

TEXAS GULF INSTITUTE

School Catalog

Spring 2010

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Houston, Texas 77099

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MISSION, GOALS, and OBJECTIVES

Mission Statement

Texas Gulf Institute, as an institution of higher learning, is committed to providing a nurturing environment for the pursuit of academic and career-related learning, professional and personal development. The primary purpose of Texas Gulf Institute (TGI) is to train people who will be capable of successfully pursuing a career in their chosen field by offering certificate and degree programs.

Goals and Objectives

Goal 1: Academic and Career-related Learning

Objective 1.1 Foster academic and career-related student learning

Objective 1.2 Attract and nurture highly qualified faculty with career-related work experience

Objective 1.3 Provide educational materials and infrastructure that support career-related student learning

Goal 2: Professional Proficiency

Objective 2.1 Develop a curriculum that helps students excel in their professional formation

Objective 2.2 Develop a curriculum that is responsive to the needs and visions of employers

Objective 2.3 Promote life-long learning skills

Goal 3: Student Centeredness and Personal Development

Objective 3.1 Nurture a student-oriented environment that is responsive to student needs and career goals

Objective 3.2 Provide academic and social services and support to students through their stay at the institution

Goal 4: Engagement with Stakeholders

Objective 4.1 Promote institutional programs and activities to stakeholders such as students, employers, advisory committee, occupational experts and community members

Objective 4.2 Seek input from stakeholders on an ongoing basis in the development of institutional plans and programs

HISTORY of TEXAS GULF INSTITUTE

Texas Gulf Institution (TGI) started operation on September 18, 2007 with the Technology Assistant Program. TGI currently offers the School Office and Technology Assistant Program (SOTA) which is designed for students who wish to develop or update those skills that are essential to the successful office support professional.

ACCREDITATION and APPROVALS

Texas Gulf Institution (TGI) is approved and regulated by Texas Workforce Commission, Career Schools and Colleges Section, Austin, Texas since September 12, 2007. TGI is not accredited by any other agencies yet.

BOARD of TRUSTEES

Texas Gulf Foundation (TGF) is a 501(c) (3) non-profit educational organization founded for the purpose of establishing institutions of higher education. Texas Gulf Foundation was established on April 9, 2007, in Houston, Texas.

Cahit Gezgin	Board President
Maria Frances Curtis.....	Secretary
Coval MacDonald.....	Board Member
Murat Torlak.....	Board Member
Serkan Erdin.....	Board Member

ADMINISTRATION and FACULTY

Dr. Yuksel Alp Aslandogan	School Director
Dr. Ozgur Ozer.	Director of Education
Dr. Coskun Cetinkaya.....	Placement and Externship Coordinator
Dr. Kudbettin Aksoy.....	Director of Student Services & Faculty
Oner Ulvi Celepcikay, MS.....	Faculty
Bugra Tamer, M.Ed.....	Faculty
Dr. Suat Namli.....	Faculty
Nicole Temple, M.Ed.....	Faculty

SCHOOL DIRECTOR QUALIFICATIONS

Yuksel Alp Aslandogan, PhD

- B.S. Degree in Mathematics – Bogazici University
- B.S. Degree in Computer Science – Bogazici University
- M.S. Degree in Computer Science – Case Western Reserve University
- Ph.D. in Computer Science – The University of Illinois, Chicago
- 6 years of College Professor Experience
- Served as the secretary of IEEE Dallas section. Duties included financial oversight of the section organization.
- Dr. Aslandogan is currently serving (or has recently served as)
 - Associate editor of the IEEE Distributed Systems Online Journal Multimedia area.
 - Area editor for ACM SIG Multimedia website on Multimedia Education.
 - Technical program committee co-chair and financial planner, IEEE Emerging Technologies Conference, Richardson, TX, September 2005, and for 2006.

- Special track co-chair, Information Technology in Bioinformatics and Biomedical Computing, and program committee member, IEEE International Conference on Information Technology: Coding and Computing (ITCC 2004, 2005 and 2006).
- Special Sessions and Workshops Chair, The 2005 International Symposium on Collaborative Technologies and Systems (CTS 2005), Saint Louis, Missouri, USA, May 15-19, 2005.
- Activities chair of IEEE Dallas section, 2005 and secretary, IEEE Dallas Section, for 2006.
- Program committee member for the IEEE International Conference on Information Integration and Reuse (IRI 2003, IRI 2004, IRI 2005).
- Program committee member for the International Conference on Information Technology: New Generations, ITNG 2006.
- Program committee member for the International Conference on Parallel Processing (ICPP 2003).
- Served as President, Vice-President, and Secretary of non-profit educational institutions. The duties included human resources and financial oversight.
- Invited Reviewer for

- ACM Computing Surveys

- ACM Multimedia Systems Journal IEEE Distributed Systems

- IEEE Internet Computing,

- IEEE Pattern Recognition,

- IEEE TKDE

- International Journal of Image and Graphics.

- Invited Grant Review Panel Member,
 - NSF CAREER IDM/ Knowledge Discovery, November 2004, September 2005.
 - NSF Science and Engineering Information Integration and Informatics Program, Summer 2004

DIRECTOR of EDUCATION QUALIFICATIONS

Ozgur Ozer, Ed.D.

- B. S. in Physics – Bogazici University
- M.Ed. in Curriculum & Instruction – University of Houston
- Ed.D. in Curriculum & Instruction – University of Houston
- Texas Certified School Teacher
- 5 years of Science and Math teaching experience
- 2 years of Campus and 3 years of District Administration experience
- Mr. Ozer teaches the School Office Procedures and the Career Enhancement and Guidance courses.

PLACEMENT and EXTERNSHIP COORDINATOR QUALIFICATIONS

Coskun Cetinkaya, PhD

- B.S. Degree in Electrical Engineering, Anatolia University
- M.S. Degree in Electrical Engineering, The University of Southern California
- PhD Degree in Electrical and Computer Engineering, Rice University
- Assistant Professor for 6 years, Wichita State University
 - Advised over 100 undergraduate and 50 graduates students
 - Supervised 12 externship students
 - Supervised over 9 master thesis students
- Dr. Cetinkaya supervises the externship program, and he is the Executive Director of Texas Gulf Foundation.

DIRECTOR of STUDENT SERVICES QUALIFICATIONS

Kudbettin Aksoy, PhD

- B.S. Degree in Teaching Mathematics - – Bogazici University

- M.Ed. Degree in Curriculum and Instruction Gifted and Talented Education – University of Houston
- Ph.D. Degree in Educational Psychology Individual Differences – University of Houston
- 8 years of experience in education and interaction between schools and communities
- Dr. Aksoy teaches the “Interaction within the School Communities” and “Basic Concepts in Educational Institutions” classes, and he is the Director of Education for Texas Gulf Foundation.

FACULTY QUALIFICATIONS

Oner Ulvi Celepcikay, M.S.

- B.S. Degree in Electrical Engineering – Istanbul University
- M.S. Degree in Computer Science – University of Houston
- Certified in Information Technologies
- 7 years Educational Technology Experience and 2 years Experience as System Analyst
- Mr. Celepcikay teaches the following courses: MS Office Skills II, Web Publishing, Word Processing with MS Word, Spreadsheets with MS Excel, Microsoft Outlook, Presentations with MS PowerPoint, Database Management with MS Access, Word Processing with MS Word - Advanced, Spreadsheets with MS Excel - Advanced, Database Management with MS Access - Advanced, Web Publishing-Advanced.

Bugra Tamer, M.Ed.

- B.S. Degree in Mathematics – Bogazici University
- M.Ed. Degree in Instructional Technology – University of Houston
- 6 years of Educational Technology Experience

- Mr. Tamer teaches the following courses: MS Office Skills I, Word Processing with MS Word, Spreadsheets with MS Excel, Microsoft Outlook, Presentations with MS PowerPoint, Database Management with MS Access, Web Publishing, Word Processing with MS Word - Advanced, Spreadsheets with MS Excel - Advanced, Database Management with MS Access - Advanced, Web Publishing-Advanced.

Suat Namli, PhD

- B.S. Degree in Mathematics, Bilkent University
- M.S. Degree in Mathematics, Louisiana State University
- PhD Degree in Mathematics, Louisiana State University
- Taught Mathematics at all levels for 7 years, Louisiana State University
- Taught in particular college algebra, business calculus, calculus and advanced mathematics.
- Author of many academic papers in mathematics
- Dr. Namli teaches the “Business Math” class.

Nicole A. Temple, M.Ed.

- B.A. Degree in Interdisciplinary Studies in Education – University of Houston
- M.Ed. Degree in Educational Psychology – Arizona State University
- Seven years of experience teaching English to adults
- Texas teaching certification holder in Elementary Self-Contained and Speech Communication
- Ms. Temple teaches the following courses: Business Communication: Effective Speaking; and Business Communication: Effective Writing

INSTRUCTIONAL LOCATION and FACILITIES

TGI offers its students the comfort of a modern, well-lighted, air-conditioned learning environment, and occupies 7,420 square feet in its location with six classrooms and a lab equipped with computers. The school provides teaching

aids to enhance the classroom and laboratory-learning environment, including audio-visual equipment, and campus-wide wireless Internet access. The school facilities can accommodate handicapped individuals with certain physical disabilities. Individuals who require special assistance should contact the admissions office to determine whether the physical challenge would present an impediment to either job performance or entry-level career opportunities.

FINANCIAL INFORMATION, TUITION AND FEES

Program: School Office and Technology Assistant Program (SOTA)

Tuition and Fees:

Registration	\$30.00
Tuition	\$3,000.00
<u>Books & Supplies</u>	<u>\$360.00</u>
Total Cost	\$3,390.00

Cost per Single Subject:

The cost for taking single subjects individually is \$40.00 per clock hour of instruction. Prices for individual subjects are as follows:

SCHOLARSHIPS and PAYMENT PLANS

Texas Gulf Institute offers the tuition benefit program. Students may qualify for up to \$1,200.00 scholarship toward their tuitions. Students will be responsible for all other expenses such as registration, lab fees and books.

In addition, please note:

- Total amount of scholarship money award may vary.
- Availability of scholarships is limited and will be awarded on a first-come, first-served basis.

Eligibility criteria:

Students applying for the tuition benefit program must meet the following requirements:

- Students must pay the application fee.
- Student must meet the admission requirement for the program he/she is applying to.

Scholarship Application Deadlines:

January 25, 2010 for Spring 2010

August 23, 2010 for Fall 2010

Number of Scholarships Available:

Scholarships may be awarded to the first 15 students on a first come first served basis.

Application Procedure:

Students must submit the Student Scholarship Application form to the Director of Education.

Payment Plans

Payment plans are available based on student request.

ACADEMIC CALENDAR

Program Name	Start Date	End Date
School Office and Technology Assistant	01/25/2010	05/15/2010
School Office and Technology Assistant	08/23/2010	12/11/2010

Class Schedule for SOTA

Students will attend class on Monday, Tuesday, and Thursday from 5 pm to 9 pm for fifteen weeks and attend four hours of lab on one of the designated lab hour days. Students can start their externship upon completion of 80% of the coursework. Students have five weeks after the end of the semester to complete their externship.

Registration Period:

January 1-25, 2010 for Spring 2010

August 1-23, 2010 for Fall 2010

Class Start Dates

Classes begin on August 31, 2009 for Fall 2009.

Classes begin on January 25, 2010 for Spring 2010.

Holidays

The School operates continuously throughout the year with the exception of the following holidays:

- New Year's Day
- Martin Luther King Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day
- Day After Christmas

ADMISSION

Admission Requirements:

Individuals applying to the program are required to:

- a. interview with a program staff;
- b. be at least 18 years of age; and
- c. present proof of secondary education (high school diploma or GED certificate)

POLICY for GRANTING CREDIT

Unit of Credit

TGI will award clock hours for each subject. Each clock hour consists of 50 minutes of instruction and 10 minutes of break. One hour of study time is recommended for each hour of lecture.

TGI will award semester credit for each program. One academic semester credit hour is equal to a minimum course time of:

- (A) 15 hours of classroom lecture;
- (B) 30 hours of laboratory experience
- (C) 45 hours of externship

Transfer of Credits

For students wishing to transfer credits to TGI: A student may request credit for courses in the student's program of study at TGI based on the student's postsecondary education or experience by submitting a written request to the school director.

Following the School Director's receipt of the student's written request, TGI may grant the student credit for the course(s) in the student's program of study based

on the student's previous post-secondary education at a different institution or specific certifications, if the student satisfies the following requirements:

1. The student provides the School Director, or his or her designee with an official transcript from each educational institution awarding any credits that the student desires to transfer to Texas Gulf Institute to satisfy specific course requirements of the student's program of study. If the educational institution is located in the United States, it must be accredited by an accrediting agency recognized by the United States Department of Education. If the institution is outside the United States, it must be accredited, or similarly acknowledged by an agency deemed acceptable by the school in its discretion.
2. TGI will only consider courses taken or certifications earned within the previous five-year period.
3. Students may be required to provide course descriptions or a copy of the catalog from the institution where the course(s) were taken to enable course-by-course evaluations when determining if such courses can be accepted toward the program requirements of Texas Gulf Institution programs.

CANCELLATION and REFUND POLICY

Texas Gulf Institute will implement the following cancellation and refund policy: A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed and a tour of the facilities and inspection of the equipment is made by the prospective student.

Refund Policy

1. Refund computations will be based on scheduled clock hours of class attendance through the last date of attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:

- (a) The last day of attendance, if the student is terminated by the school;
 - (b) The date of receipt of written notice from the student; or
 - (c) Ten school days following the last date of attendance.
 3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 shall be retained by the school.
 4. If the student who enters a residence or synchronous distance education course of not more than 12 months in length terminates or withdraws after the expiration of the 72 hour cancellation privilege, the school may retain \$100 of the tuition and fees and the minimum refund of the remaining tuition and fees will be:
 - (a) During the first week or one-tenth of the course, whichever is less, 90 percent of the remaining tuition and fees;
 - (b) After the first week or one-tenth of the course, whichever is less, but within the first three weeks or one-fifth of the course, whichever is less, 80 percent of the remaining tuition and fees;
 - (c) After the first three weeks or one-fifth of the course, whichever is less, but within the first quarter of the course, 75 percent of the remaining tuition and fees;
 - (d) During the second quarter of the course, 50 percent of the remaining tuition and fees;
 - (e) During the third quarter of the course, 10 percent of the remaining tuition and fees; or
 - (f) During the last quarter of the course, the student may be considered obligated for the full tuition and fees.
 5. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made.
 6. For residence or synchronous distance education courses more than 12 months in length, the refund shall be applied for each 12 month period paid, or part thereof, separately.
 7. The length of a course for purposes of calculating refunds owed, is the shortest scheduled time period in which the course may be completed by continuous attendance of a full-time student;
 8. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - (a) An enrollee is not accepted by the school;
 - (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
 - (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.
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9. Refunds will be totally consummated within 60 days after the effective date of termination.

Refund Policy for Students Called to Active Military Service.

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- (1) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
- (2) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- (3) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - (A) satisfactorily completed at least 90 percent of the required coursework for the program; and
 - (B) demonstrated sufficient mastery of the program material to receive credit for completing the program.

PROGRAM INFORMATION

School Office and Technology Assistant Program

Program Purpose and Description

School Office and Technology Assistant (SOTA) Program is designed for students who wish to develop or update those skills that are essential to the successful office and technology support professional in a school or business environment. School Office and Technology Assistant certificate of completion

will help bring employment opportunities, greater earning potential and career advancement, in addition to an increased job satisfaction to its graduates. Students receive instruction and practice skills in Microsoft Office programs, web publishing, business communication, business math, basic educational concepts, and office procedures in a school environment. Students also receive guidance in pursuing career opportunities and goals. The externship experience allows students to put their knowledge into practice and encounter a real-life work environment prior to employment.

Core Objectives of School Office and Technology Assistant Program

1. Develop word processing, spreadsheet, presentation, electronic communication, scheduling, contact management, web publishing and database management skills using Microsoft Office programs including Word, Excel, Power Point, Outlook, Front Page and Access.
2. Develop business communication skills in writing and speaking.
3. Develop knowledge and skills in the application of math concepts in a business environment.
4. Develop a basic understanding of educational terminology and types of interactions among stakeholders in a school environment such as parents, faculty and administrators.
5. Develop basic knowledge and skills in office procedures.
6. Develop basic skills for pursuing career opportunities and the attainment of career goals.

Program Outline

Subject#	Subject Title	Lec	Lab	Ext	Total	Clock Hours				Semester Credit Hours
						Lec	Lab	Ext	Total	
SOTA 101	MS Office Skills - I	10	10	0	20	10	10	00	20	1
SOTA 102	MS Office Skills - II	10	10	0	20	10	10	00	20	1
SOTA 103	Web Publishing	15	15	0	30	15	15	00	30	1.50
SOTA 104	Interaction within the School Communities	30	0	0	30	30	00	00	30	2
SOTA 105	Basic Concepts in Educational Institutions	10	0	0	10	10	00	00	10	0.67
SOTA 106	Business Communication: Effective Speaking	30	0	0	30	30	0	00	30	2
SOTA 107	Business Communication: Effective Writing	30	0	0	30	30	0	00	30	2
SOTA 108	Career Enhancement and Guidance	10	10	0	20	10	10	00	20	1
SOTA 109	Business Math	30	0	0	30	30	0	00	30	2
SOTA 110	School Office Externship	0	0	60	60	0	0	60	60	1.33
SOTA 111	School Office Procedures	10	10	0	20	10	10	00	20	1
	Total Hours	185	55	60	300	185	55	60	300	15.5

Time required to complete this program is 20 weeks.

** Single subjects making up this program may be taken individually at a cost of \$40.00 per clock hour.

Subject Descriptions

SOTA 101 –MS Office Skills I

This course introduces the Microsoft Office Family and covers the core features of Microsoft Word, Microsoft Outlook and Microsoft PowerPoint. Upon successful completion of this subject, students will be able to: 1) Get Started with Microsoft Office 2) Perform following tasks using MS Word: edit, format, save documents, work with Styles and Templates, merge word documents, 3) Perform following tasks using MS Outlook: read, compose, forward and send emails, work with attachments, work with contacts, groups and distribution lists, scheduling tasks, meeting and managing calendar. 4) Perform following tasks using MS PowerPoint: create a presentation from a template or a wizard, animate text and objects, modify the slide master, add new slides from an outline, and modify the slide design. (Lec 10 CI Hrs / Lab 10 CI Hrs / Ext 00 CI Hrs)

[Prerequisite: none]

SOTA 102 – MS Office Skills II

This course introduces concepts of working with spreadsheets using Microsoft Excel and relational database management using Microsoft Access. Upon completion of this course, students will be able to: 1) Perform following MS Excel tasks: create, modify excel files, format cells (size, color, and styles), apply number formats, format borders, insert and delete rows or columns, hide and unhide rows and columns, use functions like: average, IF, CountIF, and SumIf, use charts and other graphical representations, using data validation, and pivot tables. 2) Perform following MS Access tasks: Identify database components, design relational databases, work with records, customize tables, work with queries, design and work with forms, design and work with reports. (Lec 10 CI Hrs / Lab 10 CI Hrs / Ext 00 CI Hrs)

[Prerequisite: none]

SOTA 103 – Web Publishing

This course introduces the web publishing and creating web pages using MS FrontPage. Upon completion of this course, students will be able to: 1) Create simple web pages using MS FrontPage 2) Enhance the web site with graphics and user navigation menus 3) Present information using frames, tables and layers 4) Publish and manage web sites 5) Enhance web page using image rollovers, hover buttons, hit counter etc. 6) Communicate with website visitors using forms and scripts. 7) Embed ready-to-use JavaScript codes to enable web pages. 8) Edit web pages through HTML coding 9) Create image maps 10) Learn basics of cascading style sheet (CSS) techniques. (Lec 15 CI Hrs / Lab 15 CI Hrs / Ext 00 CI Hrs)

[Prerequisite: none]

SOTA 104 – Interaction within the School Communities

This course introduces students to building strong and continual interactions within the school communities. Upon completion of this course students will be able to: 1) Identify and describe home conditions that support learning at different grade levels. 2) Recognize the effects of home visits at transition point to pre-school, elementary, middle, and high school. 3) Comprehend the importance of neighborhood meetings to help families understand schools and to help schools understand families. 4) Analyze the effective techniques to establish clear two-way channels for communications from home to school and from school to home (Lec 30 CI Hrs / Lab 00 CI Hrs / Ext 00 CI Hrs / 2.0 Sem Cr Hrs)

[Prerequisite: None]

SOTA 105 – Basic Concepts in Educational Institutions

Education, like all professions, has a specialized vocabulary that first-time employees may have a difficult time understanding. This course introduces students to the basics of education and educational terminology widely used in America's schools from pre-K to higher education. Upon completion of this

course, students will be able to: 1) Comprehend definitions of educational terms clearly. 2) Use educational terminology actively in their interactions. 3) Understand roles and responsibilities of key players 4) Make connections among basic concepts in school administration, curriculum, and instruction.

(Lec 10 Cl Hrs / Lab 00 Cl Hrs / Ext 00 Cl Hrs / 0.67 Sem Cr Hrs)

[Prerequisite: None]

SOTA 106 – Business Communication: Effective Speaking

This class will introduce students to the theory and practice of effective oral communication in business and professional settings. Upon completion of this course students will be able to: 1) Define successful speaking – what it is and how it achieves its purpose. 2) Incorporate personal qualities into business communication and fine-tune them for future “real world” use. 3) Apply different voice tones and language styles to particular speaking situations such as front office encounters, telephoning, teleconferencing, meetings, and presentations. 4) Work in teams on collaborative speaking tasks in accomplishing goals in today’s business world. (Lec 30 Cl Hrs / Lab 0 Cl Hrs / Ext 00 Cl Hrs / 2 Sem Cr Hrs)

[Prerequisite: None]

SOTA 107 – Business Communication: Effective Writing

This class will introduce students to the theory and practice of effective written communication in business and professional settings. Upon completion of this course students will be able to: 1) Define successful writing – what it is and how it achieves its purpose. 2) Incorporate personal qualities into business communication and fine-tune them for future “real world” use. 3) Apply different styles and structures to particular writing situations that are central to the business community, such as résumés, memos, letters, and reports. 4) Work in teams on collaborative writing tasks in accomplishing goals in today’s business world. (Lec 30 Cl Hrs / Lab 0 Cl Hrs / Ext 00 Cl Hrs / 2 Sem Cr Hrs)

[Prerequisite: None]

SOTA 108 – Career Enhancement and Guidance

This course aims to provide guidance and resources to students for the attainment of their career related goals. Upon completion of this course students will be able to: 1) Acquire the information necessary to better understand their career-related needs in selecting a career path. 2) Learn how to seek employment and/or apply for admission to career schools or colleges. 3) Explore careers associated with their program of study. 4) Develop their job search skills, and strengthen their resumes and cover letters. 5) Present their portfolio (a hard copy or an online product) in a mock interview situation. (Lec 10 CI Hrs / Lab 10 CI Hrs / Ext 00 CI Hrs / 1 Sem Cr Hrs)

[Prerequisite: None]

SOTA 109 – Business Math

This course focuses on real-world math: the type of math that students will actually use every day on the job and in their personal lives. Students are expected to apply new math concepts to their daily lives as a learning outcome. Upon completion of this course students will be able to: 1) Analyze real-world business problems and apply appropriate mathematical principles in order to solve them. 2) Understand how the four basic math operations (addition, subtraction, multiplication and division), arithmetic problems and measurement relate to business issues. 3) Master the vocabulary of business math and the fundamentals of payroll, banking, retail, interest, and financial reports. 4) Manage their personal and work finances in areas such as investments. (Lec 30 CI Hrs / Lab 0 CI Hrs / Ext 00 CI Hrs / 2 Sem Cr Hrs)

[Prerequisite: None]

SOTA 110 – School Office Externship

During this portion of the program, students will put into practice the skills they have gained in program subjects. Upon completion of this externship students

will be able to: 1) Manage the real problems of the school office successfully, 2) Understand the needs of school administrators, teachers, students, and parents. 3) Understand the use of technology in school environment, 4) Create letters, fliers, brochures and other office documents based on the needs of the schools. (Lec 00 CI Hrs / Lab 00 CI Hrs / Ext 60 CI Hrs / 1.0 Sem Cr Hrs) [Prerequisite: Completion of 80% of the program, Co-requisite: SOTA 111]

SOTA 111 – School Office Procedures

Students, in this class, will have opportunities to learn and follow school office procedures. Upon completion of this course students will be able to: 1) Understand their role as a support person for the school administration. 2) Manage school records. 3) File and update confidential records. 4) Coordinate data entry. 5) Handle telephone calls efficiently. 6) Attend to visitors professionally. 7) Schedule appointments effectively. 8) Address various office related issues. The class will have a hands-on approach and real-time practice opportunities for the students. (Lec 10 CI Hrs / Lab 10 CI Hrs / Ext 00 CI Hrs / 1.0 Sem Cr Hrs)

[Prerequisite: none]

GRADING SYSTEM

TGI uses the following grading system:

GRADE	POINTS PER SEMESTER HOUR
A (90-100/Excellent)	4
B (80-89/Good)	3
C (70-79/Fair)	2
D (60-69/Passing)	1
F (Failing)	0
W (Withdrawn)	0
I (Incomplete)	0
T (Transfer)	0
P (Pass)	0

To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grade 'I' does not affect GPA.

SATISFACTORY ACADEMIC PROGRESS

The following Standards of Satisfactory Progress apply to all students enrolled in the School Office and Technology Assistant Program (SOTA). Students must meet the minimum standards set forth below, or they shall be deemed to be out of compliance in meeting the Standards of Satisfactory Progress criteria. The Director of Education is responsible for the administration of Satisfactory Academic Progress.

Evaluation

Texas Gulf Institute conducts evaluations of student progress at **33% and 66%** of the standard program length to determine whether the student has met the standards of satisfactory academic progress in each of the following areas:

- Grade point average (GPA)
- Cumulative grade point average (CGPA)
- Maximum coursework allowed
- Credit hours attempted
- Credit hours completed

Students who complete their programs in a shorter time framework are subject to the same criteria based on the percentages of maximum time frame allowable.

Maximum Time Frame and Successful Course Completion

The standard program length is twenty weeks. The maximum time frame allowed for students to complete the SOTA program is 1.5 times the standard program length that is 30 weeks.

At **33% and 66%** of the standard program length, students are required to attempt at least **3** credit hours 75% of which they must complete. Students cannot exceed the maximum credit hours of **7** allowed in each evaluation period. Students must have a minimum of 2.00 GPA in each evaluation period and a CPGA of 2.00 at the end of the program.

Evaluation Period	Minimum GPA required	Minimum Credit Hours Attempted	Maximum Credit Hours Allowed	Minimum Credit Hours Completed
First Trimester	2.00	3	7	75% of attempted credit hours
Second Trimester	2.00	3	7	75% of attempted credit hours
Third Trimester	2.00	3	7	75% of attempted credit hours
Overall	2.00	15.5	15.5	100% of attempted credit hours

(based upon maximum time frame)

Students are evaluated on the above qualitative and quantitative components for the **first, second and third of the program**, as well as cumulatively.

Unsatisfactory Progress

TGI will place a student making unsatisfactory progress for the program at the end of a progress evaluation period on academic probation for the next progress evaluation period and the student will be notified in writing. If the student on academic probation achieves satisfactory progress for the subsequent progress evaluation period, but does not achieve the required grades to meet overall satisfactory progress for the program, the student may be continued on academic probation for one more progress evaluation period.

If a student on academic probation fails to achieve satisfactory progress for the first probationary progress evaluation period, the student's enrollment will be terminated.

The enrollment of a student who fails to achieve overall satisfactory progress for the program at the end of two successive probationary progress evaluation periods will be terminated.

When a student is placed on academic probation, the director of education will counsel the student prior to the student returning to class. The date, action taken, and terms of probation will be clearly indicated in the student's permanent file.

The student's stance on probationary period does not have any effect on the calculation of the CGPA and successful course completion percentage.

TGI may allow a student whose enrollment was terminated for unsatisfactory progress to reenroll after a minimum of one progress evaluation period. Such reenrollment does not circumvent the approved refund policy.

TGI will place a student who returns after their enrollment was terminated for unsatisfactory progress on academic probation for the next grading period. TGI will advise the student of this action and document the student's file accordingly. If the student does not demonstrate satisfactory progress at the end of this probationary period, that student's enrollment will be terminated.

Once a student meets the requirements of Satisfactory Academic Progress, he or she is exited from the probationary status.

Withdrawals

A student who withdraws from school for an appropriate reason unrelated to the student's academic status may request a grade of "Incomplete". Students may withdraw from a course up to one week before the start date with no penalty. Withdrawal from a course does not affect the CGPA. This course is not counted

in calculation of course completion percentage for satisfactory academic progress.

Incompletes

The grade of 'I' (incomplete) is conditional. A student receiving an 'I' must arrange with the instructor to complete the course work within the maximum time frame of the program. If the student fails to complete the requirements within this time frame, the 'I' becomes an 'F'. Upon completion of the coursework, the grade will be entered as on the student transcript. All 'I's must be changed to grades prior to graduation. Incomplete grade from a course does not affect the CGPA. This course is considered as an attempted course and counted as incomplete in the calculation of course completion percentage for satisfactory academic progress.

Repeated Course

If a course is repeated, the highest grade earned is used for computing the CGPA. The repeated course will be counted once in calculation of course completion percentage for satisfactory academic progress.

Transfer credits are not counted in the calculation of the CGPA, but counted toward successful course completion percentage.

Appeals

Should a student disagree with the application of these satisfactory progress standards, he/she must first discuss the problem with the appropriate instructor(s). If still dissatisfied, the student may then appeal to the Director of Education. Students whose appeals are granted due to mitigating circumstances placed on probation and considered to be making satisfactory academic progress. The student's stance during an appeal process does not have any effect on the calculation of the CGPA and successful course completion percentage.

GRADUATION REQUIREMENTS

In order to graduate, all students must attain an overall 2.00 cumulative grade point average, meet attendance and other school requirements, and pass all required courses. The maximum time allowed for completion is thirty weeks.

CERTIFICATES OF COMPLETION

Upon graduation, the Texas Gulf Institute offers the following certificate of completion:

- School Office and Technology Assistant Program (SOTA)

COUNSELING and PLACEMENT SERVICES

Texas Gulf Institute aims to provide guidance and resources to students for the attainment of their career related goals. The Director of Education leads the counseling and placement efforts of the institute in collaboration with faculty who include the following in the curriculum and classes offered: Resume and cover letter preparation, mock job interview, job search skills, and portfolio development.

Students can use the computer lab to reach online resources for career information, statistics, job search, career networks, hundreds of employer sites, etc.

The externship coordinator arranges the externship sites by contacting employers and matches each student with a site. The externship coordinator in coordination with the Director of Education contacts these employers in the future along with many others to arrange job interviews for the students in the program.

Texas Gulf Institute does not guarantee any employment.

ATTENDANCE POLICY

It is essential to a successful education that absenteeism and tardiness be kept to an absolute minimum. All absences and tardiness are recorded regardless of the reason. A full day of absence will be recorded when a student does not attend any of the scheduled classes on that day. A partial day of absence will be recorded for any period of absence during the day.

The school will evaluate each student's attendance in the middle of the program. In cases of excessive absenteeism or tardiness, the school may take disciplinary action prior to the end of program.

Students who miss in excess of 15% of scheduled classes will be placed on attendance probation. A student missing over 15% of scheduled classes during the probationary period will be dismissed from school. Authorized Leaves of Absence (LOA) will not be included in the attendance percentage.

Any student who is absent three (3) consecutive school days without approved leave of absence will be automatically terminated. Any student who is terminated for unsatisfactory attendance may not reenter school before the start of the next grading period, and only if the factor(s) contributing to the poor attendance have been resolved to the school's satisfaction. A student that is so reentered will be on attendance probation for at least eight weeks.

If a student should elect to withdraw from the program for any reason before the completion of their training, the student is required to inform the school in writing, of their intentions. Notification must be delivered to the school director prior to withdrawing.

Make-Up Work Policy

TGI will not accept any make-up work.

Leaves of Absence

Leaves of absence shall be reasonable in duration, not to exceed 25% of class time and shall be for specific and acceptable purposes. All requests for a leave of absence must be accompanied by appropriate documentation and be approved by the Director of Education. The school attendance records will clearly show leave of absence granted. A written request for leave of absence using the school's form, properly signed and dated by both the student and an authorized school official must be placed in the individual student file.

A student having a documented and approved leave of absence will be allowed additional training to complete the requirements for graduation. Additional training will be at no cost to the student. The student is not required to receive this additional training if he/she has completed all requirements for graduation by the originally scheduled date.

Students on leave of absence remain in Active status, therefore, are still obligated to maintain payments due to Texas Gulf Institute.

CODE OF CONDUCT

Students are required to follow school policies while attending TGI. It is the student's responsibility to conduct himself or herself in a proper and respectable manner while in school.

A student who fails to comply with the following conduct standard may be subject to a verbal or written reprimand, probation, suspension from classes or termination from TGI depending on the nature and severity of the violation.

Re-admittance following such termination is at the discretion of the school and relative to the nature and severity of the conduct violation. Students should immediately report any violations of conduct policy to the School Director.

1. A student must not in any way interfere with class instruction and learning and must obey established directives of TGI faculty and administration.

2. A student asking, or being asked to visit a staff office for any reason, should obtain a sign-out slip from the instructor. The sign-out slip will be completed by the staff member and returned to the instructor. If students follow this procedure, they will not be counted absent for time spent in staff offices conducting official school business.
3. Students are expected to conduct themselves in an orderly manner at all times. Profanity, vulgarity or loud talking which may cause embarrassment to TGI or fellow students is not tolerated.
4. All students are expected to keep the school environment free from intimidation and harassment regardless of sex, race, age, religion, national origin or disability.
5. Smoking or use of other tobacco products (i.e. chewing tobacco, snuff, etc.), and eating or drinking is not allowed in classrooms or lab areas. (Smoking or chewing is allowed in designated, outside areas only.)
6. Students are expected to put forth a reasonable effort to learn. Loafing, sleeping in class, sitting on work/lab benches, horse playing, or not carrying out instructions are considered types of unsatisfactory conduct.
7. Fighting or gambling on school property is absolutely forbidden.
8. The unlawful manufacture, distribution, dispensing, possession, use of a controlled substance or alcohol or the presence of a controlled substance or alcohol in your body's system is prohibited on this institution's premises. These "premises" are defined as all school property including building interiors and exteriors, sidewalks, parking lots, privately owned vehicles parked on school premises, as well as desks, lockers, and storage areas. This prohibition applies to students performing any school related task or attending school sponsored functions, including field trips, regardless of location, on or off school premises. Students are expected to comply with all requirements of the Drug Free Schools Act (detailed information is contained in the Student Handbook).
9. Possession of a handgun under the authority of the Texas concealed handgun license law is prohibited on school premises (Texas Civil statutes

article 4413 29cc). Ammunition, long blade knives (blades over 3" long) or any type of weapon is a violation of school rules and is not permitted.

Students possessing firearms are subject to dismissal.

10. Stealing is prohibited. Students guilty of stealing are subject to automatic dismissal and may be reported to local law enforcement.
 11. Any student who willfully damages school property or property belonging to other students is responsible and liable for repair or replacement costs and is subject to dismissal from TGI.
 12. Each student is expected to do his her own work. Presenting work done by others, using dishonest means in taking tests, and aiding in cheating is forbidden and could result in student receiving a "Zero" or other disciplinary action.
 13. Safety is everyone's responsibility. Students will be exposed to many potentially dangerous situations. It is very important that the classroom/lab shop work areas be kept safe. All WTC students are responsible to help keep the school classroom/lab shop areas clean, dry and orderly.
 14. Texas Gulf Institute seeks to assure that the school maintains a campus free of sexual harassment and intimidation. Sexual harassment is defined as unwelcome sexual advances requests for sexual favor, or other verbal or physical conduct of a sexual nature when:
 - Submission to such conduct is made either explicitly or implicitly a term or condition of an individuals' enrollment.
 - Submission to or rejection of such conduct by an individual is used as the basis for enrollment decisions affecting such individuals.
 - Such conduct has the purpose or effect of unreasonably interfering with an individual's school performance or creating an intimidating, hostile, or offensive environment.In addition:
 - TGI does not tolerate vulgar, abusive, humiliating, or threatening language, practical jokes, or other inappropriate behavior.
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- TGI does not tolerate the harassment of any employee or student by any other employee or student, supervisor, manager, or director for any reason. Harassment of a sexual nature is a violation of various state and federal laws that may subject the harasser to liability for any such unlawful conduct.
 - Violators of this policy are subject to immediate disciplinary action up to, and including, termination of enrollment and expulsion from TGI premises.
 - TGI may report violators to the appropriate authority for civil or criminal action. TGI prohibits retaliation of any kind against students who, in good faith, bring sexual harassment complaints or assist in investigating complaints.
 - Exercising rights under this policy does not in any way affect a student's right to seek relief through the Texas Commission on Human Rights, the Equal Employment Opportunity Commission, or in a court of proper jurisdiction for any complaint for which a remedy is provided under state or federal law.
 - It is the responsibility of each student to be aware of the details of the foregoing policy.
15. Any type of harassment of any nature is subject to immediate disciplinary action(s).
16. It is mandatory for all students to have books and tools at school daily.

TECHNOLOGY - ACCEPTABLE USE POLICY

The Institute provides information technology resources such as computers, printers, networks, and software systems to support the Institute's mission and educational objectives. The use of these resources should be seen as privilege, and all users, including students, faculty, and staff are expected to follow the policies governing acceptable and responsible use.

Violations could result in disciplinary sanctions including but not limited to the loss of technology use privileges, suspension from the Institute, legal action, and criminal charges.

Technology – Acceptable Use Policy requires that users agree to:

- Follow security guidelines for computer accounts.
- Respect the rights and privacy of others using the system.
- Refrain from creating, accessing, storing or disseminating materials that may be racially or sexually offensive, includes pornography or insult people from certain religious or ethnic backgrounds.
- Refrain from creating, storing or disseminating any copyrighted material including, audio, video and image files.
- Consent to the authority of Institute to monitor e-mails and Internet usage. In case of violation of this policy, accept the consequences.
- Not use the technology system for fund-raising, campaigns, business related issues, or illegal purposes.
- Not solicit on behalf of any individual, organization, or company.

FAIR USE AND COPYRIGHT POLICY

Copyright is the ownership and control of the intellectual property in original works of authorship. The laws of the United States (Title 17, United States Code) provide protection to the owner of copyright. This protection is available to both published and unpublished works. Public Law 94-553, Section 6, generally gives the owner of copyright the exclusive right to, and to authorize others to reproduce in copies, prepare derivative works, distribute copies, perform publicly, and display publicly the copyrighted work. Copyright law governs any print or non-print reproduction of copyrighted material. It is illegal for anyone to violate any of the rights provided by law to the owner of copyright. One major limitation on the law, however, is the doctrine of “fair use.” Whether use of copyrighted materials falls under the “fair use” exception depends on these four factors: purpose of the

use, nature of the work, amount of copying, and effect of the copying on the potential value of the work. Another limitation can be a “compulsory license,” which permits limited uses of copyrighted works in return for the payment of fees or royalties.

Texas Gulf Institute abides by principles of copyright law and fair use for photocopied materials to enhance teaching and learning. Copies of copyrighted works may be made and distributed to students provided that the copies are made spontaneously and not as part of a planned and repeated use of such materials in lieu of their being purchased as texts. The excerpts must be brief, and no profit may be made on the sale of such copies.

Texas Gulf Institute encourages its faculty and students to use text resources and multimedia in education while abiding by copyright and intellectual property law, including the U.S. Copyright Act, the Digital Millennium Copyright Act and the TEACH Act.

DRESS CODE

All students are required to adhere to the dress code as prescribed by the school. Failure to do so will result in an action taken by the school to include, but not limited to verbal reprimand, removal of professionalism points, sending the student home to change, suspension, and or termination. Students being sent home will be marked absent. The purpose of having a dress code is to promote a professional appearance among the students for their own benefit and for prospective employers touring or interviewing at the school.

Shorts, tank tops, “baggie” pants, or any other clothing or headwear considered inappropriate by the school may not be worn in the classroom, labs. Baseball caps and other headwear are to be removed (while in class) in the building.

GRIEVANCE/COMPLAINT PROCEDURE

Texas Gulf Institute has established a grievance procedure to ensure students their rights to due process. Students who wish to file a grievance are encouraged to do so without fear of retaliation, consequences or repercussions. Student grievances or complaints should be submitted in writing to a faculty member, director of education or school director within 30 days of the incident. Failure to file a grievance petition within the specified time period shall be deemed a waiver thereof. In the event that the grievance remains unresolved, the grievance can be taken to the Board President of Texas Gulf Foundation. The contact information for the Board President can be obtained from school administrative office. It is permissible for the student to take the grievance directly to a higher authority without first bringing it to the attention to his or her immediate authority. Should the grievance not be resolved to the student's satisfaction through the use of these channels, the student may refer the complaint directly to:

Texas Workforce Commission
Career Schools and Colleges, Room 104T
101 East 15th Street
Austin, Texas 78778-0001

The information contained in this catalog is true and correct to the best of my knowledge.

Yuksel Alp Aslandogan, PhD
Director