



# E.C.T.S.

## Certificate Programs

### WHAT ARE CERTIFICATE PROGRAMS

Certificate Programs are designed for those persons already employed in the field and wish to enhance or upgrade their knowledge of the subject matter. These programs are not designed, nor intended to provide the basic skills to gain initial employment within the field of study, as they each lack important lessons necessary to start a corresponding career.

Employers find these programs convenient in order to give the employee skills needed for advancement or to assume various tasks within the company.

**Certificate Programs are a series of courses intended for those currently employed within the field. Certificate Programs are neither reviewed or approved by the Pennsylvania State Board of Private Licensed Schools.**

*Call today for current pricing and financing arrangements of these programs!*

### Here's what you get with ECTS Certificate Programs

- # Text Book
- # General Study Guide
- # Course Study Guide with individual lessons
- # Toll-free access to the instructors
- # Diploma (two originals)
- # Official Transcripts
- # Supplemental Materials
- # Student ID Card

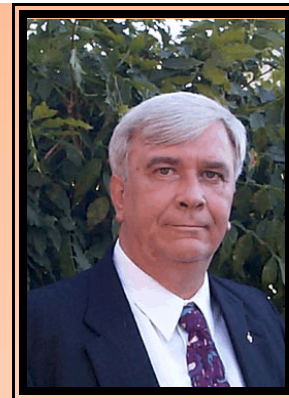
**ECTS is approved by the International Association of Continuing Education Training Commission to award nationally recognized CEU's for these courses.**



Licensed by the Pennsylvania State Board of Private Licensed Schools

### Educational Correspondence Training School

3520 West 26<sup>th</sup> Street, Erie, PA 16506  
866-833-1911 (toll free) 814-833-1911 814-833-9341 (fax)  
[www.ectschool.com](http://www.ectschool.com)



Dr. Patrick G. Rossi

### Dear Prospective Student:

Enclosed is the information which you requested about the ECTS Certificate Programs.

I must personally commend you on your decision to continue your academic studies. It goes without saying that, in today's job market, advanced education is an essential component to securing or maintaining employment. This is your first step to brightening your future.

Our programs are among the best in the correspondence method of obtaining the training you need. ECTS take's great pride in it's instructors, course materials, presentation, and caring for each of our students. We will do everything within our capability to make your studies both enjoyable and rewarding.

Thank you for looking at our courses, and I wish you continued success in attaining your goals.

Sincerely,

Patrick G. Rossi, Ed.D  
President

### ECTS offers:

- **Online Certificate Courses**
- **Traditional Correspondence Certificate Courses**
- **PA State Approved Diploma Programs**

## Certificate Programs Via Correspondence

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### Managerial Leadership Certificate Program

The Managerial Leadership Certificate Program is a managerial program consisting of courses in the functional areas of management. The Managerial Leadership Certificate Program is designed to give the student additional knowledge in business management and administration. Students who are currently working wanting job promotions or upgrades, small business owners who need additional administrative skills and knowledge, and other vocational program students who want business management know-how to go along with specialized skills will find this a very viable certificate program.

#### COURSES

BUS124	Business in a Contemporary Society
BUS126	Understanding Managerial Issues
BUS128	Behavior of Organizations
BUS130	Human Relations
BUS132	Principles of Leadership
BUS134	Human Resource Management
BUS136	Total Quality Management
BUS138	Business Ethics
BUS 140	Strategic Management
BUS 142	Issues in Business Management

### Fire Science Certificate Program

Every year, fires and other emergencies take thousands of lives and destroy property worth billions of dollars. Firefighters help protect the public against these dangers by rapidly responding to a variety of emergency situations. They are frequently the first emergency personnel at the scene of an accident or medical emergency and may be called upon to put out a fire, treat injuries, or perform other vital functions.

During duty hours, firefighters must be prepared to respond immediately to a fire or any other emergency that arises. Because fighting fires is dangerous and complex, it requires organization and teamwork. At every emergency scene, firefighters perform specific duties assigned by a superior officer. At fires, they connect hose lines to hydrants, operate a pump to high pressure hoses, and position ladders to deliver water to the fire. They also rescue victims and administer emergency medical aid as needed, ventilate smoke-filled areas, and attempt to salvage the contents of buildings. Their duties may change several times while the company is in action. Sometimes they remain at the site of a disaster for days at a time, rescuing trapped survivors and assisting with medical treatment.

Firefighters have assumed a range of responsibilities, including emergency medical services. In fact, most calls to which firefighters respond involve medical emergencies, and about half of all fire departments provide ambulance service for victims. Firefighters receive training in emergency medical procedures, and many fire departments require them to be certified as emergency medical technicians.

This 14 course - 66 lesson Fire Science Certificate Program is designed for individuals who are employed or seeking advancement in fields related to fire prevention and fire protection. This program allows the student to pursue advanced professional development and education. The curriculum reflects National Fire Protection Association standards that address the dynamic aspects of public fire service leadership and administration. The Educational Correspondence Training School will accept transfer credits towards this Diploma Program as well as apply in-service training certificates towards the applicable courses. It is highly recommended that new students pursuing a career in the fire services, join a volunteer fire department.

#### COURSES

FIRE 101	Principles of Fire Fighting
FIRE 103	Introduction to Fire Protection
FIRE 105	Introduction to Fire Prevention
FIRE 107	Introduction to Fire Service Law
FIRE 109	Fire Fighting and Emergency Response
FIRE 201	Firefighting Tactics
FIRE 203	Introduction to HAZMAT
FIRE 205	HAZMAT Response
FIRE 207	Fire Company Officers
FIRE 209	Fire Officership
FIRE 211	Confined Space Rescue
FIRE 213	Incident Safety Officer
FIRE 215	HAZMAT Decontamination Methods
FIRE 217	Terrorism Preparation for the Fire Service

### Human Services Certificate Program

Human service worker is a universal term for people with various job titles, including social service assistant, case management aide, social work assistant, community support worker, alcohol or drug abuse counselor, mental health aide, community outreach worker, life skill counselor, and gerontology aide. They usually work under the direction of professionals from a variety of fields, such as nursing, psychiatry, psychology, rehabilitative or physical therapy, or social work. Human service workers and assistants play a variety of roles in a community. They may organize and lead group activities, assist clients in need of counseling or crisis intervention, or administer a food bank or emergency fuel program. In halfway houses, group homes, and government-supported housing programs, they assist adults who need supervision with personal hygiene and daily living skills. They review clients' records, ensure that they take correct doses of medication, talk with family members, and confer with medical personnel and other care givers to gain better insight into clients' backgrounds and needs. Human service workers and assistants also provide emotional support and help clients become involved in their own well being, in community recreation programs, and in other activities.

The Human Services Certificate Program builds upon those skills for persons currently employed in the field. Students taking this program will learn the historical background of drugs in our society, the roles of sex and gender, ethnicity, social stratification and may other facets of the human services.

#### Courses

SOC101	Introduction to Social Work
SOC105	Role of Sex and Gender in Social Work
SOC109	Role of Ethnicity in American Society
SOC111	Evolution of Drugs into American Society
SOC113	Demography of Social Stratification
SOC115	Social Work and an Aging Society
SOC120	Child and Adolescent Development

### Accounting Certificate Program

This program enhances the student's knowledge who are currently in the field of accounting. Initially, these courses cover the basic's of accounting and progressively cover a more in-depth look at accounting. Subjects will include, a look at business mathematics, general accounting, advanced accounting, managerial accounting, auditing, public finance and government and non-profit financing.

#### COURSES

MATH101	Business Mathematics
ACT 101	Principles of Accounting
ACT 103	Accounting II
ACT 105	Introduction to Managerial Accounting
ACT 107	Managerial Accounting II
ACT 109	Financial Accounting
ACT 111	Advanced Accounting
ACT 113	Advanced Accounting II
ACT 115	Principles of Auditing
ACT 117	Principles of Public Finance
ACT 119	Government and Nonprofit Accounting

To register or for more information about these courses, please call or visit us at [www.ectschoo.com](http://www.ectschoo.com)