

1990-1991

Livonia MI

School Catalog



National
Education
Centers

**A Nationwide
Network Dedicated
To Quality Training
For Today's Job
Market.**

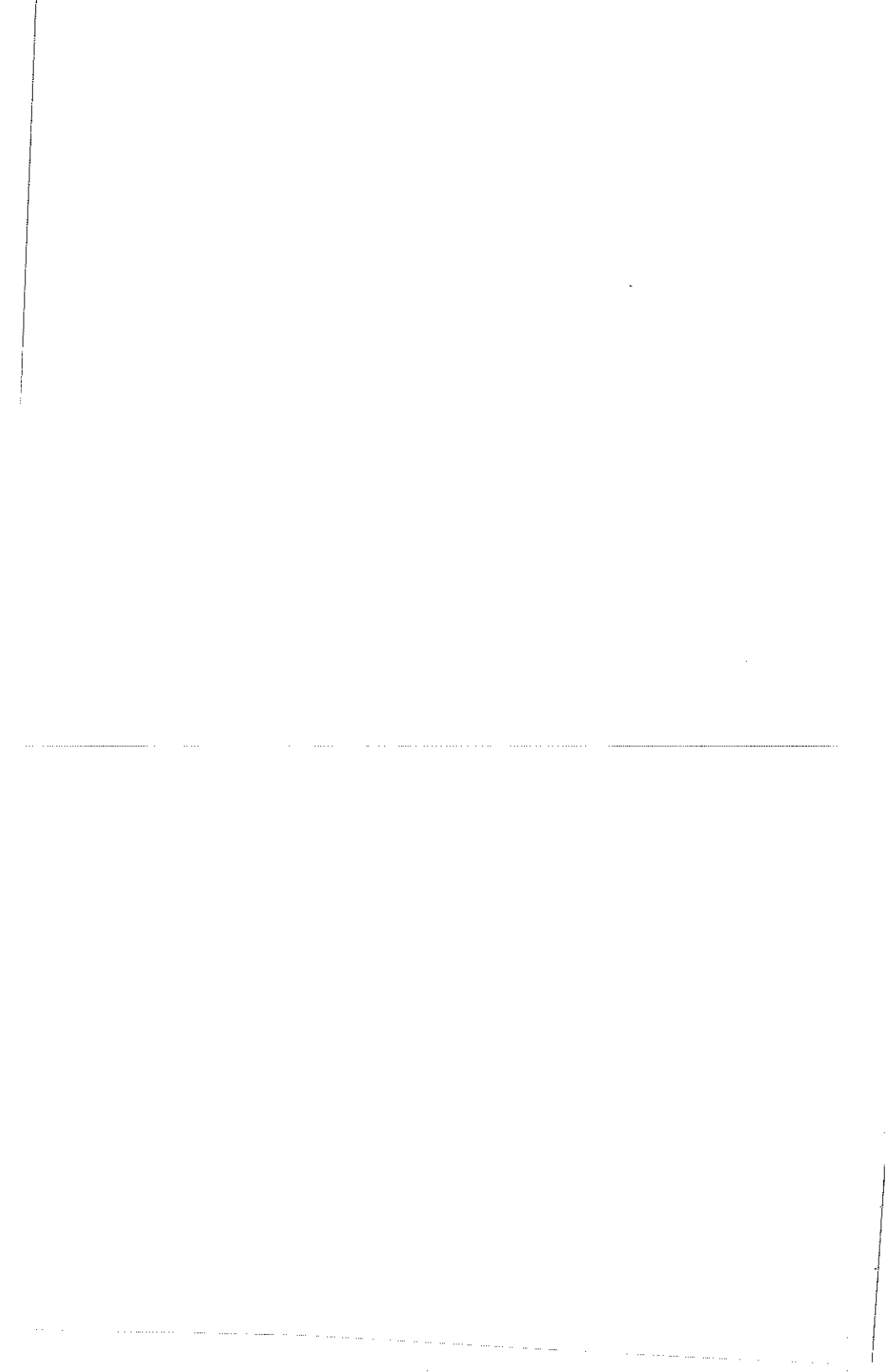


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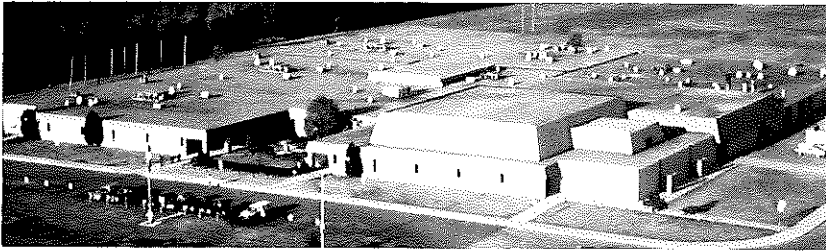
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NATIONAL EDUCATION CENTER

National Institute of Technology Campus
18000 Newburgh Road
Livonia, Michigan 48152
313/464-7387

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About National Education Centers



National Education Center, National Institute of Technology Campus, is part of the nationwide operation of National Education Centers, Inc.; a subsidiary of 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 Irvine, 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, National Institute of Technology Campus.

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 ample 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.

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 Perkins Loan.
- Eligible institution for Stafford Student Loan Program, Supplemental Education Opportunity Grant and PELL Grant Programs.
- Provides training services for the State Department of Vocational Rehabilitation.

Admissions Policy

The school shall require for admission into its diploma or certificate programs a high school diploma, recognized equivalency certificate or qualify under the Ability-to-Benefit provision. A nationally-recognized, standardized test will be administered to all applicants at the time of enrollment. The results of this test will determine the applicant's entrance and placement in the educational program.

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 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 and 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.
- Complete the Admissions Test.
- Payment of the Registration Fee.

Acceptance by the School

Once the completed Enrollment Agreement and items mentioned above have been submitted, the school reviews the Application 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, vandalism of the school property or equipment, 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.

Dress Code

The purpose of our school is to give students training which will enable them to obtain jobs in their chosen fields. Since we have many employers who visit the school in order 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.

Because you will be working with a variety of office and/or industrial equipment in your program, certain items of clothing such as sandals, thongs, bare midriffs, bra-tops, cut-offs and shorts are not acceptable for classroom wear due to safety considerations. A student's clothing and appearance must be acceptable to the Education Department.

Excessive abuse of the dress code will result in the student being placed on probation. The student will be removed from probation only if, in the opinion of the School Director, the student demonstrates adherence to the school dress code. Continued infractions of the dress code may result in the student being terminated by the school. If terminated, the student may re-enter the following quarter with permission of the School Director.

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 contact 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 two clock hours per week for a 12 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 Policy

Satisfactory Student Attendance is established when the student is present in his/her assigned classroom for at least 80% of the scheduled contact time of any course, quarter or module.

If the student is not present for at least 80% of the scheduled contact time of any course, quarter or module, then Satisfactory Student Attendance has not been established.

If Satisfactory Student Attendance has not been maintained for a schedule course, quarter or module, then the student receives a grade of "F" and he/she must repeat that scheduled course, quarter, or module.

National Education Center - Livonia Campus does not permit a student to "Make-up" absences which have been accrued on his/her attendance record.

Rules and Regulations (Continued)

Tardiness Policy

If a student is tardy to class or if he/she leaves class early on four different occasions, then the student will accrue one absence on his/her attendance record.

Leave of Absence Policy

A student who is actively enrolled in a NEC training program may be granted one Leave of Absence (L.O.A.) for certain specific and acceptable purposes, per academic year.

The granted Leave of Absence should be of a reasonable duration and cannot exceed the length of one grading period.

The student's written request for Leave of Absence, properly approved, dated, and signed by both the student and either the School Director, Educational Director or appropriate Department Head, will be maintained in the student's files.

There are only two types of authorized Leaves of Absence: Ordinary Leave of Absence and Medical Leave of Absence. An Ordinary Leave of Absence is granted for either military or mandatory civic duties. A Medical Leave of Absence is granted for documented medical reasons such as serious illness, required surgery, and temporary disabilities (including pregnancy disability). All requests for a Medical LOA must be accompanied by a written recommendation or prescription from the student's personal physician.

If the length of the granted LOA is such that Satisfactory Student Attendance cannot possibly be maintained during the affected module, class or quarter, then the student must repeat that module, class or quarter.

If the student fails to return from the Leave of Absence on the date indicated in the written request, he/she will be terminated from the NEC training program.

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)

Rules and Regulations (Continued)

SATISFACTORY ACADEMIC PROGRESS

In order to maintain Satisfactory Academic Progress, a student must achieve a cumulative Grade Point Average (GPA) of 2.0 or higher and must complete the training program within a time period which may not exceed a maximum of 1.5 times the planned program length.

The Education Department will monitor Satisfactory Academic Progress by calculating the cumulative GPA for each student at the end of the quarter. If the cumulative GPA is less than 2.0, the student is notified in writing that he/she is not maintaining Satisfactory Academic Progress. The student must then be placed on academic probation, which will begin at the start of the next quarter/module.

Initial Probationary Quarter

If, by the end of this probationary quarter/module, the student achieves a cumulative GPA of 2.0 or higher, then he/she is removed from probationary status and is notified in writing that he/she has achieved the status of being in "Good Academic Standing."

If, by the end of the probationary quarter/module, the student has not achieved a cumulative GPA of 2.0, but has achieved a GPA of 2.0 or higher for the quarter/module, then the student may continue his/her program in a second probationary quarter/module with the approval of the school.

If, by the end of the probationary quarter/module, the student has not achieved a GPA of 2.0 or higher for that quarter/module, the student's training will be interrupted by the school.

Second Probationary Quarter/Module

If, at the end of the second probationary quarter/module, the student achieves a cumulative GPA of 2.0 or higher, then he/she is removed from probationary status and is notified in writing that he/she has achieved the status of being in "Good Academic Standing."

If, at the end of the second probationary quarter/module, the student has not achieved a cumulative GPA of 2.0 or higher, his/her training will be interrupted by the school.

Repeating a Course

A NEC student may repeat a failed course only once.

When a NEC student repeats a course, the last grade received for that course replaces the original grade (even if the original course grade was higher), and is used, along with the student's other grades, to calculate the quarter or module and cumulative grade point (or percent) average (GPA). The most recent grade for a repeated course will be the only grade for that course to appear on the student's transcript.

Rules and Regulations (Continued)

Student Appeal Process

If a student's training is interrupted for any reason, he/she must be informed of his/her right to appeal that decision. The student must initiate the appeals process by submitting a written request for "Readmittance to NEC Schools and Programs" to the Educational Director or appropriate Department Head.

Reinstatement

A student who has been terminated for failing to maintain Satisfactory Academic Progress may be reinstated through the appeal process.

A student will not be eligible for financial aid during the reinstatement quarter/module. If the student achieves a grade point average (GPA) of 2.0 or better by the end of the reinstatement quarter/module, he/she will be considered to be making Satisfactory Academic Progress and will be eligible for financial aid consideration in subsequent quarters/modules.

Graduation Requirements

A student is eligible for graduation if he/she:

- A) has successfully completed all required courses.
- B) has a cumulative GPA of 2.0 for all quarters/modules
- C) has met his/her financial obligations to the school.
- D) has passed the graduate exam, if applicable.

A student may qualify for graduation while on probation, if, at the end of the probationary quarter/module, the student meets the Satisfactory Academic Progress requirements.

Monitoring

Satisfactory Progress will be monitored by the institution at the end of each quarter/module. Notice of Probationary Status will be in writing.

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 Education Director or other appropriate Department Head for a transfer from one program to another or for a requested change in schedule.

Rules and Regulations (Continued)

Transferability of Credits

Information concerning other schools which may accept our credits toward their programs can be obtained by contacting the office of the Education Director. However, National Education Center, Inc. does not guarantee transferability of credits to any college, university or institution. Any decision of the comparability, appropriateness and applicability of credits and whether they should be accepted is the decision of the receiving institution. It should not be assumed that any courses or programs described in this catalog can be transferred to another institution.

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 Advising

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 advising are encouraged to contact a member of the Education Department.

Course Withdrawals

Weeks #1 and #2

When a student withdraws from a course during the first two (2) weeks or ten (10) school days of the quarter, no grade is recorded for that student and the student's name will not appear on any class roster or grade report. A withdrawal from a course during this time frame does not require any prior approvals and has no impact on the student's quarter or cumulative GPA.

Weeks #3 through #12

A student must submit a written request to the course instructor to withdraw from a course from the third through the twelfth week of the quarter. The student's request for withdrawal must then be approved by both the appropriate Department Head and the Education Director. The only justification for approving a student's request to withdraw from a course is in cases of extreme academic or personal hardship.

If the student's request for withdrawal is approved, the Education
continued on next page...

Rules and Regulations (Continued)

Course Withdrawals (Continued)

Director or the appropriate Department Head must then assign the withdrawing student a course grade of either a "WP" or "WF" based on the student's academic performance as of his/her last date of attendance in the course.

A "WP" is assigned to the student to indicate that he/she was passing the course (was receiving a D grade or higher) as of the last date of attendance and a "WF" is assigned to indicate that the student was not passing the course (was receiving a F grade) as of the last date of attendance.

The "WP" or "WF" will be carried in the student's records until such time as the student completes the course from which he/she withdrew, but neither will have an effect on the calculation of either the cumulative or quarter GPA.

Any student electing to withdraw from a course will be informed of the effects of such an action on his/her training costs, Satisfactory Academic Progress and the ability to qualify for financial aid. The student will be required to complete all unfinished courses prior to his/her graduation.

Dismissal Policy

A student will be terminated if he or she is unable to meet his or her financial obligations, or is in violation of the School's Attendance Policy, Satisfactory Academic Progress Policy, or the Personal Conduct Policy.

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 Student Services Department.

Student Services (Continued)

Car Pooling

If you are interested in driving in a car pool or need a ride to school, see the Student Advisor in the Student Services Department. You will receive the help you need to assist you with 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 a weekly 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 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.

Drug Prevention Program

A Drug Prevention Program is available at the school for all students and employees as required by the Federal Government.

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 advised 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 two quarters/modules 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 employer 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 to 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 Stafford Loan, formerly the Guaranteed Student Loan (GSL). Those who qualify for assistance can borrow up to \$2,625.00 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

PERKINS — 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.

Financial Aid and Tuition Assistance (Continued)

Statement of Non-Discrimination

National Education Centers 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.

Privacy Act (Continued)

- 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 post-secondary 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.

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 Computer or Industrial Electronics. At the completion of this program, a diploma will be awarded.

	Quarter Credits	Clock Hours
EL1 Fundamental Studies		
Reading For Electronics 104	5	60
Math For Electronics 105	5	60
Fabrication 106	3	72
Survey 107	2	48
	<hr/>	<hr/>
	15	240
EL2 Basic Electricity & Electronics		
Electronics Theory 111	7	84
Electronics Lab 112	5	120
Applied Mathematics 113	3	36
	<hr/>	<hr/>
	15	240
EL3 Semiconductors: Circuits & Devices		
Electronics Theory 121	7	84
Electronics Lab 122	5	120
Applied Mathematics 123	2	24
Technical Drawing Lab 124	1	12
	<hr/>	<hr/>
	15	240
EL4 Microelectronics: Devices & Applications		
Electronics Theory 131	8	96
Electronics Lab 132	5	120
Technical Writing 133	2	24
	<hr/>	<hr/>
	15	240

Continued on next page...

Electronics (Continued)

ELECTRONICS TECHNOLOGY - Diploma Program (Continued)

		Quarter Credits	Clock Hours
EL5	Digital Circuits		
	Electronics Theory 241	10	120
	Electronics Lab 242	5	120
		<hr/>	<hr/>
		15	240
EL6	Microprocessor Technology		
	Electronics Theory 251	9	108
	Electronics Lab 252	5	120
	Applied Mathematics 253	1	12
		<hr/>	<hr/>
		15	240
EL7A	Electronics Engineering Computers		
	Electronics Theory 261	8	96
	Electronics Lab 262	5	120
	Professional Career Development 263	2	24
		<hr/>	<hr/>
		15	240
EL7B	Electronics Engineering Industrial		
	Electronics Theory 264	8	96
	Electronics Lab 265	5	120
	Professional Career Development 263	2	24
		<hr/>	<hr/>
		15	240

Business Programs — Certificate or Diploma

Total Clock Hours: 720

Total Credit Units: 54

9 Modules — 80 Clock Hours Each

Program Description: National Education Center's Business Operations program provides students with the skills necessary to work in the modern office or comparable business setting. Emphasis is placed on the operation of office equipment and written and oral communications. The student develops typing and data entry speed and accuracy on the keyboard and 10-Key pad. Proficiency is attained in use of word processing, spreadsheet, database, and accounting software.

The skills learned in this program will equip the student to obtain an entry level position in business, industry, or government. Upon successful completion of the program, the student will be awarded a Diploma in Business Operations.

Module	Course Number	Course Title	Clock Hours	Credit Units
9A	MS100T	Skillbuilding	20	1
9A	MG100	Business Writing — Grammar	30	3
9A	MB210	Office Operations	30	3
			<hr/>	<hr/>
			80	7
9B	MS101T	Skillbuilding	20	1
9B	MG105	Business Writing — Techniques	30	3
9B	MB130	Business Math	30	3
			<hr/>	<hr/>
			80	7
9C	MS102T	Skillbuilding	20	1
9C	MB190	Salesmanship	30	3
9C	MB140	Business Presentations	30	3
			<hr/>	<hr/>
			80	7
9D	MS103T	Skillbuilding	20	1
9D	MI100	Information Processing	60	5
			<hr/>	<hr/>
			80	6
9E	MS104T	Skillbuilding	20	1
9E	MB180	Records & Data Management	60	4
			<hr/>	<hr/>
			80	5

Business Programs — (Continued)

Module	Course Number	Course Title	Clock Hours	Units
9F	MS105T	Skillbuilding	20	1
9F	MI140	Spreadsheet Management	60	4
			80	5
9G	MS106T	Skillbuilding	20	1
9G	MI150	Data Base Management	60	4
			80	5
9H	MS107T	Skillbuilding	20	1
9H	MB400	Business Documentation	60	5
			80	6
9I	MS108T	Skillbuilding	20	1
9I	MA105	Accounting with Computer Applications	60	5
			80	6
		Total	720	54

*Courses may not be offered in this order.

Business Operations

EQUIPMENT LIST

IBM Compatible Personal Computers
Monochrome Display
640K Internal Memory
Panasonic KXP-1080-i Near Letter Quality Printers
IBM Selectric Typewriters
Calculators
Eduphone
NEC Spinwriter 8800

Secretarial Science

LEGAL AND EXECUTIVE SECRETARIAL SCIENCE - 12 Months

Competent, highly-skilled professional legal and executive secretaries are in high demand in today's business world. The diverse responsibilities and challenges of their positions make them an indispensable part of the management team. National Education Centers' Legal and Executive Secretarial Science program is designed to provide students with the skills needed in the modern business office.

The student is given training in typing, word processing, computer applications, and transcription. Management and administrative skills essential to the organization are developed.

Graduates are well-qualified, highly-trained executive and legal secretaries who can assume entry-level positions in business, industry, and government. Upon successful completion of the program, a certificate will be awarded.

Average class size is 30 students.

Quarter	Course Number	Course Title	Clock Hours	Quarter Credits
I	SS100	Typing I	60	3.0
	BE130	Business Math	60	4.0
	SS245	Electronic Office Procedures	60	4.0
	GE100	English I	60	5.0
			240	16.0
II	SS200	Typing II	60	3.0
	SS110	Word Processing I	60	3.0
	SS140	Secretarial Office Procedures	60	5.0
	SS250	Electronic Transcription I	60	4.0
			240	15.0
III	SS300	Typing III	60	3.0
	BE180	Business Correspondence	60	4.0
	SS210	Word Processing II	60	3.0
	GE230	Professional Career Development	60	5.0
			240	15.0
IV Executive	IS140	Spreadsheet Management	60	4.0
	SS130	Shorthand (Speedwriting)	120	6.0
	SS350	Electronic Transcription II	60	3.0
			240	13.0
Total Executive			960	59.0

Continued on next page...

Secretarial Science (Continued)

LEGAL AND EXECUTIVE SECRETARIAL SCIENCE - 12 Months (Continued)

Quarter	Course Number	Course Title	Clock Hours	Quarter Credits
IV	BE140	Business Presentations	60	5.0
Legal	LS100	Business Law	60	5.0
	IS130	Legal Terminology & Transcription	60	4.0
	IS140	Spreadsheet Management	60	4.0
			<hr/>	
			240	18.0
		Total Legal	<hr/> 960	<hr/> 64.0

*Courses may not be offered in this order.

Secretarial Science

EQUIPMENT LIST

IBM Compatible Personal Computers
Monochrome Display
640K Internal Memory

PRINTERS

Panasonic KXP-1080-i Near Letter Quality Printers
NFC Spinwriter 8800
IBM Selectric Typewriters
Calculators
Transcribers

Course Descriptions

BUSINESS OPERATIONS

MA105 Accounting with Computer Applications **Credit Units 5.0**

CATALOG DESCRIPTION: In this course, the student learns the complete accounting cycle — analyzing and recording business transactions, preparing a worksheet, and producing financial statements through the post-closing trial balance. The basic accounting equation and debits and credits are introduced. Computerized practice sets are included.

Prerequisite: None

MB130 Business Math **Credit Units 3.0**

CATALOG DESCRIPTION: In this course the student learns how to perform a variety of calculations commonly used in business. It begins with a review of basic mathematics and follows with a variety of business problems using equations and formulas. The use of the electronic calculator is also included.

Prerequisite: None

MB140 Business Presentations **Credit Units 3.0**

CATALOG DESCRIPTION: This course emphasizes the importance of effective public speaking in the business world. The student becomes familiar with various types of business presentations and the steps in developing them. Oral presentations are given on appropriate business subjects. Mock job interviews are conducted.

Prerequisite: None

MB180 Records and Data Management **Credit Units 4.0**

CATALOG DESCRIPTION: This course is an overview of traditional, electronic, and micrographic recordkeeping systems of an organization. Emphasis is placed on records filing and data entry. Basic skills are developed in alphabetic, subject, numeric and geographic filing and indexing through practical applications. Hands-on projects help the student build speed and accuracy in data entry.

Prerequisite: None

MB190 Salesmanship **Credit Units 3.0**

CATALOG DESCRIPTION: In this course the student learns the role that selling plays in the marketplace. Selling methods and techniques are explored and their application to various market segments analyzed. The course culminates with an original sales presentation by the student.

Prerequisite: None

Course Descriptions (Continued)

BUSINESS OPERATIONS (Continued)

MB210 Office Operations

Credit Units 3.0

CATALOG DESCRIPTION: This course is an overview of modern technology and its effect on business. It introduces the student to a variety of business machines that enhance or increase office productivity. Basic skills are developed in proper telephone procedures and the use of audio-visual aids.

Prerequisite: None

MB400 Business Documentation

Credit Units 5.0

CATALOG DESCRIPTION: This course introduces the student to basic document research techniques and document style and format. The student completes projects that include researching a topic and writing appropriate business correspondence or documents. Using word processing software, the final document is produced in mailable form.

Prerequisite: None

MG100 Business Writing — Grammar

Credit Units 3.0

CATALOG DESCRIPTION: This course is designed to strengthen the student's English grammar and mechanics. Practice in writing grammatically correct sentences and paragraphs is included. Vocabulary and punctuation skills are also emphasized.

Prerequisite: None

MG105 Business Writing — Techniques

Credit Units 3.0

CATALOG DESCRIPTION: In this course emphasis is on effective writing. The student practices planning, drafting and revising various types of business correspondence. The importance of the organization of ideas as part of the writing process is stressed.

Prerequisite: None

MI100 Introduction to Information Processing

Credit Units 5.0

CATALOG DESCRIPTION: This course introduces the computer and information processing. The student learns what a computer is, how it works, and how it is utilized to assist in solving business problems. "Hands-on" experience in the disk operating system (DOS).

Prerequisite: None

MI140 Spreadsheet Management

Credit Units 4.0

CATALOG DESCRIPTION: In this course students develop skills in microcomputer-based spreadsheeting. Using Lotus 1-2-3, they learn to create, modify, graph, and print spreadsheets. Students make use of this powerful software package through business applications.

Prerequisite: None

Course Descriptions (Continued)

BUSINESS OPERATIONS (Continued)

MI150 Data Base Management

Credit Units 4.0

CATALOG DESCRIPTION: In this course, the student learns the uses and functions of a database in the business environment. Through the use of dBase III Plus, a data base is created, stored, sorted, maintained and reports printed. The student applies use of the software to various projects.

Prerequisite: None

MS100T Skillbuilding

Credit Units 1.0

CATALOG DESCRIPTION: This course develops keyboarding skills on the typewriter and computer keyboard. The student learns to use word processing software to create business documents and learns proper use of the 10-key pad. Keyboarding speed and accuracy are emphasized. Information is included to make the student aware of behavior that will increase chances of success. Concepts learned pertain to parts of the typewriter, word processing function keys, and the use of discovery-intention journals.

Prerequisite: None

MS101T Skillbuilding

Credit Units 1.0

CATALOG DESCRIPTION: This course develops keyboarding skills on the typewriter and computer keyboard. The student learns to use word processing software to create business documents and learns proper use of the 10-key pad. Keyboarding speed and accuracy are emphasized. Information is included to make the student aware of behavior that will increase chances of success. Concepts learned pertain to symbols and numbers of the keyboard, setting tab stops and margins, and document handling.

Prerequisite: None

MS102T Skillbuilding

Credit Units 1.0

CATALOG DESCRIPTION: This course develops keyboarding skills on the typewriter and computer keyboard. The student learns to use word processing software to create business documents and learns proper use of the 10-key pad. Keyboarding speed and accuracy are emphasized. Information is included to make the student aware of behavior that will increase chances of success. Concepts learned pertain to memory enhancement techniques and problem solving.

Prerequisite: None

Course Descriptions (Continued)

BUSINESS OPERATIONS (Continued)

MS103T Skillbuilding

Credit Units 1.0

CATALOG DESCRIPTION: This course develops keyboarding skills on the typewriter and computer keyboard. The student learns to use word processing software to create business documents and learns proper use of the 10-key pad. Keyboarding speed and accuracy are emphasized. Information is included to make the student aware of behavior that will increase chances of success. Concepts learned pertain to horizontal and vertical centering, text entry features of word processing, and improvement of reading speed and comprehension.

Prerequisite: None

MS104T Skillbuilding

Credit Units 1.0

CATALOG DESCRIPTION: This course develops keyboarding skills on the typewriter and computer keyboard. The student learns to use word processing software to create business documents and learns proper use of the 10-key pad. Keyboarding speed and accuracy are emphasized. Information is included to make the student aware of behavior that will increase chances of success. Concepts learned pertain to formatting business letters and tables, word processing editing features, and error correction.

Prerequisite: None

MS105T Skillbuilding

Credit Units 1.0

CATALOG DESCRIPTION: This course develops keyboarding skills on the typewriter and computer keyboard. The student learns to use word processing software to create business documents and learns proper use of the 10-key pad. Keyboarding speed and accuracy are emphasized. Information is included to make the student aware of behavior that will increase chances of success. Concepts learned pertain to notetaking and test-taking techniques.

Prerequisite: None

MS106T Skillbuilding

Credit Units 1.0

CATALOG DESCRIPTION: This course develops keyboarding skills on the typewriter and computer keyboard. The student learns to use word processing software to create business documents and learns proper use of the 10-key pad. Keyboarding speed and accuracy are emphasized. Information is included to make the student aware of behavior that will increase chances of success. Concepts learned pertain to proofreader's marks, headers and footers, and personal budgeting.

Prerequisite: None

Course Descriptions (Continued)

BUSINESS OPERATIONS (Continued)

MS107T Skillbuilding

Credit Units 1.0

CATALOG DESCRIPTION: This course develops keyboarding skills on the typewriter and computer keyboard. The student learns to use word processing software to create business documents and learns proper use of the 10-key pad. Keyboarding speed and accuracy are emphasized. Information is included to make the student aware of behavior that will increase chances of success. Concepts learned pertain to formatting memos and envelopes, file management, and use of community resources.

Prerequisite: None

MS108T Skillbuilding

Credit Units 1.0

CATALOG DESCRIPTION: This course develops keyboarding skills on the typewriter and computer keyboard. The student learns to use word processing software to create business documents and learns proper use of the 10-key pad. Keyboarding speed and accuracy are emphasized. Information is included to make the student aware of behavior that will increase chances of success. Concepts learned pertain to career goals and time management.

Prerequisite: None

SECRETARIAL

BE130 Business Math

Quarter Credits 4.0

CATALOG DESCRIPTION: This course begins with a review of fundamental mathematical operations and presents techniques to develop speed and accuracy when using calculators. Through the use of equations and formulas, students solve a variety of business-related problems.

Prerequisite: None

BE140 Business Presentations

Quarter Credits 5.0

CATALOG DESCRIPTION: This course emphasizes the importance of effective speaking in public settings, especially the business world. It enlightens students in the preparation of a speech — its organization, research techniques, language usage, delivery, and visual aids. Interactive decision-making in business through group discussions is explored.

Prerequisite: None

Course Descriptions (Continued)

SECRETARIAL (Continued)

BE180 Business Correspondence

Quarter Credits 4.0

CATALOG DESCRIPTION: The student learns to develop writing power through proper sentence structure and use of advanced writing techniques. The presentation of basic psychological drives that motivate human behavior gives students insight needed to elicit positive responses from written communications. Finally, the student learns principles and procedures for creative and effective writing of special-purpose letters and communications for a company.

Prerequisite: GE100

GE100 English I

Quarter Credits 5.0

CATALOG DESCRIPTION: This course is designed to review the mechanics of English, to strengthen the student's spelling abilities and to teach the student how to communicate more effectively through the written word.

Prerequisite: None

GE110 English II

Quarter Credits 5.0

CATALOG DESCRIPTION: In this course the student develops techniques of writing, progressing from sentences to paragraphs to a variety of documents. The student learns to develop a topic through use of an outline, writing a draft, editing the draft, and production of the final document. Emphasis is also placed on punctuation.

Prerequisite: GE100

GE230 Professional Career Development

Quarter Credits 5.0

CATALOG DESCRIPTION: This course is offered in the last quarter of the student's program. It focuses on student awareness and achievement in the areas of resume preparation, job hunting, interviewing, employment expectations, and effective communication and public relations. It also deals with human relations in the organizational structure.

Prerequisite: None

IS140 Spreadsheet Management

Quarter Credits 4.0

CATALOG DESCRIPTION: In this course students will learn to create and manage spreadsheets on the microcomputer. Major emphasis is placed on business and accounting applications with specific understanding of rationale for use. Minor emphasis is placed on data base management, modeling(s), and simulations, if time allows. Specific worksheet projects will be developed in coordination with parallel learning in accounting.

Prerequisite: BE110

Course Descriptions (Continued)

SECRETARIAL (Continued)

LS100 Business Law

Quarter Credits 5.0

CATALOG DESCRIPTION: The course is the presentation of the various facets of law as applied to the business world. Areas of substantive law studies include consumerism, contracts, sales, personal and real property, negotiable instruments, business entities, wills and estates, and insurance.

Prerequisite: None

SS100 Typing I

Quarter Credits 3.0

CATALOG DESCRIPTION: In this course the student develops touch control of the keyboard and proper typing techniques. While building a basic typing speed and accuracy skill, the student practices the production of letters, tables, reports, and other kinds of personal and business communications.

Prerequisite: None

SS110 Word Processing I

Quarter Credits 3.0

CATALOG DESCRIPTION: This course introduces the student to Word Processing and its place in the automated office. The handling of information—keyboarding, revising, moving, storing, printing, etc.—is dealt with in theory and, when possible, with “hands-on” applications.

Prerequisite: SS100 or SS105

SS140 Secretarial Office Procedures

Quarter Credits 5.0

CATALOG DESCRIPTION: This course deals with the responsibilities inherent in the position titled “secretary.” It encompasses all aspects of making the business office run smoothly such as oral communications, typing procedures, information processing, administrative responsibilities, and record management. Technological changes in the office environment are discussed.

Prerequisite: None

SS200 Typing II

Quarter Credits 3.0

CATALOG DESCRIPTION: This second typing course continues the development of basic typing skills and emphasizes the production of various kinds of business correspondence, tabulations, manuscripts, and forms from unarranged and rough-draft copy sources. A minimum speed of 40 words per minute is the speed goal.

Prerequisite: SS100

Course Descriptions (Continued)

SECRETARIAL (Continued)

SS210 Word Processing II

Quarter Credits 3.0

CATALOG DESCRIPTION: This course is a continuation of Word Processing I. Application of word processing concepts and functions are accomplished using a dedicated word processor or word processing software on a microcomputer.

Prerequisite: SS110

SS245 Electronic Office Procedures

Quarter Credits 4.0

CATALOG DESCRIPTION: This course is an overview of modern office technology and its effect on business. It provides the student with an understanding of information processing tasks and procedures and covers administrative support functions and the various roles of office workers in the electronic office.

Prerequisite: None

SS250 Electronic Transcription I

Quarter Credits 4.0

CATALOG DESCRIPTION: In this course the student learns how to efficiently operate dictation equipment and apply language-usage and other skills to the production of all kinds of written communications.

Prerequisite: None

SS300 Typing III

Quarter Credits 3.0

CATALOG DESCRIPTION: This course further develops the student's speed and accuracy skills. It focuses heavily on the production of a wide variety of business communications directly related to the student's field of study. A minimum of 50 words per minute is the speed goal.

Prerequisite: SS200

SS350 Electronic Transcription II

Quarter Credits 3.0

CATALOG DESCRIPTION: This course is a continuation of Electronic Transcription I. It is designed to develop accuracy and proficiency in machine transcription. The students sharpen their ability to proofread and edit copy and increase their listening power. Spelling and vocabulary words are emphasized.

Prerequisite: SS250

Course Descriptions (Continued)

ELECTRONICS

Reading for Electronics 105

Quarter Credits 5.0

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, presentation of specific employment opportunities, and selective readings about the field of electronics.

Math for Electronics 105

Quarter Credits 5.0

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

Fabrication 106

Quarter Credits 3.0

The building of simple electronic circuits and soldering skills are emphasized.

Survey 107

Quarter Credits 2.0

This course is designed to be a general survey of the field of electronics, the tools used by technicians, notations and conversions of units, schematic representations, and sources of electricity. Special emphasis is placed on reinforcing the math skills presented in Math for Electronics 105.

Electronics Theory 111

Quarter Credits 7.0

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

Quarter Credits 5.0

Students become familiar with and use tools and test equipment to construct and analyze basic electric 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

Quarter Credits 3.0

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.

Course Descriptions (Continued)

ELECTRONICS (Continued)

Electronics Theory 121

Quarter Credits 8.0

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 electric current. Basic power supply and amplifier circuits are also studied.

Electronics Lab 122

Quarter Credits 4.0

Circuit analysis and troubleshooting techniques are learned in 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 calculators, multimeter (VOM-volt-ohm-milliammeter), oscilloscope, power supply, alternating current power sources, RF signal generator, transistor radio receiver kit and drawing set.

Applied Mathematics 123

Quarter Credits 2.0

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 124

Quarter Credits 1.0

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

Electronics Theory 131

Quarter Credits 8.0

This course is an introduction to the field of micro electronics made possible by the development of integrated circuits. The differences 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.

Electronics Lab 132

Quarter Credits 5.0

Students study the construction and operation of various specialized micro-electronic 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.

Course Descriptions (Continued)

ELECTRONICS (Continued)

Technical Writing 133

Quarter Credits 2.0

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

Electronics Theory 241

Quarter Credits 10.0

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

Electronics Lab 242

Quarter Credits 5.0

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.

Electronics Theory 251

Quarter Credits 9.0

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 because a microprocessor is a programmable logic device, students learn introductory programming in machine and ASSEMBLY languages. Microprocessor applications other than to computers are also studied.

Electric Lab 252

Quarter Credits 5.0

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

Quarter Credits 1.0

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

Professional Career Development 263

Quarter Credits 2.0

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

Course Descriptions (Continued)

ELECTRONICS (Continued)

Computer Lab EL262

Quarter Credits 5.0

The student will receive extensive "hands-on" experience with computers in both hardware and software aspects. Student will perform troubleshooting on computer circuits. Students will also control external peripheral devices with programs written by themselves.

Industrial Electronics EL264

Quarter Credits 8.0

This quarter is an introduction to the application of electronics in the industrial environment. With the use of all previously learned material, the student studies industrial systems and transducers. All previously studied material will be applied to motor controls, conversion devices, proximity controls, sequence timing, induction and dielectric heating, temperature controls, etc. Numerical controlled machines and programmable controllers are also taught as needed for the development of CRT terminals. Several other terminals are also taught.

Industrial Lab EL265

Quarter Credits 5.0

Industrial circuits and systems are constructed during this phase utilizing the technologies previously learned. Logical test procedures and troubleshooting techniques are emphasized throughout this quarter. Practical experience is also gained through exposure to on-site computer peripherals.

Computer Electronics EL261

Quarter Credits 8.0

This quarter provides a comprehensive study of computers and computer peripherals. Advanced microprocessors will be studied in the form of programming the 8088 in machine language. The student will begin programming in BASIC. In addition to programming the student shall be introduced to peripheral devices such as keyboards, monitors, and printers. Modems, disk drives and tape drives will also be studied.

Administration

Grant C. Fleming
School President

Thomas W. Gerwatowski
Education Director

D. Jeanne Vigil
Admissions Director

Sara Zarzycki
Business Manager

Nancy Kennedy
Financial Aid Director

Jean Lessien Shely
Placement Director

Officers of NEC, Inc.

Harvey Goldstein
Chairman of the Board & President

David Boynton
Vice-President -
Finance and Administration

Gerry Kosentos
Vice-President - Operations

Jeanne Nolan
Vice-President - Education

Board of Directors

Harvey Goldstein
Chairman of the Board

Jeffrey A. Brill

Faculty: See attached addendum, NIT Faculty

National Education Centers

The following schools are accredited by the Accrediting Commission of the National Association of Trade and Technical Schools:

National Education Center — Bryman Campus located in:

Anaheim, CA	Oak Lawn, IL
Winnetka, CA	(Branch of Oak Park, IL)
Long Beach, CA	Oak Park, IL
Los Angeles, CA	Brookline, MA
Oakland, CA	Detroit, MI
(Branch of Rosemead, CA)	(Branch of Brookline, MA)
Rosemead, CA	Houston, TX — North Campus
San Francisco, CA	(Branch of Houston, TX
San Jose, CA	[South Campus])
Torrance, CA	New Orleans, LA
Atlanta, GA	(Branch of San Jose, CA)
Chicago, IL	
(Branch of Oak Park, IL)	

National Education Center located in:

San Jose II, CA	Fort Worth, TX
(Branch of Wyoming, MI)	(Branch of Tampa Tech)

National Education Center — National Institute of Technology Campus located in:

Homewood, AL	Cleveland, OH
West Des Moines, IA	Cuyahoga Falls, OH
East Detroit, MI	Dallas, TX
Livonia, MI	San Antonio, TX
Wyoming, MI	Cross Lanes, WV

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

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

National Education Center —
Arizona Automotive Institute Campus
Glendale, AZ

National Education Center —
Brown Institute Campus
Minneapolis, MN

National Education Center —
Bauder College Campus
Fort Lauderdale, FL

National Education Center —
RETS Campus
Nutley, NJ

National Education Center —
Bauder College Campus
Miami, FL
(Branch of Fort Lauderdale, FL)

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

National Education Center —
Tampa Technical Institute Campus
Tampa, FL

National Education Center —
Vale Technical Institute Campus
Blairsville, PA

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

National Education Center —
Sawyer Campus
Winnetka, CA

National Education Center —
Sawyer Campus
Sacramento, CA

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

National Education Center —
Capitol Hill Campus
Washington, D.C.

National Education Center —
Temple School Campus
Washington, D.C.

National Education Center —
Temple School Campus
Baltimore, MD

National Education Center —
Allentown Business School Campus
Allentown, PA

National Education Center —
Thompson Institute Campus
Harrisburg, PA

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

National Education Center —
Kee Business College Campus
Newport News, VA

National Education Center —
Kee Business College Campus
Norfolk, VA

National Education Center —
Kee Business College Campus
Portsmouth, VA
(Branch of Norfolk, VA)

National Education Center —
Kee Business College Campus
Richmond, VA
(Branch of Norfolk, VA)

NOTES

Addendum to the Revised Edition Effective May, 1990

Credentials of Faculty Members

Tom Gerwatowski, Dir. of Education

B.S. Ind. Tech; M.A. Ed. Mgt.

15 yrs Voc. College Admin.

5 yrs Ind. & Data Communication

Employment: 8/14/78

Tina Lifsey, Business Chairperson

B.S. Adver; M.A. Mgt. & Supv.

14 yrs Proprietary Ed Mgt.

Employment: 5/28/87

Amy Pavlic, Electronics Chairperson

N.I.T. Grad-Elec Eng. Tech

3 yrs Field Experience

Employment: 7/18/86

Aubrey Banks, Elec. Inst.

B.S. Elec. Eng; M.S. E.C.C.S.

Certificate RETS 1969

Employment: 6/29/81

Alphonsus Ibe, Bus. Inst.

B.A. Economics; M.A. Bus. Admin.

M.B.A. Economics; Ph.D Econ. Student

4 yrs Teach. Exp. Voc & College

Employment: 6/1/87

Elizabeth Day, Elec. Inst.

B.S. Elec. Eng; Jrnymn Elec. Tech

4 yrs System Eng. Field Inst. Exp.

Nat'l Eng. Hon Soc (Tau Beta Pi)

Employment: 7/10/89

Roger Kersey, Lab Coord/Elec. Inst.

RETS Grad-EET & SES; Assoc. Elec. Eng.
14 yrs Comp/Comm Elec; 4 yrs Comp. Cons.

Author of 3 Text Books

Employment: 4/6/81

Laura East, Bus. Inst.

B.S. Business Admin.

8 yrs. Accounting Inst.

Employment: 11/26/84

Tom V. Krzeminski, Elec. Inst.

RETS Grad-EET & SES

7 yrs TV/Radio Repair Tech

Employment: 9/5/72

Dale Fulkerson, Elec. Inst.

B.A.S. Elec. Tech; M.A. Student

Operation's Mgr-Control Data

Employment: 7/10/89

Dianne Little, Elec. Inst.

B.A. Science & Math

10 yrs. Teach. Exp. Public Schools

Carl (Mike) Gellow, Elec. Inst.

B.A.S. Elec. Eng; N.I.T. Grad-EET

5 yrs Robotics Exp; 3 yrs Micro Tech Exp.

Pres. of Cimplex Inc.-Robotics

Employment: 6/30/89

James Lotito, Elec. Inst.

Assoc. Robotics; B.S. Elec. Eng.

Certified Elec. Tech Digital & Analog

Employment: 1/6/89

Ralph Phillips, Elec. Inst.

Assoc. Ventura Col.- Acct./

USAF Inst. Training

NEC, CA Inst. Elec.

Employment: 4/9/90

Dave Massengill, Elec. Inst.

N.I.T. Grad-EET at Toledo Campus

Field Exp.-Tech, Sales, Services,

Rep & Mgr.

Employment: 1/19/84

Addendum to the Revised Edition Effective May, 1990

Credentials of Faculty Members (Continued)

Kathy McClain, Bus. Inst.

B.S. Eng, Ed, Comm; M.A. Student
St. of Mi. Secondary Teaching Certificate
6 yrs H.S. Eng/Speech; 10 yrs Sales Mgr
Employment: 10/4/89

Adriano Mina, Elec. Inst.

B.S. Chemical Eng; M.S. Sanitary
& Chem. Eng.
Reg. Pro Eng. in St. of MI-Ind. & Ed.
Employment: 4/27/82

Jeffrey Potts, Elec. Inst.

NIT Grad-E.Detroit/Student, Lawrence Tech.
Serv. Tech./Proto Type-Design Tech.
Employment: 5/7/90

Raymond Bibbs, Elec. Inst.

U.S.A.F. Electronics Certificate
Cleveland Inst. Elec. Diploma
Owner/Mgr. Consumer Elec. Repair
Employment: 2/20/90

Lafayette Phillips, Bus. Inst.

B.S. Sec. Ed/Political Science; M.A. Student
Field Exp.-Mgt; Outstanding Inst. Award
Employment: 7/14/88

Richard Pothast, Bookstore Mgr/Elec. Inst.

U.S. Army Elec; Ind. Elec. Certificate
Field Exp.-Ind Repair; Instructor-Elec.
Employment: 4/8/85

Kathleen McDonald, Bus. Inst.

Mathematics, English - B.S.
Sec.Ed., Computers - M.A.
Employment: 7/16/90

Rebecca Wurl, Bus. Inst.

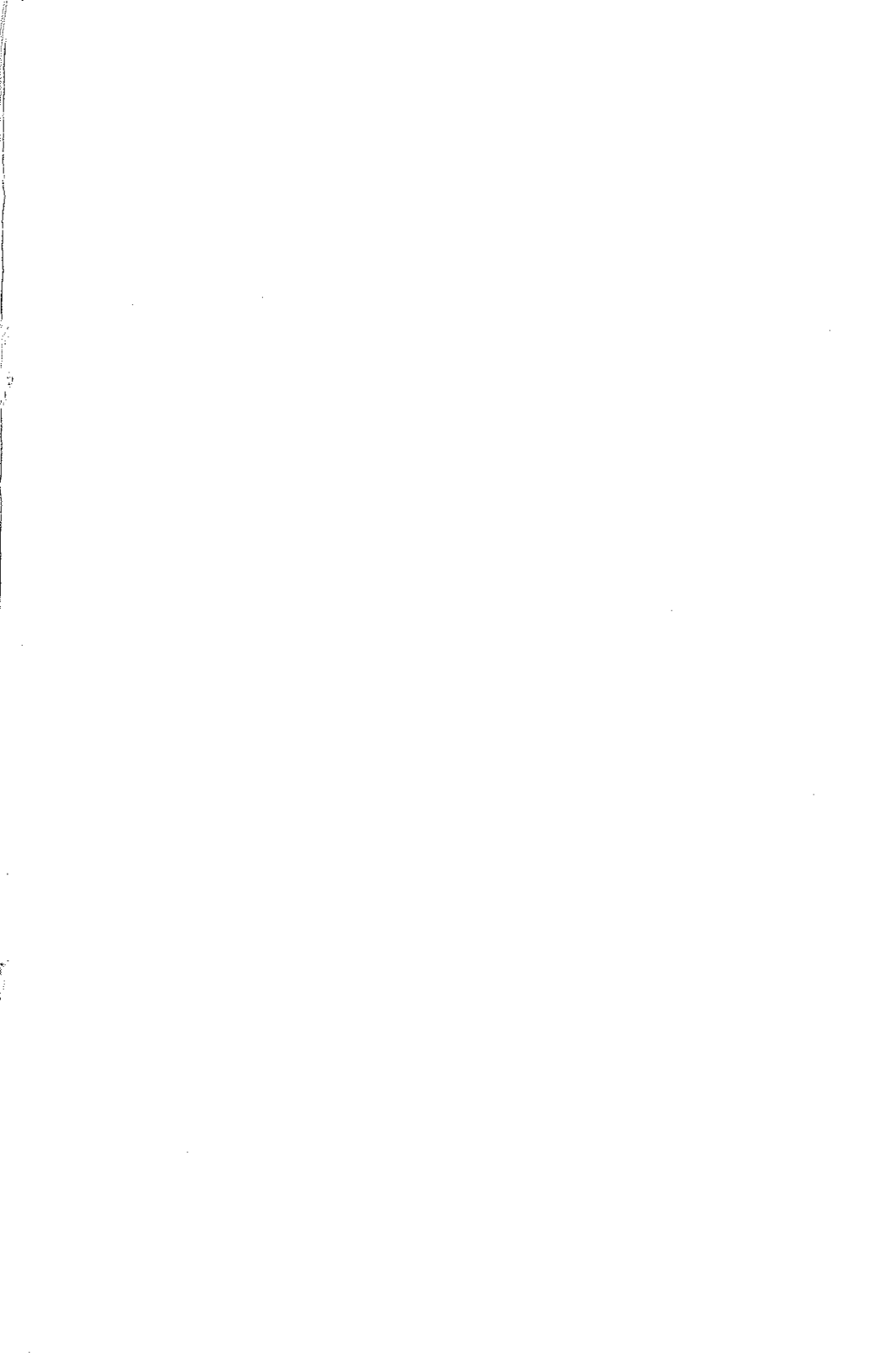
Business & Computer Science - B.S.
8 yrs Voc Ed; Member of DPMA for Comp. Pro
Employment: 10/16/89

Richard Ringer, Elec. Inst.

Diploma-EET; BRE-Theology
Field Serv. Tech-Detection Systems
U.S. Navy-Elec. Repair
Employment: 5/19/86

Mark Smith, Elec. Inst.

N.I.T. Grad-EET
6 yrs Repair of Consumer & Ind. Equip.
Employment: 7/13/88



Leaders in Vocational Training

National Education Centers have been providing comprehensive vocational 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 50 campuses located in 22 states offer training in fields ranging from health care, secretarial sciences and electronics to business management and computer science. Whichever field you have selected, National Education can teach you the skills you need to succeed.

