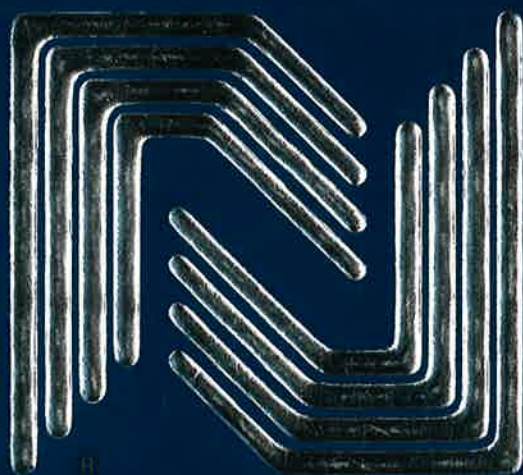


1987 - 88

MISSY

Student Catalog



National  
Education  
Center



***We Welcome You!***

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**NATIONAL EDUCATION CENTER  
 NATIONAL INSTITUTE OF TECHNOLOGY CAMPUS  
 5514 Big Tyler Road  
 Cross Lanes, WV 25313**

\*\*\*\*\* **ADMINISTRATION** \*\*\*\*\*

Director ..... Hans Schmidt  
Director of Education ..... Randy Ratliff  
Administration Manager ..... Terry Lucas  
Financial Aid Officer ..... Judy Kee  
Placement Director ..... Lisa Ketchum  
Director of Admissions ..... Karen Heidenreich

NATIONAL EDUCATION CENTERS, INC.  
1732 Reynolds  
Irvine, CA 92714

**OFFICERS**

President ..... Robert E. Dowdell  
Vice-President - Finance & Administration ..... Vince Pisano  
Vice-President - Marketing ..... Jack Larson  
Vice-President - Operations ..... Gerry Kosantos

## **ABOUT NATIONAL EDUCATION CENTERS**

This school is part of the nationwide operations of National Education Centers, Inc., a subsidiary of National Education Corporation, the world's largest training company.

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

With headquarters in Irvine, California and through schools across the United States, National Education Centers provide vital, job-oriented training in the 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.

## **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 & 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.

## **DESCRIPTION OF FACILITY**

The facility consists of 18000 square feet of floor space, which contains 13 spacious air conditioned class rooms, administrative office areas, library, study area, restrooms and public areas.

## **SCHOOL HISTORY**

National Education Center-National Institute of Technology Campus was originally a United Electronic Institute. The school was acquired by National Education Corporation in 1981 and the name was changed to National Institute of Technology. In 1983, the school's name was changed to National Education Center - National Institute of Technology Campus.



## **SUMMARY OF ACCREDITATIONS, APPROVALS AND STANDARDS**

- ✓ Accredited by the Accrediting Commission of the National Association of Trade and Technical Schools.
- ✓ Authorized by the Board of Regents, West Virginia State Department of Education to grant associate degrees to graduates.
- \* Authorized under Federal Law to enroll Nonimmigrant, Alien Students.
- ✓ 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.

## **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 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/guardian if applicant is under 18 years of age.)
- \*Financial Aid Forms, if applicant wishes to apply for Financial Aid.
- \*Payment of Registration Fee.
- \*If necessary, administration of ability to benefit testing & evaluation.

## **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.

## **ADMISSION REQUIREMENTS**

### **Degree Programs**

The school shall require for admission into its degree programs a high school diploma or recognized equivalency certificate.

### **Certificate and Diploma Programs**

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

\*\*\*\*\* **RULES AND REGULATIONS** \*\*\*\*\*

**PERSONAL PROPERTY**

The school assumes no responsibility for loss or damages 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 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.

## **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.

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

## **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 12 week term.

For 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 (QUARTER PROGRAMS)**

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 or quarter.

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

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

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

## **TARDINESS (QUARTER PROGRAMS)**

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 or the Education 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 .....	4.00
B .....	89 - 80 .....	3.00
C .....	79 - 70 .....	2.00
D .....	69 - 60 .....	1.00
F .....	59 - 0 .....	0.00

## **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.

### **Initial Probationary Quarter**

If, by the end of this probationary quarter, the student achieves a cumulative GPA of 2.0 or higher, then he/she is removed from the 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, the student has not achieved a cumulative GPA of 2.0, but has achieved a GPA of 2.0 or higher for the quarter, then the student may continue his/her program in a second probationary quarter with the approval of the School.

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

### **Second Probationary Quarter**

If, at the end of the second probationary quarter, the student achieves a cumulative GPA of 2.0 or higher, he/she is removed from the 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, 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.

## **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 Education 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. If the student achieves a GPA of 2.0 or better by the end of the reinstatement quarter, he/she will be considered to be making satisfactory academic progress and will be eligible for financial aid consideration in subsequent quarters.

## **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 eligible for graduation if:

1. The student has a cumulative G.P.A. of 2.00.
2. The student meets their financial obligations to the school.

## **TERMINATION**

A student may be terminated if he/she is in violation of the School's Attendance Policy, Satisfactory Academic Progress, or the Personal Conduct Policies or for failure to meet the financial obligations to the school.

## **MONITORING**

Satisfactory progress will be monitored by the institution at the end of each quarter. Notice of probationary status will be in 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.

## **COURSE WITHDRAWALS (QUARTER PROGRAMS)**

### **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 withdrawal 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. The student's request for withdrawal must then be approved by both the appropriate Department Head and 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.

A "WP" is assigned to the student to indicate that he/she was passing the course (was receiving a grade of D 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 grade of F) 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.

## **COURSE INCOMPLETES**

An Incomplete cannot be given as a final grade in a NEC course. However, at the end of a quarter or module, and only with the instructor's approval, a student may be granted a five (5) to ten (10) day extension in order to complete all the required course work, assignments and tests. The extension cannot be used to "make up" accrued absences from class. If the student does not complete the required course work, assignments and tests within the extension period, he or she will receive a quarter or module grade of "zero" for the course. The "zero" will be averaged in with the student's other grades to determine his/her quarter/module and cumulative grade point (or percent) average.

## **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.

## **DISMISSAL PROCEDURES**

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

1. Violation of attendance policy
2. Failure to maintain Satisfactory Academic Progress
3. Non-Compliance with personal conduct rules
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 the V.A. regulations. For benefit purposes, absences and tardies may be computed in a manner different from that described in this catalog.



## **\*\*\*\*\* TRANSFERABILITY OF CREDITS \*\*\*\*\***

Information concerning other schools which may accept our credits toward their programs can be obtained by contacting the office of the School Director. However, National Education Centers, Inc. does not guarantee transferability of credits to any college, university or institution. Any decision on 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.

\*\*\*\*\***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.

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 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.

\*\*\*\*\***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.

## **HANDICAPPED STUDENTS**

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

\*\*\*\*\***FINANCIAL/AID**\*\*\*\*\*  
**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 \$2625 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 Under-graduate 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 Education Opportunity Grant
- SEOG--Supplemental Educational Opportunity Grant
- PERKINS--formerly 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

## **VOLUNTARY PRE-PAYMENT PLAN**

The school provides a voluntary pre-payment 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 postsecondary 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 the 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 \$0.15 per page. (Official Grade Transcripts may be obtained at a cost of \$3.00 per copy.)
4. Challenging the record for the 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, 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.

\*\*\*\*\***CLASS SCHEDULE**\*\*\*\*\*

**1988 CALENDAR**

**Winter Quarter**

January 19 (Tuesday)	April 8 (Friday)	<b>45 school days</b>
Holidays:	Presidents' Day 2/15	1(day)
	Spring Holiday 4/1	(1 day)
Quarter Break:	4/11,12,13,14,15	(5 days)

**Spring Quarter**

April 18 (Monday)	July 8 (Friday)	<b>46 school days</b>
Holidays:	Memorial Day 5/30	(1 day)
	Independence Day 7/4	(1 day)
Quarter Break:	7/11,12,13,14,15	(5 days)

**Summer Quarter**

July 18 (Monday)	October 7 (Friday)	<b>47 school days</b>
Holidays:	Labor Day 9/5	(1 day)
Quarter Break:	10/10,11,12,13,14	(5 days)

**Fall Quarter**

October 17 (Monday)	January 13	<b>46 school days</b>
Holidays:	Thanksgiving 11/24,25	(2 days)
	Christmas: 12/26,27,28,29,30	(5 days)
	New Year's Holiday	
	Martin Luther King Day 1/16	(1 day)
Quarter Break:	None	



# 1989 CALENDAR

## Winter Quarter

January 17 (Tuesday)	April 7 (Friday)	45 school days
Holidays:	Presidents' Day 2/20	(1 day)
	Spring Holiday 3/24	(1 day)
Quarter Break:	4/10,11,12,13,14	(5 days)

## Spring Quarter

April 17 (Monday)	July 7 (Friday)	46 school days
Holidays:	Memorial Day 5/29	(1 day)
	Independence Day 7/4	(1 day)
Quarter Break:	7/10,11,12,13,14	(5 days)

## Summer Quarter

July 17 (Monday)	Oct. 6 (Friday)	47 school days
Holidays:	Labor Day 9/4	(1 day)
Quarter Break:	10/9,10,11,12,13	(5 days)

## Fall Quarter

October 16 (Monday)	January 12	45 school days
Holidays:	Thanksgiving 11/23,24	(2 days)
	Christmas 12/25,26,27,28,29	(5 days)
	New Year's Holiday	
	Martin Luther King Day 1/16	(1 day)
Quarter Break:	None	

Electronics and Business classes meet in the morning, afternoon, and evening sessions as follows:

Morning:	7:30 AM - 12:30 PM	Monday - Thursday
Afternoon:	12:45 PM - 5:45 PM	Monday - Thursday
Evening:	6:00 PM - 11:00 PM	Monday - Thursday

Friday sessions are scheduled during the same hours for make-up, remedial and enrichment programs.

Every effort is made to schedule each student into the session of his/her choice; however, it is not always possible to offer every course, every session of every quarter.

Requests for enrichment programs have to be made by the student to his/her instructor by Wednesday of each week.

### Administrative Hours:

8:00 AM - 7:00 PM, Monday - Thursday

8:00 AM - 5:00 PM, Friday

# \*\*\*\*\* TUITION AND FEES\*\*\*\*\*

Course	Months	Clck Hrs	Qtr Hrs	Reg Fee	Tuition	Total
Electronics Engineering Technology-Specialized Applied Associate Science Degree	24	1920	120	\$100	\$9,600	\$9,700
Business Technology- Specialized Applied Associate Science Degree	18	1440	100	\$100	\$8,100	\$8,200

## REFUND POLICY

Refunds will be calculated from the last date of 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 with 50% of course-School retains 50% of tuition plus \$150.00.

Withdrawal after 50% of course-School retains 100% 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 termination.

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

**MISCELLANEOUS FEES:** The school will retain all miscellaneous fees for each quarter started. All fees for quarters beyond the quarter of withdrawal shall be refunded in full.

**BOOKS AND SUPPLIES:** All books and supplies are included in tuition. Room, board and incidental supplies (i.e., paper, pencils, pens, etc.) are to be furnished by the student.

# \*\*\*\*\***ELECTRONIC ENGINEERING**\*\*\*\*\*

## **TECHNOLOGY**

The electronics industry is one of the fastest growing fields today. Employment opportunities in electronics are exceptionally good. 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.

This program provides students with the skills and knowledge needed to gain entry-level employment in the electronics industry. Upon completion of this program, students will be able to analyze, repair, or design electronic circuits with the assistance of test equipment. Students will learn solid state and digital electronics, microprocessor technology, computer electronics, industrial electronics, and data communications.

Upon successful completion, a Specialized Associate Degree in Technology will be awarded.

AVERAGE CLASS SIZE: 30 Students

### ELECTRONICS EQUIPMENT LIST

Radio Frequency Generators	Single and Dual Trace Oscilloscopes
Audio Frequency Generators	Volt-ohm Meters
Capacitance Meters	Analog VOMS
Computer Training Systems	Digital VOMS
Experiment Boards	Robotic Arms
Frequency Counters	Programmable Controllers
Microprocessor Training Devices	Industrial Sensors
Signal Generators	IBM Compatible Computers



## SPECIALIZED ASSOCIATE DEGREE IN TECHNOLOGY

EL1	Basic Electricity & Electronics		Qtr Credits
	Electronics Theory	111	7
	Electronics Lab	112	5
	Applied Mathematics	113	3
EL2	Semiconductor: Circuits & Devices		
	Electronics Theory	121	8
	Electronics Lab	122	4
	Applied Mathematics	123	2
	Technical Drawing	124	1
EL3	Microelectronics: Devices & Applications		
	Electronics Theory	131	8
	Electronics Lab	132	6
	Technical Writing	133	1
EL4	Digital Circuits & Devices		
	Electronics Theory	241	10
	Electronics Lab	242	5
EL5	Microprocessor Technology		
	Electronics Theory	251	10
	Electronics Lab	252	5
EL6	Computer Electronics		
	Computer Electronics	262	10
	Computer Lab	263	5
EL7	Industrial Electronics		
	Industrial Electronics	274	10
	Industrial Lab	275	5
EL8	Advanced Systems Concepts		
	Electronics Theory	286	9
	Electronics Lab	287	5
	Career Development	279	1
			<b>Total 120</b>

Upon successful completion of all areas of the 24 month program, a Specialized Associate Degree in Technology in Electronic Engineering Technology will be awarded.

## COURSE OUTLINE

**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-multi-ammeter), 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. 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-multi-ammeter), oscilloscope, power supply, alternating current power source, RF signal generator, 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 Credits**  
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.

**Electronics Lab 132** ..... **6.0 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-multiammeter), dual trace oscilloscope, direct current power supply, and analog/digital electronics trainer.

**Technical Writing 133** ..... **1.0 Credits**  
Students learn to organize and write comprehensive lab reports using proper sentence structure and grammar.

**Electronics Theory 241** ..... **10.0 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.

**Electronics Theory 251** ..... **10.0 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 language. 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.

**Computer Electronics 262 ..... 10.0 Credits**

This quarter provides a comprehensive study of computers and computer peripherals which includes the theory and operations of card punchers, card readers, cassettes, data communications equipment, disk packs, floppy disks, line printers, magnetic recording devices, magnetic tape stations and modems. Basic programming is extensively taught.

**Computer Lab 263 ..... 5.0 Credits**

The students receive hands on experience with computer hardware. Basic programming is taught as well as assembly language programming. In addition the student learns to manipulate various software packages.

**Industrial Electronics 274 ..... 5.0 Credits**

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 taught in detail. Television concepts are also taught for the development of CRT terminals.

**Industrial Lab 275 ..... 5.0 Credits**

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.

**Electronics Theory 286 ..... 9.0 Credits**

Advance Systems Concepts provides students with the opportunity to analytically evaluate electronic circuits, devices, and systems. Drawing upon previously learned material students will isolate faults in electronic circuits and systems. The course is designed to

duplicate as closely as possible the actual working environment in which the student is evaluated on his ability to analyze circuit problems with a high degree of efficiency and accuracy.

**Electronics Lab 287 ..... 5.0 Credits**

The student will analyze electronic circuits of varying complexity, ranging from passive filters to microprocessors. Each lab project will require the extensive use of test equipment, troubleshooting methodologies, and a written report. In addition, the students will be required to design, construct, debug, and present an electronic device composed of complex circuitry.

**Professional Career Development 279 ..... 1.0 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.

# \*\*\*\*\*BUSINESS TECHNOLOGY\*\*\*\*\*

National Education Center's Business Technology program provides training in many disciplines -- accounting, computer applications, management, and communications. Accounting is essential to the effective operations of any business organization. The computer has become an integral part of business operations, and the ability to utilize software has become a necessity in today's office. Managerial skills are necessary for business personnel; gathering accurate, up-to-date information is the basis for decision making and business forecasting in the organizational setting. Development of communication skills provides effective interpersonal and organizational interaction. With training focused in these areas, the student will be prepared to enter various careers in business.

Graduates are well-qualified for entry-level positions in banking, insurance, finance, information processing, marketing, management, and government. Upon successful completion of the program, a Specialized Associate Degree in Business will be awarded.

## **BUSINESS TECHNOLOGY TRAINING EQUIPMENT LIST**

**Electronic Typewriter  
Calculators  
IBM Personal Computer**



# BUSINESS TECHNOLOGY

## Specialized Associate Degree in Business

		CONTACT HOURS	QUARTER HOURS
<b>QUARTER 1:</b>			
BE	110	Intro to Business Technology	96      6.00
SS	100	Typing I	48      3.00
BE	130	Business Math	48      3.00
GE	130	Human Behavior/Bus. Skills	48      3.00
		<u>240</u>	<u>15.00</u>
<b>QUARTER 2:</b>			
AC	100	Principles of Accounting 1	96      6.00
GE	100	English I	48      4.00
SS	110	Word Processing I	48      3.00
SS	200	Typing II	48      3.00
		<u>240</u>	<u>16.00</u>
<b>QUARTER 3:</b>			
IS	140	Spreadsheet Management	96      6.00
SS	240	Executive Office Procedures	48      4.00
GE	110	English II	48      4.00
AC	110	Principles of Accounting II	48      3.00
		<u>240</u>	<u>17.00</u>

### CERTIFICATE IN GENERAL BUSINESS

<b>QUARTER 4:</b>			
AC	120	Principles of Accounting III w/Computer Applications	96      6.00
BE	140	Business Presentations	48      4.00
BE	150	Management Concepts	48      4.00
IS	110	Programming in BASIC	48      3.00
		<u>240</u>	<u>17.00</u>

### DIPLOMA IN BUSINESS SYSTEMS

<b>QUARTER 5:</b>			
IS	150	Data Base Management	96      6.00
BE	260	Personnel & Human Resource Management	48      4.00
BE	170	Principles of Marketing	48      4.00
GE	230	Professional Career Development	48      4.00
		<u>240</u>	<u>18.00</u>
<b>QUARTER 6:</b>			
BE	400	Business Documentation	96      6.00
LS	100	Business Law	48      4.00
BE	250	Small Business Management	48      4.00
IS	250	Data Base Programming	48      3.00
		<u>240</u>	<u>17.00</u>
<b>TOTAL</b>		<u>1440</u>	<u>100.00</u>

Upon successful completion of all areas of the 18 month program, a Specialized Associate Degree in Business Technology will be awarded.

## COURSE OUTLINE

### ACCOUNTING

**AC100 Principles of Accounting I ..... Quarter Credits 6.0**

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

**AC110 Principles of Accounting II ..... Quarter Credits 3.0**

Purchases, sales inventory, and prepaid expenses are studied in the single proprietorship, partnership, and corporation. Included are problems of manufacturing enterprises, supplemental statements, and statement analysis. Prerequisite: AC100

**AC120 Principles of Accounting III**

**w/Computer Applications ..... Quarter Credits 6.0**

The corporation organization, accounting for capital stock, corporate earnings, and corporate bonds are the topics covered. Problems relating to the voucher system, the annual report, and accounting for manufacturing and branch operations are completed. Prerequisite: AC110

### BUSINESS EDUCATION

**BE110 Introduction to Business Technology .... Quarter Credits 6.0**

This course provides the student with an understanding of how accounting, marketing, management and information processing are integrated in business. Modern office technology is covered as the student learns about automation and personal computer applications.

**BE130 Business Math ..... Quarter Credits 3.0**

**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.

**BE140 Business Presentations ..... Quarter Credits 4.0**

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.

**GE230 Professional Career**

**Development ..... Quarter Credits 4.0**

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

**LEGAL**

**LS100 Business Law ..... Quarter Credits 4.0**

This 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.

**INFORMATION SYSTEMS**

**IS110 Programming in BASIC ..... Quarter Credits 3.0**

This course introduces students to BASIC, a popular microcomputer programming language. The intent is to demonstrate the way in which a computer's processing may be controlled and how packaged software is developed in a like manner. Major commands and techniques will be illustrated, and short programs written involving problem-solving assignments. Concentration will be on the development of simple algorithms which are suitable for computer solutions.

**IS140 Spreadsheet Management ..... Quarter Credits 6.0**

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.

**IS150 Data Base Management ..... Quarter Credits 6.0**

This course stresses the applications to which data base software may be implemented. Emphasis is placed on developing skills which lead to successful software usage in a variety of applications. These applications should be accounting-oriented and tied to the reports and manual processing taught in the accounting classes.

**IS250 Data Base Programming ..... Quarter Credits 3.0**

This course is a continuation of Data Base Management. The student designs business applications using dBase and concepts, problem definition, designing a solution, coding, documentation, testing and debugging, and the system design process are covered. This course demonstrates how dBase applications solve common business problems inherent in managing a small business.

**SECRETARIAL SCIENCES**

**SS100 Typing I ..... Quarter Credits 3.0**

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.

**SS110 Word Processing I ..... Quarter Credits 3.0**

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

**SS200 Typing II ..... Quarter Credits 3.0**

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

**SS240 Executive Office Procedures ..... Quarter Credits 4.0**

This course introduces the student to the full gamut of skills and responsibilities expected of an executive secretary in an integrated office. Topics deal with management styles, organizational structure, planning meetings, preparing reports, travel arrangements, ergonomics, office productivity, employee benefits, and labor management.



**BE150 Management Concepts ..... Quarter Credits 4.0**

This course assists the student in perceiving the relationship between business and the social sciences. The social and intellectual history of management and the evolution of management philosophy and practices are examined. The course surveys the major approaches to management theory and the basic functions of planning, organizing, staffing, directing, controlling, problem solving and decision making.

**BE170 Principles of Marketing ..... Quarter Credits 4.0**

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

**BE250 Small Business Management ..... Quarter Credits 4.0**

This course is an indepth look at entrepreneurship, its current status and its future. Students study the benefits of the small business, how to start one, the marketing and management techniques, and financial and administrative controls. Prerequisite: BE150

**BE400 Business Documentation ..... Quarter Credits 6.0**

This course will introduce the student to the various types of business forms and documents used by management in business transactions and everyday operations. Students will research the ever changing world of business, focusing on technological changes. Research results will be written and typed in appropriate business format. The course will also emphasize typing speed and accuracy.

**GENERAL EDUCATION**

**GE100 English I ..... Quarter Credits 4.0**

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.

**GE110 English II ..... Quarter Credits 4.0**

This course is a continuation of English I. The emphasis is on effective writing principles, punctuation, and vocabulary building. Prerequisite: GE100

**GE130 Human Behavior &**

**Business Survival Skills ..... Quarter Credits 3.0**

This course explores the idea that personal development and social responsibility are important to the individual seeking successful personal and professional achievement. Topics include development of student survival skills, relaxation training, time management, stress awareness, assertiveness training, and interpersonal communication skills.

## **AFFILIATED INSTITUTIONS**

National Education Center - Bryman Campus Located in:

Anaheim, CA  
Canoga Park, CA  
Chicago, IL (Extension)  
Oak Lawn, IL (Branch of Oak Park, IL)  
Oak Park, IL  
Long Beach, CA  
Los Angeles, CA  
San Jose, CA  
Torrance, CA  
San Francisco, CA  
Rosemead, CA  
Phoenix, AZ  
Atlanta, GA  
Houston, TX - North Campus  
(Branch of Houston - South Campus)  
Houston, TX - South Campus  
Brookline, MA  
Detroit, MI

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

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

National Education Center

Sawyer Campus, Los Angeles, CA

National Education Center

Sawyer Campus, 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, Harrisburg

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

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, Ft. Lauderdale, FL

National Education Center  
Bauder College Campus, Miami, Ft. Lauderdale, FL (Branch)

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

National Education Center  
Temple School Campus, Silver Spring, MD

National Education Center  
Temple School Campus, Baltimore, MD (Branch of Silver Spring)

National Education Center  
Temple School Campus, Bailey's Crossroads, VA

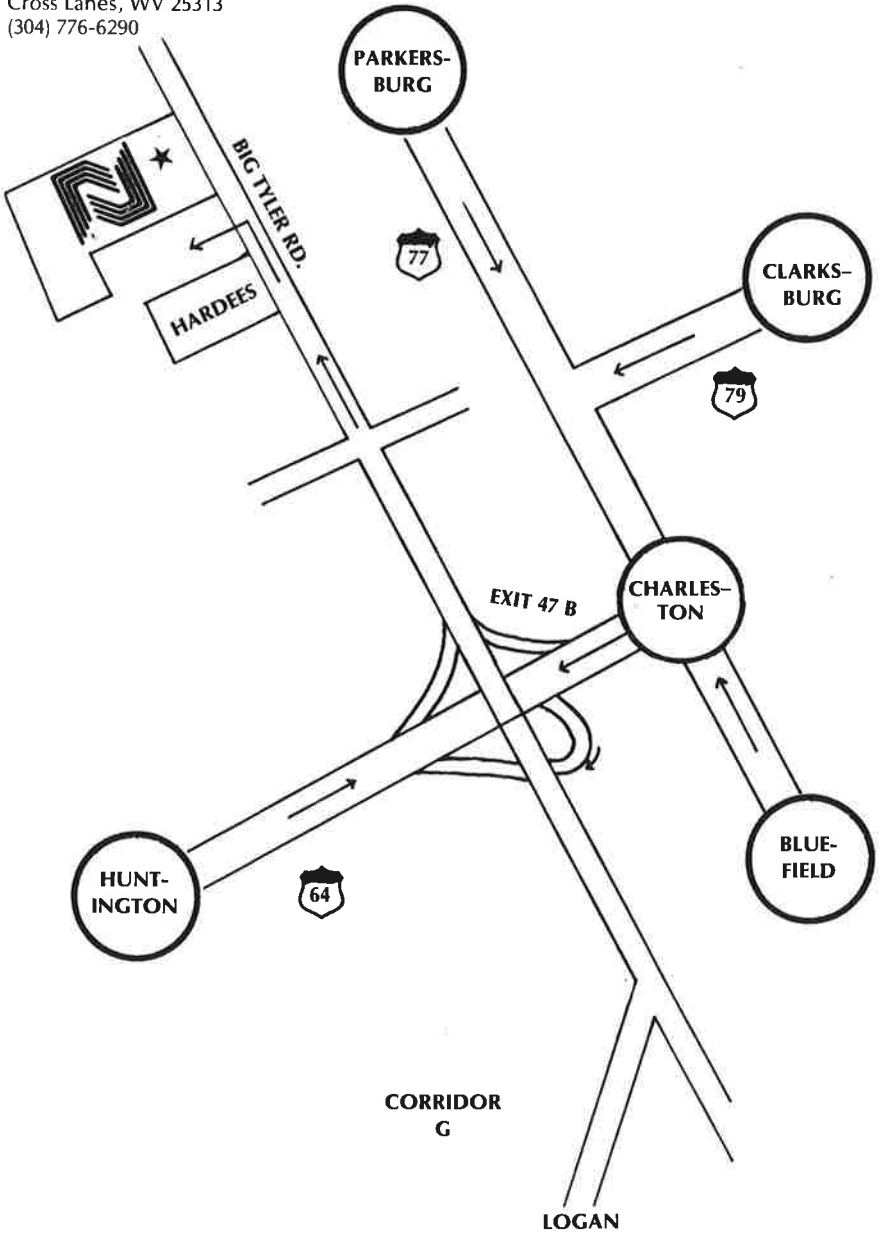
National Education Center  
Kee Business College Campus, Norfolk, VA

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

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

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

**National Inst. of Tech. Campus**  
5514 Big Tyler Road  
Cross Lanes, WV 25313  
(304) 776-6290



### ABOUT WEST VIRGINIA...

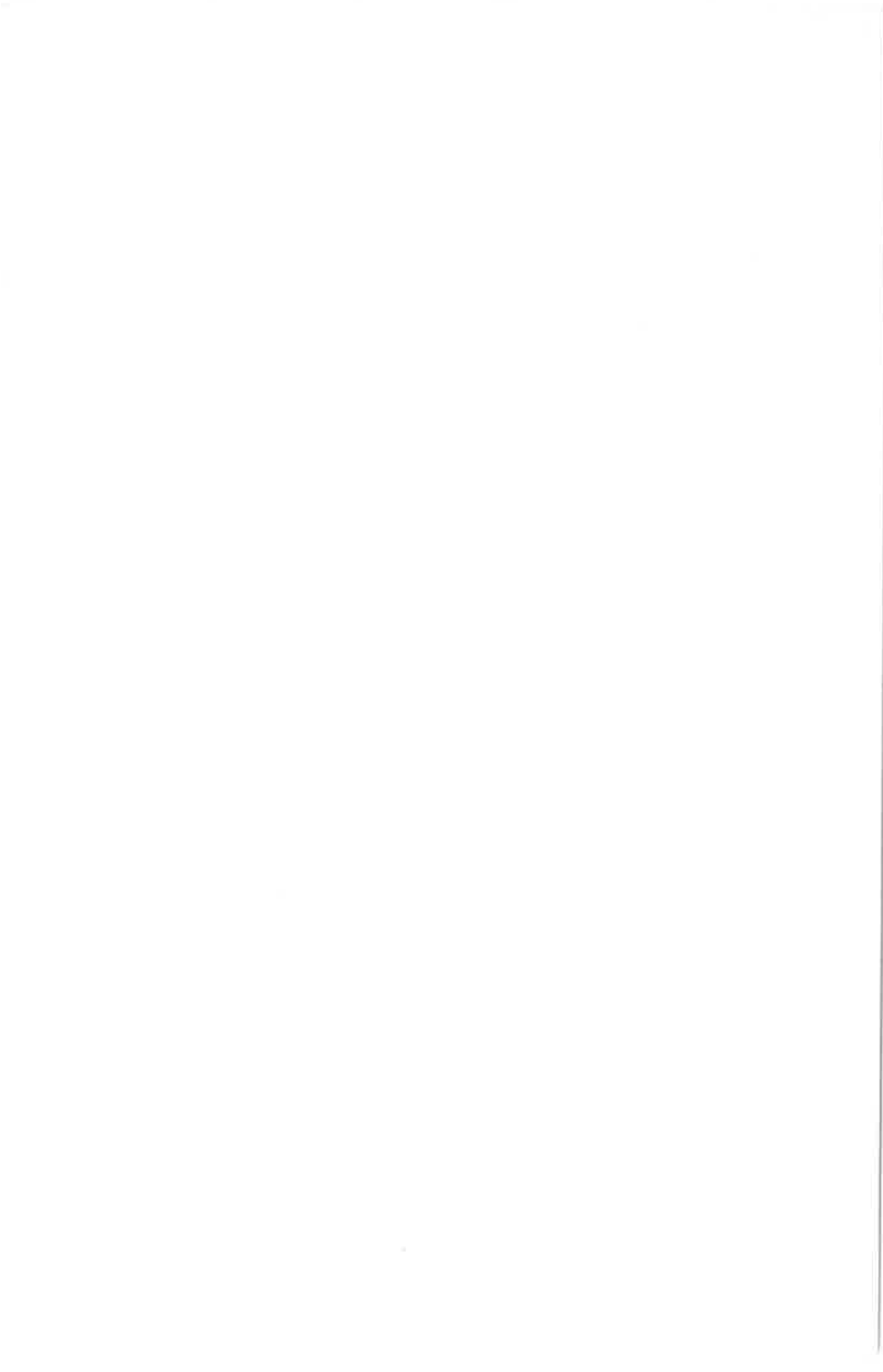
*There's no place like home. . . . or West Virginia. West Virginia, a state rich in it's charming extremes, has been called "The Outdoorsmans' Paradise." There is skiing, white - watering, camping, and much more. You have 33 state parks to choose from!*

*While you are learning at National Education Center, here at Cross Lanes, you will also be able to refresh your spirit as well your mind and body by taking advantage of West Virginias' natural scenic beauty.*









## 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 45 campuses located in 22 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**

**National Education Center**  
N.I.T. Campus  
5514 Big Tyler Road  
Cross Lanes, WV 25313  
(304) 776-6290

