

## WHAT ARE CERTIFICATE COURSES?

Certificate courses are a single course of study. Students taking these courses are seeking to enhance their knowledge of the subject matter, in need of satisfying requirements of employers, other institutions, to comply with mandated Continuing Education Training, or simply would like to try a course prior to committing to a full Diploma Program. Certificate Courses will not lead to an employable skill, such as our Diploma Programs will. If a student takes a certificate course or courses, which are part of one of our Diploma Programs, the course is transferred into the Diploma Program, with no additional costs to the student.

*Most of these courses are priced at \$195 or less! Prices are established based upon the current price of the textbook and postage. Call for current prices.*

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

- # 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 Courses.

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 Courses Via Correspondence

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### Available through correspondence

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 117 Principles of Public Finance  
ACT 119 Government and Nonprofit Accounting  
BUS 110 Principles of Advertising and Sales  
BUS 120 Business Law  
BUS 122 Entrepreneurial Financing  
BUS 124 Business in a Contemporary Society  
BUS 126 Understanding Managerial Issues  
BUS 128 Behavior of Organizations  
BUS 130 Human Relations  
BUS 132 Principles of Leadership  
BUS 134 Human Resource Management  
BUS 136 Total Quality Management  
BUS 138 Business Ethics  
BUS 140 Strategic Management  
BUS 142 Issues in Business Management  
COM 101 Writing in the Workplace  
COM 103 Application of Writing for Business  
COM 105 Word Processing / Writing and Developing  
COM 107 Business and Workplace Communications  
COM 109 Principles of Technical Writing  
COM 111 Business Writing Styles  
COM 113 Research and Writing Development  
CRJS 101 Introduction to the Criminal Justice System  
CRJS 103 Police Human Relations  
CRJS 105 Constitutional Law I  
CRJS 107 Constitutional Law II  
CRJS 109 Juvenile Justice  
CRJS 111 Introduction Corrections  
CRJS 201 Introduction to Criminology  
CRJS 203 Criminology II  
CRJS 205 Criminal Investigations  
CRJS 207 Evidence  
CRJS 209 Handling the Emotionally Disturbed and Custody  
CRJS 211 Issues in Criminal Justice  
CRJS 212 Introduction to Community Policing  
CRJS 214 Constitutional Rights in Corrections  
CRJS 216 Correctional Counseling  
CRJS 218 Critical Incident Management  
CRJS 220 Prison Violence  
CRJS 222 Issues in the Privatization of the U.S. Correctional Industry  
CRJS 224 Case Management for Correctional Personnel  
CRJS 226 Issues and Theory of Capital Punishment  
CRJS 228 Report Writing for Correction's Managers  
CRJS 230 Issues in Corrections  
EDU 503 Educational Administration  
EDU 505 Advance Curriculum Design  
EDU 507 Counseling Psychology  
EDU 509 Psychology of Learning and Instruction  
EDU 511 Curriculum Design and Development  
EDU 513 School Finance  
EDU 515 School Law  
EPT 101 Introduction to Entrepreneurship  
EPT 105 Business Planning  
EPT 107 Small Business Mgmt  
EPT 250 Special Topics in Small Business Management  
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  
LA 101 Fundamentals of Paralegal Assisting  
LA 103 Introduction to Legal Concept  
LA105 Tort Law  
LA107 Legal Terminology for Paralegal  
LA111 Legal Terminology II  
LA113 Legal Office Procedures  
LA117 Introduction to Legal Research  
LA121 Introduction to Criminal Procedures  
MATH 101 Business Mathematics  
PSY 113 Introduction to Psychology  
SOC 101 Introduction to Social Work  
SOC 103 Casework for the Psychosocial Therapy Worker  
SOC 105 Role of Sex and Gender in Social Work  
SOC 109 Role of Ethnicity in American Society  
SOC 111 Evolution of Drugs into American Society  
SOC 113 Demography of Social Stratification  
SOC 115 Social Work and an Aging Society  
SOC 117 Social Control in American Society  
SOC 119 Social Exploration of Groups  
SOC 120 Child and Adolescent Development  
SOC 121 Introduction to Sociology  
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  
SOC117 Social Control in American Society  
SOC119 Social Exploration of Groups  
SOC120 Child and Adolescent Development

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