

"THERE CAN BE NO GREATER OBJECTIVE FOR ANY COLLEGE THAN TO PROVIDE THE MEANS THROUGH WHICH ALL STUDENTS BECOME HAPPILY EMPLOYED. THE STAFF AND FACULTY OF THIS COLLEGE SUBSCRIBE TO THIS BELIEF AND ARE DEDICATED TO THIS EFFORT."

**RENEE ZUZOLO
COLLEGE DIRECTOR**

CHANGES IN CATALOG INFORMATION

ETI Technical College reserves the right to make changes in policies, procedures, degree requirements, schedules, course offerings and other college standards of this catalog.

The provisions of this publication are not to be regarded as an irrevocable contract between the student and ETI. The college reserves the right to change any provision or requirement in this catalog without notice at any time during the student's term of attendance. ETI reserves the right to require a student to withdraw or to refuse to grant a degree, diploma or certificate if, in the judgment of the administration of the college, the student fails to satisfactorily meet the college's requirements.

EQUAL OPPORTUNITY

ETI Technical College actively subscribes to a policy of equal educational and employment opportunities and in accordance with Title IX of education's amendments of 1972, does not discriminate on the basis of race, color, sex, handicap, religion, national or ethnic origin in admission, treatment of student or employment.

EMERGENCY CLOSING OF THE COLLEGE

Should weather conditions raise the question of a class cancellation or late opening, students are advised to listen to local television and radio stations for cancellation/late opening announcements. If all Trumbull County schools are closed, ETI is closed.

ETI TECHNICAL COLLEGE OF NILES

2007 - 2008 CATALOG

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HISTORY OF COLLEGE

ETI Technical College of Cleveland was established as the Technical Institute Division of the National Radio School in January of 1961 and in 1965 began offering the Associate Degree of Applied Science in Electronic Engineering Technology. ETI Technical College of Niles was first established as a branch of ETI Technical College of Cleveland in 1989. Prior to this establishment of the branch, the school was known as ATES Technical Institute and began offering classes in 1950. In 1967, ATES Technical Institute offered its first degree program in Electronic Engineering Technology.

From 1989 until 1992, ETI Technical College of Niles continued to operate as a branch, offering programs in Electronic Engineering Technology, Legal Assistant, Computerized Office Technology and Medical Assistant and diploma programs in Electronic Technology and Refrigeration, Air Conditioning & Heating. In October 1992, the Accrediting Commission of Career Schools and Colleges of Technology and the Department of Education officially recognized ETI Technical College of Niles as a free standing institution. In 1994, the college began operating under the ownership of ETI Training Center, Incorporated.

Students attending ETI Technical College of Niles can now obtain their Bachelor's degree in Electronic Engineering Technology by attending Bryant and Stratton, formerly ETI Technical College of Cleveland.

MISSION STATEMENT

ETI Technical College maintains the "learn by doing" approach as we commit to provide relevant, current, and quality education to our students allowing them to enter the workforce rapidly and be competitive within their chosen discipline. We are dedicated to fostering individuality among our diverse student population. Our faculty strives for teaching excellence and instills fundamentals in technical courses to ensure to adaptability needed in a changing world. At ETI, we inspire the confidence and responsibility necessary for each student to become self-sufficient, contributing members of their professional and civic communities. In addition, we are devoted to our student's continuous journey; therefore, we offer post-graduate support and services

LOCATION

ETI Technical College of Niles is located at 2076 Youngstown-Warren Road, Niles, Ohio, 44446 (Route 422, On The Strip in Niles). This location is ideal for those of the student body who come from Warren, Youngstown, Sharon, Mercer, Greenville, Grove City, New Castle, Beaver Falls, East Liverpool, Salem, Alliance, Columbiana, Ashtabula and adjacent areas.

THE CRUX OF A TECHNICAL EDUCATION

To our minds, an effective education provides the foundation for the establishment of a full and productive life. What's more, we can't foresee a better way of achieving this than by acquiring a relevant technical background.

A technical education enables a graduate to successfully enter the center of "highly technical" developments in national defense, medicine and industry. It's through technical people that we can now scan the human body, relate abstruse mathematical data, move among the planets and defend our way of life. Imagine the opportunities involved with such progress.

Though the benefits to those who have acquired a technical education are obvious, there is a deeper and more meaningful advantage in the struggle of its acquisition. That advantage is the experience gained from the solution of concrete problems. When you habitually solve problems of this type you develop positive feelings, which lead to constructive behavior.

So, while we readily realize the market value of a technical education, what isn't obvious to many is that at its heart, a technical education offers an opportunity for accomplishment. From what else other than accomplishment is confidence gained? From what else other than confidence is growth experienced? From what else other than growth is happiness derived?

COLLEGE PURPOSE AND PHILOSOPHY

It is the purpose of ETI Technical College of Niles to provide sound educational programs in the fields of Computer Electronics, Legal Assistant, Computerized Office Technology, Medical Assistant and Refrigeration, Air Conditioning & Heating.

Our training programs are designed to provide the student with the necessary skills to be competitive in the job market. At ETI, qualified instructors, experienced and knowledgeable in their respective fields, provide training. ETI's goal is to prepare the students for entry-level employment with the opportunity to advance in their field.

Our "Learn By Doing" method of instruction provides students with a proportional amount of time in theory and laboratory practice. We have found that this method provides students with a solid understanding of what they are doing and it encourages them to study the theory so necessary to succeed in their career choice.

Through close association with our instructors and fellow students, the student grows in maturity and obtains the confidence necessary for advancement in today's highly competitive world. Punctuality, neatness, cooperation, honesty, self-confidence and loyalty are the characteristics every employer desires. We find that as students grow in the academic and technical knowledge of the field for which they are trained, they also begin to become aware of these other areas of self-discipline that are needed for success.

ADMISSION REQUIREMENTS

Previous mechanical or technical education is not necessary. Only those applicants holding a high school diploma or G.E.D. may be enrolled as students.

All individuals making application to attend the College must take an admissions test. This test enables the College to determine whether a person has a sufficient background to begin his/her training. If it is determined after testing that remedial skills are required for an applicant's entry into their selected course of training, they may first be referred to an adult education program for remediation. ETI Alumni will not be required to take an additional admissions test or provide their high school transcripts or G.E.D.

STATEMENT OF ADMISSION POLICY

ETI Technical College of Niles provides equal opportunities to all applicants for schooling without regard to race, color, creed, national origin, age or sex. This policy has been made known in all areas of communication, internally and externally.

ADMISSION PROCEDURES AND REGISTRATION

If after being interviewed, an applicant meets the admissions' requirements, they may then register for the course of training for which they have applied. Students are considered to be registered after: (a) they have completed and/or met all the admissions' requirements, (b) made registration payment (\$50.00), (c) completed Financial Aid package (if necessary), (d) completed enrollment agreement and (e) passed an *Admissions Test, and (f) submitted ACT score (recommended, not required).

*Minimum test scores required for Computer Electronic Engineering Technology, Electronic Technology and Refrigeration, Air Conditioning & Heating applicants are as follows:

Reading - 8/16	Mechanical - 10/16
**Vocabulary - 12/25	Math - 20/30
** Not required for Refrigeration, Air Conditioning & Heating	

Minimum test scores required for Medical Assistant, Legal Assistant and Computerized Office Technology applicants are as follows:

Reading - 8/16	Math - 15/20
Vocabulary - 12/25	

If an applicant fails any section of the test, they are permitted one (1) re-test before being rejected.

If an enrollee decides to change or postpone their enrollment, they must reapply and repeat the complete application/registration process. Enrollments are accepted daily (Monday through Friday) during business hours; Saturday by appointment.

Registrations are accepted on a first come, first serve basis. Class sizes are limited. If there are no immediate openings, the prospective student will be placed on a numerical waiting list and when their turn comes, they will be given first opportunity to enter their training program. The following items are also required to complete a student's file: (1) high school transcript or G.E.D., (2) transcripts from any previous schools/colleges, if applicable.

FINANCIAL AID

ETI is an eligible institution of Higher Learning approved by the U.S. Department of Education to offer several types of financial assistance (loans and grants), to those who qualify. A booklet published by the U.S. Department of Education describing in detail the various types of financial assistance available, can be obtained by request through the ETI Financial Aid Office.

The U.S. Department of Education financial aid programs available at ETI Technical College are:

1. Federal Pell Grants
2. Federal Supplemental Educational Opportunity Grants
3. William D. Ford Direct Loans.
 - * Stafford Loans
 - * Parental Loans for Dependent Students (PLUS)

The Ohio Board of Regents offers the following financial aid programs at ETI Technical College:

1. Ohio Instructional Grant
2. Ohio War Orphans Scholarships
3. Ohio Safety Officers Memorial Fund
4. Ohio College Opportunity Grant

First time borrowers must attend an entrance interview before they receive the first disbursement of their student loan(s). Exit interviews are conducted before graduation and/or at the time of withdrawal.

RECIPIENTS OF THE FOLLOWING SCHOLARSHIP MUST BE OHIO RESIDENTS:

LEGISLATIVE SCHOLARSHIP

ETI Technical College gives one \$2,000 scholarship per graduating year. The funds will be pro-rated and credited to the student's account each semester. To be eligible for this tuition (excludes cost of books, supplies, lab fees, registration fee and graduation fee) scholarship, one must be a graduating high school senior. Application forms may be obtained from the student's high school guidance counselor or ETI's Admission's Office. The completed forms are then sent to the Ohio Association of Career Colleges and Schools where they are judged by the scholarship committee. After a decision is reached, a written notice is sent to the winning student and his/her legislative representative.

MILLIE VERECKY MEMORIAL SCHOLARSHIP

This scholarship is available to high school seniors only. Awards are not need-based. A committee will determine eligibility based upon students graduating GPA and/or graduating rank.

<u>GPA AND/OR RANK</u>	<u>AWARD AMOUNT</u>
Valedictorian or Co-Valedictorian	\$ 1,000
Salutatorian or Co-Salutatorian	\$ 500
Graduating GPA of 3.5 or higher	\$ 250

Scholarships are awarded as tuition credit in the first semester. The recipient must matriculate in the Fall semester following graduation. Applications must be received no later than May 30th. An official copy of the high school transcript must be received no later than June 24th. Recipients of awards will be notified by phone no later than June 30th.

PRESIDENTIAL SCHOLARSHIP

This scholarship is available to high school seniors enrolled in a degree seeking program. Awards are not need-based. A committee will determine eligibility based upon the student's graduating GPA of 3.0 - 3.5. Scholarships are awarded as a tuition credit of \$250 each semester for a total of no more than \$1250. The recipient must matriculate in the Fall semester following graduation. It is renewable each semester, provided the student maintains a 3.0 GPA at ETI. Applications must be received no later than May 30th. An official copy of the high school transcript must be received no later than June 24th. Recipients of the awards will be notified by phone no later than June 30th.

CAMPUS SECURITY POLICIES AND PROCEDURES

Reporting of Criminal Incidence:

ETI Technical College strives to provide a safe and secure campus for all students and staff members. All students and staff members are encouraged to report any and all suspicious campus activity immediately upon witnessing the occurrence. All students should report any knowledge of a criminal or suspicious nature to the Administrative building.

Staff members should also report similar knowledge to the college secretary. The college will then take appropriate action based upon the information given by the student or staff member. When deemed appropriate, local law enforcement authorities will also be notified.

FEES AND CHARGES

APPENDIX A listing tuition and other costs and APPENDIX B listing placement and retention for the past 3 years are included in this catalog.

CREDIT FOR PREVIOUS TRAINING

Application for challenge testing must be made through the Admissions Office two weeks prior to the applicant's class start date. Credit is granted to students when they have achieved a grade of 80% or higher on a written examination composed by a member of the ETI faculty. There will be a charge for each Challenge Test.

College transfer credit is given upon evaluation of an official transcript of credits earned. Evaluation must be done prior to the applicant's class start date. A student who has an accumulative grade point average of less than 2.0 (on a 4.0 system) can transfer only courses in which a grade of "C" or higher has been earned. It must also be determined that the course work fulfills the specific degree requirements and was taken within the past ten years.

REFUND POLICY

A full refund of all monies paid by the applicant prior to the class start will be made under the following conditions: (1) If the applicant cannot attend classes because of an Act of God. (2) If he/she is inducted involuntarily into the Armed Forces. (3) If he/she can submit a written statement from a physician stating his health will not permit him to attend. (4) If he/she requests in writing a refund within five [5] business days after signing the agreement and making an initial payment. (5) All funds paid are refundable if the applicant is not accepted by the College. (6) Students who have not visited the college facility prior to enrollment will have the opportunity to withdraw without penalty within three [3] days following either the regularly scheduled orientation procedures or following a tour of the college facilities and inspection of equipment.

WITHDRAWAL POLICY

If a student is unable to complete classes as scheduled, they must sign a status change form in the Administration Building during regular business hours. If the student had used Direct Loans while in school for tuition or living expenses, an Exit Interview must also be conducted with the Financial Aid Department. Refunds for tuition and refundable fees shall be made in accordance with the following provisions as established by Ohio Administrative Code Section 3332-1-10.:

- A. A student who withdraws before the first class and after the 5-day cancellation period shall be obligated for the registration fee.
- B. A student who starts classes and officially withdraws during the first calendar week of the semester shall be obligated for twenty-five percent of the tuition and refundable fees for that semester plus the registration fee.
- C. A student who officially withdraws during the second calendar week of the semester shall be obligated for fifty percent of the tuition and refundable fees for that semester plus the registration fee.
- D. A student who officially withdraws during the third calendar week of the semester shall be obligated for seventy five percent of the tuition and refundable fees for that semester plus the registration fee.
- E. A student who officially withdraws beginning in the fourth calendar week of the semester will not be entitled to a refund of any portion of the tuition and refundable fees.
- F. Official withdrawal date for refund purposes is the last date of recorded attendance.
- G. Students using Federal Title IV Funds (PELL, SEOG, Direct Loans) are also subject to the "Return of Title IV Funds" refund policy as set forth by the Department of Education.
- H. Students are not required to pay tuition for a semester in which they did not attend class sessions. The termination date will be the last recorded date of attendance or participation in an academic school activity. A refund to a veteran trainee is subject to the Veterans Administration regulations and our refund policy as approved by the Veterans Training Education Service of the Ohio State Board of Education. All refund or return policies may be obtained in the Financial Aid Office. The College may make an exception to its refund policy students are unable to attend classes for reasons beyond their control. All refunds will be made within 30 days after cancellation or termination occurs and will be sent to the address on the students' application.

NO INTEREST, FINANCE CHARGES OR ADDITIONAL COSTS OF ANY KIND SHALL BE LEVIED BY THE COLLEGE OR INCURRED BY THE STUDENT OTHER THAN THOSE STATED IN THE ENROLLMENT AGREEMENT. INTEREST CHARGES SHALL BE APPLIED ON FEDERAL OR STATE STUDENT LOAN PROGRAMS AS REQUIRED OR PERMITTED BY CONTROLLING AGENCIES.

ADMINISTRATIVE ASSISTANCE POLICY

A student is expected to complete each semester they begin. If a student must interrupt their attendance during a semester for any reason they will be considered a withdrawal and subject to the regulations that apply (see withdrawal policy). Many times this creates outstanding balances because financial aid monies must be reduced and returned; these balances would need to be paid before re-entry is allowed. If the reason the student had to withdraw mid-semester was a documented family emergency involving the student, spouse or child, he/she may apply for Administrative Assistance. Decisions are made on a cases-by-case basis and may include extended repayment time or tuition waiver.

NOTICE OF TERMINATION

Notice of termination by the College shall be transmitted by regular, first class mail to the last known address of the student. Notice of termination by the student can be transmitted in person, or by written communication signed by the student and conveyed by regular, first class mail. In the absence of such notice, the College can assume termination by the student if he/she is absent for three (3) consecutive days of class without notification. The termination date shall be the last day of documented attendance and this date will be used in computing charges per withdrawal policy. If the student is a minor, such request shall be made by the guarantor. Student rights under this agreement may not be assigned to another person. Student must complete course prescribed period from date of enrollment. This can be extended only by written consent of the College. If a student persistently fails to stay within the bounds of acceptable behavior, or does not meet tuition payment schedules, he/she may be asked to withdraw from the College.

READMIT POLICY

If a student terminated his/her training before completion of his/her program and was in good standing at the time of termination, he/she may apply for re-admittance to the college by contacting the Admissions Office at which time he/she will be advised regarding re-enrollment procedures including a possible re-entrance date.

If a student who was terminated by the college for violation of the college's policies (see Dismissal Policy) applies for re-admittance to complete his/her course of training, he/she first must be advised. When a determination is made that the original cause of dismissal has been eradicated, the student may then be readmitted to class on a probationary basis.

CALENDAR, SEMESTER SCHEDULE

Winter	01/21/08-05/09/08	Spring	05/12/08-09/12/08
Fall	09/15/08-01/16/09	Winter	01/19/09-05/08/09
Spring	05/11/09-09/11/09	Fall	09/14/09-01/15/10
Winter	01/18/10-05/07/10	Spring	05/10/10-09/10/10

NIGHT MEDICAL ASSISTANT SCHEDULE

Spring	02/25/08-06/13/08	Spring	06/30/08-10/17/08
Fall	10/20/08-02/20/09	Spring	02/23/09-06/12/09
Summer	06/29/09-10/16/09	Fall	10/19/09-02/19/10
Spring	02/22/10-06/11/10	Summer	06/28/10-10/15/10

ETI Technical College is in continuous operation Monday through Friday throughout the year except for the following:

Thursday	Nov. 22-24, 2007	Thanksgiving Break
Friday	Dec. 14, 2007	Last Day of Class
Monday	Dec. 17 – Jan. 1, 2008	Christmas Break
Wednesday	Jan. 2, 2008	Classes Resume
Monday	Jan. 21, 2008	Martin Luther King
Monday	Feb. 18, 2008	President's Day
Friday	March 21, 2008	Good Friday
Monday	March 24, 2008	Easter Monday
Monday	May 26, 2008	Memorial Day
Monday	June 16-29, 2008	Summer Break
Monday	June 30, 2008	Classes Resume
Friday	July 4, 2008	Fourth of July
Monday	Sept. 1, 2008	Labor Day
Monday	Oct. 13, 2008	Columbus Day
Thursday	Nov. 27-28, 2008	Thanksgiving Break
Friday	Dec. 19, 2008	Last Day of Class
Monday	Dec. 22-Jan. 4, 2009	Christmas Break
Monday	Jan. 5, 2009	Classes Resume
Monday	Jan. 19, 2009	Martin Luther King
Monday	Feb. 16, 2009	President's Day

Friday	April 10, 2009	Good Friday
Monday	April 13, 2009	Easter Monday
Monday	May 25, 2009	Memorial Day
Monday	June 15-26, 2009	Summer Break
Monday	June 29, 2009	Classes Resume
Monday	Sept. 7, 2009	Labor Day
Monday	Oct. 12, 2009	Columbus Day

STUDENT RESPONSIBILITY/CONDUCT/DISMISSAL POLICY

Our students are expected to exercise an adequate amount of self-discipline. Therefore, it has been the policy of ETI Technical College of Niles to have as few rules as possible. All students are expected to conduct themselves as ladies and gentlemen. This assumption includes the honest performance of work, observance of the law, and respect for property. Regular attendance, reasonable effort, proper conduct, good attitude, and willingness to cooperate at all times with officials of the College are also expected of ETI Technical College students. A student who fails to meet the requirements may be requested to withdraw.

ATTENDANCE/ABSENCE POLICY

Each student is expected to attend every class session. In the case of absence the student should immediately notify the college. Every student assumes the responsibility of completing assigned work whether present or not. Students accumulating excessive absences during the semester may be subject to termination as determined by the instructor, department head and college director. The College reserves the right to place students on attendance probation when absenteeism is a chronic problem. **This may affect the availability of funds.** Students who are terminated from individual classes will not receive refunds until they complete the remaining classes of the semester; this may also apply to students with a chronic attendance problem. All absences are recorded in semester segments. Attendance reporting is done as one way of monitoring a students' progress.

TARDINESS POLICY

A student reporting ten minutes or more late for a scheduled class will be considered tardy. Each tardy will be counted as one full hour of absence. A record of student tardiness will be maintained.

CLASS BREAKS

Classes are presented on a fifty minute basis with a ten minute break between. Class breaks will last no longer than ten minutes per hour.

CONDUCT/DISMISSAL POLICY

Suspension will result because of poor conduct within the college. Suspension will also result for infractions of rules and regulations. A student violating the college's published policies; Attendance Policy, Tardiness Policy, or Grades will be expelled when authorized by the College Director. A termination decision made by the College Director for poor conduct, infraction of rules and regulations may be appealed through the appeals board.

In addition, any student found to be in possession of or under the influence of drugs or alcohol on college property will be expelled. A student may also be expelled for failure to make timely payments on his/her tuition. A record of expulsion will be maintained. **USE OF PROFANITY WILL NOT BE TOLERATED AT THE COLLEGE. ANY STUDENT VIOLATING THIS RULE WILL BE SUSPENDED. ETI MAINTAINS A ZERO TOLERANCE FOR BEING FOUND IN THE POSSESSION OF, OR THE USE OF DRUGS.**

MEDICAL ASSISTANT DRESS CODE

Medical Assistant students must wear a uniform of: white and or navy clothing, white lab coat, and white shoes. Lab coats must be worn during all lab classes. All Medical Assistant students must wear the medical assistant patch on the left breast pocket of all lab coats. This code applies to night medical assistant students as well. Students in the Medical Secretary major are not required to wear lab coats.

GRADE POLICY

Each semester, mid-semester evaluations are conducted and students whose grades are in danger of falling below an acceptable 2.0 grade point average are issued an academic warning. This will allow them, through extra effort on their part, to bring up their grade(s). A grade of C or better is required in all core classes of a major. Please reference to your course descriptions to identify core classes in a major. The grading system is as follows:

Quality points

A - Excellent	4 points
B - Above Average	3 points
C - Average	2 points
D - Poor	1 point
F – Failure*	0 points
I - Incomplete**	0 points
W - Withdrawal***	0 points

*All failures must be repeated. **An Incomplete may be given to a student who for some reason fails to complete the requirements of the course. This Incomplete will become an automatic "F" if the student does not make up the required work within 10 days after the end of the semester.

***Limited course withdrawal is permitted. Official Withdrawals must be formally processed with the Admissions Department and will be permitted through the tenth week of the semester to receive a "W" in the class. Tuition charges still apply to withdrawn classes. After the 10th week no withdrawal is permitted. Unofficial withdrawals will result in an "F" for the class.

SATISFACTORY ACADEMIC PROGRESS

The following guidelines will be used to determine if a student is maintaining satisfactory academic progress.

ALL students, regardless of program, are expected to achieve a 1.5 GPA by the end of their first semester. A student placed on probation for less than 1.5 GPA has only the probationary semester to achieve a 1.5. Failure to do so will result in loss of funding.

Any student enrolled in a three-semester Diploma program who fails to achieve a minimum 2.0 cumulative GPA by the end of the second semester, will be placed on academic probation for the entire third semester. The student will have one semester to bring the GPA up to a 2.0. Financial Aid is available during the third semester.

Students who fail to achieve the necessary GPA by the end of the probationary semester may repeat classes in which they earned an "F". The maximum time frame for any three-semester program is five semesters or 150% of the published credit hour.

Students enrolled in the Associate Degree and three-semester Diploma programs must earn at least a 2.0 cumulative GPA after completing 50% of the published credit hours for that program, or be placed on academic probation for an entire semester. The student will have one semester to bring the GPA up to a 2.0. Financial aid is available during this term. Students who fail to achieve the necessary GPA by the end of the probationary semester may repeat classes in which they earned an "F", but they may not use Title IV aid to do so. The maximum number of credit hours ATTEMPTED cannot exceed 150% of the published number of credit hours in their program.

Repeats of classes will be charged at the same rate as regular classes. A student may receive aid, if applicable, as long as he/she is not in violation of the satisfactory academic progress policy or is still in the probationary semester. If a student has failed to achieve a 2.0 after the probationary semester, he/she may continue as a cash student to try and achieve a 2.0 but no longer than 200% of the published time frame.

A student may appeal the determination of satisfactory academic progress if they feel there are mitigating circumstances. These may include, but are not limited to, severe illness or injury of the student or death of an immediate family member. A student **MUST PASS ALL CLASSES** and have a cumulative GPA of 2.0 or better to receive a diploma or degree.

GRADUATION REQUIREMENTS

Candidates for graduation must have a quality grade point average of 2.0 or higher overall. No student may graduate with a non-repeated F or on academic probation.

MAKE-UP POLICY

If absent, work must be made up by the student. It is the responsibility of each student to meet with his/her individual instructor(s) to make arrangements to turn in all work missed. Quizzes, tests and examinations can only be made up at the discretion of the instructor.

CREDIT HOUR CONVERSION POLICY

The minimum criteria used to convert semester clock hours to semester credit hours is as follows: One semester hour for each of the following: every 15 clock hours of lecture, 30 clock hours of lab, 45 clock hours of internship/externship or 45 clock hours of shop.

TRANSCRIPT POLICY

Each student whose account is in good standing will be provided an official transcript of record upon completion of his/her program. A charge of \$10.00 will be made for each transcript thereafter.

PHYSICAL FACILITIES

ETI's facility currently has eleven (11) lecture rooms, eight (8) laboratories, an internet library, a general reference library, a law library and office facilities equipped with modern equipment, computers, software and test instruments. Laboratories allow students to reinforce their knowledge by acquiring valuable hands-on experience in their chosen field. The remaining labs consist of the following:

Five computer labs, an electronics lab, typewriting lab, medical lab and a refrigeration, air conditioning & heating lab. In addition, up-to-date software, medical equipment and office equipment complement our courses of instruction.

Numerous audio-visual equipment is available to assist instructors in their classroom presentations. All classrooms and laboratories are well lit, air-conditioned and can accommodate up to forty (40) students. Typical classroom size 15-25.

LABORATORY POLICIES

Students may use the college laboratories and equipment when classes are not in session. These times must be scheduled by an instructor.

FIELD TRIPS/GUEST LECTURES

Field trips are encouraged to provide students the opportunity to see the various technologies in actual practice. Also, guest lecturers are brought into the college to enhance instruction.

LIVING ACCOMMODATIONS

ETI of Niles does not currently provide living accommodations.

STUDENT AFFAIRS

STUDENT GOVERNMENT ASSOCIATION (SGA)

The ETI Technical College's SGA is the official student representation organization run entirely by and for students. The SGA is responsible for maintaining an effective channel of communication among students, faculty and administration. SGA elections are held every spring semester and all students are eligible to run for SGA offices. SGA plans different events throughout the year.

ORIENTATION/ADVISEMENT

These programs are designed to help students make the transition to college. Individual and group advisement is available to aid students with personal, academic and career decisions. Group workshops can be arranged and individual appointments can be scheduled by contacting the Student Affairs Office.

OFF CAMPUS HOUSING REFERRAL

The college operates a housing referral service to help students find suitable off-campus accommodations. A list of apartment units are available for student use.

Students who require housing assistance should contact the Student Affairs Office at least six weeks before their arrival at the college to make an appointment to obtain referrals.

CAR POOL REFERRALS

The college offers a service for coordinating car pools. Students who drive and are looking for riders should leave their name, address and phone number on the bulletin board in the break room. Once a student receives the class schedule, he/she should contact the Student Affairs Office for further information.

ALUMNI

Graduates of all academic programs are considered alumni of the college. Alumni of ETI Technical College receive invitations to college events and career and placement assistance.

The computer lab is available to students and alumni for resume preparation and for writing cover and thank you letters. A tutorial program is available for those unfamiliar with word processing. The service gives students and alumni a chance to prepare professional quality correspondence at no cost.

Alumni are encouraged to use the lab facilities. Students and alumni can store their data on the system's hard disk or on their own floppy disk. The Career Services Department is available for critique of final copies.

REQUEST FOR ADVISEMENT

All requests for advising will be handled by the Student Services Director in the administration building.

BOOKSTORE

The college bookstore is located in the administration building and carries textbooks, lab equipment and a variety of other items. Items not carried by the bookstore often may be special ordered. Equipment is non-refundable. Refunds for books, supplies and consumable fees shall be made in accordance with Ohio Administrative Code Section 3332.1-10.1.

TUTORING RESOURCES

ETI maintains tutoring resources in each department including computer-aided instruction packages for use in the computer lab along with cassettes, tapes and programmed workbooks which supplement in class learning. These materials can be acquired through the department head in each program.

TUTORS

Math, English, Medical, Legal, Electronics, Computer and Refrigeration tutors are available to assist students. See The Dean of Student Affairs for assistance.

CHILD CARE

Day care, preschool and after school directory listings for Mahoning, Trumbull and Columbiana counties can be obtained through the Office of Student Affairs.

GRADUATION

A diploma or associate degree, depending on the course of training, is awarded to students who have successfully completed the course with an accumulated grade point average of 2.0 or better (out of a 4.0 system).

PLACEMENT ASSISTANCE POLICY

Preparation for job placement actually begins in the classroom when a student starts college. Upon graduation, all students from ETI are prepared for entry-level employment in their fields of endeavor. Placement assistance is extended to all graduating students; however, such placement assistance can only be meaningfully rendered when there is total cooperation between the student and the Placement Assistance Office. The following outline describes those responsibilities to be assumed by the student and the college.

The Student will:

1. Provide all personal background information as normally required in the development of a resume for placement purposes. Such information must be true and correct.
2. Keep the Placement Assistance Office advised of any change in address, employment, phone number(s) or temporary absences from the area.
3. Report on time, dressed in a professional manner for any employment interview as established by the Placement Assistance Office and accepted by the student.
4. Report to the Placement Assistance Office after each job interview (by phone or in person) to review the results of the interview and understand that an evaluation of each job interview needs to be made before succeeding interviews will be arranged.

Further, the student who secures employment through his/her own efforts will notify the Placement Assistance Office so his/her permanent records can be noted to reflect the employment.

5. Attend and complete all job search class requirements.
6. Understand that getting a training-related position is the student's ultimate responsibility and that the Placement Assistance Office can only render advice and meaningful assistance.
7. Make independent attempts to secure employment and not rely solely on the efforts of the Placement Assistance Office.

In return, the Placement Assistance Office will perform the following functions:

1. Keep all personal background information received strictly confidential except where a release agreement has been signed and is on record.
2. Keep records as accurate as possible regarding name, address and phone number changes.
3. Develop job leads whenever and wherever possible and establish interviews for those who are most qualified to receive the position.
4. Supply current students and graduates with information and assistance in areas including, but not limited to: finding leads, resume writing, preparing for the interview, interview techniques and interview follow-up.
5. Finally, it is the responsibility of the Placement Office to render (within reason) all possible assistance; but, please note that the law prohibits any college from guaranteeing a job.

COURSE CURRICULUM POLICY

By reason of its intent to provide the most up-to-date training for its students, ETI Technical College reserves the right to revise/amend its curriculum at any time.

ASSOCIATE DEGREE OF APPLIED BUSINESS
IN LEGAL ASSISTANT

The objective of the Associate Degree in Legal Assistant program is to provide the legal knowledge and skills necessary for entry-level employment in the operation of legal and business environments. To provide a detailed understanding of law and legal procedures in rendering direct assistance to lawyers engaged in legal research. To provide the analytical and technical skills necessary to design, develop or plan modifications or new procedures, techniques, services, processes or applications in the field of law. To provide students with the practical "hands-on" opportunity to prepare or interpret legal documents and write detailed procedures for practicing in certain fields of law and general business environments.

To provide the student with an understanding of how to select, compile and use technical information from such references as digests, encyclopedia or practice manuals. To teach the student to analyze and follow procedural problems that involve independent decisions.

To provide the communication skills for effective interaction with other members of the legal business community. To provide entry-level employment as Legal Assistants in these and other institutions: Banks: Trust Officer, Probate & Pension Specialist, Escrow Officer, Real Estate Mortgage Specialist, Collection Specialist; Corporations: Litigation Specialist, Corporation Paralegal/Legal Assistants, Industrial Relations, Labor Relations Specialist, Probate and/or Pension Specialist; Insurance: Claims Adjuster.

The objective of the Legal Assistant with a major in Criminal Corrections focuses on both the theoretical and practical skills necessary to succeed in the challenging area of Corrections. Coursework looks at many aspects in the field of Corrections, including: a history of Corrections, Community Corrections, juveniles and women in the correctional setting, crime and delinquency, and a Correctional Institutions class where students will have the opportunity to visit local correctional facilities in order to obtain a first person sense of how the correctional facility operates.

Students will co-jointly study the law while learning about how the law is affected (and affects) the Justice System, specifically the field of Corrections. Although students will have the chance to double major, students will only graduate with one of the degrees; either in Criminal Corrections, or as a Legal Assistant. The advantage to this pairing is that the students will have optimal job opportunities upon entering the workforce due to their diverse degree.

Our goal is to academically prepare students for entry-level positions in the Corrections field for immediate employment in both state and private correctional facilities, or as Legal Assistants working in Criminal Law, or with a Public Defender.

ASSOCIATE DEGREE IN APPLIED SCIENCE IN COMPUTER ELECTRONIC ENGINEERING TECHNOLOGY

The objective of the Associate Degree in Computer Electronic Engineering Technology program is to provide the technical skills necessary for entry-level employment in highly technical electronic fields such as: industrial, communication, computers, microprocessors controls and networking. To provide a background in mathematics and physics that is based on scientific and engineering principles. To provide skills in the use of equipment and procedures. To provide the student with the background necessary for advancement in this rapidly changing field.

To prepare students for entry-level employment in these and other positions: Engineering Assistant, Research/Development, Assistant Engineer, Computer Technician, Industrial Repair, Communications Technician, Copier Technician, Telephone Technician.

The objective of the Computer Electronic Engineering Technology with a major in Information Technology and Networking is to provide the technical skills necessary for entry-level employment in highly technical electronic fields such as: communication, computers, microprocessor controls and networking. Preparing for CompTIA's Network Exam and A+ Certification. How to install, configure and troubleshoot computer networks, fiber optics, cabling, LAN, WAN and network management.

Graduates secure positions in hospitals repairing equipment, Engineering Assistant, Research/Development, Assistant Engineer, Computer Technician, Communications Technician, Copier Technician, Telephone Technician, PC Support, Help Desk, Information Systems, Systems Tech Specialist, Field Service Engineer, Service Tech, PC Tech, Network/LAN Tech, Computer Specialist, and Hardware Specialist.

ELECTRONIC TECHNOLOGY (DIPLOMA)

The objective of the Electronic Technology program is to prepare students for entry-level employment in an electronics related environment, thus enabling them to apply their knowledge to highly technical areas as microprocessor control, communications and computers. To provide background in analog circuitry, amplifiers, receivers, advanced digital concepts and microprocessors technology for application in today's technology. To instill problem-solving and troubleshooting skills. To prepare the student for entry-level employment in these and other positions: Computer Technician, Copier Technician, Telephone Technician and Communications Technician. Each credit is accepted towards the Associate Degree in Computer Electronic Engineering Technology.

ASSOCIATE DEGREE OF APPLIED SCIENCE IN MEDICAL ASSISTANT

One of the objectives of the Medical Assistant Degree is to challenge the student to utilize learned critical thinking skills necessary in today's work environment. The curriculum content encompasses oral and written communications courses which will prepare the student to become an effective communicator. This general education background combined with the technical courses offered in the Medical Assistant Program along with the college's, "learn by doing" philosophy will prepare the student for the technical demands of the new millennium.

The Associate Degree will provide the student with the competitive edge, helping the student to become employable with more opportunities for advancement. It will give the students the credentials needed to help them succeed in the medical field.

Additional objectives of the program are to prepare the student for entry-level employment in these and other positions: Medical Assistant, EKG Technician, Phlebotomy Technician, Clinical Technician, Orderlies, Ward Clerk, Medical Secretary, Medical Data Entry, Medical Transcription, Records/Insurance Clerk, Medical Office Business Manager.

Medical Assistants qualify to take the Nationally Registered Phlebotomy and EKG Technicians Test and hold certifications in First Aid and CPR. Graduates secure employment in hospitals, a variety of doctors offices, clinical laboratories, medical supply companies, state agencies, insurance companies, transcription organizations and a variety of other institutions that utilize clerical skills.

The objective of the Medical Assistant with a major in Medical Secretary is to center on medical clerical skills necessary to succeed in the medical office environment. After completing this major, the student will be prepared to work in medical transcription, insurance processing and medical coding. The student will also learn to organize and maintain records in medical office's or in a hospital environment.

Additional objectives of the program are to prepare the student for entry-level employment in these and other positions: Medical Secretary, Medical Administrative Assistant, Medical Billing Specialist, Medical Scheduler, Medical Coder, Medical Transcriptionist, Medical Records/Insurance Clerk, Medical Accounts Receivable Specialist, Medical Office Clerical Coordinator, Hospital Unit Clerk, Medical Office Business Manager, Medical Data Entry.

Graduates secure positions in hospitals, a variety of doctors' offices, medical and insurance billing companies, state agencies, insurance companies, transcription organizations and a variety of other institutions that utilize clerical skills.

MEDICAL ASSISTANT (DIPLOMA)

The objective of the Medical Assistant program is to prepare the student for employment in the dual (clinical/clerical) role of a medical assistant. To enable the student to become a valuable asset to the allied-health team in a health facility. To encourage the student to be constantly aware of the importance of continuing their education on a daily basis for the safety and welfare of their patients. To prepare the student for entry-level employment in these and other positions: Medical Assistant, EKG Technician, Clinical Technician, Orderlies, Medical Secretary, Medical Data Entry, Medical Transcription, Records/Insurance Clerk, Medical Office Business Manager.

Medical Assistants qualify to take the Nationally Registered Phlebotomy and EKG Technicians Test and hold certifications in First Aid and CPR. Each credit accepted for full credit towards the Associate Degree in Medical Assistant.

ASSOCIATE DEGREE OF APPLIED BUSINESS IN COMPUTERIZED OFFICE TECHNOLOGY

The Associate Degree in Computerized Office Technology is designed to advance the student's knowledge in today's business office environment. Early in the program, the student's course work includes subjects that are fundamental to the operation of an office, such as accounting, word processing, business math and more.

The student is then given an in-depth study of highly technical software applications.

The objective of the general education courses are to provide the student with the necessary critical thinking and communications skills needed to help the student become a more productive part of the work world.

This general education background combined with the technical course content encourages an atmosphere of professional growth and maintains the college's philosophy of the "learn by doing" method of education.

The Associate Degree will arm the student with the credibility they need to succeed. It will provide the student with the competitive edge helping the student to become employable with more opportunities for advancement. To prepare the student for entry-level employment in these and other positions: Legal/Medical Secretaries, Accounting Clerks, Payroll Clerks, Transcriptionist, Accounts Payable and Receivable, and Administrative Assistants. Graduates secure employment in hospitals, schools, state agencies, industrial organizations, legal software companies, insurance agencies and the courts.

The objective of Computerized Office Technology with a major in Accounting is to provide the student with a concentrated study in the areas of payroll tax, federal income tax, business and corporation tax, accounts receivable and payable and bookkeeping. Because the basis of the major consists of the Computerized Office Technology Degree the student will also be prepared to function efficiently in a business office environment.

The student will be prepared for entry-level employment in these and other positions: Accounts Payable and Receivable Clerks, Payroll Clerks, Administrative Assistants, Business Office Managers, Accounting Department Clerk, Data Entry Clerk, and Bookkeeper. Graduates secure positions in hospitals, schools, state agencies, industrial organizations, legal software companies, insurance agencies, corporate offices, manufacturing offices, banks, accounting firms and electronic billing companies.

The objective of the Computerized Office Technology with a major in Web Design is to provide the student with the tools necessary to create and maintain an effective website. The student will learn the latest technology necessary to accomplish this goal. Such technology will include, HTML, Macromedia Dreamweaver MX, Adobe Photoshop & Image Ready and Macromedia Flash MX.

The basis of this major is part of the Computerized Office Technology Degree program, therefore providing the student with a solid foundation to function as, not only a web designer and web administrator, but also as a general administrative assistant in an office environment. This major will prepare the student for entry-level employment in these and other positions:

Web Design Developers and Coordinators, Administrative Assistants and Business Office Managers. Graduates secure positions in schools, state agencies, industrial organizations, software companies, insurance agencies, corporate offices, manufacturing offices, and banks.

COMPUTERIZED OFFICE TECHNOLOGY (DIPLOMA)

The objective of the Computerized Office Technology program is to prepare students for today's successful businesses that require employees who can effectively track information and produce documents, spreadsheets, reports and graphics. To teach the skills necessary for Computerized Office Technology graduates to compete in a personal computer environment. To provide the hands-on training to enable students to become proficient in software applications such as graphics, databases, spreadsheets and word processing.

To prepare students for entry-level employment in these and other positions: Legal/Medical Secretaries, Accounting Clerks, Payroll Clerks, Transcriptionists, Accounts Payable/Receivable, Administrative Assistants. Each credit accepted for full credit towards the Associate Degree in Computerized Office Technology.

REFRIGERATION, AIR CONDITIONING & HEATING (DIPLOMA)

The objective of the Refrigeration, Air Conditioning & Heating program is to provide the technical skills necessary for entry-level employment in highly technical HVAC fields such as: domestic, commercial/industrial, air conditioning, heat pump, automotive air, thermoelectric, solar energy, special devices and applications. This program will cover introductory to oil heat and gas heat (hydronic heat and electric heat), arithmetic, algebra, geometry and trigonometry, D/C and A/C circuits, Ohm's Law, series and parallel circuits. Diagnosing, repairing Refrigeration, Air Conditioning & Heating. Industrial application of electrical equipment and control systems are covered, as well as basic servicing of hot air furnaces.

ASSOCIATE DEGREE OF APPLIED BUSINESS
IN LEGAL ASSISTANT

75 Weeks / 87 Credit Hours

TO EARN AN ASSOCIATE DEGREE OF APPLIED BUSINESS
IN LEGAL ASSISTANT, THE FOLLOWING COURSES* ARE REQUIRED:

Real Estate **
Litigation Management **
Torts **
Paralegalism and Ethics **
Criminal Law & Procedure **
Workers' Compensation Law **
Domestic Relations **
Estates and Trusts **
Basic Legal Research **
Legal Research **
Internship **
Practicum **

Accounting
Keyboarding I
Computer Literacy
Word Processing
Legal Drafting & Computerized Applications

Written Communications
Oral Communications
Sociology
American Government & Politics

*DOES NOT INDICATE THE ORDER IN WHICH THESE COURSES WILL BE
OFFERED.

** CORE CLASS FOR THIS MAJOR

ASSOCIATE DEGREE OF APPLIED BUSINESS IN
LEGAL ASSISTANT

75 Weeks / 87 Credit Hours

Course #	Course Description	Crd. Hrs.
<u>FIRST SEMESTER</u>		
INT 110	Paralegalism and Ethics	4
RLE 120	Real Estate	4
CMP 220	Criminal Law and Procedure	4
WRCL 100	Written Communications	6
BLR 100	Basic Legal Research	<u>2</u>
		20
<u>SECOND SEMESTER</u>		
LIT 210	Litigation Management	4
TRT 220	Torts	4
KEY 110	Keyboarding I	3
ORC 100	Oral Communications	<u>4</u>
		15
<u>THIRD SEMESTER</u>		
CPL 110	Computer Literacy	4
EST 140	Estates and Trusts	4
LGR 130	Legal Research	4
SOC 100	Sociology	4
LDA 210	Legal Drafting and Computerized Applications	<u>4</u>
		20
<u>FOURTH SEMESTER</u>		
ACT 110	Accounting	4
WPR 120	Word Processing	4
WCL 220	Workers' Compensation Law	4
DOM 220	Domestic Relations Law	4
AGP 110	American Government & Politics	<u>4</u>
		20
<u>FIFTH SEMESTER</u>		
ITS 250	Internship	
	Clock Hours – 375 / Credit Hours – 8	
PCT 250	Practicum	<u>4</u>
		12

THIS COURSE OUTLINE CONTAINS ONLY THE SUGGESTED SEQUENCE OF COURSE WORK.

ASSOCIATE DEGREE OF APPLIED BUSINESS IN LEGAL ASSISTANT
WITH A MAJOR IN CRIMINAL CORRECTIONS

75 Weeks / 87 Credit Hours

TO EARN AN ASSOCIATE DEGREE IN APPLIED BUSINESS IN LEGAL ASSISTANT WITH A MAJOR IN CRIMINAL CORRECTIONS, THE FOLLOWING COURSES* ARE REQUIRED:

Crd. Hrs.

4	Introduction to Criminal Corrections & Justice**
4	Criminal Law and Procedure**
4	Correctional Institutions**
4	Women and Juveniles in Corrections**
4	Community Corrections, Probation & Parole**
4	Crime and Delinquency**
4	Torts**
4	Litigation Management**
4	Domestic Relations Law**
2	Basic Legal Research**
4	Legal Research**
8	Internship**
4	Practicum**
3	Keyboarding I
4	Accounting
4	Computer Literacy
4	Legal Drafting & Computerized Applications
6	Written Communications
4	Oral Communications
4	Sociology
4	American Government & Politics

*DOES NOT INDICATE THE ORDER IN WHICH THESE COURSES WILL BE OFFERED.

**CORE CLASS FOR THIS MAJOR

LEGAL ASSISTANT ASSOCIATE DEGREE
COURSE DESCRIPTIONS

CMP-220: Criminal Law and Procedure. The definition and source of crimes are explained. Focusing on crimes against the person and crimes against property. The criminal state of mind is examined along with kinds of crime and defenses.

The practicum skills discussed in this course will cover the role of the paraprofessional and legal assistant to the prosecutor, police liaison, diversion (diverting cases out of the criminal justice system) interviewing and compiling citizen complaints, assisting in consumer fraud, obtaining court ordered child support payments, securing restitution for bad checks, calendaring (legal assistant serves as an aide to the prosecutor in calendar court), witness liaison, trial preparation, arranging for bail.

4 credit hours; Prerequisite: None.

BLR-100: Basic Legal Research. A primer course involving briefing of cases and legal analysis. How to do legal research with emphasis on the mechanics of legal research. An emphasis on Federal Codes, State Codes, case research, use of case digests, Shepardizing, cite checking use of primary and secondary authority and use of legal memoranda types.

2 credit hours; Prerequisite: None.

DOM-220: Domestic Relations Law. In-depth exploration of such subjects as adoption, child abuse, custody, paternity, juvenile delinquency. Covers the substantive and procedural law concerning marriage, divorce, visitation rights and distribution, separation agreements, and children visitation. Legal assistant skills to be emphasized are: problem identification, determining jurisdiction and grounds, counseling procedure, support needs, in Forma Pauperis Status, investigation, drafting of complaint summons, judgment, separation agreements, service and filing. Act as court witness on service; act as general litigation assistant.

4 credit hours; Prerequisite: None.

LEGAL ASSISTANT ASSOCIATE DEGREE
COURSE DESCRIPTIONS (CONTINUED)

EST-140: Estates and Trusts. A course, which will cover the requirement of drafting and execution of, wills and trusts, asset accumulation and payment of debts of an estate. Preparation of Federal Estate Tax. Estate bookkeeping and asset management. Instruction in the preparation of settlement by agreement, filing of formal written account of activities and affairs. Estate record keeping and office systems. Practicum skills included in this course are: collection of data, preliminary drafting of wills or trusts from sample forms, investment analysis, maintaining an accessible records form and establishing a time system to make sure work is performed on time. Operation of computer in regards to accounting aspects of trusts and estates. Investigation, general litigation, preparation of pleadings, draft interrogatories, notarize documents, act as court witness, (decedent's signature).

4 credit hours; Prerequisite: None.

INT-110: Paralegalism and Ethics. An overview of our legal system and the role of lawyers and legal assistants in the legal process. An examination of the judicial, administrative and legislative branches of the government. Review of federal and state courts systems. Students will examine the emergence of the paraprofessional as a new career in law with emphasis on the history, terminology and definition of the legal professional specialties. Covers ethics, legal interviewing, theories and procedures in regards to the content of law in a law office.

4 credit hours; Prerequisite: None.

ITS-250: Internship. Full-Time students will spend fifteen weeks (25 hours per week) in law offices, courts, banks, industry and various business environments being trained on-the-job. All students must successfully complete all classes before they will be given permission to participate. All internships must be approved and documented by the Internship Coordinator or College Director before they begin and all paperwork must be completed prior to commencing and counting the internship hours.

8 credit hours; 375 hours; Prerequisite: Permission from Department Head.

LEGAL ASSISTANT ASSOCIATE DEGREE
COURSES DESCRIPTIONS (CONTINUED)

LIT-210: Litigation Management. This unit analyzes the litigation process for resolving disputes through the use of the court systems. Emphasis will be on civil litigation, pleadings, third party practice, discovery, the presentation of evidence at trial, the rules of evidence, and the post trial practice.

Practicum skills developed in this course will include: drafting of interrogatories, requests for production and answers to interrogatories and digesting of depositions. Acting as file monitor: indexing files, writing case profiles, checking accuracy of the information, organizing and indexing documents obtained through discovery. Information assimilation: gathering medical records, police records, marriage records, birth and death records, adoption and custody records. Management skills including: scheduling systems, time management and management by objectives. Maintenance of dockets and files.

4 credit hours; Prerequisite: None.

ACT-110: Accounting. An exploration of accounting fundamentals. Both theoretical and practical use of balance sheets, operating accounts and working papers is presented. Special attention will be given to books of original entry and special ledger accounts.

4 credit hours; Prerequisite: None.

LDA-210: Legal Drafting and Computerized Applications. This course will explore the newest computer applications in the fields of Estates and Bankruptcy. Amicus computerized scheduling will be presented along with time billing procedures. Students will be taught to use legalese macros for the creation of documents in Word Perfect.

4 credit hour; Prerequisite: None.

LEGAL ASSISTANT ASSOCIATE DEGREE
COURSE DESCRIPTIONS (CONTINUED)

PCT-250: Practicum. During the last semester, interning students will be required to attend a three hour classroom project each week. The practicum instructor will discuss various problems the students may encounter on the job and the students will be free to express their feelings concerning the training they are receiving.

4 credit hours; Prerequisite: Permission from Department Head.

RLE-120: Real Estate. Students will become familiar with real estate law as it relates to the selling, leasing, financing, ownership and government regulation of land. The main objective of this course is to teach the student the role of a paraprofessional in preparing escrow and closing.

Practicum skills to be taught are: title abstracting, preparation of title insurance policy, interpretation of surveys and legal descriptions, drafting deeds of conveyance, learning recording systems to know when and how legal documents are recorded. Drafting and reviewing of leases, interviewing clients and information assimilation.

4 credit hours. Prerequisite: None.

TRT-220: Torts. A survey of basic tort law, analyzing intentional torts such as assault and battery, negligence, trespass to land, defamation, strict liability and wrongful death. Other areas to be studied under torts include: no fault laws, insurance, misrepresentation and invasion of privacy.

Practicum for this course includes: the ability to develop and employ systems for the organization of cases involving large numbers of documents. Obtaining records, reports and compilation of statistics. Organization of documents for availability to attorneys and for introduction at trial. Maintenance of dockets and files. Investigation and document gathering, record research and statistical research, discovery and legal research, shepardizing, city checking, memo and brief writing.

4 credit hours; Prerequisite: None.

LEGAL ASSISTANT ASSOCIATE DEGREE
COURSE DESCRIPTIONS (CONTINUED)

WCL-220: Workers' Compensation Law. A survey of the rules, regulations and procedures regarding employment claims. Students will learn how the administrative legal procedures function for the filing of claims and representation of client at hearing. The legal assistant will collect and record details of the hearing. The legal assistant will collect and record details of the claim (e.g. date of injury), collect documents (e.g. medical records), schedule physical examination, draft claim for compensation, contact employer and/or insurance carrier, follow-up payment in compliance with the award, draft and file the statutory demand for payment for compensation and prepare and monitor a "tickler" system for the claim.

4 credit hours; Prerequisite: None.

LGR-130: Legal Research. An orientation of the law library and the sources of our law. A study of the differences between primary and secondary sources of law. Students will be taught the importance of legal research, vocabulary of legal research, how to find law libraries and the kinds of legal writing, organization and forms. Coverage will also include familiarization with computerized legal research and information delivery and retrieval systems using full text legal databases such as Lois and Find. The Shepard's citation system will also be explored. Students will be required to do specific research and writing assignments. Skills to be emphasized include: technique of using indexes, tables of contents, reading and finding case law, statutes, constitutional law, rules of court. Preparation of annotated bibliography, maintenance of law office library.

4 credit hours, additional hours of practicum will be spent by the student on his/her own time. Prerequisite: BLR-100.

CPL-110: Computer Literacy. A basic understanding of computers is provided. The student will learn the functions of computers and become familiar with computer terminology. Topics to be covered include an introduction to computer concepts, hardware and software and applications of computer technology to the practice of law. In addition to the hours held in the classroom, students will spend at least 2 hours a week in the computer lab.

4 credit hours; Prerequisite: None.

LEGAL ASSISTANT ASSOCIATE DEGREE
COURSE DESCRIPTIONS (CONTINUED)

COR-100: Introduction to Criminal Corrections & Justice. An overview of the design and functioning of the criminal justice system in the United States. An introductory course designed to familiarize students with the facets of the criminal justice system, the sub-systems and how they interrelate, processing of offenders, punishment and its alternatives, and the future of the criminal justice system. Examines the relationships and respective responsibilities of different criminal justice agencies. Also, a review of the corrections field, tracing early American penal systems and philosophy to present day correctional programs with an emphasis on punishing offenders; the law of corrections; detention and short-term incarceration in jails; probation; intermediate sanctions and community correction; the incarceration experience; incarcerating women and juveniles; surveillance and community control; race and ethnicity; and the death penalty. LECTURE/LAB FORMAT.

4 credit hours; Prerequisite: None.

COR-110: Crime and Delinquency. An overview of crime, crime statistics, criminal theory and delinquency in relation to crime. A look at the delinquency in adults and juveniles that cause crime and the results of crime on society.

4 credit hours; Prerequisite: COR-100.

COR-120: Community Corrections, Probation & Parole. This course introduces students to historical, theoretical, and judicial processes in the development of community correctional programs. This program also examines the area of Probation and Parole including both offender and officer roles.

4 credit hours; Prerequisite: COR-100.

COR-140: Women and Juveniles in Corrections. This course covers the juvenile justice system and related juvenile issues. Juvenile delinquency and juvenile justice; non-delinquent children in the justice system; juvenile offenders and police involvement; probation; juvenile court; pre-trial detention and diversion programs; juvenile corrections, parole, and aftercare; gangs; the role of the police officer and the correctional officer.

4 credit hours; Prerequisite: COR-100.

COR-160: Correctional Institutions. Analysis and evaluation of contemporary correctional systems; discussion of recent research concerning the correctional institution and the various field services. This class will also offer students an opportunity to visit correction facilities in an effort to see first hand how they are operated and what corrections job positions involve. LECTURE/LAB FORMAT.

4 credit hours; Prerequisite: COR-100.

KEY-110: Keyboarding. Designed to give the student a thorough foundation in the basics of typewriting. The course will focus on mastery of the keyboard, centering and tabulation as well as development of speed. At the completion of this course, students should be able to type 35-40 words per minute.

3 credit hours; Prerequisite: None.

SOC-100: Sociology. Principles of Sociology, development of human society and culture, comparison of American society with others, recent sociological theory and research are emphasized.

4 credit hours; Prerequisite: None.

WRCL-100: Written Communications. Explores the writing process focusing on the basis of writing and developing paragraphs with emphasis on narration, description, comparison and contrast. A look at the process of writing an essay. Exploration of essay types--illustrative, definition, classifications, and the persuasive essay. Critical thinking concepts and how they relate to the expository writing process is emphasized and applied.

6 credit hours; Prerequisite: None.

ORC-100: Oral Communications. Development of skills in writing and delivering speech transactions. Individual speech, debate, group discussion, and interview techniques are emphasized.

4 credit hours; Prerequisite: None.

WPR-120: Word Processing. Use of a word processing system to create original letters, reports, manuscripts, etc. Editing documents on the computer terminals, merging data and printing legal documents. Includes the use of mailing list processing and document encryption.

4 credit hours; Prerequisite: CPL-110.

AGP-110: American Government and Politics. Students will be taught how the political process and parties affect their lives. At the end of each topic more in-depth analysis of the subject will be presented.

4 credit hours; Prerequisite: None.

ASSOCIATE DEGREE OF APPLIED SCIENCE
IN COMPUTER ELECTRONIC ENGINEERING TECHNOLOGY

75 Weeks / 72 Credit Hours

TO EARN AN ASSOCIATE DEGREE IN APPLIED SCIENCE IN COMPUTER
ELECTRONIC ENGINEERING TECHNOLOGY, THE FOLLOWING
COURSES* ARE REQUIRED:

Basic Electronics **
Digital Electronics **
Solid State Electronics **
Electronic Communication Circuits and Systems **
Basic Electronics Lab **
Digital Electronics Lab **
Solid State Lab **

Microcomputer Applications I (A+ Management) **
Microcomputer Applications II (Networking) **
Survey of Physics
Math Fundamentals
Applied Math
Computer Fundamentals

Written Communications
Oral Communications
Sociology
American Government & Politics

*DOES NOT INDICATE THE ORDER IN WHICH THESE COURSES WILL BE
OFFERED.

**CORE CLASS FOR THIS MAJOR

ASSOCIATE DEGREE OF APPLIED SCIENCE IN
COMPUTER ELECTRONIC ENGINEERING TECHNOLOGY

75 Weeks / 72 Credit Hours

Course #	Course Description	Crd. Hrs.
<u>FIRST SEMESTER</u>		
CRT 100	Basic Electronics	6
CRT 100L	Basic Electronics Lab	2
MTH 100	Math Fundamentals	4
CMF 100	Computer Fundamentals	<u>4</u>
		16
<u>SECOND SEMESTER</u>		
SSE 100	Solid State Electronics	6
SSE 100L	Solid State Lab	3
MTH 200	Applied Math	<u>4</u>
		13
<u>THIRD SEMESTER</u>		
DIG 100	Digital Electronics	6
DIG 100L	Digital Electronics Lab	3
WRC 100	Written Communications	<u>4</u>
		13
<u>FOURTH SEMESTER</u>		
MCP 100	Microcomputer Applications I (A+ Management)	4
SOC 100	Sociology	4
AGP 110	American Government & Politics	4
PHY 100	Survey of Physics	<u>4</u>
		16
<u>FIFTH SEMESTER</u>		
ECS 100	Electronic Communication Circuits and Systems	5
MCP 200	Microcomputer Applications II (Networking)	5
ORC 100	Oral Communications	<u>4</u>
		14

THIS COURSE OUTLINE CONTAINS ONLY THE SUGGESTED SEQUENCE OF COURSE WORK.

ASSOCIATE DEGREE IN APPLIED SCIENCE IN COMPUTER
ELECTRONIC ENGINEERING TECHNOLOGY
WITH A MAJOR IN INFORMATION TECHNOLOGY AND
NETWORKING

75 Weeks / 70 Credit Hours

TO EARN AN ASSOCIATE DEGREE IN APPLIED SCIENCE IN
COMPUTER ELECTRONIC ENGINEERING WITH A MAJOR IN
INFORMATION TECHNOLOGY AND NETWORKING, THE FOLLOWING
COURSES* ARE REQUIRED:

Crd. Hrs.

6	Basic Electronics **
2	Basic Electronics Lab **
3	Information Systems I **
3	Information Systems II **
3	Solid State Electronics **
2	Solid State Lab **
3	Digital Electronics **
2	Digital Lab **
5	Electronic Communication Circuits and Systems **
4	Computer Fundamentals **
4	Microcomputer Applications I (A+ Management) **
5	Microcomputer Applications II (Networking) **
4	Math Fundamentals
4	Applied Math
4	Survey of Physics
4	Written Communications
4	Oral Communications
4	Sociology
4	American Government & Politics

*DOES NOT INDICATE THE ORDER IN WHICH THESE COURSES
WILL BE OFFERED.

**CORE CLASS FOR THIS MAJOR

TO EARN A DIPLOMA IN ELECTRONIC TECHNOLOGY, THE FOLLOWING COURSES* ARE REQUIRED.

Basic Electronics **
 Digital Electronics **
 Solid State Electronics **
 Basic Electronics Lab **
 Digital Electronics Lab **
 Solid State Electronics Lab **
 Math Fundamentals

*DOES NOT INDICATE THE ORDER IN WHICH THESE COURSES WILL BE OFFERED.

** CORE CLASS FOR THIS MAJOR

ELECTRONIC TECHNOLOGY PROGRAM
 DIPLOMA

570 Clock Hours / 45 Weeks / 30 Credit Hours

Course #	Course Description	Clk. Hrs.	Crd. Hrs.
<u>FIRST SEMESTER</u>			
CRT 100	Basic Electronics	90	6
CRT 100L	Basic Electronics Lab	60	2
MTH 100	Math Fundamentals	<u>60</u>	<u>4</u>
		210	12
<u>SECOND SEMESTER</u>			
SSE 100	Solid State Electronics	90	6
SSE 100L	Solid State Lab	<u>90</u>	<u>3</u>
		180	9
<u>THIRD SEMESTER</u>			
DIG 100	Digital Electronics	90	6
DIG 100L	Digital Electronics Lab	<u>90</u>	<u>3</u>
		180	9

THIS COURSE OUTLINE CONTAINS ONLY THE SUGGESTED SEQUENCE OF COURSE WORK.

COMPUTER ELECTRONIC ENGINEERING TECHNOLOGY
ASSOCIATE DEGREE/DIPLOMA
COURSE DESCRIPTIONS

CRT-100; -100L: Basic Electronics. Atomic structure, voltage, resistance, current, Ohm's law, power and energy, series and parallel circuits, voltage sources. Inductance, capacitance, reactance, RCL circuits, AC circuits and analysis, frequency, resonance, the use of oscilloscope signal generator, multimeter and soldering techniques utilization.

6 credit hours theory, 2 credit hours lab; Concurrent: MTH-100.

SSE-100; -100L: Solid State Electronics. Silicon and germanium crystals, diodes, diode applications, zener diodes, junction transistors, common-emitter amplifiers, transistors, field effect transistors, metal oxide semiconductors, introduction to integrated circuits, and operational amplifiers. Use of test equipment, constructing and troubleshooting electronic circuits. Interpreting electronic drawing and schematics.

6 credit hours theory, 3 credit hours lab; Prerequisite: CRT-100.

SSI-100; -100L: Solid State Electronics. An overview of silicon and germanium crystals, diodes, diode applications, zener diodes, junction transistors, common-emitter amplifiers, transistors, field effect transistors, metal oxide semiconductors, introduction to integrated circuits, and operational amplifiers. Use of test equipment, constructing and troubleshooting electronic circuits. Interpreting electronic drawing and schematics.

3 credit hours theory, 2 credit hours lab; Prerequisite: CRT-100.

DIG-100; -100L: Digital Electronics I. Digital signals, binary and hex numbers, Boolean expressions, logic circuits, codes, encoding, decoding, displays, flip-flops, counters, shift registers, arithmetic circuits, memories, digital systems, microcomputer basics. Constructing, analyzing, testing and troubleshooting digital circuits.

6 credit hours theory, 3 credit hours lab; Prerequisite: CRT-100.

DGI-100; -100L: Digital Electronics. An overview of digital signals, binary and hex numbers, Boolean expressions, logic circuits, codes, encoding, decoding, displays, flip-flops, counters, shift registers, arithmetic circuits, memories, digital systems, microcomputer basics. Constructing, analyzing, testing and troubleshooting digital circuits.

3 credit hours theory, 2 credit hours lab; Prerequisite: CRT-100.

COMPUTER ELECTRONIC ENGINEERING TECHNOLOGY
ASSOCIATE DEGREE/DIPLOMA
COURSE DESCRIPTIONS (CONTINUED)

ECS-100: Electronic Communications and Circuits Systems. This course covers advanced electronic circuits and system and how they work together. The basic fundamentals of communications system including basic radio, fiber-optics & laser technology as used in communication. An introduction to Industrial Electronics with emphasis on troubleshooting both relay and PLC logic circuit. This course will help prepare the student to take standard industry certification test with an emphasis on both theory and hands on applications. LECTURE/LAB FORMAT.

5 credit hours; Prerequisite: CRT-100, SSE-100, SSI-100, DIG-100, DGI-100.

ITS-100: Information Systems I. This course will incorporate understanding operating systems theory. Specifically Windows XP, Linux, Macintosh Operating System, Windows 98, Windows 2000, and DOS. Emphasis will be placed on Computer Literacy, Windows system command lines, GUI, HTML, and formatting. including: Microsoft Word, Excel, Power Point Basics, Access, outlook and QBasic. Students will install and configure various operating systems and become familiar with various word processing and spreadsheet applications. LECTURE/LAB FORMAT.

3 credit hours; Prerequisite: CRT-100.

ITS-200: Information Systems II. This course covers the Network Operating Systems, troubleshooting operating system problems, an introduction to utility applications, data organization, telecommunications, and programming including; Visual Basic, Visio, Microsoft Publisher and FrontPage, Power Point and Adobe Acrobat. The student will explore the use of Network Operating systems and troubleshoot using utility applications. The student will become familiar with VB programming, Web design and CAD software. LECTURE/LAB FORMAT.

3 credit hours; Prerequisite: ITS-100.

MCP-100: Microcomputer Applications I (A+ Management.) This course is an introduction to A+ Certification, develops skills in preparation for CompTIA's A+ Exam, Core Hardware and Operating Systems modules, components, Cases, Power Supplies, Motherboards and Systems. An introduction to Networking essentials, Networking with Windows, diagnosing and troubleshooting Windows, preventative maintenance, UPS, grounding, EMI, ESD, and basic troubleshooting techniques. The student will configure, construct and upgrade PC hardware. LECTURE/LAB FORMAT.

4 credit hours; Prerequisite: None.

COMPUTER ELECTRONIC ENGINEERING TECHNOLOGY
ASSOCIATE DEGREE/DIPLOMA
COURSE DESCRIPTIONS (CONTINUED)

MCP-200: Microcomputer Applications II (Networking.) This course continues the preparation for the CompTIA's Network A+ Exam, Navigating the internet, OSI, Physical, Data Link, TCIP/IP and other protocols, remote access, network security, data recovery and fault tolerance. Planning a network installation, network documentation, troubleshooting the Network and scheduled maintenance. LECTURE/LAB FORMAT.

5 credit hours; Prerequisite: MCP-100.

MTH-100: Math Fundamentals. Review of Basic Arithmetic, Working with Signed Numbers, Scientific Notation, Fundamental Laws of Exponents, the Metric System of Measurement, Introduction to Algebra, Simple Equations, and the Introduction to Right Triangles.

4 credit hours; Prerequisite: None.

MTH-200: Applied Math. Fundamentals of: algebra, linear equations, fractions. Solutions to linear simultaneous equations, quadratic equations, introduction to trigonometry, solution to right triangles, solution to oblique triangles, vector analysis, phasor algebra.

4 credit hours; Prerequisite: MTH-100.

PHY-100: Survey of Physics. Metric system units, conversion factors used in MKS-CGS and English systems, mechanical kinematics and dynamics of linear motion.

4 credit hours; Prerequisite: MTH-200.

CMF-100: Computer Fundamentals. This course is an introduction to the Windows Operating System and the basic functions of the Windows Desktop, Taskbar, Start Button, Help files, File management, navigating and opening files. Discussion of the unique features of Windows including Windows Explorer, System maintenance, the Control Panel and the other features of this operating system. This course will help prepare students to take standard industry certification tests with emphasis on both theory and hands on applications. LECTURE/LAB FORMAT.

4 credit hours; Prerequisite: None.

COMPUTER ELECTRONIC ENGINEERING TECHNOLOGY
ASSOCIATE DEGREE/DIPLOMA
COURSE DESCRIPTIONS (CONTINUED)

SOC-100: Sociology. Principles of Sociology, development of human society and culture, comparison of American society with others, recent sociological theory and research are emphasized.

4 credit hours; Prerequisite: None.

AGP-110: American Government and Politics. Students will be taught how the political process and parties affect their lives. At the end of each topic more in-depth analysis of the subject matter will be presented.

4 credit hours; Prerequisite: None.

WRC-100: Written Communications. Explores the writing process focusing on the basis of writing and developing paragraphs with emphasis on narration, description, comparison and contrast. A look at the process of writing an essay. Exploration of essay types--illustrative, definition, classifications and the persuasive essay. Critical thinking concepts and how they relate to the expository writing process is emphasized and applied.

4 credit hours; Prerequisite: None.

ORC-100: Oral Communications. Development of skills in writing and delivering speech transactions. Individual speech, debate, group discussion, interview techniques are emphasized.

4 credit hours; Prerequisite: None.

ASSOCIATE DEGREE OF APPLIED BUSINESS
IN COMPUTERIZED OFFICE TECHNOLOGY

75 Weeks / 75 Credit Hours

TO EARN AN ASSOCIATE DEGREE OF APPLIED BUSINESS IN
COMPUTERIZED OFFICE TECHNOLOGY, THE FOLLOWING COURSES*
ARE REQUIRED:

Computer Applications I **
Computer Applications II **
Computer Applications III **
Data Base (Access) **
Spreadsheet (Excel) **
Computerized Accounting I **

Keyboarding I
Keyboarding II
Terminology/Office Procedures
Machine Transcription
Office Management
Business Communications
Business Math & Calculator
Accounting I

Written Communications
Oral Communications
American Government & Politics
Sociology

Externship

*DOES NOT INDICATE THE ORDER IN WHICH THESE COURSES WILL BE
OFFERED.

** CORE CLASS FOR THIS MAJOR

ASSOCIATE DEGREE OF APPLIED BUSINESS
IN COMPUTERIZED OFFICE TECHNOLOGY

75 Weeks / 75 Credit Hours

<u>Course#</u>		<u>Course Description</u>	<u>Crd. Hrs.</u>
		<u>FIRST SEMESTER</u>	
BMA	100	Business Math & Calculator	4
KEY	100	Keyboarding I	3
CAP	100	Computer Applications I	<u>8</u>
			15
		<u>SECOND SEMESTER</u>	
BCM	100	Business Communications	4
ACT	100	Accounting I	5
CAP	120	Computer Applications II	5
OFM	100	Office Management	<u>3</u>
			17
		<u>THIRD SEMESTER</u>	
DTB	200	Data Base (Access)	4
SPD	200	Spreadsheet (Excel)	4
KEY	200	Keyboarding II	3
WRC	100	Written Communications	<u>4</u>
			15
		<u>FOURTH SEMESTER</u>	
CAP	230	Computer Applications III	5
TRM	100	Terminology/Office Procedures	4
SOC	100	Sociology	<u>4</u>
			13
		<u>FIFTH SEMESTER</u>	
CTA	110	Computerized Accounting I	3
MAT	100	Machine Transcription	3
ORC	100	Oral Communications	4
AGP	110	American Government & Politics	<u>4</u>
			14
EXTERNSHIP		Clock Hours – 60 / Credit Hours – 1	

THIS COURSE OUTLINE CONTAINS ONLY THE SUGGESTED SEQUENCE OF COURSEWORK.

ASSOCIATE DEGREE OF APPLIED BUSINESS IN COMPUTERIZED OFFICE
TECHNOLOGY WITH A MAJOR IN ACCOUNTING

75 Weeks / 77 Credit Hours

TO EARN AN ASSOCIATE DEGREE IN APPLIED BUSINESS IN
COMPUTERIZED OFFICE TECHNOLOGY WITH A MAJOR IN
ACCOUNTING, THE FOLLOWING COURSES* ARE REQUIRED:

Crd. Hrs.

8	Computer Applications I **
5	Computer Applications II **
5	Computer Applications III **
4	Data Base (Access) **
4	Spreadsheet (Excel) **
3	Computerized Accounting I **
3	Computerized Accounting II **
3	Keyboarding I
2	Office Calculating Machines
3	Payroll & Business Tax **
3	Federal Income Tax **
4	Business Communications
4	Business Math & Calculator
5	Accounting I **
4	Accounting II **
4	Written Communications
4	Oral Communications
4	American Government & Politics
4	Sociology
1	Externship

*DOES NOT INDICATE THE ORDER IN WHICH THESE COURSES WILL BE
OFFERED.

** CORE CLASS FOR THIS MAJOR

ASSOCIATE DEGREE OF APPLIED BUSINESS IN COMPUTERIZED
OFFICE TECHNOLOGY WITH A MAJOR IN WEB DESIGN

75 Weeks / 78 Credit Hours

TO EARN AN ASSOCIATE DEGREE IN APPLIED BUSINESS IN
COMPUTERIZED OFFICE TECHNOLOGY WITH A MAJOR IN WEB
DESIGN, THE FOLLOWING COURSES* ARE REQUIRED:

Crd. Hrs.

8	Computer Applications I **
5	Computer Applications II **
5	Computer Applications III **
4	Data Base (Access) **
4	Spreadsheet (Excel) **
3	Computerized Accounting I **
3	Keyboarding I
4	Web Design Basics **
4	Web Design Technologies I **
4	Web Design Technologies II **
4	Professional/Web Graphics **
4	Business Communications
4	Business Math & Calculator
5	Accounting I
4	Written Communications
4	Oral Communications
4	American Government & Politics
4	Sociology
1	Externship

*DOES NOT INDICATE THE ORDER IN WHICH THESE COURSES WILL BE
OFFERED.

** CORE CLASS FOR THIS MAJOR

COMPUTERIZED OFFICE TECHNOLOGY
DIPLOMA

1125 Clock Hours / 45 Weeks / 56 Credit Hours

TO EARN A DIPLOMA IN COMPUTERIZED OFFICE TECHNOLOGY, THE
FOLLOWING COURSES* ARE REQUIRED:

Computer Applications I **
Computer Applications II **
Computer Applications III **
Data Base (Access) **
Spreadsheet (Excel) **

Keyboarding I
Keyboarding II
Machine Transcription
Office Management
Terminology/Office Procedures
Business Communications
Business Math and Calculator
Accounting I

Externship

*DOES NOT INDICATE THE ORDER IN WHICH THESE COURSES WILL BE
OFFERED.

** CORE CLASS FOR THIS MAJOR

COMPUTERIZED OFFICE TECHNOLOGY
DIPLOMA

1125 Clock Hours / 45 Weeks / 56 Credit Hours

Course#		Course Description	Clk. Hrs.	Crd. Hrs.
<u>FIRST SEMESTER</u>				
BCM	100	Business Communications	60	4
BMA	100	Business Math and Calculator	60	4
KEY	100	Keyboarding I	75	3
CAP	100	Computer Applications I	<u>150</u>	<u>8</u>
			345	19
<u>SECOND SEMESTER</u>				
ACT	100	Accounting I	75	5
MAT	100	Machine Transcription	75	3
KEY	200	Keyboarding II	75	3
OFM	100	Office Management	45	3
CAP	120	Computer Applications II	<u>105</u>	<u>5</u>
			375	19
<u>THIRD SEMESTER</u>				
DTB	200	Data Base (Access)	75	4
SPD	200	Spreadsheet (Excel)	75	4
CAP	230	Computer Applications III	120	5
TRM	100	Terminology/Office Procedures	<u>75</u>	<u>4</u>
			345	17
EXTERNSHIP			60	1

THIS COURSE OUTLINE CONTAINS ONLY THE SUGGESTED SEQUENCE OF COURSEWORK.

COMPUTERIZED OFFICE TECHNOLOGY
ASSOCIATE DEGREE/DIPLOMA
COURSE DESCRIPTIONS

CAP-100: Computer Applications I. Designed to give the student a broad conceptual background in computer literacy using the operating system and applications programs in a microcomputer environment. Emphasis will be placed on the file creation, editing, and printing cycles necessary to operate all programs. In addition, students will complete a variety of applications projects designed to apply computer literacy concepts. In addition, proofreading and keyboarding skills including data entry projects and drills, will be emphasized. LECTURE/LAB FORMAT.

8 credit hours; Prerequisite: None.

CAP-120: Computer Applications II. Designed to give students hands-on experience using a wide variety of applications programs currently used in today's businesses, emphasizing WINDOWS, word processing and graphic/slide show programs. In addition, computer literacy concepts are reinforced and increased. Students also learn to use the Internet for research. They also create, edit and use web pages and e-mail applications. Applications projects that will comprise a portfolio of their work are also begun. LECTURE/LAB FORMAT.

5 credit hours; Prerequisite: CAP-100.

CAP-230: Computer Applications III. Designed to give students hands-on experience on a wide variety of applications programs currently used in today's business, emphasizing WINDOWS, spreadsheets, research projects, troubleshooting, miscellaneous applications and continued compilation of a portfolio designed to showcase students' work. LECTURE/LAB FORMAT.

5 Credit Hours; Prerequisite: CAP-120.

DTB-200: Data Base (Access). Designed to introduce the student to basic data base concepts. Student will apply theory using ACCESS in a microcomputer environment. LECTURE/LAB FORMAT.

4 credit hours; Prerequisite: CAP-100.

SPD-200: Spreadsheet (Excel). Electronic spreadsheet is designed to teach students to operate spreadsheet software and enter accounting and statistical applications onto IBM compatible microcomputers. Students will work creating and entering various business applications. LECTURE/LAB FORMAT.

4 credit hours; Prerequisite: ACT-100.

COMPUTERIZED OFFICE TECHNOLOGY
ASSOCIATE DEGREE/DIPLOMA
COURSE DESCRIPTIONS (CONTINUED)

BCM-100: Business Communications. Designed to give the student a practical background in business writing as well as reviewing and brushing up the basic communications skills that will be needed in the business world. In addition, employment documents are written.

4 credit hours; Prerequisite: None.

BMA-100: Business Math and Calculator. Applications on the electronic calculator are designed to give the student a review of basic math functions (addition, subtraction, multiplication and division as well as decimals, fractions, basic equations, the metric systems, bank reconciliations, ratios and percentages.) These math functions are applied to the ten key display calculators, which students learn to efficiently operate.

4 credit hours; Prerequisite: None.

MAT-100: Machine Transcription. Designed to give the students instruction and practical experience in transcribing letters and memos on the computer. This course is comprised of units specific to different areas of applications such as insurance, law, medical, advertising and government.

3 credit hours; Prerequisite: KEY-100.

OCM-100: Office Calculating Machines. This course focuses on the development of skills in using electronic calculators. Emphasis is on developing the touch system for both speed and accuracy. Business math and business application are included.

2 credit hours; Prerequisite: None.

ACT-100: Accounting I. Designed to give the student both theoretical and practical use of balance sheets, operating accounts and working papers. Special attention will be given to books of original entry and special ledger accounts.

5 credit hours; Prerequisite: None.

ACT-200: Accounting II. This course covers the theory and practice of measuring and interpreting financial data for business units, with emphasis on corporations and managerial applications. Basic concepts, principles, and procedures are applied to the following topics: preparation and analysis of financial statements, budgeting, cash flow, cost systems, responsibility accounting, and cost-volume-profit analysis.

4 credit hours; Prerequisite: ACT-100.

COMPUTERIZED OFFICE TECHNOLOGY
ASSOCIATE DEGREE/DIPLOMA
COURSE DESCRIPTIONS (CONTINUED)

PBT-100: Payroll and Business Tax. A study of payroll procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environment.

3 credit hours; Prerequisite: None.

FIT-100: Federal Income Tax. Basic instruction in the tax laws as currently implemented by the Internal Revenue Service providing a working knowledge of preparing taxes for the individual.

3 credit hours; Prerequisite: None.

WDB-100: Web Design Basics. Designed to give the student a firm foundation in understanding HTML (Hypertext Markup Language), which is the backbone of the World Wide Web. HTML is the most widely used of any Web page development tools. Web Design Basics will give the student an intricate study of the groundwork required to create a professional and effective website.
LECTURE/LAB FORMAT

4 credit hours; Prerequisite: None.

WDT-100: Web Design Technologies I: Will provide the student with hands-on experience in Web design and development. Students will use programs such as Macromedia Dreamweaver MX, Adobe Photoshop & Image Ready and Macromedia Flash MX. Students will learn how HTML and XHTML are used for Web authoring, and the importance of understanding them. They will also learn to control text properties to make a page look more appealing and create hyperlinks, use tables to control the layout of Web pages, manipulate images, use style sheets, and create DHTML animation-all in Macromedia Dreamweaver. Adobe Photoshop & Image Ready will be explored. LECTURE/LAB FORMAT

4 credit hours; Prerequisite: WDB-100.

WDT-200: Web Design Technologies II: Will provide the student with more Web design and development techniques, and a background in the JavaScript Programming Language. Students will be learning to use Macromedia Fireworks MX to work with bitmap and vector graphics. They will learn the importance of Cascading Style Sheets (CSS), and have a through study of the JavaScript Programming Language. They will also be introduced to Dynamic HTML and animation. Hands-on projects will provide for an interactive learning environment, allowing students to utilize and enhance their skills. LECTURE/LAB FORMAT

4 credit hours; Prerequisite: WDT-100.

COMPUTERIZED OFFICE TECHNOLOGY
ASSOCIATE DEGREE/DIPLOMA
COURSE DESCRIPTIONS (CONTINUED)

PWB-200: Professional Web Graphics: Designed to enhance the students skills in dealing with Web graphics. Advanced techniques will be studied, and Shockware will be introduced. Some key topics that will be dealt with are: optimizing and displaying graphics, using scanners, digital cameras, creating and using background images, creating and using icons, creating thumbnail galleries, creating animation, rollover effects, splash screens, and sliced images. Students will create several Web projects utilizing their Web design skills and incorporating new graphical skills. LECTURE/LAB FORMAT

4 credit hours; Prerequisite: WDT-100.

KEY-100: Keyboarding I. Designed to give the student a thorough foundation in the basics of typewriting. The course will focus on mastery of the keyboard, centering and tabulation as well as development of speed. At the completion of this course, students should be able to type 35-40 words per minute.

3 credit hours; Prerequisite: None.

KEY-200: Keyboarding II. Designed to give the student instruction in and application of advanced letter writing skills. Emphasis will be given on advanced formatting skills such as complex tabulation, memos and filling out forms. Speed and accuracy drills will be stressed. A speed of 50 words per minute should be attained by the end of this course.

3 credit hours; Prerequisite: KEY-100.

TRM-100: Terminology/Office Procedures. Designed to teach students the most commonly used terms in the medical and legal fields, their meaning and usage in an office setting. In addition, a study of standardized office procedures will be incorporated into this course. Students will also be given the opportunity to practice typical office problems such as office organization and office operations and procedures. LECTURE/LAB FORMAT.

4 credit hours; Prerequisite: None.

OFM-100: Office Management. Designed to introduce the student to terminology used in managing professional offices as well as to instruct and allow students to apply management techniques used in today's offices.

3 credit hours; Prerequisite: None.

COMPUTERIZED OFFICE TECHNOLOGY
ASSOCIATE DEGREE/DIPLOMA
COURSE DESCRIPTIONS (CONTINUED)

CTA-110: Computerized Accounting I. The student will apply accounting principles and practices using specialized computer accounting software. All accounting topics will require electronic input of data. The student will be shown how to generate computerized reports, to include profit and loss statement, cash flow reports, payroll reports, balance sheets, budget sheets and forecast reports.

3 credit hours; Prerequisite: ACT-100, BMA- 100.

CTA-200: Computerized Accounting II. A study of utilizing the computer to develop and maintain accounting record keeping systems, make management decisions, and process common business applications with the emphasis on utilizing a spreadsheet and/or data base package/program.

3 credit hours; Prerequisite: ACT-100.

SOC-100: Sociology. Principles of Sociology, development of human society and culture, comparison of American society with others, recent sociological theory and research are emphasized.

4 credit hours; Prerequisite: None.

WRC-100: Written Communications. Explores the writing process focusing on the basis of writing and developing paragraphs with emphasis on narration, description, comparison and contrast.

4 credit hours; Prerequisite: None.

ORC-100: Oral Communications. Development of skills in writing and delivering speech transactions., Individual speech, debate, group discussion, interview techniques are emphasized.

4 credit hours; Prerequisite None.

AGP-110: American Government and Politics. Students will be taught how the political process and parties affect their lives. At the end of each topic more in-depth analysis of the subject matter will be presented.

4 credit hours; Prerequisite: None.

COMPUTERIZED OFFICE TECHNOLOGY
ASSOCIATE DEGREE/DIPLOMA
COURSE DESCRIPTIONS (CONTINUED)

EXTERNSHIP: Students will spend 60 hours working in various business environments being trained on-the-job. Students must successfully complete the required semesters of Computerized Office Technology before they will be given permission to participate.

1 credit hour; Prerequisite: Permission from Department Head.

ASSOCIATE DEGREE OF APPLIED SCIENCE IN
MEDICAL ASSISTANT

75 Weeks / 76 Credit Hours

TO EARN AN ASSOCIATE DEGREE IN APPLIED SCIENCE IN MEDICAL ASSISTANT, THE FOLLOWING COURSES * ARE REQUIRED:

Medical Theory I **
Medical Theory II **
Medical/Phlebotomy Theory III **
Medical Lab I **
Medical Lab II **
Medical/Phlebotomy Lab III **
Comprehensive Clinical Procedures & Pharmacology **

Keyboarding I
Keyboarding II
Medical Office Procedures **
Medical Transcription I **
Data Entry
Word Processing/Information Processing
Accounting I
Business Communications
Business Math and Calculator
Computerized Medical Office Procedures **

Written Communications
Oral Communications
American Government & Politics
Sociology

Externship

*DOES NOT INDICATE THE ORDER IN WHICH THESE COURSES WILL BE OFFERED.

** CORE CLASS FOR THIS MAJOR

ASSOCIATE DEGREE IN APPLIED SCIENCE IN
MEDICAL ASSISTANT

75 Weeks / 76 Credit Hours

Course #	Course Description	Crd. Hrs.
<u>FIRST SEMESTER</u>		
MDT 100	Medical Theory I	5
MDL 100	Medical Lab I	2
BMA 100	Business Math and Calculator	4
KEY 100	Keyboarding I	<u>3</u>
		14
<u>SECOND SEMESTER</u>		
MDT 120	Medical Theory II	5
MDL 120	Medical Lab II	2
BCM 100	Business Communications	4
KEY 200	Keyboarding II	<u>3</u>
		14
<u>THIRD SEMESTER</u>		
MTR 100	Medical Transcription I	4
MOP 100	Medical Office Procedures	4
DTE 100	Data Entry	1
WDP 100	Word Processing/Inform. Proc	2
WRC 100	Written Communications	<u>4</u>
		15
<u>FOURTH SEMESTER</u>		
MDT 230	Medical/Phlebotomy Theory III	5
MDL 230	Medical/Phlebotomy Lab III	2
ACT 100	Accounting I	5
SOC 100	Sociology	<u>4</u>
		16
<u>FIFTH SEMESTER</u>		
COP 200	Computerized Med. Office Proced.	3
ORC 100	Oral Communications	4
AGP 110	American Government & Politics	4
CCP 240	Comprehensive Clinical Procedures & Pharmacology	<u>4</u>
		15

EXTERNSHIP Clock Hours – 100 / Credit Hours – 2

THIS COURSE OUTLINE CONTAINS ONLY THE SUGGESTED SEQUENCE OF COURSEWORK.

ASSOCIATE DEGREE OF APPLIED SCIENCE IN MEDICAL ASSISTANT
WITH A MAJOR IN MEDICAL SECRETARY

75 Weeks / 77 Credit Hours

TO EARN AN ASSOCIATE DEGREE IN APPLIED SCIENCE IN MEDICAL ASSISTANT WITH A MAJOR IN MEDICAL SECRETARY, THE FOLLOWING COURSES* ARE REQUIRED:

Crd. Hrs.	
5	Medical Theory I
5	Medical Theory II
4	Medical Office Procedures **
3	Medical Insurance Billing **
4	Medical Transcription I **
3	Medical Transcription II **
3	Keyboarding I
3	Keyboarding II
8	Computer Applications I **
5	Computer Applications II **
5	Accounting I **
4	Business Communications
4	Business Math & Calculator
3	Computerized Medical Office Procedures **
4	Written Communications
4	Oral Communications
4	American Government & Politics
4	Sociology
2	Externship

*DOES NOT INDICATE THE ORDER IN WHICH THESE COURSES WILL BE OFFERED.

** CORE CLASS FOR THIS MAJOR

MEDICAL ASSISTANT
DIPLOMA

1120 Clock Hours / 45 Weeks / 53 Credit Hours

TO EARN A DIPLOMA IN MEDICAL ASSISTANT, THE FOLLOWING
COURSES* ARE REQUIRED:

Medical Theory I **
Medical Theory II **
Medical Theory/Phlebotomy Theory III **
Medical Lab I **
Medical Lab II **
Medical/Phlebotomy Lab III **

Keyboarding I
Keyboarding II
Medical Office Procedures **
Medical Transcription I
Word Processing/Information Processing
Data Entry
Business Communications
Business Math and Calculator
Accounting I

Externship

*DOES NOT INDICATE THE ORDER IN WHICH THESE COURSES WILL
BE OFFERED.

** CORE CLASS FOR THIS MAJOR

MEDICAL ASSISTANT
DIPLOMA

1120 Clock Hours / 45 Weeks / 53 Credit Hours

Course #	Course Description	Clk. Hrs.	Crd. Hrs.
<u>FIRST SEMESTER</u>			
BCM 100	Business Communications	60	4
MDT 100	Medical Theory I	75	5
MDL 100	Medical Lab I	75	2
KEY 100	Keyboarding I	75	3
BMA 100	Business Math and Calculator	<u>60</u>	<u>4</u>
		345	18
<u>SECOND SEMESTER</u>			
MDT 120	Medical Theory II	75	5
MDL 120	Medical Lab II	75	2
KEY 200	Keyboarding II	75	3
ACT 100	Accounting I	<u>75</u>	<u>5</u>
		300	15
<u>THIRD SEMESTER</u>			
MDT 230	Medical/Phlebotomy Theory III	75	5
MDL 230	Medical/Phlebotomy Lab III	75	2
MTR 100	Medical Transcription	75	4
MOP 100	Medical Office Procedures	75	4
DTE 100	Data Entry	30	1
WDP 100	Word Processing/Information Proc	<u>45</u>	<u>2</u>
		375	18
EXTERNSHIP		100	2

THIS COURSE OUTLINE CONTAINS ONLY THE SUGGESTED SEQUENCE OF COURSE WORK.

MEDICAL ASSISTANT
ASSOCIATE DEGREE/DIPLOMA
COURSE DESCRIPTIONS

MDT-100: Medical Theory I. Medical Terminology will be the fulcrum of the course as applied to the body systems. Anatomy and physiology will be introduced in the form of the cell metabolism, anabolism, body planes and cavities. The musculoskeletal system will be explored in detail.

5 credit hours; Prerequisite: None.

MDT-120: Medical Theory II. The anatomy and physiology of the cardiovascular, respiratory, nervous, sensory and urinary systems will be explored.

5 credit hours; Prerequisite: MDT-100.

MDT-230: Medical/Phlebotomy Theory III. Emphasis will be put on the study of blood and blood components. The anatomy and physiology of the digestive, male and female, lymphatic and integumentary systems will be discussed in detail.

5 credit hours; Prerequisite: MDT-120.

MDL-100: Medical Lab I. Introduction to Asepsis including sterilization, disinfection and sanitation of instruments and equipment used in the doctor's office. Other areas to be covered will be vital signs, heights, weights, anatomical positions and recognition and the use of medical instruments. Emphasis will be placed on OSHA standards and the legal ramifications inherent to the profession. Skills in tray set-ups for examinations, along with emergencies in the medical office.

2 credit hours; Prerequisite: MDL-100 is taken concurrently with MDT-100.

MDL-120: Medical Lab II. Safety precautions in the work place (OSHA requirements and guidelines), will be discussed in detail and implemented. The recording and mounting of electrocardiograms as well as the administration of injections will be at the center of the course. Basic microbiology techniques (throat and urine cultures) will be explored as well as microscopic and macroscopic urinalysis.

2 credit hours; Prerequisite: MDL-100 is taken concurrently with MDT-120.

MDL-230: Medical/Phlebotomy Lab III. OSHA safety requirements as applied to phlebotomy procedures will be thoroughly discussed and implemented. Venipunctures and dermal punctures will be at the center of the course. The testing of basic chemistries such as glucose, lipid profile, hemoglobin and hematocrit, uric acid and the three hour GTT will also be part of the curriculum.

2 credit hours; Prerequisite: MDL-120 is taken concurrently with MDT-230.

MEDICAL ASSISTANT
ASSOCIATE DEGREE/DIPLOMA
COURSE DESCRIPTIONS (CONTINUED)

CCP-240: Comprehensive Clinical Procedures and Pharmacology. Pharmacology: the student will become familiar with different systems of measurement (metric, apothecary and household), oral and parenteral administration of medications and medical abbreviations). First Aid and CPR: the student will learn all aspects of emergency intervention techniques for First Aid and CPR as defined by the American Red Cross.

4 credit hours; Prerequisite: MDT-230.

MOP-100: Medical Office Procedures. Students become aware of the duties of a medical assistant with emphasis on scheduling appointments, sorting and processing mail, telephone techniques, managing patient's records and the pegboard system of bookkeeping. Accident and health insurance forms will be studied in detail along with insurance terms, abbreviations and coding books (CPT and ICD9).

4 credit hours; Prerequisite: None.

MIB-100: Medical Insurance Billing. This course will incorporate the introduction to common types of medical insurance, the insurance claim process, and effects of claim errors, the responsibilities and confidentiality of a medical insurance specialist. Diagnostic Coding, using the ICD and CPT codes, HCFA-1500 Claim form, transmission of electronic claims, the reimbursement process and filing deadlines are covered. Medicaid, Medicare, TRICARE, CHAMPVA, Workers' Compensation, Disability, Dental and Hospital insurance are taught through manual and computerized simulations.

3 credit hours; Prerequisite: None.

MTR-100: Medical Transcription I. Typing of case histories and letters will be done with the use of a dictaphone transcriber. This course is composed of specialty units including: cardiology, surgeries, obstetrics and gynecology. Speed, accuracy and medical vocabulary drills will be included.

4 credit hours; Prerequisite: KEY-200.

MTR-200: Medical Transcription II. This course will incorporate the techniques and skills required to transcribe recorded medical information into mailable documents. Emphasis is placed on grammar, punctuation, medical terminology, proofreading and spelling required in medical text processing applications. Computers and audio transcription machines are used for lab requirements.

3 credit hours; Prerequisite: MTR-100.

MEDICAL ASSISTANT
ASSOCIATE DEGREE/DIPLOMA
COURSE DESCRIPTIONS (CONTINUED)

BCM-100: Business Communications. Designed to give the student a practical background in business writing as well as reviewing and brushing up on the basic communication skills that will be needed in the business world. In addition, employment documents are written.

4 credit hours; Prerequisite: None.

BMA-100: Business Math and Calculator. Applications on the electronic calculator are designed to give the student a review of basic math functions (addition, subtraction, multiplication and division as well as decimals, fractions, basic equations and metric system, bank reconciliations, ratios and percentages). These math functions are applied to the ten key display calculators which students learn to efficiently operate.

4 credit hours; Prerequisite: None.

ACT-100: Accounting I. Designed to give the student both theoretical and practical use of balance sheets, operating accounts and working papers. Special attention is given to books of original entry, special ledger accounts.

5 credit hours; Prerequisite: None.

KEY-100: Keyboarding I. Designed to give the student a thorough foundation in the basics of typewriting. The course will focus on mastery of the keyboard, centering and tabulation as well as development of speed. At the completion of this course, students should be able to type 35-40 words per minute.

3 credit hours; Prerequisite: None.

KEY-200: Keyboarding II. Designed to give the student instruction in and application of advanced letter writing skills. Emphasis will be given on advanced formatting skills such as complex tabulation, memos and filling out forms. Speed and accuracy drills will be stressed. A speed of 50 words per minute should be attained by the end of this course.

3 credit hours; Prerequisite: KEY-100.

WDP-100: Word Processing/Information Processing. Through lectures and text material, students will develop an understanding of the background of word processing and how it came about, why word processing has become necessary and how it affects the office. Students will receive actual hands-on experience.

2 credit hours; Prerequisite: Taken concurrently with DTE-100.

MEDICAL ASSISTANT
ASSOCIATE DEGREE/DIPLOMA
COURSE DESCRIPTIONS (CONTINUED)

DTE-100: Data Entry. Data entry activities for the microcomputer are emphasized. In addition, speed and accuracy are emphasized to achieve job market competitive speed levels.

1 credit hour; Prerequisite: KEY-100.

CAP-100: Computer Applications I. Designed to give the student a broad conceptual background in computer literacy using the operating system and application programs in a microcomputer environment. Emphasis will be placed on a file creation, editing, and printing cycles necessary to operate all programs. In addition, students will complete a variety of application projects designed to apply computer literacy concepts. In addition, proofreading and keyboarding skills including data entry projects and drills, will be emphasized. LECTURE/LAB FORMAT.

8 credit hours; Prerequisite: None.

CAP-120: Computer Applications II. Designed to give students hands-on experience using a wide variety of application programs currently used in today's businesses, emphasizing WINDOWS, word processing and graphic/slide show programs. In addition, computer literacy concepts are reinforced and increased. Students also learn to use the Internet for research. They also create, edit and use web pages and e-mail applications. Application projects that will comprise a portfolio of their work are also begun. LECTURE/LAB FORMAT.

5 credit hours; Prerequisite: CAP-100.

COP-200: Computerized Medical Office Procedures. Computerized Applications of a medical assistant with emphasis on scheduling appointments, sorting and processing mail, telephone techniques, managing patient's records and the pegboard system of bookkeeping. Accident and health insurance forms will be studied in detail along with insurance terms abbreviations and coding books (CPT and ICD9).

3 credit hours; Prerequisite: MOP-100.

SOC-100: Sociology. Principles of Sociology development of human society and culture comparison of American society with others, recent sociological theory and research are emphasized.

4 credit hours; Prerequisite: None.

MEDICAL ASSISTANT
ASSOCIATE DEGREE/DIPLOMA
COURSE DESCRIPTIONS (CONTINUED)

WRC-100: Written Communications. Explores the writing process focusing on the basis of writing and developing paragraphs with emphasis on narration, description, comparison and contrast.

4 credit hours; Prerequisites: None.

ORC-100: Oral Communications I. Development of skills in writing and delivering speech transactions. Individual speech, debate, group discussion, interview techniques are emphasized.

4 credit hours; Prerequisite: None.

AGP-110: American Government and Politics. Students will be taught how the political process and parties affect their lives. At the end of each topic more in-depth analysis of the subject matter will be presented.

4 credit: hours Perquisite: None.

EXTERNSHIP: Students will spend 100 hours working in various medical fields being trained on-the-job. Students must successfully complete the required semesters of Medical Assisting before they will be given permission to participate.

2 credit hours; Prerequisite: Permission from Department Head.

REFRIGERATION, AIR CONDITIONING & HEATING
DIPLOMA

720 Clock Hours / 48 Weeks / 37 Credit Hours

TO EARN A DIPLOMA IN REFRIGERATION, AIR CONDITIONING &
HEATING THE FOLLOWING COURSES* ARE REQUIRED:

Fundamentals of Refrigeration I **
Fundamentals of Refrigeration II **
Advanced Refrigeration/Heating **
Basic Electricity **
Industrial Electricity **
Refrigeration Lab I **
Refrigeration Lab II **
Refrigeration/Heating Lab **
Basic Electricity Lab **
Industrial Electricity Lab **
Math Fundamentals

*DOES NOT INDICATE THE ORDER IN, WHICH THESE COURSES WILL
BE OFFERED.

** CORE CLASS FOR THIS MAJOR

REFRIGERATION, AIR CONDITIONING & HEATING
DIPLOMA

720 Clock Hours / 48 Weeks / 37 Credit Hours

Course #	Course Description	Clk. Hrs.	Crd. Hrs.
<u>FIRST SEMESTER</u>			
MTH 100	Math Fundamentals	65	4
REF 100	Fundamentals of Refrig I	95	6
REF 100L	Refrigeration Lab I	<u>65</u>	<u>2</u>
		225	12
<u>SECOND SEMESTER</u>			
REF 120	Fundamentals of Refrig II	50	3
REF 120L	Refrigeration Lab II	35	1
IET 120	Basic Electricity	90	6
IET 120L	Basic Electricity Lab	<u>65</u>	<u>2</u>
		240	12
<u>THIRD SEMESTER</u>			
REF 130	Advanced Refrig/Heating	95	6
REF 130L	Refrigeration/Heating Lab	65	2
IET 130	Industrial Electricity	60	4
IET 130L	Industrial Electricity Lab	<u>35</u>	<u>1</u>
		255	13

THIS COURSE OUTLINE CONTAINS ONLY THE SUGGESTED SEQUENCE OF COURSE WORK.

REFRIGERATION, AIR CONDITIONING & HEATING
COURSE DESCRIPTIONS

REF-100: Fundamentals of Refrigeration I. A brief history of refrigeration, methods of heat transfer, temperature scales and conversion, humidity, dehydration, vacuum pumps, basic refrigeration system, piping, tubing, braze, solder, compound and pressure gauges, charging equipment, capillary tube, automatic expansion valve, thermostatic expansion valve, modulating system, compressor types, study construction, operation and repair of common types of compressors, oil types and their properties, learn to calculate displacement and capacity of compressors.

6 Credit Hours; Prerequisite: None.

REF-120: Fundamentals of Refrigeration II. Domestic refrigeration and air conditioning, control systems timers, cold controls, defrost methods, relay tapes and their operation, fan motors, switches, circulation of air, development and use of ladder diagrams, design, installation and construction of hermetic units, charging and discharging systems, use of the vacuum pump for evacuation, domestic ice makers, dehumidifiers, troubleshooting and repair, customer relations, service and installation of window air units, residential heating.

3 Credit Hours; Prerequisite: MTH-100 and REF-100.

IET-120; 120L: Basic Electricity. Theory of basic electricity, history of electricity, how electricity is produced, electric current, electric charges, electron theory, Ohms law, voltage, electric circuits, series and parallel circuits.

6 Credit hours; Theory: 2 Credit Hour Lab.

REF-130: Advanced Refrigeration/Heating. Advanced principles of refrigeration and air conditioning in domestic, commercial, air conditioning, heat pumps, automotive air, thermoelectric, solar energy and special devices. Up-to-date methods of installing, maintaining, diagnosing and repairing refrigeration systems. Basic servicing of hot air furnaces. Introductory to oil heat and gas heat (hydronic heat and electric heat).

6 Credit Hours; Prerequisite: REF-120.

IET-130; 130L: Industrial Electricity. Theory of electricity focusing on the installation, maintenance and industrial application of electrical equipment and controls. Electrical symbols, drawings, distribution, DC and AC motors and controls, semiconductors, polyphrase, rectifiers, transistor amplifiers, thyristors and timer circuits.

4 Credit Hours; Theory: 1 Credit Hour Lab; Prerequisite: REF-120.

REFRIGERATION, AIR CONDITIONING & HEATING
COURSE DESCRIPTIONS (CONTINUED)

REF-100L: Refrigeration Fundamentals I Lab. Experiments designed to supplement and to run concurrently with REF-100. Calculate the amount of heat needed to bring a product up to a given temperature. Cut, swag, bend and braze tubing to finish a lab project for a grade. Measure and calculate the size and capacity of compressors in the lab. Disassemble and reassemble two compressors. Operate basic refrigeration system and evaluate its performance.

2 Credit Hours; Prerequisite: None.

REF-120L: Refrigeration Fundamentals II Lab. Experiments designed to supplement and run concurrently with REF-120. Wire and run basic refrigeration system, set superheat on a TXV, evaluate operation of a condenser and evaporator, review capacitors, relays, over loads, switches, set water valve on water cooled condenser, cabinet construction of the domestic refrigerator.

1 Credit Hour; Prerequisite: REF-100L.

REF-130L: Advanced Refrigeration/Air Conditioning/Heating Lab. Experiments designed to supplement and run concurrently with REF-130. Disassemble domestic refrigerator and identify parts. Wire off cycle defrost system, wire electric defrost system, wire hot gas defrost system, accumulated time, find electrical and/or mechanical problems and correct, troubleshooting and diagnostic techniques, controls and circuits, commercial piping, pressure drop, heat load, selection of evaporator and condenser unit. Basic service principles of hot air furnaces.

2 Credit Hours; Prerequisite: REF-120L.

MTH-100: Math Fundamentals. Addition and subtraction of signed numbers, scientific and engineering notation, fundamental laws of exponents, algebraic terms and definitions, algebraic addition, subtraction, multiplication and division, algebraic fractions and solving basic equations.

4 Credit Hours; Prerequisite: None.

ADMINISTRATION

Renee Zuzolo
College Director, 1989
Career Services Director, 1987
Legal Assistant Department Head, 1987
Instructor (Social Sciences), 1984
West Chester University – B.S. (Cum Laude)
State of Ohio Teacher Certification
State of Pennsylvania Certification

Sarah L. Kiepper
Assistant Director, 2007
Criminal Corrections Department Head, 2007
Eye on ETI Newsletter Faculty Advisor, 2007
Instructor, Written Communications, Sociology, and Government, 2006
Youngstown State University, MS in Criminal Justice, 2007
The University of Akron, MA in English Literature, Graduate Certificates
in Women Studies and Composition, 2005
Kent State University, BA in Justice Studies, 2002
Penguin Review Staff Member, Youngstown State University, 2006
College English Association, 2005

Diane Marsteller
Admission Director, ETI Technical College of Niles, 1989
Admissions Department, ETI Technical College of Cleveland, 1979

Rebecca DiCioccio
Career Services Director, 1999
Internship Coordinator, 1999
Financial Aid Director, 1991
ETI Technical College,
Legal Assistant – AAB (Cum Laude)

Lisa Kubinski
Admissions Secretary, 2001
ETI Technical College,
Computerized Office Technology - AAB

Chris Durkin
High School Admissions Representative, 1997
Youngstown State University,
Communications Major

Kay Madigan
Financial Aid Director, 1999
Financial Aid Advisor, 1995
ETI Technical College,
Medical Assistant – AAS
Computerized Office Technology – AAB

Joyce Davis
Financial Aid Assistant, 2001
ETI Technical College,
Computerized Office Technology – Diploma

Nicole Clifford
College Recorder, 2004
ETI Technical College,
Computerized Office Technology – AAB

Rhonda Simpson
College Secretary, 2004
ETI Technical College,
Computerized Office Technology – AAB

George Austin
Dean of Student Affairs – 2006
Youngstown State University,
Psychology – BA, 2000

FACULTY

Luigina P. Chiaberta
Medical Assistant Department Head, 1999
Medical Instructor, 1990
University of Padua (Italy),
Combined Science – BS, 1974
Youngstown State University,
Medical Technology – AAS, 1980

Mary Jane Montgomery
Medical Assistant Instructor, 2003
ATES Technical Institute,
Medical Assistant – Diploma
Youngstown State University,
Nursing

Rebecca Powell
Medical Assistant Instructor, 2006
ETI Technical College,
Medical Assistant – AAS

Robert Thomas
Refrigeration, Heating and Air Conditioning Department Head, 1992
Kent State University
Member of RSES

Robert Magnoski
HVAC, Business Math, Computer Instructor, Electronics 1998
Memphis State & State Tech at Memphis,
Computers, Electronics and Refrigeration

Paul Cetor
Refrigeration, Air Conditioning and Heating Instructor, 2004
ETI Technical College,
Refrigeration, Air Conditioning and Heating – Diploma

Linda Hazenstab
Computerized Office Technology Department Head, 1989
Instructor (Communications, Computerized Office Technology) 1985
Youngstown State University,
Education (major in English) – BS
College of Education
College of Arts & Sciences

Diane Alejars
Business Instructor, 2000
Youngstown State University,
Education - BS

Tammy Steele
Business and Accounting Instructor, 2002
BS, Business Administration – major in Accounting
Youngstown State University

Opal Burkholder
Accounting Instructor, 2006
Kent State University,
Business Administration – BS, – major and masters in Accounting

Connie Fletcher
Computerized Office Instructor, 2003
Kent State University – Masters certification in
Microsoft Office, Associate Degree – Office Management
C.E.T.A.

Sharon Bartlomucci
Computerized Office Instructor, 2001
Kent State University,
Education – BS

C. David Koerner
Electronics Instructor, 1989
Kent State University,
Master of Science,
College of Education,
Mathematical Major,
Biological Minor – 1972

Ken Schulz
Electronics Instructor, 1999
United Electronics Institute-Assoc. Bio-Med Elect, 1980

Curtis Woods
Electronics Department Head, 1980
ATES Technical Institute - Diploma
ETI Technical College-AAS, 1989

Magistrate Alex Savakis
Legal Assistant Instructor, 1992
Youngstown State University - BA
Case Western Reserve - JD

Atty. Christopher Zuzolo
Legal Assistant Instructor, 1993
Hiram College - BA
University of Toledo, College of Law - JD

Atty. Ralph Zuzolo, Jr.
Director of Legal Assistant , 2007
Legal Assistant Instructor, 1993
Case Western Reserve University - BA
Capital University Law & Graduate Center - JD

Mary Storey
Medical Assistant Instructor, 2007
Kent State-Trumbull Branch,
Environmental Science and Management Technology – BS (Cum Laude)
Trumbull Memorial Hospital, School of Nursing

Atty. Philip Zuzolo
Legal Assistant Instructor, 2007
John Carroll University, Cleveland, Ohio
Business Education – BA
Akron University,
Juris Doctorate

Diane Hetson
Legal Assistant Instructor, 2007
Ohio State University,
Political Science – BA
Capital University Law School,
Juris Doctorate

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

At ETI Technical College, our goal is to help students maintain good grades under the most desirable conditions to the best of our ability. If a student feels he/she has not been afforded this opportunity and wishes to state a complaint, he/she should follow the guideline set forth in the grievance procedure.

Any student who feels he/she has just cause of actions concerning grades, tests, classroom procedures, disciplinary measures or a general school policy has a right to ask for a conference with the instructor to help resolve the conflict. If the matter is not resolved after said student has conferred with the instructor, the student's grievance should then be submitted in writing and be addressed by the department head supervising said instructor. If, after taking the above-mentioned steps, the matter is still not resolved, the grievance should be presented in writing to the college director. At this time, a conference between the instructor, department head, student and college director will be called to help resolve the matter. If all of the above steps fail to resolve the issue at the school level, the student may direct the complaint to the State Board of Career Colleges and Schools.

OHIO STUDENTS MAY CONTACT:

State Board of Career Colleges and Schools
35 East Gay Street, Suite 403
Columbus, Ohio 43266-0591
PH# (614) 466-2752

PENNSYLVANIA STUDENTS MAY CONTACT:

Pennsylvania State Board of Private Licensed Schools
333 Market Street
Harrisburg, PA 17126-0333
PH# (717) 783-8228 or (717) 783-8445

Schools accredited by the Accrediting Commission of Career Schools and Colleges of Technology must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The Commission will keep the complainant(s) informed as to the status of the complaint as well as the final resolution. Please direct all inquiries to:

Accrediting Commission of Career Schools and
Colleges of Technology
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the College Secretary. A copy of the school's written policy and procedure concerning grievances may be obtained through the College Secretary at the administrative offices.