

WEST ORANGE COLLEGE

CATALOG

AUG 2012 - AUG 2013

**12541 BROOKHURST STREET # 104
GARDEN GROVE, CALIFORNIA 92840**

(714) 530-5000 FAX (714) 530-5003

WWW.WESTORANGECOLLEGE.COM

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A Message from the Executive Director

We are pleased to present this 2012-2013 College catalog, which provides information concerning the educational programs and services offered by West Orange College.

Our educational programs are designed to prepare graduates for entry-level employment. We also offer English as a Second Language (ESL) programs for limited English proficient or non-English speaking students through Intermediate and Advanced courses.

We encourage you to visit our campus, inspect our instructional facilities and equipment, and, above all, meet our dedicated faculty and staff, who are committed to assisting you to complete your educational programs. At West Orange College you will become a successful graduate who will improve your economic and social foundations.

We wish you success.

John D. Kim, Ed.D.
Executive Director

APPROVAL DISCLOSURE STATEMENT

WEST ORANGE COLLEGE is a private Institution and that it is approved to operate by the bureau. Approved are the following certificate courses:

| | | |
|---|-----------|-------------------------|
| Clerk/General Office | 420 Hours | 28.0 Semester Cr. Hours |
| Computerized Accounting Clerk | 570 Hours | 38.0 Semester Cr. Hours |
| Beginning English as a Second language (ESL) | 450 Hours | 30.0 Semester Cr. Hours |
| Intermediate English as a Second Language (ESL) | 450 Hours | 30.0 Semester Cr. Hours |
| Advanced English as a Second Language (ESL) | 450 Hours | 30.0 Semester Cr. Hour |

"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 an enrollment agreement

Instruction is in residence with a class size limited to 20 students per class. The facility occupancy level will accommodate 60 students. California Statute requires that a student, who successfully completes a course of study ,be awarded an appropriate diploma / completion certificate verifying the fact. West Orange College awards its graduates a completion certificate as an acknowledgement of their accomplishment and graduation from West Orange College.

Prospective students are encouraged to visit the physical facilities of the College and to discuss personal educational and occupational plans with the College personnel prior to enrolling or signing enrollment agreements. West Orange College currently does not have assistance programs, to provide the student the opportunity to finance their tuition and fees.

Persons seeking to resolve problems or complaints should first contact the instructor in charge Requests for further action may be made to the Director, Dr. John Kim.

Unresolved complaints may be directed to: The Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive., Suite 400, Sacramento, CA 95833. (916) 431-6959 Fax (916) 263-1897. **Toll Free: (888) 370-7589**

"A student or any member of the public may file a complaint about this institution with The Bureau for Private Postsecondary Education by calling Toll Free Number 1 (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's internet web site www.bppe.ca.gov".

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: 2535 Capitol Oaks Drive., Suite 400, Sacramento, CA 95833. (916) 431-6959 Fax (916) 263-1897. Toll Free: (888) 370-7589

All information in the content of this school catalog is current and correct and is so certified as true by Dr. John D. Kim, Executive Director.

Administrative and Staff

College Director - President and Chief Executive Officer
Director of Admissions
Registrar
Student Services and Placement

John D. Kim Ed.D
Sunny Choi, M.A.
Lisa Kim
Lisa Kim

Faculty

English as a Second Language (ESL) Instructors

Beate Berg B.A., Pedagogies (focus on Languages and Literature), Friedrich-Certificate from Salford College of Technology, Germany

Christina Baker B.A., Speech Communication, California State University, Long Beach, CA
M.A., Communication Studies, California State University, Long Beach, CA
M.A., Reading and Literacy, Capella University, Minneapolis, MN
Reading Certificate, University of California, Irvine Extension, Irvine, CA

Heidi Kemp B.S., Elementary Education, Palm Beach Atlantic University, West Palm Beach, FL
M.A., International Development, Eastern University, St. Davis, PA

Reynaldo Agustin B.A., Philosophy, Letran College, Manila, Philippine
B.Th., Theology, Don Bosco Center for Studies, Manila, Philippine

Skye Wheeler B.A., English (emphasis in Rhetoric and Composition), California State University, Long Beach, CA

Computer Instructors

Kim Craig B.A., Psychology/Sociology,
Concordia University, Irvine, CA M.A.,
Counseling Psychology, Loyola
Marymount University, Los Angeles, CA
Certificates in Specialized Studies in
Teaching and in TESL, University of
California Irvine, Irvine, CA

Choi, Hyuck Jae B.A., Computer Science,
SeoKang University, Seoul, Korea
Computer Certificate, University of
California, Irvine, CA

Advisory Board

Koo Oh, D.D.S. Dentist, Fullerton, CA

John Larkins Psychologist, Newport-Mesa Unified School District, Huntington Beach, CA

James Lee Y. CPA, James Lee & Co., Fullerton, CA

John Pang President, United Property Const. Co., Los Angeles, CA

IL Soo Lee, Ph, D, South Baylor University, Anaheim, CA

OWNERSHIP

Institution Name: West Orange College Garden Grove, CA - A For-Profit Corporation

Owner #1 Name: John Kim

Title: Chair person of the board

% of Ownership: 55%

This % Owned Since: 3/1991 (month/year)

Street Address: 2536 Crown Way

City/State/Zip: Fullerton, CA 92833

Alternative Business or Cell Telephone Number: (714)234-1631

Email Address: info@westorangecollege.com

Owner #1 Name: Lisa Kim

Title: Treasurer

% of Ownership: 45%

This % Owned Since: 3/1991 (month/year)

Street Address: 2536 Crown Way

City/State/Zip: Fullerton, CA 92833

Alternative Business or Cell Telephone Number: (714)907-8949 Email Address: info@westorangecollege.com

College History

West Orange College was founded in 1994 and offered the current programs to all Men and Women 18 years of age to serve the community in Computerized accounting and General officer programs also were approved 3 levels of English-as-a-Second language programs. Students from other countries were welcomed to West Orange College to develop functional fluent English.

Semester Credit Hour Measure

A Semester Credit Hour (Unit) equals one or any combination of 15 hours of lecture/theory equals 1 semester unit, 30 hours of laboratory/demonstration equals 1 semester unit and 45 hours clinical/extern ship/ work based activity equals 1 semester unit. A clock hour is defined as "A period of sixty (60) minutes with a minimum of fifty (50) minutes of instruction and 10 minutes allowed for student break. This formula complies with the Federal 34 CFR.

Academic Year Definition

The academic year for programs less than 24 semester credit hours is 32 weeks. The academic year for programs with at least 24 semester credit hours is 36 weeks (48 if beyond 2 semesters).

Non-Discrimination Policy

West Orange College does not deny admission or discriminate against students currently enrolled on the basis of Race, Color, Religion, Sex, Age, Handicap, Financial Status, Area of Origin, Residence, Sexual Orientation, from participation in any of the College's activities. West Orange College will reasonably accommodate applicants and students with disabilities to the extent required by applicable law.

Transfer of Credit Policy

"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION".

The transferability of credits you earn at West Orange College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn at West Orange College is also at the complete discretion of the institution to which you may seek to transfer.

If the certificate or diploma that you earn at West Orange College are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at the 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 West Orange College to determine if your credits or certificate or diploma will transfer.

IF A STUDENT OBTAINS A LOAN TO PAY FOR THE EDUCATIONAL PROGRAM, THE STUDENT WILL HAVE THE RESPONSIBILITY OF REPAY THE FULL AMOUNT OF THE LOAN PLUS INTEREST, LESS THE AMOUNT OF ANY REFUND, AND THAT, 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.

THIS INSTITUTION DOES NOT HAVE A PENDING PETITION IN BANKRUPTCY, OR OPERATING AS A DEBTOR IN POSSESSION, AND HAS NOT FILED A PETITION WITHIN THE PRECEDING FIVE YEARS, OR HAS HAD A PETITION IN 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).

THE INSTITUTION DOES NOT OFFER DORMITORY/HOUSING FACILITIES OR HAVE ACCESS UNDER ITS CONTROL. THE AVAILABILITY OF HOUSING LOCATED REASONABLY NEAR THE INSTITUTION IS THE RESPONSIBILITY OF THE STUDENT TO SEEK OUT AND OBTAIN. NO FACILITIES ARE RECOMMENDED OR SPONSORED BY THIS INSTITUTE. THIS INSTITUTE DOES NOT OFFER AN APPROXIMATE COST OR RANGE OF COST FOR ANY HOUSING. THIS WILL BE THE RESPONSIBILITY OF EACH STUDENT ON THEIR OWN.

INSTITUTIONAL POLICIES AND INFORMATION

Our Mission, and Purpose

The mission of West Orange College (WOC) is to offer vocational training objectives to equip each student with a basic working knowledge of skills required by companies and agencies within and related to the field of computerized office and accounting as well as for limited English proficient students enabling them to be better prepared in the English language.

Goals and Objectives.

Graduates will be well equipped to secure employment as entry-level word processors, administrative assistants, secretaries, customer service representatives and general office workers or junior accountants.

Our goal for limited English proficient students is to provide certificate program in (1) Beginning English as a Second Language Program, (2) Intermediate English as a Second Language Program, and (3) Advanced English as a Second Language Program to limited English proficient and non-English speaking students.

Integration of American values, customs and American ways of life in the curricula of English as a Second Language understanding of the American ways of life.

Physical Description of the College

The facility of West Orange College is housed in a modern two-story building equipped with heating and air-conditioning. It consists of administrative offices, combined lecture and lab rooms, library, student and faculty lounge. The average class size for all programs is maximum 1 instructor to 20 students. Classrooms are comfortable to enhance learning. The facility and equipment comply fully with all federal, state and local laws and regulations governing safety and health.

Campus and Surrounding Area General Characteristics

West Orange College is located at 12541 Brookhurst Street, Suite 104, Garden Grove, California 92840. The City of Garden Grove is situated in the western part of the County of Orange—hence the name of the institution. The County of Orange is a large, mainly urban community, noted for its high concentration of high tech industry, home for many nationally-ranked universities, and numerous cultural and recreational establishments, notably, the world-renown Disneyland in Anaheim, which is about 5 miles from the campus.

The Los Angeles, downtown is about 40 miles to the north. The campus can be easily accessed via freeways and public transportation. There are ample parking spaces for students, staff, faculty and visitors. The population of Orange County is diverse and includes many different ethnic groups, such as from Asia, European, Latin American and Middle Eastern. A year-round mild climate is particularly conducive for outdoor activities, such as golf, tennis, surfing, beach-combing, and hiking.

Hours of Operation and Class Schedule

Students are encouraged to visit the administrative offices to meet with the College's dedicated staff or faculty and seek career or academic advising. Office hours are: 9:00am-6pm, Monday through Friday.

Classes :

ESL Programs: Monday through Thursday 9am-1pm, Friday 9am-11am

COMPUTER Programs: Monday through Thursday 5pm-10pm

Academic Calendar For 2012

1st Session: January 2 – February 24 (one-week vacation)

2nd Session: March 5 – April 27 (one-week vacation)

3rd Session: May 7 – June 29 (one-week vacation)

4th Session: July 9 – August 31 (one-week vacation)

5th Session: September 10-November 2 (one week vacation)

6th Session: November 12 – December 21 (two week vacation) for the holidays and return January 3, 2013 to complete an additional 2 weeks of the course.

Academic Calendar Session System Description

West Orange College operates its academic calendar on an 8 week session (course) and two week vacation between each session. There are six sessions per calendar year. Each session is 8 weeks.

West Orange College Observes the Following Holidays

| | |
|--------------------------|-------------------|
| New Year's Day | January 1, 2012 |
| Martin Luther King's Day | January 17, 2012 |
| President's Day | February 21, 2012 |
| Memorial Day | May 30, 2012 |
| Independence Day | July 4, 2012 |
| Labor Day | September 5, 2012 |
| Veterans Day | November 11, 2012 |
| Thanksgiving Day | November 24, 2012 |
| Day after Thanksgiving | November 25, 2012 |
| Christmas Day | December 25, 2012 |

Students will be on Winter Break beginning Monday, December 24, 2012 through Friday January 4, 2013. Classes West Coast College reserves the right to modify this schedule with reasonable advance notice to students.

THE MODULE CALENDAR IS USED, WITH OPEN-ENTRY OPEN-EXIT ENROLLMENT. CLASSES START EVERY MONDAY (AT MODULE STARTS).

ADMISSIONS POLICY AND PROCEDURES

Admission Policy

The minimum requirements for admission to West Orange College's educational programs are for applicants to be 18 years of age, and Possess a high school diploma or the equivalent (e.g., GED). Pass the institution ability-to-benefit entrance test, or placement test verifying that the student has the ability and aptitude to complete the training, and be given a tour of the campus. The prospective student will meet with the Admissions department and be provided with detailed information of the institution's programs and policies, discuss the applicant's qualifications, and assist them in determining their career objectives.

West Orange College also admits a limited number of students, who do not possess a high school diploma or are unable to submit a document verifying high school education (or its equivalent), provided that the applicant is 18 years of age or older at the time of admission and pass the nationally-recognized "Ability to Benefit" test.

Final determination for admission will be based on the test results, prior education, work experience, motivation, and placement potential. Each applicant will be assessed on an individual basis for final determination. A copy of the test scores for "Ability to benefit" test will be retained in the student's file.

This Institutes policy regarding the acceptance of credits earned at other institutions or through challenge examinations and achievements test.

This institute will evaluate transcripts for credit related to the actual course within a 5 years period from date of earned credits. This process will evaluate your earned credits within the last five years as equal to the subject matter offered in your program.

This institute will offer a test for the student with prior experiential learning, that will evaluate the ability of the student equal to the current training offered. Although this Institution will encourage the student to participate in the total course offered, as it benefits the student and the class, the student may be offered the credit for a portion , not to exceed 16 total hours of experiential learning. The final decision will be that of the College Director. There is no charge for this evaluation to the student, if accepted transcript credits, the student may be credited the cost of the accepted credit for prior education/ experiential learning not to exceed the maximum of 16 hours. Each student will be evaluated separately by the College Director.

Transfer for International Students

An International student looking to transfer into West Orange College from another institution within the United States must submit a completed International Student Transfer Eligibility form. This form is available from the Student Service Office, and the student must take the form to the previous institution for completion. The student's previous institution must verify the student attended that institution full-time until the date of transfer. Upon completion of these requirements, West Orange College will issue a SEVIS I-20 form for the enrollment of the transfer student. Per SEVIS REQUIREMENTS THE STUDENT MUST ATTEND AT A MINIMUM 18 HOURS PER WEEK.

Admissions Procedures

As part of the admission procedure, applicants must:

- Complete and submit an Application Form
- Submit an original high school diploma or GED
- Attend a New Student Orientation.
- Complete, sign, and submit an Enrollment Agreement.
- Sign documents acknowledging receipt of disclosure forms.
- Pay a Registration Fee of \$75.00.(Non-Refundable)

Ability to Benefit

The Bureau for Private Postsecondary Education, State of California, requires that all prospective students take and pass the Ability to Benefit from the Training (ATBT) test prior to admission and enrollment.

In order to comply with this standard, West Orange College administers the Wonderlic SLE test to all program applicants. A placement test is administered for the ESL Beginning, Intermediate and

Advanced course.

The college will adopt the minimum passing test score indicated by the publisher as follows:

| <u>Name of Course</u> | <u>Minimum Passing Test Score</u> |
|---|-----------------------------------|
| Clerk/General Office | 51-60 |
| Computerized Accounting Clerk | 55-70 |
| Basic English as a Second language (ESL) | 0-25 |
| Intermediate English as a Second Language (ESL) | 26-50 |
| Advanced English as a Second Language (ESL) | 51-70 |

The test and a copy of the test score for all Ability to Benefit from the Training applicants will be retained in the student's file.

Students with special needs

Students with special needs will be addressed on a case-to-case basis. The facility can be accessed by wheel chair. Students who suffer from carpal tunnel syndrome will use voice recognition software to learn computer application programs. However, the college will refer students to other educational institutes that have better resources to meet specific special needs of students.

This Institute has not entered into an articulation or transfer agreement with any other College or University.

Satisfactory Academic Progress (SAP) Policy

West Orange College recognizes its obligation to ensure that enrolled students have the ability to successfully complete their program. Students must comply with the satisfactory academic progress requirements established in this catalog. The elements of satisfactory academic progress (SAP) include the Qualitative component—Grade Point Average (GPA), Quantitative component—Attendance, increments for evaluation, and maximum time frame.

Qualitative Standard—Grade Point Average or GPA

All students must have a minimum "C" grade point average (GPA) or equivalent by graduation. A "C" grade point average is equivalent to a minimum of 2.0 on a 4.0 scale, or a 70% on a 100% scale.

Quantitative Standard—Semester Credit hour Completion Ratio

Students must achieve a minimum passing rate of 70% of all credit hours attempted at 100% of the program length. Grades of —F (Fail), —I (Incomplete), and —W (Withdrawn) are calculated in the completion ratio and will result in a lower passing ratio. Transfer credits, if applicable, are also calculated in the completion ration.

GRADING FORMAT

A = Excellent 90% - 100%

| | |
|--------------------------|---------------------------|
| B = Good | 80% - 89% |
| C = Satisfactory | 70% - 79% |
| P/F= Pass/Fail | Credit/No Credit Assigned |
| D = Poor | 65% - 69% |
| F = Failing | 00% - 64% |
| I = Incomplete | 00% |
| W=Withdrawal from Module | No Grade Assigned |

If a student withdraws from a course before the completion of a module, the student will receive a W for that module. If the student returns to the College all course work graded "I" (Incomplete) may be successfully completed within a 30-day period or training may be interrupted. If the student returns to the College, all course work graded "W" Should be completed. Any Incomplete and Withdrawal will be counted as a 0 in the overall cumulative grade point average. It is important that the student makes up the Incompletes or Withdrawal as soon as possible.

Attendance Policy

Attendance

Students must attend classes according to their established schedules. Frequent tardiness and unexcused absences are cause for placing a student on probationary status. To be considered for graduation, the student must complete a cumulative attendance of 70% of the required number of clock hours in the program. Students whose cumulative attendance fall below 70% will be placed on probation and are allowed a maximum of 60 days to bring their cumulative attendance to 70%. If 70% attendance is not achieved at the conclusion of the probationary period, students will be terminated, or, if mitigating circumstances are presented, they will be placed on active suspension for up to 30 days to be given the opportunity to either attain a cumulative 70% attendance or be terminated.

Absences

Absences will be considered as excused under the following circumstances: illness, death or birth in the immediate family, and other valid reasons substantiated in writing. Students are advised to call the College to inform the Registrar of their absence. Excused absences must be made up to maintain the 70% attendance requirement to maintain Satisfactory Academic Progress (SAP).

Tardiness and/or Leaving Early

Tardiness or leaving early is a disruption of a good learning environment and is discouraged. Excessive tardiness or leaving early without legitimate reasons may be cause for placing a student on probationary status. Students arriving fifteen (15) minutes late for a class will be considered tardy and it will be noted in their attendance record. Likewise, students leaving 15 minutes early will also be noted as such in their attendance record.

Termination due to Unsatisfactory Attendance

Students with 21 consecutive calendar days of unexcused absence will be withdrawn from the College.

Class Cuts

Class cuts will be considered unexcused absences.

Make-up Assignment/Time

Any regularly scheduled class hour that is missed may require make-up time on campus. Missed assignments will be required to be made up within five (5) school days. Students should see the instructor or Director for make-up procedure.

Leave of Absence (LOA)

A written request for a leave of absence will be considered, and the College Registrar may grant such leave to students. The student must specify a reason for leave of absence for the college to have a reasonable expectation of the student's return within the timeframe of the leave of absence as requested. A maximum of 60 days per year or one-half the program length whichever is shorter. The student will be withdrawn upon failure to return to College on the scheduled date. Students are also responsible for understanding the procedures and implications for returning to his/her course of study. For further information, students may contact the Registrar's Office.

Withdrawal / Dropout Policy & Procedure

Students who wish to withdraw from their training program should contact the College Director. All students who withdraw or dropout (failed to attend classes for a three-week period without prior arrangement) are required to meet with the Business office. Regardless of the circumstances of withdrawal or the date of notification to the College, the official withdrawal date is the last date a student attended classes. Both refunds and final grade determinations are based upon last date of class attendance.

Reenrollment

Any student who wishes to re-enroll in the same program should first submit a letter to the College Director explaining the reason for initial withdrawal and reasons to re-enroll. Any student who reenrolls must sign a new enrollment agreement at the prevailing tuition. This procedure is for a "Seven Day Cancellation" as well as a program cancellations or termination. All outstanding balance due to program cancellations/termination must be paid in full.

Any credit given for prior training will be determined on a case-by-case basis by the College Director.

School payments received will be credited to the applicable program. The remaining credit balances will be transferred to the new program. The school at its sole discretion will determine the student's re-enrollment.

A change from one program to another is not considered re-enrolled ,additional information on course changes can be found in this catalog under Changes in Program, based on each individual’s financial assistance packaging, it is important that all financial obligations are discussed prior to re enrolling.

Maximum Time Frame and Increments for Evaluation

All students must complete their program of study within one and one-half time (or 150%) of the published length of the program. Conversely, if the student attends 25 clock hours per week, the normal length of the program will be 36 weeks; the maximum time frame will be 54 weeks. At the midpoint of the academic year, the College will assess the quantitative and qualitative progress of each student. At the time of these assessments, the College will determine whether a student has successfully completed the minimum percentage of work allowing completion of the program within the established timeframes.

STUDENT SERVICES

Student Services

The College maintains a Student Services Department to keep students’ records and assist students in their academic, personal, and professional goals. Academic advising and tutoring are available to all students at the College. Students may be referred to community professionals for personal and non-academic counseling which is not available at the College.

Student Parking

Ample student parking is available in the front and back of the building. West Orange College is not responsible for parking violations, property theft, property damage.

Advising

The staff of West Orange College makes every effort to maintain close communication with its students. Students have access to faculty and administrative staff for vocational and academic advising. Students experiencing personal problems, which require professional counseling and is requested by the student, will be referred to the appropriate agencies.

Refresher Training

Graduates who desire refresher training may be admitted to retake a desired module within 1 year of graduation. The charge for such training is prorated to the total tuition of the program. Admittance is based on space availability. West Orange Collage is committed to providing the student with a variety of learning experiences both in the classroom and for study purposes.

Placement Services

Upon completion of a program, students are encouraged to take a seminar on how to obtain employment (offered through the placement office). This seminar is critical as it includes such topics as proper grooming, resume writing, successful interviewing techniques, mock interviews, and completing employment applications.

West Orange College Placement Assistance Department provides direct assistance as students near their completion date and beyond graduation. Delays in course completion may result in delaying employment assistance activity. **WEST ORANGE COLLEGE CANNOT AND DOES NOT GUARANTEE EMPLOYMENT.**

Disclosure and Retention of Education Records

Students have the right to inspect, review, and challenge information contained in their education records. Education records are defined as files, materials, and documents, which contain information directly, related to the student and are maintained by the College.

Student records are to be kept for up to 5 years, Transcripts will be available for students permanently. Students must submit a written request to the College for an official copy of the transcript.

Family Educational Rights And Privacy Act

The practices and procedures of West Orange College comply with the confidentiality and student record availability provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974 and the Buckley Amendment. Students, parents of minors, and guardians of —tax dependent students have the right to inspect and challenge the information contained within the records for these students. Confidentiality of student and staff's records is strictly protected.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. The College complies with Title IX of the 1972 Education Amendments, Equal Opportunity Act of 1972 (Title VII of the Civil Rights Act of 1964), Section 504, Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1993. Student information is not available to anyone without (a) a written request/release from the student, (b) a court order, or (c) meeting accreditation or government agency requirements.

Copyrighted Material

Effective August 14, 2008, the HEOA adds a new requirement to section 487 of the Program Participation Agreement under which an institution must certify that it develops plans to effectively combat the unauthorized distribution of copyrighted material including through the use of a variety of technology-based deterrents. This College and in compliance with HEOA, subparagraph (p) to section 485 (a) (1) will impose disciplinary actions to the students and employees to the extent allowed by federal laws, who are engage in authorized distribution of copyrighted materials using the institution's information technology system; without unduly interfering with the educational and research use of network.

Complaint Policy And Procedure

Students are encouraged, at all times, to verbally communicate their concerns to the members of the faculty, to the Director of Admissions, to the Registrar, and to the College Director for amicable solutions. Otherwise, the student must follow the procedure as follows:

The complaint must be submitted in writing to the College Director within 48 hours of the incident. The College Director will verify that the student has made a verbal attempt to resolve the concern with the instructor or other staff members.

If the student has followed the above step, the College Director will call a Grievance Committee hearing within 72 hours of receipt of the report. All documentations must be submitted with the report, which is to be signed and dated by the student. The College Director or his designee will chair the committee meeting, which will include representatives from the following departments:

- a. Education Department
- b. Admissions Department
- c. Student Services

All persons involved with the incident must be present at the time of the hearing. The committee will then meet to review the information and evidence presented and to vote on a decision. The decision of the committee will be communicated immediately. If the decision is unacceptable to the student, the student must within 24 hours of the hearing, send copies of all documents and a cover letter explaining why the decision is unacceptable. All complaint decision appeals will be resolved within 30 days from the receipt date of the incident report.

Unresolved complaints may be directed to the:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
Phone: (916) 431-6959 Fax: (916) 263-1897 Website: www.bppe.ca.gov

Each prospective student receives a Catalog prior to enrollment. Students are individually responsible for knowledge of all College regulations (i.e., student conduct, attendance, make-up work, termination, etc.) that are published in this Catalog, or communicated by the Administration through written notices. Students should be aware that the criteria for admission and/or graduation may differ depending upon the individual program; some programs demand more stringent requirements than others.

West Orange College, through appropriate action, reserves the right to change any provision or requirement at any time within the student's term of training. The provisions of this publication do, however, supersede any previously stated provisions either written or oral.

Suspension and Dismissal

West Coast College reserves the right to suspend or dismiss any student whose attendance, professional conduct, or academic performance which does not meet the College's standards and/or who fails to abide by the rules and regulations. Any student who has been suspended or dismissed may appeal the action by following the student appeal procedures outlined in this catalog.

Students who do not meet the minimum requirements for satisfactory academic progress or satisfactory attendance will be placed on probation. If during the next sixty (60) days following being placed on probation status, the student achieves a minimum cumulative grade point average of C or better when under academic probation, or maintains a cumulative attendance of 70% or better when under attendance probation, the student will be removed from probationary status. Continued unsatisfactory progress or attendance during the probationary period will result in suspension or dismissal/termination.

West Orange College reserves the right to dismiss any student who is not meeting satisfactory academic progress or whose attendance, academic grades, financial standing, or personal behavior does not comply with the College standards, regulations, and rules. Students who have been dismissed or terminated can submit an appeal in writing and the mitigating circumstances must be well documented. The student can present his or her arguments before the Review Board. The Complaint Policy and Procedures shall be observed.

Student Conduct

An important part of the training at West Orange College includes the development of professional conduct. Students are expected to conduct themselves in a business-like manner. Normal standards of professional attire apply to all students and unconventional clothing cannot be permitted at the institute.

Grounds for Disciplinary Action

1. Unsatisfactory Academic performance.
2. Unsatisfactory Attendance.
3. Unprofessional conduct that reflects unfavorably upon the Collrhr and/or its students.
4. Use of Drugs, Narcotics, Alcohol (or under the influence), Gambling, Profanity.
5. Inappropriate professional clothing worn during training.
6. Failure to abide by the Rules and Regulations of the College.
7. Failure to pay tuition (or any other charges) when due.
8. Breach of College enrollment agreement.
9. Cheating.
10. Falsifying College records.
11. Carrying a concealed or potentially dangerous weapon.
12. Disorderly conduct, which interferes with the learning process of any other student, instructor, or the general progress of the class.
13. Instigation and/or participation in rebellious activities against the College and/or its student(s).
14. Solicitation, which reflects unfavorably upon the College and/or its students.
15. Vandalism of College property.
16. Any form of gang related activity including but not limited to: flashing of gang signs, wearing of gang colors/attire, etc.
17. Fighting (physical or verbal)
18. Verbal confrontation with any employee and or student

Disciplinary action may include, but not limited to, a verbal or written warning, probation, suspension, or dismissal.

A student dismissed for unsatisfactory or unprofessional conduct may request re-admittance into his or her program by following the procedure set forth under reinstatement as noted in this catalog

Policy on Student Rights

The Student's Rights Policy concerning enrollment states:

"You may cancel your contract for enrollment agreement and obtain a refund of charges paid through attendance at the first class session or the seventh day after enrollment, whichever is later as described in the Notice of Cancellation form that will be given to you prior to the first day of class. 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 the institute for a sample copy.

"After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken.

Your refund rights are described in the contract. If you have lost your contract, ask the Institute for a description of the refund policy.

"If the Institute closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and telephone number printed below for information.

"If you have a complaint, questions, or problems that you cannot work out with the College, write or call the:

Bureau for Private Postsecondary Education (BPPE) :

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833.

Telephone. 916. 431-6959 Fax 916. 263-1897. Toll Free: (888) 370-7589

"Prior to signing your enrollment agreement, you must be given a catalog or brochure and a School performance Fact Sheet, which you are encouraged to review prior to signing the agreement. These documents contain important policies performance data for this institute. The Institute is required to have you sign and date the information included in the School performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing the agreement

Controlled Substance, Alcohol and Drug Abuse Policy

All students and employees are informed that the unlawful manufacture, distribution, dispersion, possession, or use of a controlled substance or alcohol within the premises of the College is strictly prohibited. Employees and students violating this rule will be subject to immediate termination of employment or College program.

The following are local and national agencies that provide assistance to employees, students, and their families:

Drug Information Hot Lines:

National College on Drug Abuse (800) 662-HELP

(800) 843-4971

National Clearinghouse for Drug Information (800) 729-6686

As stated above, students and employees are subject to termination for violation of this College rule. In addition, persons distributing drugs to employees or students will be referred to the authorities and charges of drug distribution will be pressed by the College. Each student is required to read and sign a statement concerning this policy.

Penalty for possession and/or use of controlled substances and alcohol abuse vary with specific jurisdictions and are at the discretion of the judge in specific cases. For first time convictions of the use of a controlled substance or alcohol abuse, offenders will be referred to a rehabilitation/education program.

76215. STUDENT TUITION RECOVERY FUND DISCLOSURES

(a) "You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student who is a California resident, or are enrolled in a resident program, and prepaid all or part of your 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 programs 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 assessment, if either of the following 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."

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

You may be eligible for STRF if you are a California resident or are enrolled in a residency program prepaid tuition, paid the 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 a third party for license fees or any other purpose, 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 a 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 this 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."

Note: Authority Cited: Section 94803, 94877 and 94923, Educational Code. Reference: Section 94923, Education Code.

Cancellation, Withdrawal and Refund Rights

You have the right to cancel this enrollment agreement for and obtain a refund of charges **paid through attendance at the first class session, or the seventh day after enrollment, whichever is later for educational service**, any equipment or other goods and services. Business day means a day on which you were scheduled to attend a class. Cancellation occurs when you give written notice of cancellation at School address shown on the front page of this Catalog or as noted on the Enrollment Agreement. You can do this by mail, in person, by FAX or telegram. The notice of cancellation, if mailed, is effective when deposited in the mail, properly addressed with postage prepaid. This notice need not take any particular form; it needs only to state you wish to cancel the agreement. You will be given two notices of cancellation forms on the first day of class. If you cancel your enrollment, the School will refund any money that you paid within 30 days after your notice is received.

If School has given you any equipment, you shall return it to School within 30 days following the date of your notice of cancellation or withdrawal. If you fail to return this equipment in good condition within the 30-day period, School may retain that portion of payment paid by you up to a lesser amount of the documented cost or the pro rata portion (to 60% of course completion, after 60%, the documented cost), and deduct the amount from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.

You have the right to withdraw from School at any time. If you withdraw from the course of instruction after the cancellation period as in Par 1, School will remit a refund less a registration fee, not to exceed the lesser amount of 5% of the total costs or \$75.00 within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and unreturned equipment. The refund shall be the amount you paid for instruction multiplied by fraction. The numerator of which is the number of hours of instruction, which you have not received, but for which you have paid, the denominator of which is the total number of hours of instruction for which you have paid. If you obtain books, uniform(s) and/or equipment, as specifically noted in this catalog and/or on your Enrollment Agreement, and return it in good condition within 30 days following the date of your withdrawal, the school shall refund the amount paid by you for equipment. If you fail to return equipment in good condition, within 30 days, School may retain lesser amount of a pro rata portion as described below (up to 60% of course completion) or the documented cost of the listed equipment. (For 2nd term or reenrolled students, "the documented cost"). You are liable for the amount, if any, by which (the pro rata or documented cost) for equipment exceeds the refund amount. If the amount you have paid is more than the amount that you owe, then a refund will be made within 30 days of withdrawal. If the amount that you owe is more than the amount that you paid, then you will have to make arrangements to pay the balance.

HYPOTHETICAL REFUND EXAMPLE

Assume you, upon enrollment in a 400-hour course, pay \$2,000 for tuition, \$ 75.00 for registration, and \$150 (fair market value) for equipment and withdraw after completing 100 hours (25%) without returning the equipment you obtained.

$\$2100$ ($\$2,000$ Tuition + $\$ 75.00$ Registration Fee) Amount Paid - $\$75.00$ Registration Fee Retained by the School, X (.75) or 300 Hours of Instruction Paid for & Not Received (Divided by) - 400 Hours of Instruction for which you have paid = $\$1,518.75$ Actual Refund Amount.

If you return the equipment in good condition within 30 days following withdrawal, School shall refund the charge for the equipment as described above. The actual refund amount would then be $(\$1518.75 + \$150) = \$1668.75$.

For programs over 12 months, if you withdraw prior to the next 12-month period, all charges collected for the next period will be refunded.

For the purpose of determining the amount you owe, you shall be deemed to have withdrawn from the course when any of the following occurs:

- (a) You notify School of your withdrawal or the actual date of withdrawal;
- (b) School terminates your enrollment;
- (c) You fail to attend classes for a three-week period (21 school days);
- (d) You fail to return from a leave of absence.

In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan. Any remaining refund amount will first be used to repay any student financial aid programs from which you received benefits, to the extent of benefits received. Any remaining amount will be paid to you.

ACADEMIC PROGRAMS

CLERK / GENERAL OFFICE

PROGRAM DESCRIPTION:

This **28.0 Semester Credit Hour (420 Clock Hour)** 14 Week Clerk / General Office Program is designed to prepare graduates to process information with word processing using software such as Microsoft Word, Excel, PowerPoint and other applications necessary for successful skills in business.

EDUCATIONAL OBJECTIVES:

The primary objective of this program is to offer students the essentials of word processing on IBM computers. Because the two most widely used word processing software are Microsoft Word and Excel, students will learn to operate these processing software. Graduates will be well equipped to be employed as entry level positions requiring word processing knowledge. The student will also learn general office procedures, including improving communication skills and business mathematics.

OCCUPATIONAL OBJECTIVES:

The program, upon successful completion of all the required subjects will be familiar with skills used in entry-level Office skills, as an Administrative Assistant, Receptionist, Secretary, Service representative.

A COMPLETION CERTIFICATE IS AWARDED THE STUDENT FOR THIS PROGRAM

***EQUIPMENT USED IN THIS COURSE WOULD BE A COMPUTER, PRINTER, SOFTWARE
"WINDOWS 2010"**

****MAXIMUM NUMBER OF STUDENTS IN A CLASSROOM AND LABORATORY IS 1
INSTRUCTOR TO 20 STUDENTS.**

CLERK / GENERAL OFFICE PROGRAM

420 HOURS / 14 WEEK 28.0 SEMESTER CREDIT HOURS

| Module No | Module Description | Hours | Semester Credit Hours |
|-----------|--|-------|-----------------------------|
| | COMPUTER FUNDAMENTALS | | |
| GOC 101 | Introduction to Computers | 30 | 2.0 |
| GOC102 | Basic Typing and Keyboarding | 30 | 2.0 |
| GOC103 | Word Processing I | 60 | 4.0 |
| GOC 104 | Word Processing II | 60 | 4.0 |
| | COMMUNICATION AND CALCULATION SKILLS | | |
| GOC 105 | Business English | 60 | 4.0 |
| GOC 106 | Business Mathematics | 30 | 2.0 |
| | OFFICE MANAGEMENT SKILLS | | |
| GOC 107 | Advanced Typing and Keyboarding | 60 | 4.0 |
| GOC 108 | Business Correspondence | 30 | 2.0 |
| GOC 109 | Office Procedures | 30 | 2.0 |
| | EMPLOYMENT PREPARATION | | |
| GOC 110 | Employment Preparation - Resume writing, Interviewing skills, Communication skills and dress for success | 30 | 2.0 |
| | TOTALS | 420 | 28.0 |

GOC 101: Introduction to Computers

This module is designed to provide the student with an understanding of the basic functions of the computer and the possibilities that abound as they experience the end result of letters, reports, data base functions that are available.

GOC 102: Basic Typing and Keyboarding

This module is designed to provide the student with an understanding of the basic keyboard functions and build on their typing speed. The student is prepared with the computer terminology and the operating systems.

GOC 103: A Word Processing I

This module is designed to provide the student with a general knowledge of how to use the software Windows, word, Excel, PowerPoint, and the Internet.

GOC 104: Word Processing II

This module provides the student with an understanding of how to use the processing software to develop letters, forms, reports, and use the save, delete, spell check, format texts/documents, merge documents and print functions to complete projects.

GOC 105: Business English

This module is designed to provide the student with an understanding of the use of business English and format and composition of letters, responses, memos and acceptable grammar and punctuation needed to perform business communications.

GOC 106: Business Mathematics

This module is designed to provide the student with an understanding of how to use the functions of whole numbers, fractions, and decimals. The student will solve mathematical problems related to business and practical day to day activities. The review of percentages used in bank reconciliation, payroll, discounts and interest will be covered. The student will practice the 10-key on the computer as an integral function.

GOC 107: Advanced Typing and Keyboarding

This module the student will become proficient with the functions of word processing by creating , and editing documents, formatting texts and documents, merging documents, creating and editing tables and columns.

GOC 108: Business Correspondence

This module is designed to have the student use the business English and Mathematic module of this course in designing correspondence in a business format with a variety of subject as a project.

GOC 109: Office Procedures

This module is designed to expose the student to the etiquette and responsibilities expected of an employee to continue employment as part of the Administrative team. The little extras that make you stand above the next employee who does not want to take that extra step, and how to get ahead in your new career. And what customers and employers expect with customer service representation for business.

GOC 110: Employment Preparation

This module is designed to provide the student with preparation for actual employment that includes the assessment of skills, application of human relations, attitudes, appearance. Job search, resume preparation, and interviewing techniques will also be covered. Employment tests and salary negotiations will be discussed. Students will be prepared to accept or reject a job offer and to adjust to a new career.

COMPUTERIZED ACCOUNTING CLERK

PROGRAM DESCRIPTION:

This **38.0 Semester Credit Hour (570 Clock Hour)** 19 Week Computerized Accounting Clerk Program is designed to prepare graduates to process information with word processing using software such as Microsoft Word, Excel, PowerPoint and other applications necessary for successful skills in business.

EDUCATIONAL OBJECTIVES

The primary objective of this program is to offer students the essentials of word processing on IBM computers. Because the two most widely used word processing software are Microsoft Word and Excel, students will learn to operate these processing software. Graduates will be well equipped to be employed as entry level positions requiring word processing knowledge. The student will also learn general office procedures, including improving communication skills and business mathematics.

OCCUPATIONAL OBJECTIVES:

The program, upon successful completion of all required subjects will be familiar with skills used in entry-level Office skills, as an Administrative Assistant, Receptionist, Secretary, Service representative.

A COMPLETION CERTIFICATE IS AWARDED THE STUDENT FOR THIS PROGRAM

***EQUIPMENT USED IN THIS COURSE WOULD BE A COMPUTER, PRINTER, SOFTWARE
"WINDOWS 2010"**

****MAXIMUM NUMBER OF STUDENTS IN A CLASSROOM AND LABORATORY IS 1 INSTRUCTOR
TO 20 STUDENTS.**

COMPUTERIZED ACCOUNTING CLERK

570 HOURS / 19 WEEK 38.0 SEMESTER CREDIT HOURS

| Module No | Module Description | Hours | Semester Credit Hours |
|-----------|---|-------|-----------------------------|
| | COMPUTER FUNDAMENTALS | | |
| CAC 101 | Introduction to Computers | 30 | 2.0 |
| GAC102 | Basic Typing and Keyboarding | 30 | 2.0 |
| GAC103 | Word Processing I | 60 | 4.0 |
| GAC 104 | Word Processing II | 60 | 4.0 |
| | COMMUNICATION AND CALCULATION SKILLS | | |
| GAC 105 | Business English | 60 | 4.0 |
| GAC 106 | Business Mathematics | 30 | 2.0 |
| | ACCOUNTING FUNDAMENTALS | | |
| GAC 107 | Accounting Principles I | 60 | 4.0 |
| GAC 108 | Spreadsheet Management | 30 | 2.0 |
| GAC 109 | Advanced Spreadsheet Management | 30 | 2.0 |
| GAC 110 | Computerized Accounting I | 60 | 4.2 |
| GAC 111 | Accounting Principles II | 60 | 4.0 |
| CAC 112 | Computerized Accounting II | 30 | 2.0 |
| | EMPLOYMENT PREPARATION | | |
| CAC 113 | Employment Preparation | 30 | 2.0 |
| | TOTALS | 570 | 38.0 |

CAC 101: Introduction to Computers

This module is designed to provide the student with an understanding of the basic functions of the computer and the possibilities that abound as they experience the end result of letters, reports, data base functions that are available.

CAC 102: Basic Typing and Keyboarding

This module is designed to provide the student with an understanding of the basic keyboard functions and build on their typing speed. The student is prepared with the computer terminology and the operating systems.

CAC 103: A Word Processing I

This module is designed to provide the student with a general knowledge of how to use the software Windows, word, Excel, PowerPoint, and the Internet.

CAC 104: Word Processing II

This module provides the student with an understanding of how to use the processing software to develop letters, forms, reports, and use the save, delete, spell check, format texts/documents, merge documents and print functions to complete projects.

CAC 105: Business English

This module is designed to provide the student with an understanding of the use of business English and format and composition of letters, responses, memos and acceptable grammar and punctuation needed to perform business communications.

CAC 106: Business Mathematics

This module is designed to provide the student with an understanding of how to use the functions of whole numbers, fractions, and decimals. The student will solve mathematical problems related to business and practical day to day activities. The review of percentages used in bank reconciliation, payroll, discounts and interest will be covered. The student will practice the 10-key on the computer as an integral function.

CAC 107: Accounting Principles

This module the student will be introduced to general accounting terminology and systems of accounting. The basic accounting procedures that are taught in this module, will be journal transactions, posting to the general ledger, bank reconciliations, calculating time sheets.

CAC 108: Spreadsheet Management

This class prepares students to learn the most powerful spreadsheet software used in the industry today--Excel. These programs are used for reporting and decision making within organizations. Both programs will be presented to the students in simple 1-2-3 steps. One of the most important features of spreadsheet application software is its capability to handle what-if questions. Graphs (charts) and worksheet enhancements will be stressed. This module is designed to have the student use the business English and Mathematic module of this course in designing correspondence in a business format with a variety of subject as a project.

CAC 109: Advanced Spreadsheet Management

This module is designed to expose the student to the etiquette and responsibilities expected of an employee to continue employment as part of the Administrative team. The little extras that make you stand above the next employee who does not want to take that extra step, and how to get ahead in your new career. And what customers and employers expect with customer service representation for business.

CAC 110 Advanced Spreadsheet Management

Computer-Aided Accounting will follow Windows standards to open menu, select icons, and commands to perform various tasks. Students will perform practical, hands-on exercises using the accounting software, QuickBooks Pro. Exercises will include planning the accounting systems, periods, charts, aging, forms, reports, and payroll. Students will work extensively on Accounts Receivable, Accounts Payable, Journals, Payroll, and Financial Statements.

CAC 112: Employment Preparation

This module is designed to provide the student with preparation for actual employment that includes the assessment of skills, application of human relations, attitudes, appearance. Job search, resume preparation, and interviewing techniques will also be covered. Employment tests and salary negotiations will be discussed. Students will be prepared to accept or reject a job offer and to adjust to a new career.

ENGLISH AS A SECOND LANGUAGE PROGRAM (BEGINNING)

PROGRAM DESCRIPTION:

This 30.0 **Semester Credit Hour (450 Clock Hour)** 18 Week course is designed for students whose primary language is other than English. This course will provide non-English speaking or limited English proficient students with effective communication skills in English on a beginning basis.

EDUCATIONAL OBJECTIVES

The primary objective of this program is to offer students the beginning skills in English language in the areas of listening, speaking, reading and writing skills. This beginning course also will cover the values, customs, social skills and general aspects used in the United States.

OCCUPATIONAL OBJECTIVES:

This program, upon successful completion of the required subjects will be familiar with skills used to master beginning English and prepare the student to continue with satisfactory placement scores to the next phase of English as a second language, Intermediate English as a second language program.

COMPLETION CERTIFICATE IS AWARDED THE STUDENT FOR THIS PROGRAM

LAB IS INCLUDED IN LECTURE HOURS

***EQUIPMENT USED IN THIS COURSE WOULD BE A COMPUTER, PRINTER, SOFTWARE "WINDOWS 2010" AND VIDEO /CD EXPOSURE TO MOVIES, DOCUMENTARY FILMS AND EXAMPLES OF FAMILY LIFE AND EXPERIENCES IN UNITED STATES CULTURE.**

A communicative course in English uses audio and visual learning process to establish the foundation of each of the ESL Level modules. A lab is required with classroom activities both at the conversational and writing level. The lab assists each course level with weekly homework assignments and quiz preparations that are evaluated per the learning skills taught in the ESL beginning course.

There are no prerequisites required for level 1, however the student is required to take a placement test. General education requirements are not assessed or required, since language learning is the primary focus for the English as a Second Language Program level 1 (ESL).

****MAXIMUM NUMBER OF STUDENTS IN A CLASSROOM AND LABORATORY IS 1 INSTRUCTOR TO 20 STUDENTS.**

ENGLISH AS A SECOND LANGUAGE PROGRAM (BEGINNING)

450 HOURS / 19 WEEK 30.0 SEMESTER CREDIT HOURS

| Module No | Module Description | Hours | Semester Credit Hours |
|-----------|---|-------|-----------------------------|
| | VOCABULARY FOUND IN DISCUSSIONS PERTAINING TO: | | |
| ESL 101 | Beginning Names, Occupations | 50 | 3.33 |
| ESL102 | Beginning relationships | 50 | 3.33 |
| ESL103 | Beginning directions and Transportation | 25 | 1.67 |
| ESL104 | Beginning People, Events and Times | 50 | 3.33 |
| ESL105 | Beginning Clothes, Home and Work | 50 | 3.33 |
| ESL106 | Beginning Activities, Weather and ongoing Activities | 25 | 1.67 |
| ESL107 | Beginning Food, Restaurants and etiquette | 50 | 3.33 |
| ESL108 | Beginning appearance and Health | 50 | 3.33 |
| ESL109 | Beginning cultural exposure | 50 | 3.33 |
| | USING CORRECT GRAMMAR IN CONTEXT OF DISCUSSIONS | | |
| ESL110 | Past, present and future grammar | 50 | 3.33 |
| | TOTALS | 450 | 30.0 |

ENGLISH AS A SECOND LANGUAGE PROGRAM (INTERMEDIATE

PROGRAM DESCRIPTION:

This 30.0 Semester Credit Hour (450 Clock Hour) 18 Week course is a continuation of Basic ESL and develops intermediate-level English skills in listening, speaking, reading, and writing. Activities emphasize oral and written communication as they apply to interpersonal communication and academic areas.

EDUCATIONAL OBJECTIVES:

The primary objective of this program is to offer students the intermediate skills in English language in the areas of listening, speaking, reading and writing skills. This intermediate course also will continue to cover the reading, writing and oral communications of the English language.

OCCUPATIONAL OBJECTIVES:

The program, upon successful completion of the required subjects will continue to familiarize the student with intermediate skills used to continue intermediate English and continue the skills to satisfactory placement scores in the next phase of English as a second language to the Advanced English as a second language program.

COMPLETION CERTIFICATE IS AWARDED THE STUDENT FOR THIS PROGRAM

LAB IS INCLUDED IN LECTURE HOURS

***EQUIPMENT USED IN THIS COURSE WOULD BE A COMPUTER, PRINTER, SOFTWARE "WINDOWS 2010"AND VIDEO /CD EXPOSURE TO MOVIES, DOCUMENTARY FILMS AND EXAMPLES OF FAMILY LIFE AND EXPERIENCES IN UNITED STATES CULTURE.**

A communicative course in English uses audio and visual learning process to establish the foundation of each of the ESL Level modules. A lab is required with classroom activities both at the conversational and writing level. The lab assists each course level with weekly homework assignments and quiz preparations that are evaluated per the learning skills taught in the ESL beginning course.

There is a placement test given to the student to enter the Intermediate English as a second language course. This Intermediate level of English-as-a-second language is designed to provide non-native English speaking students with intermediate language skills necessary to become confident in a more advanced level of vocabulary, conversation strategies, grammar, listening, reading and writing the English language.

****MAXIMUM NUMBER OF STUDENTS IN A CLASSROOM AND LABORATORY IS 1 INSTRUCTOR TO 20 STUDENTS.**

ENGLISH AS A SECOND LANGUAGE PROGRAM (INTERMEDIATE)

450 HOURS / 19 WEEK 30.0 SEMESTER CREDIT HOURS

| Module No | Module Description | Hours | Semester Credit Hours |
|-----------|---|-------|-----------------------------|
| | VOCABULARY FOUND IN DISCUSSIONS PERTAINING TO: | | |
| ESL 201 | Intermediate listening skills | 50 | 3.33 |
| ESL202 | Intermediate speaking skills | 50 | 3.33 |
| ESL203 | Intermediate reading skills | 25 | 1.67 |
| ESL204 | Intermediate writing skills | 50 | 3.33 |
| ESL205 | Intermediate oral communication skills | 50 | 3.33 |
| ESL206 | Intermediate conversations | 25 | 1.67 |
| ESL207 | Discussing current events, everyday life and interviews | 50 | 3.33 |
| | USING CORRECT GRAMMAR IN CONTEXT OF DISCUSSIONS | | |
| ESL208 | Sentence level grammar, effective vocabulary choices | 50 | 3.33 |
| ESL 209 | Using Word and sentence stress | 50 | 3.33 |
| ESL210 | Sentence level Past, present and future grammar | 50 | 3.33 |
| | TOTALS | 450 | 30.0 |

ENGLISH AS A SECOND LANGUAGE PROGRAM (ADVANCED)

PROGRAM DESCRIPTION:

This 30.0 Semester Credit Hour (450 Clock Hour) 18 Week course is designed to help students develop high intermediate to low advanced oral fluency and accuracy. The core program emphasizes listening, speaking and reading and also continues with the writing and grammar skills on a more advanced level. The modules focus on specialized language skills and cultural content.

EDUCATIONAL OBJECTIVES:

The primary objective of this program is to offer students the advanced skills in English language in the areas of listening, speaking, reading and writing skills. This advanced course also will continue to cover the reading, writing and oral communications of the English language.

OCCUPATIONAL OBJECTIVES:

The program, upon successful completion of the required subjects will continue to familiarize the student with advanced skills used to progress to a higher level of the English language.

COMPLETION CERTIFICATE IS AWARDED THE STUDENT FOR THIS PROGRAM

LAB IS INCLUDED IN LECTURE HOURS

***EQUIPMENT USED IN THIS COURSE WOULD BE A COMPUTER, PRINTER, SOFTWARE "WINDOWS 2010" AND VIDEO /CD EXPOSURE TO MOVIES, DOCUMENTARY FILMS AND EXAMPLES OF FAMILY LIFE AND EXPERIENCES IN UNITED STATES CULTURE.**

A communicative course in English uses audio and visual learning process to establish the foundation of each of the ESL Level modules. A lab is required with classroom activities both at the conversational and writing level. The lab assists each course level with weekly homework assignments and quiz preparations that are evaluated per the learning skills taught in the ESL beginning course.

There is a placement test given to the student to enter the advanced English as a second language course. This advanced level of English-as-a-second language is designed to provide non-native English speaking students with advanced language skills necessary to use the advanced skills with vocabulary, conversation strategies, grammar, listening, reading and writing of the English language.

****MAXIMUM NUMBER OF STUDENTS IN A CLASSROOM AND LABORATORY IS 1 INSTRUCTOR TO 20 STUDENTS.**

ENGLISH AS A SECOND LANGUAGE PROGRAM (ADVANCED)

450 HOURS / 19 WEEK 30.0 SEMESTER CREDIT HOURS

| Module No | Module Description | Hours | Semester Credit Hours |
|-----------|--|-------|-----------------------------|
| | VOCABULARY FOUND IN DISCUSSIONS PERTAINING TO: | | |
| ESL 301 | Advanced listening skills | 50 | 3.33 |
| ESL302 | Advanced speaking skills | 50 | 3.33 |
| ESL303 | Advanced Reading Skills | 25 | 1.67 |
| ESL304 | Advanced writing skills | 50 | 3.33 |
| ESL305 | Advanced oral communication skills | 50 | 3.33 |
| ESL 306 | Advanced Conversations | 25 | 1.67 |
| ESL307 | Fluency and accuracy in speaking, writing and reading English | 50 | 3.33 |
| | USING CORRECT GRAMMAR IN CONTEXT OF DISCUSSIONS | | |
| ESL308 | Developing English pronunciation includes vowel and consonant sounds, working on improving the speech and focus on accent modification | 50 | 3.33 |
| ESL 309 | Word and sentence stress, rhythm and intonation patterns, Using Word and sentence stress | 50 | 3.33 |
| ESL310 | Academic Vocabulary , Writing and Reading skills | 50 | 3.33 |
| | TOTALS | 450 | 30.0 |

SCHEDULE OF TUITION AND FEES

| Name of Program | Clock Hours | Registration Fee (non-refundable) | Tuition & Textbook Fee | Total Cost |
|-------------------------------|-------------|--------------------------------------|------------------------|------------|
| General Office Clerk | 420 | \$100.00 | \$4875.00 | \$4975.00 |
| Computerized Accounting Clerk | 570 | \$100.00 | \$6075.00 | \$6175.00 |
| ESL - Beginning | 450 | \$100.00 | \$4275.00 | \$4375.00 |
| ESL-Intermediate | 450 | \$100.00 | \$4275.00 | \$4375.00 |
| ESL-Advanced | 450 | \$100.00 | \$4275.00 | \$4375.00 |

REFUND TABLE

| Name of Program | Number of Clock Hours | Tuition Fee | 10% | 25% | 50% | 60% |
|-------------------------------|-----------------------|-------------|-----------|-----------|-----------|-----------|
| General Office Clerk | 420 | \$ 4800.00 | \$ 480.00 | \$1200.00 | \$2400.00 | \$2880.00 |
| Computerized Accounting Clerk | 570 | \$ 6000.00 | \$600.00 | \$1500.00 | \$3000.00 | \$3600.00 |
| ESL-Beginning | 450 | \$ 4200.00 | \$420.00 | \$1050.00 | \$2100.00 | \$2520.00 |
| ESL-Intermediate | 450 | \$ 4200.00 | \$420.00 | \$1050.00 | \$2100.00 | \$2520.00 |
| ESL-Advanced | 450 | \$ 4200.00 | \$420.00 | \$1050.00 | \$2100.00 | \$2520.00 |

Methods Of Payment

Students may pay for tuition using the following: Cash, Check, The college does not offer financial aid programs.

Tuition Assistance

The College charges tuition by program. All tuition costs are due and payable at the first day of class unless other arrangements are made in advance. All nonimmigrant alien students will pay the tuition on orientation to the program and the visa has been issued to enroll in the program. THE COLLEGE DOES NOT OFFER SCHOLARSHIP PROGRAMS.