

LOS ANGELES PACIFIC COLLEGE

General Catalog | 2011 - 2012



3350 WILSHIRE BLVD SUITE 460, LOS ANGELES, CA 90010

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I APPROVAL STATEMENT

DISCLOSURE

Los Angeles Pacific College (LAPC), 3350 Wilshire Blvd. Suite 460, Los Angeles, CA 90010, was incorporated in 1993. As of 2004, the institution has been changed to an S Corporation and operates under the legal name, Los Angeles Pacific College (LAPC). Los Angeles Pacific College (LAPC) received temporary approval to operate as a degree-granting institution under the former Bureau for Private Postsecondary and Vocational Education (BPPVE) pursuant to Section 94900 of California Education Code. Please be advised that pursuant to California Educational Code 94802(c), our re-approval to operate has not yet been reviewed by the new Bureau for Private Postsecondary Education (BPPE). We offer the following programs that were granted temporary approval by the former BPPVE:

Degree Program

Accounting, Associate Occupational Studies [AOS]*	of	60 Semester Units
		1140 Clock Hours

Certificate Programs

Business General Program	24 Weeks	480 Clock Hours
Computerized Accounting	36 Weeks	720 Clock Hours
Computer Information Systems	24 Weeks	480 Clock Hours
Computer Graphic Design	24 Weeks	480 Clock Hours
English as a Second Language	36 Weeks*	720 Clock Hours

*Duration for ESL is based on 3 levels (out of 6 levels offered) only.

Instruction is in residence with facility occupancy level accommodating 100 students at one time.

California law requires that a student who successfully completes a course of study be awarded a diploma or certificate upon the successful completion of the training.

Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal, educational and occupational plans with school personnel prior to enrolling or signing an enrollment agreement. This school currently has available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by LAPC may be directed to the Bureau for Private Postsecondary Education

at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370- 7589 or by fax (916) 263-1897.

Prospective students are encouraged to review this catalog prior to signing an enrollment agreement. Prospective students are also encouraged to review the School Performance Fact Sheet, which shall be provided to them prior to signing an enrollment agreement.

All information in the content of this school catalog is current and correct and is so certified as true by Mary Yoon, President and Owner (100% shareholder).

II GENERAL INFORMATION

1| HISTORY

LAPC was founded in 1989 as a computer training school in Los Angeles, California. We were granted approval in March 2002 as a degree-granting institution from the California State Bureau for Private Postsecondary and Vocational Education (BPPVE). To expand the range of opportunities for conducting quality job training, we obtained federal authorization from the Immigration and Naturalization Service (INS)—now the U.S. Bureau of Citizenship and Immigration Services (USCIS)—to enroll foreign students in 1990. In 1992, we began to offer English as a Second Language courses to assist foreign students and new immigrants with their English language education. In March 2002 we began offering an Associate of Occupational Studies (AOS) degree in Accounting.

Taking into account the rapid advances in technology and demand for English language skills, LAPC continues to modify and improve our curriculum to meet the changing needs of potential students and employers.

Los Angeles Pacific College has received vendor approval from the following entities:

**South Bay Workforce Investment Board
California State Employment Training Panel**

2| INTRODUCTION

Los Angeles Pacific College strives to develop the professional potential of each of its students. Through its programs of study, students are prepared for employment in various fields including business data processing and computer information technology, or are prepared to continue their education at another institution. In addition, we aim to broaden students' horizons, resulting in career growth and job security.

3 | MISSION

The mission of LAPC is to provide quality education and technical training in order to enable students to obtain gainful employment in their chosen professional careers, or to provide a solid base from which they can pursue higher education.

4 | PHILOSOPHY

LAPC believes in providing students with opportunities to recognize their potential. By fostering their development of skills, LAPC prepares its students to meet the needs of American businesses and industries where they can benefit others as well as themselves.

LAPC is dedicated to serving the community and its students and strives to provide quality continuing education and training.

5 | OBJECTIVES

The objective of LAPC, shared by all members of the staff and faculty, is to assist students in obtaining employment, developing professional attitudes with self-confidence and discipline, developing interpersonal skills in preparation for pursuing their chosen professional careers, and providing a base from which they can pursue higher education.

We are dedicated to serving our students, continually strive to provide quality continuing education and training, and seek to provide well-trained students to the employing community. Awareness of our mission is spread throughout the community by our staff, faculty, and students. Because it is our mission to provide the community with the well-trained and qualified workforce that they expect, our faculty is comprised of working professionals who can bring their industry experience to the classroom, thereby enriching our students' training process.

LAPC administers training in technical skills for entry-level employment in fields related to computer information, accounting, bookkeeping, graphic design, and general office work, and at the same time, helps non-native students achieve the strong foundation in the English language required for transferring to various colleges and universities. In addition, LAPC assists new immigrants and non-English speaking adults in cultural and linguistic adaptation through our ESL courses.

6 | ACADEMIC CRITERIA

At Los Angeles Pacific College, all members of the faculty have practical as well as professional experience in their fields. The minimum education and experience requirements for our instructors are as follows:

Accounting (AOS)/Computerized Accounting (CAC)/Business General Program (BGP) courses:

- Minimum Bachelor's degree required
- Minimum 3 years of related teaching experience and/or demonstrated industry work experience required
- Master of Business Administration (MBA) or equivalent advanced degree in business, and/or designation as Certified Public Accountant (CPA) is preferred
- Possession of related teaching credential, license, or certificate preferred

English as a Second Language (ESL) courses:

- Minimum Bachelor's degree required
- Minimum 2 years of related teaching experience and/or demonstrated industry work experience required
- Major study in English, English Literature, Linguistics, Communications, or Education preferred
- Possession of related teaching credential, license, or certificate preferred
- Native English Speaker

Computer Information System (CIS) courses:

- Minimum Associate's degree required
- Minimum 2 years of related teaching experience and/or demonstrated industry work experience required
- Bachelor's degree preferred
- Possession of related teaching credential, license, or certificate preferred

Computer Graphic Design (CGD) courses:

- Minimum Associate's degree required
- Minimum 2 years of related teaching experience and/or demonstrated industry work experience required
- Bachelor's degree preferred
- Possession of related teaching credential, license, or certificate preferred

7 | FACILITIES & EQUIPMENT

LAPC is housed in a 4,717-square-foot facility in a commercial building at 3350 Wilshire Blvd., Suite 460, in Los Angeles, California. Unless otherwise stated, all class sessions shall be held at the aforementioned campus facility. The facility includes computer labs, classrooms, and administrative offices. Classrooms and labs are arranged in such a way as to create an atmosphere, which promotes an optimum learning experience for students. Classes employ modern equipment such as computers, printers and scanners, and various audio-visual aids including televisions, radios, VCRs, and portable audio systems to enhance the curriculum. The school has a small student lounge where students can interact with each other. There is parking available in the rear of the building and additional parking exists down the street from the school.

8| HANDICAPPED FACILITIES

LAPC provides certain facilities that are accessible to physically disabled students. Applicants with a physical disability are invited to visit the school to determine if the facilities meet their requirements.

9| LIBRARY AND RESOURCE FACILITIES

It is LAPC's goal to both provide and continually improve its library resources to support educational processes. Students are encouraged to supplement their course of study by utilizing the resources of the library. During the mandatory orientation week, or the first week of each semester, students are introduced to our library facilities as well as the learning resources available both on-site and off-site. Students are encouraged to attend our Study Skills workshop held at the library—scheduled dates and times are announced through the student bulletin board and class memoranda.

Library resources include various reference books, textbooks, and general literature and are available to the students, faculty, and staff of LAPC. Many types of periodicals are available through the Internet. The library is equipped with computers for Internet access, a shared printer, and tables and chairs. Computers are available to students for Internet searches, class-related work including word processing, and using class-related tutorial programs and resume-preparation software. Additional computers and printers are available in the computer labs, which are open to students after the lecture sessions—students are advised to utilize computer labs for working on class-related assignments or for additional lab practice on a sign-up, first-come, first-served basis.

Additionally, monthly or bimonthly publications from professional organizations such as the American Institute of Certified Public Accountants (AICPA), the California Society of CPAs (CalCPA), and the California Association for Private Postsecondary Schools (CAPPS) are available to students, faculty, and staff to keep them updated on the latest industry news and various topics of interest in their professional fields.

For additional learning resources off-site, students have access to the Pio Pico-Koreatown branch of the Los Angeles Public Library as well as the Central Library downtown. Both are just a few minutes from campus by public transportation.

10| HEALTH & SAFETY CONSIDERATIONS

It is the policy of LAPC to maintain a safe environment for its students and staff members, and as such has annual fire and safety inspections. Exit signs are posted prominently, and a first-aid kit is located in the office in a conspicuous place. Should greater medical attention be required, area

hospital emergency rooms are within quick reach by ambulance.

At this time, LAPC does not offer health insurance to our students; however, the Student Services Coordinator is designated as a resource for providing contact information for local insurance agencies and brokers. LAPC highly recommends that students purchase health insurance for the duration of their studies at LAPC, as students are fully responsible for their own medical expenses. The cost of health insurance will vary among insurance providers depending on the student's age, health conditions, and coverage needs.

For accidents, emergencies, and crimes involving students, any instructional or administrative staff on the scene or otherwise alerted are required to immediately contact building security, 911 or the City of Los Angeles Police Department. Please refer to the "Institutional Health and Safety Plan" for more information.

If any student is injured or becomes ill during the course of regular attendance (excluding off-campus hours, weekends, and vacation periods), and LAPC is duly notified, the Student Services Coordinator is responsible for contacting the student's parent/guardian and/or emergency contact person(s) documented in the student's file.

11| CLASS SCHEDULE & CALENDAR FOR THE SCHOOL YEAR

ESL/Computer Graphic Design Calendar

2012	Winter	Spring	Summer	Fall
Start/End	1/3-- 3/23	4/2-- 6/22	7/2-- 9/21	10/1-- 12/21
Midterm	2/10	5/11	8/10	11/9
Final	3/21&22	6/20&21	9/19&20	12/19&20
Session Break	3/26-- 3/30	6/25-- 6/29	9/24-- 9/28	12/24--31
Session Length	12 weeks	12 weeks	12 weeks	12 weeks

2013	Winter	Spring	Summer	Fall
Start/End	1/2-- 3/22	4/1-- 6/21	7/1-- 9/20	9/30-- 12/20
Midterm	2/11	5/13	8/12	11/11
Final	3/20&21	6/19&20	9/18&19	12/18&19
Session Break	3/25-- 3/29	6/4-- 6/28	9/23-- 9/27	12/23-- 12/31
Session Length	12 weeks	12 weeks	12 weeks	12 weeks

The Associate of Occupational Studies in Accounting program as well as the other certificate programs begin at the Academic Coordinator's discretion.

CLASS SESSIONS

LAPC offers morning, afternoon, and evening classes. The schedule is inclusive of lecture and lab sessions, and is as follows:

- Morning: 9:00 a.m. – 1:00 p.m., M-F
- Afternoon: 1:00 p.m. – 5:00 p.m., M-F
- Evening: 6:00 p.m. – 10:30 p.m., M-F

Classes in the English as a Second Language (ESL) Certificate Program are available as follows, inclusive of lecture and lab sessions:

- Morning: 9:00 a.m. to 1:00 p.m., M-F
- Afternoon: 1:30 p.m. to 5:30 p.m., M-F
- Evening: 6:00 p.m. to 10:30 p.m., M-F

CLASS SIZE

LAPC limits the size of its classes to maintain the educational quality of its instructional programs. Class size may vary from one subject area to another, and from laboratory to lecture. In general, a typical class sizes are 10 to 15 students.

Courses are held throughout the calendar year. In most cases, students may enroll in programs and begin their training at the beginning of any module. Specific schedules are available at the admissions office. All the course starting and completion dates are subject to change. Students will be duly notified.

Granting of Academic Credit

Prior to enrollment, students will be asked to list any previous education, training or experience in the area they wish to study. If it is considered current and can be demonstrated to a satisfactory proficiency level, appropriate credit may be allowed at the discretion of the school administration. Please refer to the Transfer Policy section of this catalog for additional guidelines for the degree program in Accounting.

HOURS OF OPERATION

- Office Hours: 8:30 a.m. to 10:30 p.m., M-F
- Instructional Hours*: 9:00 a.m. to 10:30 p.m., M-F
- *May vary based upon class schedule*

The following holidays are observed:

- New Year's Day
- Martin Luther King Jr.'s Birthday
- Presidents' Day
- Good Friday
- Memorial Day (Official Observance)
- Independence Day
- Labor Day

- Columbus Day
- Veterans Day
- Thanksgiving Day, Day after Thanksgiving
- Christmas Eve, Christmas Day
- (including Christmas week and New Year's week)

***Classes are not held during Christmas week and New Year's week; however, the school is open for students requiring assistance or desiring additional lab practice by prior arrangement.*

ENROLLMENT WINDOW

The English as a Second Language (ESL) program has an open enrollment window. The Computer Graphic Design (CGD), Computer Information Systems (CIS), and Computerized Accounting (CAC) programs admit new students at the start of each new course within the program. The Associate of Occupational Studies in Accounting (AOS) program must have at least ten students enrolled to start, or it can start at the Academic Coordinator's discretion.

If students enroll during a term and the class has been in session for ten school days or more, students are given the option of auditing the class (no credit given) for its duration, or taking the class when it starts again.

DROP AND WITHDRAWAL POLICY

The drop and withdrawal periods vary depending on the length of the course as described in the table below. Prorated refund schedule for drops can be found in section VI.

Course Duration	Drop without "W"	Withdrawal
4-6 weeks	Within 1 week (5 business days)	After 1 week (5 working days)
8 weeks	Within 2 weeks (10 business days)	After 2 weeks (10 business days)
12 weeks	Within 3 weeks (15 business days)	After 3 weeks (15 business days)
16 weeks	Within 4 weeks (20 business days)	After 4 weeks (20 business days)

Foreign students who must withdrawal under special circumstances (such as returning to home country, change of status, etc.), will be required by the Student Services to submit supporting documentation. Those students will be designated "withdrawal under special circumstances" in their records.

LANGUAGE OF INSTRUCTION

All instruction at LAPC will be conducted in English.

GENERAL TERMS

LAPC reserves the right to change or modify without prior notification the program content, equipment, staff, materials and organization as it deems necessary, with the approval of

the School's regulatory agencies. Such changes may be required to keep pace with technological advances and to improve teaching methods or procedures. In no event will any changes diminish the competency of any program or result in tuition changes. LAPC also reserves the right to cancel a scheduled course if registration is insufficient to make up a class. In that case, all monies paid will be refunded within 10 days.

III ADMISSION POLICIES

1 | ADMISSION REQUIREMENTS

Admission to LAPC requires an individual commitment to professional and educational goals and objectives.

Applicants must be at least 18 years of age, and are admitted as regular students under the following criteria:

The applicant must have a High School Diploma or its equivalent (GED, college transcript, college diploma, Notice of Intent to Transfer from last school attended, etc.), and pass an admissions test (Wonderlic Scholastic Level Exam) with no less than a score of 24.

Each applicant accepted for training will complete a request for transcript form that will be sent to their secondary institution or sign a statement that he/she has a high school diploma or the equivalent of a high school diploma (GED).

Since individual backgrounds vary greatly, applicants are assessed on a case-by-case basis. The Admissions Counselor meets with each applicant to determine whether the applicant possesses the necessary motivation and ability to benefit from the proposed program of study and to verify that all admissions requirements have been met.

In addition, there are other requirements for the following programs:

Accounting: Associate of Occupational Studies (AOS):

- (1) Score of 28 or higher on the SLE™ exam
- (2) Demonstrated desire to pursue a career in the accounting field
- (3) Personal Interview with the Academic Coordinator
- (4) International Students: Minimum TOEFL score of 450 or institutional English Placement Test

In addition to the above requirements, a foreign student applicant must have one of the following documents to meet his/her financial responsibility in the United States:

1. A bank balance statement (either issued in the foreign country or in the United States)

2. An affidavit of support signed by the applicant's financial supporter.

3. A letter of support signed by the applicant's family member which indicates that the supporter will be responsible for all financial obligations while the applicant stays in the United States.

On a case-by-case basis, applicants who are under 18 years of age may enroll with their legal guardian's permission. However, they may only take courses for personal development.

International students and cash-paying students who do not intend to pursuing a degree or certificate program may apply and enroll for individual classes, and fill out an enrollment agreement according to the number of classes they plan to take.

2 | ADMISSION PROCEDURES

The admissions process involves four steps:

1. Submission of application materials;
2. Personal interview with an Admissions Counselor;
3. Administration of any necessary placement tests;
4. Financial arrangements to meet the costs of tuition and related expenses.

Applicants are entitled to receive a Notice of Student Rights, Notice Concerning Transferability of Credits and Credentials Earned, two copies of the Notice of Cancellation, Completion and Placement data for the course to be taken, and a course syllabus when they sign the Enrollment Agreement.

Prospective students are welcome to take a tour of the college. They also have the opportunity to observe and attend classes of interest before enrollment, provided that prior arrangements have been made with the admissions office.

Applicants in foreign countries must submit a school application, proof of high school graduation, and a financial document showing his/her financial responsibility in the United States. A nonrefundable application-processing fee of \$150 is also required. Applicants will be notified of decisions on admissions individually by mail.

3 | NON-DISCRIMINATION POLICY

Los Angeles Pacific College does not discriminate in admissions, counseling, training, placement, employment, or any activity on the basis of race, color, gender, sexual orientation, age, national origin or heritage, religious, philosophical, or political tenets, nor upon any handicap or medical condition. All applicants are interviewed and evaluated on the basis of their ability to be trained in their intended field of study.

IV ACADEMIC POLICIES

1 | GRADING SYSTEM

LAPC grades students according to the following system:

<u>Grade</u>	<u>Percentile</u>	<u>Description</u>	<u>Grade Point</u>
A	90-100	Excellent	4.0
B	80-89	Good	3.0
C	70-79	Average	2.0
D	60-69	Below Average	1.0
F	0-59	Failing	0.0

Generally, a letter grade of “C” constitutes a minimum passing score or grade on all midterm exams, final exams, class assignments, and projects.

2 | SATISFACTORY ACADEMIC PROGRESS

Each instructor measures his/her students' performance. He/she selects the testing instruments appropriate to the curriculum, prepares them, and determines the frequency of measurement. Periodic quizzes, class work, and special assignments are given to students at the discretion of the instructors.

All students are expected to maintain a satisfactory level of academic progress while enrolled at LAPC. These standards of satisfactory academic progress have been established following guidelines adopted by the U.S. Department of Education. In order to maintain satisfactory academic progress as established by LAPC, a student must:

- (a) Maintain a minimum average grade of C (2.0 GPA on a 4.0 scale)
- (b) Complete his or her program of study within a maximum time frame of no longer than 150% of the published length of the educational program measured in credit hours attempted. Periods during which the student has formally requested and received a leave of absence or has officially withdrawn from this institution will not be considered in calculating the attendance rate or maximum time frame. The maximum time frame and projected completion dates are calculated at the midpoint of each course.
- (c) Successfully complete at least 80% of the attempted hours at the end of each course, in order to complete the educational objective within the maximum time frame.
- (d) **Leave of Absence:** The maximum term for “Leave of Absence” is 60 days. Leave of Absence is only granted to students with satisfactory academic

attendance and only for extenuating circumstances. Extension beyond the maximum term is only granted with additional written documentation of a medical condition. Please be advised that class and session arrangements upon returning from the Leave of Absence may vary depending on the current class schedule; therefore, taking a Leave of Absence is at the discretion of the student.

- (e) For purposes of determining satisfactory academic progress, each course is divided into evaluation periods. Students receive a letter grade based on the institution's grading system.
- (f) Satisfactory academic progress standards are consistently applied to all students within categories of students, e.g., full-time, part-time, and other programs established by the institution.
- (g) Students who withdraw from the institution will be evaluated on coursework completed at the time of withdrawal. Students with incomplete coursework will be issued an incomplete grade. The incomplete grade will not be used in the grade-point calculation. Failure to complete the course work will result in the student receiving zero credit for the course work. This grade will not be used in the grade-point calculation. The institution does not offer non-credit remedial course work. A student may repeat a module only once, with the higher grade earned being the grade of record.
- (h) **Academic Probation:** Students who fail to maintain a minimum cumulative grade average of C during an evaluation period will be placed on academic probation for the duration of one module (class) for certificate programs or for one semester for the degree program. If students do not meet the minimum cumulative grade average standard by the end of this period, they will be given a second notice of academic probation for one additional module. Probationary students who meet the satisfactory academic progress standards by the end of the probationary period will be removed from academic probation.
- (i) **Attendance Probation:** If a student drops below 80% attendance for any course, he/she will be placed on attendance probation. The probation can be cleared during the next course by improving the attendance record for that period to 80% or above. Failure to meet these requirements can result in termination from the program of study. Additionally, when a student is consecutively absent for 3 or more days without notification, he/she will be given a first written warning. If absence continues, second

warning will be given. A third warning warrants expulsion from the school.

- (j) Students who wish to appeal for a determination that they are not making satisfactory academic progress must submit a written appeal to the Academic Review Committee. The committee is headed by the Academic Coordinator. The letter should describe any circumstances that the student believes deserve special consideration. The committee will evaluate the appeal and inform the student of its decision in writing. The determination of the committee is final.

3 | ATTENDANCE POLICY

Students are expected to attend all regularly scheduled classes. Students must be present and on time for all class sessions. If a student drops below 80% attendance for any course, he/she will be placed on attendance probation. More information regarding attendance probation and appeal are found in the above section (see Attendance Probation (i)-(j)). Students must also have maintained a minimum cumulative attendance rate of 80% in order to be eligible to graduate.

It is the responsibility of a student to telephone in advance to advise the school when he/she will be absent or late, just as it would be necessary to inform an employer.

For the degree program, full-time status is defined as enrollment in at least 12 semester hours per academic term. Half-time status is the enrollment in at least 6 semester hours per academic term.

4 | MAKE-UP POLICY

In general, LAPC does not allow make-up work except for extenuating circumstances beyond the student's control. In order to request make-up work, the student must provide appropriate documentation that justifies the absence and the necessity for a make-up assignment or exam. The Student can submit the documentation to the Student Services Coordinator who will forward the documentation to the Academic Coordinator for review and approval. The Academic Coordinator will confer with the student's instructor to determine how and when the make-up work will be arranged. The timeframe for the make-up work will vary depending on the course's progress. Any such make-up assignments or exams shall be filed in the student's file attached with a make-up work form signed by the instructor.

5 | TARDINESS

A student who is late to class is considered to be tardy. Tardiness is a disruption of the learning process. Three incidents of tardiness equal one absence. Students who are more than 15 minutes late to class will not be admitted to

the classroom.

6 | SUSPENSION AND TERMINATION

LAPC reserves the right to suspend or terminate any student whose conduct is deemed unacceptable. Such conduct includes excessive absences or tardiness, failure to maintain satisfactory academic progress, inappropriate behavior toward the institute's staff, failure to abide by school rules and regulations, or any other conduct deemed inappropriate. Students who have been suspended or terminated may request reinstatement by writing to the President.

7 | RE-ENTRY POLICY

LAPC believes in providing students with opportunities to recognize their potential; therefore, the institution takes seriously its responsibility to evaluate each applicant for re-entry. Students applying for re-entry must provide a request in writing, which includes a statement detailing the reasons for applying for re-entry. The decision on re-entry is made by the school director and faculty members.

8 | GRADUATION REQUIREMENTS

Students who have maintained an overall GPA of 2.0 (70%) or better and have maintained the school's minimum 80% attendance requirement will be able to graduate.

If a student has been enrolled the ESL Program and has fulfilled the graduation requirements described above, the student must pass an independent exit exam required by the California Education Code in order to receive a Certificate of Completion in the ESL Program. *This requirement is not applicable to international students.*

9 | CERTIFICATE AND DIPLOMA

Students who graduate from our non-degree, non-credit certificate programs shall be awarded a Certificate of Completion attesting to the successful completion of studies.

Students who graduate from our degree program shall be awarded a diploma stating their completion of the Associate of Occupational Studies (AOS) program.

The basis for granting academic credit is dependent upon a combination of general student performance on maintaining satisfactory grades and attendance, that are contingent on passing grades on exams and tests, class participation, and completion of all given assignments and projects.

V TUITION POLICY

1 | TUITION

Charges include tuition and a registration fee. There are no

laboratory fees. **The Registration fee and other student services fees are non-refundable.** With the exception of pencils and paper, all materials are provided at no additional cost. Below is the tuition and fees schedule for the programs offered:

Program (Units)	Reg. Fee	Tuition	Cost per Unit	Total
ACT/AOS (60)*	100.00	13,100.00	218.33	13,200.00
BGP (24)~	75.00	3,425.00	142.71	3,500.00
CGD (24)~	75.00	4,523.00	188.46	4,598.00
CIS (24)~	75.00	4,502.50	187.60	4,577.50
CAC (36)~	75.00	6,804.00	189.00	6,879.00
ESL (42)**~	75.00	3,000.00	71.42	3,075.00

* Not eligible for WIA and Customized Training Programs.

** Tuition for ESL is based on three modules only.

^Tuition for VESL is based on three modules.

In addition to tuition, International students pay non-refundable:

- I-20 Processing fee: \$150
- Student Services SEVIS fee: \$100 (additional \$50 for each dependent of the student)
- Mail Handling fee: \$50 (may vary depending on the country where mail is sent)

~ Non-credit units

2| PAYMENT METHODS & COLLECTION OF DELINQUENT ACCOUNTS.

Students must accept full responsibility for all tuition costs and related expenses. LAPC only accepts payments made in cash, check, money order, or via wire transfer. All tuition and fee payments must be made through (1) cash advance payment, (2) an installment plan, or (3) participation in WIA, ETP, or other Customized Training Programs subsidized by any City, State, or Federal agency.

Students interested in participating in the tuition installment plan must consult with the Student Services Coordinator. The Student Services Coordinator will determine an appropriate payment plan on a case-by-case basis depending on the individual student's financial situation.

Students with an outstanding balance to LAPC will be billed for the outstanding amount. In the case of a failure to meet any financial obligations, LAPC reserves the right to take appropriate legal action as deemed necessary.

A student who obtains a loan to pay for an educational program bears the full responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If a student has received federal student financial aid funds, he/she is entitled to a refund of the money not paid from federal financial aid funds.

3| STUDENT TUITION RECOVERY FUND

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 in an educational program, who is a California resident, or are enrolled in a residency program, and prepay 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 program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF 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 STRF to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational 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 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.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

To qualify for STRF reimbursement you must file an STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have four years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within two 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 monies paid to the school. Questions regarding the STRF may be directed to:

Bureau for Private Postsecondary Education (BPPE):

(Mailing Address) P.O. BOX 980818
West Sacramento, CA 95798-0818

(Physical Address) 2535 Capitol Oaks Drive, Suite 400,
Sacramento California, 95833

(Telephone) (888) 370-7589

(Fax) (916) 263-1897

VI REFUND POLICY

Los Angeles Pacific College maintains a policy for the refund of the unused portion of tuition, fees and other charges in the event an eligible person fails to enter the course or withdraws at any time prior to completion and provided that the amount charged to the eligible person for tuition, fees and other charges for a portion of the course does not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges that the length of the completed portion of the course bears to its total length. No refund shall be made to students who are dismissed from the school due to disciplinary action.

1| CANCELLATION

A student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh business day* after enrollment, whichever is later. To cancel the enrollment agreement, the student may mail or deliver a signed and dated copy of the Notice of Cancellation, or any other written notice to LAPC. Cancellation shall occur when the student gives written notice of cancellation to the school at the address specified in the agreement. The school shall refund any money paid by the student within 30 days after it

receives the notice of cancellation. If the school gave the student any equipment**, the student shall return the equipment during this 30-day period. The school may retain that portion of the consideration paid by the student equal to the documented cost of the equipment to the school and shall refund the portion of the consideration exceeding the documented cost of the equipment within 30 days after the period within which the student is required to return the equipment. The student may retain the equipment without further obligation to pay for it. If an applicant is rejected for enrollment by the institution or if an international student is rejected by BCIS prior to the starting of instruction, a full refund of all monies paid will be made to the applicant.

*Business day means, except for home study or correspondence courses, a day on which that student is scheduled to attend a class session.

**Equipment includes all textbooks, supplies, materials, implements, tools, machinery, computers, electronic devices, or any other goods related to the agreement for the course of instruction.

2| WITHDRAWAL

A student has the right to withdraw from a course of instruction at any time. If a student withdraws from the course of instruction after the period allowed for cancellation of the agreement, the school will remit a refund, less the \$75 (certificate program), or \$100 (degree program) registration fee, within 30 days following the student's withdrawal. The student is obligated to pay only for educational services rendered and for unreturned equipment. If a student withdraws for California Educational Code, Section 94318.5(e) prior to completion of the course he/she is enrolled in, the refund shall be the amount the student paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction for which the student has not *received* but for which he/she has paid, and the denominator of which is the total number of hours for which he/she has paid. If the student obtains equipment, as specified in the agreement as a separate charge, and returns it in good condition within 30 days following the date of his/her withdrawal, the school shall refund the charge for the equipment paid by the student. If the student fails to return equipment in good condition within this 30-day period, the school may offset against the refund the documented cost to the school of that equipment. The student shall be liable for the amount, if any, for which the documented cost for equipment exceeds the prorated refund amount. If the amount that the student has paid is more than the amount that is owed for the time the student attended, then a refund will be made within 30 days of withdrawal. If the amount that the student owed is more than the amount that the student has already paid, then the student will have to make arrangements to pay it.

3| CALCULATION OF REFUND

LAPC will calculate a refund by a method known as pro rata and by a method specified in the California Education Code. The school must use the refund policy that provides for the greatest refund to the student.

Institutions shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed \$250, if notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later.

Assume that a student, upon enrollment in a 400-hour course, pays \$2000 for tuition, \$100 for registration, and \$150 (fair market value) for equipment as specified in the enrollment agreement and withdraws after completing 100 hours without returning the equipment he/she obtained. The pro rata refund to the student would be \$1518.75 based on the calculation stated below. **Exception to this policy applies to students eligible for and using VA benefits, in accordance with Title 38, U.S. Code: such individuals will not be charged a registration fee exceeding \$10.00.* If the student returns the equipment in good condition within 10 days following his/her withdrawal, the school shall refund the charge for the equipment paid by the student.

$$[\$2100 - \$75] \times 300/400 - 0 = \$1518.75$$

$$A - B \times C/D - E = F$$

***Students using VA benefits:**

$$[\$2100 - \$10] \times 300/400 - 0 = \$1567.50$$

$$A - B \times C/D - E = F$$

- A: total amount paid for instruction
- B: registration fee (amount school may retain)
- C: # of clock hours of instruction paid but not received
- D: # of clock hours of instruction for which the student has paid
- E: documented cost of returned equipment
- F: actual refund amount

A student shall be deemed to have withdrawn from the course when any of the following occurs:

- (a) A student notifies the institution of his/her withdrawal or the actual date of withdrawal;
- (b) The institution terminates a student's enrollment;
- (c) A student fails to attend classes for a three-week period;
- (d) A student fails to return from a leave of absence.

A student will be entitled to the corresponding amount of tuition refund if the student withdraws from any of the following courses after completing 10%, 25%, 50%, or 60% of the entire instruction. Refund will not be issued when completed coursework exceeds 60% of the entire instruction.

Program	Period of Instruction
---------	-----------------------

	10%	25%	50%	60%
ACT	11,790.00	9,825.00	6,550.00	5,240.00
BGP	3,082.50	2,568.75	1,712.50	1,370.00
CGD	4,070.70	3,392.30	2,261.50	1,809.20
CIS	4,051.80	3,376.50	2,251.00	1,800.80
CAC	6,123.60	5,103.00	3,402.00	2,721.60
ESL	2,542.50	2,118.80	1,412.50	1,130.00

***ACT:** Accounting, Associate of Occupational Studies (AOS)
***BGP:** Business General Program, Certificate
***CGD:** Computer Graphic Design, Certificate
***CIS:** Computer Information System, Certificate
***CAC:** Computerized Accounting, Certificate
***ESL:** English as a Second Language, Certificate

VII OTHER POLICIES

1 | STUDENT CONDUCT POLICIES

Students are expected to conform to all the rules and regulations of the school. They are expected to observe basic standards of courtesy and to carry themselves in a professional manner at all times. Proper dress is also expected in order to promote a professional atmosphere.

Any behavior deemed improper or disruptive will be subject to disciplinary action resulting in suspension and termination.

Only current LAPC students may use the classrooms, labs, library, and other facilities. Students should check with the instructor or lab assistant prior to using any computer. Students are encouraged to check their personal CDs, DVDs, disks, or flash drives for viruses before using any school computer. Students should bring their textbooks, class materials, and assignments to every class.

The computer facilities may only be used for lecture and lab sessions. Playing computer games or navigating web and social networking sites outside the context of the course is not permitted. No student may illegally install, download, or delete any application from the school's hard drive.

All computers and peripherals in the classrooms are property of LAPC. No student may remove these items, nor duplicate copyrighted software from a removable disk, CD, DVD, network, or hard drive. Students should not attempt to make any technical repairs or adjustments. In the event of any problems, students must immediately notify the instructor or the lab assistant.

No student may smoke or bring food or drink to any computer labs. Classroom equipment must be used properly and not

abused. At the end of the class session, students shall take all assignments and personal items, leaving the work area neat and clean. LAPC is not held accountable for any lost or stolen items belonging to a student. Each student is responsible for his/her own personal belongings.

Students must immediately leave a work station if asked to do so by a faculty member or administrative staff. In addition, faculty and/or administrative staff reserves the right to escort any student out of the classroom/lab facility should the student cause and/or exhibit a disruptive behavior toward other students, faculty, staff, or the general learning process.

Directions given by the faculty concerning student conduct must be observed. If the student feels that the problem should be pursued further, he/she should speak with his/her instructor. If a satisfactory compromise is not achieved, an appointment may be made with the Student Services Coordinator or the Academic Coordinator.

Any violation of these Standards of Conduct constitutes cause for revocation of all classroom/lab privileges and will result in formal disciplinary action by LAPC.

All LAPC students are expected to observe the following school regulations at all times. There are no exceptions to the following rules of conduct*:

1. Always be on time for class.
2. Turn off or put in silent mode all cell phones, pagers, PDAs, and electronic devices during class sessions.
3. Notify the Student Services Coordinator or Instructor if you are unable to attend class. Three consecutive days of absence without a valid excuse or notification are grounds for attendance probation.
4. Adhere to proper conduct and behavior in all school settings, including proper use of all school property and facilities.
5. Comply with all instructor-mandated rules and policies at all times.
6. Complete all assignments on time as required by the instructors.
7. Maintain satisfactory academic progress throughout enrollment at LAPC.
8. Never cheat, for any reason.
9. Always come prepared by bringing all required course materials to class, such as pencils/pens, notebooks, textbooks, calculators, flash drives, etc. Instructors and Student Services are not obligated to provide or lend these items to students.
10. Abide by the school's alcohol and drug policies.

**Note: Violations of the above rules may result in probation, suspension, or dismissal.*

2 | CREDIT RECOGNITION

An applicant demonstrating an adequate degree of knowledge and skill acquired previously may receive credit for prior training or experience. Individuals are tested and interviewed at the school to determine the level at which they

may enter a program. Tuition is prorated accordingly.

3 | TRANSFER POLICY

EXTERNAL TRANSFER AND PRIOR EXPERIENTIAL LEARNING (INCOMING TO LAPC)

The external transfer policy for LAPC is as follows:

General Education Courses and Transfer of Credit

- Students must request that official transcripts be sent to LAPC.
- Students may be required to provide course descriptions from a catalog and/or textbooks, and other class materials to establish equivalency.
- Up to 25% of any degree program may be accepted in transfer if there is an established comparability of courses completed at other institutions with those required in the program in which the student enrolls at LAPC.
- Only General Education courses with grades of "C" or better will be considered for transfer credit.
- Students may also be required to demonstrate competency in courses for which transfer credit is requested.
- The Academic Coordinator or other appropriate academic personnel will evaluate transcripts for course equivalency.
- The Academic Coordinator will review and have final approval on all course transfer requests.

Transferability of courses to LAPC is always determined by the administration. A determination of transferable courses will be made at student registration.

In addition, credits for up to 15 semester units may be granted for prior experiential learning for transfer status. A prospective student with industry experience will be evaluated based on a review of resume, documented work experience, professional reference information, and tests in the relevant coursework. Tests given are usually LAPC's final exams in the course(s) for which the student is requesting evaluation for prior experiential learning. Tests will be proctored by the Department Head Instructor for the intended major.

The prior experiential learning evaluation process will be reviewed by our academic department; with consultation from the Department Head Instructor for the intended major, the Academic Coordinator will conduct the evaluation.

Total transfer credits including those for experiential learning may not exceed 50% of the total course requirements for the degree programs. LAPC has a 30-semester unit residency requirement for the degree program in Accounting. This means that at least 50% of the area of concentration or

major must be completed at LAPC. The course(s) taken for transfer credit consideration must be equivalent, or relevant to the coursework required for the major, and must be a grade of "C" or better. Sealed, signed, and/or stamped official transcript(s) from all institutions where the coursework was completed must be submitted for transfer evaluation process, prior to beginning classes at LAPC. If necessary, LAPC may request school catalog(s) from those institutions where the coursework was completed, for further information.

The evaluation process will be reviewed by our Department Head Instructor (for the intended major of study), Academic Coordinator, and President. In addition, records of any professional experience and appropriate test(s) given by LAPC to assess the student's level of proficiency in the subject will be documented in the student's file. If necessary, the Department Head may request additional documents beyond the official transcript(s), for further verification and review.

Through the incoming student's official transcript(s) and by consulting the other institution's curriculum, we will examine and compare the academic courses taken to determine which are compatible/not compatible to grant transfer credit at LAPC.

To determine equivalency for which the transfer work substitutes, transfer credit will be granted for those courses that are most compatible to the courses offered by LAPC. We will also consider evaluating "related" courses that may not be congruent to any of our courses. Our Department Head Instructors will be actively involved in this evaluation process, along with our Academic Coordinator and the President. The Academic Coordinator will be primarily responsible for transfer evaluation, with consultation with the Department Head Instructors. The President will be responsible for the final decision on approval or denial of transfer credit.

Results of the evaluation review will be submitted to the President for final approval. The President will periodically review the transfer evaluation process.

INTERNAL TRANSFER (BETWEEN PROGRAMS)

Internal transfer requests from students already enrolled in a degree or certificate program at LAPC to change their major program of study will be considered on a case-by-case basis by the Academic Coordinator.

Students requesting for a transfer to another program will first need to submit the "Request for Transfer to Another Program" form to the Student Services Coordinator.

Upon receipt of the form, the Student Services Coordinator and the Academic Coordinator will review the student's

request, along with his/her academic progress and attendance records. The request will be considered taking into account the following factors: whether there are overlapping required courses between the student's current program and the intended program, how many of those courses have been satisfactorily completed, congruence of the semester or course start dates of the intended program for transfer, and any other relevant factors. The Academic Coordinator will make the final decision on the request, and the Student Services Coordinator will notify the student.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

At this time, LAPC has not entered into an articulation or transfer agreement with any other college or university.

The transferability of credits students earn at LAPC is at the complete discretion of an institution to which you seek to transfer. Acceptance of the credits, degree, diploma, or certificate in the program students completed at LAPC is also at the complete discretion of the institution to which you seek to transfer. If the credits, degree, diploma, or certificate that students earn at LAPC are not accepted at the institution to which they seek to transfer, students may be required to repeat some or all of your coursework at that institution. For this reason, students should make certain that their attendance at LAPC will meet their educational goals. This may include contacting an institution to which they may seek to transfer after attending LAPC to see if their credits, degree, diploma, or certificate will transfer.

4 | INSTRUCTOR-STUDENT RATIO

The recommended enrollment per class is 10 students. The maximum number of students per class is 15. The average instructor-student ratio is 1:10.

5 | MEASURE OF COURSEWORK

Hours of course work are converted into credit units according to the following scale:

1 semester credit unit=15 lecture hours=30 lab hours

One hour of lecture includes 50 minutes of instruction and a 10-minute break.

6 | ACCESS TO STUDENT RECORDS

Pursuant to the Family Education Rights and Privacy Act (FERPA), students at LAPC have the right to access any or all of their records regarding their enrollment in any of the institute's programs. To access one's files, a request must be made in writing to the registrar of the school.

All student records that are required by the Reform Act will be maintained at the primary administrative location in Los Angeles, California, for a minimum period of five years, and

all student transcript records will be retained for fifty years. LAPC will maintain written records and transcripts used in the admission decision, in the acceptance of transfer credits, student profile information, and records of all enrollments and evidence of academic progress at the institution, documentation for independent study courses, if any, and verification of all refunds, academic progress warnings, and student complaints.

7 | RELEASE OF INFORMATION

Under the Family Educational Rights and Privacy Act of 1974, LAPC ensures the privacy and confidentiality of all student records. No information regarding students at LAPC shall be released without the prior written consent of the student, unless it is required by those agencies or individuals authorized under the law.

8 | SMOKING POLICY

Smoking is not permitted in any enclosed LAPC facilities.

9 | DRUG, ALCOHOL AND SUBSTANCE ABUSE PREVENTION POLICY

No student or employee of LAPC may use, possess, sell or distribute alcohol or illegal controlled substances or paraphernalia on school grounds or at school-sponsored events, except drugs as prescribed by a physician. The phrase "drugs, alcohol, and other substances" shall 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. Any person exhibiting behavior, conduct or personal or physical characteristics indicative of having used or consumed alcohol or other substances shall be prohibited from entering school grounds or school-sponsored events. To the extent allowed by local, state, and federal laws, LAPC will impose disciplinary action against employees and students found to be in violation of this policy. Disciplinary action may include suspension, expulsion, and termination of employment, referral for prosecution and/or the required completion of an appropriate drug or alcohol rehabilitation program. In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could also face local, state, and federal legal penalties, which include the loss of eligibility for federal financial aid, fines, imprisonment and the seizure of drug-related assets. The following local rehabilitation and treatment centers provide drug awareness programs, counseling, treatment, rehabilitation and other related services necessary to those who have an alcohol or other substance abuse problem:

Comprehensive Center of Rehab

1125 S. Beverly Dr.
Los Angeles, CA 90035
(310) 553-9010

Plaza Community Center

4018 City Terrace Drive
Los Angeles, CA 90063-1242
(323) 267-9749 | www.plazacs.org

Pasadena Council on Alcoholism and Drug Dependency

1245 E. Walnut St. #117
Pasadena CA 91106
(626) 795-9127 | Email: pasadena.ca@ncadd.org

10 | ACADEMIC FREEDOMS

LAPC encourages its faculty to express their personal points of view during classroom discussions regardless of whether these viewpoints may or may not be shared by any other individual(s) or group(s) involved in any way with LAPC. LAPC takes pride in assuring teachers that they may espouse controversial positions without fear of any adverse action being taken. Furthermore, LAPC holds and conducts regular meetings between faculty and staff to ensure an open forum in which everyone is free to express any concerns or opinions regarding curricular and/or administrative issues.

11 | GRIEVANCE PROCEDURE

LAPC encourages students to voice any complaints they may have in order to avoid any uncomfortable situations. Students may lodge a complaint by communicating orally or in writing to any teacher, administrator, admissions personnel, or counselor. The recipient of the complaint then transmits it as soon as possible to the President. If a student orally delivers the complaint and the complaint is not resolved either within a reasonable period or before the student again complains about the same matter, the student is advised to submit it in writing, using the Student Suggestions/Complaints Form. If the student complains in writing, LAPC will provide the student, within 10 days of receiving the complaint, a written response, including a summary of the institution's investigation and disposition of it. If the complaint or relief requested by the student is rejected, the reasons for the rejection will be provided. If a satisfactory solution cannot be found, a student may make an appointment with the director. Any further unresolved complaints may be directed to the agency below. Any member of the public may also file a complaint about LAPC to the agency below.

Bureau for Private Postsecondary Education (BPPE)

(Mailing address) P.O. BOX 980818
West Sacramento, CA 95798-0818

(Physical address) 2535 Capitol Oaks Drive, Suite 400,

Sacramento California, 95833

(Telephone) (888) 370-7589

(Fax) (916) 263-1897

(Web) www.bppe.ca.gov

12 | INSTITUTIONAL SECURITY POLICIES AND CRIME STATISTICS

Federal regulations require every school to publish and distribute an annual security report that contains prescribed information relative to campus security policies and crime statistics. The school must disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and /or any building or property owned or controlled by student organizations recognized by this institution. Los Angeles Pacific College has designated the President as the appropriate individual to report criminal actions or other emergencies occurring on campus. Any student witnessing, or being the victim of any criminal offenses on campus are to report those actions to the President immediately. Prompt reporting of offenses is required to ensure the preservation of evidence as proof of a criminal offense and for the purpose of making timely reports.

The campus of LAPC is open every weekday at 8:30 a.m. and is locked at 10:30 p.m. The facilities are accessible during normal business hours. Security of the campus is under the supervision of the local police, the City of Los Angeles Police Department. The school does not employ security personnel with the authority to arrest individuals. However, the school encourages both its students and employees to immediately report suspected criminal activity or other emergencies to the nearest available school official and/or directly contact law enforcement or other emergency response agencies by dialing 911. The school assists in notifying authorities of crimes.

The school requires all criminal offenses that occur on campus be reported to the President immediately, but not later than 48 hours after the incident. The school is required to assist in notifying authorities if the incident involves a victim who requests assistance. Anyone needing to report a crime should complete a Campus Crime Report at the office of the President, to ensure accurate and prompt reporting. The President will take a statement from the claimant and contact the appropriate authorities. A copy of the report may be filed with the local authorities. The report will be reviewed for administrative action at the next staff meeting or at an emergency meeting, if necessary. The school will determine if action by the school is necessary to prevent a reoccurrence

of the incident. If institutional action is necessary, notification of students will take place via the bulletin board and by a general notice distribution in the reception area.

Although this school does not offer regularly scheduled crime awareness or prevention programs, this policy is designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others.

The school does not offer regularly scheduled programs to prevent sex offenses, or educational programs to promote the awareness of rape, acquaintance rape and other sex offenses. However, LAPC has developed policies and procedures to follow if a sex offense occurs. The school has designated the President as the appropriate individual to report any sex offense or other emergencies occurring on campus. Any student witnessing or being the victim of any criminal offenses on campus are to report those actions to the President immediately. Prompt reporting of offenses is required to ensure the preservation of evidence for the proof of a criminal offense and for the purpose of making timely reports. The victim has the option whether to contact the local law enforcement authorities or not. The institutional personnel will assist the student in notifying these authorities if the student requests the assistance of these personnel.

The school offers no on-campus counseling for victims of sex offenses. However, off-campus-counseling options such as crisis intervention, mental health, or other services for victims of sex offenses are available to students and staff by contacting:

Community Center Rape and Sexual Assault Hot Line
(310) 545-1230 or (310) 410-7066

The following statistics reflect activity of the school for the following calendar years.

Classification of Offense	2008	2009	2010
Murder	0	0	0
Sex offenses	0	0	0
Forcible	0	0	0
Non-forcible	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor-vehicle theft	0	0	0
Arrests			
Liquor-law violation	0	0	0
Drug-abuse violation	0	0	0
Weapons possession	0	0	0

The school will monitor and report through local police

agencies any criminal activity involving students at off-campus student activity locations.

13 | COPYRIGHT INFRINGEMENT POLICIES

Pursuant to Section 106 of the Copyright Act (Title 17 of the United States Code), copyright infringement is defined as the act of exercising without permission or legal authority one or more of the exclusive rights granted to the copyright owner. Under the Copyright Act, these rights include the right to reproduce or distribute a copyrighted work. In the file-sharing environment, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Persons violating the Copyright Act may face appropriate civil and criminal penalties; they may be ordered to pay either actual damages or statutory damages amounting to not less than \$750 and not more than \$30,000 per infringed item. For intentional infringement, a court may award up to \$150,000 per infringed item. A court may exercise its discretion in determining the costs and legal expenses. More information can be found in Title 17, Sections 504 and 505 of the United States Code. Additionally, those committing intentional copyright infringement may face criminal penalties, including imprisonment of up to five years and fines up to \$250,000 per offense.

Services Coordinator, or their instructor. Assistance is also available for students intending to obtain admittance to a four-year college.

LAPC strives to provide valuable advice regarding U.S. visa and immigration procedures for international students. If we are unable to provide advice, or the topic is outside our area of expertise, students are advised to consult the United States Citizenship and Immigration Services website.

3 | CAREER DEVELOPMENT PROGRAM

Los Angeles Pacific College provides a Career Development Program to all of its students and graduates.

The program helps students to:

1. Realize the results of their efforts.
2. Know and capitalize on their marketable skills.
3. Become familiar with the needs of industry.
4. Become fully aware of their potential.

4 | JOB PLACEMENT ASSISTANCE

LAPC provides job placement assistance to all its graduates, though there is no guarantee or promise of employment. Graduates may take advantage of placement assistance services provided that all job placement seminars have been attended and all placement assistance guidelines have been observed. LAPC provides assistance with job applications, resume writing, job-search strategies and interviewing techniques. Graduates must be legally eligible to accept employment if they are not a U.S. citizen or resident alien. Documents attesting to this fact include a Green Card, Work Authorization, or a letter from the USCIS showing a valid "A" number.

Students requiring additional assistance have access to a placement counselor for personal guidance. LAPC is dedicated to assisting its graduates in every way possible to secure employment for them.

5 | HOUSING ARRANGEMENTS

LAPC does not have housing facilities for students, and bears no responsibility to find or assist the students in finding housing. However, we offer housing arrangement services for international students and non-LA residents while studying at LAPC. We assure secure, affordable and reliable arrangements including carefully selected homestays, as well as safe and convenient apartments near the school. Homestay families are carefully screened and matched with students, and orientation materials are distributed to promote a smooth and productive relationship. If there are any problems that arise, the Student Services Coordinator will assist in finding a solution. The student is provided with an emergency contact number if any unforeseen issues arise.

VIII STUDENT SERVICES

1 | GENERAL SERVICES

Students have access to instructors and administrative staff for academic advisement. Students may seek assistance for housing, academic matters, or personal matters.

Student ID Cards are issued to students during the first week of each semester for new students. Students can either take the photo at the school or bring their own recent passport-standard photograph. All LAPC students must have student ID cards in order to use the school's library facilities.

A tutorial program is available to students who seek additional assistance or practical experience. A student may have tutoring from his/her instructor during regular sessions by making arrangements with the instructor.

2 | ADVISING/CONTINUING EDUCATION

Los Angeles Pacific College encourages students to discuss any problems that interfere with their education with the Academic Coordinator, Student Services Coordinator, or their instructor. If there are financial problems, assistance can be secured by speaking to the Academic Coordinator, Student

6| TRANSPORTATION

Regular bus and Metro link services offering multiple connections are available within a one block radius of the school. MTA riders are eligible for a student discount by presenting their LAPC student ID and proof of enrollment. For more information, call MTA/Metro Lines at (800) 266-6883 or visit www.metro.net.

CIS 131 Microsoft Access	40	40	4.0
CIS 140 Microsoft PowerPoint	30	30	3.0
TOTAL	240	240	24.0

3| Business General Program

Objectives:

This program provides the general clerical, bookkeeping, and computer skills necessary to perform successfully in a modern office environment. This program enhances students' ability to communicate more effectively and efficiently in business. Students gain the knowledge and computational skills needed to perform bookkeeping operations. Graduates of this program will be ready to handle entry level office work and bookkeeping duties.

COURSE	LEC	LAB	UNITS
CIS 101 Introduction to Computer Business Applications	30	30	3.0
GEN 120 Mathematics for Business & Consumers	30	30	3.0
BGP 104 Business Bookkeeping	50	50	5.0
ACT 120 Payroll Accounting	20	20	2.0
CAC 120 Excel for Accounting	40	40	4.0
CAC 160 QuickBooks	40	40	4.0
CIS 111 Microsoft Word	30	30	3.0
TOTAL	240	240	24.0

4| Computerized Accounting

Objectives:

This program provides a fundamental understanding of accounting principles and practices and how to utilize computer applications to perform accounting tasks. Students learn how to use Microsoft Excel to perform accounting functions. Students will gain the working knowledge and skills needed to perform accounting tasks at different stages of a complete accounting cycle. Students compare and contrast three types of business entities and learn how to treat them differently. This program also teaches students to prepare various payroll tax returns and income tax returns. The final stage of this program enables students to utilize computer applications to carry out accounting duties. Graduates of this program will be competent to perform entry-level bookkeeper duties.

COURSE	LEC	LAB	UNITS
CIS 101 Introduction to Computer Business Applications	30	30	3.0
ACT 100 Principles of Accounting I	40	40	4.0
ACT 120 Payroll Accounting	20	20	2.0
ACT 140 Principles of Accounting II	40	40	4.0
CAC 160 QuickBooks	40	40	4.0
CAC 120 Excel for Accounting	40	40	4.0
CAC 140 Advanced Excel for Accounting	40	40	4.0

IX PROGRAMS OF STUDY

A. CERTIFICATE PROGRAMS

1| Computer Graphic Design

Objectives:

This concentrated, fast-paced program provides fundamental understanding of, and proficiency with computer-aided design and prepares students to perform a variety of graphic tasks and projects, including computer illustration, desktop publishing, digital imaging, and web design, using the latest in graphic communications technology.

COURSE	LEC	LAB	UNITS
CGD 160 Photoshop I	30	30	3.0
CGD 170 Photoshop II	30	30	3.0
CGD 180 Illustrator	30	30	3.0
CGD 190 InDesign	30	30	3.0
CGD 200 Dreamweaver I	30	30	3.0
CGD 210 Dreamweaver II	30	30	3.0
CGD 220 Flash I	30	30	3.0
CGD 240 Flash II	30	30	3.0
TOTAL	240	240	24.0

2| Computer Information Systems

Objectives:

This program provides fundamental understanding of accounting and microcomputer operations. Students learn accounting and spreadsheet management as it relates to accounting concepts, as well as word processing, database management, and business presentations using PowerPoint. Graduates of this program will be competent to utilize, maintain, and customize each application as an entry level microcomputer operator or bookkeeper.

COURSE	LEC	LAB	UNITS
ACT 100 Principles of Accounting I	40	40	4.0
ACT 120 Payroll Accounting	20	20	2.0
CAC 160 QuickBooks	40	40	4.0
CAC 120 Excel for Accounting	40	40	4.0
CIS 111 Microsoft Word	30	30	3.0

ACT 160 Individual Income Taxes	40	40	4.0
GEN 120 Mathematics for Business & Consumers	30	30	3.0
ACT 200 Cost Accounting	40	40	4.0
TOTAL	360	360	36.0

GEN 100 Principles of Microeconomics	45	--	3.0
GEN 120 Mathematics for Business & Consumers	30	30	3.0
TOTAL	165	120	15.0
SEMESTER II			
GEN 140 English Writing	45	--	3.0
ACT 140 Principles of Accounting II	40	40	4.0
CAC 120 Excel for Accounting	40	40	4.0
CAC 160 QuickBooks	40	40	4.0
TOTAL	165	120	15.0
SEMESTER III			
GEN 160 Grammar Review	45	--	3.0
CAC 140 Advanced Excel for Accounting	40	40	4.0
ACT 180 Intermediate Accounting I	40	40	4.0
ACT 160 Individual Income Taxes	40	40	4.0
TOTAL	165	120	15.0
SEMESTER IV			
ACT 200 Cost Accounting	40	40	4.0
ACT 220 Intermediate Accounting II	40	40	4.0
CAC 180 Taxation of Corporations, Partnerships, Estates, & Trusts	40	40	4.0
GEN 180 Introduction to Psychology	45	--	3.0
TOTAL	165	120	15.0
TOTAL	660	480	60.0

5| English as a Second Language

Objectives:

This program is designed to provide non-native English speaking students with the language skills needed to enter U.S. colleges or universities, and/or to become gainfully employed in their home countries. The ESL program's aim is to teach an intensive English course so students may learn the structure, grammar, and idiomatic use of the English language in the most comprehensive manner possible. To graduate from the ESL program, a student must complete a total of three consecutive levels, that is, 42 quarter units, and have maintained the school's satisfactory academic progress requirements.

COURSE	LEC	LAB	UNITS
ESL 1 Beginning Level	180	60	14.0
ESL 2 High Beginning-Low Intermediate Level	180	60	14.0
ESL 3 Low Intermediate-Intermediate Level	180	60	14.0
ESL 4 Intermediate-High Intermediate Level	180	60	14.0
ESL 5 High Intermediate- Low Advanced Level	180	60	14.0
ESL 6 Advanced Level	180	60	14.0

B. DEGREE PROGRAM

1| ACCOUNTING, Associate of Occupational Studies (AOS)

Objectives:

Our intensive degree program in accounting provides a fundamental understanding of accounting principles and practices and how to utilize computer applications to perform accounting tasks. This program provides working knowledge and the skills to perform accounting tasks at different stages of a complete accounting cycle. Students compare and contrast different types of business entities and learn how to treat them differently, prepare various payroll and income tax returns, and effectively utilize computer applications to carry out accounting duties.

SEMESTER I			
COURSE	LEC	LAB	UNITS
ACT 100 Principles of Accounting I	40	40	4.0
ACT 120 Payroll Accounting	20	20	2.0
CIS 101 Introduction to Computer Business Applications	30	30	3.0

X COURSE DESCRIPTIONS

1. COMPUTER GRAPHIC DESIGN

CGD 160 PHOTOSHOP I **3.0 UNITS**
CGD 170 PHOTOSHOP II **3.0 UNITS**

These sequential courses introduce *Adobe Photoshop*, the program that has expanded the visual vocabulary of designers and illustrators to include color photo imagery and making photos the "raw material" for creative expression. This program covers resizing, cropping, and basic color correction, in addition to other production work. Students are also trained to synthesize textures, patterns, and special effects that can be applied to photos or graphics.

Prerequisite for CGD 160: None.

Prerequisite for CGD 170: CGD 160 or equivalent.

CGD 180 ILLUSTRATOR **3.0 UNITS**

This course introduces *Adobe Illustrator*, one of the most popular illustration and page-design programs. The course gives in-depth lessons on topics including: using drawing tools and techniques, painting and blending with color, special type effects, mastering the transformation tools, creating patterns and graphs, and masking and using compound paths. Students learn to do type and design postcards, one-page newsletter layout, book cover illustration and design, etc.

Prerequisite: None.

CGD 190 INDESIGN **3.0 UNITS**

This course introduces desktop publishing concepts using *Adobe InDesign*, one of the most popular desktop publishing programs. Students will learn how to make documents, flyers, posters, business cards, and page layouts. Students will also learn composition, the process of layout text and graphics—typography, lines, boxes, pictures, drawings, and colors—on a page.

Prerequisite: None.

CGD 200 DREAMWEAVER I 3.0 UNITS

CGD 210 DREAMWEAVER II 3.0 UNITS

These sequential courses introduce students to *Adobe Dreamweaver* to learn web design techniques, from creating distinctive graphics, tables, and scripting HTML, to selecting an ISP and uploading files for a web site.

Prerequisite for CGD 200: CGD 170 and 180, or equivalent.

Prerequisite for CGD 210: CGD 200 or equivalent.

CGD 220 FLASH I 3.0 UNITS

CGD 240 FLASH II 3.0 UNITS

These sequential courses introduce students to *Adobe Flash* to learn web more dynamic design techniques, from creating distinctive graphics, rollovers, and special effects through 2D web animation.

Prerequisite for CGD 220: CGD 170 and 180, or equivalent.

Prerequisite for CGD 240: CGD 220 or equivalent.

2.COMPUTER INFORMATION SYSTEMS

CIS 101 INTRODUCTION TO COMPUTER BUSINESS APPLICATIONS 3.0 UNITS

This course introduces the basic components and functions of computer applications that are widely used in business settings. Students will gain familiarity in using Microsoft Windows, Word, Excel, Access, and PowerPoint.

Prerequisite: None.

CIS 111 MICROSOFT WORD 3.0 UNITS

This course introduces the word processor used as an office productivity tool. MS-Word is used and its basic functions are learned; cursor movement, creating, editing, saving, retrieving and printing a document. Character, line, paragraph and document formatting are learned to improve the appearance and meet the requirements of a word processing assignment.

Prerequisite: None.

CIS 131 MICROSOFT ACCESS 4.0 UNITS

This course introduces a business-oriented database, MS-Access, to demonstrate the concept of a relational database. Students learn MS-Access commands to create a database and manage a database file. Students design and develop a simple business-applicable database.

Prerequisite: None.

CIS 140 MICROSOFT POWERPOINT 3.0 UNITS

This course introduces MS PowerPoint. Students learn how to create effective business presentations through charts, tables, clip art, animation, and audio and video clips.

Prerequisite: None.

3. BUSINESS GENERAL PROGRAM

BGP 104 BOOKKEEPING 5.0 UNITS

This course introduces a comprehensive yet compact analysis of general topics in bookkeeping. Throughout the course, fundamental procedures are emphasized through traditional and innovative techniques that strengthen accounting skills and understanding. Students learn to analyze business transactions, record business transactions, keep sales and cash receipt journals, and utilize payroll accounting and other types of accounting.

Prerequisite: None.

4. ACCOUNTING/COMPUTERIZED ACCOUNTING

ACT 100 PRINCIPLES OF ACCOUNTING I 4.0 UNITS

This course introduces fundamental accounting principles and practices. It prepares students to record, classify, and interpret financial transactions for service or merchandise businesses. Students study the journals, ledgers, and financial statements used by these entities. Also covered are payroll accounting, asset valuation, depreciation, and managing receivables and payables.

Prerequisite: None

ACT 120 PAYROLL ACCOUNTING 2.0 UNITS

This course provides an understanding of the processes of payroll accounting and payroll law. Payroll law topics include the Fair Labor Standards Act, FUTA and SUTA tax, FICA, and SECA. Students will gain practical knowledge of payroll record-keeping, computing payroll, income tax withholding and analyzing and journalizing payroll transactions.

Prerequisite: ACT 100 or equivalent.

ACT 140 PRINCIPLES OF ACCOUNTING II 4.0 UNITS

This course provides working knowledge of recording transactions unique to partnerships and corporations. It introduces manufacturing and cost accounting. Students learn the analysis of financial statements, the preparation of price-level statements, and the preparation of statements of changes in the financial position of the firm.

Prerequisite: ACT 100 or equivalent.

ACT 160 INDIVIDUAL INCOME TAXES 4.0 UNITS

This course provides Federal and California State Income and

various individual income tax rules. Students learn to prepare tax returns, itemized deductions, supplemental schedules, and other forms for individuals.

Prerequisite: ACT 140 or equivalent.

ACT 180 INTERMEDIATE ACCOUNTING I 4.0 UNITS

This course introduces such topics as interpretation, use, processing, and presentation of accounting information and preparation of principal accounting statements, accounting changes, developing statements of change in financial positions, and analyzing financial statements.

Prerequisite: ACT 140 or equivalent.

ACT 200 COST ACCOUNTING 4.0 UNITS

This course provides an understanding of the processes of cost accounting and control. Students gain firm knowledge of job and process costing, joint product costing, standard costs, theories of cost allocation and absorption, uses of cost accounting, data for management decision-making, cost budgeting, distribution costs, differential cost analysis, and break-even analysis.

Prerequisite: ACT 140 or equivalent.

ACT 220 INTERMEDIATE ACCOUNTING II 4.0 UNITS

This course continues with the concepts of valuation, recording, presentation of equipment, plant, and intangible assets, and corporate accounting, including stock rights, options, and convertible securities, retained earnings and dividends.

Prerequisite: ACT 180 or equivalent.

CAC 120 EXCEL FOR ACCOUNTING 4.0 UNITS

CAC 140 ADVANCED EXCEL FOR ACCOUNTING 4.0 UNITS

These courses teach students the practical concepts of using spreadsheet financial analysis for accounting. MS-Excel is used and its basic functions and features are discussed, with emphases on accounting problem-solving and financial analysis.

Prerequisite for CAC 120: CIS 101, ACT 100, and ACT 120, or equivalent.

Prerequisite for CAC 140: CAC 120 or equivalent.

CAC 160 QUICKBOOKS 4.0 UNITS

This course provides a hands-on approach to learning how computerized integrated accounting systems function, using QuickBooks Pro. It consists of seven major accounting systems: the general ledger, accounts receivable, accounts payable, financial statement analysis, depreciation, inventory, and payroll systems. Students will learn to use QuickBooks to set up and enter transactions and produce reports using general ledgers, accounts receivable, accounts payable, inventory, customer billing, forecasting, and customer report modules. It discusses choosing the right accounting software for users' needs, error detection and correction, internal

control in a computerized accounting systems, and decision-making based on output.

Prerequisite: ACT 100, ACT 120, and ACT 140, or equivalent.

CAC 180 TAXATION OF CORPORATIONS, PARTNERSHIPS, ESTATES AND TRUSTS 4.0 UNITS

This course provides students with a fundamental understanding and applications of tax laws and reporting requirements that are relevant to corporations, partnerships, estates, and trusts.

Prerequisite: ACT 100, ACT 140, and ACT 160, or equivalent

5. ENGLISH AS A SECOND LANGUAGE

ESL 1 Beginning Level 14.0 UNITS

In this course, students will learn to comprehend parts of a sentence, sentence structure, and verb forms through the use of prepositions of place, basic ordinal numbers, possessive use of names, the imperative and adverbs of location. They will begin to increase their confidence in communicating through structured, guided practice. By the end of the course, students will be expected to demonstrate the ability to comprehend complex sentence structures, past tense verb forms, and to begin to function in everyday situations such as ordering food, grocery shopping, and talking about everyday topics (for example: family, daily routine). Various activities and materials such as games, role play, and videos will be used.

Prerequisite: None

ESL 2 High Beginning-Low Intermediate Level 14.0 UNITS

In this course, students will study proper usage of the affirmative and negative imperatives, prepositions and clauses. Various topics such as greetings, introductions, exchange of personal information, housework, sports and leisure time activities will be covered. They will hone their communicative skills by listening to instructions, practicing informal pronunciation, and reading brief magazine articles. They will also practice writing in complete sentences and start keeping an English journal. By the end of the course, students will hopefully feel more comfortable conversing and writing in English. A variety of approaches and materials will be used, with an emphasis on students' interests and needs.

Prerequisite: ESL 1 or equivalent.

ESL 3 Low Intermediate-Intermediate Level 14.0 UNITS

In this course, students will practice expressing preferences, rules, and possibility, and develop some awareness of the difference between spoken and written forms. They will continue to refine their pronunciation and intonation. Developing listening comprehension skills receives increased attention at this level. By the end of the course, students are

expected to be able to talk and write about past, present, and future plans with increased grammatical accuracy. They will also be expected to comprehend increasingly complex passages, and feel more comfortable with the writing process. Various approaches, materials and activities including games, role plays, newspaper articles, videos, the Internet, paragraph writing assignments, field trips and experiential learning will be used.

Prerequisite: ESL 2 or equivalent.

ESL 4 Intermediate-High Intermediate Level 14.0 UNITS

In this course, students will practice making complaints, taking messages, making polite decisions, and asking for information. Students will practice and refine their abilities in the four skills (speaking, listening, reading and writing) through giving opinions, telling more detailed stories, reacting with surprise and participating in discussions. Students should be able to demonstrate the use of the definite and indefinite articles, plurals, questions, answers, ordinal numbers, prepositions, and idiomatic expressions. Furthermore, they should be able to use reflexive pronouns and have mastered the sequence of tenses. A variety of materials and approaches will be used to achieve the course objectives, with an emphasis on students' goals and interests.

Prerequisite: ESL 3 or equivalent.

ESL 5 High Intermediate-Low Advanced Level 14.0 UNITS

In this course, students will demonstrate the ability to speak, read, write and comprehend compound sentences using more complete past/perfect clauses and past perfect with infinitives. At this level, students can comprehend and discuss more controversial topics. They will continue to hone their formal writing skills and practice grammar by writing essays, with emphasis on peer feedback and self-editing. Furthermore, they will develop their vocabulary through reading and discussing newspaper articles. By the end of the course, students will be expected to write and revise a full essay, express and support their opinion in an informal discussion and comprehend and respond to extended reading and listening passages. They will also become more autonomous in their learning (use of dictionaries, etc). Various activities and materials such as games, role plays, field trips, newspaper articles, and the Internet will be used, with an emphasis on students' goals and interests.

Prerequisite: ESL 4 or equivalent.

ESL 6 Advanced Level 14.0 UNITS

In this course, students will fine-tune their grammar and develop more sophistication in writing and speaking, especially in formal contexts. Other writing genres such as formal letters, emails, and editorials will be explored, in addition to essays. They will read longer, more details articles and will be expected to direct their own vocabulary study.

Students should be able to demonstrate the ability to speak, read, write and comprehend advanced forms of compound sentences using conjunctions and various verb complements. They will also be expected to make full use of the relative clauses with pronouns as subject and reduced restrictive clauses. At this level, they should demonstrate the ability to formulate and support an argument in speaking and writing, and to write full essays with a mixture of simple and complex sentences. Various materials will be used, especially authentic materials, with an emphasis on students' goals and interests.

Prerequisite: ESL 5 or equivalent

6. GENERAL EDUCATION

GEN 100 PRINCIPLES OF MICROECONOMICS

3.0 UNITS

This course provides students with a fundamental understanding of the supply and demand model, the elasticity concept, productivity, costs, prices, and different market structures.

Prerequisite: None

GEN 120 MATHEMATICS FOR BUSINESS AND CONSUMERS

3.0 UNITS

This course provides a solid review of fundamentals in business mathematics, and teaches students how to calculate computations such as loan repayments and interest rates, trade discounts, present value, depreciation, and amortization.

Prerequisite: None

GEN 140 ENGLISH WRITING

3.0 UNITS

This course enables students to improve their writing skills, vocabulary, and syntax as related to written business communications.

Prerequisite: None

GEN 160 GRAMMAR REVIEW

3.0 UNITS

This course provides students with a comprehensive review of proper grammar usage.

Prerequisite: None

GEN 180 INTRODUCTION TO PSYCHOLOGY 3.0 UNITS

This course provides a general survey of the principles and theories of psychology and discusses topics including perception, development, learning, motivation, and behavior.

Prerequisite: None

XI ADMINISTRATIVE STAFF AND FACULTY

Administrative Staff

Mary Yoon	President/Student Services Coordinator
Ho Sung Yoon	Controller/Academic Coordinator
Sophie Shin	Admissions Counselor/Registrar
Matthew Wright	Special Assistant to the Academic Coordinator

Instructional Staff

Department of Accounting:

Ho Sung Yoon/INSTRUCTOR/DEPT. HEAD
 Haksu Han/INSTRUCTOR
 Brandon Pei/INSTRUCTOR
 Moonsun Hwang/INSTRUCTOR
 Teresa Evans/INSTRUCTOR

Department of Graphic Design:

Marijke Jorritsma/INSTRUCTOR

Department of Information Systems:

Ralph W. Caldwell/INSTRUCTOR

Department of ESL:

Vacant/INSTRUCTOR/DEPT. HEAD
 Renia Amirian/INSTRUCTOR
 Ashley Ung/INSTRUCTOR
 Michael Bunyamanop/INSTRUCTOR

Governing Board

Mary Yoon/President & Student Services Coordinator
Ho Sung Yoon/Controller & Academic Coordinator
Sophie Shin/International Student Admissions Counselor & Registrar

Institutional Advisory Board

Myung J. Kim, M.I.M./Chairman, Prime Business Credit, Inc.
Seung Hye Seo, C.P.A./Founder, Seung Hye Seo CPA
Jennifer Jun, M.A., PMP, PHR/Administrative Analyst, Los Angeles Unified School District

Administrative Staff Profiles

Mary Yoon

Mrs. Yoon received her education from California State University at Los Angeles, and an AA from Los Angeles Trade Technical College. She has had wide variety of business and

management experiences in a corporate, financial, and entrepreneurial setting.

Ho Sung Yoon

Certified Public Accountant, State of California, BS, Business Administration, George Peabody School for Teachers; MBA., Middle Tennessee State University; CPA; over 40 years of business experience.

Sophie Shin

BA, International Studies-Linguistics, University of California, San Diego; MA Korean for Professionals, University of Hawaii at Manoa; Experience in administrative work related to accounting and databases.

Matthew Wright

BA, History, St. Olaf College; MA, International Studies, University of Washington; Experience as a program coordinator, researcher, and teacher.

Instructional Staff Profiles

ACCOUNTING

Moonsun Hwang (Part-Time)

BA, Business Administration, Korea University; CPA and Enrolled Agent, State of California; Extensive industry experience in banking, finance, and accounting.

Teresa Evans (Part-Time)

BA, Mass Communication, North Carolina Agricultural and Technical University; BS, Accounting, University of Phoenix; MBA, University of Phoenix; Extensive experience in the accounting field.

Haksu Han (Part-time)

BA/MA, Economics, Sogang University; BS Accounting, Purdue University; MBA/MBT, University of Minnesota; Extensive accounting experience, licensed CPA.

Brandon Pei (Part-time)

BS, Business Administration, California State University, Los Angeles; MS, Accountancy, University of Notre Dame; Work experience in accounting, passed California CPA exam.

ENGLISH AS A SECOND LANGUAGE

Renia Amirian (Part-Time)

B.A., Liberal Studies and CA Teaching Credential, M.A./TESL, California State University, Northridge; Experience as an ESL teacher and tutor.

Ashley Ung (Part-time)

BA, Political Science, California State Polytechnic University, Pomona; MA, TESOL, California State University, Los Angeles (in progress); Teaching and tutoring experience.

Michael Bunyamanop (Part-time)

BA/MA, English, California State University, Northridge; Extensive teaching and tutoring experience.

COMPUTER INFORMATION SYSTEMS

Ralph W. Caldwell (Part-Time)

B.S., Electrical Engineering, California State University, Northridge; teacher credentialing courses in Mathematics taken at California State University, Northridge; A.S., Environmental Technology, Rio Hondo College. Extensive teaching experience in computer applications, mathematics, and science.

GRAPHIC DESIGN

Marijke Jorritsma (Part-Time)

B.F.A., San Francisco Art Institute; Extensive experience as a teacher of graphic design, video production, video games, etc.

- 1| You may cancel your contract with the school, without any penalty or obligation, on the First Day of Class, OR by midnight of the date that is the seventh business day following enrollment, whichever is later, as described in the Notice of Cancellation form that will be given to you at

("The first class you attend" or,
"With the first lesson in a home study or correspondence,"
whichever is applicable)

A different cancellation policy applies for home study or correspondence courses.

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 school for a sample copy.

- 2| After the end of the cancellation period, you also have the right to withdraw from 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 school for a description of the refund policy.

If the school closes before you graduate, you may be entitled to a refund. Contact the Council for Private Postsecondary and Vocational Education at the address and phone number printed below for information.

- 3| If you have any complaints, questions, or problems which you cannot work out with the school, write or call:

Bureau for Private Postsecondary Education (BPPE)

(Mailing Address) **P.O. BOX 980818, West Sacramento, CA 95798-0818**

(Physical Address) **2535 Capitol Oaks Drive, Suite 400,
Sacramento California, 95833**

(Telephone) **(888) 370-7589**

(Fax) (916) 263-1897

(Web) www.bppe.ca.gov

NOTICE OF CANCELLATION Los Angeles Pacific College

(First Day of Class, OR midnight of the date that is the seventh business day following enrollment, whichever is later)

You may cancel this contract with the school, without any penalty or obligation, by the date stated below.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the enrollment contract, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to:

Los Angeles Pacific College
3350 Wilshire Blvd., Suite 460
Los Angeles, CA 90010

I cancel the contract for enrollment _____ (date)

(Student's Signature)
(Signature in this area represents cancellation of contract)

REMEMBER, YOU MUST CANCEL IN WRITING. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions, or problems, which you cannot work out with the school, write or call:
Bureau for Private Postsecondary Education (BPPE)

(Mailing Address) P.O. BOX 980818, West Sacramento, CA 95798-0818
(Physical Address) 2535 Capitol Oaks Drive, Suite 400,
Sacramento California, 95833
(Telephone) (888) 370-7589
(Fax) (916) 263-1897
(Web) www.bppe.ca.gov

(First Day of Class, OR midnight of the date that is the seventh business day following enrollment,
whichever is later)

You may cancel this contract for enrollment, without any penalty or obligation,
by the date stated below.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to
you within 30 days following the school's receipt of
your cancellation notice.

But if the school gave you any equipment, you must return the equipment within 30 days of the date you
signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may
keep an amount out of what you paid that equals the cost of the equipment. The school is required to refund
any amount over that as provided above, and you may keep the equipment.

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other written notice, or send a telegram to:

**Los Angeles Pacific College
3350 Wilshire Blvd., Suite 460
Los Angeles, CA 90010**

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(Student's Signature)
(Signature in this area represents cancellation of contract)

REMEMBER, YOU MUST CANCEL IN WRITING. You do not have the right to cancel by just telephoning the
school or by not coming to class.

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

(Mailing Address)	P.O. BOX 980818, West Sacramento, CA 95798-0818
(Physical Address)	2535 Capitol Oaks Drive, Suite 400, Sacramento California, 95833
(Telephone)	(888) 370-7589
(Fax)	(916) 263-1897
(Web)	www.bppe.ca.gov

"The transferability of credits you earn at the Los Angeles Pacific College (LAPC) is at the complete discretion of an institution to which you may seek to transfer.

Acceptance of the credits / degree / diploma / certificate you earn in _____ (name of the program) is also at the complete discretion of the institution to which you may seek to transfer.

If the credits / degree / diploma / certificate that you earn at LAPC are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution.

For this reason, you should make certain that your attendance at LAPC will meet your educational goals. This may include contacting the institution to which you may seek to transfer after attending the LAPC to determine if your credits / degree / diploma / certificate will transfer."

LAPC Schedule of Holidays

January	Martin Luther King Jr's Birthday
February	Presidents' Day
April	Good Friday* (Students & Faculty only)
May	Memorial Day
July	Independence Day
September	Labor Day
October	Columbus Day
November	Veterans Day Thanksgiving & Day after
December	Winter Recess* (Students & Faculty only)