# Vermilion Institute of Technology

# School Catalog

**5735 South Street,**

**Vermilion OH 44089**

**Phone: 440-332-0077 Fax: 440-226-8318**

**www.vermilionit.net**

Revised

Jan 8, 2025

Registration No. 14-03-2042T

# Content

# 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 | 08/28/2024-12/15/2025 |
| Spring semester | 01/15/2025-05/11/2025 |
| Summer semester | 05/28/2025-08/10/2025 |

Appliance repair technician program are offered circularly start at August 24th,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. David Liu– Administrative Assistant

Ms. Maggie Sun– Admission&Registrar

Instructors

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

Mr. Ryan Lin- Instructor/Director of Electrical PTechnician Program

Mr. Weiting Liu- Instructor/Director of Economics Program

## 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 of 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 instructors 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

## Electrical Technician Program Description

The objective of the Electrical Technician Diploma 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, Lab 0)

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, Lab 0)

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, Lab 0)

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, Lab 0)

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, Lab 30)

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, Lab 0)

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, Lab 30)

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, Lab 30)

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, Lab 30)

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, Lab 60)

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, Lab 60)

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, Lab 90)

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, Lab 90)

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, Lab 60)

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 word 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 word 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 word emergency system installation. This intern request finished EET 1207 Safety and Emergency Alarm System.

## 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 ofTechnology.

## 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% or less

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:

# 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 registration fee.

- 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 registration fee.

- 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 registration fee.

- 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.