

General Description

The Information Technology Department offers an Associate in Science degree in Software Engineering and Web Development, the field that has become the backbone of business, technology and industry. The department has an extensive set of computer labs for student use to gain hands-on experience in all areas of the field, from programming to software applications to network management and administration.

The emphasis of this program is on how specific computer applications solve business issues. The analysis and design of systems is covered to expose students to problems that may be expected on the job. Students learn to program in languages in demand in the workplace. These languages include Python, JavaScript, HTML, ASP.NET and PHP. Students are also introduced to data analytics using different programming languages and current visualization tools such as PowerBI and Tableau.

Software Engineering and Web Development provides depth in business applications, web development and database design. Upon completion of the program, students are qualified to apply for positions in software support, programming, web development, data analysis or a wide range of other entry-level positions or to continue in the NEIT Software Engineering bachelor's degree program.

Program Mission, Goals and Outcomes

Associate Degree – Software Engineering and Web Development

Program Mission

The mission of the Software Engineering and Web Development program is to provide a program that will allow students to pursue an entry-level career in Information Technology and prepare them to further their education in our Bachelor of Science degree program.

Program Goals

1. Provide various learning experiences with an emphasis on application of knowledge as it applies to entry level software engineering principles such as proper programming techniques, database design, web design and the integration of the Software Development Life Cycle.
2. Provide students with an opportunity to solve software engineering problems in the areas of software development, data base design, and system analysis through the combination of class work, projects, team work and hands-on experiences.
3. Provide students with a basic understanding of data analysis.
4. Provide students with opportunities to develop their critical thinking skills and social skills as they apply to software development and programming principles.
5. Provide an environment that encourages self-learning and the continuation of each student's education beyond graduation with the goal of furthering each student's ability to adapt to and incorporate new concepts, ideas, and evolving technologies.

Program Outcomes

Students will learn to:

1. Design and implement algorithms based on sound mathematical and software development principles in the areas of software development, data base design, and system analysis. Assessments will be conducted using exams, projects and performance rubrics.
2. Follow and meet objectives of a project plan and recognize the need for adaptation, adjustments, and restructuring of the plan, both as an individual IT professional, and in a team environment. Assessments will be conducted using exams, performance reviews, projects, and reports.
3. Gain a basic understanding of the principles of data analysis.
4. Demonstrate effective oral and written communications with supervisors, team members and clients. In particular, students should exhibit lucid, clear and concise technical and professional communication as well as be able to communicate complex technical ideas in layman's terms to non-technically trained people. This will be assessed via reports, self-assessments, instructor observations, peer evaluations, and technical documentation.
5. Respect different cultures, customs, and professional technical methods and procedures inherent in an industry with many differences of locality or region. Assessed through instructor observations, peer evaluations and internships.

Curriculum

		Term I			
Course No.		Title	C	L	T
IT	121	IT Visual Communications	2	2	3
NE	115	Computer and Networking Fundamentals	2	2	3
SE	116	Programming Essentials Using Python	2	4	4
		CHOOSE ONE (depending upon Math placement)*			
MA	105	<i>Basic College Math with Lab (MA/SCI Core)</i>	4	2	5
MA	110	<i>Introduction to College Math (MA/SCI Core)</i>	4	0	4
MA	125	<i>Technical Math I (MA/SCI Core)</i>	4	0	4
			10	8/10	14/15

		Term II			
Course No.		Title	C	L	T
NE	121	Windows Networking Essentials	2	4	4
SE	111	HTML and JavaScript	2	4	4
SE	126	Intermediate Programming Using Python	2	4	4
EN	100	<i>Introduction to College Writing (COM Core)</i>	4	0	4
			10	12	16

		Term III			
Course No.		Title	C	L	T
SE	133	Introduction to Database Management Systems	2	4	4
SE	135	Introduction to Data Analytics Programming	2	4	4
SE	137	Cascading Style Sheets	2	2	3
EN	200	<i>Workplace Communications (COM Core)</i>	4	0	4
		CHOOSE ONE (depending upon Math placement)*			
MA	125	<i>Technical Math I (MA/SCI Core)</i>	4	0	4
MA	121	<i>Business Math (MA/SCI Core)</i>	4	0	4
			14	10	19

		Term IV			
Course No.		Title	C	L	T
SE	245	C#	2	4	4
SE	247	Introduction to Data Visualization	2	4	4
SE	251	JavaScript	2	4	4
ELECTIVE		<i>100-200 Level Humanities (or Arts/Foreign Language) Core</i>	4	0	4
		CHOOSE ONE (depending upon Math placement)*			
MA	121	<i>Business Math (MA/SCI Core)</i>	4	0	4
ELECTIVE		<i>100-200 Level Humanities, Social Sciences, or Arts/Foreign Language Core</i>	4	0	4
			14	12	20

		Term V*			
<i>Course No.</i>	<i>Title</i>	<i>C</i>	<i>L</i>	<i>T</i>	
SE	256	Web Development Using .NET	2	4	4
SE	266	Web Development Using PHP and MySQL	2	4	4
MGM	130	Accounting Fundamentals	3	2	4
<i>PHY</i>	<i>200</i>	<i>Physics I (MA/SCI Core)</i>	<i>3</i>	<i>2</i>	<i>4</i>
			10	12	16

		Term VI*			
<i>Course No.</i>	<i>Title</i>	<i>C</i>	<i>L</i>	<i>T</i>	
SE	264	User Interface Design	2	2	3
SE	265	AS Capstone Project	0	6	3
ELECTIVE	Technical Elective (choose from list below)*		0-4	0-15	3-5
<i>ELECTIVE</i>	<i>100-200 Level Social Sciences Core</i>		<i>4</i>	<i>0</i>	<i>4</i>
			6-10	8-23	13-15
<i>Total Quarter Credit Hours = 96-101</i>					

		Technical Electives*			
IT	260	Internship	0	15	3
ERD	212	Microprocessor Control Systems	3	2	4
MGM	105	Effective Teams and Projects	2	2	3
MGM	133	Principles of Management	4	0	4
MGM	135	Business Analysis with Spreadsheets	3	2	4
MGM	210	Marketing Communications	3	2	4
MGM	230	Planning Your Financial Future	2	2	3
MGM	243	Career Development	4	0	4
MGM	264	Sales and Customer Service	2	2	3
MGM	277	Leadership in Action	4	0	4
VGD	244	Unity I	2	4	4
			0-4	0-15	3-5

Legend

C = Number of lecture hours per week

L = Number of laboratory hours per week

T = Total Quarter Credit Hours where each lecture hour per week is one credit, every 2-4 laboratory hours are one credit depending on the expected amount of pre- or post-lab work.

PLEASE NOTE: All liberal arts core courses are listed in italics.

All associate degree students are required to take 32 credits of liberal arts and math/science courses as selected from the liberal arts core. See the course descriptions section of this catalog for a list of the core area courses. Students who place out of MA 105/110 must still take 32 credits of core courses.

Subject to change.

Liberal Arts Core Electives

All programs must meet certain minimum requirements in both the major and in the liberal arts. Course requirements for each program are listed in each curriculum along with liberal arts selections. Courses listed as “Core Electives” in a curriculum can be chosen by students from one of the several core areas listed below. Each core area provides a variety of courses for student choice. Students must take a minimum of 32 credits in core electives for the associate degree and an additional minimum of 28 credits for the bachelor’s degree. Individual majors have specific requirements and may require more than the minimum number of liberal arts credits or may specify certain courses in a particular core area. All liberal arts core elective courses are 4 credits. Please refer to the curriculum of the major for specific requirements.

Associate Degree Core Elective Areas¹

To obtain a minimum of 8 courses (32 credits), students may choose from the following course selections:

- 2 courses (minimum) from the Communications Core**
- 2 courses (minimum) from the Math/Science Core**
- 1-2 courses from the Humanities Core OR**
 - 1 course from the Humanities Core AND/OR**
 - 1 course from the Arts/Foreign Language Core**
- 1-2 courses from the Social Sciences Core**

Associate Degree Courses by Core¹

Communications Core Electives (Minimum 8 Credits)

EN 100 Introduction to College Writing
EN 106 Service Industry Communications
EN 110 Healthcare Communications
EN 200 Workplace Communications
EN 211 Oral Communications
HU 208 Rap/Rock and Poetry

Math/Science Core Electives (Minimum 8 Credits)

CHM 101 Life Science Chemistry
MA 110 Introduction to College Math
MA 105 Basic College Math with Lab
MA 109 Math for Life Science
MA 121 Business Math
MA 125 Technical Math I
MA 200 Applied Math for Business
MA 210 Technical Math II
PHY 126 Applied Physics & Lab
PHY 200 Physics I and Lab
SCI 110 Environmental Science

Arts/Foreign Language Core Electives (Maximum of 4 Credits in Place of a Humanities Course)

AR 203 Introduction to Drawing
AR 204 Introduction to Theater
AR 206 3D Sculpture: An Adventure in the Third Dimension
AR 207 Introduction to Applied Music
AR 209 The Art of Collage

JP 201 Introduction to Japanese
SP 201 Introduction to Spanish
SP 203 Spanish for Healthcare Workers

Humanities Core Electives (Minimum 4 Credits)

HU 208 Rap/Rock and Poetry
HU 211 Introduction to Film
HU 212 Documentary Film
HU 215 Popular Culture
HU 216 Music and the Media
HU 240 Graphic Design in the 20th Century
HU 242 The Automobile and American Culture
HU 244 Science Fiction
HU 289 Racing Through Film
HU 291 Critical Thinking and Chess

Social Sciences Core Electives (Minimum 4 Credits)

BU 236 Small Business and the Law
EC 203 Principles of Economics
HI 231 Contemporary History
HI 235 Architectural History
HI 280 The Holocaust
PS 140 Life-Span Development
PS 201 Introduction to Psychology
PS 202 Psychology of Healthcare
PS 203 Psychology of Happiness
PS 210 Human Relations in the Workplace
SO 203 Social Problems
SO 220 Internet and Society
SO 231 Crime and Deviance
SS 140 Criminal Investigations
SS 201 American Government in Action
SS 203 Terrorism & National Security
SS 204 Juvenile Justice System in America
SS 206 Constitutional Values in the 21st Century
SS 221 Technology and American Life
SS 222 Mindful Living

1. Subject to Change

Degree Progress Checklist

Check off each completed course
Program Requirements

T1**	NE	115	_____
	SE	116	_____
	IT	121	_____
T2	NE	121	_____
	SE	111	_____
	SE	126	_____
T3	SE	133	_____
	SE	135	_____
	SE	137	_____
T4	SE	245	_____
	SE	247	_____
	SE	251	_____
T5	SE	256	_____
	SE	266	_____
	MGM	130	_____
T6	SE	264	_____
	SE	265	_____
Technical Elective from list below			_____

*Technical Electives			
IT 260	_____	MGM 230	_____
ERD 212	_____	MGM 243	_____
MGM 105	_____	MGM 264	_____
MGM 133	_____	MGM 277	_____
MGM 135	_____	VGD 244	_____
MGM 210	_____		_____

**Liberal Arts Core Requirements
8 Required Courses**

Each course=4 credits (total of 32 credits)

Communications Core			
#1	EN 100	T2	_____
	EN 200	T3	_____

Math/Science Core			
#3	MA 105 or MA 110**	T1	_____
#4	MA 125	T3	_____
#5	MA 121	T4	_____
#6	PHY 200	T5	_____
OR			
If you placed into MA 125 or 121 take:			
#3	MA 125	T1	_____
#4	MA 121	T3	_____
#5	100-200 level SS/HU/AR/FL elective	T4	_____
#6	PHY 200	T5	_____

*If you placed into MA 044, take MA 105 instead of MA 110.

Humanities Core*			
#7	100-200 level HU elective	T4,5,6	_____

*You may use one Arts/Foreign Language Core Elective to fulfill your Humanities Core.

Social Sciences Core			
#8	100-200 level SS elective	T4,5,6	_____

Subject to change.
Please see your advisor for any questions.

Students are advised to take courses in the order and in the term in which they appear on this checklist. Any deviation may result in an extended time required to complete your degree as well as additional tuition and fees. Please contact your Student Advisor prior to making any changes to the course sequence.

Course Descriptions

IT 121 IT Visual Communications

2 Class Hours 2 Lab Hours 3 Quarter Credit Hours

Visual communication is often more effective than written or spoken communication. Like other forms of communicating, visual communication has its own set of rules, slang and conventions. The goal of this course is to teach students about the fundamentals of effectively organizing and communicating ideas through graphics. Among the topics addressed in this course are the logical organization of information, presentation skills, with the use of industry standard desktop publishing and digital imaging applications.

IT 260 Internship

15 Field Hours 3 Quarter Credit Hours

Prerequisite: completion of NE 245 or NE 247 or SE 245 or SE 251 with a grade of B or higher

Students will gain practical experience through work experience at a local company within an Information Technology department or industry. Students will use the knowledge through previous coursework in their program to work in an entry-level position within a programming or networking environment.

NE 115 Computer and Networking Fundamentals

2 Class Hours 2 Lab Hours 3 Quarter Credit Hours

This course provides a technical overview of computers and computer networking used in business. Hands-on exercises are provided to give students experience with basic computer and network activities. The content serves as a technical foundation for later courses in the Network Engineering and Software Engineering programs.

NE 121 Windows Networking Essentials

2 Class Hours 4 Lab Hours 4 Quarter Credit Hours

Prerequisite: NE 115

Students are introduced to a desktop operating system. They perform the installation of the operating system as well as implementing and conducting the administration of resources, the implementation, management and troubleshooting of hardware devices and drivers, the monitoring and optimizing of system performance and reliability, and configuring and troubleshooting the desktop environment.

SE 111 HTML and JavaScript

2 Class Hours 4 Lab Hours 4 Quarter Credit Hours

In this course, students will gain an introduction to internet technologies and basic programming logic through the study of HTML 5, XHTML, Cascading Style Sheets, and JavaScript. File organization and implementation of web graphics will be stressed throughout this course.

SE 116 Programming Essentials Using Python

2 Class Hours 4 Lab Hours 4 Quarter Credit Hours

A study of the Python programming language will be used as the vehicle to introduce flowcharting, control structures, calculations, interactive programming techniques, and editing. Students will be introduced to a distributed version control system using git. Students will learn to write high-quality Python programs solving a variety of applications. Laboratory projects will grow in complexity as students gain hands-on experience. Both software engineering and networking engineering applications will be provided.

SE 126 Intermediate Programming Using Python

2 Class Hours 4 Lab Hours 4 Quarter Credit Hours

Prerequisite: SE 116

A study of the Python programming language will be used as the vehicle to introduce advanced programming concepts. At the end of the course, students should be able to analyze problems and develop their solutions by applying advanced flowcharting, coding and programming techniques. Students

should be able to design, develop, test and implement programs that involve nested conditional control structures, file handling, interactive processing, data editing, array processing, and sort and search algorithms.

SE 133 Introduction to Database Management Systems

2 Class Hours 4 Lab Hours 4 Quarter Credit Hours

Prerequisite: NE 115

Given a business scenario, students will learn how to design and implement a relational database that will store and secure information according to industry standards. Students will become proficient in the Structured Query Language (SQL) and apply their skills on current database platforms such as MySQL and SQL Server. Students are taught to create and maintain database objects and to store, retrieve, and manipulate data.

SE 135 Introduction to Data Analytics Programming

2 Class Hours 4 Lab Hours 4 Quarter Credit Hours

Prerequisite: SE 126

Using the Python programming language students will learn how to build dashboards that can be used to analyze existing data sets. Students will be introduced to data engineering techniques and basic statistical methods available in Python to create visualizations that will provide stakeholders deeper insights into their data.

SE 137 Cascading Style Sheets

2 Class Hours 2 Lab Hours 3 Quarter Credit Hours

Prerequisite: SE 111

Students will learn how to use responsive design to create web sites that are visually appealing on any device with Cascading Style Sheets (CSS). Topics include code reuse, grid layouts and flexboxes. Students will also research current CSS frameworks and use best practices to determine which framework is best suited for a given project.

SE 245 C#

2 Class Hours 4 Lab Hours 4 Quarter Credit Hours

Prerequisite: SE 126

This first programming course in C# introduces students to topics that may include an overview of a microcomputer system, an introduction to control structures, beginning the problem-solving process, completing the problem-solving process and getting started with C#, variables, constants, arithmetic operators, and assignment statements, built-in functions, program-defined value-returning functions, and program-defined void functions.

SE 247 Introduction to Data Visualization

2 Class Hours 4 Lab Hours 4 Quarter Credit Hours

Prerequisite: SE 133

Students will learn how to perform data analysis with Excel and Python using different summarization techniques and consequently displaying the data through charts, graphs and pivot tables. In addition, a current data visualization platform such as Microsoft's PowerBI or Tableau will be used to create rich dashboards allowing end-users the opportunity to view and analyze the data in a user-friendly and visually appealing manner.

SE 251 JavaScript

2 Class Hours 4 Lab Hours 4 Quarter Credit Hours

Prerequisite: SE 111

This course builds on the student's understanding of JavaScript learned in previous courses. JavaScript is the programming language used to extend the capabilities of the web browser to include animation, interactive forms, object control, and basic decision-making. Topics addressed will include client-side form

validation, Object Oriented Programming, DOM Manipulation, data IO, persistence and the HTML 5 canvas.

SE 256 Web Development Using .NET

2 Class Hours 4 Lab Hours 4 Quarter Credit Hours

Prerequisites: SE 111, SE 245

Students will learn the use of server-side scripting to create dynamic, database driven sites using the .NET platform.

SE 264 User Interface Design

2 Class Hours 2 Lab Hours 3 Quarter Credit Hours

Prerequisite: SE 256 or SE 266

This is a project-based course focused on developing a polished and logical user interface for a project of the student's choosing. Ideally, students will design and develop an interface for their capstone project. This course will instruct students in the logistical concerns inherent in designing an intuitive UI. Topics to be covered are: user experience, I/O and visual hierarchy. In addition, this course will provide insight into the fundamentals of utilizing Photoshop for front end production. Photoshop topics include wireframe and comp creation, image file formats, image compression, resizing, color space, resolution, pixel measurements, batch processing, and sprite sheets. Students will learn and utilize advanced CSS 3.0 techniques combined with JavaScript and jQuery to develop their designs into functional web pages.

SE 265 AS Capstone Project

6 Lab Hours 3 Quarter Credit Hours

Prerequisite: SE 256 or SE 266

This course provides an opportunity for each student to develop a substantial project in an area of interest. The resulting project, in conjunction with a faculty member, can include work conducted with companies in the area. The culmination of this course is a major presentation of project results.

SE 266 Web Development Using PHP and MySQL

2 Class Hours 4 Lab Hours 4 Quarter Credit Hours

Prerequisite: SE 111, SE 133

Students will learn the use of server-side scripting to create dynamic, database driven sites using PHP and MySQL. Emphasis is placed on applications that are user-friendly and secure.

ERD 212 Microprocessor Control Systems

3 Class Hours 2 Lab Hours 4 Quarter Credit Hours

The concepts of how a microprocessor processes and stores data will be studied. The interfacing and control are presented from a hardware and software view. Computer to peripheral interfacing and troubleshooting is emphasized. Students will study assembly language programming of the 8051 Core Processor to control several systems.

MGM 105 Effective Teams and Projects

2 Class Hours 2 Lab Hours 3 Quarter Credit Hours

Students learn the characteristics of highly effective teams and the value of team diversity. In addition, students learn and practice workplace professionalism, the concept of team collaboration, and apply project and time management.

MGM 130 Accounting Fundamentals

3 Class Hours 2 Lab Hours 4 Quarter Credit Hours

The accounting cycle, debits and credits, journals, and ledgers for a service business are introduced. Accounting for general office records and the preparation of financial statements are also covered. In addition, students are exposed to computerized accounting which reinforces the accounting cycle and accounting theory.

MGM 133 Principles of Management

4 Class Hours 4 Quarter Credit Hours

This course will introduce students to the various functions, processes, and activities of management and help them apply these underlying theories to effectively manage people and organizations in a diverse, interconnected world. Students will examine historical, current, and future issues in management.

MGM 135 Business Analysis with Spreadsheets

3 Class Hour 2 Lab Hours 4 Quarter Credit Hours

Students learn and practice Excel spreadsheets and commonly used functions in businesses and organizations. Coursework focuses on Excel as a tool for business analysis. Students learn and practice using Excel spreadsheets, creating accurate formulas and using common functions to manage business data effectively. Students develop skill in analyzing existing worksheets to correct errors and improve formatting. In group projects, students apply best practices for developing logical, well-formatted worksheets to solve business problems.

MGM 210 Marketing Communications

3 Class Hours 2 Lab Hours 4 Quarter Credit Hours

Communicating what an organization can offer to its customers is vital to its success. Students will learn the role of promotion within the larger world of marketing, and how to identify and communicate effectively with the target market for a particular product. Students will analyze existing marketing messages and create persuasive content for new marketing messages to be communicated via different types of media. Students will develop skills in desktop software and cloud-based applications to create persuasive promotions.

MGM 230 Planning Your Financial Future

2 Class Hour 2 Lab Hours 3 Quarter Credit Hours

Students will learn how to prepare for their successful financial future. Topics covered will include identifying financial goals, budgeting, cash and credit management, purchasing and owning a house, effective insurance buying, an introduction to investments, and retirement planning.

MGM 243 Career Development

4 Class Hours 4 Quarter Credit Hours

Students will learn the process and techniques of establishing a plan for their career development. Students will engage in career planning based on extensive self-assessment that will lead to proficiency in resume writing and pre-employment correspondence, professional networking, interpersonal skill development, career goal development, and interviewing preparation.

MGM 264 Sales and Customer Service

2 Class Hours 2 Lab Hours 3 Quarter Credit Hours

Students will practice selling a product or service by qualifying the buyer, giving a presentation, handling consumer objections, and closing a sale. Students will focus on business-to-business sales. In addition, students will practice providing excellent customer service – face-to-face, on the phone, and online.

MGM 277 Leadership in Action

4 Class Hours 4 Quarter Credit Hours

This course will address basic personal and interdependent leadership skills. Students will examine corporate responsibility and philanthropy to underserved and under-represented populations and will build leadership skills by engaging in a service learning project.

VGD 244 Unity I

2 Class Hours 4 Lab Hours 4 Quarter Credit Hours

This course will provide a foundation in the tools, techniques, and production methods for creating game environments and successfully using Unity 3D in production situations.

Liberal Arts Associate Degree Courses

Art (Arts/Foreign Language Core)

AR 203 Introduction to Drawing

4 Class Hours 4 Quarter Credit Hours

This course introduces students to key concepts and techniques integral to developing basic drawing skills. Class time will be spent discussing, demonstrating and practicing these skills in order to produce a comprehensive body of work specific to the course objectives. Course performance will be evaluated on effort and growth as opposed to artistic talent.

AR 204 Introduction to Theater

4 Class Hours 4 Quarter Credit Hours

This course will provide students with both a theoretical and practical understanding of acting and the theatrical process as evidenced by theatrical scenes, performed by students as a final project. Theater exercises will guide students toward self-discovery in order to explore character development and the interpretation of the content/themes of various plays. Students will write character analysis essays as a method for understanding the specific elements of acting necessary to accurately portray a given character. Students will also explore the ways in which a play is translated into a production with an emphasis on differentiating the functions of the playwright, the actor, the director, set designer and other members of a production team.

AR 206 3D Sculpture: An Adventure in the Third Dimension

4 Class Hours 4 Quarter Credit Hours

This course will teach students to think, see and function in 3-dimensional space. They will explore the differences and similarities between 2-dimensional and 3-dimensional representation in composition and design. Students will use a broad range of materials to create sculptures that will help them explore different aspects of 3-dimensional functioning. Class time will be spent in a combination of sculpture design and a discussion of slides of work reflecting the history of three-dimensional works of art from Greek times to the present. No prior experience with art courses is required.

AR 207 Introduction to Applied Music

4 Class Hours 4 Quarter Credit Hours

This course will afford students the opportunity to experience a "hands-on" approach to piano keyboard and composition. Each section of the course will focus on one musical concept through listening, playing and finally application. Because of the computer-assisted nature of the program, all levels of musical and keyboard comprehension can be accommodated, and the course can be geared to the individual interests and needs of each student in the class.

AR 209 The Art of Collage

4 Class Hours 4 Quarter Credit Hours

Powerful imagery is a combination of technical skill and imagination. Students will exercise their ability to manipulate composition and color as well as cultivate the power of imagination in this studio class with a focus on collage, a technique where compositions are crafted by adhering various materials to a backing surface. Creativity and the development of ideas will be explored while acquiring a working knowledge of the elements and principles of art. The assemblage process of collage will be the design tool used to investigate, generate and express ideas. Students will research collage as an art form and examine the creative processes of various artistic disciplines. No prior experience is necessary. Students will be evaluated on their effort and creative growth as opposed to artistic talent.

Business (Social Sciences Core)

BU 236 Small Business and the Law

4 Class Hours 4 Quarter Credit Hours

Prerequisite: EN 100

This course is designed for those students who intend to start and operate their own small business. This course will focus on the various elements associated with the start-up, acquisition and operation of a small business from the entrepreneurial point of view. Topics to be covered will include business formation, contract negotiations and drafting, financing, employee discrimination issues, customer relations issues, licensing, permits and tax basics. Additionally, students will be asked to complete a legal research assignment and prepare and present a business plan in their particular technological field of study.

Chemistry (Math/Science Core)

CHM 101 Life Science Chemistry

3 Class Hours 2 Lab Hours 4 Quarter Credit Hours

Prerequisite: MA 100/110 or MA 105 or MA 109

This course provides an introduction to inorganic chemistry and organic chemistry with a focus on Life Science applications as reflected in the selection of the text. Topics include measurement, units of concentration, the nature of atoms, states of matter, periodicity, bonding, stoichiometry, chemical reactions, thermodynamics and kinetics.

Community Enrichment

CE 101 Community Enrichment

1 Class Hour 1 Quarter Credit Hour

This online course is offered through the Feinstein Enriching America Program. Weekly assignments include topics such as B Corporations, civic and social responsibility, and Non-Governmental Organizations. A 15-hour community enrichment project is also required. Community engagement six months prior to taking the course may be accepted with proper documentation. Current or prior military service and concurrent clinical experiences are accepted in lieu of the community enrichment project. After successful completion of the course, students are eligible to apply for a Feinstein Scholarship, which is awarded each term.

Economics (Social Sciences Core)

EC 203 Principles of Economics

4 Class Hours 4 Quarter Credit Hours

Prerequisite: EN 100

Introduces the fundamental principles of microeconomics and macroeconomics, such as scarcity, supply and demand, growth, fiscal and monetary policies, and the public and the private sectors.

English (Communications Core)

EN 100 Introduction to College Writing

4 Class Hours 4 Quarter Credit Hours

Placement: Based on an evaluation of a writing sample or successful completion of EN 030.

EN 100 is an introductory writing course designed to immerse students in the writing process and sharpen their critical thinking skills. In this course, students will practice using writing as a tool for learning by responding to readings, composing essays, and reflecting on the writing process itself. Through drafting, revising, and writing to learn, students will strengthen their ability to interpret, analyze, and

evaluate the ideas presented in the course readings, lectures, and discussions. Conducting, evaluating, and integrating research (through summarization, quotations, and paraphrasing) is a major component of this course. Additionally, students will be introduced to APA citation style, and will improve essential writing skills such as grammar, punctuation, and standard usage.

EN 106 Service Industry Communications

5 Class Hours 5 Quarter Credit Hours

In today's competitive service industry technicians must possess a mastery of both technical and nontechnical skills. EN 106 will introduce and equip students with the nontechnical or "soft skills" needed to succeed and advance in their field. Topics will include: written and verbal communication, professionalism, team collaboration, critical thinking, and problem-solving skills. Because learning to write and communicate effectively requires practice, the course provides numerous opportunities; including writing workshops, role play, and group activities, for students to apply the fundamentals of written and oral communication.

EN 110 Healthcare Communication Skills

4 Class Hours 4 Quarter Credit Hours

Prerequisite: EN 100

EN 110 builds off the foundation established in EN 100 and focuses on the necessity of clear written and oral communication in the allied health arena. Through role play, small group work, and presentations students will develop the communication and critical thinking skills they will need daily when communicating with other health care providers, clients, and their families. Additionally, by continuing in the writing process (researching, drafting, and revising) students will further their ability to write clear, concise, error free prose with attention given to audience and message.

EN 200 Workplace Communications

4 Class Hours 4 Quarter Credit Hours

Prerequisite: EN 100 or EN 110 or placement based on evaluation of a writing sample.

EN 200 builds off the foundation established in EN 100 and focuses on the necessity of clear written and oral communication in professional settings. Students will be exposed to a variety of business writing genres including memos, emails, business letters, and proposals. By continuing their engagement in the writing process (researching, drafting, and revising), students will compose several professional documents, reinforcing students' attention to audience and their aptitude to develop an effective workplace document. Additionally, this course strengthens students' ability to document in APA citation style, and hone essential writing skills such as grammar, punctuation, and standard usage.

EN 211 Oral Communications

4 Class Hours 4 Quarter Credit Hours

Prerequisite: EN 100 or EN 110 or placement

This is an introductory course with an emphasis on oral communication theory and practice, providing a basic understanding of the significance of oral communication as well as instruction and practice in the basic skills of public speaking. The course is intended to help students develop skills in speaking, organizing thoughts, and critical analysis. Major emphasis is placed on the preparation and presentation of formal speeches.

History (Social Sciences Core)

HI 231 Contemporary History

4 Class Hours 4 Quarter Credit Hours

Prerequisite: EN 100

This course encourages students to explore economic, political, social and cultural developments throughout the world since World War II, particularly in developing nations including spiritual, scientific and intellectual developments.

HI 235 Architectural History

4 Class Hours 4 Quarter Credit Hours

This course is a study of the major periods and styles of architecture from Egyptian through postmodern. Styles studied will include Egyptian, Greek, Roman, early Christian, Byzantine, Romanesque, Gothic, Renaissance, Baroque, 18th, 19th and 20th century. Through a series of lectures, discussions, and readings, students will gain a fundamental understanding of the history of architecture including the historical and social context of each period respectively.

HI 280 The Holocaust

4 Class Hours 4 Quarter Credit Hours

Prerequisite: EN 100

In this course, students will study genocide and mass murder in modern history. The focus of this course is the Jewish Holocaust of 1933-1945. Through film, photographs, and readings, the course will provide students with a basic understanding of the establishment of the Nazi Party and its attitudes, beliefs, and laws that were put into action during this time period. Students will compare the Holocaust to current genocidal acts in the world today, including the effects of genocide on society.

Humanities (Humanities Core)

HU 208 Rap/Rock and Poetry

4 Class Hours 4 Quarter Credit Hours

Core Fulfillment: Both Communications Core and Humanities Core

Prerequisite: EN 100

What do Eminem, Tupac, Bob Marley, Bob Dylan and WB Yeats have in common? All five wordsmiths are poets who use rhyme, rhythm, figurative language and poetic structure to craft language. In this course, students will explore poetic devices and important global themes through examination of poetry, written by Nobel Prize and Grammy Award winning writers. Focusing on aspects of poetic form will build students' understanding of and appreciation for the power of language.

HU 211 Introduction to Film

4 Class Hours 4 Quarter Credit Hours

Prerequisite: EN 100

The focus of the course will be on what goes into the reading and analysis of a film. Film is comprised of several arts – and the objective of this course is to learn to appreciate films and to see them as important social documents that tell us much about ourselves and our world.

HU 212 Documentary Film

4 Class Hours 4 Quarter Credit Hours

Prerequisite: EN 100

This course will expose students to the techniques and artistry of making interesting non-fiction films. Students will view and analyze significant documentary films and become familiar with the work of important filmmakers.

HU 215 Popular Culture

4 Class Hours 4 Quarter Credit Hours

This course will analyze cultural expressions of intellectual and social trends since 1950. Students will investigate literature, comics, movies, television, music, advertising, painting, computer games, and the Internet to probe the forces that shape our world. In this course, students will identify and evaluate the popular entertainment we consume and ask how our choices define us and shape our values. Understanding our values and culture enables us to understand why we buy what we buy, why we do what we do, and why we think the way we do.

HU 216 Music and the Media

4 Class Hours 4 Quarter Credit Hours

Prerequisite: EN 100

This course will trace the long relationship between visual media and music. Students will study the movie industry from silent movies to the sound tracks that are an integral part of the movies of today. They will also study the importance of music in television, radio and the recording industry, particularly its role in commercials and the "selling" of products, people and programming. In addition, a substantial portion of the course will be devoted to the technology that has led to today's sophisticated performances and recording techniques.

HU 240 Graphic Design in the 20th Century

4 Class Hours 4 Quarter Credit Hours

Prerequisite: EN 100

Throughout history, artists and designers have created visual works that help to define historical eras. In this course, students will examine and analyze the most prominent design styles of the past one hundred years. They will learn the defining features and major proponents of each style as well as how each style fits within its historical context. They will then use the knowledge gained to produce designs that respond to past styles in an engaged, knowledgeable way. Course performance will be evaluated on student effort and growth as opposed to artistic talent.

HU 242 The Automobile and American Culture

4 Class Hours 4 Quarter Credit Hours

Prerequisite: EN 100

Undeniably, the automobile has had an enormous impact on American culture. A majority of Americans rely on individual transportation daily, but the car is more than a means of heading to work. Automobiles impact our personal independence, our choice of employment, the country and world economies, the environment, and our social culture. The Automobile and American Culture is a course designed to study the broad impact that the automobile has and continues to have on our nation and the world. Students will examine the automobile through historical documents, films, photographs, and music.

HU 244 Science Fiction

4 Class Hours 4 Quarter Credit Hours

Prerequisite: EN 100

Isaac Asimov called science fiction "the literature of change." The course will analyze films, short stories, and a classic science fiction novel to understand the ways this popular genre entertains us and gives us insight into the impact science and technology has had on us.

HU 289 Racing Through Film

4 Class Hours 4 Quarter Credit Hours

Racing Through Film is a course dedicated to examining how the sport of motor racing has been explored through film. Through reading, discussion and viewing films we will consider such issues as the history of racing, questions of masculinity and the often countercultural and rebellious nature of racing, with particular interest in the anti-hero figure.

HU 291 Critical Thinking and Chess

4 Class Hours 4 Quarter Credit Hours

Prerequisite: EN 100

This course teaches critical thinking and problem-solving skills by using the game of chess as an empirical model for evaluating situations, calculating risks, predicting the consequences of possible actions, solving problems efficiently, and investigating the benefits and limits of reasoning and creative play. Students will demonstrate those skills by solving a wide variety of tactical and strategic problems in chess, by writing a thoughtful analysis of the qualities necessary for a successful thinker/problem solver, and by applying those qualities to situations in one's personal life and career. Chess will be used as a model for critical thinking skills and life skills.

Japanese (Arts/Foreign Language Core)

JP 201 Introduction to Japanese

4 Class Hours 4 Quarter Credit Hours

Students will be introduced to the basics of Japanese, (speaking, listening, reading, and writing) with an emphasis on comprehension and speaking. Vocabulary used in everyday communication in the workplace, school, and common social situations will be covered. Contemporary Japanese society will be addressed in class discussions and video presentations including, but not limited to art, education, film (in particular animé), food, literature, music, sports, and technology. Japanese technological invention and know-how, as well as the unique challenges of doing business with the Japanese will be studied. Japanese guest speakers will be invited to share their expertise and experiences.

Mathematics (Math/Science Core)

MA 100 Introduction to College Math with Lab

2 Class Hours 4 Lab Hours 4 Quarter Credit Hours

Prerequisite: Placement exam

Topics to be covered in this lab-based introductory algebra course include operations with signed numbers, rules for exponents, polynomial operations, solutions to linear equations in one variable, and several applications important to various programs.

MA 105 Basic College Math with Lab

4 Class Hours 2 Lab Hours 5 Quarter Credit Hours

Prerequisite: Placement exam

Topics to be covered in this lab-based introductory algebra course include operations with signed numbers, rules for exponents, polynomial operations, solutions to linear equations in one variable, and several applications important to various programs.

MA 109 Math for Life Science

4 Class Hours 4 Quarter Credit Hours

This course is designed to assist in the understanding of the proper techniques needed to perform accurate dosage calculations; vital signs in order to ensure patient safety. This course will focus on developing the mathematical skills, critical thinking and quantitative reasoning methods needed to apply medical language and systems of measurement to solve problems in a variety of healthcare settings.

MA 110 Introduction to College Math

4 Class Hours 4 Quarter Credit Hours

Prerequisite: Placement exam

Topics to be covered in this introductory algebra course include operations with signed numbers, rules for exponents, polynomial operations, solutions to linear equations in one variable, and several applications important to various programs.

MA 121 Business Math

4 Class Hours 4 Quarter Credit Hours

Prerequisite: MA 100/110 or MA 105 or MA 106 or MA 109

This is an elementary applied course studying such business topics as interest rates, discounts, payrolls, markups, depreciation, insurance, mortgages, and basic statistics.

MA 125 Technical Math I

4 Class Hours 4 Quarter Credit Hours

Prerequisite: MA 105 or MA 100/110

Topics to be studied include the analytic geometry of a straight line, systems of linear equations, trigonometry, vectors and their applications, and quadratic equations.

MA 200 Applied Math for Business

4 Class Hours 4 Quarter Credit Hours

Prerequisite: MA 105 or MA 100/110

MA 200 is designed to help with the transition from basic algebra to more advanced business-related courses, such as statistics and finance. Applications will be stressed throughout the course. Specific topics include linear functions, quadratic functions, descriptive statistics, exponential functions, and annuities.

MA 210 Technical Math II

4 Class Hours 4 Quarter Credit Hours

Prerequisite: MA 125

The following four major topics and their applications will be studied: Cramer's Rule, exponential and logarithmic functions, trigonometry, and complex numbers.

Physics Courses (Math/Science Core)

PHY 126 Applied Physics & Lab

3 Class Hours 2 Lab Hours 4 Quarter Credit Hours

Prerequisite: MA 100/110 or MA 109

This course studies the applications of fundamental concepts of physics. The topics covered include: the motion of objects, the forces that cause motion, velocity, acceleration, Newton's Laws, torques, work, power, and energy. The laboratory component is designed to give students the opportunity to have hands-on experience with the fundamental concepts of physics studied in the theory portion of the course.

PHY 200 Physics I & Lab

3 Class Hours 2 Lab Hours 4 Quarter Credit Hours

Prerequisite: MA 125

This course is a non-calculus approach to the study of fundamental physics and includes kinematics and dynamics of bodies, velocity, acceleration, and Newton's laws of motion, forces in equilibrium, concurrent and non-concurrent forces, work, power, energy, and torque. Labs are performed within the course to reinforce concepts.

Psychology (Social Sciences Core)

PS 140 Life-Span Development

4 Class Hours 4 Quarter Credit Hours

The purpose of Life-Span Development is to introduce students to the broad concepts of human growth and development from conception to death. Students will be introduced to human development from the prenatal stage to death with particular emphasis placed on early childhood, adolescence and old age. The course is especially designed for students entering the healthcare professions as the slant is toward practical application of all stages. Upon completion of the course, students should be able to demonstrate a basic knowledge of the developmental stages of life.

PS 201 Introduction to Psychology

4 Class Hours 4 Quarter Credit Hours

Prerequisite: EN 100

This introductory course in psychology is a survey of the multiple aspects of human behavior. It includes, but is not limited to, such topics as the history of psychology, the biological foundations of behavior, memory, learning, personality, psychological disorders and treatment and social behavior. Importantly, this course will be geared to stress those areas of more practical significance for those in medical service fields.

PS 202 Psychology of Healthcare

4 Class Hours 4 Quarter Credit Hours

Prerequisite: EN 100

This course addresses the human element of clinical competence in providing health care. Students will explore the psychodynamics of interactions between health care workers and patients, the psychological influences of illness and pain, the psychosocial factors that impact one's effectiveness as a health care team member, the impact of families on a patient's treatment plan, the role of body image in patient responsiveness to treatment, and a variety of other psychosocial factors that influence health care delivery.

PS 203 Psychology of Happiness

4 Class Hours 4 Quarter Credit Hours

This course will explore the psychological principles associated with the experience, feelings and thoughts of happiness. Students will be exposed to a variety of research investigations that have studied different variables that impact happiness. Some of the subtopics discussed in this course include ways to define and measure happiness, differences and similarities in happiness across cultures, happiness and money, and ways to increase happiness.

PS 210 Human Relations in the Workplace

4 Class Hours 4 Quarter Credit Hours

Major skill areas covered in the course include making a good impression with your employer, managing conflict with difficult coworkers, working on a team with diverse groups of people, providing exceptional customer service, and managing on-the-job stressors. This course provides a set of practical human relations techniques that will help students increase the likelihood of job security and career advancement in any current or future job.

Science (Math/Science Core)

SCI 110 Environmental Science

4 Class Hours 4 Quarter Credit Hours

This course will focus on man's interaction with his environment. It will cover current issues like global warming, human population growth, and pollution.

Sociology (Social Sciences Core)

SO 203 Social Problems

4 Class Hours 4 Quarter Credit Hours

This course will examine contemporary social issues from multiple perspectives. Attempts to see the ethics, the arguments and the policy outcomes involved in problems such as drug abuse, crime, poverty and the global environment.

SO 220 Internet and Society

4 Class Hours 4 Quarter Credit Hours

Prerequisite: B- or better in EN 100

Internet and Society is an online course that focuses on the impact of the Internet on our lives. The goal of this course is to encourage students to think deeply and critically about the reality of living in a technology-driven society and how technological change influences work, families, social lives, education, and privacy.

SO 231 Crime and Deviance

4 Class Hours 4 Quarter Credit Hours

Prerequisite: EN 100

This course traces the historical development of crime and deviance. A review of the social, physiological, and psychological theories of crime are examined. Topics such as the history of policing and the history of corrections are also reviewed.

Spanish (Arts/Foreign Language Core)

These courses are designed for students with no prior knowledge of Spanish.

SP 201 Introduction to Spanish

4 Class Hours 4 Quarter Credit Hours

This course will introduce students to the Spanish language with an emphasis on the use of Spanish in the workplace. Students will learn to communicate with customers and other employees in Spanish with a focus on basic vocabulary words used in everyday interactions at the workplace. Topics covered include: conversational skills as well as key principles of Spanish grammar and cultural traditions in Spanish-speaking countries.

SP 203 Spanish for Healthcare Workers

4 Class Hours 4 Quarter Credit Hours

This course will introduce students to the Spanish language with an emphasis on the use of Spanish in the workplace. Students will learn to communicate with Spanish speaking patient and family and other employees in Spanish with a focus on basic vocabulary words used in everyday interactions at the workplace. While each class will emphasize conversational skills, the course will also cover some key principles of Spanish grammar and provide some exposure to a variety of cultural traditions in Spanish-speaking countries.

Social Sciences (Social Sciences Core)

SS 140 Criminal Investigations

4 Class Hours 4 Quarter Credit Hours

In this course, students will get exposure to a wide range of interpersonal and scientific factors that are explored by criminal investigators in their efforts to support hypotheses developed to solve a variety of crimes. Some of the course topics will include the appropriate collection of evidence at a crime scene, techniques for interviewing witnesses and suspects, the role of the crime lab, the science of fingerprinting, forensic medicine, and the preparation of testimony that leads to the conviction of criminals.

SS 201 American Government in Action

4 Class Hours 4 Quarter Credit Hours

Prerequisite: EN 100

This is an introductory course that will help students understand how the pieces of American government fit together, and how politics continuously affects their lives. Students will examine the roles of interest groups, the media, political parties and the three branches of government. Class discussions about relevant and current political issues will be encouraged.

SS 203 Terrorism and National Security

4 Class Hours 4 Quarter Credit Hours

Prerequisite: EN 100

This course examines the challenge contemporary terrorism presents for U.S. national security. It investigates the causes of terrorism and inquires into the motives, objectives, methods, and effectiveness of contemporary terrorist groups with an emphasis on al Qaeda. Analysis of the determinants of American counter-terrorism policies and evaluation of the effectiveness of these initiatives are central themes of the course. As such, evaluation of the roles the invasion of Afghanistan, the Iraq War, covert operations, domestic and foreign internal security initiatives, and global law enforcement operations have played in addressing the terrorist threat are major points of emphasis.

SS 204 Juvenile Justice System in America

4 Class Hours 4 Quarter Credit Hours

Prerequisite: EN 100

The course is designed to explore the components of the juvenile justice system in America. The various features, characteristics, policies and concerns about the juvenile justice system are carefully examined. As part of the review, adolescent behavior and influence of the family dynamic will be discussed. The detention of juveniles, the various programs focused on the diversion of youths from the juvenile justice system, rehabilitation programs and prevention programs will also be reviewed.

SS 206 Constitutional Values in the 21st Century

4 Class Hours 4 Quarter Credit Hours

Prerequisite: EN 100

This course is an introduction to constitutional law and will utilize a historical examination of major United States Supreme Court decisions to better understand contemporary federal and state judicial interpretations of constitutional theory and individual freedoms. It will focus on government powers, the federal court system and judicial review. It will also closely examine those individual freedoms guaranteed under the Bill of Rights and will critically analyze the controversial issues of gun control and the death penalty. Students will also understand how the interpretation of the Constitution involves the application of individual and societal values. These topics will be reinforced through case briefs, persuasive essays, current event worksheets, group activities, debates and media presentations.

SS 221 Technology and American Life

4 Class Hours 4 Quarter Credit Hours

Prerequisite: EN 100

The course, based on abstract thinking and analysis, examines the interactive relationship between technology and society over historic time and across geographic space. The course will address basic questions about technology and its place in society. Students will be able to evaluate the impact of social change on their lives, and the impact of their technology on changing the social system.

SS 222 Mindful Living

4 Class Hours 4 Quarter Credit Hours

On a single day, how often do you find yourself pulled in multiple directions? In a world inundated with information, and increasingly demanding of our time and attention, it can be overwhelming to know how to even begin prioritizing what is important. What if there were something you could do to increase your productivity, reduce anxiety and stress, and be more fully present in your daily experiences? Welcome to the practice of mindfulness –sustained, purposeful, moment-to-moment attention without judgement. Research studies have shown that a regular mindfulness practice yields concrete physical and emotional benefits, including reduced stress, decreased physical pain, increased concentration, and a happier mindset. In this course, you will learn different ways to practice mindful living.

Questions & Answers

1. When do my classes meet?

Day Classes: Technical classes normally meet for at least three hours a day for up to five days a week. Classes normally begin in the early morning (7:45 a.m.), late morning (usually 11:25 a.m.), or mid-afternoon. The time slot for your program may vary from term to term.

Evening Classes: Technical classes meet on the average of three nights a week, although there may be times when they will meet four nights a week. Classes normally begin at 5:45 p.m.

In addition, to achieve your associate degree, you will take a total of approximately eight liberal arts courses, which will be scheduled around your technical schedule over the course of your entire program. Each liberal arts course meets approximately four hours per week. Liberal arts courses are offered days, evenings, and Saturdays.

At the beginning of each term you will receive a detailed schedule giving the exact time and location of all your classes. The College requires that all students be prepared to take classes and receive services at any of NEIT's locations where the appropriate classes and services are offered.

When a regularly scheduled class falls on a day which is an NEIT observed holiday (Columbus Day, Veterans Day, Martin Luther King, Jr. Day, and Memorial Day), an alternate class will be scheduled as a make up for that class. The make up class may fall on a Friday. It is the student's responsibility to take note of when and where classes are offered.

2. How large will my classes be?

The average size for a class is about 20 to 25 students; however, larger and smaller classes occur from time to time.

3. How much time will I spend in lab?

Almost half of your technical courses consist of laboratory work. In order for you to get the most out of your laboratory experiences, you will first receive a thorough explanation of the theory behind your lab work.

4. Where do my classes meet?

Students should be prepared to attend classes at any of NEIT's classroom facilities: either at the Post Road, Access Road, or East Greenwich campus.

5. I have not earned my high school diploma or GED: can I enroll in an Associate Degree Program?

A candidate for admission to an associate degree program must have a high school diploma, have earned a recognized equivalency diploma (GED), or meet the federal home school requirements.

6. How long should it take me to complete my program?

To complete your degree requirements in the shortest possible time, you should take the courses outlined in the prescribed curriculum. For a typical six-term curriculum, a student may complete the requirements in as little as 18 months.

To complete all your degree requirements in the shortest time, you should take at least one liberal arts course each term. Students who need more time to complete their curriculum may postpone some of the liberal arts courses until after the completion of the technical requirements. Students are provided up to two additional terms of study to complete the liberal arts requirements without any additional tuition assessment fee. During these additional terms of study, students are required to pay all applicable fees.

Students may also elect to complete some of their liberal arts requirements during Intersession, a five-week term scheduled between Spring and Summer Quarters. Students will not be assessed any additional tuition for liberal arts courses taken during the Intersession but may be assessed applicable fees.

Students wishing to extend the number of terms needed to complete the required technical courses in their curriculum will be assessed additional tuition and fees.

7. Is NEIT accredited?

NEIT is accredited by the New England Commission of Higher Education (formerly the Commission on Institutions of Higher Education of the New England Association of Schools and Colleges, Inc.). Accreditation by NECHE is recognized by the federal government and entitles NEIT to participate in federal financial aid programs. Some academic departments have specialized professional accreditations in addition to accreditation by NECHE. For more information on accreditation, see NEIT's catalog.

8. Can I transfer the credits that I earn at NEIT to another college?

The transferability of a course is always up to the institution to which the student is transferring. Students interested in the transferability of their credits should contact the Office of Teaching and Learning for further information.

9. Can I transfer credits earned at another college to NEIT?

Transfer credit for appropriate courses taken at an accredited institution will be considered upon receipt of an official transcript for any program, biology, science, and mathematics courses in which the student has earned a "C" or above within the past three years and for English or humanities courses in which the student has earned a "C" or above within the last ten years. Official transcript from the other institution must be received before the end of the first week of the term for transfer credit to be granted for courses to be taken during that term. Students will receive a tuition reduction for the approved technical courses based on the program rate and will be applied against the final technical term of the curriculum's tuition amount. No tuition credit is provided for courses which are not a part of the technical curriculum.

10. What is the "Feinstein Enriching America" Program?

New England Institute of Technology is the proud recipient of a grant from the Feinstein Foundation. To satisfy the terms of the grant, the College has developed a one-credit community enrichment course which includes hands-on community enrichment projects. The course can be taken for a few hours per term, spread over several terms. Students who are already engaged in community enrichment on their own may be able to count that service towards course credit.

11. How many credits do I need to acquire my Financial Aid?

In order to be eligible for the maximum financial aid award, you need to maintain at least 12 credits per academic term.

12. What does my program cost?

The cost of your program will be as outlined in your enrollment agreement, along with your cost for books and other course materials. Students who decide to take more terms than the enrollment agreement describes to complete the technical courses in their curriculum will be subject to additional fees and possible additional tuition costs. Students who elect to take the technical portion of the degree requirements at a rate faster than the rate prescribed in the curriculum and the enrollment agreement will be assessed additional tuition.

Students who require prerequisite courses will incur additional tuition and fees above those outlined in their enrollment agreement.

If a student elects to take a course(s) outside of the prescribed curriculum, additional tuition and fees will be assessed.

Remember, students who withdraw and re-enter, one time only, pay the tuition rate that was in effect for them at the time of their last day of attendance for up to one year from their last day of attendance. Second re-entrees and beyond pay the tuition rate in effect at the time they re-enter. The most economical way for you to complete your college degree is to begin your program now and continue your studies straight through for the six terms necessary to complete your degree requirements.

13. Are there any minimum grade requirements in the program?

Yes. A minimum grade of C is required in MA 100/110 Introduction to College Math for IT, SE or NE courses that have a MA 100/110 prerequisite.

14. What kind of employment assistance does NEIT offer?

The Career Services Office assists NEIT students and graduates in all aspects of the job search, including resume writing, interviewing skills, and developing a job search strategy. Upon completion of their program, graduates may submit a resume to the Career Services Office to be circulated to employers for employment opportunities in their fields. Employers regularly contact us about our graduates. In addition, our Career Services Office contacts employers to develop job leads. A strong relationship with employers exists as a result of our training students to meet the needs of industry for over fifty years. No school can, and NEIT does not, guarantee to its graduates employment or a specific starting salary.

15. Where will job opportunities exist?

Graduates have obtained employment in the local area. However, one of the most exciting aspect of this program is the ability to look nationally for employment opportunities.

16. What kind of jobs will I be qualified to look for?

Generally, jobs will exist in the entry-level positions in the computer industry. Entry-level programmer, entry-level network administration, computer technician, database specialist, or web developer may be some of the job choices available to a graduate with an associate degree. Upon completion of a bachelor's degree at NEIT, positions on the management level become attainable.

Technical Standards

These technical standards set forth by the IT department establish the essential qualifications considered necessary for students admitted to the program. The successful student must possess the following skills and abilities or be able to demonstrate they can complete the requirements of the program with or without reasonable accommodation, using some other combination of skills and abilities.

Cognitive Ability

- Good reasoning and critical thinking skills.
- Ability to learn, remember and recall detailed information and to use it for problem solving.
- Ability to deal with materials and problems such as organizing or reorganizing information.
- Ability to use abstractions in specific concrete situations.
- Ability to separate complex information into its component parts.
- Ability to perform tasks by observing demonstrations.
- Ability to perform tasks by following written instructions.
- Ability to perform tasks following verbal instructions.
- Possession of basic keyboarding skills and knowledge of computer programs.

Communications Skills

- Ability to speak in understandable English in a classroom situation on a one-on-one basis as well as before a group.
- Ability to communicate effectively with faculty and other students.
- Ability to demonstrate and use the knowledge acquired during the classroom training process.
- Ability to verbally express technical concepts clearly and distinctly.
- Ability to express thoughts clearly.

Adaptive Ability

- Ability to remain calm in the face of computer lab equipment and/or software failure.
- Ability to maintain emotional stability and the maturity necessary to interact with members of the faculty and students in a responsible manner.
- Ability to tolerate the differences in all students, faculty, and administration.
- Ability to follow instructions and complete tasks under stressful and demanding conditions.
- Ability to adapt in a positive manner to new and changing situations with an open mind and flexibility.
- Ability to think clearly and act quickly and appropriately in stressful situations.

Physical Ability

- Ability to sit continuously at a personal computer for long periods of time in order to learn and become proficient in computer programming and networking.
- Ability to perform learned skills independently, with accuracy and completeness within reasonable time frames in accordance with classroom and business procedures.

Manual Ability

- Sufficient motor function and sensory abilities to participate effectively in the classroom laboratory.
- Sufficient manual dexterity and motor coordination to coordinate hands, eyes and fingers in the operation of computers and business equipment.

Sensory Ability

Visual

- Acute enough to see clearly and interpret the contents on the computer screen.