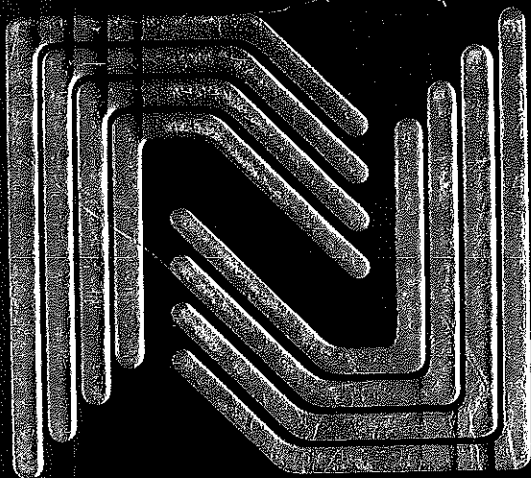


1985-86

Student Catalog



National
Education
Center

REPEAT TIME

A student who repeats a quarter of training for academic or attendance reasons is required to continue regular tuition payments as agreed to upon initial enrollment. The student will not however, be charged for more than the total number of quarters in the course, as contracted. The student must pass all subjects and maintain at least 90% attendance during the repeat quarter.

A maximum of two quarters may be repeated, but no individual quarter may be repeated more than once.

ch Info Systems
TECHNOLOGY

(85)

uation 4/8/88

TABLE OF CONTENTS

| | |
|---|------------------------|
| About National Education Centers | 2 |
| Educational Philosophy | 3 |
| Summary of Accreditation Criteria and Standards | 3 |
| Enrollment Procedures | 4 |
| Personal Interview | |
| Enrolling for Training | |
| Acceptance by the School | |
| Admission Requirements | 3 |
| Rules and Regulations | 5, 6, 7, 8, 9 |
| Personal Conduct | |
| Measure of Course Duration | |
| Attendance | |
| Tardiness | |
| Leave of Absence | |
| Grading Standards | |
| Make-up Work | |
| Dismissal Procedures | |
| Veteran Students | |
| Student Services | 9 |
| Housing Assistance | |
| Car Pooling | |
| Student Employment | |
| Tutoring | |
| Field Trips | |
| Special Lectures | |
| Financial Aid and Tuition Assistance | 11 |
| Voluntary Pre-Payment Plan | 12 |
| Privacy Act | 12 |
| Class Schedules | 13 |
| Tuition & Fees; Refund Policy | 14, 15 |
| Graduate Placement Assistance | 10 |
| Programs Offered: | |
| Business Administration | 19, 20 |
| Electronics | 16, 17 |
| High School Honors Program | 18 |
| Secretarial Science | 21, 22, 23 |
| Course Descriptions | 24, 25, 26, 27, 28, 29 |
| Administration and Faculty | 30 |

About National Education Centers

This school is part of a nationwide chain of National Education Centers across the U.S., owned and operated by National Education Corporation.

In an age where technology and training hold the keys to advancement for individuals and companies alike, National Education Centers, a division of National Education Corporation, has emerged as a leader in human resource development.

With headquarters in Newport Beach, California, and through schools across the U.S., National Education Centers provide vital, job-oriented training in high-growth, high-technology areas of business and industry.

From its beginning almost 30 years ago, National Education Corporation has grown to the point where it now encompasses numerous schools throughout the United States offering courses in such diverse areas as computer programming, drafting, electronics, avionics, aviation mechanics, flight training, fashion design and merchandising, accounting, auto and diesel repair, business administration, secretarial skills, medical and dental assisting, and radio and television broadcasting.

Great emphasis is placed on "hands-on" training. Students learn their skills using modern equipment similar to the kind they can expect to find on the job.



School History

National Education Center—National Institute of Technology Campus was originally a member of RETS Electronic Schools, which was established in 1935. The school was acquired by National Education Corporation in 1978 and in 1979, was made a part of the Technical Schools Group. In 1981, the school's name was changed to National Institute of Technology. The name was again changed in 1983 to National Education Center.

Description of Facility

The school is located on 30 acres; the building features 37,000 square feet and includes 27 classrooms, administrative offices and a student recreation area. There is plenty of free parking.

Educational Philosophy

It is the school's philosophy to provide various quality programs with an emphasis on hands-on training that are sound in concept, implemented by a competent and dedicated faculty and geared to serve those seeking a solid foundation in knowledge and skills required to obtain employment in their chosen fields. Programs offered are relevant to employers' needs and are in areas which offer strong long-term employment opportunities to the school's graduates.

Accreditation Criteria and Standards

This school has voluntarily undergone an accrediting evaluation by a team of competent examiners including subject experts and specialists in occupational education and private school administration.

The accreditation standards and criteria ensure that this school:

- Accepts only qualified applicants.
- Has specific job-oriented training objectives.
- Offers organized, comprehensive training in current occupational practices.
- Provides necessary student services.
- Provides safe and sufficient facilities and equipment.
- Assures that graduates are qualified for employment.
- Has qualified administrators with records of integrity.
- Maintains permanent student records.
- Is financially sound.
- Is fair in all financial dealings.
- Has continuing programs of self-improvement.

Accreditations, Approvals and Memberships

- Accredited by the Accrediting Commission of the National Association of Trade and Technical Schools.
- Licensed by the State of Michigan Department of Education
- Member of the Michigan Organization of Private Vocational Schools
- Authorized under Federal Law to enroll Nonimmigrant, Alien Students
- Eligible students may obtain Social Security Benefits
- Eligible instruction under the Guaranteed Student Loan Program
- Eligible institution for National Direct Student Loan, Supplemental Education Opportunity Grant and PELL Grant Programs
- Provides training services for the State Department of Vocational Rehabilitation

Admission Requirements

Applicants must be high school graduates or be able to qualify under the G.E.D. Testing Programs. It is the responsibility of the applicant to furnish proof of high school graduation or G.E.D. evaluation.

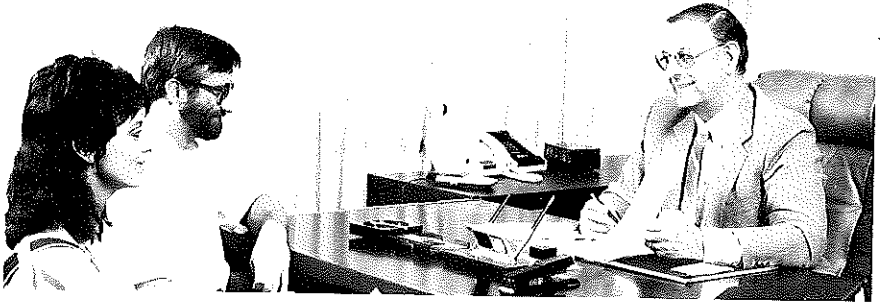
Exceptions:

If an applicant does not meet the Entrance Requirement but, in the opinion of the School Director or Education Director, can benefit from the training offered an exception can be made.

The student must then qualify for enrollment by passing the Entrance Test for the program in which they wish to enroll.

NOTE: No exceptions will be granted for students enrolling in Allied Health or degree programs.

Enrollment Procedures



It is suggested that application for admission be made as soon as possible in order to be officially accepted for a specific program and start date. To apply, complete the qualification Questionnaire or Application Form and bring it to the school, or call for a priority appointment to visit the school, and receive a tour of its facilities.

Personal Interview

The school requires a personal interview with each applicant prior to acceptance. The school prefers that parent(s) or spouse also attend the interview. This gives both the applicant and family an opportunity to see the school's equipment and facilities and to ask specific questions relating to the school, curriculum and the career being considered. The personal interview also gives the school the opportunity to meet the applicant to determine acceptability for entering the school.

Enrolling for Training

The school follows an open enrollment system allowing individuals to apply up to one year in advance of a scheduled

class start. The following items are required to be completed at the time of application:

- Request for High School or College Transcript or G.E.D. Certificate.
- Enrollment Agreement (must be signed by parent or guardian if applicant is under 18 years of age).
- Financial Aid Forms, if applicant wishes to apply for Financial Aid.
- Student Health Notice for Allied Health programs (must be submitted by class start).
- Payment of Registration Fee.

Acceptance by the School

Once the completed Enrollment Agreement and items mentioned above have been submitted, the school reviews the Qualification Questionnaire and the applicant is informed of its decision within seven days. If an applicant is not accepted by the school, all fees paid to the school are refunded.

The school reserves the right to reject a student previously accepted if the items listed above are not successfully completed.

Rules and Regulations

Personal Property

The school assumes no responsibility for loss or damage to a student's personal property, or vehicle, nor loss by theft of any vehicle or any of its contents, in, on or adjacent to school property.

Weather Emergencies

The school reserves the right to close the school during a weather emergency or other "acts of God." Under these conditions, the student will not be charged with an official absence. Course material will be made up to ensure completion of the entire course.

Personal Conduct

Students are required to follow rules of conduct that are typically expected in the working world. Students may be placed on Probation or terminated for violation of the School's Personal Conduct Rules (includes student dishonesty, unprofessional conduct, use of profanity, insubordination, violation of safety rules, use of alcohol or drugs on school property, etc.). The student will be removed from Probation if, in the opinion of the School Director, the student demonstrates adherence to the Personal Conduct Rules.

Students Dress Code

Dress and grooming are expected to be appropriate and in keeping with acceptable business attire. Cleanliness and neatness are stressed. Many employers visit our campus to interview students for jobs, give lectures, etc. It is important that they gain a favorable impression of the appearance and conduct of the student body—otherwise, employers will hesitate to hire our graduates. As a student, you may have limited funds, so your wardrobe need not be expensive or extensive—simply APPROPRIATE. Please use good taste.

Listed below are items that are acceptable for classroom wear:

FEMALE Slacks, Skirts, Dresses,
STUDENT: Sweaters and Jackets.
Closed Shoes. Eye Protectors will be required when necessary.

MALE Slacks, Sport Shirts,
STUDENT: Sweaters and Jackets.
Closed Shoes. Eye Protectors will be required when necessary.

ITEMS NOT ACCEPTABLE for classroom wear: Shoes must be appropriate to the outfit. Sandals are not acceptable. Bare Midriffs, Bra Tops, Shorts and other similar attire are not acceptable.

Students dressed inappropriately will not be admitted to class and/or exams. Excessive abuse of this policy will result in Dress Code Probation.



Rules and Regulations (Continued)

Health

It is most important that you take proper care of your health so you can do your best in school. This means regular hours, plenty of sleep, sufficient exercise and nutritional food. If you are seriously ill or contract a communicable disease, you should stay home and recover but remember to notify the school immediately. All medical and dental appointments should be made after school hours.

Clothing and Personal Property

All personal property is the sole responsibility of the student and the school can assume no liability for loss. Mark your personal property clearly with your name and address.

Measure of Course Duration

The school measures its programs in two ways, quarter hours of credit to allow comparability with other post-secondary schools and clock hours to allow measurement of the programs on this basis where required.

Quarter Hours are defined as follows:

For non-laboratory class periods, one quarter hour equals one clock hour per week for a 10 week term.

For laboratory class periods, one quarter hour equals two clock hours per week for a 10 week term.

For externship work experience, six quarter hours are assigned for 160 clock hours during a four week term.

Clock Hours are defined as follows:

A clock hour is one class period of approximately 50 minutes in length where lecture, demonstration, and similar class activities are conducted.

Changes to Courses, Schedules, Etc.

The school reserves the right to make changes in the equipment and curriculum to reflect the latest technology, to reset class schedules and hours, to consolidate classes, and change locations.

Attendance

Students may be suspended from school if they do not maintain Satisfactory Attendance each quarter.

Students maintain Satisfactory Attendance if they attend 90% of the scheduled class time per quarter. Any student whose attendance falls between 80%—90% is placed on Probation. If the student's attendance falls below 80%, the student is subject to termination from the school.

NOTE: Under extenuating circumstances, a student may continue in the school if the attendance falls below 80%. This exception is made by the School Director and appropriate documentation for the exception is kept in the student's file.

Tardiness

Each student is expected to be in class on time. Students who enter class after the class begins or who leave early, shall be counted as tardy. Tardiness or leave earlies are recorded in quarter-hour increments and are included in counting absences.

Rules and Regulations (Continued)

Leave of Absence Policy

Under extenuating circumstances, students may be permitted to interrupt their training with a leave of absence (L.O.A.).

Approval for the leave of absence will be granted by the School Director.

Required Study Time

Outside study, apart from regular classroom work, is regularly required in order to successfully complete the required course assignments. The amount of time will vary according to the individual student's abilities. All assignments must be turned in at the designated time. Students are responsible for reading any study materials issued by their instructors.

Grading Standards

| | | |
|----|--------|-----------------|
| A— | 100-90 | ... 4.0 |
| B— | 89-80 | ... 3.0 |
| C— | 79-70 | ... 2.0 |
| D— | 69-60 | ... 1.0 |
| F— | 59- 0 | ... 0 (Failing) |

Satisfactory Progress

Definition of Satisfactory Progress

To remain eligible for Financial Aid, students must continue to make acceptable academic progress.

The Director of Education or the Financial Aid Officer will provide students with specific Satisfactory Progress requirements that apply to the program in which they are enrolled.

Probationary Status

Students not meeting the Grading Standards will be placed on Probation. Probation will extend through one quarter.

Repeating of Course Work

To continue in the program, students who fail any course must retake those courses. If the student is required to repeat quarters of training due to academic failure, the length of his/her program will be extended up to an additional two quarters.

Appeal Process

If a student feels that there are extenuating reasons for failing to maintain satisfactory academic progress he or she may appeal this decision by petitioning the School Director, in writing, within five (5) days of the end of the quarter documenting, in detail, the extenuating circumstances. A decision on the appeal will be made in writing within seven (7) working days and the student so notified.

Reinstatement

A student who has been terminated by failing to maintain satisfactory academic progress may be reinstated through the Appeal Process. If the appeal is approved by the School Director, the student will be scheduled to return to school after remaining out of school for a minimum of one quarter.

A student will not be eligible for financial aid during the Reinstatement Quarter.

Rules and Regulations (Continued)

Graduation Requirements

A student may qualify for graduation while on probation if, at the end of the Probationary Quarter, the student meets the Satisfactory Progress requirements.

A student is not eligible for graduation if:

1. The student does not have a cumulative grade point average of 2.0.
2. The student does not meet their financial obligations to the school.

Termination

A student may be terminated for failure to meet the Academic Standards.

g

Progress will be monitored at the end of each Probationary Status writing.

Entrance Requirement

In addition to having a high school transcript or G.E.D. certificate, applicants may also be required to pass an entrance test in order to enroll in the school's programs.

Make-up Work

Students are required to make up all assignments and work missed as a result of absence. The instructor may assign additional make-up work to be completed for each absence; this will be assigned as outside work.

Tests missed because of an absence must be made up on the day the student returns to school unless other arrangements have been made by the instructor, with the school Administration's approval.

Program Transfers

Permission must be obtained from the School Director for a transfer from one program to another or for a requested change in schedule.

Transfer of Credit

Information concerning other schools which accept our credits toward their degree programs can be obtained by contacting the office of the School Director.

Credit for Previous Training

The school maintains a written record of the previous education and training of all students and appropriate credit is granted for previous education and training with the training period shortened proportionately and the person and interested agencies so notified. Anyone interested in credit for previous training should make a written request to the school at least one month prior to the start of the program to allow for evaluation of the request.

Student Progress Counseling

Educational objectives, grades, attendance and conduct will normally be reviewed on a regular basis. If a student is failing or not following attendance, conduct or dress rules, the student will be counseled. Failure to correct deficiencies may result in termination. Students desiring academic counseling are encouraged to contact a member of the Education Department.

Withdrawals

If a student finds it necessary to withdraw from school, it is the student's responsibility to immediately notify the school in writing.

Rules and Regulations (Continued)

Dismissal Procedures

Students may be terminated by the school for Cause. Examples include but are not limited to the following:

1. Excessive Absences or Tardies
2. Failure to maintain Satisfactory Academic Progress
3. Cheating
4. Conduct that reflects poorly on the school or other students
5. Inability to meet financial obligations

Students to be terminated are notified in writing and may appeal the decision by filing a written appeal to the School Director within one week of Notice of Termination.

Exit Interviews

Students who discontinue their training for any reason are required to have an Exit Interview with the School Director before any formal processing of a request for leave or discontinuation may be granted.

Veteran Students

Absence and Tardiness rules are governed by V.A. regulations. For benefit purposes, absences and tardies may be computed in a manner different from that described in this catalog.

Student Services

Housing

Although the school does not maintain dormitory facilities, students who are relocating and must arrange their own housing may request additional assistance from the School Director.

Car Pooling

If you are interested in driving in a car pool or need a ride to school, see your Student Services Representative. You will receive the help you need to solve your transportation problem.

Student Employment

The school will assist students in locating part-time or full-time employment to aid in meeting their living expenses during their studies.

Employment assistance includes:

1. Counseling to prepare for an interview.
2. A list of specific job openings, when available.
3. Assistance with securing an interview.

Tutoring

Tutoring is available on an as-needed basis. To schedule tutoring, contact a member of the Education Department.

Field Trips

It is the school's belief that course material is greatly enhanced by student exposure to real life applications. Where appropriate, visits to industry or professional offices where interesting or different methods can be observed are frequently arranged.

Special Lectures

In order to expose students to various industry applications or current methods, guest speakers may be invited, as appropriate and as permitted by class schedules.

Student Services

Contact a member of the Education Department for other student services that may be provided by the school.

Graduate Placement Assistance

Graduates are counseled regarding opportunities for job interviews. While no ethical school can guarantee employment, this school makes a sincere effort toward successful placement of its graduates.

During the last month of training, each student desiring job placement assistance is expected to make application to the Placement Director. Each student participates in proper interviewing conduct and procedures, preparing resumes and letters of introduction, prior to the school arranging placement interviews. Student referrals for job placement result from direct contact between the School Placement Officer and prospective em-

ployer representatives. Prospective employers may visit the school from time to time for recruitment purposes. Following graduation, or at any time thereafter, graduates may avail themselves of the school's Placement Assistance Program. The school will make a reasonable effort to satisfy the wishes of a graduate as to location and type of employment. The more flexible a graduate can be regarding initial employment, the easier it is for the school to assist in placement.

NOTE: Failure on the student's part to follow placement procedures may result in discontinuation of placement services.



Financial Aid and Tuition Assistance

This school is eligible to participate in several financial assistance programs. The largest program is the Guaranteed Student Loan (GSL). Those who qualify for assistance can borrow up to \$2500 under this program. This type of loan is secured through a financial institution (bank, savings and loan, etc.) and is guaranteed by the U.S. Government. Repayment is made according to standard terms set forth by the Government. We are also eligible to participate in the Parent Loan for Undergraduate Students (PLUS) loan program. Loan origination fees may be deducted from the loan by the institution making the loan as set forth by government regulations.

We are also eligible for the following Federal education assistance programs:

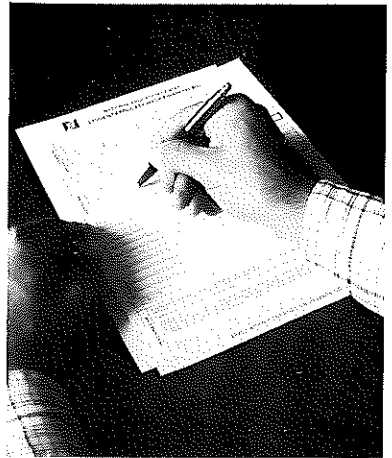
- PELL—previously Basic Educational Opportunity Grant
- SEOG—Supplemental Educational Opportunity Grant
- NDSL—National Direct Student Loan

Additional information may be obtained by contacting one of our authorized representatives or by writing to the Director of Financial Aid at the school.

Those students interested in applying for school benefits from VA, BIA, Vocational Rehabilitation or Social Security should contact their local agency or write the school for further information.

Statement of Non-Discrimination

National Education Center does not discriminate on the basis of sex, age, physical handicap, race, creed or religion in admissions, counseling, training, placement, employment or any other of its activities. The School's Director is the Title IX Coordinator and will receive any inquiries under the sex discrimination provisions of the Educational Amendments of 1972.



Handicapped Students

Handicapped students should make arrangements to meet with the Director prior to the start of class to review facilities for the handicapped.

Voluntary Pre-Payment Plan

The school provides a voluntary prepayment plan to students and their families to help reduce the balance due upon entry. Details are available upon request from the Financial Aid Office.

Privacy Act

The school has established a policy for the release of student and/or graduate information. The policy is available upon request from the administrative offices.

Examination of Student Records

1. All students attending this post-secondary institution shall have the right to review their academic records, including grades, attendance and counseling. (Parental Financial Information is excepted.)
2. Records are supervised by the School Director and access is afforded by School Officials for purposes of recording grades, attendance and counseling, as well as determining financial aid eligibility.
3. Students may request a review by writing the School Director at the address set forth in the catalog and such review will be allowed at regular school hours under appropriate supervision. Students may also obtain copies of their records at a charge of \$0.10 per page.
4. Challenging the record for purposes of correcting or deleting any of the contents must be done in writing stating fully the reason therefore. However, grades and course evaluations can only be challenged on the grounds that they are improperly recorded.
 - a. The instructor and/or counselor involved will review the written challenge and, if desirable, meet with the student and then make a determination to retain, change or delete the disputed data.
 - b. Should further review be requested by the student, the School Director will conduct a hearing at which the student shall be afforded a full and fair opportunity to present evidence relevant to the disputed issues. The student shall be notified of the Director's decision which will be final.
 - c. A copy of the challenge and/or a written explanation respecting the contents of the student record will be included as part of the student's permanent record.
5. "Directory Information" showing student's name, address, telephone number, birth date and place, program undertaken, dates of attendance and certificate awarded may be provided to third parties by the school, unless the request to omit such information is presented in writing within 10 days of date of enrollment.
6. As a postsecondary educational institute, parental access to student's records will be allowed without prior consent if the student is a dependent as defined in Section 152 of the Internal Revenue Code of 1954.

1985-86 QUARTER CLASS SCHEDULE

1985 Winter Quarter

Start **End**
1/21/85 Monday . . . 4/12/85 Friday

Quarter Break - None

1985 Spring Quarter

Start **End**
4/15/85 Monday . . . 7/3/85
Wednesday

Quarter Break - 7/8, 9, 10, 11, 12

1985 Summer Quarter

Start **End**
7/15/85 Monday . . . 10/4/85 Friday

Quarter Break - 10/7, 8, 9, 10, 11

1985 Fall Quarter

Start **End**
10/14/85 Monday . . . 1/17/86 Friday

Quarter Break - None

1986 Winter Quarter

Start **End**
1/20/86 Monday . . . 4/11/86 Friday

Quarter Break - 4/14, 15, 16, 17, 18
5 Days

1986 Spring Quarter

Start **End**
4/21/86 Monday . . . 7/11/86 Friday

Quarter Break - 7/14, 15, 16, 17, 18
5 Days

1986 Summer Quarter

Start **End**
7/21/86 Monday . . . 10/10/86 Friday

Quarter Break - 10/13, 14, 15, 16, 17
5 Days

1986 Fall Quarter

Start **End**
10/20/86 Monday . . . 1/16/87 Friday

Quarter Break - None

1985 Holidays

Presidents Day 2/18
Spring Holiday 4/5
Memorial Day 5/27
Independence Day 7/4, 5
Labor Day 9/2
Thanksgiving 11/28, 29
Christmas Recess 12/23, 24, 25, 26
27, 1/1, 2
Christmas Recess & 3/1986

1986 Holidays

New Year's Day 1/1
Martin Luther King Day 1/15
Spring Holiday 3/28
Memorial Day 5/26
Independence Day 7/4
Labor Day 9/1
Thanksgiving Holiday 11/27, 28
Christmas Holiday 12/22, 23, 24, 25, 26
1/1, 1/2/87

Tuition and Fees

(Includes Books & Supplies)

| COURSE | MONTHS | CLOCK HOURS | Length of Course | | | TOTAL COURSE PRICE |
|------------------------------------|--------|-------------|-------------------------|---------|---------|--------------------|
| | | | QUARTER HOURS OF CREDIT | REG FEE | TUITION | |
| Electronics Engineering Technology | 21 | 1680 | 105.0 | \$150 | \$8,750 | \$8,900 |
| High School Honors Program | 6 | 88 | — | \$100 | \$ 550 | \$ 650 |
| Secretarial Sciences | | | | | | |
| Secretarial (Diploma) | 9 | 900 | 53.75 | \$150 | \$3,750 | \$3,900 |
| Legal (Option) | 3 | 300 | 21.25 | — | \$1,250 | \$1,250 |
| Executive (Option) | 3 | 300 | 17.5/20.25 | — | \$1,250 | \$1,250 |
| Business Administration | | | | | | |
| Information Systems Management | 18 | 1680 | 120 | \$150 | \$7,500 | \$7,650 |

Cancellation:

A student may cancel the enrollment agreement at any time by notifying the school in writing. Notice of cancellation must be sent to the school at the address on the Enrollment Agreement by Certified or Registered mail, postage prepaid. Cancellation shall be effective as of the date of mailing. If cancellation is effected within five (5) days of student's execution of the Enrollment Agreement and before the start of classes, student shall receive a refund of all monies paid. If cancellation is effected more than five (5) days after the student's execution of the Enrollment Agreement and before the start of classes, school will retain the Registration Fee and refund any other monies paid in excess thereof.

Other Cancellation

(a) If you cancel this agreement after five (5) days from the date of signing it, but more than thirty (30) days prior to your class starting date, the school will retain \$50.00 and refund any monies paid in excess of that amount.

(b) If you cancel this agreement after five (5) days but within ten (10) days of the date of signing it, even though less than thirty (30) days may remain before your class starting date, the school will retain \$50.00 and refund all monies paid in excess of that amount.

(c) If your cancellation does not occur as stated above in paragraph (a) or (b), the school will retain \$150.00 and refund all monies paid in excess of that amount.

Tuition and Fees (Continued)

Refund Policy

Refunds will be calculated from the date of withdrawal, which is the last date of actual attendance. If a student does not start classes, all tuition paid will be refunded. Refunds will be computed as follows:

Withdrawal during first week . . .
Amount retained by school \$350.00.

Withdrawal after first week but within 25% of course . . . School retains 25% of total tuition plus \$150.00.

Withdrawal after 25% but within 50% of course . . . School retains 50% of tuition plus \$150.00.

Withdrawal after 50% of course . . .
School retains 100% of tuition.

For courses longer than 1 year (12 months) in length, the cancellation and settlement policy shall apply to the stated course price attributable to each school year.

All of the stated course price attributable to the period beyond the first year will be refunded when the student terminates during the first year.

All monies due the applicant or student shall be refunded within 30 days after cancellation or termination.

Refunds to students eligible to receive benefits under the G.I. Bill will be computed in accordance with applicable refund provisions.

Books and Supplies:

The cost of books and supplies is included in tuition.

Electronics

The electronics industry is one of the fastest growing fields today. Employment opportunities in electronics are exceptionally good. The American Electronics Association estimates its members alone will need 48,000 additional technicians by 1985. Advances in technology steadily create additional jobs and opportunities for advancement in this field.

National Education Centers' Electronics Programs provide the students with knowledge and skills necessary to gain employment as Electronic Technicians. Modern training methods and equipment provide the students with the background needed to keep pace with exciting changes taking place in this field. National Education Centers' Electronics Programs include ample "hands on" training on state-of-the-art equipment.

Students learn to use meters, oscilloscopes, signal function generators, analog, digital and microprocessor trainers and computers in the course of instruction.

Average class size is 35 students.

Electronics

EQUIPMENT LIST

- 45 Single Trace Oscilloscopes
- 30 Volt-Ohm Meters
- 30 Direct Current Power Supplies
- 15 Audio Generators
- 15 Audio Frequency/Radio Frequency Generators
- 15 Function Generators
- 15 Dual Power Supplies
- 15 Digital Electronic Training Devices
- 30 Dual Trace Oscilloscopes
- 15 Pulse Generators
- 15 Logic Probes
- 15 Microprocessor Training Devices

Specialized training devices suited to optional areas of specialization selected by individual schools.

POOL EQUIPMENT

- 4 Digital Voltmeters
- 1 Logic Analyzer
- 2 Frequency Counters

Electronics (Continued)

ELECTRONICS TECHNOLOGY— Diploma Program

OBJECTIVE:

This program provides students with the skills and knowledge needed to gain entry-level employment as electronic technicians. At the completion of this program, students will be able to use test equipment to analyze, design, or repair electronic circuits.

Students will learn the fundamentals of AC and DC electricity, solid state electronics, digital electronics and microprocessor technology. Students will specialize in Electronic Engineering Technology. Other areas of specialization such as Computer and Industrial Electronics are available at selected schools.

| | | QUARTER CREDITS |
|-----|---|--------------------|
| EL1 | Introduction to Electronics | |
| | Human Motivation 101 | 3 |
| | Electronics Lab 102 | 5 |
| | Electronics Theory 103 | 7 |
| EL2 | Basic Electricity & Electronics | |
| | Electronics Theory 111 | 7 |
| | Electronics Lab 112 | 5 |
| | Applied Mathematics 113 | 3 |
| EL3 | Semiconductors: Circuits & Devices | |
| | Electronics Theory 121 | 8 |
| | Electronics Lab 122 | 4 |
| | Applied Mathematics 123 | 2 |
| | Technical Drawing Lab 124 | 1 |
| EL4 | Microelectronics: Devices & Applications | |
| | Electronics Theory 131 | 8 |
| | Electronics Lab 132 | 5 |
| | Technical Writing 133 | 2 |
| EL5 | Digital Circuits & Devices | |
| | Electronics Theory 241 | 5 |
| | Electronics Lab 242 | 5 |
| | Applied Mathematics 243 | 5 |
| EL6 | Microprocessor Technology | |
| | Electronics Theory 251 | 9 |
| | Electronics Lab 252 | 5 |
| | Applied Mathematics 253 | 1 |
| EL7 | Electronics Engineering Technology | |
| | Electronics Theory 261 | 8 |
| | Electronics Lab 262 | 5 |
| | Professional Career Development 263 | 2 |
| | | <hr/> |
| | | 105 |

Upon successful completion of all areas of the 21 month program, a Diploma will be awarded.

High School Honors Program (HSH)

Objective: This program was designed to give high school seniors the opportunity to start their training in electronics while still attending high school. Meeting on Saturdays, the students will have the opportunity to experience the same labs and lectures that are offered in our full-time resident programs. Since the program is offered part-time, it will be assumed that the students have the necessary time outside of class to complete the assigned homework.

Upon successful completion of this course, a student may advance up to two quarters of training in the Electronic Engineering Technology program, provided that he or she can demonstrate the necessary math proficiency. Additional math lessons will be issued to help prepare the students for this course of study.

In order to qualify for enrollment, an applicant should be maintaining a "B" average in his/her high school work and present a letter of recommendation from their high school counselor or Industrial Arts instructor.

| Course | Weeks | Contact Hours |
|------------------------------------|--------------|----------------------|
| TL100— Basic Electronic Principles | 12 | 44 |
| TL101— Electronic Circuit Concepts | <u>12</u> | <u>44</u> |
| Totals | 24 | 88 |

Upon successful completion of this 6 month (88 clock hour) program, a certificate will be awarded.

Business Administration Programs

Business administrators are today's leaders. A career in business administration is multi-faceted. Opportunities can be found in many areas—banking, insurance, finance, accounting, information systems, marketing, management, government.

National Education Centers' programs are twofold in design. They emphasize those important core courses needed by all administrators and then allow students the opportunity to specialize in Accounting, Information Systems, or Management.

It is our goal to graduate well-qualified, highly-trained executives who can assume their respective roles in society and business.

Average class size is 30 students.

Business Administration Equipment List

IBM Personal Computers

- 2 Double-sided, double-density disc drives with 320K capacity each
- Monochrome Display
- 256K Internal Memory

Printers

- IBM Dot Matrix Printers
- NEC 7730 Letter-Quality Printer

IBM System 34—Mini Computer System

- That supports BASIC, COBOL, + RPG II
 - 15 Terminals
 - IBM Impact Printer
- IBM Selectric Typewriters
Calculators

Information Systems Management (Continued)

Information Systems Management

The computer has become an integral part of our lives. We find that technical and managerial skills in data processing are needed in almost every industry. All information systems require specialized workers to complete the many and varied tasks involved in computer operations.

National Education Centers' Information Systems program provides up-to-

date technical training in programming, systems design and analysis, accounting, and management in order to train its graduates for entry-level positions in this dynamic, growing field.

An Associate of Specialized Business Degree is conferred upon successful completion of all areas of the 18-month program.

| Course # | Course Titles | Quarter Credits |
|----------|-------------------------------------|-----------------|
| BE101 | Introduction to Business | 5.0 |
| AC101 | Principles of Accounting I | 3.75 |
| AC102 | Principles of Accounting II | 3.75 |
| AC103 | Principles of Accounting III | 3.75 |
| AD104 | Principles of Accounting | 3.75 |
| BE105 | Economics | 5.0 |
| BE104 | Principles of Management I | 5.0 |
| BE205 | Principles of Management II* | 5.0 |
| AC211 | Federal Income Tax | 3.75 |
| AC210 | Cost Accounting I* | 3.75 |
| AC213 | Cost Accounting II* | 3.75 |
| IS101 | Introduction to Information Systems | 5.0 |
| IS102 | Programming in BASIC | 3.75 |
| SS103 | Keyboarding | 2.5 |
| IS203 | RPG II Programming | 3.75 |
| IS202 | COBOL Programming | 7.5 |
| IS204 | Systems Design & Analysis | 3.75 |
| BE107 | Salesmanship* | 5.0 |
| BE102 | Business Mathematics I* | 3.75 |
| LS101 | Business Law | 5.0 |
| BE106 | Principles of Marketing* | 5.0 |
| | General Education Requirements | |
| GE101 | Human Motivation | 5.0 |
| GE102 | English I | 5.0 |
| GE103 | English II | 5.0 |
| GE104 | Speech | 5.0 |
| GE201 | Professional Career Development | 5.0 |
| | TOTALS | 120.00 |

Secretarial Science Programs

Competent, highly-skilled professional secretaries are in high demand in today's business world. The diverse responsibilities and challenges of their jobs make them an indispensable part of the management team.

National Education Centers' programs are designed to expose the student to as many aspects of the business world as is possible within the academic setting and to have the student attain proficiency in both technical and administrative skills.

It is our goal to graduate well-qualified and highly-trained executive secretaries, legal secretaries and administrative assistants who can assume responsible positions in business, industry and government.

Average class size is 30 students.

Secretarial Science Equipment List

IBM Personal Computers

- 2 Double-sided, double-density disc drives with 320K capacity each
- Monochrome Display
- 256K Internal Memory

Printers

- IBM Dot Matrix Printers
- NEC 7730 Letter-Quality Printer

IBM Displaywriter (256K)

- Selectric-Type Keyboards
 - Letter-Quality Printer
- IBM Selectric Typewriters
Calculators
Transcribers
Exxon Quix Typewriter

Secretarial Sciences (Continued)

Secretarial Science

Diploma Program

Competent secretaries are in high demand in today's business world. The diverse responsibilities and challenges of their jobs make them an indispensable part of the management team.

National Education Center's programs are designed to provide the student with both the technical and administrative skills necessary to assume an entry level position in the business community upon graduation.

| Course # | Course Titles | Quarter Credits |
|----------|---------------------------------|-----------------|
| SS101 | Typing I (Beginning) | 2.5 |
| GE101 | Human Motivation | 5.0 |
| GE102 | English I | 5.0 |
| BE102 | Business Mathematics | 3.75 |
| SS110 | Shorthand I (Beginning) | 2.5 |
| SS102 | Typing II (Intermediate) | 2.5 |
| SS202 | Word/Information Processing I | 3.75 |
| GE103 | English II | 5.0 |
| SS111 | Shorthand II (Intermediate) | 2.5 |
| SS220 | Secretarial Office Procedures | 3.75 |
| SS203 | Word/Information Processing II | 3.75 |
| BE103 | Business Correspondence | 3.75 |
| SS210 | Shorthand III (Advanced) | 2.5 |
| SS222 | Office Machines | 2.5 |
| GE201 | Professional Career Development | 5.0 |
| TOTALS | | 53.75 |

Secretarial Sciences (Continued)

*Legal Secretary

Diploma Program

The legal profession is one of the most interesting and varied of all the professions. Competent, well-qualified legal secretaries are an essential component in this profession.

National Education Center's legal program prepares its graduates for entry-

level employment with corporate legal departments, attorneys, judges, insurance companies, government agencies and many others.

A diploma is awarded upon successful completion of all areas of the 12 month program.

| Course # | Course Titles | Quarter Credits |
|----------|---|-----------------|
| LS201 | Legal Office Procedures | 3.75 |
| LS101 | Business Law | 5.0 |
| LS102 | Legal Terminology, Documentation & Procedures | 10.0 |
| SS201 | Typing III (Advanced) Legal | 2.5 |
| TOTALS | | 20.25 |

*Executive Secretary

Diploma Program

The executive secretary in today's office is a well-trained professional whose position involves the technical skills of shorthand, typing, and word processing and the nontechnical skills of exercising initiative and working with people.

National Education Center's program includes courses which provide its graduates with the skills needed to secure entry-level secretarial positions in the executive office.

A diploma is awarded upon successful completion of all areas of the 12 month program.

| Course # | Course Titles | Quarter Credits |
|----------|-----------------------------|-----------------|
| SS221 | Executive Office Procedures | 3.75 |
| AC101 | Principles of Accounting I | 3.75 |
| LS101 | Business Law | 5.0 |
| SS201 | Typing III (Advanced) | 2.5 |
| | Business Elective | 2.5/5.0 |
| TOTALS | | 17.5/20.0 |

**Successful completion of the 9 month Secretarial Program is a prerequisite for the Legal Secretary and Executive Secretary Diploma Programs.*

Course Descriptions

Accounting

AC101 Principles of Accounting I 3.75 Credits

This course introduces basic accounting principles. Through the recording of transactions of a single proprietorship, the students obtain an understanding of the accounting cycle.

Prerequisite: None

AC102 Principles of Accounting II 3.75 Credits

A continuation of principles with an emphasis on partnership accounting.

Prerequisite: AC101

AC103 Principles of Accounting III 3.75 Credits

A continuation of principles with an emphasis on accounting for corporations.

Prerequisite: AC102

AC104 Accounting & Information Systems 3.75 Credits

This course integrates information system concepts into the basic accounting process. Actual computer-based information systems are included.

Prerequisite: AC103

AC210 Cost Accounting I 3.75 Credits

Covers the theory of job order cost accounting by elements—labor, materials, overhead, inventory control, job-lots, standard control systems, performance reports, and cost in management decisions.

Prerequisite: AC103

AC211 Federal Income Tax 3.75 Credits

Practical study emphasizes the underlying principles of the Internal Revenue Code, the practical application of its tax rules to the preparation of income tax returns and the application of accounting procedures to tax matters.

Prerequisite: AC103

AC213 Cost Accounting II 3.75 Credits

Process cost accounting principles are applied to the problems of a manufacturing business, including cost planning and budgeting, cost controls, and other cost accounting procedures. Students complete problem work during class time and as assignments.

Prerequisite: AC210

Business Education

BE101 Introduction to Business 5.0 Credits

Designed to introduce the students to the world of business.

Prerequisite: None

BE102 Business Mathematics 3.75 Credits

A review of fundamental mathematical operations and techniques to develop speed and accuracy on a calculator. Through the use of equations and formulas, students apply concepts to solve a variety of business related problems.

Prerequisite: None

BE103 Business Correspondence 3.75 Credits

The student learns to develop writing power through proper sentence structure and use of advanced writing techniques.

Prerequisite: GE103

BE104 Principles of Management I 5.0 Credits

The course surveys the major approaches to management theory and the basic functions of management.

Prerequisite: BE101

BE105 Economics I 5.0 Credits

An introductory course presenting principles and problems of microeconomics and macroeconomics.

Prerequisite: None

BE106 Principles of Marketing 5.0 Credits

The basic concepts of marketing and its universal functions are examined in addition to the role of buyers and the social issues involved in the marketing process.

Prerequisite: None

BE107 Salesmanship 5.0 Credits

This course develops skill in salesmanship by analyzing the principal phases of a sale. Buying behavior, communicating with buyers, and the principles and practices of professional selling are explored. This type of study shows how selling benefits the economy and what a professional should expect from a career in selling and sales management.

Course Descriptions (Continued)

BE205 Principles of Management

5.0 Credits

The basic functions of management include planning, organizing, staffing, directing, controlling, solving problems, and making decisions. This course views the behavioral sciences and the key components of organizational behavior.

Prerequisite: BE104

Electronics

Human Motivation 101 3.0 Credits

This course is designed to help the student enter the academic setting by identifying thinking and study skills, personal characteristics, and patterns of human interaction. It introduces the student to the field of electronics through information gathering and presentation of specific employment opportunities.

Electronics Lab 102 5.0 Credits

A review of basic math skills. Included are fractions, decimals, percents, signed numbers, roots and exponents and basic equations.

Electronics Theory 103 7.0 Credits

This course is designed to be a general survey of the field of electronics, the tools used by technicians, notations and conversion of units, schematic representations, and sources of electricity. Special emphasis is placed on reinforcing the math skills presented in Electronics Lab 102.

Electronics Theory 111 7.0 Credits

A study of the principles of direct and alternating current. Included are the effects resistors, capacitors and inductors have on voltage, current and power when used in various circuits.

Electronics Lab 112 5.0 Credits

Students become familiar with and use tools and test equipment to construct and analyze basic electrical and electronic circuits. Personal safety and the proper use of tools and equipment is stressed. The equipment used in this course includes: soldering iron - pencil type, "breadboards", multimeter (volt-ohm-milliammeter), oscilloscope, and power supply.

Applied Mathematics 113 3.0 Credits

A review of basic mathematics as applied to the laws and formulas used in electronics. Students become proficient in the use of a scientific calculator to complete electronic formulas.

Electronics Theory 121 8.0 Credits

A comprehensive study of solid state principles and circuits. The students are introduced to diodes, transistors and other solid state electronic devices and learn how resistors, capacitors, conductors, rectifiers, amplifiers and oscillators work together to control electrical current. Basic power supply and amplifier circuits are also studied.

Electronics Lab 122 4.0 Credits

Circuit analysis and troubleshooting techniques are learned in the construction and calibration of a radio receiver. Students learn to read and draw electronic symbols (schematics). The equipment used includes soldering iron - pencil type, solderless prototype boards (breadboards), scientific calculator, multimeter (VOM-volt-ohm-milliammeter), oscilloscope, power supply, alternating current power source, RF signal generator, transistor radio receiver kit and drawing set.

Applied Mathematics 123 2.0 Credits

Students review and use the basics of algebra to solve electronic equations. Logarithms and vector additions are used to understand and analyze the operation of electronic components and circuits.

Technical Drawing Lab 124 1.0 Credit

Students learn to read and draw electronic symbols (schematics), and draw electronic circuit and block diagrams.

Electronics Theory 131 8.0 Credits

This course is an introduction to the field of miniature electronics made possible by the development of integrated circuits. The difference between discrete components and integrated circuits and how this allows the size of complex electronic circuits to be greatly reduced is studied. This course also serves as a transition between analog and digital electronics.

Course Descriptions (Continued)

Electronics Lab 132 5.0 Credits

Students study the construction and operation of various specialized microelectronic devices. The equipment used includes soldering iron—pencil type, solderless prototype boards (breadboards), scientific calculator, multimeter (VOM-volt-ohm-milliammeter), dual trace oscilloscope, direct current power supply, and analog/digital electronics trainer.

Technical Writing 133 2.0 Credits

Students learn to organize and write comprehensive lab reports using proper sentence structure and grammar.

Electronics Theory 241 5.0 Credits

A study of digital electronics including the construction and operation of digital electronic circuits and devices, binary math, logic gates, multi-vibrators, flip-flop, shift registers and LED displays. Digital analog and analog-to-digital conversion are also covered.

Electronics Lab 242 5.0 Credits

Digital electronic circuits are constructed, studied and analyzed on a specialized training device. Equipment used includes direct current power supply, dual trace oscilloscope and analog/digital electronics trainer.

Applied Mathematics 243 5.0 Credits

A study of the specialized math related to digital electronics including numbering systems, Boolean algebra and Karnaugh mapping.

Electronics Theory 251 9.0 Credits

Microprocessors are the key elements in modern computers. Advances in microprocessor technology have allowed computers to become smaller, faster and more efficient. Students explore the theory, construction, and operation of microprocessors, and as a microprocessor is a programmable logic device, students learn introduction to programming in machine and basic languages. Microprocessor applications other than to computers are also studied.

Electronics Lab 252 5.0 Credits

Students learn the operation of microprocessors by conducting experiments on a Motorola 6800 series microprocessor trainer. Equipment used is a dual trace oscilloscope in addition to microprocessor trainer.

Applied Mathematics 253 1.0 Credit

A study of the principles of mathematics that apply to microprocessor and computer applications.

Electronics Theory 261 8.0 Credits

This course is an introduction to electronic engineering technology as an area of specialization. Electronic engineering technicians assist the engineer and serve as an intermediary between the engineer and the craftsman who builds the product.

Electronics Lab 262 5.0 Credits

Fundamental design techniques are studied and used to complete a final design project. The use of a microcomputer as a design tool is also studied.

Professional Career Development 263

2.0 Credits

Students learn to make effective oral and written presentations. Students also learn to properly complete letters of application, resumes, follow up and "thank-you" letters in preparation for seeking employment.

Course Descriptions (Continued)

High School Honors Program (HSH)

Basic Electronics Principles TL100

A study of the fundamental principles of electrical conduction, which includes the effects of series and parallel resistors, capacitors and inductors on voltage. Current and power is accomplished by exploring the following topics: generation of electricity, units and symbols, electrical laws, series and parallel circuits, measuring equipment, fundamentals of AC and oscilloscopes, inductance, capacitance, reactance, resonance, power supplies, electronic systems concepts, and soldering techniques. Basic AC and DC circuits will be constructed in lab as the student learns to use multimeters, oscilloscopes, and other test equipment. Some of the electrical principles studied in this quarter will be illustrated by the study of the automotive electrical system.

Electronic Circuit Concepts TL101

A comprehensive study of solid state principles and circuits which includes the static and dynamic characteristics of low and high frequency amplifiers. The function and operation of basic circuits is studied through the following topics: solid state principles, audio amplifiers, detectors, automatic gain control schemes, filter circuits, RF amplifiers, oscillators, signal tracing and electronic devices, FETS, regulated power supplies, specialized solid state devices, blocking oscillators and multivibrators, and vacuum tubes. A solid state superheterodyne receiver is constructed during lab which allows the student to test and examine many of the circuits discussed in theory. Signal generators, VOMs, oscilloscopes and other test equipment are utilized in the construction and testing of the receiver.

General Education

GE101 Human Motivation 5.0 Credits
This course explores the idea that personal development and social responsibility are important to the individual seeking successful personal and professional achievement. Topics include individual awareness, self-motivation, personal development, professional development, motivational ethics, time management, effective study techniques.

Prerequisite: None

GE102 English I 5.0 Credits

This course is to help students communicate more effectively. Students will develop an understanding of and the ability to work with the components of the communication process.

Prerequisite: None

GE103 English II 5.0 Credits

The study of the communication process continued.

Prerequisite: GE102

GE104 Speech 5.0 Credits

This course emphasizes the importance of oral communication in our society and in our lives.

Prerequisite: None

GE201 Professional Career Development 5.0 Credits

This course is offered in the last quarter of a student's program. Its focus is on human relations in the organizational structure. Of importance to the student is the method of achieving career success in such areas as job hunting, resume preparation, interviews, career goals, employment expectations.

Prerequisite: None

Information Systems

IS101 Introduction to Information Systems 5.0 Credits

A non-technical course that provides an introduction to computers and data processing.

Prerequisite: None

Course Descriptions (Continued)

IS102 Programming in BASIC 3.75 Credits

This course teaches the elementary steps in programming in BASIC involving hands-on experience with the computer in problem solving.

Prerequisite: IS101

IS201 Programming in Advanced BASIC 3.75 Credits

A continuation of Programming in BASIC. Students will work on multidimensional tables, functions, transaction-oriented systems, project sorting, and creating and maintaining files.

Prerequisite: IS102

IS202 COBOL Programming 7.5 Credits

Students learn to efficiently use the COBOL language to solve problems of reasonable complexity.

Prerequisite: IS101

IS203 RPG II Programming 3.75 Credits

The student studies in detail the programming techniques necessary to generate computer programs through the functions and applications of the RPG II language.

Prerequisite: IS101

IS204 Systems Design & Analysis I 5.0 Credits

Students will learn methodologies for the development of computerized problems including structure design concepts, top-down program development, testing and debugging approach and structured walk-throughs.

Prerequisite: IS102

SS103 Keyboarding 2.5 Credits

The purpose of this course is to develop basic keyboarding skills that will enable the student to function efficiently on a computer terminal.

Prerequisite: None

Legal

LS101 Business Law 5.0 Credits

The various facets of law as applied to the business world are presented. Topics include law and the judicial system, contracts, the Uniform Commercial Code, personal property, agency, and government and business.

Prerequisite: None

LS102 Legal Terminology, Documentation & Procedures 5.0 Credits

The language of law is unique. Students learn to understand and use this technical vocabulary through practical application. The course also includes ethics, procedures common to litigation, family law, probate, landlord and tenant, corporation, criminal law, adoptions, and legal documentation.

Prerequisite: LS101

LS201 Legal Office Procedures 3.75 Credits

This course is the culmination of the student's legal program. Students have the opportunity to use the legal skills acquired in previous courses through practical application.

Prerequisite: SS220

Secretarial Sciences

SS101 Typing I (Beginning) 2.5 Credits

Objectives of this course are to develop touch control of the keyboard and proper typing techniques to provide practice in applying those techniques to the production of letters, tables, reports, etc. A minimum speed of 30 WPM is the speed goal.

Prerequisite: None

SS102 Typing II (Intermediate) 2.5 Credits

Continued development of basic typing skills and emphasis on production of various kinds of business correspondence, tabulations, manuscripts and forms from unarranged and rough-draft copy sources. Minimum speed of 40 WPM is the speed goal.

Prerequisite: SS101

SS110 Shorthand I (Beginning) 2.5 Credits

This course is a presentation of basic shorthand theory as well the basic elements of dictation, transcription, and the non-shorthand elements of transcription.

Prerequisite: None

Course Descriptions (Continued)

SS111 Shorthand II (Intermediate)

2.5 Credits

Theory principles are reviewed in order to increase word building, phrasing power, transcription, punctuation, word usage and typing style. Minimum speed of 50 WPM is the speed goal.

Prerequisite: SS110

SS201 Typing III (Advanced)

2.5 Credits

Refinement of speed and accuracy skills with heavy focus on production of a wide variety of business communications. Minimum speed of 50 WPM is the speed goal.

Prerequisite: SS102

SS202 Word/Information Processing I*

3.75 Credits

Introduction to information processing, its implications, and its impact on business and society.

Prerequisite: SS201

SS203 Word/Information Processing II*

3.75 Credits

A continuation of Word/Information Processing I. Careers, technology and applications are featured throughout the course.

Prerequisite: SS202

*Hands-on experience on equipment is an integral part of the course.

SS210 Shorthand III (Advanced)

2.5 Credits

Students are trained to produce mailable correspondence. Dictation skills are integrated with spelling, vocabulary, and the mechanics of English. Minimum speed of 60 WPM is the speed goal.

Prerequisite: SSS111

SS220 Secretarial Office Procedures

3.75 Credits

This course deals with the multidisciplinary characteristics of secretarial positions, the changing office environment and career self-fulfillment.

Prerequisite: None

SS221 Executive Office Procedures

3.75 Credits

Practical application of problems confronting the executive secretary in the office environment.

Prerequisite: SS220

SS222 Office Machines

2.5 Credits

This course is designed to give students extensive experience operating transcription equipment.

Prerequisite: SS102

Administration

William Murtagh
Director

Arvey Andrews
Education Director

Alan Lindsay
Admissions Director

Sara Zarzycki
Business Manager

Carol Prom
Financial Aid Director

Jean Lessien
Placement Director

Officers of NEC, Inc.

Robert E. Dowdell
Chairman of the Board & President

Ronald L. Detrick
Vice President—Education

Jack Larson
Vice President—Marketing

John Lavery
Assistant Treasurer

Board of Directors

Robert E. Dowdell
Chairman of the Board

J. W. Cwiertnia

Jeffrey A. Brill

National Education Centers

Affiliated Institutions:
National Education Center—
Bryman Campus Located In:

Anaheim, CA
Canoga Park, CA
Chicago, IL (Extension)
Long Beach, CA
Los Angeles, CA
Phoenix, AZ
Rosemead, CA
San Francisco, CA
San Jose, CA
Torrance, CA
Atlanta, GA
Houston, TX
Brookline, MA
East Brunswick, NJ
Oak Park, IL

National Education Center—
National Institute of
Technology Campus Located In:

Anaheim, CA
Cross Lanes, WV
Cuyahoga Falls, OH
East Detroit, MI (Branch)
West Des Moines, IA
Homewood, AL
Dallas, TX
Universal City, TX
Livonia, MI
Wyoming, MI

National Education Center—
Sawyer Campus Located in:

Los Angeles, CA
Sacramento, CA

National Education Center—
Allentown Business School Campus,
Allentown, PA

National Education Center—
Vale Technical Institute Campus,
Blairsville, PA

National Education Center—
Thompson Institute Campus,
Philadelphia, PA (Branch)

National Education Center—
Kentucky College of
Technology Campus,
Louisville, KY

National Education Center—
RETS Campus,
Nutley, NJ

National Education Center—
Kansas City Business College Campus,
Kansas City, MO

National Education Center—
Brown Institute Campus,
Minneapolis, MN

National Education Center—
Bauder College Campus,
Fl. Lauderdale, FL

National Education Center—
Arkansas College of Technology Campus
Little Rock, AR

National Education Center—
Tampa Technical Institute Campus,
Tampa, FL

National Education Center—
Spartan School of Aeronautics Campus
Tulsa, OK

National Education Center—
Arizona Automotive Institute Campus,
Glendale, AZ

National Education Center—
Skadron College of Business Campus,
San Bernardino, CA

National Education Center—
Rhode Island Trades Shops
School Campus,
Providence, RI

The following schools are accredited by
the Accrediting Commission of the
Association of Independent Colleges &
Schools:

National Education Center—
Allentown Business School Campus

National Education Center—
Thompson Institute Campus,
Philadelphia & Harrisburg

National Education Center—
Kansas City Business College Campus

National Education Center—
Sawyer Campus
Los Angeles & Sacramento

The remainder of the affiliated schools
are accredited by the Accrediting Com-
mission of the National Association of
Trade & Technical Schools.

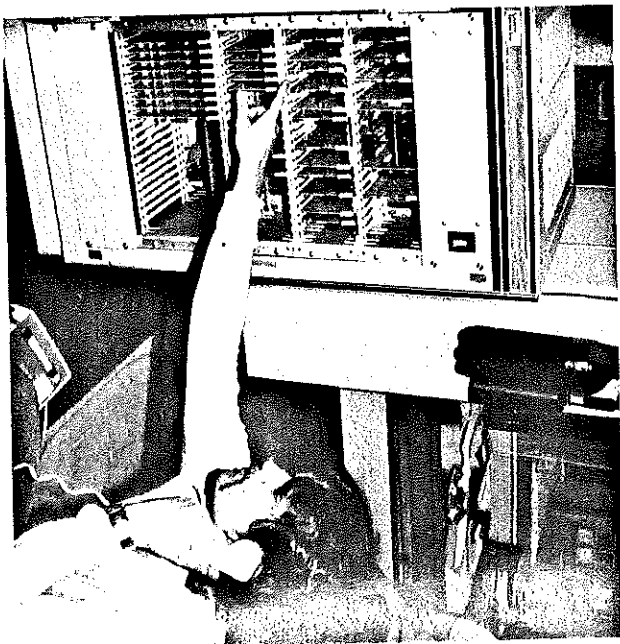
PROBATION

A student may be placed on probation for poor grades or unsatisfactory attendance. If a student receives a final grade in any subject below a C, he will be placed on probation for the following quarter. Also, if a student has attendance below the 90% standard in a quarter, he will be placed on probation for the following quarter. To remove on probationary status, the student must attain at least a C in all subjects if the probation is on academic grounds. He cannot miss more than 10% of scheduled class time and must make up all required missed time from the prior violation.

A student who does not remove his probation as specified will be interrupted and required to recycle.

SUBJECT FAILURES

A student who fails any subject in any quarter will not be permitted to enter the next quarter of training. Under these conditions, the student will be required to repeat the quarter of training failed (see repeat time). Any student who receives a grade of INC (incomplete) for any subject in any quarter of training may be allowed to continue training on probation, provided arrangements are made to remove the incomplete grade within a reasonable period of time.





REPEAT TIME

A student who elects or is required to repeat a quarter of training for academic or attendance reasons will be required to sign a new enrollment agreement reflecting the tuition rates being paid by the class being joined. Tuition is required to be paid during repeat time; however, the student will not be charged for more than the number of quarters in the course, regardless of the number of quarters required for completion. Should a student terminate during the training program, tuition paid during repeat time is non-refundable. While repeating, the student must pass all subjects and maintain at least 90% attendance, regardless of his original grades or attendance record. No student will be allowed to repeat the same quarter more than once.

GRADUATION REQUIREMENTS

To graduate, a student must complete each subject in every quarter with a D or better grade and maintain a 90% attendance record. Students satisfactorily completing their course will receive a diploma upon graduation.

TRANSFER OF CREDIT

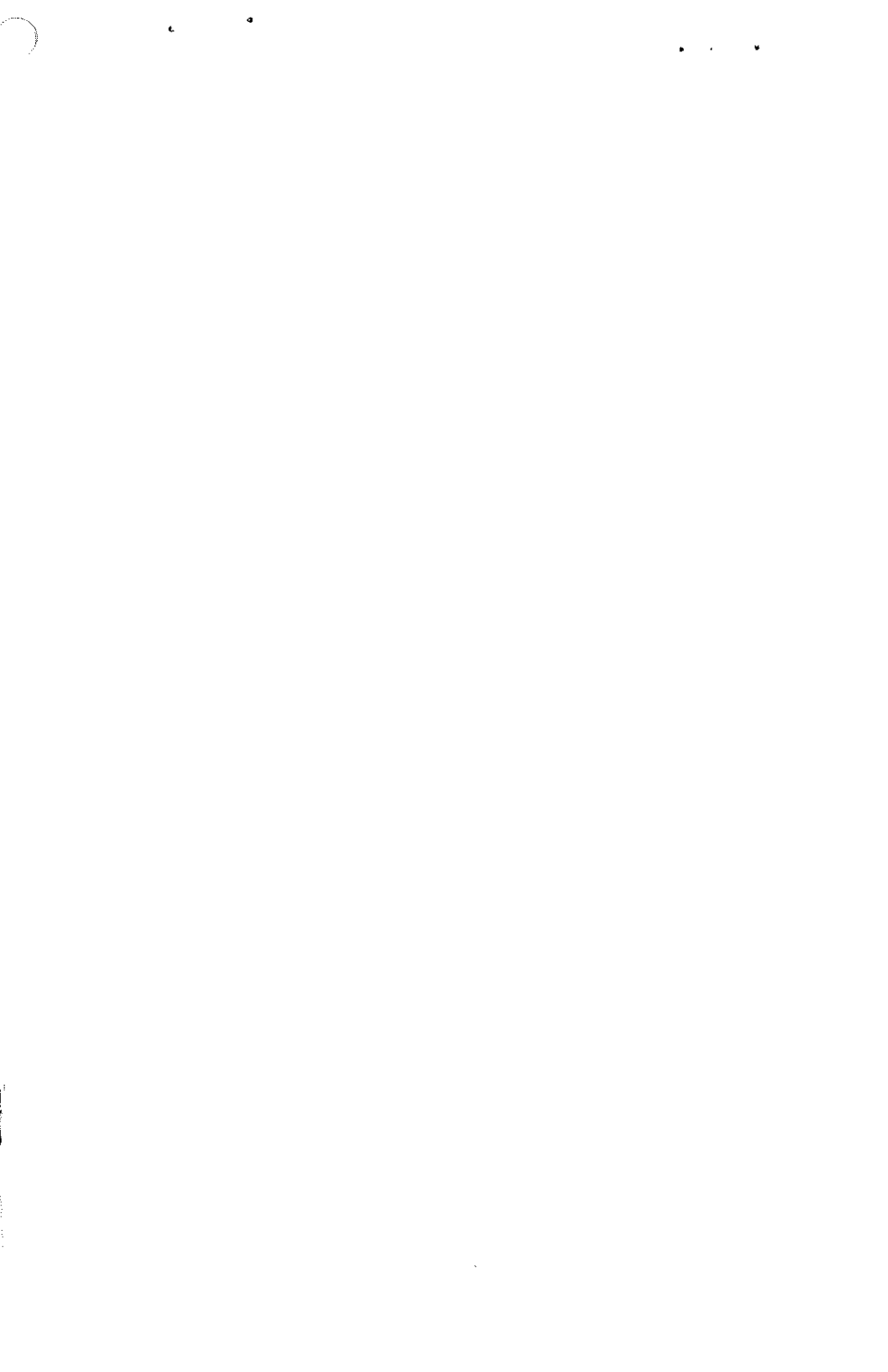
Many four year colleges accept our credits toward their Bachelors Degree Programs. Contact the education office for information on a particular school.

TRANSCRIPTS

One transcript is provided at no charge during the first six months after graduation. Transcripts requested at other times are assessed an administrative fee of three dollars for a single transcript and one dollar each for additional transcripts ordered at the same time.

TRANSFER FEE

Transfers are permitted between sections on a space available basis. There is an administrative fee of fifteen dollars payable upon approval of the transfer request.



Leaders in Vocational Training

National Education Centers have been providing comprehensive vocation training that is responsive to the changing needs of business and industry for more than 30 years.

To keep up with the pace of an increasingly sophisticated world, National Education offers hands-on instruction that uses the same technology and equipment found in today's workplace. Courses are continually updated to meet current employment requirements. At National Education, you will learn the valuable technical skills that can help place you in the job of your choice after graduation.

More than 40 campuses located in 20 states offer training in fields ranging from health care, secretarial sciences and electronics to business administration and computer science. Whichever field you have selected, National Education can teach you the skills you need to succeed.



**National
Education
Center**

