

General Information

The Marine Technology department offers associate degrees in Marine Technology and Advanced Marine Technology. Theory and practical training in marine mechanics, marine business concepts, marine electricity, and marine systems installation, repair and service are the thrust of the program. Hands-on practical skills in installation, service, and repairs to mechanical, electrical, electronic, and hydraulic systems utilized by both recreational and commercial vessels are stressed throughout the curriculum to reinforce the in-depth theory classes. In addition, marine business procedures are taught using computerized learning methods with marine-specific software.

Graduates of the associate degree program are skilled technicians ready for entry-level positions in such areas as marina/boatyard operations, vessel manufacturing, engine repair, support services for commercial vessels, engine room staff aboard commercial vessels, marine electronics installation, and marine wholesale/retail product sales. In addition, graduates of this program are eligible to continue on for a Bachelor of Science Degree in Business Management.

Program Mission, Goals and Outcome

Program Mission

The mission of the Marine Technology program (MT) is to train entry-level technicians for employment in the marine field as well-rounded electrical and mechanical diagnostic technicians. Through the use of practical lab exercises and classroom experiences the student will gain knowledge in electrical theory, outboard engine repair, marine gas and diesel inboard repair, transmissions, and navigation. Students will be well versed in ABYC standards through the use and reference to the standards manual throughout their program. Through participation in both lab and classroom experiences the successful student will gain the knowledge and experience necessary to be awarded an Associate in Science degree.

Program Goals

1. The MT program will provide the students with the necessary experiences to become employed in a marine repair and/or manufacturing facility.
2. The MT program will provide the students with an exposure to the ABYC standards employed in the field of marine vessel construction and repair.
3. The MT program will strive to instill in the students a professional work ethic.
4. The MT program will provide the students with the knowledge of workplace hazards and safe working practices to be used when working around the waterfront or in the presence of travel-lifts and other hoisting equipment.

Program Outcomes

Students successfully completing the Marine Technology program will be able to:

1. Perform basic marine engine Installation, diagnostics, tune ups, and repairs using the appropriate industry required service literature.
2. Properly perform electrical installations, and troubleshoot, diagnose, and repair electrical devices according to ABYC standards and Industry related service literature.
3. Properly remove service, reinstall, align, and adjust marine drive systems and controls.
4. Properly create repair estimates, repair orders, and marina service records required for the successful operation of a marine business.
5. Demonstrate and understand environmental laws, Clean Marina protocols and EPA requirements associated with working in the marine industry for both fresh and salt water areas.

Curriculum

Quarter I					
<i>Course No.</i>		<i>Course Title</i>	<i>C</i>	<i>L</i>	<i>T</i>
MT	105	Introduction to Marine Technology	2	0	2
MT	116	Introduction to Engine Theory	3	0	3
MT	117	Introduction to Engine Lab	0	4	1
MT	118	Introduction to Electricity Fundamentals	3	0	3
MT	119	Introduction to Electricity Fundamentals Lab	0	4	1
MT	260	OSHA Maritime Industry Safety (Ship Yard)	3	0	3
			11	8	13

Quarter II					
<i>Course No.</i>		<i>Course Title</i>	<i>C</i>	<i>L</i>	<i>T</i>
MT	120	Advanced Marine Electricity & Electronics Installation	4	6	7
MT	127	Marine Engine Applications	2	2	3
EN	100	Introduction to College Writing (COM Core)	4	0	4
CHOOSE ONE (depending upon Math placement)					
MA	105	Basic College Math with Lab (MA/SCI Core)	4	2	5
MA	110	Introduction to College Math (MA/SCI Core)	4	0	4
MA	200	Applied Math for Business (MA/SCI Core)	4	0	4
			14	8/ 10	18/ 19

Quarter III					
<i>Course No.</i>		<i>Course Title</i>	<i>C</i>	<i>L</i>	<i>T</i>
MT	114	Marine Welding and Cutting	1	3	2
MT	138	Outboard Engine Overhaul and Systems Diagnosis	4	8	8
EN	200	Workplace Communications (COM Core)	4	0	4
			9	11	14

Quarter IV					
<i>Course No.</i>		<i>Course Title</i>	<i>C</i>	<i>L</i>	<i>T</i>
MT	215	Fuel Systems Theory and Introduction to EFI Applications	4	4	5
MT	216	Marine Drive Systems Theory and Service	4	4	5
BU	236	Small Business and the Law (SS Core)	4	0	4
CHOOSE ONE (depending upon Math placement)					
MA	200	Applied Math for Business (MA/SCI Core) (MGT/BS* Students)	4	0	4
ELECTIVE		100-200 Level Humanities (or Arts/Foreign Language) Core	4	0	4
			16	8	18

Quarter V					
Course No.	Course Title		C	L	T
MT 217	Diesel Engine Service and Maintenance		2	6	4
MT 218	Marine Systems		2	2	3
MT 261	Fiberglass Fabrication and Repair		2	2	3
MT 263	Forklift Safety & Operations		0	2	1
<i>ELECTIVE</i>	<i>100-200 Level Social Sciences Core</i>		4	0	4
			10	12	15

Quarter VI					
Course No.	Course Title		C	L	T
MT 258	Elements of Marine Surveying		1	3	2
<i>PHY 126</i>	<i>Applied Physics & Lab (MA/SCI Core)</i>		3	2	4
<i>ELECTIVE</i>	<i>100-200 Level Humanities (or Arts/Foreign Language) Core</i>		4	0	4
CHOOSE ONE					
MT 255	Marine Industry Internship		0	20	4
MT 262	Advanced Composites and Fabrication		2	2	3
Plus any one:					
MT 254	Marina and Boatyard Management		3	0	3
AH 114	Refrigeration Systems Fundamentals		4	0	4
IT 111	Introduction to Information Technology (MGT/BS* Students)		2	2	3
MGM 130	Accounting Fundamentals (MGT/BS* Students)		3	2	4
			10-14	7-27	16-18
<i>Total Quarter Credit Hours = 94-97</i>					

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.

*For students intending to enroll in the bachelor's program in Business Management upon completion of the associate degree program.

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 100/110 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

1. Subject to Change

Degree Progress Checklist for AS Track Students

Check off each completed course.
Technical Course Requirements:

Q1	MT	105	_____
	MT	116	_____
	MT	117	_____
	MT	118	_____
	MT	119	_____
	MT	260	_____
Q2	MT	120	_____
	MT	127	_____
Q3	MT	114	_____
	MT	138	_____
Q4	MT	215	_____
	MT	216	_____
Q5	MT	217	_____
	MT	218	_____
	MT	261	_____
	MT	263	_____
Q6	MT	258	_____
		Tech Elective (see below)	_____
	AND	MT 255	_____
	or		
	MT	262	_____

Complete one of the following tech electives for Q6:

MT 254	IT 111
AH 114	MGM 130

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

Students are advised to take courses in the order and in the quarter 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.

Liberal Arts Core Requirements 8 Required Courses

Each course = 4 credits (total of 32 credits)

Communications Core			
#1	EN 100	Q2	_____
#2	EN 200	Q3	_____

Math/Science Core			
#3	MA 105 or MA 110*	Q2	_____
#4	PHY 126	Q6	_____
or			
If you placed out of MA 105/110 take:			
#3	MA 200	Q2	_____
#4	PHY 126	Q6	_____

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

Humanities Core			
#5	100-200 level HU elective	Q4,5,6	_____
#6	100-200 level HU elective	Q4,5,6	_____

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

Social Sciences Core			
#7	BU 236	Q4	_____
#8	100-200 level SS elective	Q4,5,6	_____

Degree Progress Checklist – for BS Track Students

Check off each completed course.
Technical Course Requirements:

Q1	MT	105	_____
	MT	116	_____
	MT	117	_____
	MT	118	_____
	MT	119	_____
	MT	260	_____
Q2	MT	120	_____
	MT	127	_____
Q3	MT	114	_____
	MT	138	_____
Q4	MT	215	_____
	MT	216	_____
Q5	MT	217	_____
	MT	218	_____
	MT	261	_____
	MT	263	_____
Q6	MT	258	_____
		Tech Elective (see below)	_____
AND	MT	255	_____
	MT	or 262	_____

**Complete one of the following tech
electives for Q6:**

MT 254	IT 111
AH 114	MGM 130

Liberal Arts Core Requirements

8 Required Courses

Each course = 4 credits (total of 32 credits)

Communications Core			
#1	EN 100	Q2	_____
#2	EN 200	Q3	_____

Math/Science Core			
#3	MA 105 or MA 110*	Q2	_____
#4	PHY 126	Q6	_____
#5	MA 200	Q4,5,6	_____
or			
If you placed out of MA 105/110 take:			
#3	MA 200	Q2	_____
#4	PHY 126	Q6	_____
#5	MA 125	Q4,5,6	_____

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

Humanities Core			
#6	100-200 level HU elective	Q4,5,6	_____

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

Social Sciences Core			
#7	BU 236	Q4	_____
#8	100-200 level SS elective	Q4,5,6	_____

Subject to change.

Please see your advisor for any questions.

Students are advised to take courses in the order and in the quarter 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 for Required Technical Courses

MT 105 Introduction to Marine Technology

2 Class Hours 2 Quarter Credit Hours

Students will be introduced to the operation of the marine lab and program, potential job opportunities and the working environments of Marine Technology. Students will become familiar with the tools used in the repair of marine vessels and safety practices to be used. Students will also practice information retrieval as well as record-keeping. Topics covered are safety in the lab, measuring tools, service manuals, computerized information retrieval, tool identification and use, and fastener identification and uses. Students will also be asked to demonstrate proficiency using appropriate shop equipment.

MT 114 Marine Welding and Cutting

1 Class Hour 3 Lab Hours 2 Quarter Credit Hours

This course is intended to teach students the fundamentals of using both oxy/acetylene and electric welding equipment. Students will learn the three different classes of welding, safety precautions associated with each class and will practice basic welding, brazing, and cutting techniques. Course instruction will include both MIG and TIG welding techniques.

MT 116 Introduction to Engine Theory

3 Class Hours 3 Quarter Credit Hours

This course is the study of two- and four-cycle internal combustion engine operation and design. This course will cover inboard, outboard, and diesel engine design. Topics covered are: engine identification, internal components, cooling systems, lubrication systems, and preliminary diagnosis of internal noises, and excessive smoke. The course will also cover basic maintenance practices, as well as major and minor component replacement.

MT 117 Introduction to Engine Lab

4 Lab Hours 1 Quarter Credit Hour

Students will practice compression and vacuum testing, oil pressure, cooling system examination, and engine noise analysis. Students will learn to identify different engine configurations through the use of VIN or model numbers and will practice finding specifications in service manuals or by using computerized information systems. Students will practice basic maintenance procedures as well as component replacement.

MT 118 Introduction to Electricity Fundamentals

3 Class Hours 3 Quarter Credit Hours

This course covers electrical fundamentals from "What is electricity?" to basic troubleshooting techniques. Topics covered will be: how electricity is produced, types of electricity, Ohm's Law, basic circuit construction, conductors, insulators, induction, electrical testing tools, and diagnosis of circuit problems.

MT 119 Introduction to Electricity Fundamentals Lab

4 Lab Hours 1 Quarter Credit Hour

In the lab, students will learn the use of multimeters and other test equipment to diagnose and repair electrical circuits and components including lights, gauges, solenoids, relays, voltage regulators, motors, and generators. Students will be instructed in the correct methods of constructing circuits for both the marine and recreational environment.

MT 120 Advanced Marine Electricity and Electronics Installation

4 Class Hours 6 Lab Hours 7 Quarter Credit Hours

Prerequisites: MT 118/119

This course prepares students to both install and troubleshoot marine-specific electrical systems. Topics studied and lab exercises include USCG and ABYC standards, wire designs, corrosion factors, AC/DC circuit panels, battery switches and isolators, inverters, RFI suppressors, multi-wire systems, lighting, electric pumps, amperage, and power requirements. Lab work will expose students to many forms of marine electronic equipment including: VHF radios, depth finders, GPS, and RADAR. Students will also learn how to interface and install today's marine navigation and communications equipment. Lab exercises will include wire and cable installations, antenna designs, RFI suppression, and the limitations of the NMEA 0183 standard.

MT 127 Marine Engine Applications

2 Class Hours 2 Lab Hours 3 Quarter Credit Hours

Prerequisites: MT 116/117

Four-stroke gasoline engine designs, nomenclature, maintenance, and diagnostics will prepare students for future courses. Students will perform inspection and service procedures to ignition, fuel, cooling, exhaust, and internal engine systems specific to marine applications.

MT 138 Outboard Engine Overhaul and Systems Diagnosis

4 Class Hours 8 Lab Hours 8 Quarter Credit Hours

Prerequisites: MT 116/117, MT 118/119

Routine outboard maintenance and repair problems associated with one- and two-cylinder outboard engines will be the focus of this course. Lectures will cover two- and four-cycle theory, basic troubleshooting procedures, synchronization procedures, seasonal maintenance, and winterizing. Students will perform extensive diagnostic work on various engine systems, with emphasis on in-line and "V" configuration engines. Students will perform routine maintenance procedures and become proficient with the use of reconditioning procedures on internal engine components and return their engines to factory running specifications.

MT 215 Fuel Systems Theory and Introduction to EFI Applications

4 Class Hours 4 Lab Hours 5 Quarter Credit Hours

Prerequisites: MT 116/117, MT 118/119, MT 120, MT 127

Students are introduced to carburetor theory of operation, CFM requirements, mechanical fuel pumps, electric fuel pumps, fuel injection systems, and their related components. Topics covered will include throttle bodies, multi-port injection systems, direct fuel injection, pressure regulators, electronic sensors, and controls. Students will practice fuel tank removal and replacement of fuel pumps, fuel system troubleshooting, and injection cleaning. Students will remove, rebuild, reinstall, and adjust traditional carburetors as well as diagnose and repair TBI, MPFI, and DFI fuel injection systems. Lessons will also cover all USCG, ABYC regulations and standards for fuel tanks, lines, filters, pumps, and installations.

MT 216 Marine Drive Systems Theory and Service

4 Class Hours 4 Lab Hours 5 Quarter Credit Hours

Students will work with a variety of inboard engine reverse gear assemblies and drive systems. Students will gain experience with removal, testing, rebuilding, and diagnosis of sterndrive and inboard assemblies. Lessons and lab work include pressure and vacuum testing, disassembly procedures, internal component cleaning, inspection, and evaluation. Students will set gear height, lash, and bearing pre-load and rolling torque to factory specifications. Typical "two-shaft" and planetary gear assemblies will be disassembled, inspected, and reassembled to factory specifications. Both manual and hydraulic shift controls will be discussed and studied as part of the lab experience. Shafts, cutlass bearings, and shaft sealing methods and procedures will be covered at length, and students will practice routine service to these systems as part of the lab experience.

MT 217 Diesel Engine Service and Maintenance

2 Class Hours 6 Lab Hours 4 Quarter Credit Hours

Prerequisites: MT 116/117, MT 118/119, MT 120/127

This course introduces students to the operating principle of diesel engines. Course studies will include: two- and four-cycle engines, combustion chamber designs, low- and high-pressure fuel delivery systems, cold start aids, supercharging, intake/exhaust requirements, engine diagnostics, and re-powering considerations. Students will gain experience in lab by performing maintenance and engine performance troubleshooting on a variety of popular engine designs.

MT 218 Marine Systems

2 Class Hours 2 Lab Hours 3 Quarter Credit Hours

Common systems of both marine and recreational vehicles will be designed and installed by students. System components include water and MSD tanks, manual and electric pumps, AC/DC lighting fixtures, electric, alcohol, LPG, and CNG appliances. Students will learn proper service and installation procedures with emphasis on all applicable industry safety codes and standards.

MT 254 Marina and Boatyard Management

3 Class Hours 3 Quarter Credit Hours

Students will learn the practices and procedures necessary to successfully operate a marine business. The course will cover the special circumstances specific to a marine business such as insurance considerations, environmental control, and storm preparation considerations. The course will follow the guidelines and recommendations found in the ABBRA (American Boatbuilders and Repairers Association) Boatyard & Marina Operator's Manual.

MT 255 Marine Industry Internship

20 Lab Hours 4 Quarter Credit Hours

Prerequisite: Completion of all Quarter I through Quarter V required MT courses

Students will work off-site at an approved marine related business. These businesses will be selected based upon their suitability to provide a valuable learning experience for students in a variety of related specialty areas within the industry. Student progress will be monitored weekly by the Marine Technology Department to ensure compliance with experiential learning criteria established by the department.

MT 258 Elements of Marine Surveying

1 Class Hour 3 Lab Hours 2 Quarter Credit Hours

Prerequisites: MT 120, MT 127, MT 138, MT 215, MT 216, MT 217, MT 218

This course covers the details of the marine survey for both sail and power small craft. Students will learn what to look for in evaluating a boat for pre-purchase and valuation as required by financial institutions and insurance companies. Students will learn the procedures for both invasive and non-invasive methods of determining hull and deck integrity; electrical, mechanical, and systems integrity; and compliance with accepted standards and regulations. Design and completion of the survey form will be covered and practiced by students. Students will be introduced to the codes and standards of both SAMS (Society of Marine Surveyors) and NAMS (National Association of Marine Surveyors). USCG regulations will be covered at length.

MT 260 OSHA Maritime Industry Safety (Ship Yard)

3 Class Hours 3 Quarter Credit Hours

This course will provide entry-level marine technicians information about their rights and employer responsibilities. The content focuses on the type of work involved in marina operations. Topics covered will be hazard identification, avoidance, control, and prevention. Other topics included will be walking and working surfaces; personal protective equipment; fall protection/scaffolding; electrical, confined, and enclosed spaces; fire protection; material handling; blood borne pathogens; machine guarding; ergonomics; and proper lifting techniques.

MT 261 Fiberglass Fabrication and Repair

2 Class Hours 2 Lab Hours 3 Quarter Credit Hours

This is an introductory course teaching the essentials for fabricating and repairing damaged composite laminates. Students will work with polyester, vinylester, and epoxy resins, and a variety of fiberglass cloth materials to learn proper mixing and lay-up procedures for making effective repairs and new parts. Curing considerations and special procedures required when working with cored laminates and resin infused/vacuum-bagged laminates will be discussed and practiced by students.

MT 262 Advanced Composites and Fabrication

2 Class Hours 2 Lab Hours 3 Quarter Credit Hours

Prerequisite: MT 261

This advanced course teaches the essentials of fabricating plugs (male molds), female molds, and repairing complex damaged composite laminates. Students will learn the complexity of building plugs and molds with wood, resins, and fiberglass fabric materials. Students will also study curing considerations and special procedures required when making molds. Vacuum-bagging and “Splash” laminates will be discussed.

MT 263 Forklift Safety & Operations

2 Lab Hours 1 Quarter Credit Hour

Students in this course will gain the knowledge and experience necessary for safe operation of a powered industrial truck used in the marina environment. Powered industrial trucks are any mobile power-propelled truck used to carry, push, pull lift, stack or tier material. Maritime standards for powered truck operation are identical to those in the CFR1910:178 and OSHA requirements for warehouses, lumberyards, etc. which require training and certification. Students in this course will gain a full understanding of the methods and procedures necessary to safely operate a powered industrial truck in the marine workplace environment. Each class will consist of a mixture of presentations, related material handouts, dialogue between instructor and students, and hands-on demonstration. Students will practice pre-inspection and operation of various powered industrial trucks as well as ABYC requirements for blocking and securing vessels in the yard. At the completion of this course, the successful student will receive OSHA required certification to operate a powered industrial truck.

Course Descriptions for Technical Elective Courses

AH 114 Refrigeration Systems Fundamentals

4 Class Hours 4 Quarter Credit Hours

This course studies basic refrigeration and air conditioning systems. Topics covered include systems designed as freezers, refrigerators and air conditioning. The course is intended to explain the theory of heat transfer, thermodynamics, and the components used to accomplish the cooling of products. This course is intended for those seeking the knowledge and understanding necessary to advance to a more intense program and the possibility of an AS or BS degree.

IT 111 Introduction to Information Technology

2 Class Hours 2 Lab Hours 3 Quarter Credit Hours

The basic concepts of computer hardware and systems are presented as tools used to provide services and solve problems in businesses. Additionally, students will be exposed to various operating systems that are popular in business and will learn to use office suite applications; word processing, spreadsheet, and presentation.

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.

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

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

In this course, which is part of the Feinstein Enriching America Program, each student will explore ways of enhancing the community through performing a project which provides a service to the community. The project, which may be performed over one quarter, will be documented in a reflection paper in which the student will reflect on the significance of the experience.

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 Communications

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

Prerequisite: EN 100 or EN 106

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 technical areas.

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 technical areas.

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 technical areas.

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 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 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 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.

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. A technical time slot may vary from quarter to quarter.

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 quarter 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-quarter 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 quarter. 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 quarters of study to complete the liberal arts requirements without any additional tuition assessment fee. During these additional quarters 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 quarters 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 Association of Schools & Colleges (NEASC). Accreditation by NEASC 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 NEASC. 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 for courses in which the student has earned a "C" or above. An official transcript from the other institution must be received before the end of the first week of the quarter for transfer credit to be granted for courses to be taken during that quarter. Students will receive a tuition reduction for the approved technical courses based on the program rate and will be applied against the final technical quarter 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 quarter, spread over several quarters. 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 quarter.

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 quarters 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 quarters necessary to complete your degree requirements.

13. 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.

14. 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.

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

Generally, jobs will exist in the marine/repair service and sales aspect of Marine Industries. The U.S. Department of Labor Occupational Handbook predicts that job opportunities in the marine industry will grow at a faster than average rate with the greatest potential in the newer technologies such as marine electronics and electrical systems. Competition for jobs will be keen and requirements will increasingly emphasize and applicant's training and education. The job best suited to you will depend upon your individual strengths and interests.

16. Is there any state or federal licensing required in my field?

No license is required for any of the careers which you will be preparing to enter. The Marine Technology program is not designed to prepare a student for a licensure exam.

17. Will I be required to wear special clothing?

Yes. Each student is required to purchase and wear uniform shirts. In addition, proper tan work pants must be worn (no jeans, sweatpants, nylon pants, shorts, tattered, too tight or oversized pants). Students must have purchased their uniforms and be wearing them to class and lab by the end of the third week of classes. Students who have not purchased their uniforms and/or who do not wear their uniforms will not be allowed to attend class after the third week of classes. Also, proper footwear such as good quality work boots are to be worn at all times. No sneakers, sandals or soft type footwear, shorts and tee shirts are allowed at any time.

18. Where can I purchase a uniform and what kind of uniform do I need?

Students may purchase items for their uniforms online at Alexander's Uniforms <http://aucorporateapparel.com/>. At the site's homepage, click "New England Institute of Technology" from either the icon or the left tab, then select your department from the list. All items are priced to include a 15% discount. If you have any questions, contact Wendy Magnette via email at wmagnette@alexandersuniforms.com or at 401-654-6500.

The required uniforms include:	
Navy Sanmar PC54 Shirt w/ Screen Printing	\$11.00 (S-XL), \$13.00 (2X-5X)
Navy Sanmar PC54LS Shirt w/ Screen Printing	\$15.00 (S-XL), \$17.00 (2X-5X)
Tan Red Kap P110 Work Pants	\$19.99 (waist: 28-42), \$23.99 (waist: 44-52)

You may also purchase your uniform items at Alexander's Uniforms at one of their three locations (recommended if you are unsure of the size): 1) *Rhode Island*: Marshall's Plaza, 1 Lambert Lind Highway, Warwick RI 02886, 860-889-7744, 401-654-6500; 2) *Connecticut*: 77 Salem Turnpike, Norwich, CT 06360, 781-762-1449; 3) *Massachusetts*: 500 Providence Highway, Norwood MA 02062. A Student ID is needed to ensure you receive your 15% discount at checkout.

19. Will I be required to wear any special safety equipment?

Yes, eye and ear protection must be worn when performing special tasks or in areas that require them. Students are responsible for the purchasing of proper eye protection and must be carried on them at all times. Eye protection must be worn at all times in the automotive labs. Ear protection is supplied by the College. Also, as a safety precaution, work shoes or boots must be properly laced and tied at all times, shirts must be worn tucked in pants, and no rings, watches, earrings, nose rings and or dangling jewelry is allowed during lab or shop conditions.

20. Must I attend classes during the summer 5-week intersession?

Students who wish to receive a Bachelor's Degree in Business Management, without transfer credits from another college, may need to complete two of their core electives during the summer intersession.

Technical Standards

These technical standards set forth by the Automotive/Auto body and Marine Technology Departments, establish the essential qualities considered necessary for students admitted to these programs to achieve the knowledge, skills and competencies to enter these fields. The successful student must possess the following skills and abilities or be able to demonstrate that they can complete the requirements of the program with or without reasonable accommodation, using some other combination of skills and abilities.

Cognitive Ability:

- Ability to obtain a score of 3 or higher on a ten point scale mechanical reasoning test.
- Ability to read and understand warning labels associated with various hazardous chemicals.
- 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 break information into its component parts.
- Ability to understand spatial relationships.
- Possession of basic math skills through addition, subtraction, multiplication and division of whole numbers and fractions using both the U.S. and Metric systems of measurement.
- 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 communicate effectively with faculty and students.
- Ability to demonstrate and use the knowledge acquired during the classroom training process and in the lab setting.

Adaptive Ability:

- Ability to maintain emotional stability and the maturity necessary to interact with other members of the faculty and students in a responsible manner.

Physical Ability:

- An ability to work in a standing, sitting, squatting, kneeling, or lying position.
- An ability to lift, lower, push, and pull using both arms and legs.
- Ability to lift objects weighing up to 35 pounds.
- Ability to stand on a hard surface, usually concrete, for 4-6 hours at a time.
- Sufficient upper body strength to carry 20 pounds.
- Sufficient strength and agility to lift equipment and move large pieces of equipment independently.
- Sufficient strength and agility to grasp and maintain tension for long periods of time.
- Ability to wear and tolerate ear plugs, safety glasses and other protective equipment.
- Ability to perform learned skills, independently, with accuracy and completeness within reasonable time frames in accordance with procedures.

Manual Ability:

- Ability to manipulate wrenches, screwdrivers, and other tools.
- 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 tools and other equipment.

Sensory Ability:

Visual

- Visual ability, with or without correction, to enable the student to differentiate automotive tools and instruments, wires, and components.
- Acute enough to read small print.
- Acute enough to read small numbers on precision measuring instruments.

Auditory

- Acute enough to hear and understand words spoken by others in an environment with a high level of noise in the background (such as, but not limited to: airguns, engine noises, drills, radios etc.)

Student Acknowledgment of Receipt of Documents

Marine Technology

I acknowledge that I have received copies of the following documents for the above program:

- 1) Program Description
- 2) Curriculum
- 3) Course Descriptions
- 4) Q&A
- 5) Technical Standards

I understand that it is my responsibility to read these documents. I have been advised that should I have any questions related to the content of any of these documents, I may contact my admissions officer who will review the material with me.

I further understand that NEIT reserves the right, in response to industry demands, to change the contents of these documents without prior notice. Copies of the most recent versions of these documents may be obtained in the Admissions Office.

Printed Name of Student _____

Signature _____ **Date** _____