

## WHAT ARE DIPLOMA PROGRAMS?

ECTS Diploma Programs are extensively reviewed by the Pennsylvania State Board of Private Licensed Schools. Once the Diploma Program passes the review, it is approved for delivery to the students.

What makes a Diploma Program unique is that, it is specifically designed to prepare students to enter into the chosen career field. This is termed as an "Employable Skill". The Diploma Programs will give you the education necessary to gain entry level employment in the job market.

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

## Here's what you get with ECTS Diploma 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

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[www.ectschool.com](http://www.ectschool.com)



Dr. Patrick G. Rossi

## Dear Prospective Student:

Enclosed is the information which you requested about the ECTS Diploma 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**

# Diploma Programs Via Correspondence

Diploma Programs are reviewed and approved by the Pennsylvania Department of Education - State Board of Private Licensed Schools.

## Police Science Diploma Program

Police Science Diploma Program is a 15 course 110 lesson curriculum, which prepares the student to enter the diverse field of criminal justice. The student is provided with instruction based on the foundations of the American Criminal Justice System, progressing through the various stages of that system in a logical sequence of course structure and presentation. In-depth concentration will focus around that of the police officer, where in most instances the criminal justice system begins. The Police Science Diploma Program has also integrated other components or training and skill development from an interdisciplinary approach, such as Sociology, Psychology.

### PROGRAM COURSES

		<b>Lessons</b>
CRJS 101 -	Introduction to the Criminal Justice System -	1-5
CRJS 103 -	Police Human Relation / Public Relations -	6-13
CRJS 105 -	Constitutional Law I -	14-20
CRJS 107 -	Constitutional Law II -	21-26
CRJS 109 -	Juvenile Justice -	27-33
CRJS 111 -	Introduction to Corrections -	34-40
CRJS 113 -	Introduction to Psychology -	41-47
CRJS 115 -	Introduction to Sociology -	48-53
CRJS 201 -	Introduction to Criminology -	54-61
CRJS 203 -	Criminology II -	62-68
CRJS 205 -	Criminal Investigations -	69-75
CRJS 207 -	Evidence -	76-91
CRJS 209 -	Handling the Emotionally Disturbed -	92-96
CRJS 211 -	Issues In Criminal Justice	97-103
CRJS 212 -	Introduction to Community Policing	104-110
<b>Total Lessons</b>		<b>110 Lessons</b>

Students should check with their state and local police officer, correctional officer, and security officer employment requirements. Some exclusions do exist, such as prior criminal offenses, psychological evaluations, etc. Some states, such as Pennsylvania, require formal police academy training and / or advanced course work.

## Entrepreneurial Management Diploma Program

The Entrepreneurship Program offers a unique learning opportunity to students who aspire to start, or secure employment in, a business having high growth potential. The program helps students identify viable career options in Entrepreneurship, expand their basic knowledge of the entrepreneurial process, and develop a repertoire of venture management skills and techniques

This diploma program is designed to provide instruction in the knowledge and skills required for business entrepreneurship. Program content includes evaluation of business concepts, development of sound business and marketing plans, legal responsibilities, financial management and competition.

The program will attempt to educate students about the challenges and rewards of entrepreneurship, recognizing that entrepreneurial skills and behaviors can be developed. The study of entrepreneurship will provide information on generating innovative ideas, avoiding the problems and pitfalls of entrepreneurship, examining where and how to find assistance and support, and applying learning to personal, community-service, and business ventures. Entrepreneurship motivates students and provides them with support in planning for their success.

### PROGRAM COURSES

		<b>Lessons</b>
EPT101	Introduction to Entrepreneurship	1-7
EPT105	Business Planning	8-12
EPT107	Business Management	13-16
EPT250	Special Topics in Small Business Mgmt.	17-21
BUS110	Principles of Advertising and Sales	22-26
BUS120	Business Law	27-40
BUS122	Entrepreneurial Financing	41-45
ACT101	Principles of Accounting	46-58
ACT103	Accounting II	59-71
<b>Total Lessons</b>		<b>71 lessons</b>

## Paralegal Diploma Program

This program consists of 9 courses and 53 lessons in Paralegal studies. While lawyers assume ultimate responsibility for legal work, they often delegate many of their tasks to paralegals. In fact, paralegals continue to assume a growing range of tasks in the Nation's legal offices and perform many of the same tasks as lawyers. Nevertheless, they are still explicitly prohibited from carrying out duties which are considered to be the practice of law, such as setting legal fees, giving legal advice, and presenting cases in court.

One of a paralegal's most important tasks is helping lawyers prepare for closings, hearings, trials, and corporate meetings. Paralegals investigate the facts of cases and ensure all relevant information is considered. They also identify appropriate

laws, judicial decisions, legal articles, and other materials that are relevant to assigned cases. After they analyze and organize the information, paralegals may prepare written reports that attorneys use in determining how cases should be handled. Should attorneys decide to file lawsuits on behalf of clients, paralegals may help prepare the legal arguments, draft pleadings and motions to be filed with the court, obtain affidavits, and assist attorneys during trials. Paralegals also organize and track files of all important case documents and make them available and easily accessible to attorneys.

For this program the students must have the use of a personal computer and one of the following software programs:

- **Windows Word**
- **MS Office Word 95 or later**
- **Word Perfect 6.1 or later**

### Program Courses

		<b>Lessons</b>
LA101	Fundamentals of Paralegal Assisting	1-4
LA103	Introduction to legal concepts	5-9
LA105	Tort Law	10-12
LA107	Legal Terminology for Paralegals	13-20
LA111	Legal Terminology II	21-23
LA113	Legal Office Procedures	24-28
LA117	Introduction to Legal Research	29-34
LA121	Introduction to Criminal Procedures	35-39
BUS120	Business Law	40-53
<b>Total Lessons</b>		<b>53</b>

## Correctional Officer's Diploma Program

The Correctional Officer's Diploma Program is designed to address the needs of correctional officers seeking advanced training beyond their basic training. Taken from a more managerial perspective, this program would be beneficial to those seeking to upgrade their skills, for promotional or other institutional advancement, or to seek management positions. The program covers topics such as, a review of the criminal justice system, constitutional rights of prisoners, sociology, psychology, offender classification and programs, behavioral recognition, identifying gangs, practical reasoning, sexual harassment, hostage survival techniques and environmental security procedures, report writing, positive climate, conflict resolution, offender disciplinary procedures, and effective communication.

### PROGRAM COURSES

		<b>Lessons</b>
CRJS111	Introduction to Corrections	1 - 5
CRJS113	Introduction to Psychology	6 - 10
CRJS115	Introduction to Sociology	11 - 14
CRJS 214	Constitutional Rights in Corrections	15 - 17
CRJS216	Correctional Counseling	18 - 22
CRJS222	Issues in the Privatization of the U.S. Correctional Industry	23 - 25
CRJS224	Case Management for Correctional Personnel	26 - 28
CRJS226	Issues and Theory of Capital Punishment	29 - 31
CRJS228	Report Writing for Correction's Managers	32 - 36
CRJS230	Issues in Corrections	37 - 39
<b>Total Lessons</b>		<b>39</b>

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