BUSINESS
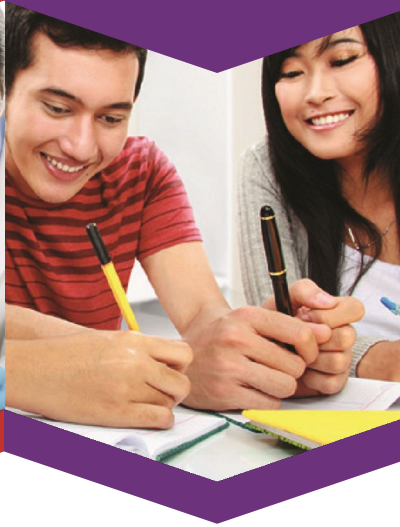
TECHNOLOGY

HEALTHCARE

ENGLISH

LA**ORT**COLLEGE

CATALOG

2020-21

We put education to work...

Los Angeles ORT College Catalog

January 1, 2020 to December 31, 2021

TABLE OF CONTENTS

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 Campus. The policies and procedures described herein apply equally to all students enrolled at any LAORT location.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 225 Sacramento, CA 95833, www.bppe.ca.gov, toll-free number (888)370-7589 or by fax (916)263-1897.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the school Performance Fact Sheet, which must be provided to you prior to signing and enrollment agreement.

Catalog Revisions

Los Angeles ORT College reserves the right to revise this catalog annually or sooner as needed.

Catalog Appendix

The last section of this catalog includes a Catalog Appendix with information related to Tuition and Fees, Payment Schedules, Schedules of Tuition Payments for Financial Aid Recipients, Schedules of Tuition ,Payments for Cash Paying Diploma Recipients, Schedules of Tuition Payments for Cash Paying AAS Degree Recipients, a List of Industry Advisory members, Passing Test Scores, Faculty & Administration Roster, Start-End Dates of Programs, Academic Calendars, a List of Board of Trustees, Reasons to Attend.

The Catalog Appendix contains information and data that are subject to frequent revisions. For the latest information, please contact the Admissions office.

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, Medicine, Computer Technology, and by improving 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 individuals with an opportunity to obtain a quality education in the fields of technology, medicine or business programs of their choice.

- To provide individuals with hands-on 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 employment and daily living activities.

- To provide individuals with general educational courses which fosters students' knowledge to be able to communicate and interact with others.

- To provide English language training 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 campus:

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
Associate of Applied Science (AAS) Degree in Digital Media
Associate of Applied Science (AAS) Degree in Computer Aided Drafting and Design
Associate of Applied Science (AAS) Degree in Medical and Clinical Assistant,
Associate of Applied Science (AAS) Degree in Pharmacy Technology Administration

Diploma Programs:
Administrative Assistant
English as a Second Language (ESL)

Certificate Programs:
Intensive English Program (IEP)
Phlebotomy
TOEFL Preparation

Graduates are awarded a Certificate, 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 campus 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. In October 2018, the Van Nuys campus was closed down and the majority of its students transferred to Los Angles campus.

Approvals

The Los Angeles ORT College is a private institution and is approved by the U.S. Department of Education to participate in Federal Financial Aid for qualified students. LAORT is approved to operate by the State of California Bureau for Private Postsecondary Education (BPPE). The approval to operate means that Los Angeles ORT College is in compliance with BPPE State of California Standards. LAORT is approved by the U.S. Department of Homeland Security to enroll non-immigrant alien students. Los Angeles ORT College is also approved by the Department of Veterans Affairs to enroll students under GI bill.

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 campus 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 ORT College is located within easy reach of public transportation at 6435 Wilshire Boulevard, Los Angeles, California 90048. The 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.

Learning Resource Center

The learning resource centers of Los Angeles ORT College Campus 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.

Parking

A limited number of parking spaces are available at Los Angeles ORT College or at a nearby parking lot for the students. Please see Business office at LAORT College for more information and the cost for a parking space.

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.

The estimate cost of renting one bedroom apartment within 5 miles radius around the Los Angeles campus is from $1500 to $2000.

Disclosure

Los Angeles ORT College does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in the bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C Sec.1101 et seq.)

ADMISSIONS

General Admissions Requirements

Los Angeles ORT College accepts applicants who are beyond the compulsory age of school attendance in the State of California, which is defined to be 16 years old and above, who have graduated from high school, passed GED/CHSPE exam and/or completed secondary school through homeschooling as defined by the California State law. Applicants who do not meet the preceding requirements may be admitted under the "Ability to Benefit", for LA ORT's Technical Diploma programs.

California State Department of Education requires that everyone between six and eighteen years of age to attend K-12 schools, except sixteen and seventeen year-olds who have completed high school or passed the California High School Proficiency Examination (CHSPE).

Admissions Disclosures

The first step in the admissions process is a personal interview with an Admission Advisor. The applicant and his or her family are given a tour of the campus. Students are given a copy of the catalog which among other information it contains - Campus Crime Statistics, Performance Fact Sheet, tuition and fees, entrance cut-off scores, a current schedule of program start dates and a list of staff and faculty.

Admission to Degree Programs

Applicants for AAS degree programs must provide proof of high school completion or equivalent, as stated in General Admission Requirements. Applicants are not admitted to Degree programs under "Ability to Benefit". In addition, the AAS degree applicants must pass LAORT's required entrance test. Please see catalog appendix for cut-off scores.

Admission to the Technical Diploma Programs

The applicants for technical diploma programs must have completed high school or equivalent. The applicants for technical diploma programs must pass LAORT's required entrance test. The applicants who have not completed high school may be admitted under "Ability to Benefit". Please see catalog appendix for cut-off scores.

Admission to the ESL Diploma Program

The applicants for ESL diploma program must have completed high school or equivalent. The ESL program applicants who cannot provide a copy of their high school diploma or equivalent from their home country must provide an attestation to include the name, location and year of graduation from high school.
The Admission Advisor should attempt to obtain student's high school transcript by mailing out requests to the last known high school address.

The ESL program applicants need to take written and oral language placement tests to be placed at a level corresponding to their English language proficiency. The ESL applicants will take the CELSA written test under supervision of an independent third party administrator. The CELSA test is also recognized by the Bureau for Private Postsecondary Education of the State of California as an Ability to benefit test. Please see catalog appendix for cut-off scores.

Ability to Benefit

Applicants who have not graduated from a high school, have not passed GED/CHSPE exam and or have not completed homeschooling may be admitted to Technical Diploma programs under provisions of Ability to Benefit. Under these criteria the applicant must be tested by an independent third party administrator. Please see catalog appendix for cut-off scores. Students admitted under Ability-to-Benefit provision are not eligible to apply for Federal Financial Aid programs.

Non-immigrant Alien Students
LAORT is approved by the U.S. Department of Homeland Security to enroll non-immigrant alien students under appropriate visa status, which is (a) a M visa for vocational and or/technical programs and (b) a F visa for academic and language (avocational) programs, consistent with federal requirements.

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 campus comply with all federal, state, and local ordinances and regulations in regard to handicapped access.

Clinical and Immunization Policy and Procedures

The policy of Los Angeles ORT College is to disclose to the applicants of Medical programs with clinical components that they will be involved in laboratory practices handling blood and body fluids, during their onsite training and offsite externship period. This disclosure applies to students who enroll in any of the LA ORT's Medical & Clinical Assistant, Phlebotomy, Medical Assistant, and Medical Office Management programs.

Prior to enrollment in any of the above medical training programs, prospective students need to know that they will be involved in handling blood and body fluids in the laboratory setting onsite at LAORT and offsite clinical setting during LAORT externship period and during employment after graduation, they need to visit their personal medical doctor to receive advisements regarding immunizations (Hepatitis B and TB), communicable diseases, and they need to know that upon graduation they may be required to provide immunization medical records to the prospective employers. Furthermore, prospective students are required to read, understand and sign LAORT's Clinical Immunization Acknowledgment Form during admission process that includes the above statements related to Immunization and communicable diseases. For more information, prospective students need to visit the website of State of California Public Health (http://www.cdph.ca.gov).

Background Check and Certification for Allied Health Programs

Students interested to apply to the State of California for licensure are required to disclose felony convictions, misdemeanors, background check during the submission of their applications. This disclosure applies to students who enroll in any of the LA ORT's Allied Health programs, including Medical & Clinical Assistant, Phlebotomy, Pharmacy Technology Administration, Medical Assistant, and Medical Office Management programs.
Non-disclosure or falsification may be grounds for denial of licensure.

Students enrolling in LA ORT's Pharmacy Technology Administration program should note that a background check and live scan finger printing is also required for the California Board of Pharmacy. Non-disclosure or falsification may be grounds for denial of licensure.

Evaluation of Background Check

A criminal conviction does not automatically disqualify an applicant from consideration from the licensing agency.
The following items will be considered when evaluating the conviction:

- Nature and gravity of the criminal offense
- Pattern of other related criminal convictions
- Age of the applicant when the criminal offense occurred
- Time since the criminal conviction and/or completion of the sentence

However, the final decision after considering the above circumstances rests with the licensing agency.

License Requirements for Applicants for Pharmacy Technology Administration Program

In order for graduates in Pharmacy Technology Administration program to receive a license from the California Board of Pharmacy to be able to work in a pharmacy setting, all the graduates must apply in writing to the State of California and pay the appropriate fees. Once the paperwork with fingerprinting has been submitted, a background check including felony convictions, misdemeanors will be performed.

All applicants also must provide a copy of high school academic record (transcript) or certified copy of official transcript of GED (General Educational Development), HISET (High School Equivalency Test or TASC (Test

Accessing Secondary Completion) result to following address for evaluation to receive the License. The Board reserves the right to deny registration to individuals who have been convicted of certain crimes. Board of Pharmacy1625 N Market Blvd Suite N219 Sacramento California 95834, Tel:(916)-574-7900, Fax: (916)574-8618. Please see LAORT College Career Service department for more information and the cost of processing fee.

The above provision is mandatory and is set forth by the California Board of Pharmacy and not by Los Angeles ORT College. Los Angeles ORT College is not responsible for the California Board of Pharmacy regulations and their requirements for obtaining a Pharmacy License. Licensing is not required by LAORT for graduation, but it is mandatory in order to be employed in the state of California. If you have any questions about the requirement or the certification, please contact the Board of Pharmacy directly.

License Requirements for Phlebotomy Applicants

Los Angeles ORT College prepares phlebotomy students to take a mandatory National Certification exam. In addition to the content of the offered courses, the preparation for National Certification exam includes practicing on various test-banks in a workbook, review questions of the workbook, test-banks of National Certification exams and practical clinical competencies in the medical laboratory. Los Angeles ORT College is an approved testing center for National Competency Certification Testing (NCCT). Please see Catalog Appendix for NCCT Certification charges.

 In order for graduates in phlebotomy program to receive a license from the California Department of Public Health (CDPH) to be able to work in a phlebotomy/lab setting, all the graduates must pass National Certification exam and apply online with CDPH. Once the paperwork has been submitted, a background check including felony convictions, misdemeanors and fingerprinting may be required. The CDPH/Laboratory Field services (LFS) division reserves the right to deny license to individuals who have been convicted of certain crimes.

All applicants must provide a copy of high school academic record (transcript) or certified copy of official transcript of GED (General Educational Development), HISET (High School Equivalency Test or TASC (Test Accessing Secondary Completion) result to following address for evaluation to receive the License. Attn: Phlebotomy Program, Laboratory Field Services, 850 Marina Bay Parkway, Bldg. P, 1st Floor, Richmond, CA 94804-6403.

The above provision is set forth by the CDPH not by Los Angeles ORT College. Los Angeles ORT College is not responsible for the California Department of Public Health regulations and their requirements for obtaining a Phlebotomy License. Licensing is not required by LAORT for graduation, but it is mandatory in order to be employed in the state of California. If you have any questions about the requirements, please contact the CDPH/LFS directly. Please see LAORT College Academic department for more information and the cost of processing fee.

Ability to Benefit from training

Students need to understand that employers may conduct criminal background check to screen applicants, as part of the hiring process. Any misdemeanor or felony record that a student may have, could adversely affect student to benefit from training for licensure and /or work in field.

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, course content and official transcript from the originating institute. It is the student's responsibility to provide LAORT with required documentation as mentioned in the above.

The request for evaluating of credits from new enrollees for prior educational knowledge with the proof of required documentation must be received by LAORT Admission office within two weeks from the start date of the classes. New enrollees' request to receive credits for a course, with the status of prior skills, must take LAORT final test of that course within two weeks from the start date of classes. Any requests from students received after two weeks from the start date of the classes for prior educational knowledge or skills will not be accepted.

The content of the transferred course with grade "C" or higher should be compatible with the content of the course 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 (prior experimental learning) 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 training at LAORT. If the credits are granted, the tuition will be adjusted based on the number of transferable credits to the new program. The 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.

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

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

Notice Concerning Transferability of Credits and Credentials Earned at Los Angles ORT College

The transferability of credits you earn at Los Angles ORT College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or diploma you earn in any of Los Angeles ORT College educational programs is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree or diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may

seek to transfer after attending Los Angeles ORT College to determine if your credits, degree or diploma will transfer. For more information, please contact the Admission office of LAORT College.

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.

Enrollment Policy/Start-End Dates of the Programs

Los Angeles ORT College follows open enrollment policy and procedures. Program start dates are scheduled to begin Mondays or Tuesdays, if the Monday is holiday. For the list of holidays, please see the end of this catalog. For start and end dates of the offering programs, please see the Appendix at the end of this catalog and /or Admissions office. 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.

TUITION AND FEES

Tuition and Fees Schedule

The total tuition and fee schedules for the period of attendance are provided as an Appendix to this catalog and /or may be obtained from the Admissions Office. 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. For details and cost of tuition, books, registration fee and cost of parking space, please see the Appendix to this catalog, financial aid and/or business offices.

Course Repetition

A domestic student is not charged for repeating a failed course/level. However, an International student with a F-1 or a M-1 visa is charged for repeating a course/level**.**

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 and cost of tuition, books, registration fee and cost of a parking space, please see the catalog Appendix, 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. Student tuition payment obligation is determined by payment periods of four months each, up to 50% of the program. Students are expected to pay their tuition obligations at the beginning of each payment period. When 50% of the program has been offered, LAORT College may require full payment of tuition. The payment periods limitations may vary if the source of the tuition payment is a federal and/or state financial aid fund or is a federal or state agency.

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

REFUND POLICY and STUDENT'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 agency (ACCET) and the US Department of Education. LAORT will comply with the policy that applies at the time of the student's enrollment. As applicable, LAORT College compares the results of refund calculations as prescribed by BPPE, ACCET and US Department of Education and refunds the most beneficial amount to the student. A copy of the specific applicable policy will be provided to the student upon enrollment and is an integral part of the enrollment agreement. As a student, you are responsible to visit LAORT Financial Aid and/or Business office to be notified of the schedules of your Payment Periods and the impact of these payment periods or periods of obligation on the institution's cancelation and refund policy.

STUDENT'S RIGHT TO CANCEL:

A 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 address below address. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage paid. Notice of cancelation 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.

BPPE Refund Policy:

1. The student has the right to 100% refund of all charges less $100 registration fee within thirty(30) days, if s/he is rejected, no show or cancels this enrollment agreement by providing LAORT College a notice of cancelation 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 instruction for which the student has paid	Registration		of instruction paid for but not received 90 clock hours of instruction	Refund Amount paid for

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 the loan plus interest and any applicable fees, less the amount of any refund as related to the loan. If the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

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 or date of determination (DOD). 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 <u>Notice of Refund</u> stating the amount of the refund and to whom refund was made

5. If a student is a minor, notice of cancellation must be made by the 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 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.

6. In cases when a student is granted a Leave of Absence (LOA) and fails to return to LAORT on the date scheduled, refunds will be made within forty five (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 Direct 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 the LAORT Scholarship Program.

7. 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 student must bear the full cost of all, 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.

8. ACCET Refund Policy: Withdrawal or Termination after Start of Class:
a) Refund amount is calculated by LAORT based on a student's last date of attendance (LDA). When determining the number of weeks completed by the student, LAORT uses the whole week as completed in its refund calculation, if a student was present at least one day during the scheduled week.

b). First Period of Financial Obligation: For students whose last day of attendance occurs at any point in the first four weeks of their initial period of financial obligation, LAORT retains the charges applicable to the first four weeks. **For students whose last date of attendance occurs after the first four weeks** but before or at the mid-point of their period of financial obligation, LAORT retains a prorated amount of tuition. **For students whose last date of attendance occurs after the midpoint**, LAORT retains all of the charges for that period. LAORT refunds any tuition paid for the balance of the program.

c). Subsequent Periods of Financial Obligation or Enrollment periods: For students who have completed the first period of financial obligation or extended their enrollment at LAORT but whose last date of attendance occurs before or at the midpoint of any subsequent period of financial obligation, LAORT retains a prorated amount of tuition for that period. **For students whose last date of attendance occurs after the midpoint** of any subsequent period of financial obligation, LAORT retains all of the tuition for that period. LAORT refunds any tuition paid for the balance of the program.

Return of Title IV Funds Policy and Procedures

All Federal 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 following regulations.

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:
    a) Direct Unsubsidized Stafford Loan Program
    b) Direct Subsidized Stafford Loan Program
    c) Direct PLUS Program

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

    a) 4. Federal Pell Grant Program
    b) 5. Federal SEOG Program
    c) 6. Cal Grant Program
    d) Other assistance awarded under this title for which return of funds is required.

Student Tuition Recovery Fund

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

A student may be eligible for STRF if s/he is a California Resident or is enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:(1) the school closed before the

course of instruction was completed,(2)the school's failure to pay refunds or charges on behalf of a student to third party for license fees or any other purposes, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school,(3) the school's failure to pay or reimburse loan proceeds under federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs,(4) there was a material failure to comply with the Act or the Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau,(5) an inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

You must pay the state-imposed fee for the Student Tuition Recovery Fund (STRF)if all of the following (1) and (2) applies to you: (1)you are a student in an educational program, who is a California resident or enrolled in a residency program, and prepay all of part of tuition either by cash, guaranteed student loans, or personal loans, and (2) your total charges, are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF fee if either of the following (1) or (2) applies: (1) you are not a California resident or are not enrolled in a residency program or (2) your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

To qualify for STRF reimbursement a student must file a STRF application within two years 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 the student keeps 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 Education, 1747 N. Market Blvd. Ste 225 Sacramento, CA 95833, www.bppe.ca.gov, Phone: (916)431-6959.

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 Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste 225 Sacramento, CA 95833, www.bppe.ca.gov, Phone: (916)431-6959.

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.

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 who have graduated from high school, passed GED/CHSPE exam and/or completed secondary school through homeschooling as defined by the California State law. The United States Department of Education Title IV Federal Financial Aid Programs awarded on the basis of financial need include:

- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant (FSEOG)
- Federal Work Study (FWS)
- Direct Subsidized Loan

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

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

Repayment of the loans

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

Academic Year

Los Angeles ORT College adopts Semester Credit Hours as the basis for defining and measuring student's academic course level, progress and program length. Based on this election, for a student to be considered Full-Time s/he must enroll for a minimum of 24 Semester Credit Hours within a minimum of 30 instructional weeks. For financial aid awarding purposes, each Academic Year consists of two (2) Payment Periods. Each Payment Period is defined to be a minimum of 12 Semester Credit Hours and 15 weeks of instructions.

Payment schedules

Payment schedules for title IV recipients are variables and depend on a student's start date and the daily class scheduled hours. Los Angeles ORT College follows US Department of Education regulation of payment periods to disburse Title IV funds for the qualified students. Each payment period is a minimum of 15 weeks. After completion of a minimum of 15 weeks, earning a minimum of 12 financial aid semester credits and meeting Satisfactory Academic Progress (SAP) requirements, then the Financial Aid office may disburse fund for the student. For more information, contact the Registrar and Financial Aid offices. The Satisfactory Academic Progress policy and its requirements are covered in this catalog at later pages. The impacts of payment periods or periods of obligation are explained in this catalog under refund and cancelation policies. For more information, please see the office of LAORT Financial Aid department.

Attendance Requirements for Title IV Recipients in Diploma Programs

For the purpose of financial aid second disbursement for Title IV recipients enrolled in any of LAORT diploma programs, a student must attend a minimum of 90% of the clock hours of the first payment period.

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.

Other Financial aid resources:

To assist students further, special non-governmental scholarships and loan funds are available to eligible students who are legal residents of the United States. Los Angeles ORT College is approved by the Department of Veterans Affairs to enroll students under GI bill. Los Angeles ORT College is also approved by California's Workforce Investment Board to enroll students who may qualify to receive WIA benefits.

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.

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 Fund Program: Los Angeles ORT College has access to a limited amount of loan funding from the 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.
4. Jay and Rose Phillips Family Educational Loan Fund Program: Los Angeles ORT College has access to a limited amount of loan funding from the Jay and Rose Phillips Family Educational Loan Fund 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.

Tutoring

Students who need extra assistance because of academic difficulties may arrange for tutoring through their instructor, Program Coordinator, or the Academic Dean.

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 Los Angeles ORT College also maintains a collection of magazines and newspapers. The non-print media collection includes DVD, computer software and internet access. Students should visit the library for the library hours and procedures to check out library books.

Career Services

Los Angeles ORT College does not guarantee employment of its graduates. Los Angeles ORT College only 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.

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.

Students need to understand that employers may conduct criminal background check to screen applicants, as part of the hiring process. Any misdemeanor or felony record that a student may have could adversely affect his/her employment with such employers. In addition, tattoos, body piercing, uncommon hair-dos, and subscribing to unprofessional attire and appearance may also significantly reduce hiring prospects.

Cheating Policy and procedures

Students of Los Angeles ORT College are subject to the following cheating policies and procedures Specific sanctions that typically apply to cheating during test taking or cheating on class assignments are listed below.

Verbal Warning: A verbal warning will be issued if an incident of cheating cannot be verified beyond a reasonable doubt. Written Warning: will be issued to a student if the student found cheating during test taking or cheating on class assignment. The student will receive a zero ("0") score for that specific exam, assignment or grade. Probation: A student found cheating for the second time, will receive a notice of probation for the remaining duration of training at LAORT. The student also receives an "F" (failure) and no credits for the course. In this case, the student must repeat/retake the failing course when it is offered again by LAORT. Furthermore, the student must pay the cost of repeating and retaking the failing course. Termination: A student under cheating probation will be terminated

permanently if he/she found cheating again for the third time during the training at LAORT College. In this case, no appeal for reinstatement from the student will be accepted.

Student Conduct Code/Dress Code

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

Students should wear appropriate attire that is not provocative to other students, faculty and staff of Los Angeles ORT College. Students on campus are not allowed to wear revealing clothing, baggy pants, shorts, tank tops, hooded tops, home slippers, unclean or torn clothing, and any outfit that is not appropriate for a professional setting.

All students are expected to observe standards of social conduct. Any behavior disruptive to classroom activities such as interfering with the instructor's teaching, other students' studies, cheating on tests or assignments, wearing unprofessional attire, inappropriate behavior or conduct 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.

Copyright Infringement Policy and Procedures

Copyright is legal protection of intellectual property, in whatever medium, that is provided for by the laws of the United States to the owners of copyright.

Compliance with federal copyright law is expected of all students, faculty and staff at Los Angeles ORT College. "Copyright" is legal protection for creative intellectual works, which is broadly interpreted to cover just about any expression of an idea. Textbooks, Texts (including email and web information), graphics, art, photographs, music, and software are examples of types of work protected by copyright. The creator of the work, or sometimes the person who hired the creator, is the initial copyright owner.

Furthermore, copying, distributing, downloading, and uploading information on the Internet may infringe the copyright for that information. Even an innocent, unintentional infringement violates the law. Violations of copyright law that occur at Los Angeles ORT College may create liability for the student, staff or faculty. Accordingly, copyright violators or infringers may face civil and criminal liabilities and possible termination from Los Angles ORT College.

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 or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

<u>In addition, please note the following:</u>

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.

No Harassment Policy

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.

ORT College believes in maintaining a working and an educational environment free from discrimination. It recognizes that discriminatory harassment on the basis of age, gender, sex, disability, race, creed, color, national origin, sexual orientation, or marital status undermines the integrity of the learning environment. No harassment will be tolerated.

Sexual harassment includes any unwelcome advance, verbal or physical conduct of a sexual nature that affects an employee's job security or work performance, or creates an intimidating, hostile offensive training and or workplace situation.

Sometimes an incident of this nature can be quickly remedied. Any student/employee who finds a person's behavior or language to be offensive may choose to ask them to stop. If the conduct continues or the student/employee prefers not to deal directly with the offender, he or she should report it to his/her instructor/supervisor and or Title IX coordinator (LAORT College Personnel Officer.)

Complaints concerning a discriminatory working environment, sexual advances, or other discriminatory practices will be investigated promptly. Reasonable measures will be undertaken to preserve the confidentiality of information that is reported during the investigation. Students and employees should recognize, however, that the consequences of unfounded allegations can have serious effects on innocent men and women. Students and employees should, accordingly, act responsibly.

Any student/employee found to have engaged in a violation of this policy shall be subject to discipline which may include termination from training/employment.

Constitution Day

Constitution day is an American federal observance day that recognizes the adoption of the United States Constitution. It is normally observed on September 17, the day in 1787 that delegates to the Constitutional Convention signed the document in Philadelphia. Los Angeles ORT College honors and promotes this day on September 17 of each year with the students and staff.

Crime Awareness and Campus Security (Jean Clery Disclosure of Campus Security)

In keeping with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Los Angeles ORT College distributes to all current students and employees a disclosure regarding the availability, location, and contents of the campus security report.

Drug and Alcohol Abuse Awareness and Prevention

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.

In compliance with the Drug-Free Workplace Act of 1988 (Public Law 101-690) and the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), the Institution provides a Drug- Free Schools and Workplaces disclosure to each student during the admission process. This disclosure gives instruction on how to obtain the descriptions of the legal sanctions under local, state, and federal law for unlawful possession, use, or distribution of illegal drugs and alcohol; health risks associated with the use of illegal drugs and the abuse of alcohol; and a list of any drug and al cohol counseling, treatment, and rehabilitation programs that are available to the students.

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.

Visitors

Friends and parents of students, business people, educators, members of the community and prospective students are invited to visit the campus 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 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. The instructions are conducted only in English Language. Hands-on instruction is provided in all laboratory classes. Projects, outside assignments and regular examinations are given as part of each course. All technical courses within programs are offered on the modularized wheeled system. 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. The maximum student-to-teacher ratio for all Medical, Technology and Business training programs is 30:1. In Clinical lab the ratio of student-to-teacher is 20:1. The maximum student-to-teacher ratio for English Language training programs is 25:1.

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 academic needs.

Industry Advisory Board

Los Angeles ORT College organizes an annual Industry Advisory Board meeting with representatives and employers from business, industry, textbooks publishers and LAORT employed graduates to receive suggestions to enhance the content of offering programs for employment purposes of the graduates. Please see the latest list of Industry Advisory Board members in the appendix section of this catalog.

Maximum Time Frame

The student must complete all course work in no more than 1.5 times the normal program length. The normal program length is the length of each program measured in semester credit hours. This 1.5 multiplied by the normal program length is referred to as the maximum time frame. Students are not allowed to continue their training beyond the maximum time frame.

Full time student

Los Angeles ORT College enrolls students based on total number of semester credit hours of each program which are more than twelve semester credits.

STUDENT PERFORMANCE AND ACADEMIC PROGRESS STANDARDS & CRITERIA

Grading Policy: At the end of each course/level, 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, s/he 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 maximum 2 weeks or a grade of "F" will be issued for the course. A letter grade of "P" or "F" is given for Externship course taken on a Pass/Fail basis.

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

The lengths of Diploma or degree programs are divided by 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 (Quantitative) and achieve a minimum Grade Point Average GPA (Qualitative) 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.

Day AAS Degree Programs Evaluation Points	25%	50%	80%	100%
SAP Minimum GPA Requirements	1.5	1.75	2.0	2.0
SAP Minimum Credits Requirements	10	25	45	Program Completion

Evening AAS Degree Programs Evaluation Points	15%	30%	50%	70%	85%	100%
SAP Minimum GPA Requirement	1.25	1.50	1.75	2.0	2.0	2.0
SAP Minimum Credits Requirements	4	12	25	40	50	Program Completion

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

Diploma Vocational ESL Program Evaluation Points	25%	50%	67%	100%
SAP Minimum GPA Requirements	1.0	1.25	1.5	2.0
SAP Minimum Credits Requirements	6	12	18	Program Completion

Diploma Intensive English Program (IEP) Evaluation Points	50% (120 Hours)	100%(240 Hours)
SAP Minimum Attendance Requirements	96 Hours	192 Hours
SAP Minimum GPA Requirements	2.0	2.0

Academic Satisfactory Progress Policy and Attendance Requirements for Students Receiving VA Benefits:

In order for the Veteran students to receive veteran benefits for their education, the office of Veteran Administration requires a minimum GPA of 2.0 or higher at each of the above evaluation points. The students receiving VA benefits are also required to keep an attendance rate of 80% (90% for Diploma programs) at each of the above evaluation points.

Veteran students who do not meet the above requirements will be placed on Probation for the following evaluation period as outlined in the above tables. If by the end of the probation period the student's cumulative GPA and/or the attendance rate are not met, the Veterans Administration will be notified and benefits will be interrupted. In this case, the student will be responsible for the balance of the cost of the training program. Academic Progress records are maintained by the college and will be furnished to the student upon request.

Conditions for Reentrance for Students Receiving VA Benefits:

If the College Director or designee determines that the conditions which caused the interruption have been rectified, the student will be eligible to receive benefits from that point forward.

Additional Elements of Satisfactory Academic Progress (SAP) Policy

The (GPA) and (Credits) measurements of the Academic Satisfactory Progress Policy also apply to Incomplete Grades, Course Withdrawals, Course Repetitions, and Transferring courses from one program to other programs within LAORT College. Non-credit remedial courses are not offered at LAORT.

Transfer/Readmitted Students

The (GPA) and (Credits) measurements of the Academic Satisfactory Progress Policy also apply to students who transfer from other colleges, within LAORT programs and readmitted LAORT students. In these cases, the maximum time frame includes the transferred /readmitted credits.

Policy of Conversion of Clock Hours to Semester Credit Hours for Academic and Financial Aid Purposes

Los Angeles ORT College uses semester credit hours to determine awards for its programs. Los Angeles ORT College applies the ACCET and US Department of Education rules and regulations to convert the clock hours of its offering programs to credit hours for Academic and Financial Aid purposes. This policy is required to factor in a weighted criterion for the student's homework outside the classroom to be part of the final grade for the course.

Definition of Academic and Financial Aid Semester Credit hours

One semester credit hour is equivalent to a minimum of 15 clock hours of lecture, a minimum of 30 clock hours of laboratory work or a minimum of 45 clock hours of externship. A clock hour is defined as a 50-minute classroom period with a 10-minute break. The final grade for the course partly includes a weighed criterion for the students' homework outside the classroom. One financial aid semester credit hour and one academic semester credit hours for AAS degree programs are the same. One financial aid semester credit hour for non-degree programs is equal to the length of program hours minus externship hours, as applicable, divided by 30, or the length of program hours minus externship hours, as applicable, plus outside homework hours divided by 37.5.

SAP Warning

The SAP of each student will be evaluated at the evaluation points. A student who has not achieved minimum GPA requirements and or has not earned minimum semester credit hours at any evaluation points will receive a written notice of academic warning from the Registrar office and should correct the SAP problem by the end of the next academic evaluation period. Students on SAP Warning will receive academic advisement to assist them in improving their academic progress Students may only remain eligible on SAP Warning for one payment period of Title IV Federal Financial Aid. Students who achieve the required SAP minimums at the end of warning period

will be placed back in good standing. Students who do not achieve the required SAP minimums at the end of warning period may appeal to be placed on SAP Probation, otherwise they will be dismissed.

SAP Probation

Students who are granted a satisfactory academic progress appeal will be placed on SAP Probation. Students on SAP probation will receive academic advisement to assist them in improving their academic progress. Students on SAP probation will remain eligible for Title IV Federal Financial Aid for one payment period. Failure to correct the SAP Probation problem by the end of the academic probationary period will result in the loss of eligibility for any additional financial aid and termination from the program.

SAP Appeal

The appeal should be in writing to the Registrar within two calendar weeks before the start date of probation period. The Registrar in consultation with academic office will make a decision and notify the student in writing within two weeks from the date the student's appeal is received. If the student is denied academic reinstatement, the decision is final.   If the academic reinstatement does not exceed the maximum time frame and there are well-documented mitigating circumstances, then the student will be reinstated and will become eligible for Title IV Federal Financial Aid for one payment period during probationary period . Academically, the student will be required to successfully complete each one of the upcoming courses/levels with grade "C" or above to meet the graduation requirements. If the student fails to meet these requirements during the reinstatement, the student will be permanently terminated from the training.   For more information, contact the Registrar's office.

Removal of SAP Warning/Probation

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

Academic Termination

A student will receive a written notice of termination from the Registrar office if s/he fails to meet satisfactory academic progress (SAP) requirements at the end of the probationary period. A student is terminated from a training program if s/he fails a repeated course/level.   A student who fails two independent consecutive courses/levels will be terminated. Students who are terminated for lack of satisfactory academic progress on grades/credits and not meeting attendance requirements are responsible for meeting their financial obligations to Los Angeles ORT College.

Satisfactory Academic Progress Policy for TOEFL preparation Certificate Program:

The TOEFL program consists of two courses, TOEFL Preparation I and TOFEL Preparation II, each at 120 classroom instruction hours, for a total of 240 hours. The SAP for each TOEFL student is determined by having a minimum of 80% attendance and having 2.0 GPA at the end of each preparation course. Each TOEFL student needs to take a final test at the end of TOEFL Preparation I to advance to TOEFL Preparation II. The tests include oral (spoken) and written exams. Advancement to TOEFL Preparation II is determined by passing grade at the final test of TOEFL Preparation I and passing the criteria for homework, quizzes and attendance.   If a student receives an "F" or a "D" grade and/ or less than 80% attendance at the end of TOEFL Preparation I and/or II, he/she will be put on probation and has to repeat the failing course and pay the cost of repeated course. If the student fails the course again, he/she will be terminated from the program permanently. To successfully graduate from one course, the student should have a minimum of "C" grade or "2.0" GPA grade point average with 80% attendance. The student will receive a certificate of completion at the end of each course.

Satisfactory Academic Progress Policy for Phlebotomy Certificate program:

The Phlebotomy program consist of 130 hours of classroom instruction and 45 hours of externship hours, for a total of 175 hours. The SAP for each Phlebotomy student is determined by having a minimum of 100% attendance and achieving a minimum of 2.0 GPA at the completion of the programs to graduate. If the student does not have 100% attendance and/or 2.0 GPA at the end of 130 class hours, he/she will be put on probation and must pay the cost for repeating 130 classroom hours. If the student fails the classroom module again, he/she will be terminated from

program permanently. This policy of failing and repeating also applies to the externship module of 45 hours. If the students fails to have 100% attendance and or fails to receive passing evaluation from the externship site supervisor, he/she must pay the cost for repeating the externship module (45 hours) again. If the student fails the repeating externship module, he/she will be terminated from the program permanently.

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 minimum 80% of the total scheduled hours for the program to meet the graduation's attendance requirement.

Students must maintain at least 80% attendance at each evaluation point (90% attendance at midpoint of Title IV recipients in Diploma Programs), 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's 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 10 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 earlier than the end of scheduled class time, the period of early 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

The attendance of each student will be evaluated at the evaluation points, as are outlined in the SAP tables in the LAORT catalog. A student who fails to maintain the minimum 80% attendance at the evaluation points (90% attendance at midpoint of Title IV recipients in Diploma Programs) will receive a written notice of attendance warning from the Registrar office and should correct the problem by the end of the following evaluation period. If the student fails to correct the attendance 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 written notice of attendance probation from the Registrar's office for the following evaluation period. Failure to correct the attendance problem by the end of the probationary period will result in termination from the program.
Removal of Attendance Warning/Probation

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

Attendance Termination
A student will receive written notice of termination from the Registrar's office, if he or she fails to meet attendance requirements at the end of the probationary period. A student will be terminated if at any time he or she has missed more than 20% of the maximum time frame hours. Students who are terminated due to failure to meet attendance requirements are responsible for meeting their financial obligations to Los Angeles ORT College.

Official and Unofficial Withdrawal Policy and Procedures

Official Withdrawal: A student will be considered as withdrawn officially from school if s/he contacts the Registrar office in person, by phone or email and states the reasons for withdrawing. The Registrar office completes a Change of Status Form and records the contact date as a documented dropped date for refund purposes if any.

Unofficial Withdrawal: A student will be considered as withdrawn unofficially from school if s/he fails to contact the Registrar office due to missing attendance hours for 14 consecutive calendar days or failing to return from an approved Leave of Absence. The Registrar office completes a Change of Status Form and records the expiration date of 14 consecutive calendar days as a documented dropped date for refund purposes if any. The Registrar office records the failed returned date from an approved Leave of Absence as a documented dropped date for refund purposes if any.

Appeal and Reinstatement Process/Attendance Failure

A student who does not meet attendance requirements at the end of the probationary period is terminated from the training program. The student may appeal in writing to the Registrar within two calendar weeks from the last day of attendance for reentry into the program. The Registrar in consultation with academic office will make a decision and notify the student in writing within two weeks from the date the student's appeal is received. If the student is denied reinstatement, the decision is final. If the reinstatement does not exceed the maximum time frame and there are well-documented mitigating circumstances, then the Registrar will place the student on a probationary status for the next evaluation period during which the student must maintain a minimum of 85% **(95% for Title IV recipients in diploma programs)** of the class hours during upcoming periods, as long as the student will be able to meet the graduation requirements. If the student fails these requirements during the reinstatement, the student will be permanently terminated from the training. For more information, contact the Registrar's office.

Appeal and Reinstatement Process/14 Consecutive Calendar Days of Absence

A student who has been absent for 14 consecutive calendar days, without an approved Leave of Absence and/or fails to return from approved LOA will be considered as withdrawn from the program. The student may appeal in writing to the Registrar within two calendar weeks from the documented dropped date for reentry into the program and reinstatement of financial Aid. The Registrar in consultation with the instructor, the Academic Supervisor and Financial aid office will make a decision and notify the student in writing within two weeks from the date the student's appeal is received. If the student is denied to be reinstated, the decision is final. If the reinstatement does not exceed the maximum time frame, and there are well-documented mitigating circumstances, then the Registrar will re-enter the student back to the program. If the student repeats the 14 consecutive calendar days of absence during the remaining upcoming courses, the student will be permanently terminated from the training. For more information, contact the Registrar Office.

Graduation Requirements

Under normal program length or maximum time frame, a student is considered to be a graduate if s/he 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 and meets attendance requirement with minimum attendance 80% for AAS degree and diploma programs and 100% for Phlebotomy Certificate program of the total hours 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 attendance requirement 80% for AAS degree and diploma programs, 100% for Phlebotomy Certificate program of the total hours 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.

Transfer Policy

Students may request a transfer between mornings, 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 courses with passing grades 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.

Externship Course

Los Angeles ORT College has agreements with offsite medical/clinical/pharmacy facilities to provide externship courses to its students who attend programs in AAS degree in Medical & Clinical Assistant, AAS degree in Pharmacy Technology Administration, AAS degree in Medical Office Management, Diploma in Medical Assistant and Diploma in Phlebotomy. The externship courses provide the students with more additional training in a real world setting.. The Externship course is unpaid period and the students should complete it successfully. An externship at the end of the student's study puts into practice what the student need to learn in a real world setting. For more information about the externship hours, please see Program Descriptions in this catalog or contact Academic and Career Service departments.

Employment Preparation Course

A special feature of the Los Angeles ORT College's Career services 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.

Leave of Absence Policy

A leave of absence (LOA) is a temporary break in a student's attendance during which s/he is considered to be continuously enrolled. Los Angeles ORT College complies with the following requirements to grant a temporary break in a student's attendance:

1. A leave of absence may be granted for emergency situations such as a serious illness, debilitating injury, or death in the immediate family.
2. A student enrolled under a F-1 or M-1 visa may be granted leaves of absence in accordance with the regulations of the Department of Homeland Security and the following guidelines: (a) in emergency situations such as a serious illness or a death in the immediate family.
3. A student must submit a written request for a leave of absence to Registrar office in advance of the beginning date of the leave of absence, unless unforeseen circumstances prevent the student from doing so. If a student does not request a leave of absence within a 14 consecutive days of absence policy, s/he will be withdrawn.
4. The student must sign and date the leave of absence request form in the Registrar office and specify a reason for the leave. The reason must be identified in order for LAORT College to have a reasonable expectation of the student's return within the timeframe of the leave of absence as requested.

5. A leave of absence must be limited to a maximum of 180 calendar days in any 12-month period or one-half the published program length, whichever is shorter. Multiple leaves of absence may be permitted provided the total of the leaves does not exceed this limit.
6. 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 ORT College does not assess the student any additional charges as a result of the Leave of Absence.

7. An approved leave of absence may be extended for an additional period of time provided that the extension request meets all of the above requirements, and the total length of the leave of absence does not exceed the above specified limit.
8. Prior to being granted an LOA, the Title IV loan recipients should see the 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 does not return from LOA on the 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.
9. Any student who takes a Leave of Absence during a module or an ESL level must repeat/retake the required module or level at the next scheduled opportunity.

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.

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.

Services and Facilities Available to Students with Physical and Intellectual Disabilities

The facilities of Los Angeles campus comply with all federal, state, and local ordinances and regulations in regard to handicapped access for students who have physical disabilities. The academic department of Los Angeles ORT College is available to provide students with additional tutoring hours to improve their academic standings.

Academic Freedom

Los Angles ORT College allows academic freedom of a teacher to discuss social, economic, or political problems that are related to subject matter without interference or penalty from students or LAORT officials. This academic freedom also applies to a student to explore any field or hold any belief without interference from the teacher or LAORT officials. Teachers and students should be careful not to introduce controversial matter that has no relation to their courses that are offered in the training programs at Los Angeles ORT College.

Intensive English Program Policies and Procedures

The following policies and procedures are specifically outlined for enrolled students in the Intensive English program. Please refer to this catalog for policies and procedures that are not outlined in the following.

Satisfactory Academic Progress Policy for Intensive English Program

Each Intensive English Program is 240 hours. Each IEP 240 hours program is divided in two evaluation periods, 120 hours each.   Satisfactory Academic Progress of IEP students are checked at the completion point of the first 120 hours and 240 hours point.

The SAP (quantitative measurement): IEP Students must maintain at least 80% attendance at two evaluation points, at mid-point (120 hours) and final point of program (completion of 240 hour). The SAP (qualitative measurement):   IEP students must achieve an overall minimum of 70% in the academic areas (written quizzes, homework, attendance, and oral and written final tests) or minimum grade "C" at mid-point (120 hours) and a minimum GPA of 2.0 or grade "C" at the final point of program (completion of 240 hours).

If a student receives a grade below "C" at midpoint of an IEP program, the student will receive a warning notice from the Registrar office. The warning is for the duration of the next evaluation period. In this case, the student should correct the SAP problem by achieving an overall minimum GPA of 2.0 or grade "C" at the completion of 240 hours program.   If a student fails to correct the SAP warning problem at the completion of 240 hours program, s/he will not graduate. In this case, the student must repeat the failing 240 hours program and pays its tuition while being placed on probation.

If the student fails to achieve 70% in the academic areas (written quizzes, homework, attendance, and oral and written final tests) at the midpoint of repeating program, s/he will receives a second SAP probationary notice from the Registrar office. This probationary notice is for the duration of the next evaluation of the repeating program. The student must correct the SAP problem by the end of the repeating 240 hours program. If the student fails again to achieve an overall minimum GPA or 2.0 or grade "C" at the end of the repeating 240 hours program, s/he will be terminated from the program.

The attendance of each student will be evaluated at the evaluation points as stated in the above. A student who fails to maintain the minimum 80% attendance at 120 hour evaluation point will receive a written notice of attendance warning from the Registrar office and should correct the problem by the end of the following evaluation period which is at 240 hours point. If the student fails to correct the attendance problem by the end of the warning period, the student will not be able to graduate and will be placed on probation and should correct the problem by repeating the 240 hour program and paying its tuition again. During the repeating the 240 hour program, the student will be on probation

If the student fails to achieve 80% at the midpoint of repeating program, s/he will receive a second SAP probationary notice from the Registrar office. This probationary notice is for the duration of the next evaluation of the repeating 240 hour program. The student must correct the SAP problem by the end of the repeating program. If the student fails again to achieve an overall 80% attendance at the end of the repeating 240 hours program, s/he will be terminated from the program.

Los Angeles ORT College instructors, Master Teachers and English Language program coordinator are available to assist IEP students who need additional help to improve and correct any of their academic SAP problems, including tutoring before and or after class hours, providing additional homework assignments, and attending other IEP classes during morning or evening schedules as are applicable to students, at no cost.

IEP Level Repetition

An International student with a F visa is charged for repeating an IEP level.

Academic Warning for Intensive English Program

The SAP of each student will be evaluated at the midpoint of each 240 hours. A student who has not achieved the minimum SAP requirements, as stated in the above Academic Satisfactory Progress Policy, will receive a written

notice of academic warning from the Registrar office and should correct the SAP problem by the end of the following evaluation period or at the end of a 240 hours program.

Academic Probation for Intensive English Program

A student who fails to correct the SAP problem of academic warning at the end of 240 hours will receive a written notice of academic probation from the Registrar office to repeat the failing of his or her 240 hours program. Failure to correct the SAP problem by the end of the probationary period, the student will be terminated from the program.

Removal of Academic Warning/Probation for Intensive English Program

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

Appeal and Reinstatement Process for Intensive English Program

A student who does not meet SAP requirements at the end of the second aprobationary period is terminated from the training program. The student may appeal in writing to the Registrar within two calendar weeks from the last day of attendance for reentry into the program. The Registrar in consultation with the instructor and ESL program coordinator will make a decision and notify the student in writing within two weeks from the date the student's appeal is received. If the student is denied reinstatement, the decision is final. If there are well-documented mitigating circumstances, then the student will be placed on a special probationary status for the remaining evaluation periods during which the student must complete each one of the upcoming levels with grade "B" or above, as long as the student will be able to meet the graduation requirements. If the student fails to meet these requirements during the reinstatement, the student will be permanently terminated from the training. For more information, contact the Registrar's office.

Attendance Policy for Intensive English Program

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.

Students must maintain at least 80% attendance at two evaluation points, at mid-point (120 hours) and final point of program (completion of 240 hour) 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 on daily basis in every class period by instructor and is recorded on the class attendance roster. The instructor submits the completed roster to the Registrar's 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 10 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 earlier than the end of scheduled class time, the period of early 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 for Intensive English Program

The attendance of each student will be evaluated at the evaluation points as stated in the above. A student who fails to maintain the minimum 80% attendance at 120 hour evaluation point will receive a written notice of attendance warning from the Registrar office and should correct the problem by the end of the following evaluation period which is at 240

hours point. If the student fails to correct the attendance problem by the end of the warning period, the student will not be able to graduate and will be placed on probation and should correct the problem by repeating the 240 hour program and paying its tuition again. During the repeating the 240 hour program, the student will be on probation.

Attendance Probation for Intensive English Program

A student who fails to correct the problem of his or her attendance warning will receive written notice of attendance probation from the Registrar's office for the following evaluation period. Failure to correct the attendance problem by the end of the probationary period will result in termination from the program.

Removal of Attendance Warning/Probation for Intensive English Program

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

Attendance Termination for Intensive English Program

A student will receive written notice of termination from the Registrar's office, if he or she fails to meet attendance requirements at the end of the probationary period. A student will be terminated if at any time he or she has missed more than 20% of the maximum time frame hours. Students who are terminated due to failure to meet attendance requirements are responsible for meeting their financial obligations to Los Angeles ORT College.

Appeal and Reinstatement Process/Attendance Failure for Intensive English Program

A student who does not meet attendance requirements at the end of the probationary period is terminated from the training program. The student may appeal in writing to the Registrar within two calendar weeks from the last day of attendance for reentry into the program. The Registrar in consultation with the instructor and program coordinator office will make a decision and notify the student in writing within two weeks from the date the student's appeal is received. If the student is denied reinstatement, the decision is final. If there are well-documented mitigating circumstances, then the Registrar will place the student on a special probationary status by repeating the 240 hour program and paying its tuition again. During the repeating the 240 hour program which the student must maintain a minimum of 85% of the class hours. If the student fails this requirement or graduation requirement during the reinstatement, the student will be permanently terminated from the training. For more information, contact the Registrar's office.

Appeal and Reinstatement Process/14 Consecutive Calendar Days of Absence for Intensive English Program

A student who has been absent for 14 consecutive calendar days, without an approved Leave of Absence and/or fails to return from approved LOA will be considered as withdrawn from the program. The student may appeal in writing to the Registrar within two calendar weeks from the documented dropped date for reentry into the program. The Registrar in consultation with the instructor and program coordinator will make a decision and notify the student in writing within two weeks from the date the student's appeal is received. If the student is denied to be reinstated, the decision is final. If there are well-documented mitigating circumstances, then the Registrar will re-enter the student back to the program. If the student repeats the 14 consecutive calendar days of absence during the reinstatement, the student will be permanently terminated from the training. For more information, contact the Registrar Office.

Graduation Requirements for Intensive English Program

To successfully complete/ graduate form an Intensive English program, a student should achieve an overall minimum GPA or 2.0 or grade "C" with a minimum of 80% attendance at the end of 240 hours program. Upon meeting the proceeding requirement, the student receives a certificate for 240 hours program. In case a student takes multiple IEP programs, s/he should achieve an overall minimum GPA of 2.0 or grade "C" with minimum 80% attendance at the end of each of those multiple 240 hours programs. Upon meeting the proceeding requirements, the student receives multiple certificates for each of those individual programs.

Student' Right to Cancel & Refund Policy for International students

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 agency (ACCET).

LAORT College compares the results of the BPPE refund calculation with ACCET refund calculation and refunds the most beneficial amount to the student. 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. As a student, you are responsible to visit LAORT Business office to be notified of the schedules of your Payment Periods and the impact of these payment periods or periods of obligation on the institution's cancelation and refund policy.

BPPE STUDENT'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 address below address.

The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage paid. Notice of cancelation 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.

BPPE Refund Policy

1. The student has the right to 100% refund of all charges less $100 registration fee within thirty(30) days, if s/he is rejected, no show or cancels this enrollment agreement by providing LAORT College a notice of cancelation 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:

3. 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 80 hours of a 240-hour program and amount paid for tuition and registration was $1060, the student would receive a refund of $640,

$1060	- $100	X	160 clock hours	=$640
Tuition & Registration	Registration		of instruction paid for but not received	Refund Amount paid for
instruction			240 clock hours of instruction	
for which the student has paid				

4. 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.

5. **ACCET Refund Policy:**

Withdrawal or Termination after Start of Class:

A). Refund amount is calculated by LAORT based on a student's last date of attendance (LDA). When determining the number of weeks completed by the student, LAORT uses the whole week as completed in its refund calculation, if a student was present at least one day during the scheduled week.

B). **First Period of Financial Obligation**: For students whose last day of attendance occurs at any point in the first four weeks of their initial period of financial obligation, LAORT retains the charges applicable to the first four weeks. **For students whose last date of attendance occurs after the first four weeks** but before or at the mid-point of their period of financial obligation, LAORT retains a prorated amount of tuition. **For students whose last**

date of attendance occurs after the midpoint, LAORT retains all of the charges for that period. LAORT refunds any tuition paid for the balance of the program.

C). Subsequent Periods of Financial Obligation or Enrollment periods: For students who have completed the first period of financial obligation or extended their enrollment at LAORT but whose last date of attendance occurs before or at the midpoint of any subsequent period of financial obligation, LAORT retains a prorated amount of tuition for that period. **For students whose last date of attendance occurs after the midpoint** of any subsequent period of financial obligation, LAORT retains all of the tuition for that period. LAORT refunds any tuition paid for the balance of the program.

6. 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 or date of determination (DOD). 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 <u>Notice of Refund</u> stating the amount of the refund and to whom refund was made

7. In cases when a student is granted a Leave of Absence (LOA) and fails to return to LAORT on the date scheduled, refunds will be made within forty five (45) calendar days from the last day of the scheduled LOA and calculated from the last actual day of attendance.

8. 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 student must bear the full cost of all, 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.

Leave of Absence Policy for International students

A student enrolled under an F-1 visa may be granted absence from full-time studies in accordance with following regulations and guidelines for (a) Travel Abroad, (b) Medical Leave, and (c) Vacation.

a) Leave of Absence for Travel Abroad

1. A leave of absence (LOA) for travel purposes is a temporary break in study during which time an international student on F-1 visa must be out of the United State, but considered to be continuously enrolled.

2. A student must submit a written request for a leave of absence to the Registrar office in advance of the beginning date of the leave of absence, unless unforeseen circumstances prevent the student from doing so. If a student does not submit a written request for leave of absence within 14 consecutive days of being absent, s/he will be withdrawn.

3. The student must submit a Leave of Absence Request form to the Registrar office and specify the reason for the leave. The reason and the period of travel must be identified in order for the College to have a reasonable expectation of the student's return within the timeframe of the leave, as requested.

4. This Leave of Absence is limited to a maximum of 5 months in any 12-month period or one-half the enrolled program length, whichever is shorter. An extended absence of more than 15 weeks may require retesting upon reentry into the program. Multiple LOAs may be permitted provided the total of the LOA's does not exceed 5 months in any 12 months period.

5. Los Angeles ORT College does not assess the student any additional charges as a result of the Leave of Absence.

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

7. Any student who takes Leave of Absence before completion of the level s/he is attending, the student must repeat/retake the required level at the next scheduled opportunity.

b) Leave of Absence for Medical Reasons

1. A medical leave is a temporary break in study for documented medical purposes during which time an international F-1 student remains in the United States and is considered to be continuously enrolled with a reduced course load, consistent with federal regulations.

2. A student must complete, sign and submit a written request for the medical leave (reduced course load) along with required supporting medical documentation to the Registrar office before the date of the leave, unless unforeseen circumstances prevent the student from doing so. If a student does not request a medical leave within 14 consecutive absence days, s/he must be withdrawn.

3. The reason for medical leave must be identified in order for LAORT College to have a reasonable expectation of the student's return within the timeframe of the leave of absence as requested.

4. This Leave of Absence is limited to maximum of 5 months in any 12-month period or one-half the published or enrolled program length, whichever is shorter.

5. An extended absence of more than 15 weeks may require retesting upon reentry into the program. Multiple LOAs may be permitted provided the total of the LOA's does not exceed 5 months in any 12 months period.

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

7. Los Angeles ORT College does not assess the student any additional charges as a result of the Leave of Absence.

8. Any student who takes Leave of Absence before completion of the level s/he is attending, the student must repeat/retake the required level at the next scheduled opportunity.

c) Vacation Policy:

An international F-1 student may be granted a vacation, which is a temporary break in the student's attendance during which s/he is considered to be continuously enrolled. The vacation policy of LAORT College is as follow:

1. To be granted a vacation period, student must submit a written request for a leave of absence for vacation to Registrar office in advance of the beginning date of the leave of absence, unless unforeseen circumstances prevent the student from doing so. If a student does not request a leave of absence within 14 consecutive days of absence, s/he will be withdrawn.

2. A student should request a vacation before the end date of the level s/he is attending. A vacation only starts at the completion of a level.

3. The student must sign and date the leave of absence request form in the Registrar office and specify the reason for the leave is vacation.

4. A leave of absence for vacation could be up to the length of a 120-Hour level (approximately 5 to 8 weeks, depending on schedule). Vacation leave may only be granted after a student completes at least 4 levels of 120-Hours of English language training successfully with an average grade of "C" or above.

5. Any vacation taken will be applied toward the maximum annual allowable absence of 5 months in any 12 months period. A maximum two LOAs for vacation purposes may be granted in any 12 months period. A second LOA for vacation is permitted only after a student completes again a new set of 4 levels of 120-Hours of English language training successfully with an average of grade "C" or above

6. A student should request a vacation before the end date of the level s/he is attending. A vacation must start at the completion of a level. An extended absence of more than 15 weeks may require retesting upon reentry into the program.

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

8. Los Angeles ORT College does not assess the student any additional charges as a result of taking a vacation.

PROGRAM DESCRIPTIONS
Accounting
Associate of Applied Science (AAS) Degree in Accounting

OBJECTIVES

The Associates of Applied Science (AAS) Degree in Accounting is designed for persons who seek employment in the accounting field with an emphasis on bookkeeping, generally accepted accounting principles, financial statements and use of common business software applications. The curriculum includes courses in service and merchandise accounting, payroll accounting, cost accounting, partnership and corporate accounting, managerial accounting, as well as, budgeting and financial reporting analysis, such as Income Statement, Statement of Owner's Equity, and Balance Sheet. Income Tax Preparation also is a part of curriculum. In the program, students gain a grasp of business applications with hands-on experience using Windows, Microsoft Office Suite (Word, Excel, and Power Point) and Intuit Enterprise Suite (QuickBooks Accounting and Turbo Tax). The program also provides expanding knowledge of general education courses which are beneficial to students and help them interact within their community and beyond. General education includes: Mathematics, Communication Skills, Economics, American Government, and American History.

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 program may be offered in morning, afternoon or evening sessions. The morning and afternoon sessions are taught 5 days per week for approximately 48 weeks of instruction. In the 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 Accounting

Course Number	Course Title	Semester Credit Hours	Clock Hours
CP 600	Operating Systems	3 Credits	60
OS 600	Word Processing	3 Credits	60
CP 615	Spreadsheet I	4 Credits	75
CP 616	Spreadsheet II	4 Credits	75
AC 601	Accounting for Service Business	3 Credits	60
AC 602	Accounting for Merchandise Business	3 Credits	60
AC 608	Payroll Accounting	3 Credits	60
AC 606	QuickBooks Accounting I	3 Credits	60
AC 607	QuickBooks Accounting II	3 Credits	60
AC 603	Cost Accounting	3 Credits	60

AC 604	Accounting for Partnership and Corporation	4 Credits	90
AC 605	Managerial Accounting	3 Credits	60
OS 604	Income Tax Preparation	3 Credits	60
AC 121	Business Law	3 Credits	60
BM 100	Introduction to Business	3 Credits	45
EP 502	Employment Preparation	2 Credits	30

General Education Courses

The following is the list of General Education courses for the 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.

Course Number	Course Title	Semester Credits Hours	Clock Hours
GE 601	Communication Skills	4 Credits	60
GE 602	American Government	4 Credits	60
GE 603	Cultural Studies	3 Credit	45
GE 604	American History	4 Credits	60

Business Management

Associate of Applied Science (AAS) degree in Business Management

OBJECTIVES

The Associates of Applied Science (AAS) Degree in Business Management is designed to meet the needs of individuals working or looking to work in a business environment. The program builds a foundation of essential computer skills relative to business applications using Windows, Microsoft Office Suite (Word, Excel, and PowerPoint) as well as essential accounting applications for both service and merchandise businesses. The program also provides students with the knowledge of how to manage a business effectively, office procedures, business law, essential marketing and advertising concepts, management skills, entrepreneurship as well as communication skills necessary in supervising or managing small to large departments. The (AAS) degree program also includes courses in management and computerized accounting applications (QuickBooks Accounting) needed in today's job market. In addition, the program provides expanded knowledge and understanding of general education courses which are beneficial to students in interacting within their community and beyond.

OPPORTUNITIES

Graduates of (AAS) Degree in 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, working independently, or supervising and managing 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, wholesale 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 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 program may be offered in morning, afternoon or evening sessions. The morning and afternoon sessions are taught 5 days per week for approximately 48 weeks of instruction. In the 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 Business Management

Course Number	Course Title	Semester Credit Hours	Clock Hours
CP600	Operating Systems	3 Credits	60
OS600	Word Processing	3 Credits	60
CP615	Spreadsheet I	4 Credits	75
CP616	Spreadsheet II	4 Credits	75
AA611	Business Presentation	2 Credits	60
AC601	Accounting for Service Business	3 Credits	60
AC602	Accounting for Merchandise Business	3 Credits	60
AC606	QuickBooks Accounting I	3 Credits	60
AC607	QuickBooks Accounting II	3 Credits	60
BM100	Introduction to Business	3 Credits	45
AC121	Business Law	3 Credits	60

AC609	Entrepreneurship	3 Credits	60
BM601	Business Management	3 Credits	60
BM602	Management Skills	3 Credits	45
BM603	Business Marketing	2 Credits	45
BM 605	Human Resource Management	3 Credits	60
EP502	Employment Preparation	2 Credits	30

General Education Courses

The following is the list of General Education courses for the 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.

Course Number	Course Title	Semester Credits Hours	Clock Hours
GE 601	Communication Skills	4 Credits	60
GE 602	American Government	4 Credits	60
GE 603	Cultural Studies	3 Credit	45
GE 604	American History	4 Credits	60

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 program is designed to meet the needs of individuals who desire to work in a 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 and use computer skills and applications, software such as MS Office Suite, Internet/Email and Microsoft Word, excel, and power point. Medical terminology uses a Competency-Based. Cengage Learning software package is an introduction to medical terminology. Student(s) learn scheduling a patient completely through medical records, billing and coding, medical insurance and entering transactions with MediSoft Advanced, Health Insurance today and CIMO software. Integrated Electronic Health Records software (Prime SUITE) is also used to assist with in-depth knowledge in understanding how health information is transferred and how that information can improve the quality of healthcare. Medical office procedures provide the student the skills needed to interact with doctors, nurses and other specialists. Students are introduced to basic human anatomy from Aclands software, Grants Atlas of Anatomy and Simbryology animation software. Students are able to access Cengage Learning course smart technology online to access eTextbooks and eResources from multiple publishers anytime from anywhere to assist with the learning process. 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 expanded knowledge and understanding of general education courses which are beneficial to students in interacting within their community and beyond.

OPPORTUNITIES

Graduates of AAS Degree in Medical Office Management program will be ready for employment in all related positions typically within Doctor's offices and /or hospitals, Insurance companies, Billing/Coding companies state, local, and private as well as clinical duties of an Medical Assistant within medical centers, hospitals and/ or standalone facilities. Students may choose to work as Medical Assistant, Medical Front Office Assistant and those wishing to take the optional National Certification Examination (NCCT) may become nationally certified as Certified Medical Assistant (CMA), National Certified Medical Office Assistant (NCMOA) and/or National Certified Insurance & Coding Specialist (NCICS). The program provides a foundation for graduates interested in these types of setting listed above.

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

PROGRAM LENGTH

This program may be offered in morning, afternoon or evening sessions. The morning and afternoon sessions are taught 5 days per week for approximately 48 weeks of instruction. In the 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

Course Number	Course Title	Semester Credit Hours	Clock Hours
CP600	Operating Systems	3 Credits	60
OS600	Word Processing	3 Credits	60

MOM660	Medical Terminology, Anatomy & Physiology I	4 Credits	75
MOM661	Medical Terminology, Anatomy & Physiology II	4 Credits	60
MOM662	Medical Terminology, Anatomy & Physiology III	4 Credits	60
MOM663	Medical Coding	4 Credits	75
MOM664	Medical Insurance	4 Credits	75
MOM665	Electronic Medical Billing	4 Credits	75
MOM666N	EHR Management & Office Procedures	3 Credits	65
MOM667	Medical Assistant I	4 Credits	75
MOM668	Medical Assistant II	3 Credits	60
MOM669	Medical Assistant III	3 Credits	60
BM604	Management Skills	3 Credits	45
EP502	Employment Preparation	2 Credits	30
EX600	Medical Assistant Externship	2 Credits	100

General Education Courses

The following is the list of General Education courses for the 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.

Course Number	Course Title	Semester Credits Hours	Clock Hours
GE 601	Communication Skills	4 Credits	60
GE 602	American Government	4 Credits	60
GE 603	Cultural Studies	3 Credit	45
GE 604	American History	4 Credits	60

Digital Media

Associate of Applied Science (AAS) Degree in Digital Media

OBJECTIVE

The Associates of Applied Science (AAS) Degree in Digital Media prepares students for a range of careers in computer graphics design, motion graphics, and digital media production. The program begins with an introduction to basic computer skills where students learn to use search engines, navigate the Internet, download documents, and create email accounts. Using Photoshop, Illustrator, InDesign, Premiere and the other tools from Adobe's Creative Suite, students learn various techniques for creating two and three-dimensional computer graphics. Students design magazine layouts, restaurant menus, and movie posters. They learn to digitally edit photographs, videos, and create motion graphics with After Effects and Cinema 4D. Courses in HTML, Dreamweaver and WordPress prepare them for careers in Web design. The technical training is enhanced with general education courses. These modules are designed to help expand each learner's breadth of knowledge and to build requisite skills for communicating with clients and employers, the community, and beyond. The program builds a foundation of essential computer skills relative to Graphics Applications (Illustrator, Photoshop, Illustrator, InDesign, HTML/CSS, Dreamweaver, WordPress, Premiere, After Effects, Cinema 4D).

OPPORTUNITIES

After graduation, the (AAS) graduates are ready to assume roles as graphic designers, motion graphics designers, and web designers. This program qualifies the student for many different positions in the computer graphics market. Graduates will be able to be hired by post production houses and studios providing motion graphics to the entertainment industry, businesses providing computer graphics and desktop publishing services, advertising agencies, and web design companies. Graduates may also find that working as a freelance has many rewards; their skills at creating 2 and 3D motion graphics, as well as graphics for the World Wide Web will make them attractive to many prospective customers.

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 program may be offered in morning, afternoon or evening sessions. The morning and afternoon sessions are taught 5 days per week for approximately 48 weeks of instruction. In the 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.

Course Number	Course Title	Semester Credit Hours	Clock Hours
CP600	Operating Systems	3 Credits	60
DM670	Digital Imaging-Adobe Photoshop	5 Credits	90
DM671	Digital Illustration	4 Credits	90
DM652N	InDesign	3 Credits	60
DM672	Motion Design-Adobe After Effects	4 Credits	90
DM673	Visual Effects-Adobe After Effects	5 Credits	90
DM674	3D Motion Graphic-Cinema 4D	6 Credits	120
DM675	Video Editing	4 Credits	90
DM677	Web Design I (HTML)	4 Credits	75
DM678	Web Design II (WordPress)	3 Credits	60
DM676N	Sound Editing (Audition)	4 Credits	75
DM680	Introduction to Project Management	3 Credits	45

EP502	Employment Preparation	2 Credits	30

General Education Courses

The following is the list of General Education courses for the Associate of Applied Science (AAS) Degree in Digital Media.

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

Course Number	Course Title	Semester Credits Hours	Clock Hours
GE 601	Communication Skills	4 Credits	60
GE 602	American Government	4 Credits	60
GE 603	Cultural Studies	3 Credit	45
GE 604	American History	4 Credits	60

Computer Aided Drafting and Design

Associate of Applied Science (AAS) Degree in Computer Aided Drafting and Design

OBJECTIVES

The Associates of Applied Science (AAS) Degree in Computer Aided Drafting and Design curriculum is designed to meet the needs of individuals who need to work in Engineering Drafting and Interior Design firms. The emphasis is on learning drafting skills with AutoCAD. In this program student will learn how to draw different engineering plan with proper computer drafting programs like AutoCAD, SolidWorks, and Revit. This program also provides students with the knowledge of mechanical engineering drafting, Architectural Drafting, Interior Design Drafting, Electrical & Electronics Drafting. This program also includes courses such as Construction Print Reading, Industrial Print Reading, Portfolio Design, and Technical Writing & Composition that are needed in the job market. The program provides expanded knowledge and understanding of general education courses which are beneficial to students in interacting within their community and beyond.

OPPORTUNITIES

Graduates of AAS Degree in Computer Aided Drafting and Design program will be ready for employment in all related positions, such as: a drafter for state public work in engineering department or in engineering department of manufacturing company, architectural, or interior design firms. This program provides a foundation for graduates interested in setting up their own independent business as a drafting consultant firm to be a support services for manufacturing and architectural industries.

EXTRA 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

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

PROGRAM LENGTH

This program may be offered in morning, afternoon or evening. The morning and afternoon sessions are taught 5 days per week for approximately 48 weeks of instruction. In the 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 Computer Aided Drafting and Design

Course Number	Course Title	Semester Credit Hours	Clock Hours
CP600	Operating Systems	3 Credits	60
CD601	Mechanical Drafting	2 Credits	45
CD602	Introduction to AutoCAD	5 Credits	90
CD603	Advanced AutoCAD	3 Credits	60
CD604	3D CAD	3 Credits	60
CD 605	SolidWorks I	3 Credits	60
CD606	SolidWorks II	3 Credits	60
CD607	Industrial Print Reading	2 Credits	30
CD608	Architectural Drafting and Design I	3 Credits	60
CD609	Architectural Drafting and Design II	3 Credits	60
CD610	Interior Drafting & Design	5 Credits	90
CD611	Autodesk Revit	4 Credits	90
CD612	Construction Print Reading	2 Credits	30
CD613	Electrical and Electronics Drafting	3 Credits	60

CD614	Technical Writing & Composition	2 Credits	45
CD615	Portfolio Design	2 Credits	45
EP502	Employment Preparation	2 Credits	30

General Education Courses

The following is the list of General Education courses for the Associate of Applied Science (AAS) degree in Computer Aided Drafting and Design.

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

Course Number	Course Title	Semester Credits Hours	Clock Hours
GE 601	Communication Skills	4 Credits	60
GE 602	American Government	4 Credits	60
GE 603	Cultural Studies	3 Credit	45
GE 604	American History	4 Credits	60

Medical and Clinical Assistant

Associate of Applied Science (AAS) Degree in Medical and Clinical Assistant

OBJECTIVES

The Associates of Applied Science (AAS) degree in Medical and Clinical Assistant curriculum is designed to meet the needs of individuals who are seeking work in the Medical and Clinical industry. The student will have the opportunity to learn different duties, depending on the state where they work. Basic laboratory tests, venipuncture and dermal puncture skills, specimen collection and complications, basic and advanced infection control, sterilization of medical instruments and minor surgical instruments, perform and interpret Electro cardio grams (EKG's), Holter monitor, educate patients regarding nutritional diets, medication, weight control, Anatomy and Physiology of body systems, remove sutures, change dressings, prep patient for inter office minor surgery, assist with examinations and pre-examination, administration of medication, Cardio Pulmonary Resuscitation (CPR) and first aid, assist with therapeutic ultrasound, assist with prep patient for x rays, ethical and legal issues and positively communicate with patients and other health care team members. The program provides students with the understanding of medical diagnostic test(s). Students may participate in optional National Certification test (NCCT) to become certified. The program also provides knowledge and understanding of general education courses which are beneficial to students in interacting within their community and beyond.

OPPORTUNITIES

Graduates of AAS Degree in Medical and Clinical Assistant program will be ready for employment in all related positions typically within Doctor's offices and /or hospitals, state, local, and private as well as Clinical laboratories within medical centers, hospitals and/ or standalone facilities. Students may choose to work as EKG Assistant, Medical Assistant, Medical Clinical Assistant, and those wishing to take the optional National Certification Examination (NCCT) may become nationally certified as Certified Medical Assistant (CMA). The program provides a foundation for graduates interested in these types of setting listed above.
.

ENTRANCE REQUIREMENTS

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

EQUIPMENT

 LA ORT student are trained on the appropriate equipment consistent with the demands of the job market.

PROGRAM LENGTH

This program may be offered in morning, afternoon or evenings. The morning and afternoon sessions are taught 5 days per week for approximately 48 weeks of instruction. In the 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 and Clinical Assistant

Course Number	Course Title	Semester Credit Hours	Clock Hours
CP600	Operating Systems	3 Credits	60 Hours
OS600	Word Processing	3 Credits	60 Hours
MOM660	Medical Terminology, Anatomy & Physiology I	4 Credits	75 Hours
MOM661	Medical Terminology, Anatomy & Physiology II	4 Credits	60 Hours
MOM662	Medical Terminology, Anatomy & Physiology III	4 Credits	60 Hours
FT664	Pharmacology I	4 Credits	60 Hours
MOM667	Medical Assistant I	4 Credits	75 Hours
MOM668	Medical Assistant II	3 Credits	60 Hours

MOM669	Medical Assistant III	3 Credits	60 Hours
MCA600	EKG (Electrocardiograph)	5 Credits	90 Hours
MCA601	Diagnostic Procedures	3 Credits	60Hours
MCA602	EHR (Electronic Health Record) Management	3 Credits	60Hours
MCA603	Administration Procedures	3 Credits	65 Hours
EP502	Employment Preparation	2 Credits	30 Hours
EX600	Medical Assistant Externship	2 Credits	100 Hours

General Education Courses

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

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

Course Number	Course Title	Semester Credits Hours	Clock Hours
GE 601	Communication Skills	4 Credits	60
GE 602	American Government	4 Credits	60
GE 603	Cultural Studies	3 Credit	45
GE 604	American History	4 Credits	60

Pharmacy Technology Administration

Associate of Applied Science (AAS) Degree in Pharmacy Technology Administration

OBJECTIVES

The Associates of Applied Science (AAS) Degree in Pharmacy Technology Administration curriculum is designed to meet the need of individuals who are seeking work in the pharmacy and/or pharmaceutical industry. The program provides students with the opportunity to learn the role of the computer in both institutional and retail pharmacy settings. Students are introduced to applications & Data Entry Software, Pharmacy Management Software, which assist the student with real world experiences. The program also includes a course such as preparation for Pharmacy Technician Certification Board (PTCB) licensing examination to assist students with successful passing their examination which is an optional licensing examination.

Students learn supply distribution, pharmaceuticals, purchasing methods, inventory control methods, pharmacy terminology, insurance billing, payment collection, pharmacy calculations, federal and state regulations, pharmacy equipment and maintenance, pharmacy ethics, operating systems and effective communication skills. The program also provides knowledge and understanding of general education courses which are beneficial to students in interacting within their community and beyond.

Mandatory requirement set by the State of California Board of Pharmacy: In order for graduates in Pharmacy Technology Administration program to receive a license from the California Board of Pharmacy to be able to work in a pharmacy setting, all the graduates must apply in writing to the State of California and pay the appropriate fees.. Once the paperwork with fingerprinting has been submitted, a background check including felony convictions, misdemeanors will be performed. For more information, please see the Admissions section of this catalog, under **"**License Requirements for Applicants for Pharmacy Technology Administration Program."

OPPORTUNITIES

Graduates of AAS Degree in Pharmacy Technology Administration program will be ready for employment in all related positions typically within Hospitals, Medical Centers, state, local, and private as well as Grocery stores, Pharmacies and drug stores, Department stores and other general merchandise stores. The program provides a foundation for graduates interested in these types of setting listed above.

ENTRANCE REQUIREMENTS

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

EQUIPMENT

LA ORT student are trained on the appropriate equipment consistent with the demands of the job market.

PROGRAM LENGTH

This program may be offered in morning, afternoon or evenings. The morning and afternoon sessions are taught 5 days per week for approximately 48 weeks of instruction. In the 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 Pharmacy Technology Administration

Course Number	Course Title	Semester Credit Hours	Clock Hours
CP600	Operating Systems	3 Credits	60 Hours
FT660	Orientation to Pharmacy Practice I	5 Credits	90 Hours
FT662	Pharmacy Terminology, Anatomy & Physiology I	4 Credits	75 Hours
FT663	Pharmacy Terminology, Anatomy & Physiology II	3 Credits	60 Hours

FT664	Pharmacology I	4 Credits	60 Hours
FT665	Pharmacology II	4 Credits	80 Hours
FT666	Pharmacy Calculations	5 Credits	90 Hours
FT667	Pharmacy Administration	6 Credits	105 Hours
FT668	Medical Coding and Pharmacy Insurance Forms	4 Credits	75 Hours
FT669	Pharmacy Computerized Application	2 Credits	45 Hours
FT670	Preparation for PTCB	6 Credits	105 Hours
EP502	Employment Preparation	2 Credits	30 Hours
FX600	Pharmacy Externship	2 Credits	100 Hours

General Education Courses

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

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

Course Number	Course Title	Semester Credits Hours	Clock Hours
GE 601	Communication Skills	4 Credits	60
GE 602	American Government	4 Credits	60
GE 603	Cultural Studies	3 Credit	45
GE 604	American History	4 Credits	60

Certificate in Phlebotomy

OBJECTIVES

Phlebotomy course offered by Los Angeles ORT College is intended for the individuals who already have prior education and/or work experience in medical field and would like to use the knowledge, skills and certification in phlebotomy to enhance their employment and opportunities in the healthcare field. Certificate in Phlebotomy, as a standalone course is avocational and may be taken for personal interest or self-professional development. This course provides the students the opportunity to learn phlebotomy, anatomy and physiology, infectious diseases and their prevention, equipment, proper procedures for venipuncture, special collection procedures, complications of phlebotomy, interpersonal communication and professionalism, phlebotomy workload and stress management, quality in phlebotomy (control, assurance and improvement), medical and legal issues and phlebotomy law and regulations.

Los Angeles ORT College prepares phlebotomy students to take a mandatory National Certification exam. In addition to the content of the offered courses, the preparation for National Certification exam includes practicing on various test-banks in a workbook, review questions of the workbook, test-banks of National Certification exams and practical clinical competencies in the medical laboratory. Los Angeles ORT College is an approved testing center for National Competency Certification Testing (NCCT). Please see Catalog Appendix for NCCT Certification charges.

OPPORTUNITIES

Graduates of the Certificate of Completion in Phlebotomy course with prior education and/or work experience in medial fields will be ready for employment in all related positions typically within Physician's Office Laboratory (POL) and /or hospitals, state, local, and private as well as Clinical laboratories within medical centers, hospitals and/ or standalone facilities. Graduates with prior education and/or work experience in medical field wishing to take the National Certification Examination (NCCT) and apply for CPT1 license within the state of California may work as Certified Phlebotomy Technician 1 (CPT1) which allows them to work as licensed phlebotomist in laboratories, medical centers, and hospital and private clinics with a laboratory.

ENTRANCE REQUIREMENTS

For admission to the Certificate in Phlebotomy program, the student must have a high school diploma or GED, obtain a passing score on the school entrance exam and be interviewed by the Admissions Department and the Phlebotomy Program Director. For avocational purposes, the prospective student should provide LAORT College with prior educational certificate or work experience in medical field.

EQUIPMENT

 LA ORT student are trained on the appropriate equipment consistent with the demands of the job market.

PROGRAM LENGTH

This program may be offered in morning, afternoon or evenings. The morning and afternoon sessions are taught 5 days per week for approximately 8 weeks of instruction. In the evening sessions, this program is taught 4 days per week for approximately 11 weeks of instruction. This is an 8-semester credit hour program with 175 classroom hours.

Course Number	Course Title	Semester Credit Hours	Clock Hours
PBT600	Phlebotomy	7	130
EX610	Phlebotomy Externship	1	45
	Total	8	175

Administrative Assistant
(Diploma Program)

OBJECTIVE

The Administrative Assistant program is an innovative approach to helping students acquire marketable skills for the modern workplace. With curriculum that emphasizes both technological proficiency and soft skill development. This unique program prepares students to succeed in the office administration positions of the 21st century. Students gain an intensive orientation to saleable office competencies including computer software and research skills, business English, oral and written communications, organizational practices, and office procedures. Students learn Windows, Microsoft Office Suite (Microsoft Word, Excel, PowerPoint, Outlook and Access), and QuickBooks Accounting software.

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 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 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	Clock Hours
CP600	Operating Systems	3	60
OS512	Word Processing and Keyboarding	4	100
AA515	Emailing/ Scheduling/Business Math	4	100
CP515	Spreadsheet Fundamental	4	97
AA525	Business English Communication	4	98
AC606	QuickBooks Accounting I	3	60
AA535	Office Procedures	2	50
AA611	Business Presentation	2	60
DA100	Database Applications	3	60
CS501/AG501	Cultural Studies/American Government	1	15
EP501	Employment Preparation	1	20
	Total:	31	720

English as a Second Language
(ESL Diploma Program)

OBJECTIVE/OPPORTUNITIES

The ESL program at LAORT provides students with the language skills necessary to become successful members of American society in which students experience a nurturing learning environment and the best instruction possible. The ESL program focuses on vocational preparation through emphasizing everyday conversation skills that are needed to secure employment. Students also learn socialization skills, reading comprehension, and functional grammar in a highly developed program that integrates speaking with listening, reading, and writing, all of which are required in a job market. At each level, new language skills are learned and reinforced together with skills learned in prior levels that allow for increasingly sophisticated applications of interpersonal communication. Students also have the opportunity of learning English through computers and technology. LA ORT uses software such as RosettaStone and CD's that accompany textbooks to assist in developing greater English language abilities in speaking, writing, listening, and reading. Students also do research projects on the Internet in which the instructor guides them through an activity that teach students how to navigate the Web in a manner that allows them to feel more comfortable interacting with the English language in a less formal structure than a textbook.

Entrance Requirements:

The ESL program applicants need to take written and oral language placement tests to be placed at a level corresponding to their English language proficiency. The ESL applicants will take the CELSA written test under supervision of an independent third party administrator. .

Program Length:

The ESL program is divided into three categories of Basic, Intermediate and Advanced. Each category is equal to a total of 36 semester credit hours or 720 clock hours. Each category is divided in 6 levels. The daytime program is conducted Monday-Thursday for 5 hours a day, and Friday for 4 hours, for a total of 24 hours per week. The evening program is conducted Monday-Thursday for 4.5 hours a day, for a total of 18 hours per week. The ESL daytime program runs for the duration of 30 weeks and the ESL evening program runs for the duration of 40 weeks total. Students enrolling in this program will be placed at the beginning or within any levels, according to their placement test scores. Upon completion of 36 semester credit hours (720 clock hours), the student will receive a Diploma of graduation if he /she meets the graduation requirements.

Advancement to the next Level of an ESL program:

Each student needs to receive an overall passing grade for final oral test, final written test, homework, quizzes and attendance for each level in order to advance to the next level within Basic, Intermediate and Advanced ESL programs. If a student receives an "F" grade at the end of each of the 6 levels within Basic, Intermediate and Advanced ESL programs, s/he will be put on probation and has to repeat the level. If the student fails the level again, s/he will be terminated from the program. Students need to graduate from Basic ESL program before advancing to Intermediate ESL program. Similarly, students need to graduate from Intermediate ESL program before advancing to the next Advanced ESL program. To graduate from ESL program, the student should have minimum of "2.0" GPA grade point average and 80% attendance within maximum time.

Categories	Levels	Semester Credit Hours	Clock Hours
Basic	ESL101, ESL102, ESL103. ESL104, ESL105, ESL106	36	720
Intermediate	ESL201, ESL202, ESL203. ESL204, ESL205, ESL206	36	720
Advanced	ESL301, ESL302, ESL303. ESL304, ESL305, ESL306	36	720

Intensive English Program (IEP)
(Certificate Program)

OBJECTIVE/OPPORTUNITIES

The Intensive English program at LAORT provides students with the language skills necessary to communicate in everyday conversation in a nurturing learning environment and though the best instruction possible. In the Intensive English program students learn and practice functional English rooted in basic grammar, commonly used vocabulary, functional expressions and phrasal verbs and idioms they are likely to encounter outside of the classroom. At each level, new language skills are learned and reinforced together with skills learned in prior levels that allow for increasingly sophisticated applications of interpersonal communication. Students also have the opportunity of learning English through computers and technology. LA ORT uses software such as RosettaStone and CD's that accompany textbooks to assist in developing greater English language abilities in speaking, writing, listening, and reading. Students also practice grammar, reading, writing, speaking and listening skills in the computer lab where the instructor guides them through an activity that teaches students how to feel more comfortable interacting with the English language in a less formal structure than a textbook.

Entrance Requirements:

The Intensive English program applicants need to take written and oral language placement tests to be placed at one the following clusters as are shown in the following chart. The applicants will take the CELSA written test under supervision of an independent third party administrator.

Program Length:

Students enrolling in this program will be placed in one of the following clusters according to their placement test scores. Students can take an individual cluster equals to 240 clock hours. Each cluster consists of two 120 hours levels. Upon completion of a cluster, students may enroll into the next cluster which includes two new levels. A student may enroll up to 9 clusters that equals to 18 levels or 2160 clock hours. The daytime program is conducted Monday-Thursday for 5 hours a day, and Friday for 4 hours, 24 hours a week, for a total of 10 weeks. The evening program is conducted Monday-Thursday for 4.5 hours a day, 18 hours a week for a total of 13.6 weeks.

Advancement to the next Level of an Intensive English Program:

Each student needs to receive an overall minimum passing grade of "C" or GPA of 2.0 for oral test, written test, homework, quizzes and attendance at the end each 240 cluster in order to advance to the next cluster of Intensive English programs. If a student receives lower than "C" grade or 2.0 GPA at the end of each cluster s/he will be put on probation and has to repeat the cluster. If the student fails the cluster again, s/he will be terminated from the program. To graduate from IEP program, the student should have minimum of "2.0" GPA grade point average and 80% attendance within maximum time.

Clusters	Levels	Clock Hours	Clusters	Levels	Clock Hours	Clusters	Level	Clock Hours
1	IEP101, IEP102	240	7	IEP201, IEP202	240	13	IEP301, IEP302	240
2	IEP102, IEP103	240	8	IEP202, IEP203	240	14	IEP302, IEP303	240
3	IEP103, IEP104	240	9	IEP203, IEP204	240	15	IEP303, IEP304	240
4	IEP104, IEP105	240	10	IEP204, IEP205	240	16	IEP304, IEP305	240
5	IEP105, IEP106	240	11	IEP205, IEP206	240	17	IEP305, IEP306	240
6	IEP106, IEP201	240	12	IEP206, IEP301	240			

TOEFL Preparation Program
Certificate Program

OBJECTIVE/OPPORTUNITIES

LA ORT College meets the educational needs of diverse students and offers TOEFL Classes. It prepares students to achieve competitive scores on the TOEFL iBT by focusing on test-taking strategies. Special emphasis is placed on the independent and integrated tasks of the TOEFL, including reading, listening, writing, and speaking. Students gain confidence and improve their skills through practice questions and diagnostic tests. Students also have the opportunity of learning and practicing TOEFL skills through computers and technology.

Entrance Requirements:

The TOEFL Preparation course has been set up to be taken by the students who have already completed the ESL306/IEP306 of LAORT English Programs or successfully pass the advanced level (ESL306/IEP306) of LAORT placement exam.

Advancement to the next TOEFL preparation course:

Each TOEFL student needs to take a final test at the end of TOEFL Preparation I to advance to TOEFL Preparation II. The tests include oral (spoken) and written exams. Advancement to TOEFL Preparation II is determined by passing grade at the final test of TOEFL Preparation I and passing the criteria for homework, quizzes and attendance. If a student receives an "F" or a "D" grade and/ or less than 80% attendance at the end of TOEFL Preparation I and/or II, he/she will be put on probation and has to repeat the failing course and pay the cost of repeated course. If the student fails the course again, he/she will be terminated from the program. To successfully complete one course, the student should have minimum of "C" grade or "2.0" GPA grade point average with 80% attendance. The student will receive a certificate of completion at the end of the course.

Program Length:

The TOEFL program is divided into two courses "TOEFL Preparation I" and "TOEFL Preparation II". Each course is for 120 clock hours. The daytime program is conducted Monday-Thursday for 5 hours a day, and Friday for 4 hours, for a total of 24 hours per week. The evening program is conducted Monday-Thursday for 4.5 hours a day, for a total of 18 hours per week. The TOEFL daytime course runs for the duration of 10 weeks and the TOEFL evening course runs for the duration of 13.3 weeks total.

Course Descriptions
Associate of Applied Science (AAS) Degree in Accounting

CP600 Operating Systems (2 lecture semester credit hours and 1 lab semester credit hour, no prerequisite)
This course introduces students to computer concepts and terminology. Students will learn commonly used portions of MS Office Suite. The course provides a foundation in the use of the Internet/Email and Microsoft Word. Additionally, the students will be able to work with Microsoft Windows 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 (2 lecture semester credit hours and 1 lab semester credit hour, no prerequisite)
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 (3 lecture semester credit hours and 1 lab semester credit hour, no prerequisite)
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 (3 lecture semester credit hours and 1 lab semester credit hour, no prerequisite)
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 (2 lecture semester credit hours and 1 lab semester credit hour, no prerequisite). 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 (2 lecture semester credit hours and 1 lab semester credit hour, no prerequisite). 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.

AC608 Payroll Accounting (3 lecture semester credit hours, no prerequisite)
The course covers calculating gross earnings for employees, calculating payroll deductions and net pay, completing, a payroll register. Make accounting entries for employees' earnings and deductions. Record the employer's payroll taxes. Record and report payment of the employer's federal and state unemployment taxes. Report employees' earnings and tax deductions to the federal government at the end of the year.

AC606 QuickBooks Accounting I (2 lecture semester credit hours and 1 lab semester credit hour, no prerequisite). 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 (2 lecture semester credit hours and 1 lab semester credit hour, no prerequisite). 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 (2 lecture semester credit hours and 1 lab semester credit hour, no prerequisite)
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 (2 lecture semester credit hours and 2 lab semester credit hours, no prerequisite). 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.

AC605 Managerial Accounting (2 lecture semester credit hours and 1 lab semester credit hour, no prerequisite). The course covers accounting for Departments and Branches, Introduction to Manufacturing Accounting, Job Orders and Process Cost Accounting, Budgeting and Standard Cost Accounting, and Cost Behavior and Cost-Volume-Profit Analysis.

OS604 Income Tax Preparation (2 lecture semester credit hours and 1 lab semester credit hour, no prerequisite) 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.

AC121 Business Law (2 lecture semester credit hours and 1 lab semester credit hour, 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 lecture 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 lecture semester credit hours, no prerequisite)
In this advanced course, the students learn how to prepare a resume covering the skills taught in the Associate Degree program, locate sources of employment using internet sources, post and email resumes, interview for a job and use follow-up procedures.

General Education Courses

GE601 Communication Skills (4 lecture semester credit hours, no prerequisite)
This course presents the principles of effective business writing and speaking. It covers topics like communication strategy, composing letters, memos, e-mails and presentations effectively and how to prepare and deliver an effective speech tailored to different types of business situations. Additional elements include composition of effective visual aids and PowerPoint presentations, as well as enhancing non-verbal Delivery Skills and Listening Skills.

GE602 American Government (4 lecture 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.

GE603 Cultural Studies (3 lecture semester credit hours, 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, world current events, celebrations and social issues will be discussed. Research papers, student presentation and discussions are required/mandatory.

GE604 American History (4 lecture semester credit hours, 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.

Course Descriptions

Associate of Applied Science (AAS) degree in Business Management

CP600 Operating Systems (2 lecture semester credit hours and 1 lab semester credit hour, no prerequisite)
This course introduces students to 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 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 (2 lecture semester credit hours and 1 lab semester credit hour, no prerequisite)
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 (3 lecture semester credit hours and 1 lab semester credit hour, no prerequisite)
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 (3 lecture semester credit hours and 1 lab semester credit hour, no prerequisite)
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.

AA 611 Business Presentation (2 lecture semester credit hours, no prerequisite)
This course is designed to provide students with an introduction to 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 (2 lecture semester credit hours and 1 lab semester credit hour, no prerequisite). 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 (2 lecture semester credit hours and 1 lab semester credit hour, no prerequisite). 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 Sheets and Adjustments, Financial Statements and Closing Entries, Payroll Employee Earnings and Deductions, Payroll Employer Taxes and Reports.

AC606 QuickBooks Accounting I (2 lecture semester credit hours and 1 lab semester credit hour, no prerequisite). 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 (2 lecture semester credit hours and 1 lab semester credit hour, no prerequisite). 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 lecture 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 (2 lecture semester credit hours and 1 lab semester credit hour, 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.

AC609 Entrepreneurship (3 lecture semester credit hours, no prerequisite)
The purpose of this course is to introduce you to many dimensions of establishing and operating a small business. The course material will be presented via a combination of lectures, discussion of the textbook readings, case analyses and development of a business plan. The business plan is to be prepared and presented by Teams. Teamwork, class participation and individual contribution, are important for Assignment of Grades. The Oral Presentation is an important part of the team grade. Use exhibits that the class can follow and be creative in communicating. This class addresses the unique entrepreneurial experience of conceiving, evaluating, creating, managing, and potentially selling a business.

BM601 Business Management (3 lecture semester credit hours, 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 lecture 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.

BM603 Business Marketing (2 lecture semester credit hours, 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.

BM 605 Human Resource Management (2 lecture semester credit hours and 1 lab semester credit hour, no prerequisite). This course provides student with basic skills and understandings of designing and implementing a hiring plan. Tactics for developing and training new employees, strategies for writing job descriptions, recruiting applicants, and selecting employees , and techniques for creating an effective compensation and benefits structure.

EP502   Employment Preparation (2 lecture semester credit hours, no prerequisite)
In this advanced course, the students learn how to prepare a resume covering the skills taught in the Associate Degree program, locate sources of employment using internet sources, post and email resumes, interview for a job and use follow-up procedures.

General Education Courses

GE601 Communication Skills (4 lecture semester credit hours, no prerequisite)
This course presents the principles of effective business writing and speaking. It covers topics like communication strategy, composing letters, memos, e-mails and presentations effectively and how to prepare and deliver an effective speech tailored to different types of business situations. Additional elements include composition of effective visual aids and PowerPoint presentations, as well as enhancing non-verbal Delivery Skills and Listening Skills.

GE602 American Government (4 lecture 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.

 GE603 Cultural Studies (3 lecture semester credit hours, 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, world current events, celebrations and social issues will be discussed. Research papers, student presentation and discussions are required/mandatory.

 GE604 American History (4 lecture semester credit hours, 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.

CP600   Operating Systems (2 lecture semester credit hours and 1 lab semester credit hour, no prerequisite)
This course introduces students to computer concepts and terminology. Students will learn commonly used portions of MS Office Suite. The course provides a foundation in the use of the Internet/Email and Microsoft Word. Additionally, the students will be able to work with Microsoft Windows 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 (2 lecture semester credit hours and 1 lab semester credit hour, no prerequisite)
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 (3 lecture semester credit hours and 1 lab semester credit hour, 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 on learning the structures and functions of the body systems.

MOM661 Medical Terminology, Anatomy &Physiology II (4 lecture 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 on learning the structures and functions of the body systems.

MOM662 Medical Terminology, Anatomy &Physiology III (4 lecture semester credit hours, no prerequisite)
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. 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 (3 lecture semester credit hours and 1 lab semester credit hour, no prerequisite)
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-10) 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 (3 lecture semester credit hours and 1 lab semester credit hour, no prerequisite)
This course is an overview of the basic concepts concerning insurance and various types of medical coverage. Explanation and case studies showing the distinction between Private Insurance, Medicare, Medicaid and other governmental programs are discussed. Overview of Workers Compensation, disability insurance and hospital billing as a separate discipline is also covered. Case studies and use of computer based programs are heavily emphasized.

MOM665 Electronic Medical Billing (3 lecture semester credit hours and 1 lab semester credit hour, no prerequisite). 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.

MOM666N EHR (Electronic Health Record) Management & Office Procedures (3 lecture semester credit hours, no prerequisite). This course is an in depth studying of Electronic Health Record with a brief overview of Introduction to EHR in connection with operation and management of the medical facility. Problems, medications and allergy lists will be learned. The examinations, treatment plans, orders and results will be studied. Also, the course provides an overview and understanding of the medical health care roles and responsibilities in the office. The student is trained in telephone procedures and etiquette, patient reception and scheduling techniques. The importance of accuracy, medical ethics and the legal aspects associated with medical records is emphasized.

MOM667 Medical Assistant I (3 lecture semester credit hours and 1 lab semester credit hour, no prerequisite)
This course is to prepare students to their roles and duties as the clinical medical assistant. It covers health care clinical settings and laboratory procedures. Instruction includes Universal Precautions, Infection Control. Medical Asepsis and sterilization techniques will be studied. Vital Signs and Measurements, medical history will be practiced. Students will learn the methods of the Physical Examination and Assessment Procedures of the Body Systems.

MOM668 Medical Assistant II (2 lecture semester credit hours and 1 lab semester credit hour, no prerequisite)
This course provides an overview and understanding of the medical office diagnostic and laboratory procedures. 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 (2 lecture semester credit hours and 1 lab semester credit hour, no prerequisite). This course provides an overview and understanding of the different Clinical Skills in a Medical Office. Orientation of the students of preparation and assisting with medications will be presented in a step by step fashion. Injections and phlebotomy procedures will be learned. Likewise, is to give the students the basic management of different emergencies and understanding of different behaviors that influences health for future patient education.

BM604 Management Skills (3 lecture semester credit hours, no prerequisite)
This course presents an introduction of medical management concepts and strategies used by modern medical businesses. The course is designed to familiarize students with the accepted standards, procedures, and techniques employed by corporate, business, and functional level medical managers. Further, the course provides students with an understanding of the role of medical management and how to develop plans and execute strategies in pursuit of organizational goals.

EP502   Employment Preparation (2 lecture semester credit hours, no prerequisite)
In this advanced course, the students learn how to prepare a resume covering the skills taught in the Associate Degree program, locate sources of employment using internet sources, post and email resumes, interview for a job and use follow-up procedures.

EX600 Medical Assistant Externship (2 externship semester credit hours, Prerequisite all courses in this program)
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

GE601 Communication Skills (4 lecture semester credit hours, no prerequisite)
This course presents the principles of effective business writing and speaking. It covers topics like communication strategy, composing letters, memos, e-mails and presentations effectively and how to prepare and deliver an effective speech tailored to different types of business situations. Additional elements include composition of effective visual aids and PowerPoint presentations, as well as enhancing non-verbal Delivery Skills and Listening Skills.

GE602 American Government (4 lecture 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.

GE603 Cultural Studies (3 lecture semester credit hours, 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, world current events, celebrations and social issues will be discussed. Research papers, student presentation and discussions are required/mandatory.

GE604 American History (4 lecture semester credit hours, 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.

Course Descriptions

Associate of Applied Science (AAS) Degree in Digital Media

CP600   Operating Systems (2 lecture semester credit hours and 1 lab semester credit hour, no prerequisite).
This course introduces students to computer concepts and terminology. Students will learn commonly used portions of MS Office Suite. The course provides a foundation in the use of the Internet/Email and Microsoft Word. Additionally, the students will be able to work with Microsoft Windows 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.

DM670 Digital Imaging-Adobe Photoshop (4 lecture semester credit hours and 1 lab semester credit hours, no prerequisite). Raster- or pixel/bitmap-based programs are the industry standard for image manipulation, digital painting, and photographic editing. Students will learn the basics of formats, resolution, color correction, and pre-press. Techniques for creating artistic effects using filters, layer styles, blending modes, and masks are covered in-depth. From initial scans, through digital enhancements to final output, this module covers the gamut of digital picture control for print, video, and the Web.

DM671 Digital Illustration (2 lecture semester credit hours and 2 lab semester credit hours, no prerequisite).
This course will cover industry-standard tools for creating vector-based digital artwork. Drawing programs are used the world over for logo design, typography, technical illustration, layout, and geometric design. Students learn the use of Bezier curves to precisely craft scalable images, type, and professional two- and three-dimensional images. Colors, patterns, styles and symbols open a wide range of practical and creative options for creating professional illustrations, layouts, and designs.

DM652N InDesign (2 lecture semester credit hours and 1 lab semester credit hours, no prerequisite).
This module uses leading professional electronic publishing software. From initial concept to layout to final proofs, students will learn the steps for creating and modifying files for output. The course introduces techniques for manipulating text and images across multi-page documents for professional presentations. The student will learn how to design an array of publications including books, business cards, posters, interactive PDF documents, and web pages.

DM672 Motion Design Adobe After Effects (3 lecture semester credit hours and 1 lab semester credit hour, no prerequisite). Students will learn the foundations of animation, motion design, compositing and visual effects. A comprehensive suite of tools for graphics and video content creation work, ranging from kinetic text animation through graphic shape animation, 2D and 3D layers, color channels, camera animation, and compositing all elements to a coherent movie file. The students will learn how to use motion graphics in a variety of styles and animation models. They will gain a thorough understanding of a tool set to allow the rendering of animated graphic layouts and scenes to create stimulating visual content.

DM673 Visual Effects-Adobe After Effects (4 lecture semester credit hours and l 1ab semester credit hour, no prerequisite). Students will learn the foundations of 3D animation visual effects and their use in film and TV projects. A comprehensive suite of tools for visual effects creation, ranging from 3D animation to particles, and photorealistic compositing of all elements to a coherent photorealistic movie. The students will learn how to use visual effects in a variety of styles and technics. They will gain a thorough understanding of a tool set to allow the rendering of computer generated layouts and combine them with live footage to create a photo real movie.

DM674N 3D Motion Graphic-Cinema 4D (4 lecture semester credit hours and 2 lab semester credit hour, no prerequisite). Students will learn the foundations of a computerized three-dimensional environment (3D) and 3D Motion Graphics utilizing Cinema 4D, an industry standard 3D application. A comprehensive set of tools for the creation of 3D graphics and animating in 3D space. The student will learn how to use the specific modules for the creation of 3D text and primitive objects, and to cross platform between Cinema 4D and other graphics and animation application. The student will gain the understanding of animating in a 3D space to create a coherent 3D composition.

DM675 Video Editing (2 lecture semester credit hours and 2 lab semester credit hours, no prerequisite).
 Los Angeles is the film capital of the world, a perfect location to learn video production and editing. Students learn how to capture video, trim, and edit the footage into sequences. Standard editing techniques along with basic effects, titles, and transitions are covered.   Students complete individual or team projects to produce professional advertisements, shorts, and documentaries for film, video, and the Web.

DM676N SOUND EDITING (Audition) (3 lecture semester credit hours and 1 lab semester credit hours, No prerequisite) This course will introduce students to sound recording and editing. Students will learn the concept and development of recording using Mac computers, applying MIDI devices, microphones, and keyboard. Recording and editing strategies will be researched, reported, and discussed.

DM677 Web Design I (HTML) (3 lecture semester credit hours and 1 lab semester credit hours, no prerequisite).
This course introduces students to website development for the World Wide Web. In addition to fundamental HTML coding and page layout, students will learn to save graphics files to JPEG, GIF, and PNG formats for inclusion on web pages. Basic navigation, linking, rollovers and use of Cascading Style Sheets will be covered. Students will also learn how to implement effective sound, video and animations for today's dynamic Internet.

DM678 Web Design II (WordPress) (2lecture semester credit hours and l lab semester credit hours, no prerequisite).
This course builds on the knowledge and skill students acquired in DM677. They will learn more advanced features of Adobe Dreamweaver including how to use JQuery to create smooth slide shows, create interactive forms, add flash and streaming video to their sites and incorporate live RSS feeds. Integration with social media and the creation of "responsive" sites will also be explored.

DM680 Introduction to Project Management (3 lecture semester credit hours, No prerequisite)
When working as a professional in the world of digital media you will need to complete projects of one sort or another. You may be part of a team, or you may be in charge of getting it done all on your own. Either way, the project needs to be "managed" in order to be brought to a successful conclusion. This module gives you practical experience while walking you through the five steps of project completion – Initiation, Planning, Execution, Monitor/Control, and Close. The class will be divided into teams. Each team will conceive and bring to completion a project. Members will be assigned specific tasks. On the last day of the module each team will present their project and lessons learned to the class.

EP502   Employment Preparation (2 lecture semester credit hours, 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

GE601 Communication Skills (4 lecture semester credit hours, no prerequisite)
This course presents the principles of effective business writing and speaking. It covers topics like communication strategy, composing letters, memos, e-mails and presentations effectively and how to prepare and deliver an effective speech tailored to different types of business situations. Additional elements include composition of effective visual aids and PowerPoint presentations, as well as enhancing non-verbal Delivery Skills and Listening Skills.

GE602 American Government (4 lecture 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.

GE603 Cultural Studies (3 lecture semester credit hours, 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, world current events, celebrations and social issues will be discussed. Research papers, student presentation and discussions are required/mandatory.

GE604 American History (4 lecture semester credit hours, 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.

Course Descriptions

Associate of Applied Science (AAS) Degree in Computer Aided Drafting and Design

CP600   Operating Systems (2 lecture semester credit hours and 1 lab semester credit hour, no prerequisite)
This course introduces students to computer concepts and terminology. Students will learn commonly used portions of MS Office Suite. The course provides a foundation in the use of the Internet/Email and Microsoft Word. Additionally, the students will be able to work with Microsoft Windows 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.

CD601 Mechanical Drafting (1 lecture semester credit hour and 1 lab semester credit hour, no prerequisite)
Mechanical Drafting is about drafting fundamentals and concepts. It also provides opportunities to learn about geometric construction. These are the mathematical tools used to solve practical problems and create the various types of drawings that communicate information about products. You will also learn the drafting methods and processes used by industry.

CD602 Introduction to Auto CAD (4 lecture semester credit hours and 1 lab semester credit hour, no prerequisite)
This course presents a comprehensive study of all the fundamental CAD 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.

CD603 Advanced AutoCAD (2 lecture semester credit hours and 1 lab semester credit hour, no prerequisite)
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.

CD604 3D CAD (2 lecture semester credit hours and 1 lab semester credit hour, no prerequisite)
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.

CD605 SolidWorks I (2 lecture semester credit hours and 1 lab semester credit hour, no prerequisite)
This course is an introduction to the 3D modeler SolidWorks. The course will focus on parts, assemblies and drawings. Topics will include sketching in SolidWorks, creating relationships, parametric constraints, 3D tools, configurations, associative 2D part drawings, design tables, and assemblies.

CD606 SolidWorks II (2 lecture semester credit hours and 1 lab semester credit hour, no prerequisite)
This course is an advanced 3D construction tools in Solid Works. The course will focus on modeling strategy, design library, creating different type of gears, introduction to Geo Gebra, engineering analysis, and assembly modeling methodology, creating relationships between 3D, and 2D part drawings, and design.

CD607 Industrial Print Reading (2 lecture semester credit hours, no prerequisite)
Print Reading for Industry is a training course designed to assist beginning and intermediate or advanced students and workers to read and understand industrial prints. This textbook addresses the skills necessary in reading and understanding "the language of industry."

CD608 Architectural Drafting & Design I (2 lecture semester credit hours and 1 lab semester credit hour, no prerequisite) Architectural Drafting Using AutoCAD will teach students how to use AutoCAD to creating architectural drawings for residential and light commercial construction. You will learn how to use the tools provided in AutoCAD for specific architectural applications. Architectural Drafting is the process of representing engineering works, buildings, plans, and details by means of construction drawings, drawings of objects, structures, or systems that an architect, engineer, or designer has visualized. An architectural drafter creates the architectural drawings. Floor plans, precise elevations, and elaborate construction details. Plans included room dimensions, key construction dimensions and a graphic scale

CD609 Architectural Drafting & Design II (2 lecture semester credit hours and 1 lab semester credit hour, no prerequisite) Architectural Drafting II Using AutoCAD will teach students the New concepts include: presentation drawing using fills and color, advanced detailing methods using multiple views and layouts, blocks and symbol libraries, and advanced annotation techniques including tables, attributes, and fields. Students will also learn how to add color images to their drawings and work with external references on large-scale projects in a team environment.

CD610 Interior Drafting & Design (4 lecture semester credit hours and 1 lab semester credit hour, no prerequisite)
This course presents a comprehensive study of fundamental of Interior Design. This course discuss the information that is relevant to interior designers like analysis the needs and resources of the client, building codes, building

components, and research, and integration of knowledge into the creative process. This course, encourage the principles of environmental sustainability.

CD611 Autodesk Revit (2 lecture semester credit hours and 2 lab semester credit hours, no prerequisite)

This course presents a comprehensive study of Building Information Modeling (BIM) program that works the way Architects think. This course designed to teach you the Autodesk Revit functionality as you would work with it in the design process, and discuss the Preliminary Design through Design Development, and into Construction Documents, the program streamlines the design process with a central 3D model

CD612 Construction Print Reading (2 lecture semester credit hours, no prerequisite)

Print Reading for Construction is a combination text and workbook, or "write in text "The text tells and shows how, and the workbook provides space for meaningful print reading, sketching and estimating activities. Actual construction prints used with the text can be found in the Large Point folder. They provide realistic job experience. The text is equally applicable for students studying construction, estimating, or construction management

CD613 Electrical & Electronics Drafting (2 lecture semester credit hours and 1 lab semester credit hour, no prerequisite). This course utilizes basic drafting skills to create basic layouts of electrical and electronic drawings, Electronics Drafting teaches you to think, and draw in logical sequence. You are asking to begin with a sketch. From this, you will generate all of the formal schematic drawings, parts list, wiring designation list, printed circuit board's layouts. PC board artworks for photo resist exposure, PC board marking artworks, and packaging drawings.

CD614 Technical Writing & Composition (1 lecture semester credit hour and 1 lab semester credit hour, no prerequisite). This course focuses on the principles and procedure of technical writing and provides intensive instruction in the theory and practice of professional writing in business and industry. The course covers the writer's role in corporate and institutional structures, audience analysis, document design, and the problems of standards, styles, and format in technical publications, such as manuals, style guidelines, proposals, and reports.

CD615 Portfolio Design (1 lecture semester credit hour and 1 lab semester credit hour, no prerequisite)

This course focuses on the development and refinement of a professional quality portfolio for drafting-based disciplines emphasizing on digital interactive documents. Course combines both practical and theoretical issues to prepare students to continuously Stress the importance of doing a self-assessment of values, interests, and skills related to searching for a job. Also includes guidelines for setting goals and composing benefit statements.

EP502 Employment Preparation (2 lecture semester credit hours, no prerequisite)

In this advanced course, the students learn how to prepare a resume covering the skills taught in the Associate Degree program, locate sources of employment using internet sources, post and email resumes, interview for a job and use follow-up procedures.

General Education Courses

GE601 Communication Skills (4 lecture semester credit hours, no prerequisite)

This course presents the principles of effective business writing and speaking. It covers topics like communication strategy, composing letters, memos, e-mails and presentations effectively and how to prepare and deliver an effective speech tailored to different types of business situations. Additional elements include composition of effective visual aids and PowerPoint presentations, as well as enhancing non-verbal Delivery Skills and Listening Skills.

GE602 American Government (4 lecture 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.

GE603 Cultural Studies (3 lecture semester credit hours, 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, world current events, celebrations and social issues will be discussed. Research papers, student presentation and discussions are required/mandatory.

GE604 American History (4 lecture semester credit hours, 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.

Course Descriptions

Associate of Applied Science (AAS) Degree in Medical and Clinical Assistant

CP600   Operating Systems (2 lecture semester credit hour, 1 lab semester credit hours, 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 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 (2 lecture semester credit hours, and 1 lab semester credit hour, no prerequisite)
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 (3 lecture semester credit hours, 1 lab semester credit hour, no prerequisite) The class in Anatomy & Physiology/Medical Terminology I provide 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 lecture 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 (4lecture semester credit hours, no prerequisite)
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. 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.

FT664 Pharmacology I (4 Semester Credit Hours, no prerequisite)
This course provides comprehensive information; it condenses the aspects of pharmacology directly relevant to everyday practice into a concise, easy to understand material. Students will learn material on the half -life of drugs, patient non-compliance and severe chronic inflammation, as well as revisions and updates to reflect the latest knowledge and terminology. Students will learn absorption, diffusion, fat soluble drugs, active transport, steady state, hydrophilic drugs, methods of excretion and many drugs for different body systems including antidepressants, drugs of abuse, antibacterial, antipsychotics and analgesics. Students are introduced to an understanding of drug actions and interactions, and pharmaceutical industry and its licensing process.

MOM667 Medical Assistant I (3 lecture semester credit hours, 1 lab semester credit hour, no prerequisite)
This course is to prepare students to their roles and duties as the clinical medical assistant. It covers health care clinical settings and laboratory procedures. Instruction includes Universal Precautions, Infection Control. Medical Asepsis and sterilization techniques will be studied. Vital Signs and Measurements, medical history will be practiced. Students will learn the methods of the Physical Examination and Assessment Procedures of the Body Systems.

MOM668 Medical Assistant II (2 lecture semester credit hours, 1 lab semester credit hour, no prerequisite)
This course provides an overview and understanding of the medical office diagnostic and laboratory procedures. 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 (2 lecture semester credit hours and 1 lab semester credit, no prerequisite)
This course provides an overview and understanding of the different Clinical Skills in a Medical Office. Orientation of the students of preparation and assisting with medications will be presented in a step by step fashion. Injections and phlebotomy procedures will be learned. Likewise, is to give the students the basic management of different

emergencies and understanding of different behaviors that influences health for future patient education.

MCA600 EKG (Electrocardiograph) (5 semester credit hours, no prerequisite)
This course provides an understanding of the anatomy and physiology of the heart as well as the electrophysiology and conductive system of the heart. The course identifies cardiac procedures in the medical back office and diagnostic procedures of the heart. The course takes a step by step fashion in presenting EKG's (ECG) preparation, performing, equipment, and supplies. EKG (ECG) artifacts, arrhythmias and the medical clinical assistant's role in identifying cardiac arrhythmias are included. The course will include diagnostic procedures and assessment and treatment of the patient with cardiac emergencies.

MCA601 Diagnostic Procedures (3 semester credit hours, no prerequisite)
This course provides an understanding of the Laboratory and Diagnostic procedures in the medical back office. The course is a step by step preparation, performing, equipment, and supplies used as the clinician and role in identifying diagnostics. The course will include diagnostic procedures using holter monitor, ultrasound for Physical Therapy, pulse oximeter and explain the POL and Laboratory Classification and Regulation.

MCA602 EHR (Electronic Health Record) Management (3 semester credit hours, no prerequisite)
This course is in depth studying of Electronic Health Record with a brief overview of Introduction to EHR in connection with operation and management of the medical facility. The course introduces students to the application used for administrative purposes, transformation of data into information, data collection and management from a clinical perspective, emphasis' documentation, and the course addresses claims management, regulations such as Health Insurance Portability and Accountability Act (HIPPA) privacy and security. Problems, medications and allergy lists will be learned. The examinations, treatment plans, orders and results will be studied. The electronic health record is interactive hands-on course.

MCA603Administration Procedures (3 semester credit hours, no prerequisite)
The course provides an overview and understanding of the medical health care roles and responsibilities in the office. The student is trained in telephone procedures, etiquette, patient reception, banking and accounting procedures, scheduling techniques and managing the Medical Office Environment. The importance of accuracy, medical ethics and the legal aspects, facilities Management and Emergency Preparedness is emphasized.

EP502 Employment Preparation (2 semester credit hours, 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 and Clinical Assistant Externship (2 Medical and Clinical Assistant externship semester credit hours, Prerequisite all courses in this program). In 100 externship hours the student takes all hands-on training and academic knowledge to the field in this excellent employment opportunity. Students, through their externship advisor, teacher and program director are assigned to a hospital and/or laboratory 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

GE601 Communication Skills (4 lecture semester credit hours, no prerequisite)
This course presents the principles of effective business writing and speaking. It covers topics like communication strategy, composing letters, memos, e-mails and presentations effectively and how to prepare and deliver an effective speech tailored to different types of business situations. Additional elements include composition of effective visual aids and PowerPoint presentations, as well as enhancing non-verbal Delivery Skills and Listening Skills.

GE602 American Government (4 lecture 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.

GE603 Cultural Studies (3 lecture semester credit hours, 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, world current events, celebrations and social issues will be discussed. Research papers, student presentation and discussions are required/mandatory.

GE604 American History (4 lecture semester credit hours, 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.

Course Descriptions

Associate of Applied Science (AAS) Degree in Pharmacy Technology Administration

CP600 Operating Systems (2 lecture semester credit hours, 1 lab 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 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.

FT660 Orientation to Pharmacy Practice I (4semester credit hours, 1 lab semester credit hour, 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.

FT662 Pharmacy Terminology, Anatomy & Physiology I (3 semester credit hours, 1 lab semester credit hour, 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. Areas covered include: The Skeletal system, The Muscular system, The Cardiovascular system, as it is related to Pharmacology.

FT663 Pharmacy Terminology, Anatomy & Physiology II (2 semester credit hours, 1 lab semester credit hour, 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. Areas covered include: The Reproductive system, Lymphatic/ Immune systems, The Digestive, The Nervous System, The Integumentary, The Respiratory and Urinary system terminology related to Pharmacology.

FT664 Pharmacology I (4 lecture semester credit hours, no prerequisite)
This course provides comprehensive information; it condenses the aspects of pharmacology directly relevant to everyday practice into a concise, easy to understand material. Students will learn material on the half -life of drugs, patient non-compliance and severe chronic inflammation, as well as revisions and updates to reflect the latest knowledge and terminology. Students will learn absorption, diffusion, fat soluble drugs, active transport, steady state, hydrophilic drugs, methods of excretion and many drugs for different body systems including antidepressants, drugs of abuse, antibacterial, antipsychotics and analgesics. Students are introduced to an understanding of drug actions and interactions, and pharmaceutical industry and its licensing process.

FT665 Pharmacology II (4 lecture semester credit hours, no prerequisite)
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.

FT666 Pharmacy Calculations (4 semester credit hours, 1 lab semester credit hour, no prerequisite)
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.

FT667 Pharmacy Administration (5 semester credit hours, 1 lab semester credit hour, no prerequisite)
Pharmacy administration course prepares students 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.

FT668 Medical Coding and Insurance Forms (3 lecture semester credit hours, 1 lab semester credit hour, no prerequisite)This Module introduces the student to the basics of the Medical billing process. This Module introduces the student to basic terms definitions medical and insurance forms and procedures used in the billing of medical claims.

FT669 Pharmacy Computerized Application (1lecture semester credit hours, 1 lab semester credit hour, no prerequisite) Pharmacy Computerized Applications introduces the student to the functions of the Pharmacy Data entry process, entering Doctors, patients, insurance and Prescription information in an effort to fill prescriptions ordered by Physicians.

FT670 Preparation for P.T.C.B (5 lecture semester credit hours, 1 lab semester credit hour, no prerequisite)
This course is designed to prepare students to take the Pharmacy Technician National Certification Exam. It is a Comprehensive overview of the areas generally covered on the exam. Student will actually take practice examination.

EP502 Employment Preparation (2 lecture semester credit hours, 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.

FX600 Pharmacy Externship (2 externship semester credit hours, Prerequisite: all courses in this program) All core classes must be successfully passed before the student begins 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 this externship experience. Pharmacy externship locations may include in-patient, out-patient, or retail settings.

General Education Courses

GE601 Communication Skills (4 lecture semester credit hours, no prerequisite)
This course presents the principles of effective business writing and speaking. It covers topics like communication strategy, composing letters, memos, e-mails and presentations effectively and how to prepare and deliver an effective speech tailored to different types of business situations. Additional elements include composition of effective visual aids and PowerPoint presentations, as well as enhancing non-verbal Delivery Skills and Listening Skills.

GE602 American Government (4 lecture 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.

GE603 Cultural Studies (3 lecture semester credit hours, 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, world current events, celebrations and social issues will be discussed. Research papers, student presentation and discussions are required/mandatory.

GE604 American History (4 lecture semester credit hours, 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.

Certificate of Completion in Phlebotomy Technician Program (CPT1)

PBT600 Phlebotomy: (6 lecture semester credit hours and 1 lab semester credit hour, No Prerequisite)

The phlebotomy course is a full program consisting of two concurrent phases: didactic (classroom lecture) and clinical externship (in hospital and /or clinic). Through lectures, interactive presentations, skills labs, and simulations the student will gain the knowledge and skills to administer blood draws for patients. The clinical phase begins after successful completion of the didactic phase of the course. Portions of the program include:

- Medical Terminology for Phlebotomists
- Anatomy and Physiology for Phlebotomists
- Equipment
- Special populations Specimen Collection
- Lab competency
- Infection control and universal precautions and safety
- Advanced Infection
- Communications
- Corrective Actions
- Legal issues
- Complications in Specimen Collection

EX610 Phlebotomy Externship (1 externship semester credit hours, Prerequisite PBT600 Phlebotomy)
In a minimum of 45 externship hours the student takes all hands-on training and academic knowledge to the field in this excellent employment opportunity. Students function on a one-to-one basis, drawing blood from actual patients, under the direct supervision of a laboratory supervisor and/or licensed phlebotomist preceptor. Student must successfully complete 50 veni-punctures, 10 dermal punctures or finger sticks and 2 arterial observations. Students, through their externship program director are assigned to a hospital and/or laboratory clinic. With 'real world' experience, the student can hone skills already learned and develop important relationship with patients, doctors and other medical personnel.

Course Descriptions

Administrative Assistant, Diploma Program

CP600   Operating Systems (2 lecture semester credit hours and 1 lab semester credit hour, no prerequisite)
This course introduces students to computer concepts and terminology. Students will learn commonly used portions of MS Office Suite. The course provides a foundation in the use of the Internet/Email and Microsoft Word. Additionally, the students will be able to work with Microsoft Windows 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.

OS501   Word Processing and keyboarding ((2 lecture semester credit hours and 2 lab semester credit hour, no prerequisite)Students will acquires 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.

AA515 Email & Scheduling/Business Math (3lecture semester credit hours and 1 lab semester credit hour, 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.

 CP515   Spreadsheet Fundamentals (3lecture semester credit hours and 1 lab 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.

AA525 Business English Communications (3lecture semester credit hours and 1 lab semester credit hour, 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.

AC606 QuickBooks Accounting I (2lecture semester credit hours and 1 lab semester credit hour, no prerequisite). 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.

AA535 Office Procedures (2 lecture semester credits, no prerequisite)
This course bridges the gap between the basic skills courses and current office practices. The course is designed to develop the knowledge and skill necessary for success in the workplace and to develop a competency in administrative and office support tasks such as Telecommunication, Building Communication skills, Records management, Processing mail, Planning meetings & conferences. Standard office procedures are covered from filing to phone etiquette. Students will learn how to manage the office tasks by studying time management techniques and completing applications in an office simulation format.

AA611 Business Presentation (2 lecture semester credits, no prerequisite)
Business presentation today is 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.

DA100   Database Applications (2lecture semester credit hours and 1 lab semester credit hour, 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.

EP501 Employment Preparation (l lecture 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.

Electives

AG501American Government (1 lecture 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 lecture 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

Course Descriptions

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

ESL 101 (120 clock hours, 4 lecture semester credit hours and 2 lab semester credit hours)
This course focuses on language for essential life skills in the United States. Students are introduced to the alphabet, cardinal numbers, and are provided with the basic grammar, vocabulary, and functional expressions needed to communicate in a wide range of personal and vocational contexts. Numerous situations are explored in role-playing activities such as meeting people, speaking on the telephone, and starting a conversation. Emphasis is put on cultural awareness in workplace and social situations. The following basic grammar is incorporated: the verb "to be", subject pronouns, present continuous tense, yes/no questions, and short answers. Students complete basic writing exercises using the grammar and vocabulary introduced in the course. Students learn basic reading comprehension skills such as recognizing key words in a story, understanding the main ideas of a text, sequencing, and understanding the function of quotes. Using vocabulary students discuss topics relevant to their lives such as crime, animals that cause problems, holidays, and personal valuables. Students use vocabulary words and phrases from the texts read in class to help them express ideas about these topics.

Vocational Component:
At this level students focus on the development of beginning- level language skills and integrate it into workplace topics, such as learning to give information, phone number and address and completing basic information in application forms. In computer lab, students learn the parts of a desktop computer and how to use hardware such as the mouse and keyboard. Students are introduced to the features of Microsoft Word and they will practice typing through Mavis typing software. They also use programs such as Rosetta Stone, Picture Dictionary, Pronunciation Power and Focus on Grammar to help improve both English and computer skills.

ESL 102 (120 clock hours, 4 lecture semester credit hours and 2 lab semester credit hours)
This course continues to focus on language for essential life skills. Students increase their communicative abilities using the present simple tense, singular and plural adjectives, these/this/ that/those, prepositions, possessive nouns and possessive adjectives, "There is/There are". Students complete basic writing exercises using the grammar and vocabulary introduced. Students continue to practice reading comprehension strategies with a variety of beginner-level texts. Students discuss topics relevant to their lives such as marriage and housework. Students practice everyday topics such as locating places in community, describing neighborhoods, talking about and shopping clothes; they also learn about nationalities and languages, days of the week and habitual actions.

Vocational Component:
At this level students are given a basic overview of the job search process and continue practicing filling out basic information in the applications. Vocational functions covered include taking numerical information, asking for and reporting information, using directory assistance, dealing with money, and expressing time. In computer lab, students use programs such as Rosetta Stone, Picture Dictionary, Mavis Typing, Pronunciation Power and Focus on Grammar to help improve both English and computer skills. Students also continue to develop general computer literacy and create email accounts.

ESL 103 (120 clock hours, 4 lecture semester credit hours and 2 lab semester credit hours)
This course continues to focus on language for essential life skills. Students increase their communicative abilities using adjectives, and singular and plural nouns, can/ have to and they review the simple present tense and "to be verbs". Students talk about their future plans using "going to" and past actions using "simple past" and "to be past", yes/No questions, short answers , and WH- questions. Students continue to practice reading comprehension strategies with a variety of beginner-level texts. Students practice basic writing skill through various topics such as writing a brief autobiography about major life events, writing about your childhood, making a shopping list, writing about a party and about what you did today. Students use vocabulary words and phrases from the texts to help them express ideas about occupations, weather, ailments, emotions and physical states.

Vocational Component:
Vocational functions covered at this level, include looking for a job (help wanted Ads and Want Ads), filling out a basic job application, and basic job interview questions. In computer lab, students use programs such as Rosetta Stone, Picture

Dictionary, Mavis Typing, and Focus on Grammar to help improve both English and computer skills. Students also continue to develop general computer literacy and create email accounts.

ESL 104 (120 clock hours, 4 lecture semester credit hours and 2 lab semester credit hours)
At this level students engage in dynamic communicative practice based on real-life situations such as reading maps, giving and understanding directions, asking for and giving advice, expressing opinions, apologizing, agreeing, and offering ideas. Students review the tenses learned in the previous Levels and are introduced to new grammar topics such as count vs. non-count nouns and modals. In addition to participating in structured speaking activities, students also complete beginner-level writing exercises to practice grammar topics in context. Students also continue to develop reading comprehension skills such as understanding the main idea, remembering supporting details, understanding dialogues and quotes, understanding a summary, and understanding cause and effect by reading a variety of beginner-level texts. Students discuss topics such as making and correcting mistakes, favorite meals, the elderly, and love and courting. Students use vocabulary words and phrases from the texts read in class to help them express ideas about these topics.

Vocational Component:
This course prepares students to begin the job search. Students define their job goals, personal qualities, and learn about the duties associated with a variety of common entry-level positions. In computer lab, students use programs such as Rosetta Stone, Picture Dictionary, Mavis Typing, and Focus on Grammar to help improve both English and computer skills. Students also learn about the more advanced features of Microsoft Word.

ESL 105 (120 clock hours, 4 lecture semester credit hours and 2 lab semester credit hours)
At this level the new Grammar topics are introduced, including comparative adverbs, reflexive pronouns, and the future continuous tense. In addition to participating in frequent speaking activities, students also complete beginner-level writing exercises to practice this grammar in context. Functional language developed in the course includes securing medical treatment, reporting an accident, and talking to the police and doctors. Students continue to develop reading comprehension skills such as using context clues and understanding pronouns by reading a variety of beginner-level texts. Students discuss topics such as crimes that happen in their native cities, similarities they have with family members, neighboring countries, and people's relationships with their pets. Students use vocabulary words and phrases from the texts to help them express ideas about these topics.

Vocational Component:
This course continues to prepare students for the job search. Students identify their transferable skills and are introduced to various methods for finding a job such as networking, walking in, and responding to want ads. In computer lab, students use programs such as Rosetta Stone, Picture Dictionary, Mavis Typing, and Focus on Grammar to help improve both their English and computer skills. Students also learn to use the more advanced features of an email account.

ESL 106 (120 clock hours, 4 lecture semester credit hours and 2 lab semester credit hours)
At this level the Grammar topics introduced throughout the book are reviewed and modals (could, should, must, have to) and pronouns are introduced. Students participate in frequent speaking activities to practice this grammar in contexts such as expressing obligation, describing physical states and emotions, describing daily life and customs, describing problems, giving advice and expressing concerns. Students continue to develop reading comprehension skills such as using context clues and understanding pronouns by reading a variety of texts. Students use vocabulary words and phrases from the texts to help them express ideas about various topics. In addition to speaking activities, students also improve their writing skill by writing a housing Ad, writing about emotions (frustrated, disappointed, upset), food, family holiday celebration and friends.

Vocational Component:
This course continues to prepare students for the job search and applying for jobs through filling out simple applications, replying emails, writing telephone messages and responding to Want Ads. They will learn how to talk about their personal qualities, work and life skills in order to be able to write in their resumes at the next level. In computer lab, students use programs such as Rosetta Stone, Picture Dictionary, Mavis Typing, and Focus on Grammar to help improve both their English and computer skills. Students also learn to use the more advanced features of an email account.

ESL 201 (120 clock hours, 4 lecture semester credit hours and 2 lab semester credit hours)
This level also includes extensive review of simple present and present continuous tenses, simple past and past continuous tenses, and simple future and future continuous tenses. In addition to participating in frequent speaking activities, students also complete writing exercises using these grammar structures in context. Reading comprehension skills taught include understanding the main idea, identifying supporting details, understanding cause and effect, and identifying time connections. Students discuss topics relevant to their lives such as having pets, remaining single or getting married, childhood experiences,

and enjoyable activities. Students use vocabulary words and phrases from texts read in class to help them express ideas about these topics.

Vocational Component:
In this course, students begin the job search by practicing the methods introduced in the previous levels; networking, walking in, and responding to want ads. Students learn how to speak with a receptionist and understand the abbreviations and vocabulary used in want ads. In computer lab, students use programs such as Rosetta Stone, Mavis Typing, and Focus on Grammar to help improve both English and computer skills. Students also learn how to use the internet to find a job and the instructor provides updated information regarding job search techniques.

ESL 202 (120 clock hours, 4 lecture semester credit hours and 2 lab semester credit hours)
This course presents more intermediate grammar: present perfect, present perfect continuous, and time expressions, past perfect and past perfect continuous tenses, and gerunds and infinitives. In addition to participating in numerous speaking activities, students also complete intermediate-level writing exercises using these grammar structures in context. Students practice reading comprehension strategies such as identifying cause and effect, summarizing, and remembering key details by reading a variety of intermediate-level texts. Students also discuss topics relevant to their lives such as performing and receiving kind acts, things they have in common with their classmates, important people from their native countries, and marriage. Students use vocabulary words and phrases from the texts read in class to help them express ideas about these topics.

Vocational Component:
This course continues to guide students through the first steps of the job search process. Students practice leaving voice mail messages and messages with receptionists. Students also practice the listening comprehension skills necessary for this step in the job search process. In computer lab, students use programs such as Rosetta Stone, Mavis Typing, and Focus on Grammar: Intermediate Level to help improve both English and computer skills. At this level students also practice completing online job applications.

ESL 203 (120 clock hours, 4 lecture semester credit hours and 2 lab semester credit hours)
The new grammar topics such as separable and inseparable two-word verbs and connectors are introduced and in order to improve their fluency, grammar topics such as gerunds, infinitives, and phrasal verbs are reviewed at this level. Also these grammar structures are practiced through writing activities in context. Students develop reading comprehension skills such as scanning the text for specific information, understanding special expressions, and organizing information by reading a variety of texts. Students discuss topics such as sharing experiences, describing popular sports, making and responding to invitations, giving excuses and offering suggesting by using the vocabularies and idiomatic expressions.

Vocational Component:
This level continues to develop students' communicative skill in the context of job searching and interview preparation. Students practice basic interview questions; they participate in mock interviews and presentations. In computer lab, students use programs such as Mavis Typing, and Focus on Grammar: intermediate Level to help improve both English and computer skills. Students also use peer and instructor feedback to review their writings related to the personal information and short/ long term golas.

ESL 204 (120 clock hours, 4 lecture semester credit hours and 2 lab semester credit hours)
This course also reviews Present and Past perfect tenses and introduces Passive Voice and Embedded questions which enable students to converse in most social and workplace settings. In addition to participating in frequent speaking activities, students also complete intermediate level writing exercises to practice the grammar in context. Students practice comprehension skills such as identifying context clues, understanding main ideas, recognizing supporting details, and understanding time expressions by reading a variety of intermediate-level texts. Students utilize the grammatical structures to communicate in topics such as expressing obligations, empathy, opinions, reporting about events, talking about places, describing background, education and life events, and describing a person. Students use vocabulary words and phrases from the texts read in class to help them express ideas about these topics.

Vocational Component:
This course continues to guide students through the initial steps of the job search process. Students receive extensive instruction in speaking with managers and practice introductions, asking questions, and checking information. In computer lab, students use programs such as Mavis Typing and Focus on Grammar: Intermediate Level to help improve both English and computer skills. Students also begin the process of resume writing.

ESL 205 (120 clock hours, 4 lecture semester credit hours and 2 lab semester credit hours)
Students continue to develop fluency with intermediate-advanced grammar structures such as unreal conditionals and wish-clauses. In addition to participating in frequent speaking activities, students also complete intermediate writing exercises using these grammar structures. Students continue practicing reading comprehension skills such as using context clues, understanding main ideas, recognizing supporting details, and understanding time expressions by reading a variety of intermediate-level texts. Students discuss topics such as superstitions and urban legends, unsolved mysteries, love stories, and unusual lifestyles. Students use vocabulary words and phrases from the texts read in class to help them express ideas about these topics.

Vocational Component:
This course moves students to the next stages in the job search process: completing applications and submitting resumes. Students compile the information they will need to complete future job applications and receive instruction in the content and format of a resume. In computer lab, students use programs such as Mavis Typing, and Focus on Grammar: Intermediate Level to help improve both English and computer skills. Students will learn how to properly format a resume, how to correctly list information regarding education and employment history, how to write in a clear and concise manner, and how to list special skills and qualifications

ESL 206 (120 clock hours, 4 lecture semester credit hours and 2 lab semester credit hours)
At this level, students strengthen their fluency by reviewing verb tenses, conditional and gerunds, and also they are introduced to new grammar points; Reported speech, imperatives, tag questions, and emphatic sentences. In addition to participating in frequent speaking activities, students also write paragraphs to practice using these grammar structures in context. Students develop reading comprehension skills such as scanning the text for specific information, understanding special expressions, and organizing information by reading a variety of upper intermediate-level texts. Students discuss topics such as expressing surprise, opinions and agreements, sharing news, apologizing, emphasizing, offering to help, and describing innovations in technology. Students use vocabulary words, idiomatic expressions and phrases from the texts read in class to discuss these topics.

Vocational Component:
This level continues to develop students' communicative fluency in the context of job-hunting and interview preparation. Students will set up and learn how to use a LinkedIn account in order to know how to use social networking as a tool to help them find a good job. In computer lab, students use programs such as Mavis Typing, and Focus on Grammar: Advanced Level to help improve both English and computer skills. Students also use peer and instructor feedback to finalize cover letters.

ESL 301 (120 clock hours, 4 lecture semester credit hours and 2 lab semester credit hours)
This course reviews all verb tenses and focuses on the accurate use of verb tense in conversation. In addition to participating in frequent speaking activities, students also write paragraphs to practice using all verb tenses accurately. Students further develop reading comprehension skills such as using and identifying context clues, idea mapping, inferring information from a text, and identifying supporting details by reading a variety of advanced-level texts. Students discuss topics such as quality of life, careers, childhood experiences, romantic partnerships, and enjoyable activities. Students use vocabulary words and phrases from the texts read in class to help them express ideas about these topics.

Vocational Component:
This level prepares students for job interviews. Students review pre-interview preparation steps such as planning appropriate attire and travel routes. Students practice techniques for making a strong first impression on an employer. Students will continue working on their LinkedIn accounts and they will compare it with their peers and also get the teacher feedback. In computer lab, students use programs such as Mavis Typing, and Focus on Grammar: Advanced Level to help improve both English and computer skills. Students also learn how to write effective and persuasive cover letters.

ESL 302 (120 clock hours, 4 lecture semester credit hours and 2 lab semester credit hours)
Students strengthen their fluency by reviewing grammar topics such as gerunds, infinitives, and phrasal verbs. In addition to participating in frequent speaking activities, students also write paragraphs to practice using these grammar structures in context. Students develop reading comprehension skills such as scanning the text for specific information, understanding special expressions, and organizing information by reading a variety of advanced-level texts. Students discuss topics such as decision-making, intuition, neighborhood conflicts, the stock market, and altruism. Students use vocabulary words and phrases from the texts read in class to discuss these topics.

Vocational Component:
This level continues to develop students' communicative fluency in the context of job-hunting and interview preparation. At this level, students are introduced to a core of basic interview questions. In computer lab, students use programs such as Mavis Typing, and Focus on Grammar: Advanced Level to help improve both English and computer skills. Students also use peer and instructor feedback to finalize cover letters.

ESL 303 (120 clock hours, 4 lecture semester credit hours and 2 lab semester credit hours)
Students strengthen their communicative fluency by reviewing grammar topics such as modal verbs and conditionals. In addition to participating in frequent speaking activities, students also complete advanced writing exercises to practice using these grammatical structures in context. This course enhances reading comprehension skills such as understanding main ideas, remembering details, and making inferences. Students will also have the opportunity to discuss topics such as human rights, historical forms of government, what makes someone a hero, lifestyle choices, and marriage. These discussions allow students to make connections with the text and to help them form opinions about the information they read. Students use vocabulary words and phrases from the texts to help them express these ideas.

Vocational Component:
This level offers in-depth job interview preparation. Students define their strengths and weaknesses and learn how to connect their previous work experience and skills to current job prospects. In computer lab, students also use programs such as Mavis Typing, and Focus on Grammar: Advanced Level to help improve both English and computer skills. Students use the job search skills developed in Levels Basic and Intermediate levels to apply for specific jobs that match their skillsets with career goals.

ESL 304 (120 clock hours, 4 lecture semester credit hours and 2 lab semester credit hours)
Students review reported speech and embedded questions and use these structures in the context of summarizing and asking politely for information. In addition to participating in frequent speaking activities, student also complete advanced writing exercises. Students further develop reading comprehension skills such as understanding main ideas, remembering details, and making inferences by reading a variety of advanced-level texts. Students discuss topics such as why people do dangerous activities, gender equality in the workplace, the allure of tea, punishments for convicts, and the influence of the internet on modern life. These discussions allow students to make connections with the text and to help them form opinions about the information they read. Students use vocabulary words and phrases from the texts to help them express these ideas.

Vocational Component:
This course continues with in-depth preparation for job interviews. Students define their career goals and learn how to ask follow-up questions at the close of an interview. In computer lab, students use Mavis Typing, and Focus on Grammar: Advanced Level to help improve both their English and computer skills. Students continue to use the vocational skills developed in Basic and Intermediate levels to apply for specific jobs that match their skillsets with career goals.

ESL 305 (120 clock hours, 4 lecture semester credit hours and 2 lab semester credit hours)
At this level discussion topics and reading materials reflect the level of competency the students have attained. Students build their vocabulary as they discuss various topical issues. This level includes the following expanded advanced grammar: count vs non-count nouns, generic nouns/pronouns, noun clauses, adjective clauses and reduction of clauses. Students will also have the opportunity to discuss topics such as heroes in mythological stories, ethics and values, important events in American history, and pros and cons of modern technology.

Vocational Component:
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. The computer lab is an independent study course in which students will have the opportunity to update, improve, and expand their resumes; write and edit cover letters; apply online for jobs in which they are interested; and update their LinkedIn accounts.

ESL 306 (120 clock hours, 4 lecture semester credit hours and 2 lab semester credit hours)
At this level discussion topics and reading materials reflect the level of competency the students have attained. Students build their vocabulary as they discuss various topical issues. This level includes the following expanded advanced grammar: quoted and reported speech, using words that end in –ever, and an expanded study of adjective clauses. Students will also have the opportunity to discuss topics such as important events in American history, the history of computer programming, famous natural disasters, and career goals.

Vocational Component:
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. The computer lab is an independent study course in which students will have the opportunity to update, improve, and expand their resumes; write and edit cover letters; apply online for jobs in which they are interested; and update their LinkedIn accounts.

Course Descriptions

Intensive English Program (IEP), Certificate Program

IEP 101 (120 clock hours)
This course focuses on language for essential life skills in the United States. Students are introduced to the alphabet, cardinal numbers, and are provided with the basic grammar, vocabulary, and functional expressions needed to communicate in a wide range of everyday contexts. Numerous situations are explored in role-playing activities such as meeting people, speaking on the telephone, and starting a conversation with an emphasis on cultural awareness in different social situations. 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. Students complete basic writing exercises using the grammar and vocabulary introduced in the course. Students learn basic reading comprehension skills such as recognizing key words in a story, understanding the main ideas of a text, sequencing, and understanding the function of quotes. Using vocabulary students discuss topics relevant to their lives such as crime, animals that cause problems, holidays, and personal valuables. Students use vocabulary words and phrases from the texts read in class to help them express ideas about these topics. In computer lab, students have the opportunity to practice basic grammar, listening, reading and conversational skills through guided activities and software such as Rosetta Stone, Picture Dictionary, American Speech and Pronunciation Power.

IEP 102 (120 clock hours)
This course continues to focus on language for essential life skills. Numerous situations are explored in various engaging activities such as taking numerical information, asking for and reporting information, using directory assistance, dealing with money, and expressing time. At this level students increase their communicative abilities using the present simple, past simple, singular and plural adjectives, these/this/ that/those, prepositions, possessive nouns and possessive adjectives, "There is/There are". Students complete basic writing exercises using the grammar and vocabulary introduced. Students continue to practice reading comprehension strategies with a variety of beginner-level texts. Students discuss topics relevant to their lives such as marriage and housework. Students use vocabulary words and phrases from the texts to help them express ideas about these topics. In computer lab, students use software such as Rosetta Stone, Picture Dictionary, American Speech, Pronunciation Power and Focus on Grammar to help improve written, spoken, and reading skills.

IEP 103 (120 clock hours)
This course continues to focus on language for essential life skills. Students increase their communicative abilities using adjectives, and singular and plural nouns, can/ have to and they review the simple present tense and "to be verbs". Students talk about their future plans using "going to" and past actions using "simple past" and "to be past", yes/No questions, short answers , and WH- questions. Students continue to practice reading comprehension strategies with a variety of beginner-level texts. Students practice basic writing skill through various topics such as writing a brief autobiography about major life events, writing about your childhood, making a shopping list, writing about a party and about what you did today. Students use vocabulary words and phrases from the texts to help them express ideas about occupations, weather, ailments, emotions and physical states. In computer lab, students use programs such as Rosetta Stone, Picture Dictionary, American Speech, Pronunciation Power and Focus on Grammar to help improve written, spoken and reading skills.

IEP 104 (120 clock hours)
In this course students get engaged in dynamic communicative practice based on real-life situations such as reading maps, giving and understanding directions, asking for and giving advice, expressing opinions, apologizing, agreeing, and offering ideas. Students review the tenses learned in the previous Levels and are introduced to new grammar topics such as count vs. non-count nouns and modals. In addition to participating in structured speaking activities, students also complete beginner-level writing exercises to practice grammar topics in context. Students also continue to develop reading comprehension skills such as understanding the main idea, remembering supporting details, understanding dialogues and quotes, understanding a summary, and understanding cause and effect by reading a variety of beginner-level texts. Students discuss topics such as making and correcting mistakes, favorite meals, the elderly, and love and courting. Students use vocabulary words and phrases from the texts read in class to help them express ideas about these topics. In computer lab, students use programs such as Rosetta Stone, Picture Dictionary, American Speech, Pronunciation Power and Focus on Grammar to help improve written, spoken and reading skills.

IEP 105 (120 clock hours)

This course introduces new Grammar topics such as comparative adverbs, reflexive pronouns, and the future continuous tense. In addition to participating in frequent speaking activities, students also complete beginner-level writing exercises to practice this grammar in context. Functional language developed in the course includes securing medical treatment, reporting an accident, and talking to the police and doctors. Students continue to develop reading comprehension skills such as using context clues and understanding pronouns by reading a variety of beginner-level texts. Students discuss topics such as crimes that happen in their native cities, similarities they have with family members, neighboring countries, and people's relationships with their pets. Students use vocabulary words and phrases from the texts to help them express ideas about these topics. In computer lab, students use programs such as Rosetta Stone, Picture Dictionary, American Speech, Pronunciation Power and Focus on Grammar to help improve written, spoken and reading skills.

IEP 106 (120 clock hours)

In this course students receive instruction in speaking with an emphasis on the grammar points and commonly used vocabulary. The Grammar topics introduced throughout the book are reviewed and modals (could, should, must, have to) and pronouns are introduced. Students participate in frequent speaking activities in contexts such as expressing obligation, describing physical states and emotions, describing daily life and customs, describing problems, giving advice and expressing concerns. Students continue to develop reading comprehension skills such as using context clues and understanding pronouns by reading a variety of texts. Students use vocabulary words and phrases from the texts to help them express ideas about various topics. In addition to speaking activities, students also improve their writing skill by writing a housing Ad, writing about emotions (frustrated, disappointed, upset), food, family holiday celebration and friends. In computer lab, students use programs such as Rosetta Stone, Picture Dictionary, American Speech, Pronunciation Power and Focus on Grammar to help improve written, spoken and reading skills.

IEP 201 (120 clock hours)

This level also includes extensive review of simple present and present continuous tenses, simple past and past continuous tenses, and simple future and future continuous tenses. New intermediate grammar is introduced such as present perfect, present perfect continuous, and time expressions. In addition to participating in frequent speaking activities, students also complete writing exercises using these grammar structures in context. Reading comprehension skills taught include understanding the main idea, identifying supporting details, understanding cause and effect, and identifying time connections. To improve their spoken skill, students discuss topics relevant to their lives such as having pets, remaining single or getting married, childhood experiences, and enjoyable activities. Students use vocabulary words and phrases from texts read in class to help them express ideas about these topics. In computer lab, students use programs such as Rosetta Stone, Picture Dictionary, American Speech, Pronunciation Power and Focus on Grammar to help improve written, spoken and reading skills.

IEP 202 (120 clock hours)

This course presents more intermediate grammar: present perfect, present perfect continuous, and time expressions, past perfect and past perfect continuous tenses, and gerunds and infinitives. In addition to participating in numerous speaking activities, students also complete intermediate-level writing exercises using these grammar structures in context. Students practice reading comprehension strategies such as identifying cause and effect, summarizing, and remembering key details by reading a variety of intermediate-level texts. Students also discuss topics relevant to their lives such as performing and receiving kind acts, things they have in common with their classmates, important people from their native countries, and marriage. Students use vocabulary words and phrases from the texts read in class to help them express ideas about these topics. In computer lab, students use programs such as Rosetta Stone, Picture Dictionary, American Speech, Pronunciation Power and Focus on Grammar to help improve written, spoken and reading skills.

IEP 203 (120 clock hours)

This level continues to develop students' communicative skill in the context of everyday subjects. Students practice individual and group presentations. The new grammar topics such as separable and inseparable two-word verbs and connectors are introduced and in order to improve their fluency, grammar topics such as gerunds, infinitives, and phrasal verbs are reviewed. Also these grammar structures are practiced through writing activities in context. Students develop reading comprehension skills such as scanning the text for specific information, understanding special expressions, and organizing information by reading a variety of texts. Students discuss topics such as sharing experiences, describing popular sports, making and responding to invitations, giving excuses and offering suggesting by using the vocabularies and idiomatic expressions. In computer lab, students use programs such as American Speech, Pronunciation Power and Focus on Grammar to help improve written, spoken and reading skills.

IEP 204 (120 clock hours)
In this course students receive extensive instruction in speaking with an emphasis on new grammar points, commonly used vocabulary, functional expressions and phrasal verbs and idioms that are likely to encounter outside of the classroom. This course also reviews Present and Past perfect tenses and introduces Passive Voice and Embedded questions which enable students to converse in most social and workplace settings. In addition to participating in frequent speaking activities, students also complete intermediate level writing exercises to practice the grammar in context. Students practice comprehension skills such as identifying context clues, understanding main ideas, recognizing supporting details, and understanding time expressions by reading a variety of intermediate-level texts. Students utilize the grammatical structures to communicate in topics such as expressing obligations, empathy, opinions, reporting about events, talking about places, describing background, education and life events, and describing a person. Students use vocabulary words and phrases from the texts read in class to help them express ideas about these topics. In computer lab, students use programs such as Rosetta Stone and Focus on Grammar: Intermediate Level to help improve both written and spoken skills.

IEP 205 (120 clock hours)
In this course students continue to develop fluency with intermediate-advanced grammar structures such as unreal conditionals and wish- clauses. In addition to participating in frequent speaking activities, students also complete upper intermediate writing exercises using these grammar structures. Students continue practicing reading comprehension skills such as using context clues, understanding main ideas, recognizing supporting details, and understanding time expressions by reading a variety of intermediate-level texts. Students discuss topics such as superstitions and urban legends, unsolved mysteries, love stories, and unusual lifestyles. Students use vocabulary words and phrases from the texts read in class to help them express ideas about these topics. Students improve their writing skill in aspects of writing main ideas, supporting details, and time expressions in various structures and contexts. In computer lab, students use programs such as Pronunciation Power and Focus on Grammar to help improve written, spoken and reading skills.

IEP 206 (120 clock hours)
At this level, students strengthen their fluency by reviewing verb tenses, conditional and gerunds, and also they are introduced to new grammar points; Reported speech, imperatives, tag questions, and emphatic sentences. In addition to participating in frequent speaking activities, students also write paragraphs to practice using these grammar structures in context. Students develop reading comprehension skills such as scanning the text for specific information, understanding special expressions, and organizing information by reading a variety of upper intermediate-level texts. Students discuss topics such as expressing surprise, opinions and agreements, sharing news, apologizing, emphasizing, offering to help, and describing innovations in technology . Students use vocabulary words, idiomatic expressions and phrases from the texts read in class to discuss these topics. In computer lab, students use programs such as American Speech, Pronunciation Power and Focus on Grammar: Advanced Level to help improve written, spoken and reading skills.

IEP 301 (120 clock hours)
This course reviews all verb tenses and focuses on the accurate use of verb tense in conversation. In addition to participating in frequent speaking activities, students also write paragraphs to practice using all verb tenses accurately. Students further develop reading comprehension skills such as using and identifying context clues, idea mapping, inferring information from a text, and identifying supporting details by reading a variety of advanced-level texts. Students discuss topics such as quality of life, careers, childhood experiences, romantic partnerships, and enjoyable activities. Students use vocabulary words and phrases from the texts read in class to help them express ideas about these topics. In computer lab, students use programs such as American Speech, Pronunciation Power, and Focus on Grammar: Advanced Level to help improve written, spoken and reading skills.

IEP 302 (120 clock hours)
At this level, students strengthen their fluency by reviewing grammar topics such as gerunds, infinitives, and phrasal verbs. In addition to participating in frequent speaking activities, students also write paragraphs to practice using these grammar structures in context. Students develop reading comprehension skills such as scanning the text for specific information, understanding special expressions, and organizing information by reading a variety of advanced-level texts. Students discuss topics such as decision-making, intuition, neighborhood conflicts, the stock market, and altruism. Students use vocabulary words and phrases from the texts read in class to discuss these topics. In computer lab, students use programs such as American Speech, Pronunciation Power, and Focus on Grammar: Advanced Level to help improve written, spoken and reading skills.

IEP 303 (120 clock hours)

At this level Students strengthen their communicative fluency by reviewing grammar topics such as modal verbs and conditionals. In addition to participating in frequent speaking activities, students also complete advanced writing exercises to practice using these grammatical structures in context. This course enhances reading comprehension skills such as understanding main ideas, remembering details, and making inferences. Students will also have the opportunity to discuss topics such as human rights, historical forms of government, what makes someone a hero, lifestyle choices, and marriage. These discussions allow students to make connections with the text and to help them form opinions about the information they read. Students use vocabulary words and phrases from the texts to help them express these ideas. In computer lab, students use programs such as American Speech, Pronunciation Power, and Focus on Grammar: Advanced Level to help improve written, spoken and reading skills.

IEP 304 (120 clock hours)

In this course Students review reported speech and embedded questions and use these structures in the context of summarizing and asking politely for information. In addition to participating in frequent speaking activities, student also complete advanced writing exercises. Students further develop reading comprehension skills such as understanding main ideas, remembering details, and making inferences by reading a variety of advanced-level texts. Students discuss topics such as why people do dangerous activities, gender equality in the workplace, the allure of tea, punishments for convicts, and the influence of the internet on modern life. These discussions allow students to make connections with the text and to help them form opinions about the information they read. Students use vocabulary words and phrases from the texts to help them express these ideas. In computer lab, students use programs such as American Speech, Pronunciation Power and Focus on Grammar: Advanced Level to help improve written, spoken and reading skills.

IEP 305 (120 clock hours)

Discussion topics and reading materials reflect the level of competency the students have attained. With an emphasis on oral fluency skill, students learn to be more sensitive to cultural differences in society. Students will learn how to communicate well enough to effectively maintain the appropriate attitude in different social contexts. Students build their vocabulary as they discuss various topical issues. This level includes the following expanded advanced grammar: count vs non-count nouns, generic nouns/pronouns, noun clauses, adjective clauses and reduction of clauses. Students will also have the opportunity to discuss topics such as heroes in mythological stories, ethics and values, important events in American history, and pros and cons of modern technology. The computer lab is an independent study course in which students will use the Grammar and Pronunciation software to improve written, spoken and reading skills.

IEP 306 (120 clock hours)

Discussion topics and reading materials reflect the level of competency the students have attained. Students learn and practice functional English in commonly used vocabulary, functional expressions and phrasal verbs and idioms. They learn to be more sensitive to cultural differences in society. Students will learn how to communicate well enough and they try to build their vocabulary knowledge as they discuss various topical issues. This level includes the following expanded advanced grammar: quoted and reported speech, using words that end in –ever, and an expanded study of adjective clauses. Students will also have the opportunity to discuss topics such as important events in American history, the history of computer programming, famous natural disasters, and career goals. The computer lab is an independent study course in which students will use the Grammar and Pronunciation software to improve written, spoken and reading skills.

Course Descriptions

TOEFL Preparation Program, Certificate Program

TOEFL Preparation I (120 clock hours)
In this course students develop Academic skills in English, while building test taking confidence. Students build their vocabulary, idioms, and phrasal verbs as they discuss various topical issues. Discussion topics and reading materials reflect the level of competency the students have attained. This course will improve students' communication skills, keep their interests, sharpen awareness of their skills and build their confidence while it familiarizes students with the type of content, questions and tasks on the TOEFL iBT. It introduces students to practical vocabulary, conversations and situations encountered in everyday life or in colleges and universities. Students practice semi-structured note-taking skills which enhance comprehension of both listening and reading selections but also learn how to organize information for speaking and writing responses. They also practice independent tasks to build the skills they need to express and support opinions. In this course students learn the essential academic skills such as skimming, scanning, identifying main idea and details, making inferences and using context clues. In the computer lab, students have the opportunity to practice test-taking skills through using TOEFL iBT software program and also they use the Mavis typing software to improve their typing skill which is necessary for taking the TOEFL iBT writing test.

TOEFL Preparation II (120 clock hours)
In this course students move progressively, sharpening language skills and test-taking abilities. This course requires students to show their ability to use English in a variety of campus and academic situations such as listening to lectures on unfamiliar topics, orally paraphrasing and integrating information that they have just read and listened to, and writing well-organized essays with detailed examples, correct grammar and varied vocabulary. The speaking and writing tasks require clear and confident expression. Students practice critical thinking, as well as structured note-taking and other practical steps for producing a quality response to tasks. Students learn how to work on integrated tasks to synthesize information from two sources and then speak or write a response. In this course, students deepen and broaden mastery of academic skills such as paraphrasing, summarizing, comparing and contrasting and using cohesive devices.

In the computer lab, students have the opportunity to practice test-taking skills through using TOEFL iBT software program and also they use the Mavis typing software to improve their typing skill which is necessary for taking the TOEFL iBT writing test.

Catalog Appendix

(This Appendix contains information and data that are subject to frequent revisions.)
(For the latest information, please contact the Admissions office)

Tuition and Fees

Program	Award	Tuition	Books	STRF	Registration Fee/I-20 Fee	Total Cost****
AAS in Accounting *	AAS Degree	$21,900	$859	$0.00	$100	$22,859
AAS in Business Management *	AAS Degree	$21,900	$1,178	$0.00	$100	$23,178
AAS in Computer Aided Drafting and Design*	AAS Degree	$21,900	$1,250	$0.00	$100	$23,250
AAS in Digital Media *	AAS Degree	$21,900	$796	$0.00	$100	$22,796
AAS in Medical and Clinical Assistant*	AAS Degree	$24,900	$973	$0.00	$100	$25,973
AAS in Pharmacy Technology Administration*	AAS Degree	$18,900	$1,083	$0.00	$100	$20,083
AAS in Medical Office Management *	AAS Degree	$$21,900	$1,229	$0.00	$100	$23,229
Administrative Assistant	Diploma	$8100	$759	$0.00	$100	$8,959
English as a Second Language (A-VESL-720 Hours)	Diploma	$6150	**	$0.00	$100	$6250**
English as a Second Language (B- VESL-720 Hours)	Diploma	$6150	**	$0.00	$100	$6250**
Intensive English Program (A-IEP-240 Hours)	Certificate	$1,960	**	$0.00	$100/$100	$2,160**
Intensive English Program (B- IEP-240 Hours)	Certificate	$1,960	**	$0.00	$100/$100	$2,160**
Phlebotomy	Certificate	$1,850	$363	$0.00	$100	$2,313
TOEFL Preparation I	Certificate	$950	$153	$0.00	$100	$1203
TOEFL Preparation II	Certificate	$950	$153	$0.00	$100	$1203

* For AAS Degree programs, the cost of each semester credit hour is the tuition divided by the total numbers of semester credit hours for that AAS degree program. ** Please see admission office for the exact cost of textbooks for ESL or IEP programs as their cost may varies by the enrolled levels. *** This cost includes an I-20 fee of $100. Total cost of Phlebotomy includes cost of textbook, supplies, fee for NCCT test and the cost of application fee for California Department of Public Health. ****Total cost for training programs include a $100 registration fee. Total of charges for period of attendance and total charges for entire educational program are the same. Student Tuition Recovery Fund Fee (STRF) is $0.0. For information about STRF, please see page 13 of this Catalog.

Payment schedules for title IV recipients

Payment schedules for title IV recipients are variables and depend on a student's start date and the daily class scheduled hours. Los Angeles ORT College follows US Department of Education regulation of payment period to disburse Title IV funds for qualified students. Each payment period is a minimum of 15 weeks. After completion of a minimum of 15 weeks, earning a minimum of 12 financial aid semester credits and meeting Satisfactory Academic Progress (SAP) requirements, the financial aid office may disburse fund for the student. For more information, contact the Registrar and Financial aid offices. The Satisfactory Academic Progress policy and its requirements are covered in this catalog. The impacts of payment periods or periods of obligation are explained in this catalog under refund and cancelation policies. For more information, please see the office of the LAORT financial aid department.

Payment schedules for cash paying students

Upon enrollment, students assume the responsibility for payment of tuition costs either through direct payment or through a financial aid plan. Student tuition payment obligation is determined by payment periods of which students are expected to pay their tuition obligations at the beginning of each payment period. For more information, please see the office of the LAORT financial aid department.

Breakdown of Tuition Charges for Day AAS Degree Programs

Program	1st.Tuition	2nd Tuition	3rd Tuition	4th Tuition
AAS in Accounting	$7,300	$7,300	$7,300	$0
AAS in Business Management	$7,300	$7,300	$7,300	$0
AAS in Computer Aided Drafting and Design	$7,300	$7,300	$7,300	$0
AAS in Digital Media	$7,300	$7,300	$7,300	$0
AAS in Medical and Clinical Assistant	$8,300	$8,300	$8,300	$0
AAS in Pharmacy Technology Administration	$6,300	$6,300	$6,300	$0
AAS in Medical Office Management	$7,300	$7,300	$7,300	$0

Breakdown of Tuition Charges for Evening AAS Degree Programs

Program	1st.Tuition	2nd Tuition	3rd Tuition	4th Tuition
AAS in Accounting	$5,475	$5,475	$5,475	$5,475
AAS in Business Management	$5,475	$5,475	$5,475	$5,475
AAS in Computer Aided Drafting and Design	$5,475	$5,475	$5,475	$5,475
AAS in Digital Media	$5,475	$5,475	$5,475	$5,475
AAS in Medical and Clinical Assistant	$6,225	$6,225	$6,225	$6,225
AAS in Pharmacy Technology Administration	$4,725	$4,725	$4,725	$4,725
AAS in Medical Office Management	$5,475	$5,475	$5,475	$5,475

Breakdown of Tuition Charges for Day and Evening Diploma Programs

Program	1st.Tuition	2nd Tuition	3rd Tuition	4th Tuition
Administrative Assistant	$4,050	$4,050	$0	$0
English as a Second Language (VESL-720 Hours)	$3,075	$3,075	$0	$0

Breakdown of Tuition Charges for Day and Evening Certificate Programs

Program	1st.Tuition	2nd Tuition	3rd Tuition	4th Tuition
Intensive English Program (IEP-240 Hours)	$1960	$0	$0	$0
Phlebotomy	$1850	$0	$0	$0
TOEFL	$950	$0	$0	$0

Entrance Test Scores Requirements

Minimum passing scores for admitting applicants who have graduated from high school, passed GED/CHSPE exam and/or completed secondary school through homeschooling

Program	Score	Time	Test
AAS Degree in Accounting	20	12 minutes	Wonderlic T71 / T51
AAS Degree in Business Management	20	12 minutes	Wonderlic T71 / T51
AAS Degree in Medical Office Management	20	12 minutes	Wonderlic T71 / T51
AAS Degree in Digital Media	20	12 minutes	Wonderlic T71 / T51
AAS Degree in Computer Aided Drafting and Design	20	12 minutes	Wonderlic T71 / T51
AAS in Pharmacy Technology Administration	20	12 minutes	Wonderlic T71 / T51
AAS in Medical and Clinical Assistant	20	12 minutes	Wonderlic T71 / T51
Administrative Assistant	20	12 minutes	Wonderlic T71 /T51
Phlebotomy	20	12 minutes	Wonderlic T71 / T51

**Minimum passing scores for admitting students to Technical diploma programs
(Under Ability to Benefit, Non-Title IV Applicants)**

According to the test publisher, passing scores for taking Wonderlic exams (Wonderlic Basic Skills Test Quantitative and Verbal Form 1 or Wonderlic Basic Skills Test Quantitative and Verbal Form 2) is 200 for Verbal and 210 for Quantitative test. The wait period for retesting using the same test is 60 days. The wait period for retesting the alternative test is same day. The tests are administered by an Independent Third Party Administrator.

Admitting Applicants for Vocational or Intensive English Programs

ESL applicants who have completed high school or equivalent need to take the *CELSA* (Combined English Language Skills Assessment) Test *Form 1* or Form 2 to be placed to a proper level in accordance to the following chart. The written CELSA test is administered by an Independent Third Party Administrator.

English Programs (ESL, IEP) level determination Chart

Weighed Score on CELSA Test (Written)	Weighed Score on LAORT Test (Oral)	Total Weighted Scores (Written + Oral)	Levels (Vocational/Intensive)
0.0 to 6.6	0.0 to 16.1	0.0 to 22.7	101, 102,103
6.9 to 10.8	16.8 to 22.4	23.7 to 33.2	104,105,106
11.1 to 15.3	23.1 to 30.8	34.2 to 46.1	201,202,203
15.6 to 18.9	31.5 to 42	47.1 to 60.9	204,205,206
19.2 to 21	42.7 to 50.4	62.6 to 71.4	301,302,303
21.3 to 22	51.1 to 52	72.4 to 74	304,305,306

Staff	Position	Employed Date
Neman, Joseph	Executive Director	1986
Keivanfar, Fred	Director of Admissions and Finance	2006
Raileanu, Michael	Academic Dean	2017
David Omid	ESL Program Coordinator	2016
Katayoun (Kathy) Rad, RN	Phlebotomy Program Director	2020
Xiomara Garcia	Financial Aid Manager	2020
Farideh Farivar	Senior Financial Aid Officer	2019
Soto, Linda	Financial Aid Assistant	2016
Jadidollahi, Sarah	Financial Officer	2018
Derafshkavan, Narineh	Career Services Coordinator	2001
Galves, Odelia	Career Placement Officer	2009
Hernandez, Estela	Administrative Assistant	2006
Villanueva, Christian	Registrar	2012
Chakerian, Jenik	Registrar	2008
Velasco, Jesse	Senior Admissions Advisor	2006
Marin. Jose	Admissions Advisor	2019
Valle, Francisco	Admissions Advisor	2019
Oganyan, Natella	Admissions Advisor	2019
Shatokhina, Lyudmila	H.R & Student Account Manger	2002
Avalos, Margarita	Business Office Assistant	2019
Azar, Reza	Computer Lab Manager	2018
Zaltman, Alex	Custodian	1995

Faculty	Teaching Position	Degrees	Exp. Since
Burnett, Richard	Business Management	MBA in Business Administration	2002
Russell, Maurice	Medical Office Management	AA in Science/Biology	2005
Ranjbar, Bahman	Pharmacy Technology Admin	MD in Medicine	2016
Santa Cruz, Norma	Accounting	AA in Accounting/Human Resource/Small Business Entrepreneur	2018
Lepik, Richard	Introduction to Computers Computer Aided Drafting and Design	BFA in Industrial Design	2008
Barcelona, Allan	Digital Media	BS in Digital Entertainment & Game Design	2008
Raileanu, Michael	General Education	MA in Education	2011
Harper, Dara	Administrative Assistant	AA in Interactive Media	2008
Marin, Roberto	MCA/Phlebotomy	AA in Liberal Arts	2013
James, Martin	English as a Second Language	BA in Theatre	2005
Campanaro, Paddy	English as a Second Language	BA in Theatre	1984
Omid, David	English as a Second Language	BA in English, MS in Public Administrative	1993
Kenney, Gannon	English as a Second Language	BA in Speech	2001
Matos, Don	English as a Second Language	MFA in Film Production	2000
Correa Venus, Antonette	English as a Second Language	MA in Intercultural Studies	2008

List of Industry Advisory Members

Name	Company	Program
Anthony Santa Cruz	Telco Brewery	Accounting/Business Management
Denise Calvo	College of the Canyons	Accounting/Business Management
Lana Marcus	DeToledo High School	Accounting/Business Management
Sarahi Villaneal	Makkabi Law Group	Business Management
Kevin I. Khan	Providence Group	Business Management
Soledad Gonzalez	Pepperdine University	Administrative Assistant
Patrice Smith	DeToledo High School	Administrative Assistant
Jonathan Ventura	Staples	Administrative Assistant
Tom Anthony	Vistex	Administrative Assistant
Warren A. Thompson	Kintec	Digital Media
Neshant Kandakatla	Ethos Design	Digital Media
Cindy M. Flores Escobar	Mission City Community Network	Medical Clinical Assistant/Phlebotomy
Silvia V. Flores	Mansour Tamari MD	Medical Clinical Assistant/Medical Office Management
Jazmin Dotson	Southern California Neurology Consultants	Medical Office Management
Anabell Valdez	Happy Little Star Day Care	Pharmacy Technology Administration
Mohammed Ranjbar	Tarzana Auto Service	Pharmacy Technology Administration
Hayabusa Senske	Kodenshakokaku	Computer Aided Drafting & Design
Stewart McGrudder, CAA	SMCAA	Computer Aided Drafting & Design
Aviva Kadosh	Independent Contractor	ESL
Jim Rogozen	Builders Of Jewish Education	ESL

Day-Start-End Dates

Day Degree Programs Start	Day Degree Programs End	Day Degree Programs Start	Day Degree Programs End	Day Diploma ESL Start	Day Diploma ESL End	Day Diploma ESL Start	Day Diploma ESL End	Day Diploma Technical Start	Day Diploma Technical End
1/2/19	12/18/19	8/12/19	8/7/20	1/2/19	8/6/19	8/26/19	4/14/20	1/2/19	7/26/19
1/7/19	12/23/19	8/19/19	8/14/20	1/7/19	8/8/19	9/11/19	4/29/20	1/7/19	7/31/19
1/14/19	1/7/20	8/26/19	8/21/20	1/14/19	8/15/19	9/16/19	5/4/20	1/14/19	8/7/19
1/22/19	1/14/20	9/3/19	8/28/20	1/22/19	8/22/19	9/23/19	5/11/20	1/22/19	8/14/19
1/28/19	1/21/20	9/9/19	9/3/20	2/6/19	9/10/19	10/2/19	5/18/20	1/28/19	8/20/19
2/4/19	1/28/20	9/16/19	9/11/20	2/11/19	9/12/19	10/7/19	5/21/20	2/4/19	8/27/20
2/11/19	2/4/20	9/23/19	9/18/20	2/19/19	9/19/19	10/23/19	6/8/20	2/11/19	9/4/19
2/19/19	2/11/20	10/2/19	9/25/20	2/25/19	9/25/19	10/28/19	6/11/20	2/19/19	9/11/19
2/25/19	2/18/20	10/7/19	10/1/20	3/4/19	10/7/19	11/4/19	6/18/20	2/25/19	9/17/19
3/4/19	2/25/20	10/15/19	10/7/20	3/14/19	10/21/19	11/11/19	6/25/20	3/4/19	9/24/19
3/11/19	3/3/20	10/21/19	10/13/20	3/18/19	10/23/19	11/18/19	4/2/20	3/11/19	10/3/19
3/18/19	3/10/20	10/28/19	10/20/20	3/25/19	10/30/19	11/27/19	7/14/20	3/18/19	10/11/19
3/25/19	3/17/20	11/4/19	10/27/20	4/1/19	11/6/19	12/2/19	7/15/20	3/25/19	10/21/19
4/1/19	3/24/20	11/11/19	11/3/20	4/8/19	11/13/19	12/9/19	7/22/20	4/1/19	10/28/19
4/8/19	3/31/20	11/18/19	11/10/20	4/18/19	11/25/19	12/16/19	7/29/20	4/8/19	11/4/19
4/15/19	4/7/20	11/25//19	11/17/20	4/22/19	11/27/19	12/23/19	8/5/20	4/15/19	11/11/19
4/22/19	4/16/20	12/2/19	11/20/20	4/29/19	12/5/19	1/13/20	8/18/20	4/22/19	11/18/19
4/29/19	4/23/20	12/9/19	12/1/20	5/6/19	12/12/19	1/21/20	8/25/20	4/29/19	11/25/19
5/6/19	4/30/20	12/16/19	12/8/20	5/13/19	12/19/19	1/27/20	8/31/20	5/6/19	12/4/19
5/13/19	5/7/20	12/23/19	12/15/20	5/23/19	1/9/20	2/3/20	9/8/20	5/13/19	12/11/19
5/20/19	5/14/20	1/6/20	12/21/20	5/28/19	1/13/20	2/10/20	9/15/20	5/20/19	12/18/19
5/28/19	5/21/20	1/13/20	1/5/21	6/3/19	1/16/20	2/19/20	9/23/20	5/28/19	1/2/20
6/3/19	5/28/20	1/21/20	1/12/21	6/10/19	1/27/20	2/24/20	9/29/20	6/3/19	1/8/20
6/10/19	6/5/20	1/27/20	1/19/21	6/17/19	2/3/20	3/2/20	10/6/20	6/10/19	1/15/20
6/17/19	6/12/20	2/3/20	1/26/21	6/28/19	2/9/20	3/9/20	10/13/20	6/17/19	1/23/20
6/24/19	6/19/20	2/10/20	2/2/21	7/1/19	2/18/20	3/16/20	10/20/20	6/24/19	1/30/20
7/1/19	6/26/20	2/18/20	2/9/21	7/8/19	2/24/20	3/25/20	10/29/20	7/1/19	2/6/20
7/8/19	7/2/20	2/24/20	2/16/21	7/15/19	3/2/20	3/30/20	11/3/20	7/8/19	2/12/20
7/15/19	7/10/20	3/2/20	2/23/21	7/22/19	3/9/20	4/6/20	11/10/20	7/15/19	2/20/20
7/22/19	7/17/20	3/9/20	3/2/21	8/6/19	3/24/20	4/13/20	11/13/20	7/22/19	2/27/20
7/29/19	7/24/20	3/16/20	3/9/21	8/12/19	3/30/20	4/20/20	11/20/20	7/29/19	3/5/20
8/5/19	7/31/20	3/23/20	3/16/21	8/19/19	4/6/20	5/1/20	12/7/20	8/5/19	3/12/20

Day- Start-End Dates

Day Diploma Technical Start	Day Diploma Technical End	Day Certificate IEP/TOEFL 120/Start	Day Certificate IEP/TOEFL 120/END	Day Certificate IEP/TOEFL 120/Start	Day Certificate IEP/TOEFL 120/END	Day Certificate IEP/TOEFL 120/Start	Day Certificate IEP/TOEFL 120/END	Day Certificate IEP/TOEFL 120/Start	Day Certificate IEP/TOEFL 120/END
8/12/19	3/19/20	1/2/19	2/6/19	8/19/19	9/23/19	4/20/20	5/22/20	11/30/20	1/11/21
8/19/19	3/26/20	1/7/19	2/11/19	8/26/19	10/2/19	5/1/20	6/8/20	12/8/20	1/20/21
8/26/19	4/2/20	1/14/19	2/19/19	9/11/19	10/22/19	5/4/20	6/9/20	12/14/20	1/26/21
9/3/19	4/13/20	1/22/19	2/26/19	9/16/19	10/24/19	5/11/20	6/16/20	12/21/20	2/2/21
9/9/19	4/17/20	2/6/19	3/13/19	9/23/19	10/31/19	5/18/20	6/23/20	1/4/21	2/8/21
9/16/19	4/24/20	2/11/19	3/18/19	10/2/19	11/7/19	5/26/20	6/30/20	1/11/21	2/16/21
9/23/19	5/1/20	2/19/19	3/25/19	10/7/19	11/12/19	6/1/20	7/6/20	1/19/21	2/23/21
10/2/19	5/8/20	2/25/19	3/29/19	10/23/19	11/26/19	6/9/20	7/14/20	1/25/21	3/1/21
10/7/19	5/13/20	3/4/19	4/5/19	10/28/19	12/3/19	6/15/20	7/20/20	2/1/21	3/8/21
10/15/19	5/19/20	3/14/19	4/17/19	11/4/19	12/10/19	6/22/20	7/27/20	2/8/21	3/15/21
10/21/19	5/26/20	3/18/19	4/19/19	11/11/19	12/17/19	6/29/20	8/3/20	2/16/21	3/22/21
10/28/19	6/3/20	3/25/19	4/26/19	11/18/19	12/24/19	7/6/20	8/7/20	2/22/21	3/26/21
11/4/19	6/10/20	4/1/19	5/3/19	11/27/19	1/10/20	7/15/20	8/18/20	3/1/21	4/5/21
11/11/19	6/17/20	4/8/19	5/10/19	12/2/19	1/13/20	7/20/20	8/21/20	3/8/21	4/12/21
11/18/19	6/24/20	4/18/19	5/22/19	12/9/19	1/21/20	7/27/20	8/28/20	3/15/21	4/19/21
11/25/19	7/1/20	4/22/19	5/24/19	12/16/19	1/28/20	8/3/20	9/4/20	3/22/21	4/26/21
12/2/19	7/7/20	4/29/19	6/3/19	12/23/19	2/4/20	8/10/20	9/14/20	4/5/21	5/7/21
12/9/19	7/14/20	5/6/19	6/10/19	1/13/20	2/18/20	8/19/20	9/23/20	4/12/21	5/14/21
12/16/19	7/21/20	5/13/19	6/17/19	1/21/20	2/25/20	8/24/20	9/29/20	4/19/21	5/24/21
12/23/19	7/28/20	5/23/19	6/27/19	1/27/20	3/2/20	9/8/20	10/13/20	4/26/21	6/1/21
1/6/20	8/3/20	5/28/19	7/1/19	2/3/20	3/9/20	9/14/20	10/19/20	5/3/21	6/8/21
1/13/20	8/10/20	6/3/19	7/8/19	2/10/20	3/16/20	9/24/20	10/29/20	5/10/21	6/15/21
1/21/20	8/17/20	6/10/19	7/15/19	2/19/20	3/24/20	9/29/20	11/2/20	5/18/21	6/22/21
1/27/20	8/21/20	6/17/19	7/22/19	2/24/20	3/27/20	10/5/20	11/6/20	5/24/21	6/28/21
2/3/20	8/28/20	6/28/19	8/5/19	3/2/20	4/3/20	10/12/20	11/13/20	6/7/21	7/12/21
2/10/20	9/4/20	7/1/19	8/6/19	3/9/20	4/14/20	10/19/20	11/20/20	6/14/21	7/19/21
2/18/20	9/14/20	7/8/19	8/9/19	3/16/20	4/21/20	10/30/20	12/7/20	6/21/21	7/26/21
2/24/20	9/*18/20	7/15/19	8/16/19	3/25/20	4/30/20	11/2/20	12/8/20	6/28/21	8/2/21
3/2/20	9/25/20	7/22/19	8/23/19	3/30/20	5/5/20	11/9/20	12/15/20	7/6/21	8/9/21
3/9/20	10/5/20	8/6/19	9/10/19	4/6/20	5/12/20	11/16/20	12/22/20	7/12/21	8/13/21
3/16/20	10/12/20	8/12/19	9/16/19	4/13/20	5/15/20	11/23/20	1/6/21	7/19/21	8/20/21

Evening-Start-End Dates

Evening Degree Programs Start	Evening Degree Programs End	Evening Degree Programs Start	Evening Degree Programs End	Evening Diploma ESL Start	Evening Diploma ESL End	Evening Diploma ESL Start	Evening Diploma ESL End	Evening Diploma ESL Start	Evening Diploma ESL End
1/9/18	8/4/20	5/11/21	12/8/22	1/2/19	10/24/19	8/19/19	6/24/20	3/23/20	1/14/21
2/21/19	9/5/20	6/1/21	1/4/23	1/7/19	10/29/19	8/22/19	6/30/20	3/30/20	1/25/21
4/3/19	10/27/20	6/28/21	2/1/23	1/14/19	11/5/19	8/26/19	7/1/20	4/6/20	2/1/21
4/30/19	11/23/20	8/9/21	3/15/23	1/22/19	11/12/19	9/3/19	7/8/20	4/13/20	2/3/21
5/28/19	12/21/20	9/2/21	4/13/23	1/28/19	11/18/19	9/9/19	7/14/20	4/20/20	2/10/21
6/24/19	1/26/21	10/6/21	5/4/23	2/11/19	12/3/19	9/16/19	7/21/20	4/27/20	2/18/21
7/22/19	2/23/21	10/27/21	5/30/23	2/19/19	12/10/19	9/23/19	7/28/20	5/7/20	3/3/21
8/5/19	3/9/21	11/17/21	6/20/23	2/25/19	12/16/19	10/2/19	8/4/20	5/11/20	3/4/21
8/29/19	4/6/21	12/2/21	7/5/23	3/4/19	12/23/19	10/10/19	8/10/20	5/18/20	3/11/21
9/26/19	5/3/21	2/2/22	8/28/23	3/11/19	1/8/20	10/15/19	8/11/20	5/26/20	3/18/21
10/28/19	5/25/21	2/16/22	9/12/23	3/18/19	1/15/20	10/21/19	8/17/20	6/1/20	3/23/21
11/21/19	6/22/21	3/16/22	10/10/23	4/1/19	1/30/20	10/28/19	8/24/20	6/8/20	3/31/21
1/14/20	8/3/21	4/12/22	11/6/23	4/8/19	2/6/20	11/4/19	8/31/20	6/15/20	4/7/21
2/18/20	9/2/21	5/9/22	12/4/23	4/15/19	2/13/20	11/11/19	9/8/20	6/29/20	4/21/21
3/10/20	10/6/21	6/6/22	1/11/24	4/22/19	2/24/20	11/18/19	9/15/20	7/6/20	4/28/21
3/31/20	10/27/21	7/18/22	2/20/24	4/29/19	3/2/20	12/2/19	9/29/20	7/13/20	5/5/21
4/23/20	11/17/21	7/25/22	2/27/24	5/6/19	3/9/20	12/9/19	10/6/20	7/20/20	5/12/21
5/7/20	12/2/21	8/1/22	3/5/24	5/16/19	3/19/20	12/16/19	10/13/20	7/27/20	5/20/21
6/8/20	1/5/22	8/15/22	3/19/24	5/20/19	3/23/20	12/23/19	10/20/20	8/3/20	5/27/21
6/22/20	1/20/22	8/29/22	4/2/24	5/28/19	3/30/20	1/6/20	10/22/20	8/13/20	6/10/21
7/16/20	2/16/22	9/6/22	4/9/24	6/3/19	4/2/20	1/13/20	10/29/20	8/17/20	6/14/21
8/12/20	3/16/22	9/19/22	4/25/24	6/10/19	4/14/20	1/21/20	11/5/20	8/24/20	6/21/21
9/23/20	4/26/22	9/30/22	5/7/24	6/17/19	4/21/20	1/29/20	11/16/20	8/31/20	6/28/21
11/4/20	6/7/22	10/6/22	5/8/24	6/24/19	4/28/20	2/3/20	11/18/20	9/8/20	7/6/21
12/2/20	7/5/22	10/17/22	5/15/24	7/8/19	5/11/20	2/10/20	11/25/20	9/14/20	7/12/21
1/6/21	8/1/22	10/31/22	5/30/24	7/15/19	5/18/20	2/18/20	12/3/20	9/21/20	7/19/21
2/3/21	8/25/22	11/1/22	6/3/24	7/22/19	5/26/20	2/24/20	12/9/20	10/5/20	7/29/21
3/3/21	9/22/22	11/14/22	6/18/24	7/29/19	6/3/20	3/2/20	12/16/20	10/12/20	8/5/21
3/17/21	10/17/22	12/5/22	7/9/24	8/5/19	6/10/20	3/9/20	12/23/20	10/19/20	8/12/21
4/14/21	11/10/22	12/19/22	7/23/24	8/12/19	6/17/20	3/18/20	1/12/21	10/26/20	8/19/21

Evening-Start-End Dates

Evening Certificate IEP/TOEFL 120/Start	Evening Certificate IEP/TOEFL 120/END	Evening Certificate IEP/TOEFL 120/Start	Evening Certificate IEP/TOEFL 120/END	Evening Certificate IEP/TOEFL 120/Start	Evening Certificate IEP/TOEFL 120/END	Evening Certificate IEP/TOEFL 120/Start	Evening Certificate IEP/TOEFL 120/END	Evening Certificate IEP/TOEFL 120/Start	Evening Certificate IEP/TOEFL 120/END
1/2/19	2/20/19	8/19/19	10/10/19	3/23/20	5/11/20	11/2/20	12/17/20	6/14/21	7/29/21
1/7/19	2/25/19	8/22/19	10/17/19	3/30/20	5/18/20	11/9/20	1/4/21	6/21/21	8/5/21
1/14/19	3/4/19	8/26/19	10/21/19	4/6/20	5/26/20	11/19/20	1/14/21	6/28/21	8/12/21
1/22/19	3/11/19	9/3/19	10/28/19	4/13/20	6/1/20	11/23/20	1/19/21	7/6/21	8/19/21
1/28/19	3/14/19	9/9/19	10/31/19	4/20/20	6/8/20	11/30/20	1/25/21	7/12/21	8/25/21
2/11/19	3/28/19	9/16/19	11/7/19	4/27/20	6/15/20	12/7/20	2/1/21	7/19/21	9/1/21
2/19/19	4/4/19	9/23/19	11/14/19	5/7/20	6/25/20	12/14/20	2/8/21	7/26/21	9/14/21
2/25/19	4/10/19	10/2/19	11/21/19	5/11/20	6/29/20	12/21/20	2/16/21	8/2/21	9/28/21
3/4/19	4/17/19	10/10/19	11/27/19	5/18/20	7/6/20	1/4/21	2/22/21	8/9/21	10/5/21
3/11/19	4/24/19	10/15/19	12/2/19	5/26/20	7/13/20	1/11/21	3/1/21	8/16/21	10/12/21
3/18/19	5/1/19	10/21/19	12/5/19	6/1/20	7/15/20	1/19/21	3/8/21	8/23/21	10/19/21
4/1/19	5/15/19	10/28/19	12/12/19	6/8/20	7/22/20	1/25/21	3/11/21	8/30/21	10/26/21
4/8/19	5/22/19	11/4/19	12/19/19	6/15/20	7/29/20	2/1/21	3/18/21	9/13/21	11/3/21
4/15/19	5/30/19	11/11/19	1/7/20	6/29/20	8/12/20	2/8/21	3/25/21	9/22/21	11/8/21
4/22/19	6/6/19	11/18/19	1/14/20	7/6/20	8/19/20	2/16/21	4/5/21	9/27/21	11/10/21
4/29/19	6/13/19	12/2/19	1/28/20	7/13/20	8/26/20	2/22/21	4/8/21	10/4/21	11/17/21
5/6/19	6/20/19	12/9/19	2/4/20	7/20/20	9/2/20	3/1/21	4/15/21	10/11/21	11/24/21
5/16/19	7/3/19	12/16/19	2/11/20	7/27/20	9/10/20	3/8/21	4/22/21	10/18/21	12/2/21
5/20/19	7/8/19	12/23/19	2/19/20	8/3/20	9/17/20	3/15/21	4/29/21	10/25/21	12/9/21
5/28/19	7/15/19	1/6/20	2/24/20	8/13/20	10/1/20	3/22/21	5/6/21	11/1/21	12/16/21
6/3/19	7/18/19	1/13/20	3/2/20	8/17/20	10/5/20	3/30/21	5/13/21	11/8/21	12/23/21
6/10/19	7/25/19	1/21/20	3/9/20	8/24/20	10/12/20	4/5/21	5/20/21	11/15/21	1/6/22
6/17/19	8/1/19	1/29/20	3/17/20	8/31/20	10/19/20	4/12/21	5/27/21	11/22/21	1/13/22
6/24/19	8/8/19	2/3/20	3/19/20	9/8/20	10/26/20	4/19/21	6/7/21	11/29/21	1/20/22
7/8/19	8/21/19	2/10/20	3/26/20	9/14/20	10/29/20	4/26/21	6/14/21	12/6/21	1/27/22
7/15/19	8/28/19	2/18/20	4/2/20	9/21/20	11/5/20	5/3/21	6/21/21	12/13/21	2/3/22
7/22/19	9/5/19	2/24/20	4/13/20	10/5/20	11/18/20	5/10/21	6/28/21	12/20/21	2/10/22
7/29/19	9/12/19	3/2/20	4/20/20	10/12/20	11/25/20	5/18/21	7/6/21	1/3/22	2/17/22
8/5/19	9/19/19	3/9/20	4/27/20	10/19/20	12/3/20	5/24/21	7/12/21	1/10/22	2/28/22
8/12/19	9/26/19	3/18/20	5/6/20	10/26/20	12/10/20	6/7/21	7/22/21	1/18/22	3/7/22

LOS ANGELES ORT COLLEGE

HOLIDAYS 2020

January 1, 2020 **Wednesday** **New Year's Day - School Closed**
January 2   Thursday Classes Resume
January 20   Monday   Martin Luther King Jr. Day - School Closed

February 17   Monday   Presidents' Day – School Closed

April 8   Wednesday Erev Passover – No Evening Classes
April 9-10   Thu-Fri   Pesach (Passover) – School Closed

May 25   Monday   Memorial Day - School Closed
May 28   Thursday Erev of Shavuot – No Evening Classes
May 29   Friday   Shavuot – School Closed

July 3   Friday   Independence Day (Observed) - School Closed

September 7   Monday   Labor Day - School Closed
September 28   Monday   Yom Kippur - School Closed

November 26-27 Thu-Fri   Thanksgiving - School Closed

December 24   Thursday Christmas Eve – No Evening Classes
December 25   Friday   Christmas Day - School Closed
December 28-Jan.1st Mon-Fri   Winter Recess (No Classes)

January 1st, 2021 **Friday**   **New Year's Day - School Closed**
January 4th 2021   **Monday**   **Classes Resume**

LOS ANGELES ORT COLLEGE
HOLIDAYS 2021

January 1, 2021	**Friday**	**New Year's Day - School Closed**
January 4	Monday	Classes Resume
January 18	Monday	Martin Luther King Jr. Day - School Closed
February 15	Monday	Presidents' Day – School Closed
March 29	Monday	Pesach (Passover) – School Closed
May 17	Monday	Shavuot – School Closed
May 31	Monday	Memorial Day - School Closed
July 5	Monday	Independence Day (Observed) - School Closed
September 6	Monday	Labor Day - School Closed
September 7-8	Tue-Wed	Rosh Hashanah – School Closed
September 15	Wednesday	Erev Yom Kippur – No Evening Classes
September 16	Thursday	Yom Kippur - School Closed
September 20	Monday	Erev Sukkot – No Evening Classes
September 21	Tuesday	Sukkot – School Closed
November 25-26	Thu-Fri	Thanksgiving - School Closed
December 24	Friday	Christmas Day (Observed) - School Closed
December 27-31	Mon-Fri	Winter Recess (No Classes)
December 31, 2021	**Friday**	**New Year's Day (Observed) - School Closed**
January 3rd 2022	**Monday**	**Classes Resume**

REASONS TO ATTEND LOS ANGELES ORT COLLEGE

- CONVENIENT LOCATION 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

- CAREER SERVICES

- 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 135 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

800 NON-PROFIT SCHOOLS WORLDWIDE
LAORT.EDU

LAORTCOLLEGE

1.800.998.2678

6435 WILSHIRE BOULEVARD
LOS ANGELES, CA 90048