



LOS ANGELES ORT COLLEGE

WWW.LAORT.EDU

2010 – 2011 CATALOG



Los Angeles ORT College Catalog 2010-2011

Published by:
LOS ANGELES ORT COLLEGE
6435 Wilshire Boulevard
Los Angeles, California 90048
www.laort.edu

MAIN CAMPUS
6435 Wilshire Boulevard, Los Angeles, CA 90048
Tel: (323) 966-5444, Fax: (323) 966-5455

BRANCH CAMPUS
14519 West Sylvan Street, Van Nuys, California 91411
Tel: (818) 382-6000, Fax: (818) 788-3997

Revised: January 2010

TABLE OF CONTENTS

WELCOME.....	3
NOTICE.....	4
INTRODUCTION.....	5-7
Mission, Philosophy and Objectives, Program Offerings by Campus, About ORT, About Los Angeles ORT College, History, Approvals, Accreditation, Physical Facilities, Learning Resource Center, Parking, Housing	
ADMISSIONS.....	8-9
Admissions Criteria and Procedure, Criteria for Admissions for Students with Mental or Physical Handicaps, Admissions Schedule, Transfer Credit, Transferability of Credits and Credentials, Nonimmigrant Students, Vocational Rehabilitation Applicants	
TUITION AND FEES.....	10-12
Tuition and Fees Schedule, Books, Supplies and Registration Fee, Payment Policy, Refund Policy and Buyer’s Right to Cancel, Return of Title IV Funds Policy, Student Tuition Recovery Fund, Notice of Student Rights	
FINANCIAL AID.....	13-14
The Financial Aid Office, Financial Aid Programs Available, Federal Financial Aid Programs, State of California Grant, Financial Aid Procedures, Scholarship Programs, Loan programs	
STUDENT SERVICES, RIGHTS AND RESPONSIBILITIES.....	15-17
Advising, Immunization and Communicable Diseases, Library Media Resource Center, Job Placement Services, Employment, Preparation Course, Student Conduct Code, Student Complaint and Grievance Procedure, Drug and Alcohol Prevention Program, No Smoking Policy, Campus Security	
ACADEMIC INFORMATION.....	18-22
Method of Instruction, Definition of Credit Hours, Student Performance Standards, Maximum Time Frame, Student Performance and Academic Progress Standards and Criteria, Grading Policy, Satisfactory Progress, Required Completion Rate, Academic Warning, Academic Probation, Academic Termination, Appeal Process, Attendance Policy, Attendance Warning, Attendance Probation, Attendance Termination, Transfer Policy, Change of Program, Leave of Absence, Makeup Work, Graduation Requirements, Finished/Non Graduate, Student Honors, Disclosure and Retention of Educational Records (FERPA)	
PROGRAM DESCRIPTIONS.....	23-36
Associate of Applied Science (AAS) Degree in Accounting, Associate of Applied Science (AAS) Degree in Business Management, Associate of Applied Science (AAS) Degree in Medical Office Management, Computerized Accounting, Computer Graphics & Desktop Publishing, Medical Assistant, Computer Aided Design and Drafting (CADD), Administrative Assistant, Medical Office Specialist, Pharmacy Technician, and English as a Second Language	
COURSE DESCRIPTIONS.....	37-66
BOARD OF TRUSTEES (DIRECTORS).....	67
REASONS TO ATTEND LOS ANGELES ORT COLLEGE.....	68
ACADEMIC CALENDAR 2010.....	69
ACADEMIC CALENDAR 2011	70

WELCOME

Welcome to Los Angeles ORT College

Your decision to join an active and diverse student body is an important step on your journey to advancing your education and improving your career opportunities. Our programs, quality education, hands-on training and professional and dedicated faculty and staff create a caring, friendly atmosphere for learning. LAORT provides training for technical and business careers in small classes with personalized attention.

This catalog is intended to serve as a guide to LAORT's programs, policies and procedures. It includes information about courses of study, services, regulations and requirements.

Please use this catalog to learn more about Los Angeles ORT College and the opportunities available to enhance and enrich your educational experiences at Los Angeles ORT College.

NOTICE

Non-Discrimination Policy

Los Angeles ORT College is non-sectarian and does not discriminate on the basis of race, religion, creed, color, national origin, age, gender, disability, or marital status, in any of its academic program activities, employment practices, admission policies, or scholarship and loan programs.

Catalog Disclaimer

This catalog of Los Angeles ORT College applies to the Los Angeles and Van Nuys Campuses. The policies and procedures described herein apply equally to all students enrolled at any LAORT location.

Catalog Revisions and Supplement

Los Angeles ORT College reserves the right to change this catalog when necessary without prior notice. Los Angeles ORT College also provides a catalog supplement including tuition information, current list of faculty and supervisory administrative staff, and class schedules. Further information on technical program class schedules is provided in the catalog supplement, which is revised periodically.

INTRODUCTION

Mission

ORT's mission is to meet the educational and vocational needs of diverse students in the shortest time possible in a supportive, caring atmosphere. Further, the mission is to provide technical skills and knowledge necessary for employment and career advancement.

Success is measured by meeting or exceeding student, employer, and community expectations, and is shown by continued referrals and recommendations, employment of our students and pride in the accomplishments of ORT among the community and the pool of volunteers.

Philosophy and Objectives

Los Angeles ORT College is committed to provide an educational environment that enhances students' ability to fulfill career goals and encourages the development of the total person and provides direction for students seeking further education. Los Angeles ORT College strives to provide the highest caliber education to men and women who have the desire and discipline to improve their lives through learning new skills and knowledge in the fields of Business, Medical, Computer Technology and English language skills. As the only Jewish-sponsored technical College in the West, Los Angeles ORT College also seeks to foster and preserve culture and heritage through its curricula.

Los Angeles ORT College prepares students for job opportunities in technology and business fields, in accordance with the following objectives:

- To provide the technical skills and knowledge necessary for employment and career advancement.
- To develop professional attitudes, work habits, self-discipline, and confidence and communication skills required for work and living.
- To integrate general educational courses that fosters a lifelong interest in professional and humanistic learning.
- To provide all students with an opportunity to obtain a quality education in the technical or business program of their choice.
- To provide English language skills necessary for employment and adjustment to life in a new country and culture.
- To increase student awareness and sensitivity to other cultures through a supportive environment.

Program Offerings

Los Angeles ORT College offers the following degree and diploma programs at the Los Angeles and Van Nuys campuses:

Degree Programs:

Associate of Applied Science (AAS) Degree in Accounting
Associate of Applied Science (AAS) Degree in Business Management
Associate of Applied Science (AAS) degree in Medical Office Management

Diploma Programs:

Computerized Accounting
Medical Assistant
Computer Graphics and Desktop Publishing
Administrative Assistant
Computer Aided Design and Drafting
Medical Office Specialist
Pharmacy Technician
English as a Second Language (ESL)

Graduates are awarded a Diploma or Associate of Applied Science (AAS) degree upon satisfactory completion of all required courses.

All technical programs taught at Los Angeles ORT College prepare graduates for high-demand occupations with proven career growth opportunities. Students acquire necessary business and technical skills leading to employment. Intensive programs are available morning, afternoon and evening. Programs have been designed with the assistance of representatives in business and industry. All curricula, equipment, computer software, books and materials are reviewed on a continuing basis to ensure their relevance in today's job market.

About ORT

ORT, the Organization for Educational Resources and Technological Training, operates a worldwide network of over 800 colleges and training centers with an enrollment of more than 200,000 students in 60 countries. For over a century ORT has sought to bring economic self-sufficiency to world Jewry. To date, over two million people have participated in ORT programs worldwide. ORT Operation USA operates the Los Angeles and Van Nuys campuses of the Los Angeles ORT College.

About Los Angeles ORT College

Los Angeles ORT College (LAORT) is a non-profit organization offering men and women the opportunity to gain an education that prepares them for careers in business and industry. Los Angeles ORT College is affiliated with ORT America, a volunteer organization of over 200,000 women and men, the umbrella organization of ORT in the United States.

LAORT offers morning, afternoon and evening short-term intensive programs in areas of high job market demand and also offers a comprehensive training program in English as a Second Language. Los Angeles ORT College provides computer-based training programs in business applications, computer technology and Medical fields. All programs feature hands-on training, modern equipment and a highly qualified faculty and staff.

History

ORT opened the facility of the Main Campus of Los Angeles ORT College at 635 South Harvard Boulevard in the Mid-Wilshire area of the city of Los Angeles in October 1985, following a definitive study which showed the need for a technical college to serve the community at large in the Greater Los Angeles area. Then in May 1990, LAORT established its first branch campus in the San Fernando Valley area of Los Angeles, at 15130 Ventura Boulevard in Sherman Oaks, California 91403. In 1996, the Main Campus of Los Angeles ORT College relocated to 6435 Wilshire Boulevard, Los Angeles, California 90048 in order to meet the expanding demands of the city and county of Los Angeles. In January of 2009, the Sherman Oaks Campus was relocated to 14519 West Sylvan street, Van Nuys, California 91411 to serve the needs of the residents in the San Fernando Valley. This LAORT catalog refers to the branch campus in the San Fernando Valley as the "Van Nuys Campus."

Approvals

The Los Angeles ORT College is approved by the U.S. Department of Education to participate in Federal Financial Aid for qualified students. LAORT is approved by the State of California Bureau for Private Postsecondary Education (BPPE). Although this institution was approved by the former Bureau for Private Postsecondary and Vocational Education, LAORT's pending application for reapproval to operate has not yet been reviewed by the Bureau for Private Postsecondary Education. LAORT is approved by the U.S. Department of Homeland Security to enroll non-immigrant alien students.

Accreditation

Los Angeles ORT College is accredited by the Accrediting Council for Continuing Education and Training (ACCET).

Physical Facilities

The facilities and equipment of LAORT campuses fully comply with all federal, state and local ordinances and regulations, including requirements pertaining to fire safety, building safety, handicapped access and health.

The Main Campus of Los Angeles College is located within easy reach of public transportation at 6435 Wilshire Boulevard, Los Angeles, California 90048. Los Angeles ORT College building houses computer laboratories, general purpose classrooms, a learning resource center, a student lounge and administrative offices. Laboratories are furnished with modern equipment representative of the industry.

The branch campus of Los Angeles ORT College is located at 14519 West Sylvan Street, Van Nuys, California 91411. The Van Nuys Campus is located near the intersection of two major freeways, the San Diego Freeway and the Ventura Freeway. The Van Nuys Campus has easy access to public transportation. The facility includes computer laboratories, general purpose classrooms, a student lounge area, library and administrative offices.

Learning Resource Center

The learning resource centers of Los Angeles ORT College Campuses include an up-to-date collection of manuals, reference books and periodicals designed to support technical course offerings. In addition, the learning resource centers have computer-assisted instructional equipment. An array of portable audio-visual equipment, including slide and overhead projectors and video recorders, is available to support classroom media requirements.

Parking

A limited number of parking spaces is available at Los Angeles ORT College or at a nearby parking lot, for the students.

Housing

Los Angeles ORT College does not maintain housing accommodations for students. However, the student services office may offer referrals for student housing options. Los Angeles ORT College does not inspect such housing and does not make any recommendations regarding its desirability.

ADMISSIONS

Admissions Criteria and Procedure

Los Angeles ORT College accepts students with High School Diploma, General Education Development (GED) or applicants who have passed the California High School Proficiency Examination (CHSPE). The applicants with High School Diploma, GED or CHSPE should have reached compulsory age to be accepted by LAORT. The compulsory age is 16 years old and above as defined by the State of California Department of Education.

The applicants without High School Diploma, GED or CHSPE fall under the “Ability to Benefit” policies and procedures and must be 18 years old to be accepted by LAORT.

The first step in the admissions process is an informational interview with an admission representative. The applicant and his or her family are given a tour of the campus. Students are given a copy of the catalog, catalog supplement, consumer information including tuition and fees, current schedules of programs start dates and a list of faculty.

Admission to the Technical Diploma and Degree Programs

Applicants with a high school diploma or GED must receive a passing score on nationally recognized test. Applicants without a high school diploma or GED must be tested by an Independent Third Party Administrator and receive a passing score on a nationally recognized test.

Admissions to technical programs for non-native English speaking applicants

In order to be qualified to apply for technical programs, non-native English speaking applicants are required to first be tested for English Language proficiency and receive passing scores on LAORT’s ESL placement tests.

Admission to the ESL Diploma Program

ESL program applicants holding a high school diploma or GED who are non-native speakers of English are given written and oral English placement tests and will be placed at a level corresponding to the scores achieved on the placement tests.

Ability to Benefit

Applicants without a high school diploma or GED, “Ability to Benefit”, must be tested by an independent third party administrator and receive a passing score on nationally recognized test for admission to Diploma and Degree programs. Additionally, ESL program applicants without a high school diploma or GED (Ability to Benefit), who are non-native speakers of English are given written and oral English placement tests and will be placed at a level corresponding to the scores achieved on such tests.

Admission Criteria for Students with Mental or Physical Disabilities

The admissions requirements and procedures for students with mental or physical handicaps are the same as the requirements and procedures for the general population. The facilities of Los Angeles and Van Nuys Campuses comply with all federal, state, and local ordinances and regulations in regard to handicapped access.

Admissions Schedule

The admissions office is open from 8:30 a.m. to 5:00 p.m., Monday through Thursday, and 8:30 a.m. to 4:00 p.m. on Fridays. Evening appointments may be arranged in advance by calling Los Angeles ORT College. An admissions representative may be reached directly by calling (323) 966-5444 at the Los Angeles Campus or (818) 382-6000 at the Van Nuys Campus. Program start dates are scheduled to begin periodically throughout the calendar year. A copy of program start dates may be obtained by contacting the admissions office.

Transfer of Credit Policy and Procedures

Los Angeles ORT College (LAORT) may accept transfer of credit of a prospective student to LAORT's training programs. A course appropriate for transferring of credit is one which is equivalent to the course content offered at Los Angeles ORT College. The transfer of credit may be awarded if the prospective student is from another institute that is accredited by an agency which is recognized by US Department of Education, received prior educational training at LAORT, or through LAORT examinations.

A transferred student must first see the Admissions department and meet LAORT admission requirements. All requests for transferring of credits must be submitted in writing to the Admissions Department accompanied by a catalog and course content from the originating institute. It is the student's responsibility to arrange for the LAORT to receive an official transcript of his or her previous college record.

The content of the transferred course with grade "C" or higher should be compatible with the content of the courses offered at Los Angeles ORT College. The maximum number of credits that may be transferable from other institutes to LAORT is 20% of the total scheduled credits/clock hours for the program.

If a student is transferring the credits within the LAORT system from one program to another, all eligible credits and courses with grade "C" or higher which are compatible to the new program, may be transferred at the student's request. Students requesting to receive credits by examination are required to take tests measuring their proficiency in that course. In this case, the student receives up to 20% credit if a satisfactory passing grade "C" or higher is obtained.

Students requesting to receive credits from other institutes, within the LAORT system or by examination should see the admissions department. They shall then be guided to the Education Office for the evaluation of their records or for taking tests. The Education Office determines the acceptance or denial of credits.

If the request to transfer credits is denied by the Education office, the student may appeal to the LAORT Director within 10 days from the date of determination by the Education office. In this case, the Director reviews the student's records and makes a final determination on transferring or denying of the credits.

The acceptance of any credits may affect the amount of financial aid eligibility to start the training at LAORT. If the credits are granted, the tuition will be proportionally reduced based on the numbers of transferable credits to the new program. Registration fee is due in full. Cost of textbooks may be reduced based on the approval of transferring of the credits. Los Angeles ORT College does not charge any fees for testing, reviewing or granting transfer of credits.

Los Angeles ORT College provides students who request to transfer to other institutes with guidelines, catalog, the official transcript, and the course outlines of the training program that they have completed.

To be eligible for graduation and receive AAS degree or Diploma of completion, a student with a transferred credit, within LAORT system or by examination must satisfy the graduation requirements outlined in the catalog.

Transferability of Credits and Credentials

The transferability and acceptance of credits and credentials that are being earned at Los Angeles ORT College are at the complete discretion of the Institution to which graduates may seek to transfer. Los Angeles ORT College does not guarantee the transferability of credits and credentials to other colleges or universities.

Nonimmigrant alien Students

Los Angeles ORT College is authorized under Federal law to enroll nonimmigrant alien students. Applicants seeking admission to Los Angeles ORT College need to follow the admissions criteria and contact the admissions office for further information.

Vocational Rehabilitation Applicants

The Los Angeles ORT College enrolls students receiving vocational rehabilitation benefits. Students seeking to attend Los Angeles ORT College using these benefits should contact the admissions office.

TUITION AND FEES

Tuition and Fees Schedule

The tuition and fee schedules are provided as a supplement to this catalog and may be obtained from the Admissions Office. (See the document, "Los Angeles ORT College Catalog Supplement.") Students may be charged for repeating courses to satisfy the minimum G.P.A. graduation requirement. Los Angeles ORT College reserves the right to change tuition, fees, books and curriculum without prior notice. Any changes in tuition or fees will not affect students who already are in attendance or enrolled.

Books, Registration Fee and Parking

Program costs for technical and ESL programs include tuition, the registration fee and textbooks. Students making payments toward their tuition charges are required to see a Financial Aid representative. Based on the availability of parking space, students may be charged for an extra parking fee. For details, please see financial aid and or business offices.

Payment Policy

Upon enrollment, students assume the responsibility for payment of tuition costs in full, either through direct payment or through a financial aid plan. Students who owe money to Los Angeles ORT College should contact the financial aid department and the business officer to work out a payment plan. All financial arrangements must be made before the beginning of classes. Failure to meet these financial commitments may result in some or all of the following: temporary suspension, withholding of all grades, transcripts, credentials, job placement services, and even dismissal.

Delinquent students will be contacted by Los Angeles ORT College. They will then be advised and encouraged to make specific arrangements with Los Angeles ORT College to clear their credit history and restore a good financial standing.

Los Angeles ORT College accepts payments in the form of checks, credit card, financial aid, money order; and rehab, WIA and VA vouchers.

Refund Policy and Buyer's Right to Cancel:

Los Angeles ORT College has adopted the following refund policy which is in accordance with the State of California BPPE and standards set by its accrediting agencies and Federal Department of Education. LAORT will comply with the policy that applies at the time of the student's enrollment. A copy of the specific applicable policy will be provided to the student upon enrollment and is an integral part of the enrollment agreement.

BUYER'S RIGHT TO CANCEL: The student has the right to cancel this enrollment agreement and obtain a refund according to the following stated refund policy. To cancel this Enrollment Agreement, the student should contact the Admissions Department and complete a cancellation form in writing, hand delivered or by mail to the above address. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage paid. Notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, not limited to, a student's lack of attendance. Example: You may cancel this enrollment agreement and receive a refund by providing a written notice to the Admissions Department, LAORT College, 6435 Wilshire Blvd, Los Angeles, CA 90048, or 14519 West Sylvan Street, Van Nuys, CA 91411, the campus in which you are enrolled in.

1. The student has the right to 100% refund of all charges less \$100 registration fee within thirty(30) days, if he/she is rejected, no show or cancels this enrollment agreement by providing LAORT College a notice of cancellation through attendance at the first class session, or the seventh day after enrollment, whichever is later.

2. For the purpose of calculating any refund, the last day of actual attendance in class is considered the withdrawal date. In all cases of students who withdraw or who are suspended or expelled for the violation of the rules of the school, the following refund formula shall apply: A student who withdraws from a program after attending the first day of instruction, will receive a pro-rata refund for the unused portion of tuition minus \$100 registration fee, if the student has completed 60% or less of the total number of hours of instruction during each payment period.

EXAMPLE: If the student completes only 30 hours of a 90-hour program for the first payment period and amount paid for tuition and registration for the first payment period was \$400, the student would receive a refund of \$200.

\$400	- \$100	X	60 clock hours	= \$200
Tuition & Registration	Registration		<u>of instruction paid for but not received</u>	Refund Amount
Amount paid for instruction			90 clock hours of instruction	
for which the student has paid				

3. if a student terminates the training after completing over 60% of the total number of hours of instruction for each payment period, the student will be responsible for the full contract price of that payment period. If a student obtains a loan to pay for educational program, the student will have responsibility to repay the full amount of loan plus interest and any applicable fees, less the amount of any refund as related to the loan.

4. For enrolled students, all refunds due will be calculated through the last day of attendance (LDA) and be paid within forty five (45) days from the documented drop date. The documented drop date is determined by written or verbal notice from the student and or by applying the College's satisfactory academic progress policy and or attendance policy. If any refund, the student will receive a **Notice of Refund** stating the amount of the refund and to whom refund was made. The school reserves the right to withdraw a scheduled course if the registration is insufficient to make up a class. All monies paid will be refunded.

5. A student may be granted a Leave of Absence (LOA). If the student fails to return to the institution on the date scheduled, refunds must be made within thirty (45) calendar days from the last day of the scheduled LOA and calculated from the last actual day of attendance. For students receiving financial assistance from loans, any refundable charges will be made first to the Federal Family Educational Loan Programs, any additional refunds will next be made to the Federal Pell Grant Program, then to the Federal SEOG Program, then to other Title IV programs. Any additional refund due will be made to the student/sponsor and then to LAORT Scholarship Program.

6. If a student is a minor, notice of cancellation must be made by guarantor. Once purchased and used, supplies and books become the property of the student and these items are considered as "NON-REFUNDABLE". The refund policy applies to tuition only. The registration fee of \$100 is "NON-REFUNDABLE". The student must bear the full cost of all equipment, books and supplies received and used, without regard to the date of withdrawal and these are considered as "NON-REFUNDABLE". The total cost of books and supplies that were charged and received but unused and returned to the school within 10 days after withdraw date will be refunded.

Return of Title IV Funds Policy and Procedures

Effective 10/7/00, all financial aid (Title IV) recipients who withdraw and have completed 60% or less of the payment period for which they have been charged, are subject to the new federal refund regulations per 34 CFR 667, 682, 685, published November 1, 1999.

Federal regulations state that the amount of a Title IV refund is based on the percentage of Title IV funds earned by the student at the time of withdrawal. In order to determine whether Title IV funds must be returned, the College must calculate the following:

1. To determine the percentage of the payment period completed, the number of days* attended in the payment period is divided by the total days* in the payment period. **Days = calendar days for purposes of this formula, and therefore include weekends and holidays. Only scheduled breaks of 5 days or more, and approved leave of absences are excluded.*
2. The net amount of Title IV funds disbursed, and that could have been disbursed for the payment period, is multiplied by the percentage of the payment period completed. The result is the amount of earned Title IV aid.
3. The earned aid is subtracted from the aid that was actually disbursed to, or on behalf of the student.
4. The College will return the lesser of the total unearned aid, or the unearned College charges for the payment period.
5. Unearned aid is allocated back to the Title IV programs in the following order as specified by law:
 1. Unsubsidized Stafford Loan Program
 2. Subsidized Stafford Loan Program
 3. Stafford PLUS Program

If excess funds remain after repaying all outstanding loan amounts, the remaining excess will be credited in the following order:

4. Federal Pell Grant Program
5. Federal SEOG Program
6. Cal Grant Program
7. Other assistance awarded under this title for which return of funds is required.

Student Tuition Recovery Fund

The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect any California resident who attends a private postsecondary institute from: losing money if the student prepaid tuition and suffered a financial loss as result of the College's closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment.

To be eligible, a student must be a "California resident" and reside in California at the time the Enrollment Agreement is signed, or when he or she receives lessons at a California mailing address from an approved institute offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered "California residents."

If a student is a recipient of third-party payer tuition and course costs, then the student is not eligible for protection under the STRF and "the student is responsible for paying the State assessment amount for the Student Tuition Recovery Fund." (New Education Code & 94810(a) (10),(11).

To qualify for STRF reimbursement a student must file a STRF application within one year of receiving notice from the Bureau that the College is closed. If the notice is not received from the Bureau, the student has 4 years from the date of closure to file a STRF application. If a judgment is obtained, the student must file a STRF application within 2 years of the final judgment.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts and any other information which documents monies paid to the College. Questions regarding the STRF may be directed to Bureau for Private Postsecondary and Education, 1625 N. Market Blvd, Ste S. 202, Sacramento, CA 95834-1924, Phone: (916)574-7720, www.bppe.ca.gov.

Notice of Student Rights

1. You may cancel your contract with Los Angeles ORT College, without any penalty or obligation, as described in the Notice of Cancellation form that will be given to you upon enrollment. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask Los Angeles ORT College for a sample copy.
2. You have the right to stop attending Los Angeles ORT College at any time and you have the right to receive a refund for the part of the program not taken. Your refund rights are described in the contract. If you have lost your copy of the contract, ask Los Angeles ORT College for a description of the refund policy.
3. If Los Angeles ORT College closes before you graduate, you may be entitled to a refund. Contact BPPE at the address and telephone number printed below for information.

If you have any complaints, questions or problems which you cannot work out with Los Angeles ORT College, call or write to: Bureau for Private Postsecondary Education, 1625 N. Market Boulevard, Suite S202, Sacramento, CA 95834-1924, Phone: (916) 574-7720, www.bppe.ca.gov.

FINANCIAL AID

The Financial Aid Office

Los Angeles ORT College maintains a financial aid office staffed with trained advisors. Individual tuition financing plans are specifically tailored to meet the needs of the applicant. The financial aid office assists students in the completion of all documents applicable to various federal, state and local sources of student financial aid.

Financial Aid Programs Available

Information on financial aid programs and all related consumer information are available by contacting the financial aid office. The following is a description of the types of financial aid programs currently offered by Los Angeles ORT College.

Federal Financial Aid Programs

Los Angeles ORT College has been approved by the United States Department of Education for the following programs for financial assistance. The programs listed below are available to eligible students to help them meet the cost of their education. The United States Department of Education Title IV programs awarded on the basis of financial need include:

- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant (FSEOG)
- Federal Work Study (FWS)
- Subsidized Stafford Loan (part of the Federal Family Education Loan Program - FFELP)

The Title IV programs that are not awarded on the basis of financial need are part of the Federal Family Education Loan Program which includes:

- Unsubsidized Stafford Loan
- Parent Loan for Undergraduate Students (PLUS)

State of California Grant (CAL Grant)

Los Angeles ORT College has been approved by the State of California for the CAL Grant program. Students should meet CAL Grant qualifications and eligibility criteria. Students applying for a CAL Grant should meet with the financial aid personnel to receive information.

Financial Aid Procedures

After students complete the admission procedures, they begin the financial aid process. A financial aid advisor assists students in completing all the necessary paperwork to determine their eligibility for financial aid. Students are provided with a free booklet that explains all procedures step by step. Proper documentation and income information must be obtained as part of this process. Students must make every effort to obtain the required information from outside sources. If a student does not comply with these requirements, financial aid may be denied.

In order to be eligible for federal financial aid, a student must demonstrate financial need, be a citizen of the United States, or be an eligible non-citizen and provide a valid Social Security card. The following documents are required as proof for an eligible non-citizen: an Alien Registration ("Green") Card, an I-94 with refugee, asylum or parolee status, and an I-551 stamped on the student's passport. Students also must be enrolled as regular students in an eligible Diploma or Degree program, sign a statement regarding Selective Service registration status (if applicable), attend regularly, and make satisfactory academic progress. All students are required to submit copies of their social security card, proof of citizenship (if applicable), and driver's license or California ID Card. For students whose first language is not English, translators are available to ensure the students' understanding of the following:

- The major student aid programs that are provided by the US Department of Education.

- Why students are required to fill out the various forms and applications.
- Why providing supporting documentation, such as family income, household size, number in college, is required.
- Why students are expected to provide required documentation such as income tax returns, payroll check stubs, and selective service registration, at the time of application.
- Why students have to list any previously attended colleges.

Students submit their income and other pertinent information by completing a **Free Application for Federal Student Aid (FAFSA)**. The **FAFSA** is signed by the student, and parent, if applicable, and sent by Los Angeles ORT College to the Federal Central Processor for processing. Los Angeles ORT College receives an **Institutional Student Information Record (ISIR)** electronically.

To assist students further, special non-governmental scholarships and loan funds are available to eligible students who are legal residents of the United States. Below is a listing of these funds.

Scholarship Program

I. LAORT Scholarship Program

Scholarships are available to students who qualify. Selection of recipients and the amount awarded is determined by the LAORT Scholarship Committee. Applicants must fill out a scholarship application. Scholarships are awarded on the basis of meeting all scholarship criteria. For more information, please see a representative in the Financial Aid office.

The scholarship amount is determined only after all other financial aid resources are deducted from the contract price. Scholarships are awarded upon enrollment throughout the year to students who qualify.

II. Loan Programs

1. Free Loan Association Loan Program

Students in extreme financial need who require further assistance may qualify for interest free loans offered by the Jewish Federation. Please contact the Financial Aid Office for further details.

2. Los Angeles ORT College Loan Program

Los Angeles ORT College has access to a limited amount of loan funding which may be made available to students once they become eligible. Please contact the Financial Aid Office for further details.

3. William and Florence Schneider Educational Loan Program

Los Angeles ORT College has access to a limited amount of loan funding from William and Florence Schneider Educational Loan Program which may be made available to students once they become eligible. Please contact the Financial Aid Office for further details.

STUDENT SERVICES, RIGHTS AND RESPONSIBILITIES

Los Angeles ORT College is committed to quality education and support services to students during their training and after they graduate from the programs. Student support programs and services help each student achieve goals that are essential to his or her educational career and personal development.

Advising

Los Angeles ORT College provides advising services for its students. Assistance is available to help students define their career and vocational objectives, establish an educational plan and select an appropriate course of study. The registrar, admission representative, technical coordinator, ESL coordinator, business officer, financial aid administrator, financial aid staff, director and placement staff are available to assist with any personal questions or problems that students may encounter in their studies, financing, admission, employment or other areas.

Immunization and Communicable Diseases

As a precaution against transmission of communicable diseases, students are advised to visit their medical doctors and apply their recommendations for immunization against communicable diseases, prior to start of their classes.

Library Media Resource Center

Each student has access to the collection of books, information resources, and materials with special emphasis on curriculum support. The library of the Los Angeles ORT College also maintains a collection of magazines and newspapers. The non-print media collection includes video tapes and computer software.

Job Placement Services

Los Angeles ORT College assists graduating students in job preparation and employment search activities. Despite this assistance, students must assume the responsibility for job search and securing employment. As part of the hiring process, the employers may conduct background check to screen applicants. Any misdemeanor or felony record could adversely affect employment. In addition, employers may also request the applicants to provide proof of immunization records. The college does not guarantee employment to its graduates.

Los Angeles ORT College is in contact with many companies and actively works to locate suitable employment opportunities. Job leads are also obtained from various other sources including Los Angeles ORT College's Industry Advisory Board Committee whose members hold respectable positions in business and industry. There is no cost for job search assistance, nor is any fee charged to graduates or employers for use of this service.

Employment Preparation Course

A special feature of the Los Angeles ORT College's Job Placement service is the Employment Preparation course taught to all graduating technical students. In this course students learn how to seek employment, write cover letters and applications, prepare a resume, interview for a job and follow up on inquiries. Guest speakers from the industry may be invited to provide helpful information on how to secure jobs. Practice interviews and critique sessions are offered as a regular part of the course.

Student Conduct Code

Since students are training for positions in business and industry, it is expected that their conduct conform to the required standards. Los Angeles ORT College is committed to preparing students to meet the expectations of employers.

All students are expected to observe standards of social conduct and courtesy and wear appropriate attire. Any behavior disruptive to classroom activities such as interfering with other students' studies, cheating on tests or assignments, unprofessional behaviors or conducts to other students and employees of Los Angeles ORT College will

be grounds for suspension or possible termination. The use of profanity, alcoholic beverages or illegal drugs on the College property is not permissible. No eating or drinking is permitted in the classrooms or offices. Smoking is not allowed anywhere in Los Angeles ORT College. For the convenience of students, a lounge area is provided for use during meal times and breaks. Each student is held responsible for compliance with the rules and regulations contained in this catalog. Failure to comply by invoking ignorance will not absolve the student from responsibility. Therefore, knowledge of the contents of this catalog is essential.

Student Complaint and Grievance Policy and Procedure

Students who encounter difficulties, problems, or have complaints, should first bring the matter to the attention of their instructors. If the instructor is unable to resolve the situation, the Program Coordinator should be consulted. If, after following this procedure, the situation is still not resolved, students should contact the Campus Director. The Campus Director will investigate the complaint, by gathering information and documentation. The Campus Director will make a determination, inform the student and place a copy of the determination letter in the student's file.

However, in the event that a student has exhausted the channels available within the College to resolve the problem, and the problem has not been resolved, the student is encouraged to contact: Bureau for Private Postsecondary and Education, 1625 N. Market Blvd, Ste S. 202, Sacramento, CA 95834-1924, Phone: (916)574-7720, www.bppe.ca.gov.

In addition, please note the following:

Colleges accredited by the Accrediting Council for Continuing Education and Training (ACCET) must have a procedure and operational plan for handling student complaints. If a student does not feel that Los Angeles ORT College has adequately addressed a complaint or concern, the student may consider contacting one of the accrediting agencies. All complaints considered by the accrediting agencies must be in writing, with permission from the complainant(s) for the accrediting agency to forward a copy of the complaint to Los Angeles ORT College for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the accrediting agency. Please direct all inquiries to: Accrediting Council for Continuing Education & Training, Complaint Administrator, 1722 N Street, N.W., Washington, DC 20036, Phone (202) 955-1113, Fax (202) 955-5306. A formal notice of complaint procedures by the ACCET ("Notice to Students: Complaint Procedure") is posted on the student bulletin board and kept on file in the registrar office.

Sexual Assault Policy and Procedure

It is the policy of Los Angeles ORT College to provide an educational, employment, and business environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment. Employees, students, or other persons acting on behalf of LAORT who engage in sexual harassment shall be subject to discipline, up to and including discharge, expulsion, or termination of contract.

Any member of the LAORT community, which includes students, faculty, and staff, who believes, perceives, or actually experiences conduct that may constitute sexual harassment, has the right to seek the help of Los Angeles ORT College. Every employee has the responsibility to report such conduct to the immediate supervisor or the Personnel Officer when it is directed toward students.

Drug and Alcohol policy

The possession, use and sale of drugs and/or alcohol are strictly forbidden on campus grounds at any time. Any violation of this policy by the student, staff and faculty will result in appropriate legal and administrative action and possible dismissal from Los Angeles ORT College. All students, staff and faculty are required to sign a Statement of Commitment to remain drug and or alcohol free while are on campus. Information about the effect of alcohol and other drugs with referral sources are available in admissions office.

No Smoking Policy

There is no smoking at any Los Angeles ORT College facilities. This includes all classrooms, libraries, laboratories, elevators, hallways, restrooms, conference and meeting rooms, entryways and areas used in common by students and employees.

Student Right- To- Know and Campus Security

Los Angeles ORT College publishes a Campus Security Report and Student Right-To-Know which provides statistics and information on reported crimes on campus, graduation and placement rates, student' s record disclosure under Family Education Rights and Privacy Act (FERPA), and drug and alcohol policy. This report and a description of appropriate procedures in the event of any crime, security problem or general emergency are made available to students during the admissions process or at any time during their programs through the Admission' s office.

Visitors

Friends and parents of students, business people, educators, members of the community and prospective students are invited to visit the campuses of Los Angeles ORT College. Arrangements for visits should be made through the Admissions office.

Telephone Calls

Students are not expected to receive telephone calls during the class time, except in emergency situations. Students are not allowed to use cell phones during class time. Los Angeles ORT College telephones are for the use of the administration, faculty and staff only.

ACADEMIC INFORMATION

Method of Instruction

Classroom instruction at Los Angeles ORT College utilizes a variety of instructional techniques including lectures, laboratory and individualized methods. Audio-visual materials, including videotapes, slides, films, audio tapes, and computer based projectors and other media are used to enhance students' learning. Hands-on instruction is provided in all laboratory classes. Projects, outside assignments and regular examinations are given as part of each course. Students needing additional assistance may request individualized help from their instructors. Faculty at Los Angeles ORT College is carefully selected not only for their knowledge and experience, but also for their positive attitude and willingness to work with students.

In order to provide the highest quality education to the students, the maximum class size is 30 students for training programs such as English as Second Language, Computer Graphics and Desktop Publishing, Administrative Assistant, Computerized Accounting, Accounting, Medical Office Specialist, Computer Aided Design and Drafting, Pharmacy Technician, Medical Assistant and Medical Office Management. Training programs such as Medical Assistant, Medical Office Management, and Pharmacy Technician which use clinical laboratories, the maximum class size is 20 students per laboratory.

Definition of Credit Hours

One semester credit hour is equivalent to 15 clock hours of lecture or 30 clock hours of laboratory work or 45 clock hours of externship. A clock hour is defined as a 50-minute classroom period with a 10-minute break.

Student Performance Standards

Students are encouraged to maintain regular, consistent attendance and to be current on all assignments in order to remain in good academic standing. If, at any time, a student feels that he or she is not progressing at an acceptable rate, the student may arrange to meet with the College officials to discuss any concerns and develop a plan for addressing his or her needs.

Maximum Time Frame

The student must complete all course work in no more than 1.5 times the normal program length. This 1.5 multiplied by normal program length is referred to as the maximum time frame.

Full time student

The minimum course load for a full time student is twelve semester credits.

STUDENT PERFORMANCE AND ACADEMIC PROGRESS STANDARDS & CRITERIA

Grading Policy: At the end of each course, students are assigned a letter grade as follows:

Grade	Score	Explanation	Grade Points
A	90 – 100	Excellent	4.0
B	80 - 89	Good	3.0
C	70 - 79	Average	2.0
D	60 - 69	Below Average	1.0
F	Below 60	Failure	0.0
I	Incomplete		0.0
P	Passing		0.0

Students who receive an “F” as a final grade for a course/level are placed on academic probation and must repeat the course successfully. The new grade will replace the original grade for the purpose of calculating GPA. Such graded course must be successfully repeated within the 1.5 maximum timeframe. If the student fails the repeated course/level

again, he/she will be terminated from the program. A grade "I" will be issued to a course/level if the student does not complete and withdraws from the program. A grade of "I" may be removed only by satisfactory completion of all unfinished work if the student returns to the program. An incomplete grade "I" must be made up within the 1.5 maximum time frame or a grade of "F" will be issued for the course. A letter grade of "P" or "F" is given for courses taken on a Pass/Fail basis, such as Cultural Studies/Humanities, American Government, Employment Preparation and Externship courses.

Satisfactory Academic Progress Policy (SAP) for Diploma and Degree Programs

The lengths of Diploma or degree programs are divided into four evaluation points. An evaluation period is the period between two consecutive evaluation points. To be considered as making Satisfactory Academic Progress, students must complete a minimum number of semester credits hours and achieve a minimum Grade Point Average (GPA) at the end of each evaluation period according to the following tables. The students are expected to graduate at the 100% evaluation point with a minimum of 2.0 GPA, complete all the required credits with the passing grades and meet the graduation requirements outlined in this catalog.

Degree Programs Satisfactory Academic Progress Policy (SAP)

Degree Programs Evaluation Points	25%	50%	75%	100%
Minimum GPA	1.0	1.25	1.5	2.0
Minimum Credits Completion	10	25	40	Completion of Program

Diploma Technical Programs Satisfactory Academic Progress Policy (SAP)

Diploma Technical Programs Evaluation Points	25%	50%	75%	100%
Minimum GPA	1.0	1.25	1.5	2.0
Minimum Credits Completion	3	9	15	Completion of Program

ESL Program Satisfactory Academic Progress Policy (SAP)

Diploma ESL Program Evaluation Points	33%	50%	67%	100%
Minimum GPA	1.0	1.25	1.5	2.0
Minimum Credits Completion 36/30/24 semester credits hours programs	6/5/4	12/10/8	18/15/12	Completion of Program

Academic Warning

Each student will be evaluated at the evaluation points. A student who has not achieved the required GPA and or minimum semester credit hours will receive written academic warning notice from the Registrar office and should correct the problem by the end of the following evaluation period. During the warning period, the student will remain eligible for financial aid. Upon failure to correct the problem by the end of the warning period, the student will be placed on probation.

Academic Probation

A student who has not taken any action to amend the problem of his or her academic warning will receive academic probation notice(s) in writing from the Registrar office for the following evaluation period(s). During the probationary period the student will remain eligible for financial aid. Within maximum time frame, two academic probationary periods are allowed during the student's period of enrollment. The student will be removed from probation when he or she has successfully corrected the problem. Failure to correct the problem by the end of the second probationary period will result in the loss of eligibility for any additional financial aid and termination from the program.

Academic Termination

A student will receive a notice of termination from the Registrar office if he or she fails to meet satisfactory academic progress requirements at the end of the second probationary period and/or fails a repeated course/level. If the repeating of the two or more failed courses/levels exceeds the maximum time frame, the student will be terminated. Students who are terminated for lack of satisfactory progress are responsible for meeting their financial obligations to Los Angeles ORT College.

Appeal Process

A student may appeal in writing to the registrar a determination of unsatisfactory progress and termination of financial aid within three (3) months. In such cases the registrar, if there are well-documented mitigating circumstances, may determine that the student is making satisfactory progress towards a Diploma/degree. The registrar will make a decision in the matter within two weeks from the date the student's appeal is received. Students are not allowed to continue their trainings beyond maximum time frame.

Attendance Policy

The College expects students to demonstrate those work habits that are required in the workplace. Students should arrive to classes on time and should not be absent for any session of instruction. Maintaining excellent classroom attendance enables students to develop new skills that are required by employers.

In order to graduate from the training program, students must complete a minimum of 70% of the total scheduled hours for the program and maintain at least 70% attendance at each evaluation point, as outlined in the SAP tables of this catalog.

If a student expects to be absent or late, he or she must notify the College by calling the Registrar at the respective campus or by notifying the instructor in advance.

Attendance is tracked in every class period by the instructor and is recorded on the class attendance roster. The instructor submits the completed roster to the registrar office for students' electronic records.

Tardiness is when the student arrives late to class. Tardiness disrupts classes which are already in progress. Students are expected to be at their assigned places when classes begin. An early departure is when students leave before the instructor dismisses class. Students should return from breaks on time.

If a student is tardy for more than 15 minutes, the period for tardiness will be deducted from the daily total scheduled hours on the attendance roster by the instructor. If a student leaves the class more than 15 minutes earlier than the time instructor dismisses the class, this early period of departure will be deducted from the daily total scheduled hours on the attendance roster by the instructor.

The consequences of excessive tardiness and/or early departure may affect the student's attendance percentage, grades and/or satisfactory academic progress (SAP), which may form the grounds for Warning, Probation and consequently Termination from the College.

A student who has missed fourteen (14) consecutive calendar days without an approved Leave of Absence will be considered as withdrawn.

Attendance Warning

Each student will be evaluated at the evaluation points, as are outlined in the SAP tables in this catalog. A student who fails to maintain the minimum 70% attendance at the evaluation points will receive written attendance warning notice from the Registrar office and should correct the problem by the end of the following evaluation period. During the warning period, the student will remain eligible for financial aid. Upon failure to correct the problem by the end of the warning period, the student will be placed on probation.

Attendance Probation

A student who fails to correct the problem of his or her attendance warning will receive attendance probation notice(s) in writing from the Registrar office for the following evaluation period(s). During the probationary period the student will remain eligible for financial aid. Under maximum time frame, two attendance probationary periods are allowed during the student's period of enrollment. Failure to correct the problem by the end of the second probationary period will result in the loss of eligibility for any additional financial aid and termination from the program.

Attendance Termination

A student will receive written termination notice from the Registrar office, while on attendance probation status, if he or she fails to meet attendance requirements at the end of the second probationary period. A student will be terminated if at any time he or she has missed more than 30% of the maximum time frame hours for the program. Students who are terminated due to failure to meet attendance requirements are responsible for meeting their financial obligations to Los Angeles ORT College.

Removal of Warning/Probations

The student will be removed from warning/probations if he or she corrects the problem successfully.

Transfer Policy

Students may request a transfer between morning, afternoon or evening classes if necessitated by personal problems, change in employment status, etc. Because program schedules may not coincide, this could result in students having to wait to reenter the College at the appropriate class time. No transfer fee is charged.

Change of Program

Students who change their educational objective may transfer to another program within LAORT. The student may apply to the new program only those grades received for courses which are also part of the new program. However, for purposes of determining whether the student has completed a course in the maximum time frame, the time spent in the previous program is not considered. Technical students are allowed only one program change.

Leave of Absence Policy

A Leave of Absence may be granted to the students who have legitimate reasons. The Leave of Absence is limited to 180 calendar days in any 12-month period or one-half the published program length, whichever is shorter. Multiple LOAs may be permitted provided the total of the LOA's does not exceed this limit.

A Leave of Absence may be granted to enrolled students under a F-1 or M-1 visa who have legitimate reasons. In this case, the Leave of Absence is limited to 5 months in any 12-month period or one-half the published program length, whichever is shorter. Multiple LOAs may be permitted provided the total of the LOA's does not exceed this limit.

Based on the signed Enrollment Agreement, the published program length is a period which the enrolled student is required to complete the training. Los Angeles College does not assess the student any additional charges as a result of the Leave of Absence.

The request of LOA should be in writing in advance of the beginning date of LOA unless unforeseen circumstances prevent the student from doing so. Student should see the Registrar to complete the "Request for Leave of Absence" form. The reason for requesting LOA must be specified in order for LAORT to have a reasonable expectation of the student's return date within the time frame of the leave of absence as requested. The LOA form should be signed and dated by the student.

Prior to be granted a LOA, the title IV loan recipients should see Financial Aid department to be advised on the effects of failure to return from LOA on the loan repayment grace period (6 months from the Last Date of Attendance.)

If the student is not returning from LOA on return date, LAORT considers the student as having withdrawn from the College. In this case, the Last Date of Attendance will be considered in the Financial Aid department for applicable refunds due, if any, according to the Refund Policy stated in this catalog.

Makeup Work

Students who are absent from class are expected to make up required class work. It is the responsibility of the student to consult with the instructor to determine what was missed. Arrangements for missed examinations should be made with the instructor on the first day of the student's return to class. Students must complete the makeup work within the 150% maximum time frame to avoid receiving an Incomplete or failing grade.

Graduation Requirements

Under normal program length or maximum time frame, a student is considered to be a graduate if he/she achieves a cumulative grade point average (GPA) of 2.0 or higher, passes every course/level with a passing grade, completes all required semester credits with an attendance of a minimum of 70% of the total hours for the program and meets his/her financial obligations to the College. All graduates receive a Diploma or AAS degree confirming that all educational and administrative requirements have been met.

Finished/ Non-Graduate

Within maximum time frame, a student who fails to achieve a minimum cumulative grade point average (GPA) of 2.0, and/or does not meet his/her financial obligation to Los Angeles ORT College but completes every course/level with a passing grade and meets 70% attendance of the total hours for the program will be considered as "Finished/Non-Graduate" student. In this case, the student will not receive a Diploma or AAS degree of graduation for the program.

Student Honors

Special awards may be presented at graduation exercises to those students demonstrating high academic standing in their programs of study.

Disclosure and Retention of Educational Records (FERPA)

As required by the Assembly bill 48 of California Bureau for Private Postsecondary Education (BPPE), Los Angeles ORT College maintains all students' academic and financial aid files at the primary administrative location for a minimum period of five years. The records of transcripts with courses, units, grades and copies of degrees or diplomas are maintained permanently.

According to Family Education Rights and Privacy Act (FERPA), Los Angeles ORT College has established a policy for the release of student's record. Students or the parents of student, if the student is a dependent, have the right to review their educational records. A written request must be submitted to Los Angeles ORT College's Registrar. A student's educational records are not disclosed to other parties without prior written consent from the student, with the exceptions of exempted parties which are under FERPA regulations. For more information, please see the Registrar or Financial Aid departments.

PROGRAM DESCRIPTIONS

Accounting

Associate of Applied Science (AAS) Degree in Accounting

OBJECTIVES

The Associates of Applied Science (AAS) Degree curriculum is designed to meet the needs of the bookkeeping and accounting with greater emphasis on financial statements and account management. The (AAS) degree program also includes courses such as merchandise and payroll accounting, cost accounting, depreciation, partnership, tax preparation, corporate accounting, creating reports, and database management applications. The program also provides students with skills to be able to enhance their knowledge of accounting in the business settings. The program provides with expanded knowledge and understanding of general education courses which are beneficial students to interact within their community and beyond.

OPPORTUNITIES

After graduation, the (AAS) graduates are ready to assume roles of junior accountants or senior bookkeepers in business or accounting industries. Graduates are also able to find jobs in industries dealing with payroll, auditing, banking, insurance, tax preparation, accounting and real estate. They also have the opportunity of being employed as an accountant's assistant to prepare financial statements and reports for partnerships and / or corporate accounting. Additionally, there is the possibility of finding employment with any firms dealing with merchandise inventory, plant assets and depreciations, long-term liabilities and investments and statements of cash flow.

ENTRANCE REQUIREMENTS

For admission to the Associate of Applied Science (AAS) degree program, the students must obtain a passing score on the school entrance exam and be interviewed by the Admissions Department.

EQUIPMENT

LAORT students are trained on the appropriate equipment consistent with the demands of the job market.

PROGRAM LENGTH

This Associate of Applied Science (AAS) degree may be offered in the morning, afternoon, or evening sessions. The morning session is taught 5 days per week for 48 weeks of instruction. In the afternoon or evening sessions, this program is taught 4 days per week for approximately 76 weeks of instruction. The AAS degree program is a 65 semester credit hour program or 1200 classroom hours.

(AAS) Required Core Courses in Accounting

<u>Course Number</u>	<u>Course Title</u>	<u>Total 50 Semester Credits Hours</u>
CP 600	Operating Systems	3 Credits
OS 600	Word Processing	3 Credits
CP 615	Spreadsheet I	4 Credits
CP 616	Spreadsheet II	4 Credits
AC 601	Accounting for Service Business	3 Credits
AC 602	Accounting for Merchandise Business	3 Credits
AC 606	QuickBooks Accounting I	3 Credits
AC 607	QuickBooks Accounting II	3 Credits
AC 603	Cost Accounting	3 Credits
AC 604	Accounting for Partnerships and Corporation	4 Credits

OS 604	Income Tax Preparation	3 Credits
DA 100	Database Applications I	3 Credits
DA102	Database Application II	3 Credits
AC121	Business Law	3 Credits
BM 100	Introduction to Business	3 Credits
EP502	Employment Preparation	2 Credit

General Education Courses

The following is the list of General Education courses for Associate of Applied Science (AAS) degree in Accounting.

The (AAS) degree students are required to take the following fifteen (15) semester credit hours of General Education courses.

<u>Course Number</u>	<u>Course Title</u>	<u>Total Semester Credits Hours</u>
GE 610	Mathematics	2 Credits
GE 611	Communication Skills	4 Credits
AG501	American Government	1 Credits
GE 613	Economics	3 Credits
CS 501	Cultural Studies	1 Credit
GE 614	American History	4 Credits

Business Management

Associate of Applied Science (AAS) degree in Business Management

Objectives

The Associates of Applied Science (AAS) Degree curriculum is designed to meet the needs of individuals who need to work in business setting. The emphasis is on learning computer skills, accounting applications, accounting for servicing business, and for merchandise. This program also provides students with the knowledge of how to manage a business, office procedures, understanding the law related to business, essential needs for marketing and advertising the products, learning the principle of management skills, and supervising and administrating small or large departments. The (AAS) degree program also includes courses such as database management applications, accounting applications that are needed in the job market. The program provides students with expanded knowledge and understanding of general education courses which are beneficial to the students to interact within their community and beyond.

Opportunities

Graduates of (AAS) Business Management will be ready for employment in all related positions, such as; an administrator in business settings, junior or senior managers in accounting of financial settings, work independently, or supervise and manage other employees in a business setting. The opportunities are in industries dealing with banking, insurance, real estate, service-providing industries including Federal, State, and local government, health care, technical services, administrative and support services; and educational services, public and private, wholesales and retail trade, and manufacturing. In addition, this program provides a foundation for graduates interested in setting up their own business venture.

ENTRANCE REQUIREMENTS

For admission to this program, students must obtain a passing score on the school entrance exam and be interviewed by the Admissions department.

EQUIPMENT

LAORT students are trained on the appropriate equipment consistent with the demands of the job market.

PROGRAM LENGTH

This program may be offered in the morning, afternoon, or evening sessions. The morning session is taught 5 days per week for 48 weeks of instruction. In the afternoon or evening sessions, this program is taught 4 days per week for approximately 76 weeks of instruction. The AAS degree program is a 65 semester credit hour program or 1200 classroom hours.

(AAS) Required Core Courses in Business Management

<u>Course Number</u>	<u>Course Title</u>	<u>Total 50 Semester Credits Hours</u>
CP600	Operating Systems	3 Credits
OS600	Word Processing	3 Credits
CP615	Spreadsheet I	4 Credits
CP616	Spreadsheet II	4 Credits
DA100	Database Applications I	3 Credits
DA102	Database Applications II	3 Credits
AA611	Business Presentation	2 Credits
AC601	Accounting for Service Business	3 Credits
AC602	Accounting for Merchandise Business	3 Credits
AC606	QuickBooks Accounting I	3 Credits
AC607	QuickBooks Accounting II	3 Credits

BM100	Introduction to Business	3 Credits
AC121	Business Law	3 Credits
BM601	Business Management	3 Credits
BM602	Management Skills	3 Credits
BM603	Business Marketing	2 Credits
EP502	Employment Preparation	2 Credit

General Education Courses

The following is the list of General Education courses for Associate of Applied Science (AAS) degree in Business Management.

The (AAS) degree students are required to take the following fifteen (15) semester credit hours of General Education courses.

<u>Course Number</u>	<u>Course Title</u>	<u>Total 15 Semester Credits Hours</u>
GE610	Mathematics	2 Credits
GE611	Communication Skills	4 Credits
AG501	American Government	1 Credit
CS501	Cultural Studies	1 Credit
GE613	Economics	3 Credits
GE614	American History	4 Credits

Medical Office Management

Associate of Applied Science (AAS) Degree in Medical Office Management

OBJECTIVE

The Associates of Applied Science (AAS) Degree in Medical Office Management is designed to meet the needs of individuals who desire to work in medical setting. The students learn the skills needed to work in the front and or back office of health care institutions, hospitals, clinics, both large or small, medical offices or health maintenance organizations. The students learn computer skills and applications, medical terminology, medical billing, medical insurance and coding, medical records and clinical skills. Medical office procedures provide the student the skills needed to interact with doctors, nurses and other specialists. Medical Anatomy and physiology is covered to provide the students a broader understanding of the human body as it relates to the clinical procedure. An externship at the end of the student's study puts into practice what the student need to learn in a real world setting. In addition the management skills topics provide the students the skills needed to interact and or manage other employees in an office setting. The program provides with expanded knowledge and understanding of general education courses which are beneficial to the students to interact within their community and beyond.

OPPORTUNITIES

Students who successfully complete this Medical Office Management (AAS) degree program can expect to obtain employment in health care institutions, hospitals, clinics, both large or small clinical offices and health care maintenance organizations. Job titles include medical office manager and or medical administrative assistant, front office and or back office medical administrator or clerk, medical receptionists, medical assistant or junior medical manager, medical secretary, medical records and billing assistant or manager.

ENTRANCE REQUIREMENTS

Students must obtain a passing score on the school's entrance exam and be interviewed by the admissions department.

EQUIPMENT

LAORT students train on the appropriate equipment consistent with the demands of the job market.

PROGRAM LENGTH

This program may be offered in the morning, afternoon or evening sessions. The morning session is taught 5 days per week for approximately 48 weeks of instruction. In the afternoon or evening sessions, this program is taught 4 days per week for approximately 76 weeks of instruction. This is a 65-semester credit hour program with 1200 classroom hours.

(AAS) Required Core Courses in Medical Office Management

<u>Course Number</u>	<u>Course Title</u>	<u>Total 50 Semester Credit Hours</u>
CP600	Operating Systems	3 credits
OS600	Word Processing	3 credits
MOM660	Medical terminology, Anatomy & Physiology I	4 credits
MOM661	Medical terminology, Anatomy & Physiology II	4 credits
MOM662	Medical terminology, Anatomy & Physiology III	4 credits
MOM663	Medical Coding	4 credits
MOM664	Medical Insurance	4 credits
MOM665	Electronic Medical Billing	4 credits
MOM666	Medical Office Procedures and Records	3 credits
MOM667	Medical Assistant I	4 credits
MOM668	Medical Assistant II	3 credits
MOM669	Medical Assistant III	3 credits
BM602	Management Skills	3 credits
EP502	Employment Preparation	2 credits
EX600	Medical Assistant Externship	2 credits

General Education Courses

The following is the list of General Education courses for Associate of Applied Science (AAS) degree in Medical Office Management.

The (AAS) degree students are required to take the following fifteen (15) semester credit hours General Education courses.

<u>Course Number</u>	<u>Course Title</u>	<u>Total 50 Semester Credit Hours</u>
GE610	Mathematics	2 credits
GE611	Communication Skills	4 credits
AG501	American Government	1 credit
CS501	Cultural Studies	1 credit
GE613	Economics	3 credits
GE614	American History	4 credits

Computerized Accounting (Diploma Program)

OBJECTIVE

The Computerized Accounting curriculum is designed to prepare students for entry-level microcomputer support roles in business accounting settings and financial services industries. Emphasis is placed on the use of the microcomputer to increase productivity in financial applications, use of software such as spreadsheets, accounting packages, and database management systems. Students will also learn to navigate the worldwide web, use search engines and create an email account.

OPPORTUNITIES

There is a high demand for trained personnel who can apply their computer skills to accomplish essential business tasks in positions such as: accounting clerk, bookkeeper, data processing clerk, and payroll clerk. In addition, there is a strong demand for trained computer accounting assistants by corporations and temporary service agencies. Graduates are qualified to secure jobs in industries such as banking, insurance and real estate, as well as address the bookkeeping responsibilities in any company.

ENTRANCE REQUIREMENTS

Students must obtain a passing score on the College entrance exam and be interviewed by the Admissions department.

EQUIPMENT

LAORT students are trained on the appropriate equipment consistent with the demands of the job market.

PROGRAM LENGTH

This program may be offered in the morning, afternoon or evening sessions. The morning session is taught 5 days per week for approximately 30 weeks of instruction. In the afternoon or evening sessions, this program is taught 4 days per week for approximately 45 weeks of instruction. This is a 32-semester credit hour program with 720 classroom hours.

Course Number	Course Title	Semester Credit Hours
CP500	Operating Systems	1
OS501	Keyboarding & Typing	1
OS510	MS Office I	1
OS520	MS Office II	1
OS500	Math and Word Processing	4
CP515	Spreadsheet Fundamentals	4
CP516	Advanced Spreadsheet Applications	5
CA500	Principles of Accounting	5
CA503	Business and Payroll Accounting	4
CA502	Quick books Accounting	4
CS501/AG501	Cultural Studies/American Government	1
EP501	Employment Preparation	1
	Total:	32

Computer Graphics & Desktop Publishing (Diploma Program)

OBJECTIVE

This program is designed to prepare students for entry-level positions as desktop publishers and computer graphic designers. Thorough basic skills are emphasized to prepare students for the "real world" of electronic publishing. Newspaper and magazine layouts, flyers, logo design, scanning and editing photographs and video files are to be learned among many other concepts. Students also learn to navigate the Internet, search engines, and create email accounts. The computer lab has both PCs and Macintosh computers for students to get cross-platform training. In addition, students learn two key web graphic programs, one for animation of text and object, the other for web page creation . All through the course, students are guided through portfolio preparation, an important feature of the program, designed to provide clear evidence of the student's job market skills.

OPPORTUNITIES

Upon completion of this program the student is qualified for many different positions in the computer graphics market. In addition to their computer graphics skills, graduates can draw upon basic skills such as speed typing and a word-processing. Graduates may be hired by businesses providing desktop publishing services, advertising agencies, print shops and publishers of magazines. Graduates may also find that their skill at creating and implementing graphics for the World Wide Web will make them attractive to many prospective employers.

ENTRANCE REQUIREMENTS

Students must obtain a passing score on the College entrance exam and be interviewed by the admissions department.

EQUIPMENT

LAORT students are trained on the appropriate equipment consistent with the demands of the job market.

PROGRAM LENGTH

This program may be offered in the morning, afternoon or evening sessions. The morning session is taught 5 days per week for approximately 30 weeks of instruction. In the afternoon or evening sessions, this program is taught 4 days per week for approximately 45 weeks of instruction. This program is a 31-semester credit hour program with 721 classroom hours.

Course Number	Course Title	Semester Credit Hours
CP500	Operating Systems	1
OS501	Keyboarding and Typing	1
OS510	MS Office I	1
OS520	MS Office II	1
CG501	Digital Illustration	4
CG502	Digital Imaging	5
CG504	Electronic Publishing	4
CG506	Web Design	4
CG507	Video Production	4
CG508	Motion Graphics	4
CS501/AG501	Cultural Studies/American Government	1
EP501	Employment Preparation	1
	Total:	31

Medical Assistant (Diploma Program)

OBJECTIVE

The Medical Assistant program has an overall objective to prepare students for an entry level position in the medical field with an emphasis on back office clinical procedures. The students learn computer skills and applications. They also learn how to take a patient's vital signs, weight and measurement. Medical terminology gives them the language of the medical field; thus, the ability to interact with doctors, nurses and other specialists. Anatomy and physiology is covered to bring a broader understanding of the human body as it relates to the clinical procedure tasks assigned to the medical assistant. Students also become familiar with medical billing. Clinical skills and procedures provide the students with the required skills to work with patients. An externship at the end of the student's study puts into practice what the student has learned in a real world setting that often leads to employment.

OPPORTUNITIES

Students who successfully complete this Medical Assistant program can expect to obtain employment in health care institutes, clinics, both large or small, medical offices or health care maintenance organizations. Job titles include back office medical assistant or junior medical manager and medical secretary.

ENTRANCE REQUIREMENTS

Students must obtain a passing score on the College entrance exam and be interviewed by the Admissions Department.

EQUIPMENT

LAORT students are trained on the appropriate equipment consistent with the demands of the job market.

PROGRAM LENGTH

This program may be offered in the morning, afternoon or evening sessions. The morning session is taught 5 days per week for approximately 30 weeks of instruction. In the afternoon or evening sessions, this program is taught 4 days per week for approximately 45 weeks of instruction. This is a 28-semester credit hour program with 720 classroom hours.

Course Number	Course Title	Semester Credit Hours
CP500	Operating Systems	1
OS501	Keyboarding & Typing	1
OS510	MS Office I	1
OS520	MS Office II	1
MS500	Medical Terminology, Anatomy and Physiology I	4
MS501	Medical Terminology, Anatomy and Physiology II	4
MB533	Medical Billing	5
MA510	Medical Assistant I	4
MA521	Medical Assistant II	3
CS501/AG501	Cultural Studies/American Government	1
EP501	Employment Preparation	1
EX500	Medical Assistant Externship	2
	Total:	28

Computer Aided Design and Drafting (Diploma Program)

OBJECTIVE

The CADD Program is designed to prepare students in computer aided drafting to become proficient entry-level CADD operators using the AutoCad program. No prior computer experience is required. The course starts with a thorough introduction to computers as well as keyboarding improvement. Students then learn spreadsheet fundamentals which are used by engineers and architects to place important information into blueprints. The program covers all of the corresponding 2D CADD functions for traditional drafting, as well as advanced 3D modeling now made available by CADD. The student will generate actual CADD work for the preparation of portfolio drawings, in the individual student's specialty area, for use in securing employment in the CADD industry. Finally, the student is introduced to advanced CADD concepts and programming for the customization of AutoCad. Students will also learn to navigate the worldwide web, use search engines and establish an email account.

OPPORTUNITIES

CADD has become a powerful addition to, and sometimes replacement for, traditional manual drafting in a large proportion of professional offices using technical graphics. Drafting and design are faster, more productive, more versatile, and less expensive for many fields involving architecture, construction, aerospace, automobile industry, manufacturing, military, electronics, roads, mapping, animation, simulation, medicine, biology, chemistry, and molecular engineering. In Southern California the entertainment field also utilizes CADD in film or theatrical set design, special effects, and animation for film, TV, or video.

ENTRANCE REQUIREMENTS

Students must obtain a passing score on the LAORT's entrance exam and be interviewed by the Admissions Department.

EQUIPMENT

LAORT students are trained on the appropriate equipment consistent with the demands of the job market.

PROGRAM LENGTH This program may be offered in the morning, afternoon or evening sessions. The morning session is taught 5 days per week for approximately 30 weeks of instruction. In the afternoon or evening sessions, this program is taught 4 days per week for approximately 45 weeks of instruction. This is a 33-semester credit hour program with 720 classroom hours.

Course Number	Course Title	Semester Credits Hours
CP500	Operating Systems	1
OS501	Keyboarding & Typing	1
OS510	MS Office I	1
OS520	MS Office II	1
CD570	Basic CADD	4
CD590	2D CADD	4
CD504	Advanced 2D CADD	5
CD580	Isometric Drawings	5
CD505	3D CADD	5
CD507	CADD Presentations	4
CS501/AG501	Cultural Studies/American Government	1
EP501	Employment Preparation	1
	Total	33

Administrative Assistant (Diploma Program)

OBJECTIVE

The Assistant program is an innovative and advanced approach to vocational English skills for the modern workforce. Merging technology and advanced English language skills, this unique program enables all second language learners to continue their acquisition of English proficiency in speaking, listening, reading and writing, while gaining an intensive orientation to all areas of office procedures including advanced vocational English vocabulary, interpersonal communication registers, styles and idiomatic expressions, Microsoft Office Suite, technical and business writing, oral fluency and development, pronunciation and accent, vocational protocol and skills, business communication using email, introduction to the internet, advanced vocational English listening and speaking skills, as well as linguistic subtleties and conventions.

OPPORTUNITIES

Career opportunities for trained administrative assistants, both entry-level and advanced, are available in a wide range of industries both large and small: accounting, law, medical, technical, education, government and more. Job classifications include data entry, word processor, office file manager, receptionist, secretary, database manager, and more.

ENTRANCE REQUIREMENTS

Students must obtain a passing score on the LAORT's entrance exam and be interviewed by the admissions department.

EQUIPMENT

LAORT students are trained on the appropriate equipment consistent with the demands of the job market.

PROGRAM LENGTH

This program may be offered in the morning, afternoon or evening sessions. The morning session is taught 5 days per week for approximately 30 weeks of instruction. In the afternoon or evening sessions, this program is taught 4 days per week for approximately 45 weeks of instruction. This is a 31-semester credit hour program with 720 classroom hours.

Course Number	Course Title	Semester Credit Hours
CP500	Operating Systems	1
OS501	Keyboarding & Typing	1
OS510	MS Office I	1
OS520	MS Office II	1
OS512	Word Processing and Keyboarding	4
AA500	Data Entry Applications	4
CP515	Spreadsheet Fundamentals	4
AA511	Business Presentations & Office Procedures	4
AA520	Business English Communications	5
AA540	Email & Scheduling/Business Math	4
AGCS 501	Cultural Studies/American Government	1
EP501	Employment Preparation	1
	Total:	31

Medical Office Specialist (Diploma Program)

OBJECTIVE

The Medical Office Specialist program is designed to prepare students for entry-level positions to work in the front office of health care institutions, hospitals, clinics, both large or small, medical offices or health maintenance organizations. The students learn computer skills and applications, medical terminology, medical billing, medical insurance and coding, and medical records. Medical Anatomy and physiology is covered to provide the students a broader understanding of the human body. Medical office procedures provide the student the skills needed to interact with doctors, nurses and other specialists.

OPPORTUNITIES

Students who successfully complete this Medical Office Management program can expect to obtain employment in health care institutions, clinics, both large or small, medical offices or health maintenance organizations. Job titles for the medical clerical worker include medical administrative assistant or manager, front office medical clerk, medical secretary, medical records clerk, medical receptionist, medical insurance/billing clerk.

ENTRANCE REQUIREMENTS

Students must obtain a passing score on the school entrance exam and be interviewed by the admissions department.

EQUIPMENT

LAORT students are trained on the appropriate equipment consistent with the demands of the job market.

PROGRAM LENGTH

This program may be offered in the morning, afternoon or evening sessions. The morning session is taught 5 days per week for approximately 30 weeks of instruction. In the afternoon or evening sessions, this program is taught 4 days per week for approximately 45 weeks of instruction. This is a 34-semester credit hour program with 726 classroom hours.

Course Number	Course Title	Semester Credit Hours
CP500	Operating Systems	1
OS501	Typing and Keyboarding	1
OS510	MS Office I	1
OS520	MS Office II	1
OS530	Office Procedure and Word Processing	5
MS500	Medical Terminology, Anatomy and Physiology I	4
MS501	Medical Terminology, Anatomy and Physiology II	4
MB530	Medical Coding	5
MB531	Medical Insurance	5
MB532	Electronic Medical Billing	5
CS501/AG501	Cultural Studies/American Government	1
EP501	Employment Preparation	1
	Total:	34

Pharmacy Technician (Diploma Program)

OBJECTIVE

The Pharmacy Technician program is designed and built on actual pharmacy technician performance expectations. After an orientation of pharmacy practice, students learn the role of the computer in both institutional and retail pharmacy settings. Students learn prescription receipt and screening for completeness and accuracy, medication preparation in sterile and non-sterile environments, supply distribution, pharmaceuticals purchasing methods, inventory control methods, insurance billing and payment collection, pharmacy calculations, federal and state regulations, pharmacy equipment and maintenance, pharmacy ethics and effective communication. The LAORT's goal is to prepare the student for licensing with the California Board of Pharmacy.

OPPORTUNITIES

Career opportunities for trained pharmacy technicians range from positions in chain drug stores, outpatient hospitals, clinics, long-term care, home infusion, managed care, nuclear pharmacy and online pharmacy.

ENTRANCE REQUIREMENTS

Students must obtain a passing score on the LAORT's entrance exam and be interviewed by the admissions department.

EQUIPMENT

LAORT students are trained on the appropriate equipment consistent with the demands of the job market.

PROGRAM LENGTH

This program may be offered in the morning, afternoon or evening sessions. The morning session is taught 5 days per week for approximately 30 weeks of instruction. In the afternoon or evening sessions, this program is taught 4 days per week for approximately 45 weeks of instruction. This is a 30-semester credit hour program with 720 classroom hours.

Course Number	Course Title	Semester Credit Hours
CP500	Operating Systems	1
OS501	Keyboarding & Typing	1
OS510	MS Office I	1
OS520	MS Office II	1
FT500	Orientation to Pharmacy Practice	5
MA539	Medical Terminology	5
FT503	Pharmacology	4
FT504	Pharmacy Calculations	4
FT505	Pharmacy Administration	4
CS501/AG501	Cultural Studies/American Government	1
EP501	Employment Preparation	1
EX501	Pharmacy Externship	2
	Total:	30

English as a Second Language (Diploma Program)

OBJECTIVE

The ESL program at LAORT provides students with the language skills necessary to become successful members of the American society. Students experience a nurturing learning environment and the best instruction possible.

The ESL program teaches survival skills for entering the job market. The graduates of intermediate and advanced clusters (and levels) of this program have acquired sufficient English and job related information to successfully begin work.

The ESL program focuses on vocational preparation, socialization skills, and functional grammar in a cumulative program. At each level, new language skills are presented while the skills learned in prior levels are reinforced by increasingly sophisticated applications of interpersonal communication.

Listening, reading, and writing are incorporated into the syllabus at each level although the program focuses mainly on oral communication. Holidays are studied and issues of living and working in a multi-cultural society are covered in greater depth at each level.

ENTRANCE REQUIREMENTS

Applicants are required to take Placement Tests; written and oral. The test result determines student placement. As communication is the goal, placement is determined primarily by oral proficiency. New students are properly placed at the level consistent with their language skills.

PROGRAM LENGTH

The ESL program is divided into three clusters of Basic, Intermediate and Advanced. Each cluster is divided in 6 levels. The daytime program is conducted Monday-Thursday for 5 hours a day, and Friday for 4 hours, combining for a total of 24 hours per week.

The evening program runs Monday-Thursday for 4.5 hours a day, combining for a total of 18 hours per week. The ESL daytime program runs for the duration of 30 weeks and the evening program for 40 weeks total.

Upon completion of 36/30/24 semester credit hours (720/600/480 clock hours), the student will receive a Diploma of graduation if he /she meets the graduation requirements. LAORT also offers individual ESL levels as part of the 720, 600 and 480-hour overall programs approvals.

Course Descriptions

Accounting Associate of Applied Science (AAS) Degree

CP600 Operating Systems (3 semester credit hour, no prerequisite)

This course introduces students to the computer concepts and terminology. Students will learn commonly used portions of MS Office Suite. The course provides the foundation in the use of the Internet/Email and Microsoft Word. Additionally, the students will be able to work with Microsoft Windows XP Operating System, Microsoft Excel and Microsoft PowerPoint, as well as Keyboarding and Typing. Students will also learn to navigate the World Wide Web, use search engines and establish an e-mail account.

OS600 Word Processing (3 Semester Credit Hours, Prerequisite CP600)

Students will develop basic skills and understanding of word processing applications. Students develop the skills to create a variety of business documents including business letters and memos. The students become proficient in the features of Microsoft Word through laboratory exercises where word processing concepts are emphasized. Students learn the basics of formatting text, paragraphs, and tables, creating headers and footers and setting up documents for printing.

CP615 Spreadsheet I (4 Semester Credit Hours, Prerequisite CP600)

In this course students will develop basic skills and understanding of spreadsheets using Excel MS Office. The course includes Preparing an Excel Worksheet, Editing Data, Formatting an Excel Worksheet, Inserting Formulas in a Worksheet and Enhancing a Worksheet.

CP616 Spreadsheet II (4 Semester Credit Hours, Prerequisite CP600, CP615)

In this course students will develop intermediate skills and understanding of spreadsheets. The course covers topics such as Moving Data within and between Workbooks, Maintaining Workbooks, Creating a Chart in Excel and Enhancing the Display of Workbooks.

AC601 Accounting for Service Business (3 Semester Credit Hours, Prerequisite CP600)

Students will develop basic skills and understanding of Accounting. The course will familiarize students with how accounting's basic theories are used. The course includes Transactions, Chart of Accounts, general journal, general ledger, Financial Statements and General Ledger Trial Balance.

AC602 Accounting for Merchandise Business (3 Semester Credit Hours, Prerequisite CP600)

In this course, students will develop basic skills and understanding of Accounting. The course will familiarize students with Purchases and Cash Payments, Sales and Cash Receipts, Creating Work Sheet and Adjustments, Financial Statements and Closing Entries, Payroll Employee Earnings and Deductions, Payroll Employer Taxes and Reports.

AC606 QuickBooks Accounting I (3 Semester Credit Hours, Prerequisite CP600).

Students will develop basic skills and understanding of accounting QuickBooks software. The course will familiarize students with how accounting's basic theories are used. The course includes Vendors, Customers, Adjustments, Period-End Procedures and Inventory.

AC607 QuickBooks Accounting II (3 Semester Credit Hours, Prerequisite CP600, AC606)

This course covers basic skills and understanding of accounting software. The course includes New Company Setup (Easy Setup Interview and Customize), New Company Setup (An Alternative), and Payroll setup. The course also includes Pay Employees and Payroll Liabilities and Reconcile Banking Account.

AC603 Cost Accounting (3 Semester Credit Hours, Prerequisite CP600)

Students will develop intermediate skills and understanding of Cost Accounting. The course includes Accounting for Merchandise Inventory, Plant Assets and Depreciation, Accounting for Accruals and Deferrals.

AC604 Accounting for Partnerships and Corporations (4 Semester Credit Hours, Prerequisite CP600)

The course covers accounting for Partnerships, Corporate Accounting (Formation and Paid-In Capital, Earnings and Distributions), Long-term Liabilities and Investments, Statement of Cash Flows, Interpretation of Financial Statements.

OS604 Income Tax Preparation (3 Semester Credit Hours, Prerequisite CP600)

An introduction to the theory and practice of computerized Federal taxation. Topics include calculation of taxable income, standard and itemized deductions, exemptions, credits, capital gain and loss, depreciation, adjusted gross income, sole proprietorship, retirement income, pensions, social security and IRA's. Emphasis is on Tax preparation and tax planning for the individual.

DA100 Database Applications I (3 Semester Credit Hours, Prerequisite CP600)

Students will develop basic skills and understanding of Database Applications. The course will cover Creating Database Tables, Creating Relations between Database Tables, Using Wizards, and Filtering Records.

DA102 Database Applications II (3 Semester Credit Hours, Prerequisite CP600, DA100)

This course is designed for the intermediate student with an introductory background in computers. The course will cover Creating Forms and Reports, Creating Reports and Charts, Importing and Exporting Data and Creating Web Pages.

AC121 Business Law (3 Semester Credit Hours, no prerequisite)

This course will provide the student with an understanding of basic legal terminology, principles, and procedures. The role of the business professional and the relationship between commerce and the legal system will be emphasized. The student will be provided with applications using the Internet, database, word processing, and network research systems.

BM 100 Introductions to Business (3.0 semester credit hours, no prerequisite)

This course is an introduction to business administration and management, marketing, finance, human resources, and economics in the American market place. Aspects of business, including the relationship of business to the social, economic, and political worlds will be covered. The history of the American economy, and a comparison of the free enterprise system to other economic systems, will be discussed.

EP502 Employment Preparation (2 semester credit hour, No prerequisite)

In this advanced course, the students learn how to prepare resume covering the skills taught in the Associate Degree program, locating sources of employment using internet sources, posting and emailing resumes, interviewing for a job and follow-up procedures.

General Education Courses

GE610 Mathematics (2 semester credit hours, no prerequisite)

This course provides students with basic skills and understanding of mathematics including practices and the use of common formulas. A review of basic math functions is provided with emphasis on practical mathematical problems. The course will familiarize students with basic math theory emphasizing those components making up a business accounting formulas. Basic equations and techniques will be covered while Proficiency is developed in performing business mathematical operations using computer.

GE611 Communication Skills (4 semester credit hours, no prerequisite)

This course presents the principles of expository writing and rhetorical style through coordinated reading and writing assignments. Various expository writing techniques, such as argumentation, description, and narration are discussed. Topics include the skills and procedures for conducting research and the writing of a well-organized and well-developed report.

AG501 American Government (1 semester credit hours, no prerequisite)

This course covers detailed factual information regarding the American government and its history, governmental theory, national political institutions, elections, the presidency, Congress, Senate, judiciary, Republican and Democratic political parties, the Constitution and civil rights.

GE613 Economics (3 semester credit hours, no prerequisite)

A study of the nature and methods of economics. Topics will include the economizing problem, American capitalism, national goals, and the basic principles of money and banking. A detailed analysis of supply and demand, the mechanics of market structures, national income, inflation, employment theory, and monetary and fiscal policy will be presented and discussed. The scope and methodology of macroeconomics as to choice, scarcity, and problems will be explored. An introduction to microeconomics will be presented.

CS501 Cultural Studies (1 semester credit hour, no prerequisite)

This course is designed to give the students an understanding and appreciation of the contributions of Jews and Judaism to world civilization, science, industry and culture. In addition, topics such as holidays, current events, celebrations and social issues will be discussed

GE614 American History(4 semester credit hour, no prerequisite)

This course is a survey of American history from the Age of discovery to the end of Reconstruction. Topics to be discussed include the transplantation of European culture to America, the rise of American society, the institution of slavery, and the emergence of an industrial society.

Business Management

Associate of Applied Science (AAS) degree in Business Management

CP600 Operating Systems (3 semester credit hour, no prerequisite)

This course introduces students to the computer concepts and terminology. Students will learn commonly used portions of MS Office Suite. The course provides the foundation in the use of the Internet/Email and Microsoft Word. Additionally, the students will be able to work with Microsoft Windows XP Operating System, Microsoft Excel and Microsoft PowerPoint, as well as Keyboarding and Typing. Students will also learn to navigate the World Wide Web, use search engines and establish an e-mail account.

OS600 Word Processing (3 Semester Credit Hours, Prerequisite CP600)

Students will develop basic skills and understanding of word processing applications. Students develop the skills to create a variety of business documents including business letters and memos. The students become proficient in the features of Microsoft Word through laboratory exercises where word processing concepts are emphasized. Students learn the basics of formatting text, paragraphs, and tables, creating headers and footers and setting up documents for printing.

CP615 Spreadsheet I (4 Semester Credit Hours, Prerequisite CP600)

In this course students will develop basic skills and understanding of spreadsheets using Excel MS Office. The course includes Preparing an Excel Worksheet, Editing Data, Formatting an Excel Worksheet, Inserting Formulas in a Worksheet and Enhancing a Worksheet.

CP616 Spreadsheet II (4 Semester Credit Hours, Prerequisite CP600, CP615)

In this course students will develop intermediate skills and understanding of spreadsheets. The course covers topics such as Moving Data within and between Workbooks, Maintaining Workbooks, Creating a Chart in Excel and Enhancing the Display of Workbooks.

DA100 Database Applications I (3 Semester Credit Hours, Prerequisite CP600)

Students will develop basic skills and understanding of Database Applications. The course will cover Creating Database Tables, Creating Relations between Database Tables, Using Wizards, and Filtering Records.

DA102 Database Applications II (3 Semester Credit Hours, Prerequisite CP600, DA100)

This course is designed for the intermediate student with an introductory background in computers. The course will cover Creating Forms and Reports, Creating Reports and Charts, Importing and Exporting Data and Creating Web Pages.

AA 611 Business Presentation (2 semester credit hour, No prerequisite)

This course is designed to provide students with an introduction to the Business Presentation. A case-oriented format has been adapted to focus attention on what a firm should do in an actual business situation, and to provide students with numerous opportunities to develop and exercise their analytical and decision-making skills.

AC601 Accounting for Service Business (3 Semester Credit Hours, Prerequisite CP600)

Students will develop basic skills and understanding of Accounting. The course will familiarize students with how accounting's basic theories are used. The course includes Transactions, Chart of Accounts, general journal, general ledger, Financial Statements and General Ledger Trial Balance.

AC602 Accounting for Merchandise Business (3 Semester Credit Hours, Prerequisite CP600)

In this course, students will develop basic skills and understanding of Accounting. The course will familiarize students with Purchases and Cash Payments, Sales and Cash Receipts, Creating Work Sheet and Adjustments, Financial Statements and Closing Entries, Payroll Employee Earnings and Deductions, Payroll Employer Taxes and Reports.

AC606 QuickBooks Accounting I (3 Semester Credit Hours, Prerequisite CP600).

Students will develop basic skills and understanding of accounting QuickBooks software. The course will familiarize students with how accounting's basic theories are used. The course includes Vendors, Customers, Adjustments, Period-End Procedures and Inventory.

AC607 QuickBooks Accounting II (3 Semester Credit Hours, Prerequisite CP600, AC606)

This course covers basic skills and understanding of accounting software. The course includes New Company Setup (Easy Setup Interview and Customize), New Company Setup (An Alternative), and Payroll setup. The course also includes Pay Employees and Payroll Liabilities and Reconcile Banking Account.

BM100 Introductions to Business (3 semester credit hours, no prerequisite)

This course is an introduction to business administration and management, marketing, finance, human resources, and economics in the American market place. Aspects of business, including the relationship of business to the social, economic, and political worlds will be covered. The history of the American economy, and a comparison of the free enterprise system to other economic systems, will be discussed.

AC121 Business Law (3 Semester Credit Hours, no prerequisite)

This course will provide the student with an understanding of basic legal terminology, principles, and procedures. The role of the business professional and the relationship between commerce and the legal system will be emphasized. The student will be provided with applications using the Internet, database, word processing, and network research systems.

BM601 Business Management (3 semester credit hour, No Prerequisite)

This course provides students with basic skills and understanding of processes of Management, decision-making, and organizational structure will be reviewed, including discussion of employer-employee relations, and managerial functions in businesses.

BM602 Management Skills (3 semester credit hour, No Prerequisite)

This course presents an introduction of management concepts and strategies used by modern businesses. The course is designed to familiarize students with the accepted standards, procedures, and techniques employed by corporate, business, and functional level managers. Further, the course provides students with an understanding of the role of management and how to develop plans and execute strategies in pursuit of organizational goals.

BM603 Business Marketing (2 semester credit hour, No Prerequisite)

This course introduces modern Business Marketing, concepts and strategies and familiarizes the student with standards, procedures, and techniques used in marketing topics include marketing research, consumer behavior, product and pricing strategies, marketing communications, and distribution.

EP502 Employment Preparation (2 semester credit hour, No Prerequisite)

In this advanced course, the students learn more techniques to create cover letters, resumes and to conduct effective interviews and searching job markets.

General Education Courses

GE610 Mathematics (2 semester credit hours, no prerequisite)

This course provides students with basic skills and understanding of mathematics including practices and the use of common formulas. A review of basic math functions is provided with emphasis on practical mathematical problems. The course will familiarize students with basic math theory emphasizing those components making up a business accounting formulas. Basic equations and techniques will be covered while Proficiency is developed in performing business mathematical operations using computer.

GE611 Communication Skills (4 semester credit hours, no prerequisite.)

This course presents the principles of expository writing and rhetorical style through coordinated reading and writing assignments. Various expository writing techniques, such as argumentation, description, and narration are

discussed. Topics include the skills and procedures for conducting research and the writing of a well-organized and well-developed report.

AG501 American Government (1 semester credit hours, no prerequisite)

This course covers detailed factual information regarding the American government and its history, governmental theory, national political institutions, elections, the presidency, Congress, Senate, judiciary, Republican and Democratic political parties, the Constitution and civil rights.

CS501 Cultural Studies (1 semester credit hour, no prerequisite)

This course is designed to give the students an understanding and appreciation of the contributions of Jews and Judaism to world civilization, science, industry and culture. In addition, topics such as holidays, current events, celebrations and social issues will be discussed

GE613 Economics (3 semester credit hours, no prerequisite)

A study of the nature and methods of economics. Topics will include the economizing problem, American capitalism, national goals, and the basic principles of money and banking. A detailed analysis of supply and demand, the mechanics of market structures, national income, inflation, employment theory, and monetary and fiscal policy will be presented and discussed. The scope and methodology of macroeconomics as to choice, scarcity, and problems will be explored. An introduction to microeconomics will be presented.

GE614 American History (4 semester credit hour, no prerequisite)

This course is a survey of American history from the Age of discovery to the end of Reconstruction. Topics to be discussed include the transplantation of European culture to America, the rise of American society, the institution of slavery, and the emergence of an industrial society.

Medical Office Management

Associate of Applied Science (AAS) Degree

CP600 Operating Systems (3 semester credit hour, No prerequisite)

This course introduces students to the computer concepts and terminology. Students will learn commonly used portions of MS Office Suite. The course provides the foundation in the use of the Internet/Email and Microsoft Word. Additionally, the students will be able to work with Microsoft Windows XP Operating System, Microsoft Excel and Microsoft PowerPoint, as well as Keyboarding and Typing. Students will also learn to navigate the World Wide Web, use search engines and establish an e-mail account.

OS600 Word Processing (3 Semester Credit Hours, Prerequisite CP600)

Students will develop basic skills and understanding of word processing applications. Students develop the skills to create a variety of business documents including business letters and memos. The students become proficient in the features of Microsoft Word through laboratory exercises where word processing concepts are emphasized. Students learn the basics of formatting text, paragraphs, and tables, creating headers and footers and setting up documents for printing.

MOM660 Medical Terminology, Anatomy, & Physiology I (4 Semester Credit Hours, No prerequisite)

The class in Anatomy & Physiology/Medical Terminology I provides a basic knowledge of the different prefixes, combining forms, suffixes of medical terms that are associated with the following body systems: skeletal, muscular, cardiovascular systems. Likewise, the terms related to the human body in health and disease. The course focuses on the recognition, definition, spelling, and pronunciation of these medical terms and at the same time learning the structures and functions of the body systems.

MOM661 Medical Terminology, Anatomy & Physiology II (4 Semester Credit Hours, No prerequisite)

The class in Anatomy & Physiology/Medical Terminology II provides a basic knowledge of the different prefixes, combining forms, suffixes of medical terms that are associated with the following body systems: Lymphatic and Immune, Respiratory, Digestive, Urinary and Nervous Systems. The course focuses on the recognition, definition, spelling, and pronunciation of these medical terms and at the same time learning the structures and functions of the body systems.

MOM662 Medical Terminology, Anatomy & Physiology III (4 Semester Credit Hours, Prerequisite MOM660, MOM661)

The class in Anatomy & Physiology/Medical Terminology III provides a basic knowledge of the different prefixes, combining forms, suffixes of medical terms that are associated with the following body systems: , Special Senses, Integumentary, Endocrine, and Reproductive Systems. Likewise, the terms related to the Diagnostic Procedures and Pharmacology, The course focuses on the recognition, definition, spelling, and pronunciation of these medical terms (anatomical, physiological, diagnostic and pathological terms) and at the same time learning the structures and functions of the body systems. It also includes the recognition, definition, spelling, and pronunciation of terms used in medical pathology and medical practice.

MOM663 Medical Coding (4 Semester Credit Hours, Prerequisite MOM660, MOM661, MOM662)

This class prepares students with a solid background of performing medical coding of different diagnoses and procedures used by several health care providers. The use of the Current Procedural Terminology (CPT) and the International Classification of Diseases (ICD-9) manuals will be presented in easy step-by-step fashion. Medical Terminology used in the different sections of these manuals will be mastered.

MOM664 Medical Insurance (4 Semester Credit Hours, No prerequisite)

The Health Insurance Management module focuses on managing health information, both from a patient and a practice perspective, including regulatory guidelines and legal/ethical aspects of medical insurance, billing and coding. Students learn about medical records management, patient information forms, charts, and authorizations for treatment. Students also learn about privacy laws, fraud and abuse, auditing patient records for correct assignment

of codes, and specialty coding procedures. This management is also designed to develop professional skills and proactive career management.

MOM665 Electronic Medical Billing (4 Semester Credit Hours, Prerequisites: CP600, OS600, MOM660, MOM661, MOM662, MOM663)

A computerized job-simulated billing exercise using MediSoft will provide the student with a complete learning package in this course. This course will provide the students the basic knowledge to apply the patient's demographics using computer software to minimize errors in submitting claims to different insurance companies. This will give the students the understanding the difference between manual and computerized generation of claim forms for reimbursement.

MOM666 Medical Office Procedures and Records (3 Semester Credit Hours, No prerequisite)

This course is an introduction to medical secretarial duties and office procedures. The student is trained in telephone procedures and etiquette, patient reception and scheduling techniques, medical files and records management, mail processing and inventory control, human relations and medical office management. The importance of accuracy, medical ethics and the legal aspects associated with medical records are emphasized.

MOM667 Medical Assistant I (4 Semester Credit Hours, No prerequisite)

This course provides an overview and understanding of the medical health care roles and responsibilities in the office. The importance of verbal and non-verbal skills, behavior towards patients and their families and understanding of the collecting fees prepare the student for these important back office tasks.

MOM668 Medical Assistant II (3 Semester Credit Hours, No prerequisite)

This course provides an overview and understanding of the medical office management. Orientation of the students of the different preparation for clinical duties of a medical assistant will be presented in a step by step fashion. The importance of interviewing for medical history, diagnostic accuracy and proper specimen collection prepare the student for these important back office tasks.

MOM669 Medical Assistant III (3 Semester Credit Hours, Prerequisite MOM667, MOM668)

This course provides an overview and understanding of the different Clinical Skills in a Medical Office. Orientation of the students of the different diagnostic tests, minor surgery preparation and assisting with medications will be presented in a step by step fashion. Likewise, is to give the students the basic management of different emergencies and understanding of different behaviors that influences health for future patient education.

BM602 Management Skills (3 Semester Credit Hours, No Prerequisite)

This course presents an introduction of management concepts and strategies used by modern businesses. The course is designed to familiarize students with the accepted standards, procedures, and techniques employed by corporate, business, and functional level managers. Further, the course provides students with an understanding of the role of management and how to develop plans and execute strategies in pursuit of organizational goals.

EP502 Employment Preparation (2 semester credit hour, No prerequisite)

In this advanced course, the students learn how to prepare resume covering the skills taught in the Associate Degree program, locating sources of employment using internet sources, posting and emailing resumes, interviewing for a job and follow-up procedures.

EX600 Medical Assistant Externship (2 Semester Credit Hours, Prerequisites: All core courses listed above)

The Student takes all hands-on training and academic knowledge to the field in this excellent employment opportunity. Students, through their externship advisor are assigned to a hospital and/or clinic. With 'real world' experience, the student can hone skills already learned and develop important relationship with patients, doctors and other medical personnel.

General Education Courses

GE610 Mathematics (2 semester credit hours, no prerequisite)

This course provides students with basic skills and understanding of mathematics including practices and the use of common formulas. A review of basic math functions is provided with emphasis on practical mathematical problems. The course will familiarize students with basic math theory emphasizing those components making up a business accounting formulas. Basic equations and techniques will be covered while Proficiency is developed in performing business mathematical operations using computer.

GE611 Communication Skills (4 semester credit hours, no prerequisite)

This course presents the principles of expository writing and rhetorical style through coordinated reading and writing assignments. Various expository writing techniques, such as argumentation, description, and narration are discussed. Topics include the skills and procedures for conducting research and the writing of a well-organized and well-developed report.

AG501 American Government (1 semester credit hours, no prerequisite)

This course covers detailed factual information regarding the American government and its history, governmental theory, national political institutions, elections, the presidency, Congress, Senate, judiciary, Republican and Democratic political parties, the Constitution and civil rights.

CS501 Cultural Studies (1 semester credit hour, no prerequisite)

This course is designed to give the students an understanding and appreciation of the contributions of Jews and Judaism to world civilization, science, industry and culture. In addition, topics such as holidays, current events, celebrations and social issues will be discussed

GE613 Economics (3 semester credit hours, no prerequisite)

A study of the nature and methods of economics. Topics will include the economizing problem, American capitalism, national goals, and the basic principles of money and banking. A detailed analysis of supply and demand, the mechanics of market structures, national income, inflation, employment theory, and monetary and fiscal policy will be presented and discussed. The scope and methodology of macroeconomics as to choice, scarcity, and problems will be explored. An introduction to microeconomics will be presented.

GE614 American History (4 semester credit hour, no prerequisite)

This course is a survey of American history from the Age of discovery to the end of Reconstruction. Topics to be discussed include the transplantation of European culture to America, the rise of American society, the institution of slavery, and the emergence of an industrial society.

COMPUTERIZED ACCOUNTING (Course Descriptions)

CP500 Operating Systems (1 semester credit hour, no prerequisite)

This course surveys the field of computing and serves as an orientation to computer concepts and terminology. It includes the history of the field and the social implications of widespread use of computers. The development of computers, as well as their current design, is described. The concepts of data acquisition, storage, internal representation, and processing into useful information are shown. Additional topics include user interfaces, computer languages, and communications. Students will also learn to navigate the worldwide web, use search engines and establish an e-mail account.

OS501 Keyboarding & Typing (1 semester credit hour, no prerequisite)

Keyboarding skills are developed on the alphabetic keyboard using the microcomputer. The student learns the proper typing techniques necessary for "touch typing" using MS Office applications

OS510 MS Office I (1 semester credit hour, no prerequisite)

Students will be introduced to commonly used portions of MS Office Suite. This is to provide the foundation in the use of the Internet/Email and Microsoft Word. The course includes the basic and more intermediate modules of Microsoft Windows XP Operating System as well as Keyboarding and Typing.

OS520 MS Office II (1 semester credit hour, no prerequisite)

Students will be introduced to commonly used portions of MS Office Suite. This is to provide the foundation in the use of the Microsoft Excel and Microsoft PowerPoint. This course also covers more intermediate modules of Microsoft Windows XP Operating System as well as Keyboarding and Typing.

OS500 Math and Word Processing (4 semester credit hours, no prerequisite)

A review of basic math functions is provided with emphasis on practical problems including interest, discounts, percentages, and payroll. Proficiency is developed in performing business mathematical operations using the electronic calculator. Students will also acquire proficiency in the operation of Microsoft Word, including menus, centering, formatting, editing, working with fonts, tables, labels, envelopes & graphics (for presentations) as well as printing, replacing text and referencing help

CP515 Spreadsheet Fundamentals (4 semester credit hours, no prerequisite)

This course introduces the basic tool of computerized accounting: the electronic spreadsheet (specifically MS Excel). Students will address problems using spreadsheet software. Emphasis will be on the use of the computer in financial planning and accounting for businesses.

CP516 Advanced Spreadsheet Applications (5 semester credit hours, prerequisite: CP515)

Students will use programming techniques unique to spreadsheet applications and learn to present information in tabular and graphic form. An emphasis is put on integrating information from data bases, spreadsheets, graphics and text files into meaningful formats.

CA500 Principles of Accounting (5 semester credit hours, no prerequisite)

The student is introduced to the overall accounting system used in business and industry. The course provides students with knowledge of Principles of Accounting, including terms, concepts and procedures. The students practice double entry bookkeeping and interpret transactions. Hands on practice includes recording transactions, accounting cycles, preparing Worksheet, Financial Statements, Adjusting Entries, and Closing Entries.

CA503 Business and Payroll Accounting (4 semester credit hours, no prerequisite)

The student is introduced to accounting for a Business and Payroll. The course provides students with basic knowledge of Merchandise Business and Payroll. Hands on experience include purchase and cash payments, sales and cash receipts, financial statements. Employee earnings and payroll deductions, including Federal income tax, State Income Tax, Social Security and Medicare. This course also provide students with basic knowledge of

employer taxes and deductions including Social Security, Medicare, Federal unemployment taxes, State Unemployment taxes, filing reports and payroll tax payments.

CA502 QuickBooks Accounting (4 semester credit hours, prerequisite: CP515)

Students will use one or the two most popular accounting programs called QuickBooks for Accounting. The latest version is on all accounting students' computers and the instructor demonstrates as the students follow in the assigned textbook.

Electives

AG501 American Government (1 semester credit hour, no prerequisite)

This course covers basic factual information regarding the American government, governmental theory, national political institutions, the presidency, Congress, judiciary, political parties, the Constitution and civil rights.

CS501 Cultural Studies (1 semester credit hour, no prerequisite)

This course is designed to give the students an understanding and appreciation of the contributions of Jews and Judaism to world civilization, science, industry and culture. In addition, topics such as holidays, current events, celebrations and social issues will be discussed

EP501 Employment Preparation (1 semester credit hour, no prerequisite)

In this course students learn how to seek employment including locating sources of employment, writing letters of application, preparing a resume, interviewing for a job and follow-up procedures.

Computer Graphics & Desktop Publishing (Course Descriptions)

CP500 Operating Systems (1 semester credit hour, no prerequisite)

This course surveys the field of computing and serves as an orientation to computer concepts and terminology. It includes the history of the field and the social implications of widespread use of computers. The development of computers, as well as their current design, is described. The concepts of data acquisition, storage, internal representation, and processing into useful information are shown. Additional topics include user interfaces, computer languages, and communications. Students will also learn to navigate the World Wide Web, use search engines and establish an email account.

OS501 Keyboarding & Typing (1 semester credit hour, no prerequisite)

Keyboarding skills are developed on the alphabetic keyboard using the microcomputer. The student learns the proper typing techniques necessary for "touch typing" and a minimum speed of 35 words per minute is achieved.

OS510 MS Office I (1 semester credit hour, no prerequisite)

Students will be introduced to commonly used portions of MS Office Suite. This is to provide the foundation in the use of the Internet/Email and Microsoft Word. The first part of the week, i.e. Mondays and Tuesdays, will deliberately include the basic and more intermediate modules of Microsoft Windows XP Operating System as well as Keyboarding and Typing.

OS520 MS Office II (1 semester credit hour, no prerequisite)

Students will be introduced to commonly used portions of MS Office Suite. This is to provide the foundation in the use of the Microsoft Excel and Microsoft PowerPoint. The first part of the week, i.e. Mondays and Tuesdays, will deliberately include the basic and more intermediate modules of Microsoft Windows XP Operating System as well as Keyboarding and Typing.

CG501 Digital Illustration (4 semester credit hours, prerequisite: CP500)

This course will instruct the student on the usage of Vector based digital drawing. Vector based drawing programs are industry standard for logo creation, creative typography, technical illustrations and cartooning. Students will learn the basics of digital drawing, working with and compounding shapes, blending and special effects.

CG502 Digital Imaging (5 semester credit hours, prerequisite: CP500)

Raster or Pixel based programs are the industry standard for high level painting, image manipulation and compositing, and for editing photographs imported from a scanned image. Students will learn the basics of resolution, color correction, pre-press, special effects and much more. Usage of scanning including all options will also be studied in this course.

CG504 Electronic Publishing (4 semester credit hours, prerequisite: CP500, CG502)

This course instructs the student in the concept of getting the public's attention, modern marketing techniques and the "psyche" of the consumer. Template design used in different publishing environments is emphasized using thorough instruction in software commands. Software most commonly used in the industry will be taught.

CG506 Web Design (4 semester credit hours, prerequisite: none)

This course introduces the student to the creation and implementation of graphics and web page development for the World Wide Web. Students will learn to save graphics files to JPEG and GIF formats for inclusion on web pages. Using an animation program, students will learn how to create effective animations for today's dynamic web pages.

CG507 Video Production (4 semester credit hours, prerequisites: CP500 and CG502)

Los Angeles is the film capital of the world, a perfect location to train graphic students in the exciting skill of video production and editing. Students will learn to capture video files on the computer. Projects will be a team effort with classmates to produce advertisements, videos for web pages, and short films.

CG508 Motion Graphics (4 semester credit hours, prerequisites: CP500 and CG507)

Motion graphics programs are a complementary software package for video editing programs. The intros, trailers and ads that come to life with floating text, graphics and videos are prepared with these types of motion graphics programs. Special effects, titling and blending music to images will add real dynamics to the student's portfolio.

Electives

AG501 American Government (1 semester credit hour, no prerequisite)

This course covers basic factual information regarding the American government, governmental theory, national political institutions, the presidency, Congress, judiciary, political parties, the Constitution and civil rights.

CS501 Cultural Studies (1 semester credit hour, no prerequisite)

This course is designed to give the students an understanding and appreciation of the contributions of Jews and Judaism to world civilization, science, industry and culture. In addition, topics such as holidays, current events, celebrations and social issues will be discussed

EP501 Employment Preparation (1 semester credit hour, no prerequisite)

In this course students learn how to seek employment including locating sources of employment, writing letters of application, preparing a resume, interviewing for a job and follow-up procedures.

Medical Assistant (Course Description)

CP500 Operating Systems (1 semester credit hour, no prerequisite)

This course surveys the field of computing and serves as an orientation to computer concepts and terminology. It includes the history of the field and the social implications of widespread use of computers. The development of computers, as well as their current design, is described. The concepts of data acquisition, storage, internal representation, and processing into useful information are shown. Additional topics include user interfaces, computer languages, and communications. Students will also learn to navigate the worldwide web, use search engines and establish an email account.

OS501 Keyboarding & Typing (1 semester credit hour, no prerequisite)

Keyboarding skills are developed on the alphabetic keyboard using the microcomputer. The student learns the proper typing techniques necessary for "touch typing" and a minimum speed of 35 words per minute is achieved.

OS510 MS Office I (1 semester credit hour, no prerequisite)

Students will be introduced to commonly used portions of MS Office Suite. This is to provide the foundation in the use of the Internet/Email and Microsoft Word. The first part of the week, i.e. Mondays and Tuesdays, will deliberately include the basic and more intermediate modules of Microsoft Windows XP Operating System as well as Keyboarding and Typing.

OS520 MS Office II (1 semester credit hour, no prerequisite)

Students will be introduced to commonly used portions of MS Office Suite. This is to provide the foundation in the use of the Microsoft Excel and Microsoft PowerPoint. The first part of the week, i.e. Mondays and Tuesdays, will deliberately include the basic and more intermediate modules of Microsoft Windows XP Operating System as well as Keyboarding and Typing.

MS500 Medical Terminology, Anatomy and Physiology I (4 semester credit hours, no prerequisite)

The Class in Medical Terminology, Anatomy and Physiology I instruct students in basic knowledge of the human body (Anatomy), its functions (Physiology), and diseases. Students are taught to develop a medical vocabulary including areas such as pronunciation, plurals, spelling, origin and construction that are associated with the following body systems: skeletal, muscular, cardiovascular systems, lymphatic systems, and respiratory systems. Likewise, the terms related to the human body in health and disease. The course focuses on the recognition, definition, spelling, and pronunciation of these medical terms and at the same time learning the structures and functions of the body systems. Through lecture and the assigned textbook students acquire full understanding of these two important areas of the human anatomy and physiology.

MS501 Medical Terminology, Anatomy and Physiology II (4 semester credit hours, no prerequisite)

The class in Medical Terminology, Anatomy and Physiology II provides a basic knowledge of the different prefixes, combining forms, suffixes of medical terms that are associated with the following body systems: digestive systems, urinary systems, nervous systems, Special Senses, Integumentary, Endocrine, and Reproductive Systems. Likewise, the terms related to the Diagnostic Procedures and Pharmacology, The course focuses on the recognition, definition, spelling, and pronunciation of these medical terms (anatomical, physiological, diagnostic and pathological terms) and at the same time learning the structures and functions of the body systems. It also includes the recognition, definition, spelling, and pronunciation of terms used in medical pathology and medical practice.

MB533 Medical Billing (5 semester credit hours, no prerequisite)

This course will provide the students the basic knowledge to apply the patient's demographics, diagnosis codes (ICD-9) and procedure codes (CPT) using the different coding references and computer software to minimize errors in submitting claims to different insurance companies. This will give the students the understanding the difference between manual and computerized generation of claim forms for reimbursement. Also, students will be given an

introduction to a computerized job-simulated billing exercise using MediSoft that will provide the student with a complete learning package in this course.

MA510 Medical Assistant I (4 semester credit hours, Prerequisite: MS500, & MS501)

This course provides an overview and understanding of the clinical component in working in the medical environment. The student is taught to assist in many of the medical procedures performed in the doctor's office. Students learn universal precautions required for each of the diagnostic procedures. The clinical portion of the course is designed to acquaint the student with the use of diagnostic instruments used for new and established patients. The importance of charting the vital signs, the use of the sphygmomanometer, holter monitor, stethoscope and other diagnostic aids are covered in the course. Hands-on instruction is given in connection with the use and purpose of the electrocardiogram, taking of vital signs and weight of the patient. Finally, the importance of interviewing for medical history and diagnostic accuracy prepare the student for these important back office tasks.

MA521 Medical Assistant II (3 Semester Credit Hours, Prerequisite: MS500, MS501 & MA510)

This course provides an advanced clinical component in working in the medical environment. The student is taught to assist in many of the medical procedures performed in the doctor's office. Students learn universal precautions required for each of the diagnostic procedures. The clinical portion of the course is designed to acquaint the student with the use of diagnostic instruments used for new and established patients. The importance of charting the vital signs, the use of the sphygmomanometer, holter monitor, stethoscope and other diagnostic aids are covered in the course. Hands-on instruction is given in connection with the use and purpose of the electrocardiogram, taking of vital signs and weight of the patient. Finally, the importance of interviewing for medical history and diagnostic accuracy prepare the student for these important back office tasks.

EP501 Employment Preparation (1 semester credit hour, no prerequisite)

In this course students learn how to seek employment including locating sources of employment, writing letters of application, preparing a resume, interviewing for a job and follow-up procedures.

EX500 Medical Assistant Externship (2 semester credit hours, prerequisites: all core courses listed above)

The student takes all hands-on training and academic knowledge to the field in this excellent employment opportunity. Students, through their externship advisor are assigned to a hospital and/or doctor's office or clinic. With 'real world' experience, the student can hone skills already learned and develop important relationship with patients, doctors and other medical personnel.

Electives

AG501 American Government (1 semester credit hour, no prerequisite)

This course covers basic factual information regarding the American government, governmental theory, national political institutions, the presidency, Congress, judiciary, political parties, the Constitution and civil rights.

CS501 Cultural Studies (1 semester credit hour, no prerequisite)

This course is designed to give the students an understanding and appreciation of the contributions of Jews and Judaism to world civilization, science, industry and culture. In addition, topics such as holidays, current events, celebrations and social issues will be discussed

Computer Aided Design and Drafting (Course Descriptions)

CP500 Computer Operating Systems (1 semester credit hour, no prerequisite)

This course surveys the field of computing and serves as an orientation to computer concepts and terminology. It includes the history of the field and the social implications of widespread use of computers. The development of computers, as well as their current design, is described. The concepts of data acquisition, storage, internal representation, and processing into useful information are shown. Additional topics include user interfaces, computer languages, and communications. Students will also learn to navigate the worldwide web, use search engines and establish an e-mail account.

OS501 Keyboarding & Typing (1 semester credit hour, no prerequisite)

Keyboarding skills are developed on the alphabetic keyboard using the microcomputer. The student learns the proper typing techniques necessary for "touch typing" and a minimum speed of 35 words per minute is achieved.

OS510 MS Office I (1 semester credit hour, no prerequisite)

Students will be introduced to commonly used portions of MS Office Suite. This is to provide the foundation in the use of the Internet/Email and Microsoft Word. The first part of the week, i.e. Mondays and Tuesdays, will deliberately include the basic and more intermediate modules of Microsoft Windows XP Operating System as well as Keyboarding and Typing.

OS520 MS Office II (1 semester credit hour, no prerequisite)

Students will be introduced to commonly used portions of MS Office Suite. This is to provide the foundation in the use of the Microsoft Excel and Microsoft PowerPoint. The first part of the week, i.e. Mondays and Tuesdays, will deliberately include the basic and more intermediate modules of Microsoft Windows XP Operating System as well as Keyboarding and Typing.

CD570 Basic CADD (4 semester credit hours, no prerequisite)

This course presents a comprehensive study of all the fundamental CADD functions that correspond to traditional filing and documentation procedures. In addition, the course introduces 2D technical drawing methods. This includes input methods, drawing, editing, calculating, organizing, labeling, dimensioning, digitizing, plotting, printing, macro programming and storing.

CD590 2D CADD (4 semester credit hours, Prerequisite: CD570)

AutoCAD commands are used in appropriate combinations to create detailed 2D CADD drawings pertinent to the student's elected area of focus. These are assembled into a professionally presented portfolio to use at future job interviews or for potential clients. Emphasis is placed on speed, accuracy and quality as well as proper use of peripheral devices such as the laser printer.

CD504 Advanced 2D CADD (5 semester credit hours, Prerequisites: CP500, CD570, CD590)

AutoCAD commands are used in appropriate combinations to create more advanced detailed 2D CADD drawings pertinent to the student's elected area of focus. These are assembled into a professionally presented portfolio to use at future job interviews or for potential clients. Emphasis is placed on speed, accuracy and quality as well as proper use of peripheral devices such as the laser printer.

CD580 Isometric Drawings (5 semester credit hours, Prerequisites: CP500, CD570, CD590, CD504)

This course has students concentrating on isometric drawings. Isometric Plane mode helps students create 2D drawings that represent 3D objects, such as cubes. Isometric drawings are not true 3D drawings. They simulate a 3D object from a particular viewpoint by aligning along three major axes. If the snap angle is 0, the axes of the isometric planes are 30 degrees, 90 degrees, and 150 degrees.

CD505 3D CADD (5 semester credit hours, prerequisites: CP500, CD570, CD590)

The student is introduced to the methods for individualizing the AutoCAD program for specific needs in the area of 3D drawings. This includes an introduction to the X, Y and Z coordinates necessary in 3D CADD.

CD507 CADD Presentations (4 semester credit hours, prerequisites: all core courses)

This course is an introduction to animation. Students learn to import 3D surface and solid models from AutoCAD. Students will insert and edit cameras, lighting, 3D views and material surfaces for the preparation of professional presentations.

Electives

AG501 American Government (1 semester credit hour, no prerequisite)

This course covers basic factual information regarding the American government, governmental theory, national political institutions, the presidency, Congress, judiciary, political parties, the Constitution and civil rights.

CS501 Cultural Studies (1 semester credit hour, no prerequisite)

This course is designed to give the students an understanding and appreciation of the contributions of Jews and Judaism to world civilization, science, industry and culture. In addition, topics such as holidays, current events, celebrations and social issues will be discussed

EP501 Employment Preparation (1 semester credit hour, no prerequisite)

In this course students learn how to seek employment including locating sources of employment, writing letters of application, preparing a resume, interviewing for a job and follow-up procedures.

Administrative Assistant (Course Descriptions)

CP500 Operating Systems (1 semester credit hour, no prerequisite)

This course surveys the field of computing and serves as an orientation to computer concepts and terminology. It includes the history of the field and the social implications of widespread use of computers. The development of computers, as well as their current design, is described. The concepts of data acquisition, storage, internal representation, and processing into useful information are shown. Additional topics include user interfaces, computer languages, and communications. Students will also learn to navigate the World Wide Web, use search engines and establish an email account.

OS501 Keyboarding & Typing (1 semester credit hour, no prerequisite)

Keyboarding skills are developed on the alphabetic keyboard using the microcomputer. The student learns the proper typing techniques necessary for "touch typing" and a minimum speed of 35 words per minute is achieved.

OS510 MS Office I (1 semester credit hour, no prerequisite)

Students will be introduced to commonly used portions of MS Office Suite. This is to provide the foundation in the use of the Internet/Email and Microsoft Word. The first part of the week, i.e. Mondays and Tuesdays, will deliberately include the basic and more intermediate modules of Microsoft Windows XP Operating System as well as Keyboarding and Typing.

OS520 MS Office II (1 semester credit hour, no prerequisite)

Students will be introduced to commonly used portions of MS Office Suite. This is to provide the foundation in the use of the Microsoft Excel and Microsoft PowerPoint. The first part of the week, i.e. Mondays and Tuesdays, will deliberately include the basic and more intermediate modules of Microsoft Windows XP Operating System as well as Keyboarding and Typing.

OS512 Word Processing and Keyboarding (4 semester credit hours, no prerequisite)

Students will acquire proficiency in the operation of Microsoft Word software program on the personal computer, including menus, centering, formatting, editing, working with fonts, tables, labels, envelopes & graphics (for presentations) as well as printing, replacing text and referencing help

AA500 Data Entry Applications (4 semester credit hours, no prerequisite)

In this course uses database programs to teach students how to enter data in programs such as Microsoft Access. Most every business has a database and often more than one. The student must become comfortable entering data in a variety of database applications to be an effective office worker.

CP515 Spreadsheet Fundamentals (4 semester credit hour, no prerequisite)

This course introduces the basic tool of computerized accounting, the electronic spreadsheet, specifically MS Excel. Students will address problems using spreadsheet software. Emphasis will be on the use of the computer in financial planning and accounting for businesses.

AA511 Business Presentations & Office Procedures (4 semester credit hours, no prerequisite)

Business presentations today are an important form of communication. Microsoft Power Point is the leading presentation program and in this course students learn to master the art of presenting using this valuable software tool. Image preparation is a component of this course to help the student be able to extend choices needed for image selection for the presentation. Standard office procedures are covered from filing to phone etiquette.

AA520 Business English Communications (5 semester credit hours, no prerequisite)

This course covers an important component of this program for both prior ESL and native speakers who are students. The skills of communication learned in this course will prepare the student to communicate effectively in business settings in the U.S. job market. Merging technology and advanced English language skills, this unique course enables any second language learner to continue their acquisition of English proficiency in speaking, listening, reading and writing, while gaining an intensive orientation to all areas of office procedures.

AA540 Email & Scheduling / Business Math (4 semester credit hours, no prerequisite)

In this course students learn how to set up and maintain email accounts in a business setting. Microsoft Outlook is the software used to correspond by email and set up effective scheduling of an entire office. A review of basic math functions is provided with emphasis on practical problems including interest, discounts, percentages, and payroll. Proficiency is developed in performing business mathematical operations using the electronic calculator.

Electives

AG501 American Government (1 semester credit hour, no prerequisite)

This course covers basic factual information regarding the American government, governmental theory, national political institutions, the presidency, Congress, judiciary, political parties, the Constitution and civil rights.

CS501 Cultural Studies (1 semester credit hour, no prerequisite)

This course is designed to give the students an understanding and appreciation of the contributions of Jews and Judaism to world civilization, science, industry and culture. In addition, topics such as holidays, current events, celebrations and social issues will be discussed

EP501 Employment Preparation (1 semester credit hour, no prerequisite)

In this course students learn how to seek employment including locating sources of employment, writing letters of application, preparing a resume, interviewing for a job and follow-up procedures

Medical Office Specialist (Course Description)

CP500 Operating Systems (1 semester credit hour, no prerequisite)

This course surveys the field of computing and serves as an orientation to computer concepts and terminology. It includes the history of the field and the social implications of widespread use of computers. The development of computers, as well as their current design, is described. The concepts of data acquisition, storage, internal representation, and processing into useful information are shown. Additional topics include user interfaces, computer languages, and communications. Students will also learn to navigate the worldwide web, use search engines and establish an email account.

OS501 Keyboarding & Typing (1 semester credit hour, no prerequisite)

Keyboarding skills are developed on the alphabetic keyboard using the microcomputer. The student learns the proper typing techniques necessary for "touch typing" and a minimum speed of 35 words per minute is achieved.

OS510 MS Office I (1 semester credit hour, no prerequisite)

Students will be introduced to commonly used portions of MS Office Suite. This is to provide the foundation in the use of the Internet/Email and Microsoft Word. The first part of the week, i.e. Mondays and Tuesdays, will deliberately include the basic and more intermediate modules of Microsoft Windows XP Operating System as well as Keyboarding and Typing.

OS520 MS Office II (1 semester credit hour, no prerequisite)

Students will be introduced to commonly used portions of MS Office Suite. This is to provide the foundation in the use of the Microsoft Excel and Microsoft PowerPoint. The first part of the week, i.e. Mondays and Tuesdays, will deliberately include the basic and more intermediate modules of Microsoft Windows XP Operating System as well as Keyboarding and Typing.

OS530 Office Procedures and Word Processing (5 semester credit hours, no prerequisite)

This course is an introduction to medical secretarial duties and office procedures. The student is trained in telephone procedures and etiquette, patient reception and scheduling techniques, medical files and records management, mail processing and inventory control, human relations and medical office management. The importance of accuracy, medical ethics and the legal aspects associated with medical records are emphasized. Students will also acquire proficiency in the operation of Microsoft Word software program on the personal computer, including menus, centering, formatting, editing, working with fonts, tables, labels, envelopes & graphics (for presentations) as well as printing, replacing text and referencing help.

MS500 Medical Terminology, Anatomy and Physiology I (4 semester credit hours, no prerequisite)

The Class in **Medical Terminology, Anatomy and Physiology I** instruct students in basic knowledge of the human body (Anatomy), its functions (Physiology), and diseases. Students are taught to develop a medical vocabulary including areas such as pronunciation, plurals, spelling, origin and construction that are associated with the following body systems: skeletal, muscular, cardiovascular systems, lymphatic systems, and respiratory systems. Likewise, the terms related to the human body in health and disease. The course focuses on the recognition, definition, spelling, and pronunciation of these medical terms and at the same time learning the structures and functions of the body systems. Through lecture and the assigned textbook students acquire full understanding of these two important areas of the human anatomy and physiology.

MS501 Medical Terminology, Anatomy and Physiology II (4 semester credit hours, no prerequisite)

The class in **Medical Terminology, Anatomy and Physiology II** provides a basic knowledge of the different prefixes, combining forms, suffixes of medical terms that are associated with the following body systems: digestive systems, urinary systems, nervous systems, Special Senses, Integumentary, Endocrine, and Reproductive Systems. Likewise, the terms related to the Diagnostic Procedures and Pharmacology. The course focuses on the recognition, definition, spelling, and pronunciation of these medical terms (anatomical, physiological, diagnostic and pathological terms) and at the same time learning the structures and functions of the body systems. It also includes the recognition, definition, spelling, and pronunciation of terms used in medical pathology and medical practice.

MB530 Medical Coding (5 Semester Credit Hours, Prerequisite MS500, MS501)

This class prepares students with a solid background of performing medical coding of different diagnoses and procedures used by several health care providers. The use of the Current Procedural Terminology (CPT) and the International Classification of Diseases (ICD-9) manuals will be presented in easy step-by-step fashion. Medical Terminology used in the different sections of these manuals will be mastered.

MB531 Medical Insurance (5 Semester Credit Hours, Prerequisite NONE)

The Health Insurance Management module focuses on managing health information, both from a patient and a practice perspective, including regulatory guidelines and legal/ethical aspects of medical insurance, billing and coding. Students learn about medical records management, patient information forms, charts, and authorizations for treatment. Students also learn about privacy laws, fraud and abuse, auditing patient records for correct assignment of codes, and specialty coding procedures. This management is also designed to develop professional skills and proactive career management.

MB532 Electronic Medical Billing (5 Semester Credit Hours, Prerequisites: CP500, MS500, MS501, MB530, MB531)

A computerized job-simulated billing exercise using MediSoft will provide the student with a complete learning package in this course. This course will provide the students the basic knowledge to apply the patient's demographics using computer software to minimize errors in submitting claims to different insurance companies. This will give the students the understanding the difference between manual and computerized generation of claim forms for reimbursement.

Electives

AG501 American Government (1 semester credit hour, no prerequisite)

This course covers basic factual information regarding the American government, governmental theory, national political institutions, the presidency, Congress, judiciary, political parties, the Constitution and civil rights.

CS501 Cultural Studies (1 semester credit hour, no prerequisite)

This course is designed to give the students an understanding and appreciation of the contributions of Jews and Judaism to world civilization, science, industry and culture. In addition, topics such as holidays, current events, celebrations and social issues will be discussed

EP501 Employment Preparation (1 semester credit hour, no prerequisite)

In this course students learn how to seek employment including locating sources of employment, writing letters of application, preparing a resume, interviewing for a job and follow-up procedures.

Pharmacy Technician **(Course Description)**

CP500 Operating Systems (1 semester credit hour, no prerequisite)

This course surveys the field of computing and serves as an orientation to computer concepts and terminology. It includes the history of the field and the social implications of widespread use of computers. The development of computers, as well as their current design, is described. The concepts of data acquisition, storage, internal representation, and processing into useful information are shown. Additional topics include user interfaces, computer languages, and communications. Students will also learn to navigate the World Wide Web, use search engines and establish an email account.

OS501 Keyboarding & Typing (1 semester credit hour, no prerequisite)

Keyboarding skills are developed on the alphabetic keyboard using the microcomputer. The student learns the proper typing techniques necessary for "touch typing" and a minimum speed of 35 words per minute is achieved.

OS510 MS Office I (1 semester credit hour, no prerequisite)

Students will be introduced to commonly used portions of MS Office Suite. This is to provide the foundation in the use of the Internet/Email and Microsoft Word. The first part of the week, i.e. Mondays and Tuesdays, will deliberately include the basic and more intermediate modules of Microsoft Windows XP Operating System as well as Keyboarding and Typing.

OS520 MS Office II (1 semester credit hour, no prerequisite)

Students will be introduced to commonly used portions of MS Office Suite. This is to provide the foundation in the use of the Microsoft Excel and Microsoft PowerPoint. The first part of the week, i.e. Mondays and Tuesdays, will deliberately include the basic and more intermediate modules of Microsoft Windows XP Operating System as well as Keyboarding and Typing.

FT500 Orientation to Pharmacy Practice (5 semester credit hours, no prerequisite)

This course provides an introduction to basic pharmacology. It also describes the properties of drugs, their sources, how drugs produce effects, and drug nomenclature. This course offers an introduction to issues in pharmacy law and ethics, with emphasis on the ways in which law shapes the rights, duties and obligations of pharmacists and clients. Case law and relevant aspects of state and federal law will be discussed as they relate to pharmacy practice and licensure.

MA539 Medical Terminology (5 semester credit hours, no prerequisite)

This course instructs students in basic knowledge of the human body (Anatomy), its functions (Physiology), and diseases. Students are taught to develop a medical vocabulary including areas such as pronunciation, plurals, spelling, origin and construction.

FT503 Pharmacology (4 semester credit hours, prerequisite: FT500)

This is a general course in clinical pharmacology designed to provide the student with a fundamental understanding of the rationale for pharmacological intervention for selected drugs; the use of drug information sources; proper interaction with the patient and prescriber; recognition of adverse drug reactions and drug abuse; and the basic principles of pharmacology and toxicology in humans. Course outline material will be covered through a general lecture format including classroom presentations, discussions, and case studies.

FT504 Pharmacy Calculations (4 semester credit hours, prerequisite: MA539)

This course provides an introduction to the metric, *avoirdupois*, and apothecary systems of measurement and the calculations used in pharmacy practice. Topics include ratio and proportion, dosage determinations, percentage preparations, reducing and enlarging formulas, dilution and concentration, aliquots, specific gravity and density, and flow rates. Upon completion, students should be able to correctly perform calculations required to properly prepare a medication order.

FT505 Pharmacy Administration (4 semester credit hours, no prerequisite)

Pharmacy administration programs prepare people to organize pharmacy services. Students learn to manage budgets, people, and supplies. They learn to estimate costs and advertise for customers. In addition, they learn about drug research, development, and policy analysis.

Electives

AG501 American Government (1 semester credit hour, no prerequisite)

This course covers basic factual information regarding the American government, governmental theory, national political institutions, the presidency, Congress, judiciary, political parties, the Constitution and civil rights.

CS501 Cultural Studies (1 semester credit hour, no prerequisite)

This course is designed to give the students an understanding and appreciation of the contributions of Jews and Judaism to world civilization, science, industry and culture. In addition, topics such as holidays, current events, celebrations and social issues will be discussed

EP501 Employment Preparation (1 semester credit hour, no prerequisite)

In this course students learn how to seek employment including locating sources of employment, writing letters of application, preparing a resume, interviewing for a job and follow-up procedures.

EX501 Pharmacy Externship (2 semester credit hours, prerequisites- All core classes must be completed before student begins their externship) the purpose of this externship is to introduce the student to pharmacy practice in a real world setting. Activities involving direct patient interaction, physician consultation, and interdisciplinary working relationships form a major component of the internal medicine rotation. Externship locations may include in-patient, out-patient, or retail settings.

ENGLISH AS A SECOND LANGUAGE

English as a Second Language (36 Semester Credit Hours, 720 Clock Hours)

ESL 107A (No prerequisite; 6.0 semester credit hours)

This course focuses on the alphabet and reading, cardinal numbers, and basic vocabulary and language for essential life skill situations in the United States. In this course students are also provided with the basic grammar, vocabulary, and functional expressions needed to communicate in a wide range of personal and vocational situations. Numerous situations are used in role-playing activities. Emphasis is put on cultural awareness in interpersonal communication in the workplace as well as in social situations. Expansion activities include: interviews, interactive games, dictation exercises, and jazz chants. The ESL focus includes spelling and word formation, telephone numbers, basic telephone communication, cardinal and ordinal numbers, dealing with money, filling out forms, and reviewing personal information. The following basic grammar is incorporated: the verb “to be”, subject pronouns, present continuous tense, yes/no questions, short answers, adjectives, prepositions, possessive nouns and possessive adjectives, “There is/There are”, and singular and plural nouns.

ESL 107B (Prerequisite: ESL107A; 6.0 semester credit hours)

This course continues to focus on the alphabet, reading and cardinal numbers. Students are encouraged to become more comfortable with basic vocabulary and language for essential life skill situations in the United States. This course also develops communicative skills using the present, past and future tenses. Students are encouraged to expand their vocational skills in the areas of giving and taking numerical information, asking for and reporting information, using directory assistance, dealing with money, and expressing time in interactive activities and role-playing. Other vocational topics included in this course are: responding to help wanted signs, asking for and reporting information, calling for an interview, telling about skills and qualifications, locating places on the job, and locating people. Conversation practice, such as relating and responding to information, is integrated with vocabulary building. English grammar points emphasized in this course include: irregular verbs, object pronouns, modal verbs (can and may), singular and plural (this-that-these-those), yes/no questions, negatives, short answers, adverbs of frequency, have to/has to, time expressions, and WH-questions.

ESL 207A (Prerequisite: ESL107B proficiency, 6.0 semester credit hours)

This course teaches vocational language for consumer issues, sales, and customer relations. Expansion activities include interactive role-playing in department stores, the market, and restaurants. Vocational emphasis is placed on short-term and long-term goals, job skills, job duties, job descriptions, personal qualities, and the job search. The ESL focus includes teamwork, reading maps, giving and understanding directions, asking for and giving advice, expressing opinions, apologizing, agreeing and disagreeing, discussing how language is used in advertisements, suggesting, recommending, and initiating a topic. This level includes development of oral skills with the following basic grammar: past tense, future tense, modal auxiliaries (can, will, should, would, might), comparative and superlative adjectives, participles, and count and non-count nouns.

ESL 207B (Prerequisite: ESL207A proficiency, 6.0 semester credit hours)

This course offers dynamic communicative practice that involves students in lively interactions based on real-life situations. Listening exercises increase the understanding of basic grammar skills. Grammar is integrated with expansion activities that include recommending diets and remedies, requesting assistance, initiating a topic, making excuses, and talking about superstitions. This level includes the following basic grammar: past and future tenses, past and future continuous tenses, the use of "if" with the future, adverbs, modal auxiliaries (could, must), periphrastic modals ("have got to," "be able to"), comparative adverbs, and reflexive pronouns. The ESL focus includes securing medical treatment, reporting an accident, talking to the police and doctors. Vocational emphasis is placed on reading want ads, making appointments and schedules, discussing job interviews, job duties, job titles and skills (work skills, life skills and transferable skills). Cultural assimilation skills and socio-linguistic principles are stressed.

ESL 307A (Prerequisite: ESL207B proficiency, 6.0 semester credit hours)

This course provides intensive practice in grammar reinforcement, conversation, reading, writing, listening, and pronunciation. This level includes the following intermediate grammar and oral development: extensive review of present and present continuous tenses, past and past continuous tenses, future and future continuous tenses. New intermediate grammar is introduced: present perfect, present perfect continuous, and time expressions. Many activities offer students the opportunity to contribute content of their own within the grammatical framework of the lessons. The vocational focus of this course includes reading and answering want ads, walking in and talking to the manager, role-playing to practice talking to the manager or personnel director, discussing body language and personal appearance for the job interview, networking and other job search strategies.

ESL 307B (Prerequisite: ESL307A proficiency, 6.0 semester credit hours)

This course further develops the ability to read, write and understand more complicated materials. In a spiral effect, competency-based and topical situations continue to add new vocabulary while reinforcing previously learned vocabulary and grammar in the appropriate life situations. This course presents more intermediate grammar: past perfect and past perfect continuous tenses, separable and inseparable two-word verbs, connectors, gerunds and infinitives. Students are encouraged to engage in active communicative practice that gets them to use the language according to the lesson. Activities may include a field trip, analyzing video selections, discussing current social topics, customs, and American culture. The vocational focus of this level includes introducing yourself when you walk into a company, using the telephone when looking for a job, leaving messages on a voice mail or answering machine, and leaving a message with a receptionist or other employee. Listening development is particularly emphasized because the job search typically entails understanding a great deal of verbal communication.

ESL 407A (Prerequisite: ESL307B proficiency, 6.0 semester credit hours)

This level includes development of oral skills with the following high intermediate grammar: passive voice, embedded questions, perfect modals (should have, could have, must have, might/may have), conditionals (present real and unreal), and hope clauses. This course emphasizes writing, talking to a manager on the telephone, and describing job experience, skills and personal qualities. Students learn how to get important information from the manager. They also learn how to write about personal information and the job position desired. They learn what is important to managers when they look at job applications. A cultural studies/humanities component is also offered to help students understand our multi-cultural and ethnically diverse society.

ESL 407B (Prerequisite: ESL407A proficiency, 6.0 semester credit hours)

This course continues to provide students with prevocational ESL and continues to offer more intensive oral development and conversational practice. There is also a focus on writing, which includes resume content and format. Stylistic guidelines are explored and students are encouraged to use action words in their resumes. Students also write cover letters and email messages, and fill out forms about education, work history and references. This level includes the following high intermediate grammar: wish clauses, present and past unreal conditionals, reported speech, sequence of tenses, emphatic sentences, tag questions and gerunds.

ESL 507A (Prerequisite: ESL407B proficiency, 6.0 semester credit hours)

This level continues to develop oral communicative fluency with topics such as job-hunting and in-depth interview preparation as students begin considering specific jobs and become aware of their professional options. Extensive work is done on preparing for the interview and practicing interview techniques in order to stimulate discussion and internalize the responses required by future employers. Students study and discuss American political and cultural history, and the competition of the open market system. They learn nuances of interpersonal communication and idiomatic expression. This level includes the following advanced grammar: extensive review of past, and present perfect, past perfect, present and past perfect continuous, tag questions, and conjunctions. A cultural studies/humanities component is offered to help students understand ethnic diversity in the United States.

ESL 507B (Prerequisite: ESL506A proficiency, 6.0 semester credit hours)

This course continues to teach prevocational ESL. As students become aware of their professional options, they develop their job-hunting skills. Vocational focus includes American workplace expectations, practicing face to face interview techniques, answering in-depth interview questions, following up the interview, and exploring other styles of interpersonal communication which serve to stimulate real-life-job search skills. Students practice mock job interviews and analyze the results. Discourse materials that provide students with the opportunity to use the grammar in open-ended interactive activities are introduced at this level. This level includes the following advanced grammar: review and expansion of gerunds and infinitives, verbs followed by objects and the base form, passive voice with modals, and active and passive causative verbs.

ESL 607A (Prerequisite: ESL507B proficiency, 6.0 semester credit hours)

In this level there is an increased focus on reading and vocabulary development, which serves as the basis for dynamic oral communicative practice and discussion of current news events. This course emphasizes documenting a work history (education and training), defining job and career interests, defining job objectives, conducting a job search (including internet research), and networking. Students build their vocabulary as they discuss various topical issues. This level includes the following advanced grammar: perfect modals, factual and unreal conditionals (present, past and future), and adjective clauses.

ESL 607B (Prerequisite: ESL607A proficiency, 6.0 semester credit hours)

This course focuses on issues related to the job market. Students develop fluency in idiomatic English and oral communication as they practice job-seeking skills and turn their attention to seeking positions in the community. Students learn how to write positive, personal and timely letters to potential employers. They explore resume styles and formats. They also learn how to write cover letters. They discuss career planning, how to document a work history, and how to give a good impression at a job interview. Students build their vocabulary as they discuss various topical issues. This level includes the following advanced grammar: direct and indirect speech, indirect instructions, commands, requests, invitations, indirect questions, embedded questions, reflexive and reciprocal pronouns, and phrasal verbs.

ESL 707A (Prerequisite: ESL607B proficiency, 6.0 semester credit hours)

Discussion topics and reading materials reflect the level of competency the students have attained. Continuing job preparation for entrance into the American workforce is emphasized as students refine their oral fluency skills and work on their job acquisition skills. They learn to be more sensitive to cultural differences in the workplace and society. Students will learn how to communicate well enough to effectively seek employment, as they are encouraged to take a hands-on approach to job hunting. Included in this level are: packaging oneself in preparation for the job interview, maintaining the appropriate attitude and using effective communication skills on the interview, and anticipating interview questions. Students build their vocabulary as they discuss various topical issues.

ESL 707B (Prerequisite: ESL707A proficiency, 6.0 semester credit hours)

At this level, students will learn how to communicate well enough to effectively to seek employment or further their post-secondary levels of training. Students will develop their job acquisition skills with an emphasis placed on independent work and a hands-on approach to securing an actual job interview. This level also includes handling job interview dilemmas, following up on job interviews, writing thank-you letters, and rating a job interview performance.

English as a Second Language (30 Semester Credit Hours, 600 Clock Hours)

ESL 106A (No prerequisite; 5.0 semester credit hours)

This course focuses on the alphabet and reading, cardinal numbers, and basic vocabulary and language for essential life skill situations in the United States. This course also introduces prevocational language and teaches students how to fill out forms, and how to give and receive personal information. Oral practice provides social scenarios for students to acquire the vocabulary, grammar and idiomatic means to communicate in a wide range of personal situations. The level includes the following basic grammar: the verb “to be”, subject pronouns, present continuous tense, yes/no questions, short answers, adjectives, singular and plural nouns, prepositions, possessive nouns and possessive adjectives.

ESL 106B (Prerequisite: ESL106A; 5.0 semester credit hours)

This course continues to focus on the alphabet, reading, and cardinal numbers. Students are encouraged to become more comfortable with basic vocabulary and language for essential life skill situations in the United States. Students develop communicative skills using the present, past and future tenses. Through various activities, students are encouraged to expand their vocational skills in the areas of giving and taking numerical information, dealing with money, and expressing time. Conversation practice, such as relating and responding to information, is integrated with vocabulary building. English grammar points emphasized in this course include: present tense, object pronouns, singular and plural nouns, irregular verbs, negatives, WH-questions, and time expressions.

ESL 206A (Prerequisite: ESL106B proficiency, 5.0 semester credit hours)

This course teaches vocational language for consumer issues, sales, and customer relations. Vocational emphasis is placed on job goals, job skills, duties, job descriptions, personal qualities, and preparation for the job search. The ESL focus in this level is on reading maps, giving and understanding directions, and asking for and giving advice. This level includes development of oral skills with the following basic grammar: past tense, future tense, modal auxiliaries, comparative and superlative adjectives, and count and non-count nouns.

ESL 206B (Prerequisite: ESL206A proficiency, 5.0 semester credit hours)

Vocational instruction focuses on work skills, life skills, and transferable skills. The emphasis is on basic grammar skills. This level includes the following basic grammar: past and future continuous tenses, the use of "if" with the future, adverbs, modal auxiliaries, comparative adverbs, and reflexive pronouns. The ESL focus includes securing medical treatment, asking for assistance and offering help. The vocational emphasis is on discussing job positions, skills and duties, as well as preparing for the job interview.

ESL 306A (Prerequisite: ESL206B proficiency, 5.0 semester credit hours)

This course further develops ability in conversation, reading, writing, listening, and pronunciation. The following new intermediate grammar is introduced and included in this level: present perfect, present and present perfect continuous, and time expressions. The vocational focus of this course includes reading and answering want ads, inquiring about jobs, networking, and other job search strategies.

ESL 306B (Prerequisite: ESL306A proficiency, 5.0 semester credit hours)

This course introduces more intermediate grammar: gerunds and infinitives, past perfect, past perfect continuous, separable and inseparable verbs, and connectors. The ESL focus is on reinforcement of new vocabulary and grammar in appropriate life situations. The vocational emphasis in this level includes practicing telephone skills, requesting information, and leaving messages.

ESL 406A (Prerequisite: ESL306B proficiency, 5.0 semester credit hours)

This level includes development of oral skills with the following high intermediate grammar: passive voice, embedded questions, perfect modals, conditionals, and hope clauses. This level continues to teach job search skills including an emphasis on telephone skills, transferable job skills, personal qualities, and personal information on job applications. A cultural studies/humanities component is also offered to help students understand our multi-cultural and ethnically diverse society.

ESL 406B (Prerequisite: ESL406A proficiency, 5.0 semester credit hours)

This course continues to provide students with prevocational ESL and development of oral skills. The vocational focus is on writing a cover letter and a resume with information about education, work history and references. This level also includes the following high intermediate grammar: wish clauses, present and past unreal conditionals, reported speech, emphatic sentences, tag questions and gerunds.

ESL 506A (Prerequisite: ESL406B proficiency, 5.0 semester credit hours)

Oral communicative fluency is developed at this level with job-related topics such as culture in the American workplace, interpersonal communication and interview preparation skills. This level includes further development of idiomatic expression and the following advanced grammar: review and integration of perfect tenses, tag questions and connectors. A cultural studies/humanities component is also offered to help students understand our multi-cultural and ethnically diverse society.

ESL 506B (Prerequisite: ESL506A proficiency, 5.0 semester credit hours)

The vocational emphasis in this course is on further development of job interview skills and oral communicative fluency on job-related topics. The course focuses on advanced grammar structures and new vocabulary while reinforcing previously learned grammar. The following advanced grammar is included: expansion of gerunds and infinitives, passive voice with modals, and causatives. Emphasis also includes American workplace expectations, interpersonal communication, listening, and task completion. In addition, an understanding of American political and cultural history is developed.

ESL 606A (Prerequisite: ESL506B proficiency, 5.0 semester credit hours)

This course focuses on issues related to the job market with an emphasis on networking strategy and practice. Students explore their work history, education and training, and define job and career interests. Students build their vocabulary as they discuss various topical issues. Grammar forms such as perfect modals, conditionals, and adjective clauses are utilized in the context of improving job search skills and understanding American business practices.

ESL 606B (Prerequisite: ESL606A proficiency, 5.0 semester credit hours)

In this level, students develop fluency in idiomatic English and develop appropriate language skills with an emphasis on listening, speaking, and vocabulary. Students learn to put into practice the job-search skills they are using in the classroom. There is a focus on writing which includes resume styles and formats, and cover letters. Students learn about planning careers, documenting work history, and putting the best foot forward in job interviews. Students build their vocabulary as they discuss various topical issues. This level includes the following advanced grammar: direct and indirect speech, indirect instructions, commands, indirect questions, embedded questions, reflexive and reciprocal pronouns, and phrasal verbs.

ESL 706A (Prerequisite: ESL606B proficiency, 5.0 semester credit hours)

Students refine their oral fluency skills and work on their job acquisition skills. They learn to be more sensitive to cultural differences in the workplace and society. Students will learn how to communicate well enough to effectively seek employment, as they are encouraged to take a hands-on approach to job-hunting. Students learn important communication skills and practice answering difficult interview questions openly and honestly. The cultural/humanities component is offered in this level with a stress on topical issues.

ESL 706B (Prerequisite: ESL706A proficiency, 5.0 semester credit hours)

This course continues the emphasis on the acquisition of job preparation skills and understanding cultural differences. Reading materials encourage discussion and conversation on the immigrant experience, customs, relationships and changing sex roles. Students are encouraged to secure an actual job interview as well as learn how to handle job interview dilemmas, do interview follow-ups, write thank-you letters, and rate a job interview performance.

English as a Second Language (24 Semester Credit Hours, 480 Clock Hours)

ESL 104A (No prerequisite; 4 semester credit hours)

This course focuses on the alphabet and reading, cardinal numbers, and basic vocabulary and language for essential life skill situations in the United States. This course also introduces prevocational language and teaches students how to fill out forms, and how to give and receive personal information. The level includes the following basic grammar: the verb “to be”, subject pronouns, present continuous tense, yes/no questions, short answers, adjectives, singular and plural nouns, prepositions, possessive nouns and possessive adjectives.

ESL 104B (Prerequisite: ESL106A; 4 semester credit hours)

This course continues to focus on the alphabet, reading, and cardinal numbers. Students develop communicative skills using the present, past and future tenses. Students are encouraged to expand their vocational skills in the areas of giving and taking numerical information, dealing with money, and expressing time in interactive activities. Conversation practice, such as relating and responding to information, is integrated with vocabulary building. English grammar points emphasized in this course include: simple present tense, object pronouns, singular and plural nouns, irregular verbs, negatives, WH-questions, and time expressions.

ESL 204A (Prerequisite: ESL106B proficiency, 4 semester credit hours)

This course teaches vocational language use for sales and customer relations. Vocational emphasis is placed on job goals, job skills, duties, job descriptions, personal qualities, and preparation for the job search. This level includes development of oral skills with the following basic grammar: past tense, future tense, modal auxiliaries, comparative and superlative adjectives, and count and non-count nouns.

ESL 204B (Prerequisite: ESL206A proficiency, 4 semester credit hours)

Vocational instruction focuses on work skills, life skills, and transferable skills. The emphasis is on basic grammar skills. This level includes the following basic grammar: past and future continuous tenses, the use of "if" with the future, adverbs, modal auxiliaries, comparative adverbs, and reflexive pronouns. The vocational emphasis is on discussing job positions, skills and duties, as well as preparing for the job interview.

ESL 304A (Prerequisite: ESL206B proficiency, 4 semester credit hours)

This course further develops oral ability in conversation. The following new intermediate grammar is introduced and included in this level: present perfect, present and present perfect continuous, and time expressions. The vocational focus of this course includes job search strategies.

ESL 304B (Prerequisite: ESL306A proficiency, 4 semester credit hours)

This course introduces more intermediate grammar: gerunds and infinitives, past perfect, past perfect continuous, and separable and inseparable verbs, and connectors. The vocational emphasis in this level includes practicing telephone skills.

ESL 404A (Prerequisite: ESL306B proficiency, 4 semester credit hours)

This level includes development of oral skills with the following high intermediate grammar: passive voice, embedded questions, perfect modals, conditionals, and hope clauses. This level continues to teach job search skills. A cultural studies/humanities component is also offered to help students understand our multi-cultural and ethnically diverse society.

ESL 404B (Prerequisite: ESL406A proficiency, 4 semester credit hours)

This course continues to provide students with prevocational ESL and oral skills. The vocational focus is on writing a resume and a cover letter. This level also includes the following high intermediate grammar: wish clauses, present and past unreal conditionals, reported speech, emphatic sentences, tag questions and gerunds.

ESL 504A (Prerequisite: ESL406B proficiency, 4 semester credit hours)

This level includes further development of idiomatic expression and the following advanced grammar: review and integration of perfect tenses, tag questions and connectors. A cultural studies/humanities component is also offered to help students understand our multi-cultural and ethnically diverse society.

ESL 504B (Prerequisite: ESL506A proficiency, 4 semester credit hours)

The vocational emphasis in this course is on further development of job interview skills and oral communicative fluency on job related topics. The following advanced grammar is included: expansion of gerunds and infinitives, passive voice with modals, and causatives. In addition, an understanding of American political and cultural history is developed.

ESL 604A (Prerequisite: ESL506B proficiency, 4 semester credit hours)

This course focuses on issues related to the job market with an emphasis on networking strategy and practice. Students discuss topical issues. Grammar forms such as perfect modals, conditionals, and adjective clauses are utilized in the context of improving job search skills and understanding American business practices.

ESL 604B (Prerequisite: ESL606A proficiency, 4 semester credit hours)

In this level, students develop fluency in idiomatic English with an emphasis on listening, speaking, and vocabulary. Students review job-search skills. This level includes the following advanced grammar: direct and indirect speech, indirect instructions, commands, indirect questions, embedded questions, reflexive and reciprocal pronouns, and phrasal verbs.

ESL 704A (Prerequisite: ESL606B proficiency, 4 semester credit hours)

Students refine their oral fluency skills and work on their job acquisition skills. They learn to be more sensitive to cultural differences in the workplace and society. Students learn important communication skills and practice answering difficult interview questions openly and honestly. Students build their vocabulary as they discuss various topical issues.

ESL 704B (Prerequisite: ESL706A proficiency, 4 semester credit hours)

This course continues the emphasis on the acquisition of job preparation skills and understanding cultural differences. Reading materials encourage discussion and conversation. Students learn how to handle job interview dilemmas, do interview follow-ups, write thank-you letters, and rate their job interview performance.

**LOS ANGELES ORT COLLEGE
BOARD OF TRUSTEES (DIRECTORS)**

Richard Marpet, Chairman

Murray Fischer, Vice-Chairman

Parvine Motamed, Executive Vice-Chairman

Stanley Black, Honorary Chairman

Carolyn Gold, Imm. Past Chairman

Barbara Adler, Secretary

Sheila Beller, Treasure

Terry Azose
Arlee S. Maier
Shelley Fagel
Sherri Lipman
Dena Bauch

Andrew E. Stevens
Sandy Isenstein
Hal Wiseman
Roz Vermut
Charles Eberly

Doreen Hermelin, Ex Officio
Dr. Ephraim Buhks, Ex Officio
Joseph Neman, Ex Officio

**REASONS TO ATTEND THE
LOS ANGELES ORT COLLEGE**

- TWO CONVENIENT LOCATIONS IN THE LOS ANGELES AREA
- SHORT-TERM, INTENSIVE PROGRAMS
- SMALL CLASS SIZE
- ONE COMPUTER PER STUDENT
- MODERN EQUIPMENT
- EXCELLENT LABORATORY FACILITIES
- PRACTICAL HANDS-ON TRAINING
- JOB PLACEMENT ASSISTANCE
- FINANCIAL AID AND SCHOLARSHIPS AVAILABLE FOR QUALIFIED APPLICANTS
- INDIVIDUALIZED STUDENT SERVICES
- TRAINING BY WELL-QUALIFIED PROFESSIONALS
- CULTURAL STUDIES/HUMANITIES AND AMERICAN GOVERNMENT COURSES
- PART OF A 125 YEAR-OLD, WORLD-WIDE, HIGHLY REGARDED NETWORK
OF MORE THAN 800 NON-PROFIT TRAINING COLLEGES
- FULLY ACCREDITED BY A NATIONALLY RECOGNIZED AGENCY
- APPROVED BY THE CALIFORNIA STATE DEPARTMENT OF EDUCATION
- APPROVED BY THE FEDERAL GOVERNMENT'S WORKFORCE INVESTMENT ACT (WIA)
- APPROVED BY THE CALIFORNIA EMPLOYMENT DEVELOPMENT DEPARTMENT

**LOS ANGELES ORT COLLEGE
CALENDAR
HOLIDAYS 2010**

January 1, 2010	Friday	New Year's Day - College Closed
January 4	Monday	Classes Resume
January 18	Monday	Martin Luther King Jr. Day - College Closed
February 15	Monday	President's Day - College Closed
March 29-April 6	Mon-Tue	Spring Recess (No classes)
March 30-31	Tue-Wed	Pesach (Passover) - College Closed
April 5-6	Mon-Tue	Pesach (Passover) – College Closed
April 7	Wednesday	Classes Resume
May 18	Tuesday	Erev Shavuot – No evening classes
May 19-20	Wed-Thur	Shavuot- College Closed
May 31	Monday	Memorial Day - College Closed
July 5	Monday	Independence Day (observed) - College Closed
September 6	Monday	Labor Day - College Closed
September 8	Wednesday	Erev Rosh Hashanah- No evening classes
September 9-10	Thur-Friday	Rosh Hashanah – College Closed
September 22	Wednesday	Erev Sukkot- No evening classes
September 23-24	Thur-Fri	Sukkot-College Closed
September 29	Wednesday	Erev Shemini Atzeret- No evening classes
September 30	Thursday	Shemini Atzeret- College Closed
October 1	Friday	Simchat Torah – College Closed
November 11	Thursday	Veterans Day - College Closed
November 25-26	Thur-Fri	Thanksgiving - College Closed
December 24	Friday	Christmas Day (Observed) - College Closed
December 24-31	Fri-Friday	Winter Recess (No classes)
December 31, 2010	Friday	New Years Day (Observed) - College Closed
January 3rd, 2011	Monday	Classes Resume

**LOS ANGELES ORT College
HOLIDAYS 2011**

January 3, 2011	Monday	Classes Resume
January 17	Monday	Martin Luther King Jr. Day - School Closed
February 21	Monday	President's Day - School Closed
April 18-26	Mon-Tue	Spring Recess (No classes)
April 19-20	Tue-Wed	Pesach (Passover) - School Closed
April 25-26	Mon-Tue	Pesach (Passover) – School Closed
April 27	Wednesday	Classes Resume
May 30	Monday	Memorial Day - School Closed
June 7	Tuesday	Erev Shavuot- No evening classes
June 8-9	Wed-Thur	Shavuot- School Closed
July 4	Monday	Independence Day - School Closed
September 5	Monday	Labor Day - School Closed
September 28	Wednesday	Erev Rosh Hashanah - No evening classes
September 29-30	Thur-Friday	Rosh HaShanah – School Closed
October 12	Wednesday	Erev Sukkot – No evening classes
October 13-14	Thur-Friday	Sukkot – School Closed
October 19	Wednesday	Erev Shemini Atzeret- No evening classes
October 20	Thursday	Shemini Atzeret- School Closed
October 21	Friday	Simchat Torah – School Closed
November 11	Friday	Veterans Day - School Closed
November 24-25	Thur-Fri	Thanksgiving - School Closed
December 23-Jan 2 nd	Fri-Mon	Winter Recess (No classes)
December 26	Monday	Christmas Day (Observed) - School Closed
January 2nd, 2012	Monday	New Year's Day (Observed) - School Closed
January 3rd, 2012	Tuesday	Classes Resume

