

Vermilion Institute of Technology

School Catalog



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Vermilion OH 44089

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Content

School Policies and Procedures	4
School History	4
Mission.....	4
Facilities.....	4
Certificate of Registration Number.....	4
Non-Discrimination Policy.....	4
School Calendar.....	5
Holidays.....	5
Operating Hours.....	6
Officials & Faculty	6
Enrollment Dates.....	6
Entrance Requirements	6
Attendance Policy	7
Tardiness Policy	7
Make-up Policy.....	7
Cheating and Misconduct	7
Programs.....	7
Electrical Technician Program Description.....	8
Course Description	8
Appliance Repair Technician Program Description.....	14
Course Description.....	15
Credit for Previous Education or Training.....	19
Transfer of Credit to Other Schools.....	20
Standards for Satisfactory Progress	20
Probation.....	20
Re-entrance.....	20

Classroom Behavior	21
Lab	21
Financial Information	21
Tuition and Fees.....	21
Cancellation and Settlement Policy	22
Refund Policy.....	23
Compliant or Grievance Procedure	23
Counseling and Advising	24
Employment Assistance.....	24

School Policies and Procedures

School History

Vermilion Institute of Technology was established in 2013 with the purpose of training professional and committed persons wishing to enter the electrical field. Vermilion Institute of Technology is private-owned and operated.

Mission

The mission of Vermilion Institute of Technology is to foster technical talents who possess healthy bodies and healthy personalities with latest theories, knowledge and skills and can help with their future career. The value is “There is Nothing Impossible.”

Facilities

Vermilion Institute of Technology is located west of Cleveland in the town of Vermilion, OH by the Erie Lake. The address is 5735 South Street, Vermilion OH 44089.

Certificate of Registration Number

14-03-2042T

Non-Discrimination Policy

Vermilion Institute of Technology does not discriminate against individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin in the administration of its educational policies, admissions policies, employment policies, and other Academy administered programs and activities.

School Calendar

Vermilion Institute of Technology offers classes year-round with new classes starting every semester. The Electrician Technician Diploma Program has 65-semester-credit-hour course offered in 24-month period, starting from August 24th.

School calendar

Fall semester 08/16/2023-12/08/2023

Spring semester 01/11/2023-05/05/2023

Summer semester 05/17/2023-06/26/2023

Appliance repair technician program are offered circularly start at April 12th, open enroll/open exit for every two weeks, program last for 20-weeks long.

Classes may be cancelled if class size requirements are not met. Students will be refunded all payments in full if classes are cancelled for this reason. If a session is cancelled due to inclement weather it will be made up at the end of the program.

Students will not be notified individually of class cancellation due to weather. Students are encouraged to watch the local TV and radio station for school closings.

Holidays

The following holidays are observed and no classes are held:

New Years Day (January 1st)

Martin Luther King Day (3rd Monday of January)

Memorial Day (last Monday of May)

Independence Day (July 4th)

Labor Day (1st Monday of September)

Thanksgiving Day (4th Thursday of November)

Winter Break (December 15 – January 9)

Operating Hours

Vermilion Institute of Technology hours for inquires and registration is Monday – Friday, from 9:00 am – 5:00 pm

Officials & Faculty

President/Director

Mr. Bailiang Lin

Staff

Mr. Tonghui Chang – Administrative Assistant

Instructors

Mr. Rodrick Braxton – Instructor/Director of Appliance Repair Program

Mr. Dana Clarke - Instructor/Director of Structure Problem Solving Program

Mr. John Mealey - Instructor

Mr. Tonghui Chang - Instructor

Enrollment Dates

A student may enroll at any time prior to the start of a new class.

Entrance Requirements

- At least 18 years of age
- High school/College diploma or equivalency

Attendance Policy

Each student must attend all sessions of the class in order to meet the course objectives. All missed classes must be made up. If more than two days of the class is missed the student will be dropped from the class.

Tardiness Policy

A tardy of one hour or more will be considered an absence. Excessive tardiness may result in dismissal from the course.

Make-up Policy

Students must make up absent material with the instructor. This may put the student behind on their expected date of completion. Study may be required to make up coursework with further classes at the instructor's description.

Cheating and Misconduct

Cheating and misconduct will not be tolerated. Any student found to be cheating will be dismissed from the course. Disruptive behavior will not be tolerated. Any student found displaying such behavior will be asked to leave the school premises and may be subject to dismissal from the course.

Programs

Electrical Technician Diploma Program

Semester Credit Hours: 65

Appliance Repair Technician

Credit Hour: 15

Clock hour: 300

Electrical Training Program

The objective of the Electrical Training program is to provide students with the knowledge, technical skills, and work habits required to pursue an entry-level position as an electrical technician. The program concentrates on helping students acquire knowledge and develop skills in the fundamentals of electricity and its practical applications. The program instructs students in direct current and alternating current circuitry, as well as residential and commercial wiring. In addition, this program addresses topics such as transformers and lighting installations. Instruction in the National Electrical Code's requirements, OSHA regulations, NFPA 70E for safe electrical system installations is included throughout the program. Duties for graduates may include assisting electricians with residential and commercial electrical services and the installation, servicing, and troubleshooting of electrical equipment and supply. Competence in the field also requires that an electrical technician display professionalism, communicate effectively, and demonstrate competency in residential and commercial electrical services. Instruction occurs in classroom and laboratory settings. Out-of-class work is required in this program.

The Electrical Technician program is 65 credit hours over a period of 24 months. Upon successful completion of the program, graduates will be awarded an Electrical Technician Diploma.

This program is designed to prepare graduates for entry-level employment in the field, or jobs in related fields, the specific job titles of which may not be represented in the program title or described above. Although the School will assist students with job placement, finding a job is the individual responsibility of the student. The School does not guarantee that any student will be placed in any of the jobs described, or placed at all.

Course Description

MATH 1101 Trigonometric Function

- Credits: 3.0 semester credit hours
- Course Hours: 90 Clock hours (Lecture 90, Lab0)

Trigonometry is a field of mathematics in which the geometric properties of the angles and edges of triangles are used to measure lengths. This course will

provide students with trigonometric functions, solution of triangles and applications to applied problems.

PHYS 1102 College Physical

- Credits: 3.0 semester credit hours
- Course Hours: 90 Clock hours (Lecture 90, Lab0)

An introduction to the ideas and techniques used in the study of motion and Newton's laws of motion, one-dimensional motion. Second order differential equations, harmonic oscillators (damped, forced), vector analysis, conservation law. Three-dimensional motion, central forces, motion in electromagnetic fields, collisions, center-of-mass transformations, two-body problem, numerical/computer solutions, coupled oscillators. Rigid body rotation, statics, elasticity, fluid equilibrium, gravitation, waves

EET 1103 Direct-Current Circuits

- Credits: 3.0 semester credit hours
- Course Hours: 90 clock hours (Lecture 90, Lab0)

This module covers direct-current circuit calculations and related concepts pertaining to this portion of an electrical system. Additional topics include circuit breakers and fuses, grounding, and NEC requirements. This module is also designed to develop professional skills and proactive career management.

EET 1104 Alternating-Current Circuits

- Credits: 3.0 semester credit hours
- Course Hours: 90 clock hours (Lecture 90, Lab0)

This module covers Alternating-current circuit calculations and related concepts pertaining to this portion of an electrical system. Branch circuit load calculations are covered in depth, as well as conductor selections and calculations. Additional topics include circuit breakers and fuses, grounding, and NEC requirements. This

module is also designed to develop professional skills and proactive career management.

EET 1205 Circuit Graph Theory

- Credits: 3 semester credit hours
- Course Hours: 90 clock hours (Lecture 60, Lab30)

This introduction to circuit graph theory focuses on both algorithmic and theoretical problems. It will also give students the introductions of some useful circuit graph software.

EET 1206 Electrical Principle

- Credits: 3.0 semester credit hours
- Course Hours: 90 Clock hours (Lecture 90, Lab0)

In this course, Electrical Principle covers fundamental theory, and knowledge and skills applicable to the electrical trades. Several topic areas are explored, including an introduction to the Electrical Trade, an introduction to the National Electrical Code (NEC), alternating current, electrical conductors and cables, conduit bending by hand, and using power tools. This course is also designed to develop professional skills and proactive career management.

EET 1207 Safety and Emergency Alarm System

- Credits: 3 semester credit hours
- Course Hours: 90 clock hours (Lecture 60, Lab30)

This module will provide student the how does the emergency alarm system work theoretically. Also the course will also give students the introductions of the applications of emergency alarm system in recent years and how does it relate to safety issue.

EET 1208 Digital Circuits/Microprocessors

- Credits: 4.0 semester credit hours
- Course Hours: 120 clock hours (Lecture 90, Lab30)

This module covers fundamental theory of digital circuits and microprocessors and its use. Topics include the types, construction, connections, protection, and grounding; and various specialty microprocessors and their applications.

EET 1209 Electrician Instrumentation and Control

- Credits: 4.0 semester credit hours
- Course Hours: 120 clock hours (Lecture 90, Lab30)

This module provides students with an opportunity to gain an understanding of control systems and their uses. Topics include the operating principles of conductors and relays, selecting sizing, installing motor controllers, advanced motor controls, and HVAC systems and controls.

EET 2110 Electrical Equipment Technology

- Credits: 5.0 semester credit hours
- Course Hours: 150 clock hours (Lecture 90, Lab60)

This module provides students with an opportunity to gain an understanding of electric equipment and their uses, as well as electrical theory and applications behind equipment installation and maintenance. Topics include terminology of the trade, and cleaning, operation, testing, maintenance, and troubleshooting of the equipment.

EET 2111 Power Distribution System Design and Maintenance

- Credits: 5.0 semester credit hours
- Course Hours: 150 clock hours (Lecture 90, Lab60)

This module provides students with an opportunity to gain an understanding of distribution equipment, its use and maintenance. This course may include both

classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards.

EET 2112 Illuminating System Installation

- Credits: 5.0 quarter credit hours
- Course Hours: 150 clock hours (Lecture 60, Lab90)

This module provides students with an opportunity to gain an understanding of lighting and its uses. Topics include characteristics of lighting and the human eye; handling and installation of lamps and lighting fixtures; types of lighting, ballasts, and controls; and related wiring devices. Additional topics include basic electronic theory and components as they relate to regulating and controlling various power characteristics, including current, voltage, and frequency. This module is also designed to develop professional skills and proactive career management.

EET 2113 Electric Wire Installation

- Credits: 5.0 semester credit hours
- Course Hours: 150 clock hours (Lecture 60, Lab90)

The module covers the procedures and methods used in residential and commercial wiring installations. Related topics in this module include switches, sizing the electrical service, installing the service entrance, branch circuit layouts, and conductor terminations. This module is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards.

EET 2214/2215 National Electrical Appliance Safety

- Credits: 5 semester credit hours
- Course Hours: 150 clock hours (Lecture 90, Lab60)

The National Electrical Appliance Safety, or NFPA 70, is a regionally adoptable standard for the safe installation of electrical wiring and equipment in the United States, and is the key material for electrical exam. This module codifies the requirements for safe electrical installations into a single, standardized source. It is part of the National Fire Codes series published by the National Fire Protection Association (NFPA), and while not itself a U.S. law, NEC use is commonly mandated by state or local law.

EET 2216 Intern: Architecture Electric Wire Installation

- Credits: 2 semester credit hours
- Course Hours: 60 clock hours (Lecture 0, Lab 60)

The Intern class will provide students a chance to experience the real world electric wire installation. This intern request finished EET 2113 Electric Wire Installation. And also this intern will contain several site visits with professionals.

EET 2217 Intern: Power Distribution System Installation

- Credits: 2 semester credit hours
- Course Hours: 60 clock hours (Lecture 0, Lab 60)

The Intern class will provide students a chance to experience the real world power distribution system installation. This intern request finished EET 2111 Power Distribution System Design and Maintenance. And also this intern will contain several site visits with professionals.

EET 2218 Intern: Emergency System Installation

- Credits: 2 semester credit hours
- Course Hours: 60 clock hours (Lecture 0, Lab 60)

The Intern class will provide students a chance to experience the real world

emergency system installation. This intern request finished EET 1207 Safety and Emergency Alarm System. And also this intern will contain several site visits with professionals.

Appliance Repair Technician Certificate

The objective of the Appliance Repair Technician Certificate is to provide students with the knowledge, technical skills and work habits required to pursue an entry level position as an appliance repair technician. The program concentrates on necessary service and repair of major residential appliances. The program instructs students in basic electricity and electrical safety hazards associated with repairing electrical appliances. In this program students will have classroom and hands on training in the diagnosis and repair of the following appliances:

Refrigerators

Gas and electric stoves

Automatic washers

Gas and electric dryers

Dishwashers

Electric and gas waterheaters

Garbage disposals

Trash compactors

This program is designed into modules. Within each module there are series. Each module contains a number of related series that are to be completed by the student. Upon completion of each module the student is awarded a certificate of completion.

The Appliance Repair Technician certificate program is 300 clock hours over a period of 20 weeks. Upon successful completion of the program, graduates will be awarded a certificate of completion as an Appliance Repair Technician.

The program is designed to prepare graduates for entry level employment in the

field of appliance repair or in related fields, the specific job titles of which may not be represented in the program title or described above. Although the school will assist the student with job placement, we do not guarantee placement and securing a job is the sole responsibility of the student.

The instructing of the program occurs in both a classroom and workshop setting. This program offers out of class work that is suggested but not required. Instructing in the EPA universal certification, as well as proctored exams are included within this program. A unique aspect of the Appliance Repair Technician program is that we designed an entrepreneurial development course that concentrates on small business development. It includes advanced concepts in communication, management theory, marketing, business structure and customer service related to the appliance sales and service field. This course offers opportunity to individuals that have an interest in starting their own business in the appliance field.

Course Description

Module 1 – ARA – 1001 - Appliance Tools and Safety

Clock Hours - 15- (class 10, lab 5)

This module is where the basic safety aspects of becoming an appliance repairman are introduced. Understanding the necessary precautions to take for various hazards that may occur on the job. A basic knowledge of hand tools and specialty tools are introduced as well. Understanding the necessary tools to needed to successfully complete most repairs and installations in the appliance service field. Specialty tools needed to make your job much easier. This includes (but not limited to) test meters, test leads, spanner wrenches, hose clamps and a variety of other tools specifically designed for in-depth appliance repair.

Module 2 - ARA – 1000 - Basic Electricity

Clock Hours -30- (class 25, lab 5)

In this module the theory of electricity is introduced to students. Correct usage of test meters, voltage, current, resistance, series, parallel circuits, amperage, circuit components, voltage drop and lead, AC and DC voltage all are discussed and examined during this module. Also include fundamental mathematics.

Module 3 - ARA – 1002 - Appliance Electrical Theory

Clock Hours - 10- (class 5, lab 5)

In the Appliance electrical theory module laws of electricity are discussed in a manner applicable to appliances. For example Ohm's law in appliance repair, reading and understanding schematic wiring diagrams, outlet testing, electronic control boards, how to properly check

components using a multimeter and basic electrical wiring in appliance repair.

Module 4 - ARA – 1100 – Refrigeration

Clock Hours – 47- (class 12, lab 35)

The process of refrigeration is thoroughly examined and demonstrated in this course. Top mount, bottom mount and side by side. All residential, non-commercial units, defrost systems, electronic controls, air flow, damper controls and sealed system repairs are addressed. Students learn how to properly use refrigeration gauges to monitor and measure proper levels of freon. Torching and brazing methods are introduced; Evacuating sealed systems is discussed. Water dispensers, ice makers, deep freezers and installation requirements for water lines are also covered in this module.

Module 5 - ARA - 1101 - Gas and Electric Ranges

Clock Hours – 13- (class 5, lab 8)

Gas ignition systems, LP vs natural gas, metering devices, heating elements, surface control and infinite switches installation requirements for gas and electric ranges.

Module 6 – ARA – 1102 - Dishwashers

Clock Hours – 12- (class 5, lab 7)

Operational theory and troubleshooting diagnostic tips; Requirements for installing dishwashers and preventative maintenance.

Module 7 – ARA – 1103 - Front and Top Load Washing Machines

Clock Hours – 16- (class 7, lab 9)

Troubleshooting tips, cabinet assembly and disassembly. We cover drive systems such as direct drive, belt, stator system etc. Mechanical and electronic controls, Boot and tub replacement, installation requirements proper draining and plumbing connection.

Module 8 – ARA – 1104 - Trash Compactors and Garbage Disposals

Clock Hours – 10- (class 5, lab 5)

Installation requirements and troubleshooting tips, theory of operation and service diagnosis.

Module 9 – ARA – 1105 - Microwave Ovens

Clock Hours – 13- (class 5, lab 8)

This course will go over the operations and functions of microwaves. Each component of the microwave is introduced and students are warned of the dangers and cautions when servicing microwaves, installation requirements, proper venting and electrical systems.

Module 10- ARA -1106- Gas and Electric Dryers

Clock Hours – 13- (class 5, lab 8)

Diagnose and repair with a multimeter; Electronic controls, fuses, gas coils, ignition systems, elements and timers all are introduced and examined. Proper airflow in dryers and proper installation is discussed in this module.

Module 11-ARA- 1107- Gas and Electric Water Heaters

Clock Hours – 18- (class 8, lab 10)

In this module students receive hands on training in the installation of gas and electric water heaters. Students learn the anatomy of water heaters and troubleshooting solutions to repair of water heaters.

Module 12-ARA- 1003- Sales and Service Skills

Clock Hours – 15- (class 15)

A compare and contrast of the sales vs. the service business students are introduced to different aspects of the appliance business. New and used appliance salespeople can benefit tremendously from this course. Understanding the theory of operation can be useful in appliance sales. When starting a used appliance sales business it is imperative to have the ability to diagnose and repair the appliances that you sale.

Module 13-ARA- 1004- Marketing and Business Structure

Clock Hours – 38- (class 38)

At the completion of this module students will be able to develop many core skills pertaining to

business development such as:

- Developing attitude control

Principles to manage their attitudes

- Foundation for customer service understanding expectations, going the extra mile and being the customers advocate.

- Principles for inbound/ outbound telephone effectiveness

- Apply learned elements of internal

and external customer service

- Managing staff using constructive feedback and coaching to improve performance.

- Implement a consistent process to deal with complaints

- A process for meeting and greeting customers

- Ethics: proper ethics increases return service trips and return customers -

Non-pressure sales techniques

- Gaining customer trust through helpful suggestions

- Suggestive selling

- Applying a process to ask for referrals with confidence.

- Free and proven marketing strategies

And many other lessons are learned upon completion of this module. This module was designed to share trade secrets of success to new technicians that are starting a career in Appliance repair. All of the skills that are taught during this module are proven to be effective in the field of appliance sales and service.

Module 14-ARA-1005- Entrepreneurship Training

Clock Hours -20- (class 20)

A unique aspect of the entrepreneurship training module is that it offers opportunity to individuals that have an interest in starting their own business in the appliance field.

We have developed an effective step-by-step guide to starting a business. Some of the topics covered in this module are: business fundamentals, becoming familiar with business structure, how to apply and register your company with the Secretary of State, establishing a tax EIN number (as well as understanding its purpose), different types of business insurance coverage, reporting to and obtaining a Dun and Bradstreet number, what role D&B plays with your company, how to establish corporate credit, the role of the IRS and why retaining a CPA for your company is key, and how to obtain parts and establish accounts from distributors.

Upon completion of this module students will possess the tools, training and resources to successfully establish themselves as business owners in the Appliance repair and sales industry.

Module 15-ARA-1006- Apprenticeship

Clock Hours -30- (class 10, lab 20)

students are incorporated into day to day activities as apprentice appliance service technicians. Actually entering the field along with senior technicians to trouble shoot and learn hands on customer service solutions in the field. Also job placement results are put in place for graduates.

General Education

CP 103 English Composition I

Instruction and practice in personal expository essays and paragraphs, with emphasis on correct writing.

CP 104 English Composition II

Instruction in writing with emphasis on research and analytical exposition. Prerequisite: CP 103 English Composition I.

MA 104 College Algebra

A study of real numbers and their properties, exponents, radicals, algebraic expressions, equations and inequalities (linear and quadratic). Special emphasis is placed on the concept of the function and the graph of a function, operations of functions, and inverse functions, polynomials, and rational functions.

MA 111 Calculus I

This course including studies of graphs, functions, limits, differentiation and applications of differentiation, integration and applications of integration. Prerequisites: Minimum of "C" in MA 104 College Algebra.

MA 211 Calculus II

The major topic is integration and some of its simple but important applications. Also considered will be concepts of infinite and power series; parametric equations and polar coordinates; and transcendental functions. Prerequisite: MA 111 Calculus I.

MA 311 Calculus III

Topics for this calculus course includes: Vectors, lines, planes; Multiple integration; Cylindrical and spherical coordinates; Functions of several variables: partial derivatives, gradients, chain rule, directional derivative, maxima/minima; Scalar and vector fields, potentials, approximation, multivariate minimization; Derivatives of vector valued functions, velocity and acceleration; Stokes's and related theorems; Green's theorem.

EC 260 Microeconomics

This course explores microeconomics, including demand and supply, elasticity, efficiency, consumer behavior, business and industry organization, production and costs, markets and decisions related to the firm and industry, and domestic problems of business involving public policy.

EC 261 Macroeconomics

This course explores macroeconomics, including demand and supply, GDP, unemployment, inflation, interest rates, economic growth, the Federal Reserve, fiscal and monetary policy, and international trade. It should help the student understand the world in which we live, make the student a more astute participant in the economy, and help the student to better understand the potential and limits of economic policy.

EC 360 Intermediate Microeconomics

This course builds a deeper understanding of microeconomic theory, which forms a basis for much of economic analysis. The main focus of the class will be analytical study of the behavior of fundamental economic units (consumer and the firm) and its

implications for the production and distribution of goods and services. Emphasis will be put on the development of the fundamental tools of price and distribution theory; analysis of commodity and factor price determination under competitive and noncompetitive market conditions from the standpoint of the household and the firm. Other applications may include but are not limited to: choice under uncertainty, oligopoly, industrial organization, pricing, resource allocation, inter-temporal consumption, labor supply, externalities, public goods, income distribution and welfare economics. Prerequisites: ECON 260: Introduction to Microeconomics, ECON 261: Introduction to Macroeconomics

EC 361 Intermediate Macroeconomics

The course will cover theories of the determination of the level of national economic activity: output, income, employment, and its relationship to economic growth, stability and the price level. The objective of this course is to extend the students' understanding of the macro economy. Building upon the basic knowledge from a Principles of Macroeconomics course, this course seeks to introduce students to the several competing schools of macroeconomic theory in order to get a broader understanding of policy effectiveness. The course also offers integration of global macroeconomic issues and features international dimensions of macroeconomic theory. Prerequisites: ECON 260: Introduction to Microeconomics, ECON 261: Introduction to Macroeconomics

EC 420 Money and Banking

Students will learn to analyze the financial and monetary systems of the U.S. economy. Class will be focused on the FOMC and the major decisions it makes about setting monetary policy. Topics include financial system and the role of money; financial markets and instruments, covering interest rates and the stock markets; financial institutions, including current innovations in the banking system and the supervision and regulation of the banks by the government; selected elements of macroeconomics, including a discussion of international economics and the importance of exchange rates; and monetary policy, including the money supply process and the conduct of monetary policy in the United States, with an emphasis on current policy issues. Students will also learn current economic events and how they affect financial markets and monetary policy. Prerequisites: ECON 260: Introduction to Microeconomics, ECON 261: Introduction to Macroeconomics.

EC 451 Econometrics I

This course provides an introduction to the basic econometric concepts, models, techniques and analysis methods that are most commonly discussed and studied in econometrics. The multiple regression models and regression analysis methods, as well as detailed practical aspects of linear regression models, dummy variables, different functional forms and the consequences of violation of the classical regression assumptions are systematically included.

EC 433 International Business

This course will introduce the student to international business and the economics and politics of international trade and investment, the functions and form of the global monetary system, the strategies and structures of international business. It presents the theoretical principles and tools of international business and investments and their relation to commercial policies, international economic arrangements and international factor flows. Prerequisites: ECON 260: Introduction to Microeconomics, ECON 261: Introduction to Macroeconomics

AC 210 Financial Accounting

Introduction to the fundamentals of basic accounting including how to record business transactions, prepare financial statements, and use accounting information in accordance with generally accepted accounting principles (GAAP) and International Financial Reporting Standards (IFRS). The course includes both theoretical and practical problem-solving learning experiences to help the student develop analytical abilities in using financial data. Recommended for all business major transfer students.

AC 211 Managerial Accounting

This course covers accounting information used by managers, sources of this information and how this information is used when planning, directing operations, controlling cost, and decision-making. Topics include: cost concepts and cost behavior, costing systems, the analysis of cost for performance metrics, cost-volume-profit analysis, profit planning, capital budgeting, standard costs, financial statement analysis and discussion of ethical issues related to business operations and manufacturing. Recommended for all business major transfer students.

MK 210 Principles of Marketing

This course is an introduction to marketing and sales techniques used in business. Students learn about the "four P's" of marketing (Product, Price, Place, Promotion), market segmentation, target markets, market research, marketing budgets, and the marketing plan. Internet tools for small business marketing are also included, such as social networks, blogging, images, video, and websites.

MG 310 Principles of Management

Types of managerial functions necessary for organizational operation are explored. The course is built around the topics of planning, organizing, directing, controlling and decision-making.

MG 312 Principles of Finance

Study of decision-making techniques involving working capital management, capital budgeting, long-term financing, dividend policy, and mergers with emphasis on time-value of money. Prerequisites: AC 220, EC 210 or EC 261.

MG 203 Business Statistics

This course introduces basic statistical concept applied to the economics data analysis. This course emphasizes the understanding of statistics and how statistics are used in the business problems. Modern business analysis requires rigorous statistical analysis to draw meaningful business conclusions. We will use economic examples to introduce statistical techniques.

MG 209 Applied Statistics

A study of basic concepts and operations in descriptive and inferential statistics. The areas of study will include graphic representation, measures of central tendency and dispersion, probability theory and various significant tests of relationship, association, and correlation. Students are expected to have mastered the fundamental ideas of Data Analysis; Correlation & Regression.

HI 210 U.S. History through 1877

This course explores U.S. history from pre-Columbian times to 1877. The focus is on the political, economic, social and cultural forces that have shaped the nation and the varied experiences and contributions of the diverse peoples of America. Topics covered

include indigenous cultures, European colonization, the American Revolution, Constitution, American institutions, slavery and the Civil War and Reconstruction.

HI 211 U.S. History from 1877 to the Present

This course explores U.S. history from 1877 to the present day. The focus is on the political, economic, social and cultural forces that have shaped the modern nation and the varied experiences and contributions of the diverse peoples of America. Topics covered include the Gilded Age, “roaring 20s,” Great Depression, World Wars, the sixties, the Reagan era, the War on Terror and the Obama presidency.

PH 110 Introduction to Philosophy

An introductory course that examines classic philosophical problems in the areas of metaphysics, epistemology, and ethics. Within ethics, attention is given to historical as well as contemporary social and political issues. The course surveys influential philosophers in the Western and Eastern intellectual traditions, providing a multicultural perspective on the above problem areas. The aim of the course is to think critically about these topics, using the philosophical method, and connect the issues to contemporary life.

SO 110 Introduction to Sociology

An introductory study of the basic concepts, theoretical approaches, and methods of sociology. Topics typically include the analysis of social structure, socialization and the self, culture and diversity, group dynamics, social stratification, social change, and globalization.

PY 110 General Psychology

Introduction to major topics, theories, and research methods of psychology. Topics covered include the biological basis of behavior, human development, learning, memory, intelligence, perception, motivation, cognition and consciousness, emotion, personality, social behavior, abnormal behavior and methods of therapy.

ART 104 History of Modern Art

Survey of major styles in western art from 1888 to 1999, Post-Impressionism to Post-Modernism. How art forms reflect the complexity and diversity of the modern world. Topics include the changing role of the artist in society, the impact of world events and technology on the arts, and art criticism.

Credit for Previous Education or Training

Vermilion Institute of Technology does not accept transfer of credit nor allow credit for prior experience.

Transfer of Credit to Other Schools

It is the responsibility of the student to ensure that the receiving school will accept credit for courses from Vermilion Institute of Technology.

Standards for Satisfactory Progress

100% attendance is required and the successful completion of all tests is required in order to meet satisfactory progress. Final grades are issued at the end of each course. The following is the system toused:

A..... 90% and above(4.0GPA)

B ... 80% - 89% (3.0GPA)

C 70% - 79% (2.0GPA)

D..... 60% - 69% (1.0GPA)

F..... 59% orless

I..... Incomplete

W..... Withdrawn

Students must have an overall GPA of 2.0 in all of their courses to meet graduation requirements.

Probation

A student who is unable to attain a minimal satisfactory grade of “D” in any class will be placed on academic probation. The student will be given extra assistance in an effort to reach the expected level of satisfactory performance.

Re-entrance

Any student who is on academic probation or has dropped out of the program, may be readmitted at the discretion the school director. The student must pay all tuition and fees. A student seeking re-entrance following academic probation will

need to obtain a grade of “C” or better in the previous unsatisfied class/classes.

Classroom Behavior

Students will be held financially responsible to any willful damage of any classroom property or laboratory equipment.

Lab

Participation in the labs of each course is mandatory. The student will be instructed in proper procedures in the laboratory and practice plant.

Students will be instructed on the proper way to handle laboratory equipment. Willful damage to any lab equipment will be the financial responsibility of the student. All lab supplies are restricted to lab use only. Removal of any lab supplies or equipment from the lab is strictly prohibited.

Financial Information

Electrical Technician Diploma Program

Tuition and Fees

Electrical Technician Diploma Program

Registration Fee (one time charge)	\$ 40
Tech/Activity Fee	\$ 120/per semester
Practice and performance test and supplies.....	\$ 310/per semester
Total Fees-----	\$ 430/per semester
Tuition (per semester).....	\$3,500
Other:	

Books (May vary)..... \$700
 Tools (includes uniform)..... \$1100

Appliance Repair Technician

Registration Fee (onetime charge) \$ 40
 Administrative fee \$ 320
 Exam Fee \$ 120
 Tech/Activity Fee \$ 90
 Training Materials \$ 600
 Books \$ 400
 Appliance Tools..... \$ 1100
 Student Uniforms \$ 200
Total Fees----- \$ 2870

Tuition.....\$ 11,800

All tuition and fees are payable for the whole program. Registration fee is due prior to the start of the class. Payments can be arranged but must be paid in full by the end of the class. Students enrolled in the course will be covered under Vermilion Institute of Technology liability insurance policy. The cost is included in the tuition and fees.

Cancellation and Settlement Policy

This enrollment agreement may be canceled within five calendar days after the date of signing provided that the school is notified of the cancellation in writing. If such cancellation is made, the school will promptly refund in full all tuition and fees paid pursuant to the enrollment agreement and the refund shall be made no later than thirty days after cancellation. This provision shall not apply if the student had already started academic classes.

Refund Policy

If the student is not accepted into the training program, all monies (excluding registration fee) paid by the student shall be refunded. Refunds for books, supplies and consumable fees shall be made in accordance with Ohio Administrative Code section 3332- 1-10.1. There are four (4) Academic terms for this program that are 65 credit hours in length. Refunds for tuition and refundable fees shall be made in accordance with following provisions as established by Ohio Administrative Code 3332- 1-10:

- A student who starts class and withdraws during the first full calendar week of the semester shall be obligated for 5% of the tuition and refundable fees for that academic term plus the registrationfee.
- A student who withdraws during the second full calendar week of the academic term shall be obligated for 25% of the tuition and refundable fees for that academic terms plus the registrationfee.
- A student who withdraws during the third full calendar week of the academic term shall be obligated for 50% of the tuition and refundable fees for that academic term plus the registrationfee.
- A student who withdraws beginning with the fourth full calendar week of the academic term will not be entitled to a refund of any portion of the tuition and fees.

The school shall make the appropriate refund within thirty days of the date. The school is able to determine that a student has withdrawn or has been terminated from a program.

Compliant or Grievance Procedure

All student complains should be first directed to the school personnel involved. If no resolution is forthcoming, a written compliant shall be submitted to the director. Whether or not the problem or complaint had been resolved to his/her satisfaction by the school, the student may direct any problem or complaint to the Executive Director, State of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, Ohio, 43215, Phone 614-466-2752; toll free 877-275-4219.

Counseling and Advising

Whenever possible, Vermilion Institute of Technology instructors and staff will assist students who are experiencing educational, financial, or personal difficulties. Students who are in need of additional or other counseling will be assisted in finding outside professionals to assist.

Employment Assistance

Vermilion Institute of Technology is dedicated to help students find jobs and will assist in the student's job search effort. Vermilion Institute of Technology does not guarantee employment. Vermilion Institute of Technology will also offer career services that will include but not limited to resume development, interviewing skills, job searches and tips on job openings.