Paramedic and Paramedic Instructor, State of MI EMS Paramedic, Bay Regional Medical Center Firefighter, Hampton Fire Department BLS Instructor, American Heart Association ACLS and PEPP Certified
<b>Ken Chase</b>	Certified Secondary Teacher SVSU BBA, Northwood University Title and Terrazzo Finisher
<b>Vicki Southern</b>	MSN BSN, Chamberlain University Organizational change expert
<b>Jeff Cole</b>	Associates Degree in Computer Information Systems, Mid-Michigan Community College. Ten + years' experience with MS Office Suite.
<b>Barbara Hill</b>	MSA, Central Michigan University BS, University of Michigan Associates Degree in Nursing, Delta College RN License State of Michigan CNA Train the trainer Certified
<b>Carolyn Mathews</b>	Associate Degree in Nursing, Mid-Michigan Community College CNA Train the trainer Certified

# PROGRAMS

## Emergency Medical Service (EMS) Program

EMS Provides learners with the skills, knowledge and abilities to work in the field of emergency medicine at various levels.

### First Responder

Pre-Requisites:	None Required
Certificate:	Course Competition
Instructional Hours:	110 Clock Hours
Tuition:	\$550.00

### Emergency Medical Technician

Pre-Requisites:	None Required
Certificate:	Course Competition
Instructional Hours:	236 Clock Hours
Tuition:	\$1,125.00

### EMS Paramedic

Pre-Requisites:	EMT License
Certificate:	Course Competition
Instructional Hours:	1,360 Clock Hours
Tuition:	\$6,500.00

### Certified Nursing Assistant Program

Pre-Requisites:	None Required
Certificate:	Course Competition
Instructional Hours:	75 Required
Tuition:	\$595.00

# CERTIFICATE OPTIONS AND CONTENTS

## Emergency Medical Service (EMS) Certificates

EMS Provides learners with the skills, knowledge and abilities to work in the field of emergency medicine at various levels.

### **First Responder**

Courses emphasize emergency skill such as responding to trauma and/or emergencies such as cardiac or respiratory failure. During training, candidates learn how to handle many types of emergencies including emergency childbirth, fractures and bleeding.

<b>Pre-Requisites:</b>	<b>None Required</b>
<b>Certificate:</b>	<b>Course Competition</b>
<b>Instructional Hours:</b>	<b>110 Clock Hours</b>
<b>Tuition:</b>	<b>\$550.00</b>

### **Emergency Medical Technician**

Candidates learn advanced skills such as using defibrillators, administering intravenous fluids and clearing the airway with the use of sophisticated equipment.

<b>Pre-Requisites:</b>	<b>First Responder</b>
<b>Certificate:</b>	<b>Course Competition</b>
<b>Instructional Hours:</b>	<b>236 Clock Hours</b>
<b>Tuition:</b>	<b>\$1,125.00</b>

### **EMS Paramedic**

Candidates receive advanced training in medical skills and formal instruction in anatomy and physiology. The curriculum features classroom instruction and skills laboratory work. Graduates also learn how to administer medications, evaluate cardiac conditions and perform other lifesaving procedures.

<b>Pre-Requisites:</b>	<b>EMT License</b>
<b>Certificate:</b>	<b>Course Competition</b>
<b>Instructional Hours:</b>	<b>1,360 Clock Hours</b>
<b>Tuition:</b>	<b>\$6,500.00</b>
<b>Certified Nursing Assistant</b>	

## **Certified Nursing Assistant Program**

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

<b>Pre-Requisites:</b>	<b>None Required</b>
<b>Certificate:</b>	<b>Course Completion</b>
<b>Instructional Hours:</b>	<b>75 Required</b>
<b>Tuition:</b>	<b>\$595.00</b>

## **Microsoft Computer Courses**

(Certificates awarded for each course completed)

Access Fundamentals	8 Hours
Access Intermediate	8 Hours
Access Advanced	8 Hours
Excel Fundamentals	8 Hours
Excel Intermediate	8 Hours
Excel Advanced	8 Hours
Outlook Fundamentals	8 Hours
Outlook Intermediate	8 Hours
Powerpoint Fundamentals	8 Hours
Powerpoint Intermediate	8 Hours
Microsoft Publisher	8 Hours
Word Fundamentals	8 Hours
Word Intermediate	8 Hours
Word Advanced	8 Hours

**Tuition per course: \$175.00**

## **Adobe Applications** (certificates awarded for each course completed)

Photoshop	8 Hours
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**Tuition per course: \$175.00**

# COURSE DESCRIPTIONS

*Courses subject to revision/change as needed.*

## **ADOBE PHOTOSHOP**

Adobe PhotoShop is the premiere image manipulation tool for both print and the web. Learners planning on working with images in any way, need to know Photoshop. Learn the basics of PhotoShop. Learners will learn how to select, enhance, distort color, scale and manipulate scanned images and artwork — or create them from scratch. (8 Hours/\$175.00)

## **EMS: Paramedic**

Students will acquire skills and knowledge to work as an EMS Paramedic providing emergency medical care to the critically ill and injured, assisting hospital emergency medical staff with life saving care. (1,360 hours/\$6,500)

## **EMS: Emergency Medical Technician**

Students will acquire skills and knowledge to work as an EMT. EMT will teach the skills necessary to respond to emergency calls where immediate care to the critically ill and injured is required, and to transport patients to a medical facility. (236 hours/\$1,125)

## **EMS: First Responder**

Students will acquire skills and knowledge to respond to fires and other emergencies in metropolitan, rural and wilderness areas. First Responder will teach the skills and abilities to quickly and efficiently assess emergency situations and choose appropriate actions. (110 hours/\$550)

## **Certified Nursing Assistant**

Certified Nursing Assistant training program, is designed to prepare you to provide quality care to clients in both private settings and health care facilities. Successful completion of the course meets the requirements to be eligible to take the State Competency Evaluation Exam for CNA. CPR class is included. (75 hours/\$595)

## **MICROSOFT ACCESS FUNDAMENTALS**

This course will teach learners how to quickly and efficiently add, edit, sort and format large volumes of data. When this course is completed the learner will have a clear understanding of basic database concepts and terminology. Additionally, learners will learn to add and remove records in a table, pull up select information using the query function, and print data in report format. (8 hours/\$175.00)

## **MICROSOFT ACCESS INTERMEDIATE**

In this mid-level Microsoft Access course, learners will learn how to enhance database designs by using the principles of data normalization, table relationships, and referential integrity; by querying multiple tables for data used in customized forms, reports, and sub-reports; and by creating data access pages. (8 Hours/\$175.00)

## **MICROSOFT ACCESS ADVANCED**

In this final level course learners will learn how to use a variety of complex query techniques, create more efficient forms and reports, and create and use macros to automate your forms. In addition, learners will gain experience with Internet-related features, including hyperlinks and the Web toolbar. (4 Hours 8/\$175.00)

## **MICROSOFT EXCEL FUNDAMENTALS**

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

## **MICROSOFT EXCEL INTERMEDIATE**

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



## **MICROSOFT EXCEL ADVANCED**

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

## **MICROSOFT OUTLOOK FUNDAMENTALS**

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

## **MICROSOFT OUTLOOK INTERMEDIATE**

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

## **MICROSOFT POWERPOINT FUNDAMENTALS**

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

## **MICROSOFT POWERPOINT INTERMEDIATE**

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

## **MICROSOFT PUBLISHER FUNDAMENTALS**

This course will give learners the tools to create letterhead, business cards, posters, invitations, etc. Learners will also learn how to create newsletters, brochures, and flyers. They will discover how to use graphics, fonts and layout features useful to enhance any project. This course will use Microsoft Publisher. (8 Hours/\$175.00)

## **MICROSOFT WORD FUNDAMENTALS**

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

## **MICROSOFT WORD INTERMEDIATE**

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

## **MICROSOFT WORD ADVANCED**

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