

Prodee University

Neo America Language School

Catalog 2011-2012

•**Main Campus**

Holmes Center
3251 West 6th Street, Suite 420
Los Angeles, CA 90020
Tel: 213•637•1951 Fax: 213•637•1955

•**Satellite**

2975 Wilshire Blvd. Suite 500
Los Angeles, CA 90010
Tel•213•736•6511 Fax•213•736•5516

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Neo-America Language School Overview

Campus Address

Prodee University
Neo America Language School
Main Campus and Corporate Headquarters
Holmes Center
3251 West 6th Street, Suite 420
Los Angeles, CA. 90020
213•637•1951
213•637•1955(fax)

Satellite Classes
2975 Wilshire Blvd. Suite 500
Los Angeles, CA 90010
213•736•6511
213•736•5516(fax)

Mission Statement

At **Neo America Language School** it is our mission that all students be able to flourish in their ability to use and understand English in all facets of life by providing a top quality ESL educational environment. Our enthusiastic and qualified instructors concern themselves with teaching a rigorous, but innovative curriculum of interactive and beneficial courses and materials leading to higher TOEFL scores and admission to U.S. colleges and universities. Beyond that, we are committed to providing all of our students with the proper knowledge and skills to be capable in an ever changing society, while using the English language. Each component of the ESL course at **Neo America Language School** has quality and standards-based content that gradually intensifies, allowing students to acquire the English skills needed to have their goals realized. The knowledge and confidence that each student gains at **Neo America Language School** equates to success academically, professionally, and personally.

At **Neo America Language School** we pledge that our students will receive an exemplary ESL learning experience that will benefit them invaluablely by providing the following essentials:

Objectives

- a modern and facilitated educational environment with all the proper resources needed for student success
- qualified, experienced, and passionate instructors engaged in and committed to student progress
- standards-based-quality texts and curriculum that are progressively challenging and stimulating and that have proven success in all facets of English acquisition
- a comprehensive English language proficiency curriculum for

speaking/listening and reading/writing that prepares students for the TOEFL Exam and for admittances to U.S. colleges and universities

Ownership

Neo America Language School is a California Corporation and is owned by Ms. Keum M. Park. The members of the Board of Directors for **Neo America Language School, Inc.** are:

- Main Campus & Satellite

Keum Mi Park - President
Hee Sun Shim - CEO

Neo-America Language School Overview

Advisory Board Members

Neo-America Language School, Inc. has an advisory board that consists of consultants and experts from several fields pertaining to private organizations.

Charlotte B. Tisdom, HOA President, Organization and Compliance

Suna Pi, Foreign Student Advisor

LaRonda Ortega, Assistant Principal, Student Services

Due to the difficulty in bringing everybody together at the same time contact has been maintained on a regular basis through telephone conferencing and e-mails.

General Information

Physical Facilities

• *The Campus*

Neo America Language School is located at 3251 West 6th Street in the heart of Los Angeles' mid-Wilshire district. The school is ten minutes from downtown Los Angeles and occupies part of the fourth floor of the Holmes Center.

• *The Satellite location*

The Satellite is located at 2975 Wilshire Blvd. in Los Angeles, a few blocks from main Campus.

The City

Los Angeles, with its cosmopolitan population, its wide selection of cultural and social activities and its ideal location, is one of the most popular choices for students or visitors coming to the United States. The school is located in the prestigious Mid-Wilshire section of the city, close to shops, restaurants, theaters, museums, and other cultural attractions.

Transportation

We at **Neo America Language School** feel that lack of access to transportation should not be a barrier to education. A variety of transportation options are available to students and faculty. **Neo America Language School** is located just one short block north of Wilshire Blvd., and one block west of Vermont Blvd. The intersection of Wilshire and Vermont is one of the main transportation hubs of Los Angeles. Therefore **Neo America Language School**, whilst away from the noise of major roads, is able to give students easy access to bus service to downtown Los Angeles as well as to the beach cities and other suburban areas. Access to the new Metro Rail Red Line provides service to downtown Los Angeles and direct connections to south-central Los Angeles and Long Beach on the Blue Line. Eventually the Red Line will extend to the San Fernando Valley and East Los Angeles. For students with cars, ample security parking is available directly behind the school. For RTD riders, a student discount is available by presenting their student I. D. and proof of enrollment.

Copyright and Software

At **Neo America Language School** we adhere to the U.S Code Copyright Laws. We do not duplicate any textbook or software material for instructional purpose, as indicated by Title 12 of the U.S. code. All students are clear that no duplications of any course material can be created and distributed. All instructors, staff, and faculty follow this guideline daily. The only exception is the user's right to make a backup copy (AUDIO CD) for archival purposes (Section 117).

Enrollment Procedure

Admission Requirements and Procedures

Admission Procedures

All applicants are required to complete a personal interview with a counselor in order to mutually determine whether the program meets the needs of the applicant. During this process, the school may administer an **Entrance Examination** to determine the students' needs and abilities. In addition, all applicants must be able to demonstrate access to fiscal resources adequate to meet the financial obligations associated with the training.

Step 1: The prospective student enters and meets the receptionist.
The receptionist contacts the Admissions officer.

Step 2: The Admissions representative meets the prospective student in the reception area.

Step 3: The Admissions representative explains the school rules and regulations: class schedules, courses length, starting date and answers to any questions the prospective student may ask.

Step 4: The Admissions representative takes the Student Attendance Card and neatly types in all the relevant information labels and makes photocopies of the necessary documents.

Step 5: The Admissions representative fills out the Enrollment Agreement and puts all the necessary documents in the admissions package.

Placement Examination

All applicants are required to take an **Entrance Examination** in order to mutually determine whether the program meets the needs of the applicant's minimum prerequisites.

Tuition Payment, Cancellation and Refund Policies

Registration, Tuition and Other Fees

The school reserves the right to change tuition and fees, make curricular changes when necessary, and make substitutions in books and supplies as required without prior notice. Any changes in tuition or fees will not affect students already in attendance or enrolled.

Payment Policy

Students assume the responsibility for payment of the tuition costs in full, either through direct payment. All financial arrangements must be made before the beginning of classes. The school will contact students who are delinquent in paying tuition and fees. They will then be counseled and encouraged to make specific arrangements with the school in order to remove their delinquency and remain in good financial standing.

Tuition Payment Methods

Neo America Language School accepts payment for tuition, books, equipment and other fees through cash payment, VISA, MasterCard, or personal or company check. At the school's discretion, installment payments may also be arranged. All outstanding student account balances are billed directly to the student upon graduation or termination. Failure to satisfy delinquent accounts within a reasonable time period will result in the account being submitted to a collection agency for processing and the student will not be allowed to graduate.

Step 1: Student Interview: During the interview, Counselor should explain to the student all information regarding the school and program. A copy of the following papers should be given to the student.

1. Notice of Student Rights
2. Notice of Cancellation
3. Campus Security
4. Refund Calculations/Table of Examples

Note: These papers should be given to the student. We do **NOT** keep them in our files.

Step 2: The counselor completes and prepares the Student File. Student File should contain the following document and materials.

1. Enrollment Agreement
2. Attendance Card
3. A copy of ID
4. A copy of promissory note (cash only)

Step 3: Enrollment Procedure complete. Counselor will then send Student File to Admissions Director.

Step 4: All future payments for will be collected by the bookkeeper. A receipt will be issued after the payment is received. Bookkeeper will post payment information into each student's account.

Tuition Payment, Cancellation and Refund Policies

Tuition Refund Policies The student has the right to cancel the enrollment agreement that the student signs for a course of instruction including any equipment, such as books, materials, and supplies, or any other goods and services included in the agreement, until midnight of the fifth business day after the first class the student attended. Business day means, except for home study or correspondence, a day on which the student was scheduled to attend a class session. Cancellation shall occur when the student gives written notice of cancellation at the address of the School shown on the top of the front page of the enrollment agreement. The student can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation need not take any particular form, and, however expressed, it is effective if it shows that the student no longer wish to be bound by student's enrollment agreement. The student will be given two 'notice of cancellation' forms on the first day of class, but if the student chooses to cancel, the student can use any written notice that he/she wishes. If the school has given the student any equipment, including books or other materials, the student shall return it to the school within 30days following the date of the student's notice of cancellation. If the student fails to return this equipment, including books, or other materials, in good condition within the 30-day period, the school may deduct its documented cost for the equipment from any refund that may be due the student. Once the student pays for the equipment, it is student's to keep without further obligation. If the student cancels the agreement, the school will refund any money that the student paid, less any deduction for equipment not timely returned in good condition, within 30 days after the student's notice of cancellation is received.

Withdrawal from Course The student has the right to withdraw from the course of instruction at any time. If the student withdraws from the course of instruction after the period allowed for cancellation of the enrollment agreement, which is until midnight of the fifth business day following the first class the student attended, the school will remit a refund, less a processing fee of \$65.00 and a registration fee of \$10.00, within 30 days following their withdrawal. They are obligated to pay only for educational services rendered and for unreturned books or equipment. The refund shall be the amount they paid for instruction multiplied by a fraction, the numerator of which is the number of clock hours of instruction which they have not received but for which they have paid, and the denominator of which is the total number of clock hours of instruction for which they have paid. If they obtain books or equipment, as specified in the enrollment agreement as a separate charge, and return them in good condition within 30 days following the date of their withdrawal, the school shall refund the charge for the books or equipment paid by them. If they fail to return books or equipment in good condition within the 30-day period, the school may offset against the refund the documented cost for books or equipment exceeding the prorated refund amount. For a list of these costs, see the list on the front of the enrollment agreement and any attachments. **If the amount that they have paid is more than the amount that is owed for the time they attended. Then a refund will be made within 10 days of withdrawal. If the amount that they owed is more than the amount that they have already paid, they will have to make arrangements to pay it.**

Tuition Payment, Cancellation and Refund Policies

Sample Refund Calculation

Based on the preceding example, the refund calculation would be made in the following way:

	\$ 375.00	\$ 300 tuition + \$ 75 registration
Less	\$ 10.00	Registration fee (amount school may retain)
Less	\$ 65.00	Processing fee (amount school may retain)
Times	50	Clock hours of instruction not attempted
Divided By	105	Hours of instruction for which student has paid
Equals	\$ 142.85	Initial refund amount
Plus	\$ 0.00	Documented cost of returned equipment*
Equals	\$ 142.85	Actual refund amount

*If the student returns the equipment in good condition, the actual refund to the student would be \$162.85 (\$142.85 + \$20.00). For the purpose of determining the amount they owe for the time they attended, they shall be deemed to have withdrawn from the course when any of the following occurs:

- A. They notify the school of their withdrawal or the actual date of withdrawal.
- B. The school terminates their enrollment agreement.
- C. They fail to attend classes for a two-week period. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

Academic Policy

Academic Progress Policy

Duration of Study

Students must complete their programs with a minimum GPA of 2.0, and do so within 1.5 times the scheduled program length. Student progress is reviewed informally throughout each student's enrollment period.

Completion

Upon successful completion of the program a Certificate of Completion will be issued to the student.

Grades

Grades are issued upon the completion of each module or level. Evaluation of satisfactory progress for this program is made at the middle and at the end of the program. The grading system is as follows:

A	90%	To	100%	4.0
B	80%	To	89%	3.0
C	70%	To	79%	2.0
D	60%	To	69%	1.0
F	Below	To	60%	0.0

Any student receiving a "D" or an "F" is required to repeat the level or module and must obtain a grade of "C" or better to remain in the program. After the student has successfully repeated the level or module as required by this policy, the previously assigned grade of "D" or "F" is not factored into the student's grade point average. Grade point averages are computed by dividing the total number of credits earned by the total number of levels or modules satisfactorily completed. Only grades of "C" or better are considered satisfactory.

Attendance

Students are expected to maintain good attendance. The student must complete his/her program within 1.5 times the program length. Students should strive to attend consistently in order to master the required skills in the time allowed. Failure to attend regularly and progress satisfactorily may result in loss of a desired attendance schedule or possible dismissal from the program.

Tardiness

Neo America Language School encourages students to be "on time" for all activities, appointments and classes. Students who arrive more than 15 minutes late for class or who miss 15 minutes of class time during any given class hour are recorded as incomplete and considered absent for that class hour.

Make Up Classes

The school does not require a student to make-up missed classes. Make up classes are not specifically scheduled and are never guaranteed. Make Up classes will be handled between instructors and students.

Academic Policy

Leave of Absence

Students are entitled to take only one leave of absence during any academic year. The duration of the leave of absence may not exceed sixty days. Requests for leave must be submitted to the School Director and must include an anticipated return date and be signed by the student. Failure to return to school as scheduled without prior written notification to and approval from the School Director will result in immediate dismissal. Any refund due will be made within thirty calendar days from the end of an approved leave of absence.

The School Director may grant leaves of absence and/or waive interim satisfactory standards for circumstances of poor health, family crisis, or other significant occurrences outside the control of the student. It must be demonstrated by the student that the circumstances had or will have an adverse impact on the student's satisfactory progress in the academic program. No waivers will be provided for graduation requirements. Time for an approved leave of absence will not be included in the calculation of a student's maximum program length.

Attendance Probation

At least once a week the student attendance cards of all active students are monitored and calls are made to those students that have missed one or two days during that week. Students are required to have an overall attendance rate of 70% or more to meet the minimum attendance requirement of the program. A student who has missed more than one-third of the scheduled class hours in any given level or module will not be advanced to next level or module until his/her repeated previous level or module.

Student Conduct Requirements

Neo America Language School is a Drug-Free, Alcohol Free and Tobacco-Free campus. In addition, Students are expected to dress and act properly while attending classes. At the discretion of the school administration, a student may be dismissed from school for a serious incident or repeated incidents of an intoxicated or drugged state of behavior, possession of drugs or alcohol upon school premises, possession of weapons or disrespectful behavior to other students, an administrator or faculty member or any other stated or determined infractions of conduct.

Certificates of Completion

Students who complete their curriculum objectives within the maximum time frame are eligible to graduate. A Certificate of Completion will be awarded to these students.

Academic Policy

Academic Probation

At the end of the scheduled module or level, a grade is assigned to each student based on the teacher's evaluation of the student's in-class performance and test results. If the student's grade is below 70% the student will be automatically placed on academic probation, and is informed of this fact in writing.

This probationary status is removed when the student repeats the module or level and earns the credits for completing the level or module by receiving a grade of "C" (70%) or higher. The student on Academic Probation is allowed only one opportunity to earn the required credits by receiving a grade of 70% or higher, and may not repeat the program segment a second time. If the student's grade point average has not returned to a "C" (70%) or better, the student is dropped from the program.

A student is allowed only Academic Probation during the scheduled length of a program. If the student succeeds in having this probation status removed in accordance with the above policy and if the student has earned 75% of the total credits, the student will be allowed a second Academic Probation. (Please refer to the Academic Progress Policy, which states that students are allowed up to 1.5 times the scheduled program length of 360 hours to earn the 24 credits required for graduation). Again, for this second probationary status to be removed, the student must comply with the policy stated in the first and second paragraphs of this section on Academic Probation.

Termination, Appeal and Reinstatement

Should students find it necessary to discontinue their training, they should arrange to meet with a school counselor to discuss their situation and submit written notification of their request. Students shall be terminated for failure to (1) meet minimum standards for academic progress, (2) meet the minimum conduct standards of the school, or (3) fulfill their financial obligations according to their agreement with the school.

Whether termination of enrollment is voluntary or involuntary, students should realize that they would remain obligated for the amount of tuition and fees due the school based on the refund policy. Students have the right to appeal dismissal decisions made by the school administration by submitting a written request to the School Director describing any mitigating circumstances or conditions, which warrant special consideration. If the appeal is accepted, the student may be reinstated according to special terms and conditions stipulated by the School Director.

Apart from the registration and processing fee of \$75 there are no other administrative cost associated with withdrawal or termination

Academic Policy

Student Complaint Procedure

Most problems or complaints that students may have with the school or its administrators can be resolved through a personal meeting with the student's instructor. If, however, this action does not bring the situation to a close to the satisfaction of students, they may submit a written complaint to:

**Neo America Language School
Holmes Center
3251 West 6th Street Suite 420
Los Angeles, CA 90020**

Students can expect to receive a written response within 10 business days. Also note

If you have complaints, questions or problems which you cannot work out with the school, write or call the

Bureau for Private Postsecondary and Vocational Education

Mailing Address:

Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818

Physical Address (as of November 20, 2010):

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento California, 95833

Family Right and Privacy Act

Neo America Language School complies with the confidentiality and students accessibility provision of the Family Right and Privacy Act of 1974 (P.L. 93-380, section 438), commonly known as the Buckley Amendment. Confidentiality of student records is protected. Information on students is not available to anyone without:

1. Written request/release from the student
2. A court order or
3. Accreditation or other oversight agencies requirements.

However, parents of minors and guardians of "tax dependent" students have the right to inspect and challenge the information contained within the records of a specific student. An appointment may access his/her own records by submitting a written request to the school.

Student Services

Academic Services

The school is responsible of maintaining student files of all the current students enrolled at **Neo America Language School**, on-going status records and monitoring of student progress throughout the program.

Neo America Language School offers the following services to students:

- **academic tutoring and counseling**
- **F-1 Student Advising**
- **Field Trip and Event**

Parking

Parking is available in the parking lot behind the building and can be entered from New Hampshire Street. Any damage to, or loss of vehicles or possessions is the responsibility of the student and not **Neo America Language School**.

Local Rehabilitation and Treatment Centers

If you feel that you or someone you know has an alcohol or other substance abuse problem or if you just want to learn more about these diseases, there are a number of local centers and agencies who can provide you with the help, information and support that you need. Some of the local rehabilitation and treatment centers are listed below:

Plaza Community Center
648 S. Indiana St. Los Angeles, CA 90023
213•268•1107

National Council on Alcoholism & Drug Dependency
600 S. New Hampshire Ave. Los Angeles, CA 90005
213•384•0403

Emergency Phone Numbers

In case of emergency please call these phone numbers:

Ambulance	911
Fire-Rescue	911
Police	911

Job Placement

Job Placement Assistance

The Placement Assistance Department is searching for maintaining all job referral activities and for locating jobs within the local business community. The school will attempt to set up interviews for as many graduates as possible with local businesses and industries. It is the Placement Assistance Office's job to develop and maintain a job. Neo-America language School trains the students to be qualified as entry level of jobs such as secretary and telemarketing representative.

Additionally students can benefit from assistance in the following areas:

1. Preparing resumes
2. Developing job interviewing skills
3. Identifying job position openings

Guarantee Disclaimer

The Student Placement Assistance Department is committed to assisting graduates find suitable employment. **Neo America Language School** or its Student Placement Assistance Department cannot, however, guarantee employment to any student, recent graduate, or alumni of this school.

Disclosure Notices

Campus Security

Information & Policies

The school has adopted and implemented Section 668.48 of Public Law 101-542, "The Student Right-to-Know and Campus Security Act" effective September 1, 1992.

The following policy will be implemented to ensure to the fullest extent possible that students, faculty and staff are informed all areas in the event they become victims of criminal actions or other emergencies occurring on campus. Each individual will receive immediate treatment off-campus and be provided with information regarding resource facilities for follow-up treatment and information regarding legal action.

Criminal offenses are defined as an unlawful attempt or threat to do physical injury to another or to do damage to another's personal property. These offenses include: murder, aggravated assault, rape, burglary, robbery and motor vehicle theft.

The following procedure will be followed to insure campus security:

1. The staff will be trained to be aware of any unusual occurrences/behaviors on or around the campus grounds. Also, they will be trained in notifying proper authorities.
2. Certified instructors who are in the classroom at all times monitor all classrooms.
3. The School Director, or his/her designee, secures the building each evening and insures that all students, faculty and staff have properly exited out of the building.

Campus training/awareness is provided to each new student and to newly hired employees during their orientation session. During this orientation session, the following information regarding crime prevention is provided and discussed:

1. Each student and employee of the school is responsible for his or her personal belongings.
2. Proper security of all personal belongings is the responsibility of each student and employee.
3. Any infraction of the regulation relating to Public Law 101-542 must be reported to the proper school personnel immediately.
4. All students and employees of Neo-America Language School are responsible for conducting themselves as professionals at all times while on campus and/or while attending school functions.
5. Students are provided with school rules and regulations during orientation; employees receive an employee handbook.
6. Any student or employee who is found in possession of, using or selling alcoholic beverages and/or illegal drugs on campus will be suspended or terminated from school.
7. All students and employees are provided with information during orientation, regarding the 'Drug Free' status of all this school's campuses.

Disclosure Notice

Students and employees sign a statement that they are aware of this policy and will abide by it. This documentation is found in the student's file and employee's personnel file and is included in the school catalog. The following steps will be taken in the event of a criminal action or other emergencies:

1. The School Director, or designated individual in his/her absence, is the first person to be notified in case of criminal action or other types of emergencies occurring on campus. The second contact person would be the designated department manager. The third contact person would be the next designated department manager.
2. The school will immediately notify the proper law authorities. A written statement from the victim will be obtained.
3. The school will abide by all legal requirements set forth by law enforcement.
4. Medical and follow-up treatment services will be made available to the victim if required.
5. The management of the school will be in contact with the victim regarding the status of medical treatment and law enforcement and/or necessary action taken regarding disciplinary proceedings and/or results of disciplinary action or appeal.
6. Confidentiality will be guaranteed.
7. Appropriate services that are available to the victim will be provided to each individual immediately.

2011 Annual Campus Security Report

Murder	Aggravated Assault	Rape	Burglary	Robbery	Motor Vehicle Theft
0	0	0	0	0	0

Drug and Substance Abuse Policy

Neo America Language School is committed to maintaining a comfortable and safe environment in which our employees can work and our students can pursue their academic objectives. Our commitment to helping to promote healthy lifestyles for our students and staff has resulted in the creation of a program designed to prevent the abuse of illicit drugs and alcohol. We are concerned for you, as an individual, as well as for the well being of those around you. We strongly encourage you to participate in this program if you or someone close to you is experiencing a problem with substance abuse, or if you simply wish to become better educated regarding the various drugs and the health hazards they pose and the possible legal consequences of participating in drug related activities. Any inquiries regarding this program can be made confidentially through the Program Coordinators.

Disclosure Notice

The Prevention Of Abuse/Use Of Alcohol And Other Substances

No person may use, possess, sell or distribute alcohol or other illegal controlled substances, nor may use or possess drug paraphernalia, on school grounds or at school-sponsored events, except drugs as prescribed by a physician. This prohibition applies to all students as well as employees. The term "alcohol and other substances" shall be construed throughout this policy to refer to the use of all substances including, but not limited to, alcohol, marijuana, cocaine, LSD, PCP, amphetamines, heroin, and any of those substances commonly referred to as "designer drugs". The inappropriate use of prescription and over-the-counter drugs is also prohibited. Additionally, the following persons shall be prohibited from entering school grounds or school-sponsored events: any person exhibiting behavior, conduct or personal or physical characteristics indicative of having used or consumed alcohol or other substances.

Catalog Disclosure

Student Tuition Recovery Fund

California Education Fund Code 94316.10 (a) and CCR, Title 5, 73750, require the catalog to include a description of the student's rights under the Student Tuition Recovery Fund (STRF) established pursuant to 94342 of the Education Code. The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect any California resident who attends a private postsecondary institution from losing money if you prepaid tuition and suffered a financial loss as result of the school: closing; failing to live up to its enrollment agreement; or, refusing to pay a court judgment.

To be eligible, you must be a "California Resident" and reside in California at the time the enrollment is signed or when you receive lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a "California Resident".

To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the council that the school is closed. If you do not receive notice from the council, you have 4 years from the date of closure to file a STRF application. If a judgment is obtained, you must file a STRF application within 2 years of the final judgment.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts, or any other information that documents the money paid to the school. Questions regarding the STRF may be directed to the

Physical Address (as of November 20, 2010):
Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento California, 95833

Phone: (916) 431-6959

Disclosure Notice

**Occupational
Information*****ESL***

Occupations to which this course is represented to lead are: This course is not represented to lead to any occupation. However The Placement Assistance Department of **Neo America Language School** is searching for maintaining all job referral activities and for locating jobs within the local business community. The school will attempt to set up interviews for as many graduates as possible with local businesses and industries. It is the Placement Assistance Office's job to develop and maintain a job.

Curricula

English as a Second Language

ESL Program Description and Objectives

The ESL program at **Neo America Language School** is catered to international students planning to attend a college or university in the U.S. or desiring to expand their skills for personal success. With a 6 level curriculum, students who successfully complete our program will be equipped with the knowledge and skills needed to continue on to higher education or to work in the U.S. or in their respective countries. The ESL program has been customized to help students improve rapidly and efficiently in all areas of English development. Each level consists of the essential facets of English such as: speaking, listening, reading, grammar, and writing. Students will be provided with quality standards-based textbooks that are intensive and motivate students to reach their potential and to continue their education to be an active member in today's society. In addition, students will have excellent grammar lessons incorporated into each component, as well as reading/vocabulary texts that will allow students to reach the 2,000 word vocabulary level, which is composed of high-frequency words. Therefore, students will have the ability to read unadapted texts, speak and understand English in any environment, and compose a five paragraph essay with minimal to no grammatical errors upon completion of our ESL program. Students' success can be realized by our small student/teacher ratio and by the implementation of a structured-based, comprehensive, and effective curriculum. Our ESL program is open entry/fixed exit.

Program Outline

ESL For Beginning Students						
Modules			Days	Weeks	Credits	Hours
ESL	1A	Beginning	5	5	6.6	105
ESL	1B	Beginning	5	5	6.6	105
ESL	2A	Low Intermediate	5	5	6.6	105
ESL	2B	Low Intermediate	5	5	6.6	105
ESL For Intermediate Students						
Modules			Days	Weeks	Credits	Hours
ESL	3A	Intermediate	5	5	6.6	105
ESL	3B	Intermediate	5	5	6.6	105
ESL	4A	High Intermediate	5	5	6.6	105
ESL	4B	High Intermediate	5	5	6.6	105
ESL For Advanced Students						
Modules			Days	Weeks	Credits	Hours
ESL	5A	Advanced	5	5	6.6	105
ESL	5B	Advanced	5	5	6.6	105
ESL For TOEFL Students						

Modules			Days	Weeks	Credits	Hours
ESL (TOEFL)	6A	High Advanced	5	5	6.6	105
ESL (TOEFL)	6B	High Advanced	5	5	6.6	105

Curricula

Beginning ESL 1A/1B

Our beginning level courses are designed to instruct adults who have minimal ability to speak and understand English, while only understanding isolated words/phrases. All instructors understand that the beginning level students have the ability to think complexly, thus allowing them to grasp material efficiently. The beginning level courses effectively instruct students on the basic components of the English language by using a systematic approach. Instructors will present all material in a slow, but engaging and productive pace to eliminate anxiety and promote confidence in the target language. Grammar: instructors will place heavy emphasis on the parts of speech such as: Noun/Pronouns, Verbs, Objects, Adjectives, and Adverbs. Students will be able to identify successfully any part of speech and determine the appropriate tense in a given context. Speaking/listening: instructors will reinforce the marked grammar to ensure that students can incorporate that into spoken language. Some speaking topics include: the alphabet and numbers, introducing yourself and others, classroom and school related objects, family and household chores, money, food likes/dislikes, apartment/house, common shopping terms, colors, household chores/activities, places in the community, transportation, traffic signs, parts of the body, common health problems and symptoms, medicine, occupations, and job skills. Students will learn the pronunciation for: he's/she's, -s and -es endings in plural nouns, yes/no in rising intonation, voiced "th", possessive nouns/pronouns, consonant to vowel link, I like/I'd like, ing-ending, was/were, wasn't/weren't, and can/can't in statements and short answers. Reading/vocabulary: Instructors will teach students to pronounce the letters of the alphabet correctly and pronounce letter-sounds association (phonemes) to ensure clear pronunciation. Students will be able to read and comprehend learned words and phrases from a selected text which contains simple syntax. In addition, students will learn how to identify topics, main ideas, and summarize. Towards the end of the course students will practice using a graphic organizer, finding examples, giving details, and determining fact from opinion.

Low Intermediate ESL 2A/2B

Our low intermediate courses will ensure that students have mastered the basic components of English from the previous beginning levels. Lower intermediate students understand the basic components of syntax, and are able to utilize familiar vocabulary. During the Intermediate levels students will slowly be introduced to small writing assignments to reinforce grammatical structures and develop stronger skills and confidence. Low intermediate communication is usually spoken slowly with hesitation and instructors will assist students with gaining confidence while speaking English. Grammar: instructors will persistently focus on the present, past, future, and perfect

tenses, Yes/No questions, Wh- questions, How? How often...?, How far...?, How about...?, nouns/pronouns, and modal auxiliaries. Students will apply the concepts to the given content, as opposed to simply identifying. Students will know the reasoning behind every grammar rule mentioned. In addition, students will be able to differentiate one term from another. Speaking/listening: Instructors will assist students with creating clear and grammatically sound syntax in spoken English. Some speaking topics include: Describing people and personalities, life and family life, clothing needed/wanted, problems with purchases, weekend activities, invitations, home repair problems, information about an apartment, past activities, personal milestones, doctor, food, restaurant orders, food brand comparison, emergency situations, and job responsibilities. Students will learn the pronunciation for the following: vowel sounds in unstressed syllables, strong and weak pronunciation of "do", words with one unpronounced syllable, has/have, -ed ending, "t" between two vowel sounds, can/can't, intonations of questions with "or", "will", weak pronunciation for , the a, and of, stressed syllables, and yes/no falling and rising intonation. Reading/vocabulary: Instructors will introduce simple material, which gradually intensifies on interesting subjects in order to focus on locating the main ideas and incorporating selected vocabulary words into a selected text. The number of vocabulary words per unit/chapter increases at this level. Students will also practice scanning selected text and correcting a summary. More discussion revolving around the selected text will be implemented at this level.

Intermediate ESL 3A/3B

This level extends student's speaking, reading, grammar and writing skills by ensuring that students have developed a solid foundation acquired from the lower levels. Intermediate students are expected to begin speaking and reading with less hesitation and more confidence than they did previously. At this level, students are expected to show a solid understanding of the key concepts learned in the previous levels and apply it to any aspect of the English language with minimal hesitation. Though students may make minimal grammatical and spoken errors, instructors will foster students to encourage greater self-esteem, which will aide them in the higher level courses. Grammar: instructors will focus on conjunctions: coordinating, correlative, subordinating; comparisons using superlative and comparative forms, passive voice, count/non- count nouns, articles, and relative pronouns. Speaking/listening: instructors will continue to assist students with their speaking capabilities. Some of the topics include: community service, children and school, bullies, work experience/history, airline travel, car maintenance, traffic accidents, eating habits, strengths in the workplace, opening bank accounts, and rights and freedom in the U.S. After the targeted conversation is complete instructors will allow for there to be open discussions and/or debates. Students will learn the pronunciation for the following: used to, will, going to, -sion or -tion ending, can, -th, a/an/the, /d/, /t/, /id/ in verbs ending in -ed, and intonation in if-clauses. Reading/vocabulary: Instructors will

implement material that has familiar subjects and clear structures. Additionally, focus will be on finding the main ideas, determining word meaning by context clues, and making inferences. Critical thinking and cause and effect will be applied to many readings/articles at this level as well.

High Intermediate ESL 4A/4B

This level extends the sound fundamentals learned in the previous levels. High Intermediate students are capable of creating syntax with minimal grammatical errors, using more complex syntax, communicating at length about various topics, skimming reading assignments to find main ideas and answering questions with little to no difficulty. Instructors will place more emphasis on reading and writing at this level. These factors will ultimately prepare students to perform well in the advanced levels. Grammar: instructors will focus on relative pronouns, adjective clauses, gerunds, infinitives, and noun clauses. Since going beyond the simple sentence structure is the key, additional writing assignments both in-class and homework will be given, which will enhance their speaking and writing ability. Speaking/listening: instructors will present various topics that will effectively engage students and create a more natural and fluent conversation. Some of the speaking topics include: daily routines, work-related goals, common interview questions, cultural festivals, ways to improve community, communication with supervisors and co-workers, ways to improve safety and prevent accidents, tenant and landlord responsibilities, enrolling a child in school, misdemeanors, and bank services. Students will learn the pronunciation for the following: stressed words in sentences, reduction: "did you", "going to", "want to", etc., silent syllables, stressed syllables, unreleased final stop consonants, weak and blended pronunciation of "to", stress in phrasal verbs, auxiliary verbs, vowels, intonation in tag questions and exclamations, pronoun + -d, stress in words ending in -cal, -ity, -tion, -ize, and -ate, linking final consonant to a beginning vowel, weak pronunciation of "be", and "would you". Reading/vocabulary: Students will learn how to "skim" for the main idea, quote and paraphrase, understand reference words, compare and contrast, recognize most antonyms, synonyms, and homonyms. More emphasis on critical thinking and idiom review will be implemented as well.

Advanced ESL 5A/5B

This level is quite extensive and each component of the previous ESL classes is equally implemented to promote further preparation for the TOEFL course, or for further post-secondary educational goals. The advanced student is able to understand beyond the simple sentence in grammar with confidence. Furthermore, listening and speaking capabilities are sound in a variety of topics and settings. Students can also read complex texts, identify main ideas, and determine word meaning by context, make inferences, and compare and contrast. Grammar: Review of all tenses including the simple, progressive, perfect, and perfect progressive, adverb clauses, subject verb agreement, nouns, pronouns, modals, the passive voice, noun

clauses, adjective clauses, gerunds, infinitives, coordinating conjunctions, cause and effect, contrast, and conditions. In addition, to the grammar component of this class students will get ample practice writing three paragraph essays, which include thesis statements, topic sentences, support, and conclusions. Speaking/listening: instructors will implement an array of speaking topics and phonetics drills. Some of the speaking topics include: long-term career paths, presentation skills, interview do's and don'ts, factors that influence job promotions, medical specialists, diseases, personal actions to help save the environment, and technology pros and cons. Debates, open-discussions, and oral presentations will be included at this level. Pronunciation: Constant review of the previous sounds mentioned will be implemented into each lesson. In addition, instructors will present supplemental practice of linked sounds, intonation, stressed vowels, and dropped sounds. Reading/Vocabulary: More challenging texts and vocabulary words, geared towards the TOEFL course, will be implemented. More idiom review. Heavy emphasis will be on determining word meaning from context, scanning and paraphrasing for main ideas and supporting details, recognizing tone, and summarizing. Students are required to read from a variety of scholarly sources at the instructor's discretion.

High Advanced ESL 6A/6B

The content at this level will cover the four areas of TOEFL competence: grammar, writing, reading and listening. Based on the knowledge attained from the previous levels students will have developed a solid foundation of English proficiency. Students will receive a guided practice in TOEFL strategies and sub skills with intensive instructor feedback. In addition, students will receive a continuous evaluation of their scores and progress for each portion of the test during the course. A weekly TOEFL test will be administered and graded for each student. In addition to preparation for the TOEFL exam, students will also be able to practice speaking using a variety of sentence patterns, appropriate degrees of formality, and appropriate social cues. Furthermore, students will be introduced to a variety of spoken and written texts, which will increase students' ability to function in the American society productively and to gain cultural awareness and familiarity.

Graduation Requirements

To graduate from the ESL program, a student must complete a program of three credit hours equivalent to one-course levels of 80 clock hours, while maintaining an average grade of 70% (GPA of 2.0) or more. The student must also meet the attendance policy and thereby maintain an overall attendance rate of 70%.

Curricula

Total Program Fees

ESL Program Fee

There is a registration and processing fee of \$75.

Level			Tuition	Books
ESL	1A	Beginning	\$ 300	\$ 45
ESL	1B	Beginning	\$ 300	\$ 45
ESL	2A	Low Intermediate	\$ 300	\$ 45
ESL	2B	Low Intermediate	\$ 300	\$ 45
ESL	3A	Intermediate	\$ 300	\$ 45
ESL	3B	Intermediate	\$ 300	\$ 45
ESL	4A	High Intermediate	\$ 300	\$ 45
ESL	4B	High Intermediate	\$ 300	\$ 45
ESL	5A	Advanced	\$ 300	\$ 45
ESL	5B	Advanced	\$ 300	\$ 45
ESL	6A	HIGH ADVANCED(TOEFL)	\$ 350	\$0
ESL	6B	HIGH ADVANCED(TOEFL)	\$ 350	\$0
Total			\$ 3,700	\$ 450

Subject to change

ESL Class Schedule

Students in the ESL Program study in the morning and evening period:
Classes are held from 9:00 A.M. to 1:30 P.M. in the morning and 5:30 P.M. to 10:00 P.M. in the evening Monday through Friday.

Staff and Faculty

Staff Members

Peter C. Yoon
Keum park
ChaVon Beebe

School Director
Admissions/Student Services
Education Director/Counselor

Consultant

David Pinnell

Operations, Regulations, Standards
And Practices

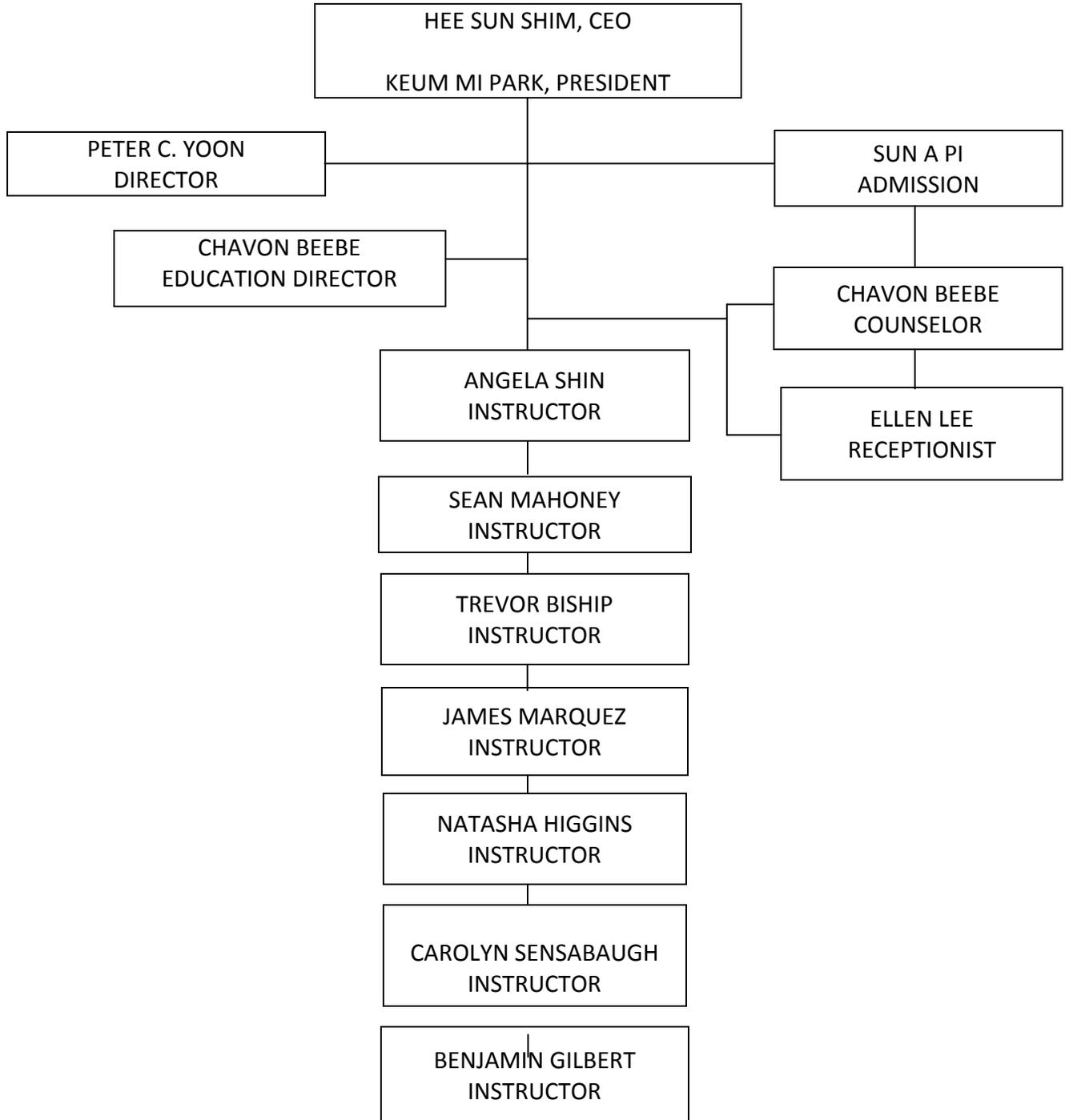
Faculty Members

ChaVon Beebe
Angela Shin
Sean M. Mahoney
James Marquez
Natasha Higgins
Trevor Biship
Benjamin Gilbert
Carolyn Sensabaugh

ESL/TOEFL

Staff and Faculty

ORGANIZATION CHART



Addendum

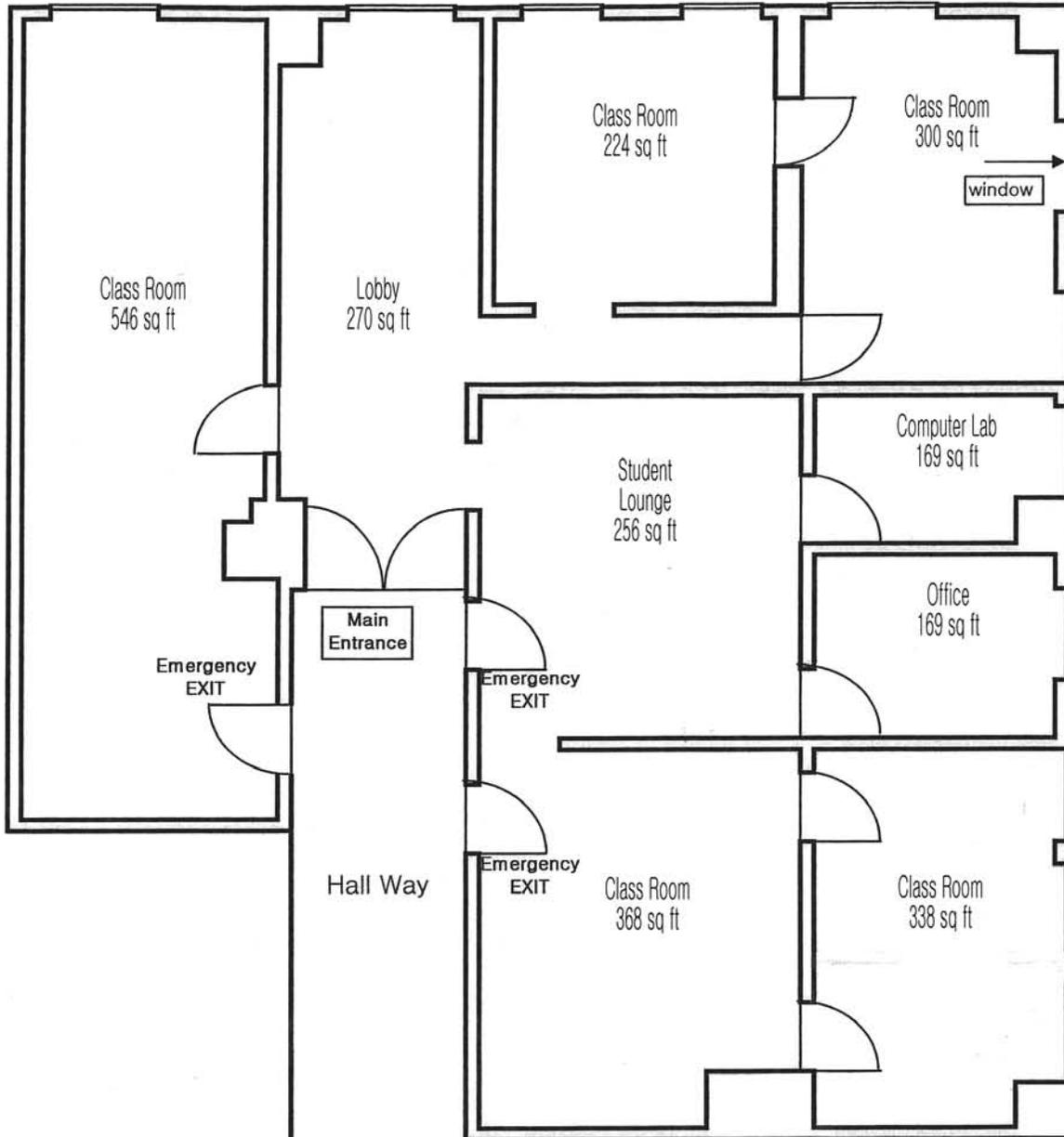
- Main Campus Map
- Emergency Evacuation Plan



Addendum

- Satellite Class Location

Campus Map



Addendum

Equipment for the Main Campus and Satellite (2011)

Main Campus

(10) Computers for Lab	(8) CD Players
(3) Computers for Office	(1) Microwave
(6) Televisions	(1) Water Purifier
(2) Printers and Scanners	(1) Typewriter
(2) Refrigerators	(5) DVD/VCR Player
(1) Vending Machine	

Satellite

(11) Computer for Lab	(1) Vending Machine
(16) Computers for Office	(9) CD Players
(8) Televisions	(2) Microwaves
(3) Copy Machines	(3) Water Purifiers
(10) Printers and Scanners	(1) Typewriter
(5) Refrigerators	(7) DVD/VCR Player

Addendum

Pricelist Courseware

Textbooks and Supplies

TEXT BOOK	PUBLICATION	PRICE
BASIC ENGLISH GRAMMAR	LONGMAN	\$50.00
FUNDAMENTALS OF ENGLISH GRAMMAR	LONGMAN	\$50.00
UNDERSTANDING AND USING ENGLISH GRAMMAR (4 th edition)	LOGNMAN	\$50.00
FUTURE: English for Results 1 and workbook w/ CD	PEARSON LONGMAN	\$30.00
FUTURE: English for Results 2 and workbook w/ CD	PEARSON LONGMAN	\$30.00
FUTURE: English for Results 3 and workbook	PEARSON LONGMAN	\$30.00
FUTURE: English for Results 4 and workbook	PEARSON LONGMAN	\$30.00
FUTURE: English for Results 5 and workbook	PEARSON LONGMAN	\$30.00
NEW PASSWORD: A reading and vocabulary text 1	PEARSON LONGMAN	\$30.00
NEW PASSOWRD: A reading and vocabulary text 2	PEARSON LONGMAN	\$30.00
NEW PASSOWRD: A reading and vocabulary text 3	PEARSON LONGMAN	\$30.00
NEW PASSWORD: A reading and vocabulary text 4	PEARSON LONGMAN	\$30.00
NEW PASSWORD: A reading and vocabulary text 5	PEARSON LONGMAN	\$30.00
CAMBRIDGE Preparation for the TOEFL test 4 th edition	CAMBRIDGE	\$35.00

Addendum

Dress Code Policy

At Neo America Language School we ensure that all employees present themselves to the students and general public in a manner which enhances the integrity of the school and their professional position.

Appropriate Dress for Women

- ❖ Dresses and skirts shorter than three inches above the knee are prohibited
- ❖ Slacks and Capri pants may be worn in a professional manner
- ❖ Jeans with visible holes, or tears are prohibited
- ❖ Shorts are prohibited
- ❖ Low cut blouses, see-through clothing, which shows undergarments, off the shoulder shirts, or halter/tank tops are prohibited
- ❖ Beach style flip-flops are not accepted
- ❖ Hats are not to be worn inside

Appropriate Dress for Men

- ❖ Slacks must be worn in a professional manner
- ❖ Jeans with visible holes, or tears are prohibited
- ❖ Shorts are prohibited
- ❖ Shirts must have collars
- ❖ Beach style flip-flops are not accepted
- ❖ Facial hair should be kept neat and clean
- ❖ Hats are not to be worn inside

Addendum

Statement Against Sexual Harassment

Neo America Language School neither condones nor tolerates sexual harassment by anyone within the campus. If a student feels that he/she has been a victim of sexual harassment, he/she should report the circumstance to the director or president of the school. By doing so, a formal Sexual Harassment Form must be filled out and kept on file.

Harassment may be visual, verbal, physical, or mental in nature. It may include pictures, cartoons, gestures, comments, text messages, or jokes; and may relate to national origin, physical handicap, race, color, religion, age, sex, or sexual preference

Sexual Harassment includes, but is not limited to, any unwanted sexually-motivated physical contacts, sexually derogatory statements, and verbal sexual advances.

Anyone who is found guilty of sexual harassment will be subject to termination or education at Neo America Language School. Persons guilty of sexual harassment are completely responsible for the cost of lawsuit in either criminal or civil litigation. Neo America Language School will not bear any responsibility for the guilty party's wrongdoing.