



# **Student Consumer Information**

## **2019-20**

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*[www.LAORT.edu](http://www.LAORT.edu)*

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## OVERVIEW

The purpose of this brochure is to provide Los Angeles ORT College (LA ORT) students with information about the school and the financial aid programs that are available to LA ORT's current or prospective students. The following will help you find the answers to the most commonly asked questions and the resources for this information.

To avoid duplication, we have referred to detailed explanations or disclosures contained in other publications that LA ORT provides to its students. Those publications include the latest editions of the *LA ORT Catalog*, and the U.S. Department of Education's publication titled "*Funding Your Education, The Guide to Federal Student Aid*". We recommend that you study this brochure in conjunction with those publications, to have a full understanding of LA ORT's institutional and financial aid policies.

## INSTITUTIONAL INFORMATION

### Accreditation, State Licensure and Approvals

LA ORT is accredited by Accrediting Commission for Continuing Education & Training (ACCET), a national accrediting agency recognized by the US Department of Education. LA ORT is also approved by the Bureau for Private Postsecondary Education (BPPE) of the State of California. This approval means that the Bureau has determined and certified this institution meets minimum standards established by the bureau for integrity, financial stability, and educational quality, including the offering of bona fide instruction by qualified faculty and the appropriate assessment of student's achievement prior to, and at the end of its program. LA ORT is additionally approved by the US Department of Education to participate in Federal Financial Aid programs.

LA ORT letters of accreditation, approval and licenses are available from the Director's office.

### Programs of Study

LA ORT training programs are described in detail in the LA ORT Catalog. Please see your Admissions Advisor for more information about these programs.

### Instructional Facilities

LA ORT's instructional and laboratory facilities are all located on campus, the details of which are outlined in

the LA ORT Catalog and the program syllabus available in the Admissions office. Some of LA ORT's training programs include an externship module, which requires a student to further enhance the needed skills and knowledge in an off-campus location. Additional information on the available externship programs and sites can be obtained from the campus Job Placement Department. Currently, LA ORT does not offer any programs for study abroad.

### Handicap Facilities

LA ORT facilities are, in general, accessible by disabled students. The campus Admissions Department can provide additional information depending on the type of disability.

### Administrative Staff & Faculty

A list of LA ORT staff and faculty can be found in the LA ORT's catalog.

### Student Body Diversity

The following data is representative of LA ORT's student body diversity, based on Fall 2018 enrollments.

Male	31%	30%
Female	69%	70%
Hispanic/Latino	44%	47%
American Indian	0%	0%
Asian	13%	7%
African American	24%	11%
Pacific Islander	0%	0%
White	13%	22%
Two or More Races	0%	0%
Unknown	0%	4%
Received Pell Grant	88%	90%

### GED Referral Program

For the benefit of students who do not have high school diploma or GED, LA ORT offers a high school diploma equivalency preparation program. Additional GED locations referral service is also available from Admissions Office.

### Transferability of Units

The units earned in the progress of study in most cases will probably not be transferable to any other college or university. Furthermore, the diploma or degree earned at the completion of the program, in most cases, will probably not serve as a basis for obtaining a higher-level degree at another college or university.

No information is available on students who may have transferred-out their credits to other post-secondary institutions.

**Tuition and Fees**

The details of LA ORT tuition and fees for different programs can be found in the LA ORT’s catalog.

**Textbooks and Supplies**

The list of required textbooks and supplies for each program and course offered by LA ORT is found in the Appendix D of this brochure. This list includes the title of each book, its ISBN number and the price at which it is offered to students.

**Program Lengths**

The normal time for completion of each of LA ORT programs are listed below. The indicated program lengths include the school’s observed holidays and winter break. However, excessive absences, make up periods and leaves of absences will prolong the length of the programs.

	Day Classes (Months)	Evening Classes (Months)
<b><u>AAS Degree Programs</u></b>		
Accounting	13	19
Business Management	13	19
Medical & Clinical Assistant	13	19
Medical Office Management	13	19
Pharmacy Technology Admin.	13	19
Digital Media	13	19
Computer Aided Drafting & Design (CADD)	13	19
<b><u>Diploma Programs</u></b>		
Administrative Assistant	8	11
Medical Assistant	8	11
English as a Second Language	8	11
Phlebotomy ( <i>Certificate</i> )	2	3

**Student Completion and Placement Rates**

LA ORT publishes its student completion and placement rates, annually, in a document titled Performance Fact Sheet. Please refer to LA ORT’s Latest Performance Fact that is posted to LA ORT’s website for details of LA ORT’s student’s completion and job placement rates.

**Training Related Occupations**

The programs of study at LA ORT are designed to meet the skills requirements of the individuals for entry level positions in their field of interest. Program

objectives as outlined in the college catalog, for each program, provides a description of the opportunities for which the students are trained for. In addition, samples of training related occupations are listed in the Appendix A of this brochure.

**Campus Security Information**

LA ORT’s Campus Security Policy is available at the Financial Aid Department and is distributed to all applicants at the time of their enrollment. A copy of this Policy statement also appears in Appendix B of this brochure. This Appendix also includes annual Crime Statistics Report and provides statistical data on reported crimes on campus for the latest ended calendar year.

**Drug & Alcohol Abuse Prevention Program**

LA ORT is committed to drug and alcohol free campuses. In compliance with federal and state laws, LA ORT has established a drug abuse prevention program that outlines LA ORT’s policy on standards of conduct and disciplinary actions, as well as a referral service for sources that help students overcome drug and alcohol dependency, Appendix C of this brochure outlines LA ORT’s policy statement in this regard. Additional information can be obtained, in confidence, from the Admissions or Financial Aid Departments.

**Family Educational Rights and Privacy Act**

LA ORT maintains all educational records of students in accordance with the provisions of Family Rights and Privacy Act of 1974 (Public Law 93-980, Section 438) as amended.

Under this statute certain third parties, including parent, are prohibited from accessing the student’s educational records without consent from the student. Students who would like to grant permission to school to release their education records to an intended third party, may do so by providing written consent to the College Director.

All information retained in a student’s file at LA ORT is available for inspection and review by that student. Students who wish to review their records must submit a written request to college 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.

FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

For additional information or to file a complaint, contact the Department of Education at:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920  
(202) 260-3887

### **Health & Safety Exemption Requirement**

The applicants for healthcare related programs with clinical components are advised that their future employment in the medical fields related to training at LA ORT may depend on meeting the employers' immunization requirements. Students in healthcare related programs will be involved with handling blood and blood fluids in Clinical Laboratory practicing as part of their training. Such students must visit their medical doctor and receive and apply his/her advice regarding all communicable diseases and immunizations prior to start of their training at LA ORT. Furthermore, healthcare related program students may be required to attend an externship module at a clinical setting where they will be involved with other employees practicing and handling blood and blood fluids. As such, it is the responsibility of the student to read and understand the information available from the State of California Public Health Department website at <http://www.cdph.ca.gov/Pages/default.aspx> and its links in regards to:

1. Immunizations Education and Promotion
2. What Immunizations do I need, and when?
3. Communicable diseases

### **Copyright Infringement**

LA ORT's policy on copyright infringement and sanctions are described in detail in the college catalog. Please refer to LA ORT Catalog for more information.

### **Voter Registration**

The financial aid recipients are encouraged (but not required) to register to vote. If you are not a registered voter, you will find an online Voter Registration Form at the following web address: could register online by visiting the California Secretary of State website at: <https://rtv.sos.ca.gov/elections/register-to-vote/> For additional voter registration information please refer to:

[http://www.sos.ca.gov/elections/elections\\_vr.htm](http://www.sos.ca.gov/elections/elections_vr.htm)

### **General Institutional Questions?**

Students are welcome and encouraged to talk to the responsible staff or faculty member regarding institutional issues. It is, however, recommended that the students discuss the issue first with their instructor. If the instructor cannot help, he/she would refer the student to the responsible individual or department on the campus. The Director is ultimately responsible for the overall operation of the campus and will be glad to listen to the students' comments, questions or concerns. The students may contact the Director, Joseph Neman, at (323)966-5444, Ext. 211, for any unresolved institutional issues.

## FINANCIAL AID INFORMATION

2018-2019 “Standard Budget Figures” published by CSAC are listed below:

### Applying for Financial Aid

Prospective students are welcome to meet with the Financial Aid Department to discuss the available sources of aid, eligibility criteria, and the amount they qualify for. Students are best served when they schedule an interview appointment with one of the school’s Financial Aid Officers. During the interview, the Financial Aid Officer will determine the eligibility and financial need of the student and will assist them with completion and processing of the financial aid application material.

To apply for federal student aid, you need to complete the FAFSA or Free Application for Federal Student Aid. Completing and submitting the FAFSA is free and quick, and it gives you access to the largest source of financial aid to pay for college or career school. To complete FAFSA online please visit the web address: <https://fafsa.ed.gov/>. If you need help completing the form, please see the college Financial Aid Department. A Financial Aid Officer will be happy to assist you with the process.

### Financial Aid Eligibility

In order to qualify for federal student aid, you must meet the eligibility criteria outlined in the USDE’s publication titled “*Funding Your Education, The Guide to Federal Student Aid*”. You can access this guide online by visiting the following website: <http://studentaid.ed.gov/sites/default/files/funding-your-education.pdf>

### Cost of Attendance

The cost of attendance or student budget is comprised of two components: direct costs and indirect costs. Direct costs include school charges such as tuition, registration fee, and cost of books, supplies and equipment. The indirect costs are the living expenses that you need to meet in order to complete your education. The indirect costs include: cost of housing, food, transportation, clothing, and other miscellaneous expenses.

LA ORT Catalog provides detailed information about components of the direct costs and charges associated with each program of study. To determine the indirect costs, LA ORT uses the information provided by the California Student Aid Commission (CSAC), on the average living expenses of a student in California. The

<u>Type</u>	<u>Living with Parents</u>	<u>Not Living with Parents</u>
Food and Housing	\$ 754/mo.	\$ 1,676/mo.
Transportation	126/mo.	142/mo.
Personal Expenses	<u>396/mo.</u>	<u>444/mo.</u>
Total Indirect Exp.	1,276/mo.	2,262/mo.

Other indirect expenses such as cost of borrowing (loan fees) and child/dependent care may be added to the above with adequate documentation.

The direct costs plus indirect costs make up the basis for determining the cost of attendance at LA ORT. The cost of attendance is used to determine the student’s financial need and the type and amount of the award they are entitled to.

### Federal Financial Aid Programs

LA ORT participates in the following student financial aid programs offered by the U.S. Department of Education (USDE):

- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants (FSEOG)
- Federal Work-Study (FWS)
- Federal Direct Loan (FDL), comprised of:
  - Federal Stafford Loans
  - Federal Unsubsidized Stafford Loans
  - Federal Parental Loans for Undergraduate Students (PLUS)

All of the above programs are need-based, except Unsubsidized Stafford Loans and Parent Loans for Undergraduate Study.

“Need-based” means that you must qualify to receive these funds, in part, based upon your “financial need”. You can find an explanation of “financial need” in the USDE’s publication titled “*Funding Your Education, The Guide to Federal Student Aid*” available at your campus’ Financial Aid Department.

### Non-Federal Financial Aid Sources

Besides the federal financial aid, LA ORT participates in number of state, local and private aid programs such as Cal Grant C, Workforce Innovation & Opportunity Act (WIOA), Jay & Rose Phillips Educational Loan, LA ORT Educational Loan and LA ORT’s Scholarship. Availability and student eligibility for

these programs is subject to change and is determined by the funding organization.

Your campus' Financial Aid Department can help you with the latest information regarding the above sources of aid.

If you believe that you may be eligible for educational assistance from other sources, the Financial Aid Department will help you in completing and processing your application.

### ***Financial Aid Distribution***

LA ORT's policy on distribution of financial aid is to provide the eligible students with maximum permissible and available grant money before financing their education with federal and non-federal loan programs. In general, LA ORT students first apply for Federal Pell Grant, and then for Federal Direct Loan. If the student has sufficient financial need thereafter, the student may be awarded from the federal campus-based programs such as FSEOG and Federal Work-Study. The federal campus-based programs are supplemental sources of aid provided by USDE and administered by LA ORT. Once a year, USDE authorizes LA ORT to distribute a predetermined amount of federal funds, to its eligible students, under these programs. In order to assure that these funds are available throughout the year for all eligible students, LA ORT has established a monthly budget for utilization of these funds.

In particular, FSEOG is awarded to students who demonstrate exceptional financial need. For the purpose of this program, LA ORT considers a student who is found qualified to receive Federal Pell Grant to have exceptional financial need. The amount of individual FSEOG award is determined by dividing the FSEOG monthly budget reserved for the campus by the number of eligible students who started their program in that month. Therefore, the amount that an eligible student receives could vary based on number of eligible students enrolled in the award month, and the school's allocated monthly budget.

Another campus-based resource is the Federal Work-Study (FWS) program. Federal Work-Study funds are awarded to students with sufficient need, and only those students who are hired will be availed of this program assistance. Available positions are posted and interested students may apply for them by submitting a completed LA ORT Employment Application and their resume to the campus Executive

Director. The Financial Aid Department will then determine the eligibility and financial need of the applicant. Those who qualify will be called for an interview with the campus Executive Director or designee. The terms and conditions of employment are explained in detail in the LA ORT Employment Handbook, LA ORT's FWS Disclosure Statement and the Job Description. Interested students can obtain copies of these materials from the Financial Aid Department.

Annually, LA ORT allocates a minimum of 7% of its FWS funds to Community Service jobs. Community service jobs are generally off-campus and requires work at a non-profit organization. Students seeking community service employment should follow the same procedure as outlined above for on-campus employment.

For additional information regarding the federal financial aid programs, please refer to "*Funding Your Education, The Guide to Federal Student Aid*", published by USDE.

### ***Financial Aid Payments***

The following outlines the method and timing of disbursements for each of the financial aid programs at LA ORT:

*Federal Pell Grant and FSEOG:* The student's tuition account is credited automatically after filing the *Free Application for Federal Student Aid* (<https://fafsa.ed.gov>) and receipt of a valid ISIR (Institutional Student Information Record). Payments are calculated in accordance with federal guidelines and usually take place in the first month after the student commences classes and at the midpoint of their program of study.

*Stafford Loans:* Loan disbursements are issued by the lender/servicer and transmitted to LA ORT electronically by Electronic Funds Transfer. Notification of such disbursement is mailed to the student at the last known home address. The student has 14 days to notify the Financial Aid Department and or lender of their desire to cancel the disbursement. Funds are directly credited to the student's tuition account. Program funds are received and disbursed in two equal payments. One-half of the loan amounts are scheduled to be received and disbursed on the 30<sup>th</sup> day of after the student starts classes. The second half of the loan amount is expected to be received and disbursed at the mid-point of the

program of study, subject to satisfactory academic progress.

**PLUS Loans:** The method and timing of the disbursements are similar to Stafford Loans, as explained above. PLUS loans are also disbursed via Electronic Funds Transfer and are directly credited to the student's tuition account. Notification of such disbursement is mailed to the parent at the address on the PLUS loan application. The parent has 14 days to notify the Financial Aid Department and or lender of their desire to cancel the disbursement.

When the scheduled financial aid award exceeds the cost of tuition and supplies, then the student receives the excess funds, known as "credit balance", in the form of a check from LA ORT. The overage is intended to pay for indirect educational expenses while the student is attending classes. The student can expect to receive the overage money paid by check about two weeks after the tuition balance is fully paid.

**Federal Work-Study:** Students receive wages proportional to the number of hours worked and within their FWS award limit, as determined by the Financial Aid Department. Wages are paid by checks through the LA ORT payroll system, on the following schedule:

<u>Work Period</u>	<u>Pay Day</u>
1 <sup>st</sup> to 15 <sup>th</sup> of the month	22 <sup>nd</sup> of the month
16 <sup>th</sup> to end of the month	7 <sup>th</sup> of the following month

### **Right and Responsibilities of Aid Recipients**

The rights and responsibilities of students receiving federal financial aid at LA ORT has been explained in detail in various publications such as "*Funding Your Education, The Guide to Federal Student Aid*" by USDE, Student Loan Application & Promissory Note material, and Student Loan Counseling form by LA ORT. Students are encouraged to contact the campus Financial Aid Department and receive a copy of these publications.

### **Loan Repayment**

A full description of loan repayment terms and schedules and the student's obligation towards repayment of their loans can be found in "*Funding Your Education, The Guide to Federal Student Aid*" by USDE, Student Loan Application & Promissory Note, and Student Loan Counseling form by LA ORT. Students are encouraged to obtain and read these

publications before applying for any educational loans.

Additionally, loan borrower / students are required to receive Loan Entrance and Exit Counseling. Entrance Counseling is conducted during the student interview with the Financial Aid Department upon enrollment. Loan borrower /students are required to attend an Exit Counseling session, shortly before graduation, to fully understand the terms and conditions of their loan, and be clear about their pertinent rights and responsibilities.

### **Verification Policy**

LA ORT verifies only those applications selected for verification. Verification means that the students are required to provide documents in support of the financial and family size information that they have indicated on their financial aid application. The required documents could include copies of tax returns and students/parents certified statements, among other items.

Annually, US Department of Education selects a number of filed applications for verification. If verification documents are not provided, the student will not receive financial aid, and must make alternative arrangements for payment of tuition. Applications that are not selected by USDE for verification may be subject to institutional verification. The purpose of institutional verification is to provide a more accurate basis for the student's provided data. The institutional verification could include part or all of the data elements required under the federal verification. Even though the institutional verification policy is similar to federal verification process, in institutional verification the Financial Aid Officer may elect to waive collection of part or all of the verification documents due to circumstances such as lost or inaccessible records, undue hardship to student/parent, natural disaster, etc.

### **Professional Judgement Policy**

The Financial Aid Administrator could make professional judgment decisions for special or unusual family or student circumstances. These circumstances must be documented. The Financial Aid Administrator (FAA) or designee must analyze circumstances requiring professional judgment decisions on a case-by-case basis.

The Financial Aid Administrator may treat a student with special circumstances differently than the strict application of the methodology would otherwise



permit. Adjustments can either increase or decrease a student's EFC or cost of attendance. The reason for the adjustment must relate to that student's special circumstances and must be documented in the student's file.

Professional judgment decisions may be made to adjust eligibility for all institutional, Title IV, and campus-based aid. Documentation supporting special circumstances must be maintained in the student's records attached to the Special Circumstance and/or Dependency Override form.

Student Circumstances, which may warrant a professional judgment decision include, but are not limited to:

1. Cancellation of parental contribution due to an abusive or an estranged relationship with a family member. A signed letter (on business stationary preferable) from a Priest, a Rabbi, a therapist, an adult, non-family member would be an example of appropriate documentation. If possible, two letters documenting the situation should be collected and student's statement.
2. Cancellation of parental contribution due to parental abandonment of the student. A letter from an adult explaining the circumstances of the abandonment would be appropriate documentation. Typically, another adult is assisting the student (lives with a grandparent, a girlfriend/boyfriend's parent). If the student is receiving other assistance, in-kind support should be checked and documented.
3. The Financial Aid Administrator reserves the right to deny any request for a dependency override.
4. If the independent student or the dependent student or their parents have had a loss or change in income, they may request a professional judgment review of their file.
5. If the student or their parents in a dependent student situation has extensive out of pocket medical expenses, an income reduction may be done at the discretion of the Financial Aid Administrator. If there is private school tuition for elementary or high school, an income reduction may be requested. The FAA reserve the right to deny any income reduction request.

FAA is required to document professional judgment decisions. This documentation must be maintained in the student's file. Because professional judgment situations are unique, specific required documentation is not listed for each case. It is left to the discretion of the FAA to select what is appropriate documentation.

**Satisfactory Academic Progress Policy**

The LA ORT Catalog and the LA ORT Orientation Handbook provide a detailed description of LA ORT's current criteria for measuring satisfactory academic progress and attendance requirements. All prospective students are encouraged to read and fully understand the academic standards and attendance policy of the Institute before enrolling in any program.

**Refund Policy**

LA ORT Catalog provides a detailed explanation of the Institute's refund policy and how the earned tuition and refunds are calculated and the federal requirements for Return of Title IV Funds for Title IV Aid Recipients who withdraw from school prior to completing sixty percent (60%) of the payment period, or period of enrollment. This policy is separate from the state-approved institutional tuition refund policy described in the Catalog. The federal policy defines the proportion of the Title IV funds that the student received that can be retained to pay institutional charges.

The federal policy for "Return of Title IV Funds" defines that a student who has attended up through the 60% point in each payment period has fully earned the Title IV funds disbursement for the payment period. For a student who has attended less than sixty percent (60%), the percentage of Title IV funds earned in calculated by the following ratio:

$$\frac{\text{Number of calendar days elapsed from start date of the payment period to the last date attended}}{\text{Number of calendar days in payment period}} = \text{Percentage* - of Title IV Funds Earned}$$

\* Rounded to the nearest whole number.

This ratio is multiplied by the Federal financial aid disbursed to equal the Title IV funds earned. Total disbursement minus total earned equals the federal funds that must be returned to the program. This may result in the student owing a balance to the school after

a refund has been paid to the funding source. Students so affected will be notified in writing.

Title IV Funds are returned to the providing sources in the order of priority listed below:

- Federal Unsubsidized Stafford Loan
- Federal Subsidized Stafford Loan
- Federal PLUS Loans
- Federal Pell Grant
- FSEOG
- Other federal or state aid programs
- Institutional grants and loans
- Student

### ***Financial Aid Questions?***

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The staff of Financial Aid Department can provide the proper guidance or referral for any question that the students may have in regards to financial aid. If a student needs additional assistance, the Financial Aid Administrator on campus will be glad to answer their financial aid questions. The students may contact the LA ORT's Financial Aid Administrator, Tifani Johnson, at (323) 966-5444 Extension 204 for any unresolved financial aid issues.

## Appendix A

### Sample Training Related Occupations

#### **Accounting (A.A.S. Degree)**

- Accountant
- Accounts Payable Clerk
- Accounts Receivable Clerk
- Tax Preparer
- Payroll Clerk
- Bookkeeper
- Accounting Assistant
- Financial Aid Assistant
- Office Assistant

#### **Business Management (A.A.S. Degree)**

- Office Manager
- Office Assistant
- Data Base Manager
- Business Manager
- Accountant
- Business Marketer
- Bookkeeper
- Financial Aid Director

#### **Digital Media (A.A.S. Degree)**

- Electronic Publisher
- Graphic Designer
- Web Designer
- Web Administrator
- Logo Designer
- Web Animator
- Video Editor
- Digital Illustrator
- Visual Editor
- Flash Animator
- Photoshop Illustrator
- Desktop Publisher

#### **Computer Aided Drafting and Design (A.A.S. Degree)**

- CADD Drafter
- CADD Operator
- Manual Drafter
- 2D/3D Drafter
- CADD Designer
- Isometric Drawer
- Civil Engineering CADD Drafter
- Mechanical CADD Drafter
- Instrumental CADD Drafter
- Electronic CADD Drafter

#### **Medical Office Management (A.A.S. Degree)**

- Medical Office Manager
- Medical Assistant
- Medical Biller
- Medical Coder
- Medical Front Office
- Medical Back Office
- Medical Receptionist

#### **Medical & Clinical Assistant (A.A.S. Degree)**

- EKG Assistant
- Medical/Clinical Assistant
- Medical Biller
- Medical Coder
- Medical Front Office
- Medical Back Office
- Medical Receptionist

#### **Administrative Assistant**

- Administrative Assistant
- Data Entry Clerk
- Secretary
- Receptionist
- Office Clerk
- Bank Teller
- Administrator
- Office Assistant

#### **Medical Assistant**

- Medical Assistant
- Medical Biller
- Medical Coder
- Medical Front Office
- Medical Back Office
- Medical Receptionist

#### **Phlebotomy**

- Phlebotomist
- Phlebotomy Technician
- Mobile Phlebotomist
- Medical Assistant
- Laboratory Assistant

## Appendix B

### Campus Security Act Policy Statement

The campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law LA ORT provides its updated campus crime statistics to all prospective students and employees before their enrollment and employment. The following outlines LA ORT's campus security policy:

1. This institution maintains limited campus security personnel and encourages both its employees and students to immediately reports suspected criminal activity or other emergencies to the nearest available institutional official and/or in the event of emergency to directly contact local law enforcement of other emergency response agencies by dialing "911".
2. All students and employs are required to report any crime or emergency to their institutional official promptly. If a student or employees wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/hers institutional official without signature. If the student wishes not to maintain confidentiality, the student will contact his/her teacher or school official who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling (911). Preparation for the Annual Disclosure of Crime Statistics report is obtained by the institution's secretary who contacts the correct police department District for statistics and the institution's "Daily Incident Log", and then records those statistics.
3. Only students, employees and other parties having business with this institution should be on institutional property. Staff, faculty, student, and prospective students or any person entering the premises must have and display at all times a security identification badge. Those without an

identification badge must sign in at the entrance and identify their purpose of visit, the person to building. The visitor must also wear a visitor's badge while on campus. All rear access doors leading to the campus are closed and locked during evening hours starting at 5pm. When the school closes for the night, the school's official or supervisor will inspect each floor to see that it is empty and then set the alarms on each floor and then lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.

4. Current policies concerning campus law enforcement are as follows:
  - a) Institution's officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
  - b) Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, the security guards(s) and or institutional official shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used, as undue risk should not be taken.
  - c) The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.
5. Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform

students and employees about the prevention of crimes on campus.

- a) Do not leave personal property in classrooms.
  - b) Report any suspicious persons to your institutional official.
  - c) Always try to walk in groups outside the school premises.
  - d) If you are waiting for a ride, wait within sight of other people.
  - e) Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room.
  - f) The "Crime Awareness and Campus Security Act" is available upon request to students, employees (staff and faculty) and prospective students.
  - g) The school has no formal program, other than orientation, that disseminates this information. All information is available on request.
  - h) Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim or an ongoing criminal investigation, would jeopardize the safety of an individual, would cause a suspect to flee or evade detection, or would result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty (60) days, that information must be made available within two (2) business days of the request.
6. The institution does not offer regularly scheduled crime awareness or prevention programs other than orientation where all the institution's policies and regulations are properly disclosed to prospective students.
7. All incidents shall be recorded in the LA ORT's "Daily Incident Log" at the institutional official's station. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log within two (2) business days after it is reported to the school's official, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim.

8. The institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.
9. The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violation of these policies by students or employees may result in expulsion, termination and/or arrest.
10. Information concerning drug and alcohol abuse education programs is posted at the campus and is distributed annually to students and staff. (Institutions are advised to make available to students and staff members information on an agency that provides counseling and help on drug and alcohol abuse education).
11. Sexual assaults (criminal offences) on campus will be reported immediately to the institution's official, who will report it to (911) emergency and police units. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. This institution has zero tolerance of such assault; the violation of this policy by students or employees may result in expulsion, while investigations are being followed, termination and/or arrest. Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not wait to report to the school's officer but rather should contact the appropriate agency by calling (911).

In compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, LA ORT College has compiled a comprehensive report that is posted to the school's website at [www.LAORT.edu](http://www.LAORT.edu) under Student Consumer Information page. This annual report provides crime statistics, arrest statistics, and disciplinary referral statistics include those reported to the College Security Guards, College officials designated under policy to receive crime reports, and other officials who have significant responsibility over student and college activities. Crime statistics from local law enforcement agencies that have jurisdiction where LA ORT

campuses are located, and the immediately adjacent public property as defined in Geography of Location. LA ORT does not own or operates any non-campus properties. The College Administrative Assistant compiles the statistics received from the above sources into this report.

The details of the campus crime statistics is found in the Appendix to the posted report and is also is distributed each year to current students and employees by college email, and on the orientation for new student/staff.

Prospective students may view a copy of the campus crime statistics report online through links provided on the LA ORT homepage at [www.laort.edu](http://www.laort.edu). Paper copies may also be obtained at the Admissions office located on the 5<sup>th</sup> floor of the campus.

Prospective employees may view this report online homepage at [www.laort.edu](http://www.laort.edu) or may obtain a paper copy of the report from the Human Resources Department.

## Appendix C

### **Drug-Free Workplace Policy**

*The Drug-Free Workplace Act of 1988 (P.L.101- 690)*

Los Angeles ORT College strongly believes and adheres to the requirements for a drug-free workplace. The drug prevention program adopted by Los Angeles ORT College includes distribution to all students and employees information concerning drug and alcohol abuse. Los Angeles ORT College reviews its drug prevention program once every two years to determine its effectiveness and to ensure that sanctions are being enforced. The effectiveness of Los Angeles ORT College's drug prevention programs is measured by tracking:

- The number of drug and alcohol related disciplinary actions
- The number of drug and alcohol related treatment referrals
- The number of drug and alcohol related incidences recorded by law enforcement officials
- The number of students or employments attending self-help or other counseling groups

The Policy is as follows:

1. We believe that chemical dependency, including alcoholism, is treatable disease, which can be permanently treated and individuals can return to productive healthy lives. Identification and treatment of chemical dependency in the early stages will benefit both the School and the employees/students. We also recognize that chemical dependency by another member of the immediate family can create stress for the employees/students when they are seeking assistance.
2. It is the responsibility of all supervisors and instructors to ensure that no chemical dependency is terminated or demoted for seeking or accepting diagnosis and treatment. The school does not expect supervisors/instructors to become experts in the diagnosis or treatment of the illness, but they must become familiar with job-related symptoms in order to discuss the subject with the individual, when unsatisfactory performance is accompanied by indications of chemical dependency.

3. The School reserves the right to request reasonable cause testing based on observable actions, physical evidence, or on observable changes in established behavior patterns. Reasonable cause testing may be requested by any school official or supervisory employee/instructor if circumstances warrant.
4. The confidential nature of the medical records of employees with chemical dependency, including alcoholism, will be preserved in the same manner as all other medical records. A person who suffers from this disease will receive the same employee benefits and insurance coverage provided for other diseases under our established employee health insurance plans.
5. The School will make every reasonable effort to assist and encourage the employee/student to make the decision to accept the recommended form of treatment for chemical dependency. However, if the employee/student refuses to accept treatment, or continually does not respond to treatment, or the indications of chemical dependency persist, disciplinary action will be taken.

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 on campus. Information about the effect of alcohol and other drugs with referral sources are available in the admissions office.

At the time of enrollment or employment, individuals are informed about Los Angeles ORT College's drug-free workplace program. While individual drug testing is not part of the employment or enrollment requirements, Los Angeles ORT College requires strict adherence our drug-free workplace policy as part of enrollment and employment at LA ORT.

#### **Alcohol and Drug Abuse Prevention:**

LA ORT College is committed to assisting members of our community in facing the challenges of alcohol and drug abuse; We believe education and prevention is the key. Please visit the following website: <http://www.adp.ca.gov/> for valuable information on

the dangers of alcohol and drug abuse and how to prevent it in the first place.

#### **Assistance/Programs Available:**

It is the individual's responsibility to seek assistance or intervention for alcohol or drug abuse or dependency. The following represent only a few of the local agencies that provide assistance to employees, students, and their families with alcohol and drug-related issues.

SAMHSA Treatment Referral (800) 662-HELP  
Drug Free Workplace Hotline (800) 843-4971  
SAMSHA (800) 729-6686  
National Institute on Drug Abuse (800) 662-4357  
(Available 8 a.m. -2 a.m. M-F; 11 a.m. -2 a.m. on weekends)

The forgoing agencies are available for drug-free awareness programs and detailed information regarding:

- 1) Dangers of drug and alcohol abuse.
- 2) Assistance with drug and alcohol abuse counseling.
- 3) Penalties for the abuse of alcohol or drugs.
- 4) Rehabilitation programs.

#### **Health Risks Associated with Alcohol and Drug Abuse:**

There are definite health risks associated with the use of alcohol and illegal substances. Alcohol or any other drug used in excess over time can produce illness, disability, and death. The health consequences of substance abuse may be immediate and unpredictable, such as cardiac arrest with cocaine use, or more subtle and long term, such as liver deterioration associated with the prolonged use of alcohol. In addition to health related problems, other concerns relating to substance abuse include the following:

- Regular users of alcohol and other drugs often have erratic life styles which interfere with sleep, nutrition, and exercise.
- Alcohol and substance use and abuse may lead to financial difficulties, domestic violence, deterioration of the family structure, motor vehicle accident injuries, and reduced job performance.
- Repeated use of alcohol can lead to dependence.

The following are more specific health risks associated with other specific drugs:

**Cocaine:** a central nervous system stimulant is very addictive. The odorless, white powder comes in various forms, "crack" being one of the most popular. Cocaine creates a high in the user, which causes alertness, excitement, talkativeness, overconfidence and a lessened need for sleep. After the high, the "crash" occurs including depression, restlessness, anxiety and impaired concentration. Repeated use of cocaine will lead to addiction and other complications including heart failure, family, school and financial problems.

**Hallucinogens:** include LSD (D-lysergic acid diethylamide), DMT (dimethyltryptamine), mescaline, mushrooms (psilocybin), Ecstasy, angel dust and PCP. They cause increased pulse rate and blood pressure, tearing of the eyes, visual hallucinations, illusions, sensory confusion and altered time perception. The most common adverse effect is a panic reaction or "bad trip." Extreme agitation or delirium may occur. Some people have psychotic episodes or flashbacks, which may occur long after use. The major danger from this group of drugs is markedly impaired judgment with hallucinations, predisposing the individual to accidents and bizarre behavior that can result in death.

**Marijuana:** can cause psychological dependence. It produces a feeling of relaxation, mild euphoria and increased heart rate. However, altered perceptions and sensations can make a person more prone to accidents, making driving a substantial risk. An adverse effect of the drug is acute panic reaction. High doses may cause hallucinations, paranoia and delirium. Male chronic users can experience impaired production of male hormones, causing breast enlargement and a reduced sperm count. Female chronic users can have egg damage, suppression of ovulation, disrupted menstrual cycles and altered hormone levels. The tars and other gasses in the smoke increase the risk of respiratory diseases and lung cancer, similar to those related to nicotine.

**Opiates:** include heroin, morphine, Demerol and Percodan, among other drugs. They produce euphoria, drowsiness and respiratory depression. Over dosage causes coma, respiratory arrest and death. The physiological addiction is very strong; tolerance and dependence develop quickly, requiring higher doses to produce an effect. Because these drugs are often injected, use of shared or unclean needles and syringes may result in Hepatitis B infection and HIV/AIDS, as well as endocarditis, an infection of the heart muscle; all may result in death.



**Prescription Drugs:** such as tranquilizers, barbiturates and depressants are legal and can often be the first abused drugs. Even in small amounts, these drugs slow reaction time and interfere with judgment. Alcohol use greatly increases the effects of these drugs, and can cause a fatal overdose when combined with prescription drugs.

**Steroids:** are used by some people to increase their body's performance. Although performance is temporarily increased, the side effects are very harmful to the body. Long term effects include heart, kidney and liver trouble, high blood pressure, diabetes, poor healing after injury, muscle and tendon tears and psychological problems with aggression and depression. Short-term effects include impotence, balding, acne, decreased hormone levels and psychological problems such as increased aggressive behavior. Steroids may temporarily enlarge the body muscles, but without constant use and exercise, the muscles will decrease quickly.

**Tobacco:** is illegal to purchase if under age 18. Nicotine, the active ingredient in tobacco stimulates the central nervous system and is physically and psychologically addictive. Nicotine irritates lung tissues and increases blood pressure. The most common cause of cancer deaths is cigarette smoking. Smoking is the major cause of chronic bronchitis and emphysema and also causes pneumonia, coronary heart disease, blood vessel disease and stomach ulcers.

### **Legal Sanctions and Penalties:**

Aside from school action, legal penalties for possession and/or use of controlled substances and alcohol abuse vary with specific jurisdictions and are at the discretion of the judge/jury in specific cases. For example, first time convictions for the use of a controlled substance or alcohol abuse may or may not be referred to a rehabilitation/education program.

Federal and state law provide penalty guidelines for drug trafficking or selling/providing alcohol to anyone under 21 are as follows: Under Federal law, the manufacture, sale, and/or distribution of non-marijuana illicit drugs are felonies with penalties of five years to life under federal law (20 years to life if death or serious injury is involved) and fines up to \$4 million. Marijuana trafficking carries penalties of up to five years to life, depending on the quantity of drugs involved and fines up to \$4 million for the first offense. Possession of controlled substances under

federal law carries sentences of up to one year and fines up to \$100,000 for first offenses, with special sentencing applied for possession of crack cocaine, including five to twenty years and fines to \$250,000 for first offenses, depending upon the amount possessed.

Under California law, the sale of illicit drugs are felonies with prison terms of seven years or more, and the manufacture of drugs is punished with prison of 20 years or more. There are several enhancements to potential penalties based on sales close to schools or recreational facilities, sales to those under 18 by anyone over 18, and sales to pregnant woman. Possession of illegal drugs is also a felony (marijuana may be a felony or misdemeanor depending on the amount involved), carrying maximum prison sentences of up to seven years. The selling or providing of alcohol to minors can be treated as a felony or misdemeanor at the discretion of the court.

Additionally, a conviction of a drug offense may prevent individuals from entering many fields of employment.

# Appendix D

## PROGRAMS TEXTBOOKS & SUPPLIES

### Accounting

Course Title	Course Number	Textbook Title	ISBN	Cost
Operating Systems	CP600	Microsoft Office 2013 Fundamentals	978-1-285-41829-2	\$ 106
Word Processing	OS600	Microsoft Word 2013 Level 1	978-0-76385-387-7	\$ 50
Spreadsheet I	CP615	Microsoft Excel 2013 Level 1 & 2	978-0-76385-389-1	\$ 100
Spreadsheet II	CP616			
Accounting for Service Business	AC601	College Accounting Chapters 1 - 28 5th Edition	978-0-76383-496-8	\$ 116
Accounting for Merchandise Bus.	AC602			
Payroll Accounting	AC608			
Cost Accounting	AC603			
Accounting for Partnership & Corp.	AC604	College Accounting Chapters 1 - 28 5th Edition	See AC601	
Managerial Accounting	AC605			
QuickBooks Accounting I	AC606			
QuickBooks Accounting II	AC607	QuickBooks Pro 2015	978-0763865177	\$ 137
Income Tax Preparation	OS604	EY Tax 2017	978-1119-24817-0	\$ 30
Business Law	AC121	Business Law	978-0-76414-240-6	\$ 17
Introduction to Business	DM100	Introduction to Business	978-0-07874-768-7	\$ 93
Employment Preparation	EP502	Resumes Writing Made Easy	978-0-13174-247-7	\$ 29
Communication Skills	GE611	Guide to Managerial Communication	978-0-13297-133-1	\$ 56
American Government	AG501	Everything American Government	978-1-59337-055-8	\$ 18
Cultural Studies	CS501	N/A	---	\$ -
American History	GE614	Everything American History	978-1-59869-261-7	\$ 18
---	---	USB Flash Drive - 16 GB	---	\$ 11

### Business Management

Course Title	Course Number	Textbook Title	ISBN	Cost
Operating Systems	CP600	Microsoft Office 2013 Fundamentals	978-1-285-41829-2	\$ 106
Word Processing	OS600	Microsoft Word 2013 Level 1	978-0-76385-387-7	\$ 50
Spreadsheet I	CP615	Microsoft Excel 2013 Level 1 & 2	978-0-76385-389-1	\$ 100
Spreadsheet II	CP616			
Business Presentation	AA611	Illustrated Microsoft PowerPoint 2013-Basic	978-1-285-09345-1	\$ 59
Accounting for Service Business	AC601	College Accounting, 5th Edition Chapters 1 - 12	978-0-76383-495-1	\$ 77
Accounting for Merchandise Bus.	AC602			
QuickBooks Accounting I	AC606	QuickBooks Pro 2015	978-0763865177	\$ 137
QuickBooks Accounting II	AC607			
Entrepreneurship	AC609	Essentials of Entrepreneurship & Small Bus. Mgmt.	978-0-13-384962-2	\$ 180
Introduction to Business	BM100	Introduction to Business	978-0-07874-768-7	\$ 93
Business Law	AC121	Business Law	978-0-76414-240-6	\$ 17
Business Management	BM601	Management	978-1438004822	\$ 17
Management Skills	BM602	Field Guide to Leadership and Supervision in Bus.	978-1-93371-927-6	\$ 29
Business Marketing	BM603	Marketing	978-0-76413-932-1	\$ 17
Human Resource Management	BM605	Human Resource Management	978-0-07173-724-1	\$ 25
Employment Preparation	EP502	Resumes Writing Made Easy	978-0-13174-247-7	\$ 29
Communication Skills	GE611	Guide to Managerial Communication	978-0-13297-133-1	\$ 56
American Government	AG501	Everything American Government	978-1-59337-055-8	\$ 18
Cultural Studies	CS501	N/A	---	\$ -
American History	GE614	Everything American History	978-1-59869-261-7	\$ 18
---	---	USB Flash Drive - 8 GB	---	\$ 11

## Digital Media

Course Title	Course Number	Textbook Title	ISBN	Cost
Operating Systems	CP600	Microsoft Office 2013 Fundamentals	978-1-285-41829-2	\$ 106
Digital Illustration	DM671	Adobe Illustrator CC	978-0134663449	\$ 60
Digital Imaging	DM670	Adobe Photoshop CC	978-013466456	\$ 61
InDesign	DM652N	Adobe InDesign CC	978-0134664095	\$ 54
Motion Design	DM672	Adobe After Effects CC	978-0-13-466532-0	\$ 54
Visual Effects	DM673			
3DMotion Graphic Cinema 4D	DM674	Maxon Cinema 4D R16 Studio: A tutorial approach	978-1-936-64695-1	\$ 57
Video Editing	DM675	Adobe Premiere Pro CC	978-0-134665313	\$ 49
Sound Editing (Audition)	DM676N	Audition CC	978-10321929532	\$ 63
Web Design I (HTML)	DM677	HTML & CSS Design and Build Websites	978-1-11800818-8	\$ 34
Web Design II (Word Press)	DM678	Wordpress: A Step by Step Beginners Guide to Build your own Word Press Website from Scratch Vol. 1	978-1537654584	\$ 29
Employment Preparation	EP502	Resumes Writing Made Easy	978-0-13174-247-7	\$ 29
Communication Skills	GE601	Guide to Managerial Communication	978-0-13297-133-1	\$ 56
American Government	GE602	Everything American Government	978-1-59337-055-8	\$ 18
Cultural Studies	GE603	N/A	---	\$ -
American History	GE604	Everything American History	978-1-59869-261-7	\$ 18
Introduction to Project Management	DM680	Project management for the unofficial project manager	978-1941631102	\$ 14
---	---	USB Flash Drive - 32 GB	---	\$ 44

## Medical Office Management

Course Title	Course Number	Textbook Title	ISBN	Cost
Operating Systems	CP600	Microsoft Office 2013 Fundamentals (Class Set)	978-1-285-41829-2	\$ 106
Word Processing	OS600	Microsoft Word 2013 Level 1 - Windows Ver.	978-0-76385-387-7	\$ 50
Medical Terminology, Anatomy & Physiology I, II, III	MOM660 MOM661 MOM662	Medical Terminology for Health Professionals (7 ed.)	978-1-111-54327-3	\$ 94
Medical Coding	MOM663	Step by Step Medical coding 2015-Text Book & Work Book (1st ed.) bundled	978-0323393829	\$ 107
Medical Insurance	MOM664	Health Insurance Today-Text & Wk book (Bundled)	978-0323581851	\$ 115
Electronic Medical Billing	MOM665	ICD-10 Draft Copy (Class Set)	978-1-60359-914-6	\$ -
Elec Hlth Rec. Mgmt & Offc. Proced.	MOM666N	Synapse Elec Health Records 1.1	978-1-4354-9817-4	\$ 23
Medical Assistant I, II, III	MOM667 MOM668 MOM669	Medical Assistings Adm. & Clinical Competencies (7th Ed.)	978-1133158981	\$ 213
Management Skills	BM604			
Employment Preparation	EP502	Resumes Writing Made Easy	978-0-13174-247-7	\$ 29
Communication Skills	GE601	Guide to Managerial Communication	978-0-13297-133-1	\$ 56
American Government	GE602	Everything American Government	978-1-59337-055-8	\$ 18
Cultural Studies	GE603	N/A	---	\$ -
American History	GE604	Everything American History	978-1-59869-261-7	\$ 18
---	---	Student Uniform	Uniform Set	\$ 44
---	---	Stethoscope and Blood Pressure Cuff	Westside BP Kit	\$ 30
---	---	USB Flash Drive - 16 GB	---	\$ 11
Medical Assistant III Med. Term., Anatomy & Physiology II	MOM669 MOM661	1 American Heart Association CPR	AHA	\$ 63

## Medical and Clinical Assistant

Course Title	Course Number	Textbook Title	ISBN	Costs
Operating Systems	CP600	Microsoft Office 2013 Fundamentals	978-1-285-41829-2	\$ 106
Word Processing	OS600	Microsoft Word 2013 Level 1 - Windows Version	978-0-76385-387-7	\$ 50
MT & AP I, II, III	MOM660 MOM661 MOM662	Medical Terminology for Health Professionals (7 ed.)	978-1-111-54327-3	\$ 94
Pharmacology I	FT664	Essential of Pharmacology for Health Professionals	978-1-435-48033-9	\$ 95
Med Asstg I, II, III	MOM667 MOM668 MOM669	Medical Assisting Adm. & Clinical Competencies (7th Ed.)	978-1133158981	\$ 213
Administration Procedures	MCA603			
EKG	MCA600	Understanding EKG's	978-0-13-314772-8	\$ 45
Diagnostic Procedures	MCA601	Physical Agents Theory and Practice	978-0803638167	\$ 49
E H R Management	MCA602	Synapse E H R 1.1	978-1-4354-9817-4	\$ 23
Employment Preparation	EP502	Resume Writing Made Easy	978-0-13174-247-7	\$ 29
Communication Skills	GE601	Guide to Managerial Communication	978-0-13297-133-1	\$ 56
American Government	GE602	Everything American Government	978-1-59337-055-8	\$ 18
Cultural Studies	GE603	N/A	---	\$ -
American History	GE604	Everything American History	978-1-59869-261-7	\$ 18
---	---	Student Uniform	Uniform Set	\$ 44
---	---	Stethoscope and Blood Pressure Cuff	WESTSIDE BP KIT	\$ 30
---	---	16 GB USB Flash Drive/Travel Disk	USB	\$ 11
Medical Assistant III Medical Terminology, Anatomy & Physiology II	MOM669 MOM661	1 American Heart Association CPR	AHA	\$ 63

## Pharmacy Technology Administration

Course Title	Course Number	Textbook Title	ISBN	Costs
Operating Systems	CP600	Microsoft Office 2013 Fundamentals	978-1-285-41829-2	\$ 105
Orientation to Pharmacy Practice I	FT660	Pharmacy Practice For Technicians, 4th edition	978-1428320321	\$ 127
Pharm. Term., Anatomy & Phys. I	FT662	Medical Terminology for Health Professionals (7 ed.)	978-1-111-54327-3	\$ 94
Pharm. Term., Anatomy & Phys. II	FT663			
Pharmacology I	FT664	Essentials of Pharmacology For Health Occupations 6th edition	978-1-435-48033-9	\$ 95
Pharmacology II	FT665			
Pharmacy Calculations	FT666	Math For Pharmacy Technicians	978-1-284-03139-3	\$ 56
Pharmacy Administration	FT667	Pharmacy Management Software, 2nd edition	978-0-323-07554-1	\$ 126
Med. Coding & Pharm. Insur. Forms	FT668	Medical Billing 101 2nd edition	978-1133936749	\$ 105
Pharmacy Computerized Application	FT669	Pharmacy Management Software 2nd edition	978-0-323-07554-1	\$ -
Preparation for PTCB	FT670	Comprehensive Exam Review For The Pharmacy Technician, 2nd edition	978-1-111-12847-0	\$ 68
Employment Preparation	EP502	Resumes Writing Made Easy	978-0-13-174247-7	\$ 29
Communication Skills	GE601	Guide to Managerial Communication	978-0-13-297133-1	\$ 56
American Government	GE602	Everything American Government	978-1-59337-055-8	\$ 18
Cultural Studies	GE603	N/A	---	\$ -
American History	GE604	Everything American History	978-1-59869-261-7	\$ 18
---	---	USB Flash Drive - 16 GB	---	\$ 11
---	---	Student Uniform	Uniform Set	\$ 44

## Computer Aided Drafting and Design

Course Title	Course Number	Textbook Title	ISBN	Cost
Operating Systems	CP600	Microsoft Office 2013 Fundamentals	978-1-285-41829-2	\$ 106
Mechanical Drafting	CD601	Exploring Drafting, 11th Ed.Textbook/Workbook	978-1-60525-405-0; 978-1-60525-406-7	\$ 142
Introducing to AutoCAD	CD602	AutoCAD and its Applications Comprehensive 2017, 24th Edition	978-1631267390	\$ 115
Advanced AutoCAD	CD603			
3D CAD	CD604			
SolidWorks I	CD605	Learning SolidWorks 2017	978-1-63057-068-2	\$ 89
SolidWorks II	CD606			
Industrial Print Reading	CD607	Print Reading for Industry 2016	9781-631260513	\$ 112
Architectural Drafting & Design I	CD608	Architectural: Residential Drafting and Design, 12 Edition TEXT	978-163126315-6	\$ 115
	CD609			
Architectural Drafting & Design II	CD608 CD609	Architectural: Residential Drafting and Design, 12 Edition WKBK	978-1-63126-316-3	\$ 27
Interior Drafting & Design	CD610	Auto CADD 2017 for Interior Designers	978-1630570361	\$ 44
Autodesk Revit	CD611	Residential Design Using Autodesk Revit Archit.	978-1-58503-889-3	\$ 42
Construction Print Reading	CD612	Print Reading for Construction 6th Ed.	978-1-60525-802-7	\$ 76
Electrical and Electronics Drafting	CD613	Electronics Drafting, 4th Ed.	978-1-60525-348-0	\$ 52
Technical Writing & Composition	CD614	Writing for Design Professionals, 2nd Ed.	978-0-393-73185-5	\$ 38
Portfolio Design	CD615	Portfolio Design, 4th Ed.	978-0-393-73253-5	\$ 45
Employment Preparation	EP502	Resumes Writing Made Easy	978-0-13-174247-7	\$ 29
Communication Skills	GE601	Guide to Managerial Communication	978-0-13-297133-1	\$ 56
American Government	GE602	Everything American Government	978-1-59337-055-8	\$ 18
Cultural Studies	GE603	N/A	---	\$ -
American History	GE604	Everything American History	978-1-59869-261-7	\$ 18
---	---	USB Flash Drive - 16 GB	---	\$ 11

## Administrative Assistant

Course Title	Course Number	Textbook Title	ISBN	Cost
Operating Systems	CP600	Microsoft Office 2013 Fundamentals	978-1-285-41829-2	\$ 106
Word Processing and Keyboarding	OS512	Go! With MSOffice 2013 Volume 1	978-0-13314-266-2	\$ 30
		GO! With Microsoft Outlook 2013	978-0-13341-742-5	\$ 37
Emailing/ Scheduling /Business Math	AA515	E-Z Business Math	978-07641-4259-8	\$ 14
Spreadsheet Fundamental	CP515	Go! With MSOffice 2013 Volume 1	See OS512	
		GO! With Microsoft Outlook 2013		
Business English Communication	AA525	The Blue Book of Grammar and Punctuation 11th Edition	978-1-118-78556-0	\$ 19
QuickBooks Accounting I	AC606	QuickBooks Pro 2015	978-0763865177	\$ 137
Office Procedures	AC535	Office Procedures for the 21st Century 8th Edition	978-0-13506-389-7	\$ 119
Business Presentation	AA611	Go! With MSOffice 2013 Volume 1	See OS512 & CP600	
		GO! With Microsoft Outlook 2013		
		Microsoft Office 2013 Fundamentals		
Database Applications	DA100	Go! With MSOffice2013 Volume 1	See OS512	
		GO! With Microsoft Outlook 2013		
Cultural Studies/ American Government	CS501 AG501	Teacher Handouts	---	\$ -
Employment Preparation	EP501	Resume Writing Made Easy	978-0-13174-247-7	\$ 29
---	---	USB Flash Drive - 16 GB	---	\$ 11

## Phlebotomy

Course Title	Course Number	Textbook Title	ISBN	Cost
Phlebotomy	PBT600	Phlebotomy Worktext	978-0-32327940-6	\$ 70
		Phlebotomy Uniform	Phlebotomy Uniform	\$ 44
		Phlebotomy Lab Jacket	Phlebotomy Uniform	\$ 31
Phlebotomy Externship	EX610	Phlebotomy NCCT Test	NCCT	\$ 106
		CDPH Application Fee	CA Licensure	\$ 137

## TEXTBOOKS FOR ESL & IEP PROGRAM

Course Number	Textbook Title	ISBN	Cost
ESL/IEP 101 & ESL/IEP 102 & ESL/IEP 103	Side by Side Student Book 1 (3rd Edit)	978-0-13-434698-4	\$ 32
	Side by Side Activity Workbook1 (3rd Edit)		
	Easy True Stories	978-0-13-304182-8	\$ 32

Course Number	Textbook Title	ISBN	Cost
ESL/IEP 104 & ESL/IEP 105 & ESL/IEP 106	Side by Side Student Book 2 (3rd Edit)	978-0-13-434667-0	\$ 32
	Side by Side Activity Workbook 2 (3rd Edit)		
	Apply Yourself	978-0-201-87684-0	\$ 26
	True Stories in the News	978-0-13-615481-5	\$ 32

Course Number	Textbook Title	ISBN	Cost
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