

Creative Career Options

Catalog of Courses

1/1/2012 ~ 12/31/2012

**19 Wimbledon Court, Dana Point CA 92629
(949) 493-4154**

Creative Career Options

Mission & Objectives

Our mission is to offer educational programs which enable students to achieve their potential by obtaining the abilities, attitudes, and skills needed for personal and professional growth to stimulate re-employment and/or upgrade current employment opportunities.

We provide individualized and intensive training to the community of injured workers to acquire new skills for re-employment. We also provide training to assist students in orientation for new employment. The courses proposed here will allow us to offer entry level training in job preparation and short course employment training.

Part of our mission is to convey to students the importance of continuing education.

Kind of Training/Outcomes

We provide focused and intensive training to assist our students in acquiring employment. At this time, we have five computer software programs and one employment preparation program.

Privacy Act, Student Records and Transcripts

Student records for all students are kept for five years. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records that are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. It is this institution's intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of a student's financial, academic and other school records. We will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law.

Tuition and Fees

All fees are subject to change from time to time, without notice.

Course	Hrs	Tuition	Books & Equipment	Registration Fee	STRF Fee	Fees
Coping with new Employment	40	2,917.50	1,000.00	75.00	7.50	4,000.00
Microsoft Word	60	4,412.50	1,500.00	75.00	12.50	6,000.00
Microsoft Excel	60	4,412.50	1,500.00	75.00	12.50	6,000.00
Microsoft PowerPoint	80	5,910.00	2,000.00	75.00	15.00	8,000.00
Microsoft Office	100	7,405.00	2,500.00	75.00	20.00	10,000.00

1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE _____

2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM _____

STRF Fee (California Residents, Non refundable, \$2.50 per \$1,000 of tuition)

Note: No grades or documents will be released if there is an outstanding balance. The institution may refuse any type of service to students who have an outstanding balance. The institution may also refuse re-

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admission to a student who has left the institution with an outstanding balance that has not been paid in full. All fees are subject to change.

STRF Disclosure

STRF Fee (Non refundable, \$2.50 per \$1,000 of tuition)

§ 76215. Student Tuition Recovery Fund Disclosures.

"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 of 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."

5 CCR §76215(b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

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

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

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

Licensing – Requirements for Licensure

None of the educational services offered lead to occupations that require licensure.

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Programs Offered

COURSE SYLLABUS 1 **Coping With New Employment**

Educational Objectives

Students will learn the basic concepts of preparation for new employment in a holistic method with fundamental skills required to be successful at Work. This program measures career interest, basic skills, and includes career exploration, working styles, job search, and interviewing techniques. It also introduces the fundamentals of work, re-entry into the workforce, life behavior skills and how to maintain employment.

Occupation

Any Occupation

Length of Course

40 Clock Hours

Class Sessions

Morning Session: 8:00 a.m. - 12:00 p.m., M, T, W, Th, F.

Afternoon Session: 1 :00 p.m. - 5:00 p.m. M, T, W, Th, F.

Learning Materials and Fees

Electronic Books

- Career Exploration and Personal Goals
- Career Interest
- Basic Skills Locator and Skill Guide
- Working Styles Inventory
- Job Search techniques
- Interviewing Skills for Job Candidates
- Leadership and Presentation Skills

Instructional Mode

Lecture; Class research on the Internet; Active participation in Lab Work and Assignments .

Competencies and how they are measured

Competencies are measured by both practical and written testing. Upon completion of this course, the graduate will be able to:

1. Measure their aptitude and interest for work opportunities
2. Understand how to achieve goals
3. Know their work styles and applicable positions that compliment their skills
4. Have increased success with appropriate Interviewing skills
5. understand the importance of making the first impression and dressing for work 6. , Keep the job; and
7. Maintain the proper outlook for enhanced work performance and potential 'for upward mobility.

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COURSE SYLLABUS 2 Microsoft Office

Educational Objectives

MS Office Suites Introduction focuses on computer concepts and Windows, Internet Explorer, Word, Excel, PowerPoint and basic integration of the components of this integrated application software suite and prepares the learner to apply the concepts ..

Through the use of specialized tutorials, practical applications, and demonstrations participants will be introduced to presentation applications for use in any type of business.

Occupation

Students successfully completing this program will receive a certificate of completion and be qualified to obtain entry-level employment in the field of Office/Business Administration with some of the following career opportunities: Administrative Assistant, General Office (Clerks, Secretary, Receptionist and Information Clerks ...

Length of Course

100 Clock Hours

Class Sessions

Morning Session: 8:00 a.m. - 12:00 p.m., M, T, W, Th, F.

Afternoon Session: 1 :00 p.m. - 5:00 p.m. M, T, W, Th, F.

Textbooks and other materials

Text: Computer Book on Microsoft Office
(English or Spanish versions available)

Equipment: IBM compatible Computer (see page 12 of catalog for

Software: additional information)

Software: Microsoft Windows XP and Microsoft Office \

Instructional Mode

Lecture and Lab participation

Competencies and how they are measured

Competencies are measured by both practical and written testing. Upon completion of this course, the graduate will be able to:

1. Explain basic computer concepts.
2. Perform basic functions of file and program window management with Window~;.
3. Browse the Web with Internet Explorer.
4. Use Word to create various types of documents, including business letters and flyers with graphics.
5. Use the Excel spreadsheet program to create spreadsheet and analyze data.
6. Use the PowerPoint presentation graphics program to create and deliver slide shows.

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COURSE SYLLABUS 3 Microsoft Word

Educational Objectives

Word processing application software is used for the creation of a wide variety of business . forms, manuals and other documents. Student will develop the skills and knowledge for document creation, formatting for specific purposes, and text editing.

Through the use of specialized tutorials, practical applications, and demonstrations participants will be introduced to word processing applications for use in any type of business.

Occupation

Students successfully completing this program will receive a certificate of completion and be qualified to obtain entry-level employment in the field of Office/Business Administration with some of the following career opportunities: Administrative Assistant, General Office Clerks, Secretary, Receptionist and Information Clerks.

Length of Course

60 Clock Hours

Class Sessions

Morning Session: 8:00 a.m. -12:00 p.m., M, T, W, Th, F.

Afternoon Session: 1:00 p.m.- 5:00 p.m. M, T, W, Th, F.

Textbooks and other materials

Text: Computer Book on Microsoft Word -ISBN 0-9749060-2-6
(English or Spanish versions available)

Equipment: IBM compatible Computer (see page 12 of catalog for additional information)

Software: Microsoft Windows XP and Microsoft Word

Instructional Mode

Lecture and Lab participation

Competencies and how they are measured.

Competencies are measured by both practical and written testing. Upon completion of this course, the graduate will be able to:

1. create, modify, format, and print letters and documents with Word
2. create Headers and Footers
3. sort paragraphs and tabular information
4. insert graphics, charts, and special characters
5. utilize spell-check, thesaurus, and other useful writing tools
6. create borders, frames and tables
7. create and editing columns
8. merge documents

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COURSE SYLLABUS 4 Microsoft Excel

Educational Objectives

Students will learn spreadsheet concepts, terms, skills and how to work with data in worksheets; i.e., formatting, calculations, creating charts and printing .. Spreadsheet application software is used for the creation of a wide variety of business forms and other calculating documents. Student will develop the skills and knowledge for document creation, formatting for specific purposes, and text editing.

Through the use of specialized tutorials, practical applications, and demonstrations participants will be introduced to spreadsheet applications for use in any type of business.

Occupation

Students successfully completing this program will receive a certificate of completion and be qualified to obtain entry-level employment in the field of Office/Business Administration with some of the following career opportunities: Administrative Assistant, General Office Clerks, Secretary, Receptionist and Information Clerks.

Length of

Course 60 Clock
Hours

Class Sessions

Morning Session: 8:00 a.m. - 12:00 p.m., M, T, W, Th, F.

Afternoon Session: 1 :00 p.m. - 5:00 p.m. M, T, W, Th, F.

Textbooks and other materials

.Text: Computer Book on Microsoft Excel- ISBN 0-9749060-4-2
(English or Spanish versions available)

Equipment: IBM compatible Computer (see page 12 of catalog for additional information)

Software: Microsoft Windows XP and Microsoft Excel

Instructional Mode

Lecture and Lab participation

Competencies and how they are measured

Competencies are measured by both practical and written testing. Upon completion of this course, the graduate will be able to:

create, modify, format, and print spreadsheets and documents with Excel

create Headers and Footers and make margin adjustments

sort columns and tabular information

4. insert graphics, charts, and special characters 5 .. format numbers, create formulas

create borders and frames

work with multiple worksheets

utilize the drawing toolbar

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COURSE SYLLABUS 5 Microsoft PowerPoint

Educational Objectives

Students will learn presentation concepts, terms, skills and how to work with presentation concepts; create a PowerPoint presentation; Edit a PowerPoint presentation; Print a PowerPoint presentation in a variety of ways; Use PowerPoint's outline feature; Use PowerPoint templates.

Through the use of specialized tutorials, practical applications, and demonstrations participants will be introduced to presentation applications for use in any type of business.

Occupation

Students successfully completing this program will receive a certificate of completion and be qualified to obtain entry-level employment in the field of Office/Business Administration with some of the following career opportunities: Administrative Assistant, General Office Clerks, Secretary, Receptionist and Information Clerks.

Length of

Course 80

Clock Hours

Class Sessions

Morning Session: 8:00 a.m. -12:00 p.m., M, T, W, Th, F.

Afternoon Session: 1:00 p.m. -5:00 p.m. M, T, W, Th, F.

Textbooks and other materials

Text: Computer Book on Microsoft PowerPoint -ISBN 0-9749060-8-5
(English or Spanish versions available)

Equipment: IBM compatible Computer (see page 12 of catalog for additional information)

Software: Microsoft Windows XP and Microsoft PowerPoint

Instructional Mode

Lecture and Lab participation

Competencies and how they are measured

Competencies are measured by both practical and written testing. Upon completion of this course, the graduate will be able to:

1. Prepare a PowerPoint presentation
2. Modify an existing PowerPoint presentation
3. Format slides
4. Add visual appeal and animation to a PowerPoint presentation
5. Add visual elements to a PowerPoint presentation
6. Link and embed objects and files

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Administration and Instructors

Chief Executive Officer and Instructor

Jorge Porta

Mr. Porta received his Bachelor of Science from California State University Long Beach in 1976. Jorge has served professional organizations and his community as a board member, advisor, counselor and business owner with his extensive experience. Jorge has a particular loyalty to industrially injured workers and has spent most of his career providing guidance and rehabilitation services to those who have met with injuries that preclude their ability to continue working in their respective positions ..

He also brings with him a wide variety of training skills and experience in the industry, which enhances the school's ability to attract and recruit well-rounded and effective instructors, personnel and students.

Chief Academic Officer and Chief Operations Officer

Manzilda Porta

Ms. Porta received her Bachelor of Science in Business Administration at Uniban University in Sao Paulo, Brazil in 1984. She owned and managed a clinic in Brazil before relocating to California where she applied her administrative skills to provide assistance to injured workers. She brings a variety of knowledge and experience to delivering quality education and services.

Library Resources

No library is needed to meet the instructional needs of the students. Library materials would not be compatible with the objectives of this program as the acquisition of specialized knowledge and hands on skills are the critical elements for completion of these programs.

School Ownership

Creative Career Options is a private institution and is approved to operate by the Bureau for Private Postsecondary Education. (BPPE)

(A) Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Dr. Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, 916-431-6959, toll free (888) 370-7589, Fax (916) 263-1897.

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

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

Location Where Classes are Held

The school will provide on-on-one instruction at the student residence. These instructional opportunities are considered on a case by case basis to ensure that this institution can meet the training needs of injured workers. Contact the school director for additional information.

Policies and Procedures Regarding Financial Aid and Loan Repayment

The school does not provide either State or Federal financial aid.

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

Student's Right to Cancel

The 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 day after enrollment, whichever is later. The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250).

The student shall have the right to cancel the agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund as per the calculation consistent with the California Code of Regulations. If the institution delivered the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. The 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 day after enrollment, whichever is later. The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250).

The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

Refund Policy

The amount owed to the student equals the institutional charge for the instruction divided by the total number of clock hours in the period of attendance multiplied by the number of clock hours the student has not attended prior to withdrawal. No refunds are due once the student has received 60% of the clock hours of instruction in any given period of attendance.

For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog.

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

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This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818. www.bppe.ca.gov (916) 431-6959 (fax) (916) 263-1897.

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

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

"The transferability of credits you earn at Creative Career Options is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Creative Career Options certificate programs is also at the complete discretion of the institution to which you may seek to transfer. If the certificates that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Creative Career Options to determine if your certificate(s) will transfer."

Student Grievance Procedures

This institution is dedicated to fair dealing and professional conduct. Should any student have a complaint, the student is asked to discuss the matter directly with an instructor or administrator. That instructor or administrator will engage in an informal process endeavoring to settle the dispute in good faith. That informal process will involve three steps: 1: an effort to define the problem, 2: an effort to identify acceptable options for resolution, and 3: an attempt to resolve the conflict through the application of one or more of those options for resolution. The student may thereafter choose to file a written complaint directly with the institution's Chief Academic Officer who will work to resolve the matter. The Chief Academic Officer is the individual designated to resolve student complaints. That individual will investigate all formal (written) complaints, endeavor to resolve all such complaints, and record an entry into the institution's official log. The formal process will involve 1. The student's submission of a written description of the specific allegations and the desired remedy, accompanied by any available documentary items. The filing deadline is 60 days after the beginning date of the term following that in which the dispute(s) occurred or are alleged to have occurred. 2. The student may terminate the formal process should, in the interim, the informal process produce a satisfactory resolution. 3. The Chief Academic Officer will notify all parties involved of the receipt and nature of the grievance. If a policy is being grieved, the administrator responsible for the policy will be notified. 4. A timeline for resolution will be delivered to the principals by the Chief Academic Officer. 5. Interested parties will communicate with the CAO in order to make recommendations to resolve the grievance. 6. The party responsible for implementing the selected method of resolution will notify the principals of the decision reached. In the event that a student does not agree to the resolution proposed, the student retains the right to file a complaint with the Bureau for Private Postsecondary Education, Sacramento, CA.

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Leave of Absence

Should circumstances be such that a leave of absence is to be requested, a student must submit an application for a leave of absence. At the discretion of the Chief Academic Officer, a leave may be granted for a reasonable time, as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of a program of study, the Chief Academic Officer may, in his/her sole discretion, dismiss a student from the program and issue the appropriate refunds as may be required.

Academic Probation – Dismissal Policy

The Chief Academic Officer may place a student on academic probation if the student is not making satisfactory academic progress as per this institution's published policy. The student's grade point average will be monitored at the end of each enrollment period when the grades are posted. Should the GPA fall below that required for graduation, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student, indicating the reason for the probation. Failure to maintain satisfactory academic progress may result in dismissal from the program. The Chief Academic Officer will offer assistance in locating a suitable tutor, should such service be requested by the student.

Attendance Policy – All Programs

This institution requires that a student attend all scheduled instructional hours (100%).

Acceptance of Transfer Credit Policy

No transfer of credit is available.

Challenge Exam Credit Policy

No credit based on the taking of challenge exams is available.

Admissions Policy – All Programs

For each of the programs offered, the applicant must be at least 18 years of age and a high school graduate or have earned a GED certificate.

Ability to Benefit Students

No Ability to Benefit Students will be admitted. High school graduation or its equivalent is required.

Articulation Agreements

No articulation agreements with other institutions are established.

Student Conduct

Students are expected to behave professionally and respectfully at all times. Students are subject to dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. Students are expected to dress and act accordingly while attending this institution. At the discretion of the school administration a student may be dismissed from school for reasons including, but not limited to:

- Coming to class in an intoxicated or drugged state.
- Possession of drugs or alcohol on campus.
- Possession of a weapon on campus.
- Behavior creating a safety hazard to other person(s).

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- Disobedient or disrespectful behavior to other students, an administrator or instructor.
- Stealing or damaging the property of another.

Any students found to have engaged in such conduct will be asked to leave the premises immediately. Disciplinary action will be determined by the Chief Executive Officer of this institution and such determination will be made within 10 days after meeting with both the chair of the department in which the student is enrolled and the student in question.

Academic Probation – Dismissal Policy

The Chief Academic Officer may place a student on academic probation if the student is not making satisfactory academic progress as per this institution's published policy. The student's grade point average will be monitored at the end of each enrollment period when the grades are posted. Should the GPA fall below that required for graduation, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student, indicating the reason for the probation. Failure to maintain satisfactory academic progress may result in dismissal from the program.

Grades and Standards for Student Achievement - Satisfactory Progress

Grades are awarded on a traditional A, A-, B+, B, B- ... F system. The minimum passing grade is a D-. The minimum allowable grade point average to maintain satisfactory progress is a C, or 2.0.

In calculating a student's grade point average, the following policy applies:

A	4 Grade Points	A-	3.67 Grade Points
B+	3.33 Grade points	B	3 Grade Points
B-	2.67 Grade Points	C+	2.33 Grade Points
C	2 Grade Points	C-	1.67 Grade points
D+	1.33 Grade Points	D	1 Grade Point
D-	0.67 Grade Points	F	0.00 Grade Points

If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades.

I Incomplete If the course has not been completed, the instructor may grant an I on a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.

W Withdraw The student may withdraw from any course before the end of the term. At the end of the term, the instructor may withdraw the student from the course and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

Student Housing

This institution does not operate dormitories or other housing.

Nondiscrimination Policy

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an

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individual. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer who is assigned the responsibility for assuring that this policy is followed.

Student Services

This institution does not provide orientations, airport reception services, housing assistance or other services. Further, this institution maintains a focus on the delivery of educational services. Should a student encounter personal problems which interfere with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance.

Description of Facilities

The school is located in a 2 story residence complex. The facility serves as an administrative office.

Sexual Harassment

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively address this subject and express our strong disapproval of sexual harassment. No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

English as a Second Language Instruction

This institution does not provide ESL instruction.

Achievement Tests Credit Policy

No credit based on the taking of achievement exams is available.

Title IV Participation

This institution does not participate in Title IV funding.

State Financial Aid Participation

This institution does not participate in state financial aid funding.

Special Notice of Financial Status

This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the last five years. It has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code

Internships

No internships are required to complete any of this school's programs.

Placement Services

This institution does not provide placement assistance. ...

Credit for Prior Experiential Learning

This institution does not grant credit for prior experiential learning.

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25-3 Visa Related Services

This institution does not admit students from other countries, so no visa related services are offered.

25-4 Language Proficiency

The following apply to students for whom English is not their primary language:

For a student whose high school or equivalent coursework was not completed in English, and for whom English was not a primary language, we will seek a score of 500 on the paper-test, 163 on the computer test and 61 on the Internet-based test (iBT) on a TOEFL. The TOEFL requirement does not apply to students who have received their high school diploma or the equivalent at an academic institution which has provided the instruction in the English language. Similarly, the TOEFL requirement does not apply to students who have completed coursework, in English, at the college level.

25-5 Language of Instruction

Instructions will be given in no language other than English.

End of Document