

CATALOG

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MISSION AND OBJECTIVES

MISSION

Los Angeles ORT College's mission is to meet the educational and vocational needs of diverse students in the shortest time possible in a supportive, caring atmosphere. Our mission is to provide test preparation and vocational training programs designed to ensure our students attain the desired credentials necessary for entry-level employment or career advancement in the fields of healthcare and information technology.

Success is measured by meeting or exceeding student, employer, and community expectations, and is shown by continued referrals and recommendations, employment of our students and pride in the accomplishments of Los Angeles ORT College among the community.

OBJECTIVES

- To provide individuals with an opportunity to obtain quality test preparation and vocational training in the fields of healthcare and information technology.
- To provide individuals with hands-on technical skills and knowledge necessary for employment or career advancement.
- To develop professional attitudes, work habits, self-discipline, and confidence and communication skills required for employment.

GENERAL INFORMATION

APPROVALS

Los Angeles ORT College is a private postsecondary institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

FACILITIES

Los Angeles ORT College's facility is approximately 750 square feet. The College consists of an administrative office, classroom, laboratory, and storage area. Program equipment includes one or more of the following:

- Bio Red Step on Waste Container
- Binocular Microscope
- Uniocular Microscope
- Blood Collection Tube Racks
- Blood Glucose Hand-Held Unit
- Braun Welch Allyn Otoscope & Ophthalmoscope Device
- Centrifuge Equipment for Blood Microhematocrit
- Centrifuge Machine for Urine
- Cholesterol Screening Hand-Held

- Computer
- Electronic Thermometer Hand-Held
- Erasable Board
- Examination Table
- Eye Wash Station and Sink
- Genius Kendall Tympanic Device
- Hearing Test Audiometer Machine
- Hemocue Device
- Hemocue Machine Hg/Hct
- Microhematocrit Reader
- Microplate Mixer
- Minor Surgical Instruments i.e. Scissors and Forceps
- Model 650A AMBCO w Bag/Headset
- Mounted Blood Pressure Cuff with Stethoscope
- Mr. Bones Skeleton
- Over-Head Pull Down Screen
- Oxygen Tank
- Venipuncture Chairs
- Pin Wheel Equipment
- Portable Blood Pressure Cuff with Stethoscope
- PPT Overhead Class Projector with Remote
- Printer
- Rack Test Tube 3 Tier 20x20
- Signs 42 MOB-E1, Unit Mobile Stand, Basket
- Snellen Eye Spoon
- Spirometry Audio Machine
- Suggestion Box
- Task Chairs
- Thermo Probe 4000 Device
- Fire Extinguishers
- Venipuncture Training Arm Advance White
- Welch Allyn 1 Spot Vital
- Welch Allyn Infant Bp
- Wood Tables
- Materials Data binder

Class session will take place at: 2206 West 7th Street, Los Angeles, CA 90057

ADMISSIONS POLICIES AND PROCEDURES

ALLIED HEALTH PROGRAMS POLICY

Admission requires that the prospective student:

- Have graduated from high school or equivalent. The following items are acceptable as proof of equivalent:
    - Evidence of passing the High School Equivalency Exam
    - Evidence of passing the GED
    - Documentation of High School Graduation on a DD214 (high school name and date of graduation)
    - Documentation of High School Diploma on a transcript from an accredited or Bureau approved postsecondary institution (high school name and date of graduation)
    - Documentation of completion of an associates or higher degree
    - Evidence of foreign high school diploma and documentation of equivalency to the United States. See Foreign Transcript Evaluation policy on the following page.

- Passing the Wonderlic Ability to Benefit exam
  According to the test publisher (Wonderlic), passing scores for taking the (Wonderlic Basic Skills Test Quantitative and Verbal Form 1 or Wonderlic Basic Skills Test Quantitative and Verbal Form 2) is 200 for Verbal and 210 for Quantitative test. The wait period for retesting using the same test is 60 days. The wait period for retesting the alternative test is the same day. The tests are administrated by an Independent Third-Party Administrator and there is no fee to take the tests.

- Be provided the Catalog;
- Be provide the School Performance Fact Sheet; and
- Be provided the Clinical Immunization Acknowledgment Form.

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

Impact of Criminal Convictions on Registration/Licensure: If you are enrolling in a program that prepares you for employment in a career that requires registration/licensure by a California State agency and you have a prior criminal conviction, you may not be eligible for registration/licensure, you may have to apply for a special waiver, or your application may be denied. Under California law, Los Angeles ORT College cannot ask prospective students if they have disqualifying criminal convictions. LA ORT urges any student with a criminal conviction to contact the State registration/licensure agency prior to enrollment to determine whether they are eligible and if any special process must be followed.

ALLIED HEALTH PROGRAMS PROCEDURE

Admissions procedures include meeting with a college representative to review goals, catalog, School Performance Fact Sheet, and graduation requirements. Each prospective student must:

- Provide evidence of graduation from high school or equivalency;
- Review the catalog;
- Review School Performance Fact Sheet, initial, date and sign;
- Read, understand and sign Clinical Immunization Acknowledgment Form; and
- Complete an enrollment agreement.

TEST PREPARATION PROGRAMS POLICY

Admission requires that the prospective student:

- Have graduated from high school or equivalent. The following items are acceptable as proof of equivalent:
    - Evidence of passing the High School Equivalency Exam
    - Evidence of passing the GED
    - Documentation of High School Graduation on a DD214 (high school name and date of graduation)
    - Documentation of High School Diploma on a transcript from an accredited or Bureau approved postsecondary institution (high school name and date of graduation)
    - Documentation of completion of an associates or higher degree
    - Evidence of foreign high school diploma and documentation of equivalency to the United States. See Foreign Transcript Evaluation policy.
- Attest to having the minimum equipment requirements to participate in a program at a distance;
- Be provided a questionnaire to determine whether each prospective student has the skills and competencies to succeed in a distance education environment;
- Be provided the Catalog; and
- Be provided the School Performance Fact Sheet.

TEST PREPARATION PROGRAMS PROCEDURE

Admissions procedures include meeting with a college representative to review goals, catalog, School
Performance Fact Sheet, and graduation requirements. Each prospective student must:

- Provide evidence of graduation from high school or equivalency;
- Complete the distance education questionnaire;
- Review the catalog;
- Review School Performance Fact Sheet, initial, date and sign; and
- Complete an enrollment agreement (initial to attest to having the minimum equipment to participate in a distance education program, if applicable).

DISTANCE EDUCATION MINIMUM EQUIPMENT REQUIREMENTS

- Computer or tablet;
- camera;
- speakers; and
- access to the internet.

FOREIGN TRANSCRIPT EVALUATION

All foreign transcripts and degrees must be evaluated by a member of the National Association of Credential Evaluation Service (NACES). The following is a sample of foreign transcript and degree evaluators. Los Angles ORT College does not endorse any evaluators.

- Educational Credential Evaluators: http://www.ece.org/
- Educational Perspectives: http://www.educational-perspectives.org/
- International Consultants of Delaware: http://www.icdel.com/
- International Research Foundation, Inc.: http://www.ierf.org/
- World Education Services: http://www.wes.org/

Additional third-party evaluators can be found at: https://www.naces.org/members

INTERNATIONAL STUDENTS AND ENGLISH LANGUAGE SERVICES

Los Angles ORT College does not offer visa services to prospective students from other countries or English language services. Los Angles ORT College does not offer English as a Second Language instruction. All instruction occurs in English. English language proficiency is documented by prior education documentation obtained during the admissions process, the admissions interview and successfully completing all admission requirements.

If a student is accepted for admissions based on documented English skills and his or her primary language is not English, the student has the right to obtain a clear explanation of the terms and conditions in the enrollment agreement and all cancellation and refund policies in his or her primary language by a translation service of his or her choosing, paid for by the student, prior to execution of the enrollment agreement.

ACCEPTANCE OF CREDIT

Los Angeles ORT College may accept transfer of credit from a prospective student to be applied to the training program. A course appropriate for transferring credit is one which is equivalent to the content offered at the college. The transfer of credit may be awarded if the prospective student is from another institute that is approved by a state agency or accredited by an agency which is recognized by the US Department of Education.

All requests for transferring of credit must be submitted in writing during the admission process and be accompanied by a syllabus and/or catalog and official transcript from the originating institute. It is the prospective student's responsibility to provide the college with the required documentation. Upon receipt of all required documentation the Education department will review and provide a response to the request for credit granting within five (5) business days.

The content of a transferred course must have a grade of "C" or 2.0 or higher should be compatible with the content of the course offered at Los Angeles ORT College. The maximum number of credits that may be transferable from other institutes to the college is 20% of the total scheduled clock hours for the program.

If the request to transfer credits is denied by the Education department, the student may appeal to the Director within five (5) days from the date of determination by the Education department. In this case, the Director reviews the student's records and makes a final

determination on transferring or denying of the credits within input from the Chief Academic Officer within five (5) business days**.**

If credit is granted, the tuition will be prorated based on the transferable credit (hours) to the program. Cost of textbook(s) may be reduced based on the approval of transferring of the credits. Los Angeles ORT College does not charge any fees for reviewing or granting transfer of credit.

Los Angles ORT College does not evaluate nor accept credit by means of experiential learning, challenge examinations or achievement tests.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

ARTICULATION AGREEMENTS

Los Angles ORT College has not entered into any transfer or articulation agreements with any other college or university.

PROGRAMS

LIST OF PROGRAMS

Allied Health Programs:
Medical Clinical Assistant Diploma

Test Preparation Programs:
Cisco CCNA Online Bootcamp
Cisco CyberOps Online Bootcamp
CompTIA A+ Online Bootcamp
CompTIA Network+ Online Bootcamp
CompTIA Security+ Online Bootcamp

PROGRAM DESCRIPTIONS

Program Name: Medical Clinical Assistant

Program Length: 650 Hours / 6 Months

Delivery Method: Residential

Cumulative Final Exam: None

Standard Occupational Code (SOC): Medical Assistant 31-9092.00
***SOC Reported Job titles**:*
Registered Medical Assistant (RMA), Certified Medical Assistant (CMA), Chiropractor Assistant, Clinical Assistant, Doctor's Assistant, Medical Assistant (MA), Medical Office Assistant, Ophthalmic Technician, Optometric Assistant, Optometric Technician, Medical Patient Care Coordinator.

Graduation Document: Diploma

Licensure/Credential: The program does not lead to nor require a license or credential for employment.

Program Description:
The Medical Clinical Assistant Diploma program curriculum consists of 650 clock hours and is designed to meet the needs of individuals who are seeking work in the Medical Assisting /Medical Clinical Assistant industry. The program provides students with the understanding of medical assistants, diagnostic test(s), electronic health records and EKG. Students may participate in optional National Certification testing to become nationally certified.

Program Objectives:
The student will learn the skills necessary via front and back-office procedures: vital signs, CPR, to prepare a patient for examinations, assist a doctor/provider(s) in patient examinations, administering injections, drawing blood and electrocardiography for EKG patients. Students will be prepared to fulfill administrative tasks working with medical and financial record management with a software computer driven program(s). This program includes medical, bookkeeping and posting responsibilities and patient collections. The student will schedule patients for appointments and create new patient files. The student will learn the skills necessary for an entry level position.

Course Code and Name	Lecture Hours	Laboratory Hours	Externship Hours	Total Hours
CE101 Computer Essentials	30	30	0	60
MT101 Medical Terminology I	45	30	0	75

Course Code and Name	Lecture Hours	Laboratory Hours	Externship Hours	Total Hours
MT102 Medical Terminology II	30	30	0	60
MT103 Medical Terminology III	30	30	0	60
MCA101 Medical Clinical Assistant I	30	30	0	60
MCA102 Medical Clinical Assistant II	30	30	0	60
MCA103 Medical Clinical Assistant III	30	30	0	60
EKG101 EKG	45	10	0	55
E H R101 E H R & Administrative Procedures	30	15	0	45
EP101 Employment Preparation	15	0	0	15
EX101 MCA Externship	0	0	100	100
Total Hours:	**315**	**235**	**100**	**650**

Course Descriptions:

Course Code: CE101
Course Name: Computer Essentials
Hours: 60
Prerequisites: None
Description: This course introduces students to computer concepts and terminology. Students will learn commonly used portions of MS Office Suite. The course provides a foundation in the use of the Internet/Email and Microsoft Word. Additionally, the students will be able to work with Microsoft Windows Operating System, Microsoft Excel and Microsoft PowerPoint, as well as Keyboarding and Typing. Students will also learn to navigate the World Wide Web, use search engines, and establish an e-mail account.

Course Code: MT101
Course Name: Medical Terminology I
Hours: 75
Prerequisites: None
Description:
Medical Terminology I provides a basic knowledge of the different prefixes, combining forms and suffixes of medical terms that are associated with the following body systems: skeletal, muscular, cardiovascular systems. Likewise, the terms related to the human body in health and disease. The course focuses on the recognition, definition, spelling, and pronunciation of these medical terms and at the same time learning the structures and functions of the body systems.

Course Code: MT102
Course Name: Medical Terminology II
Hours: 60
Prerequisites: None
Description:

Medical Terminology II provides a basic knowledge of the different prefixes, combining forms, suffixes of medical terms that are associated with the following body systems: Lymphatic and Immune, Respiratory, Digestive, Urinary and Nervous Systems. The course focuses on the recognition, definition, spelling, and pronunciation of these medical terms and at the same time learning the structures and functions of the body systems.

Course Code: MT103
Course Name: Medical Terminology III
Hours: 60
Prerequisites: None
Description:
Medical Terminology III provides a basic knowledge of the different prefixes, combining forms, suffixes of medical terms that are associated with the following body systems: Special Senses, Integumentary, Endocrine, and Reproductive Systems. The course focuses on the recognition, definition, spelling, and pronunciation of these medical terms (anatomical, physiological, diagnostic, and pathological terms) and at the same time learning the structures and functions of the body systems. It also includes the recognition, definition, spelling, and pronunciation of terms used in medical pathology and medical practice.

Course Code: MCA101
Course Name: Medical Clinical Assistant I
Hours: 60
Prerequisites: None
Description:
This course is to prepare students for their roles and duties as medical clinical assistants. It covers health care clinical settings and laboratory procedures. Instruction includes universal precautions, infection control. Medical asepsis and sterilization techniques will be studied. Vital Signs and measurements, medical history will be practiced. Students will learn the methods of the physical examination and assessment procedures of the body systems.

Course Code: MCA102
Course Name: Medical Clinical Assistant II
Hours: 60
Prerequisites: None
Description:
This course provides an overview and understanding of medical office diagnostic and laboratory procedures. Orientation of the students to the different preparation for clinical duties of a medical clinical assistant will be presented in a step-by-step fashion. The importance of interviewing for medical history, diagnostic accuracy and proper specimen collection prepares the student for these important back-office tasks.

Course Code: MCA103
Course Name: Medical Clinical Assistant III
Hours: 60
Prerequisites: None
Description:
This course provides an overview and understanding of the different Clinical Skills in a Medical Office. Orientation of the students of preparation and assisting with medications will be presented in a step-by-step fashion. Injections and phlebotomy/venipuncture procedures will be learned. Likewise, to give the students the basic management of different emergencies and understanding of different behaviors that influence health for future patient education.

Course Code: EKG101
Course Name: Electrocardiogram (EKG)
Hours: 55
Prerequisites: None
Description:
The students will learn the anatomy and physiology of the heart as well as the electrophysiology and conductive system of the heart. The course identifies cardiac procedures in the medical back office and diagnostic procedures of the heart. The course takes a step-by-step fashion in presenting EKG's (ECG) preparation, performing, equipment, and supplies. EKG (ECG) artifacts, arrhythmias, and the medical clinical assistant's role in assisting in identifying cardiac arrhythmias are included. The course will include diagnostic procedures and assessment and treatment of the patient with cardiac emergencies.

Course Code: EHR101
Course Name: E H R Management & Administrative Procedures
Hours: 45
Prerequisites: None
Description:
This course is an in-depth study of Electronic Health Record with a brief overview of Introduction to EHR in connection with operation and management of the medical facility. The course introduces students to the application used for administrative purposes, transformation of data into information, data collection and management from a clinical perspective, emphasis' documentation, and the course addresses claims management, regulations such as Health Insurance Portability and Accountability Act (HIPPA) privacy and security. Problems, medications, and allergy lists will be learned. The examinations, treatment plans, orders and results will be studied. The electronic health record is an interactive hands-on course.

Course Code: EP101
Course Name: Employment Preparation
Hours: 15
Prerequisites: None

Description:
In this course students learn how to seek employment including locating sources of employment, writing letters, completing application(s), preparing a resume, interviewing for a job and interview follow-up procedures. Students learn job engines (LinkedIn, Indeed, Monster, etc.)

Course Code: EX101
Course Name: MCA Externship
Hours: 100
Prerequisites: CE101, MT101, MT102, MT103, MCA101, MCA102, MCA103, EKG101, EHR101, EP101
Description:
The student takes hands-on training and academic knowledge to the field in an employment opportunity. Students, through their externship advisor are assigned to a hospital, urgent care and/or doctor's office or clinic. With 'real world' experience, the student can hone in on skills already learned and develop important relationships with patients, doctors and other medical personnel.

Homework:
Students will be required to complete student preparation homework hours such as reading assignments and preparation for tests outside of class hours. Estimated time for homework is 8 to 30 hours per course.

Program Name: Cisco CCNA Online Bootcamp

Program Length: 40 Hours / 1 Week

Delivery Method: Online

Cumulative Final Exam: None

Standard Occupational Code (SOC) and Job Titles:

- 15-1244.00 Network and Computer Systems Administrators
- 15-1299.08 Computer Systems Engineers/Architects
- 15-1231.00 Computer Network Support Specialists
- 15-1299.05 Information Security Engineers

Graduation Document: Certificate of Completion

Licensure/Credential: The program does not lead to nor require a license or credential for employment.

Program Description: The Cisco CCNA Online Bootcamp will prepare students to take and pass the Cisco CCNA certification exam which validates a broad range of fundamentals for all IT careers - from networking technologies, to security, to software development - proving they have the skills businesses need to meet market demands.

Program Objective: To prepare students to take and pass the Cisco CCNA certification exam.

Course Name	Lecture Hours	Laboratory Hours	Externship Hours	Total Hours
Cisco CCNA Online Bootcamp	40	0	0	40
Total Hours:	**40**	**0**	**0**	**40**

Course Description:

Course Name: Cisco CCNA Online Bootcamp
Hours: 40
Prerequisites: None
Description:
At the end of the course, the student will be prepared to take and pass the Cisco CCNA certification exam which covers the following topics:

- Identify the components of a computer network and describe their basic characteristics
- Understand the model of host-to-host communication

- Describe the features and functions of the Cisco Internetwork Operating System (IOS) software
- Describe LANs and the role of switches within LANs
- Describe Ethernet as the network access layer of TCP/IP and describe the operation of switches
- Install a switch and perform the initial configuration
- Describe the TCP/IP Internet layer, IPv4, its addressing scheme, and subnetting
- Describe the TCP/IP Transport layer and Application layer
- Explore functions of routing
- Implement basic configuration on a Cisco router
- Explain host-to-host communications across switches and routers
- Identify and resolve common switched network issues and common problems associated with IPv4 addressing
- Describe IPv6 main features and addresses, and configure and verify basic IPv6 connectivity
- Describe the operation, benefits, and limitations of static routing
- Describe, implement, and verify virtual local area networks (VLANs) and trunks
- Describe the application and configuration of inter-VLAN routing
- Explain the basics of dynamic routing protocols and describe components and terms of Open Shortest Path First (OSPF)
- Explain how Spanning Tree Protocol (STP) and Rapid Spanning Tree Protocol (RSTP) work
- Configure link aggregation using EtherChannel
- Describe the purpose of Layer 3 redundancy protocols
- Describe basic WAN and VPN concepts
- Describe the operation of access control lists (ACLs) and their applications in the network
- Configure Internet access using Dynamic Host Configuration Protocol (DHCP) clients and explain and configure network address translation (NAT) on Cisco routers
- Describe basic quality of service (QoS) concepts
- Describe the concepts of wireless networks, which types of wireless networks can be built, and how to use Wireless LAN Controllers (WLCs)
- Describe network and device architectures and introduce virtualization
- Introduce the concept of network programmability and Software-Defined Networking (SDN) and describe smart network management solutions such as Cisco DNA Center™, Software-Defined Access (SD-Access), and Software-Defined Wide Area Network (SD-WAN)
- Configure basic IOS system monitoring tools
- Describe the management of Cisco devices
- Describe the current security threat landscape
- Describe threat defense technologies
- Implement a basic security configuration of the device management plane

- Implement basic steps to harden network devices

Program Name: Cisco CyberOps Online Bootcamp

Program Length: 40 Hours / 1 Week

Delivery Method: Online

Cumulative Final Exam: None

Standard Occupational Code (SOC) and Job Titles:

- 15-1299.06 Digital Forensics Analysts
- 15-1212.00 Information Security Analysts
- 15-1299.04 Penetration Testers
- 15-1299.05 Information Security Engineers

Graduation Document: Certificate of Completion

Licensure/Credential: The program does not lead to nor require a license or credential for employment.

Program Description: The Cisco CyberOps Online Bootcamp will prepare students to take and pass the Cisco CyberOps certification exam which is one of the most in-demand fields across all areas of IT. Organizations everywhere are building robust security teams to prevent cyber attacks and support ever-evolving technologies, such as cloud-based infrastructure and secure remote work.

Program Objective: To prepare students to take and pass the Cisco CyberOps certification exam.

Course Name	Lecture Hours	Laboratory Hours	Externship Hours	Total Hours
Cisco CyberOps Online Bootcamp	40	0	0	40
Total Hours:	**40**	**0**	**0**	**40**

Course Description:

Course Name: Cisco CyberOps Online Bootcamp
Hours: 40
Prerequisites: None
Description:
At the end of the course, the student will be prepared to take and pass the Cisco CyberOps certification exam which covers the following topics:

- Explain how a SOC operates and describe the different types of services that are performed from a Tier 1 SOC analyst's perspective

- Explain Network Security Monitoring (NSM) tools that are available to the network security analyst
- Explain the data that is available to the network security analyst
- Describe the basic concepts and uses of cryptography
- Describe security flaws in the TCP/IP protocol and how they can be used to attack networks and hosts
- Understand common endpoint security technologies
- Understand the kill chain and the diamond models for incident investigations, and the use of exploit kits by threat actors
- Identify resources for hunting cyber threats
- Explain the need for event data normalization and event correlation
- Identify the common attack vectors
- Identify malicious activities
- Identify patterns of suspicious behaviors
- Conduct security incident investigations
- Explain the use of a typical playbook in the SOC
- Explain the use of SOC metrics to measure the effectiveness of the SOC
- Explain the use of a workflow management system and automation to improve the effectiveness of the SOC
- Describe a typical incident response plan and the functions of a typical Computer Security Incident Response Team (CSIRT)
- Explain the use of Vocabulary for Event Recording and Incident Sharing (VERIS) to document security incidents in a standard format

Program Name: CompTIA A+ Online Bootcamp

Program Length: 40 Hours / 1 Week

Delivery Method: Online

Cumulative Final Exam: None

Standard Occupational Code (SOC) and Job Titles:

- 15-1232.00 Computer User Support Specialists
- 15-1231.00 Computer Network Support Specialists

Graduation Document: Certificate of Completion

Licensure/Credential: The program does not lead to nor require a license or credential for employment.

Program Description: The CompTIA A+ Online Bootcamp will prepare students to take and pass the CompTIA A+ certification exam which covers mobile devices, networking technology, hardware, virtualization, cloud computing, operating systems, security, software and operational procedures.

Program Objective: To prepare students to take and pass the CompTIA A+ certification exam.

Course Name	Lecture Hours	Laboratory Hours	Externship Hours	Total Hours
CompTIA A+ Online Bootcamp	40	0	0	40
Total Hours:	**40**	**0**	**0**	**40**

Course Description:

Course Name: CompTIA A+ Online Bootcamp
Hours: 40
Prerequisites: None
Description:
At the end of the course, the student will be prepared to take and pass the CompTIA A+ certification exam which covers the following topics:

- Identify hardware
- Use and connect hardware components and devices
- Obtain broad knowledge about different devices that is necessary to support the remote workforce
- Install and support Windows OS including command line and client support

- Provide system configuration imaging and troubleshooting for Mac OS, Chrome OS, Android and Linux OS
- Troubleshoot PC and mobile device issues including common OS, malware and security issues
- Explain types of networks and connections including TCP/IP, WIFI and SOHO
- Troubleshoot real-world device and network issues quickly and efficiently
- Identify and protect against security vulnerabilities for devices and their network connections
- Install and configure laptops and other mobile devices and support applications to ensure connectivity for end users
- Compare and contrast cloud computing concepts and set up client-side virtualization
- Follow best practices for safety, environmental impacts, and communication and professionalism

Program Name: CompTIA Network+ Online Bootcamp

Program Length: 40 Hours / 1 Week

Delivery Method: Online

Cumulative Final Exam: None

Standard Occupational Code (SOC) and Job Titles:

- 15-1241.00 Computer Network Architects
- 15-1232.00 Computer User Support Specialists
- 15-1231.00 Computer Network Support Specialists
- 15-1212.00 Information Security Analysts
- 15-1299.06 Digital Forensics Analysts

Graduation Document: Certificate of Completion

Licensure/Credential: The program does not lead to nor require a license or credential for employment.

Program Description: The CompTIA Network+ Online Bootcamp will prepare students to take and pass the CompTIA Network+ certification exam which verifies that the successful candidate has the knowledge and skills required to:

- Establish network connectivity by deploying wired and wireless devices.
- Understand and maintain network documentation.
- Understand the purpose of network services.
- Understand basic datacenter, cloud and virtual networking concepts.
- Monitor network activity, identifying performance and availability issues.
- Implement network hardening techniques.
- Manage, configure, and troubleshoot network infrastructure.

Program Objective: To prepare students to take and pass the CompTIA Network+ certification exam.

Course Name	Lecture Hours	Laboratory Hours	Externship Hours	Total Hours
CompTIA Network+ Online Bootcamp	40	0	0	40
Total Hours:	**40**	**0**	**0**	**40**

Course Description:

Course Name: CompTIA Network+ Online Bootcamp

Hours: 40
Prerequisites: None
Description:
At the end of the course, the student will be prepared to take and pass the CompTIA Network+ certification exam which covers the following topics:

- Explain basic networking concepts including network services, physical connections, topologies and architecture, and cloud connectivity.
- Monitor and optimize networks to ensure business continuity.
- Explain security concepts and network attacks in order to harden networks against threats.
- Troubleshoot common cable, connectivity, and software issues related to networking.
- Explain routing technologies and networking devices; deploy ethernet solutions and configure wireless technologies.

Program Name: CompTIA Security+ Online Bootcamp

Program Length: 40 Hours / 1 Week

Delivery Method: Online

Cumulative Final Exam: None

Standard Occupational Code (SOC) and Job Titles:

- 15-1241.00 Computer Network Architects
- 15-1299.04 Penetration Testers
- 15-1299.05 Information Security Engineers

Graduation Document: Certificate of Completion

Licensure/Credential: The program does not lead to nor require a license or credential for employment.

Program Description: The CompTIA Security+ Online Bootcamp will prepare students to take and pass the CompTIA Security+ certification exam which verifies that the successful candidate has the knowledge and skills required to assess the security posture of an enterprise environment and recommend and implement appropriate security solutions; monitor and secure hybrid environments, including cloud, mobile, and IoT; operate with an awareness of applicable laws and policies, including principles of governance, risk, and compliance; identify, analyze, and respond to security events and incidents.

Program Objective: To prepare students to take and pass the CompTIA Security+ certification exam.

Course Name	Lecture Hours	Laboratory Hours	Externship Hours	Total Hours
CompTIA Security+ Online Bootcamp	40	0	0	40
Total Hours:	**40**	**0**	**0**	**40**

Course Description:

Course Name: CompTIA Security+ Online Bootcamp
Hours: 40
Prerequisites: None
Description:
At the end of the course, the student will be prepared to take and pass the CompTIA Security+ certification exam which covers the following topics:

- Define key cybersecurity terminology and concepts to provide a foundation for security controls.
- Respond to common threats, cyberattacks, vulnerabilities, and security incidents.
- Apply appropriate mitigation techniques to monitor and secure hybrid environments.
- Explain security implications of different architecture models, principles of securing enterprise infrastructure, and strategies to protect data.
- Apply and enhance security and vulnerability management techniques.
- Explain security implications of proper hardware, software, and data management.
- Utilize reporting and communication skills required for Security+ job roles relating to governance, risk management, compliance, assessment, and security awareness.

ACADEMIC POLICIES - ALLIED HEALTH PROGRAMS

GRADING SYSTEM

At the end of each course students are assigned a grade as follows:

Grade	Score	Explanation	Grade Points
A	90 – 100	Excellent	4.0
B	80 - 89	Good	3.0
C	70 - 79	Average	2.0
D	60 - 69	Below Average	1.0
F	59 and below	Failure	0.0
I	Incomplete	Withdrawal from the program during the course.	0.0
P	Pass	Successful Completion	0.0
TC		Transfer Credit	0.00

SATISFACTORY ACADEMIC PROGRESS – WARNING, PROBATION AND DISMISSAL

Standards of satisfactory progress applies to all students. Students must continually maintain satisfactory progress in order to continue their education at Los Angeles ORT College.

To maintain satisfactory progress students must achieve a minimum academic standard that is a minimum grade point average of 2.0 and obtain a “Pass” in each course graded by Pass / Fail.

If a student does not have a minimum a grade point average of 2.0 at the end of a course the following will occur:

1. Warning: If the student does not have the minimum grade point average of 2.0 at the end of a course the student will first be put on warning. A warning notification is a written notice that the student has a maximum of one course to make progress in improving the overall GPA and a maximum of two courses to reach a GPA of 2.0.

2. Probation: If a student is given a warning and the student’s GPA does not increase at the end of the first course, while on warning the student will be placed on probation. A probation notification is a written notice that the student has one course to

increase the GPA. If the GPA has not increased by the end of the first course the student is on probation, that student will be withdrawn from the program.

If the student's GPA has improved by the end of the first course while on probation the student will remain on probation with an opportunity to reach a minimum GPA of 2.0 by the end of the next course. Should the student not reach the minimum GPA of 2.0 by the end of the second course while on probation the student will be withdrawn from the program.

When a student on warning or probation obtains a minimum GPA of 2.0 the student will be deemed to have met satisfactory academic progress and be removed from warning or probation status.

Failed Course

Any course that is failed is required to be repeated. There is no charge to repeat a course. Due to the scheduling of courses a student may need to be put on a leave of absence (described below) or withdrawn from the program until the failed course is again offered. The program starts twice a year; therefore, each course is offered twice a year. A student may not take the externship course until all other courses are passed.

LEAVE OF ABSENCE POLICY

A leave of absence (LOA) is a temporary break in a student's attendance during which s/he is considered to be continuously enrolled. Los Angeles ORT College policy is as follows:

- A leave of absence must be limited to a maximum of 180 calendar days. Multiple leaves of absence may be permitted provided the total of the leaves does not exceed this limit.
- A leave of absence may be granted for emergency situations such as a serious illness, debilitating injury, or death in the immediate family. In addition, a leave of absence will be granted to any student who failed a course and was able to successfully achieve academic progress, if the maximum of 180 days is not met.
- A student must submit a written request for a leave of absence to the Registrar office in advance of the beginning date of the leave of absence, unless unforeseen circumstances prevent the student from doing so. If a student does not request a leave of absence within a 14 consecutive days of absence policy, s/he will be withdrawn.
- The student must sign and date the leave of absence request form in the Registrar office and specify a reason for the leave. The reason must be identified in order for the College to have a reasonable expectation of the student's return within the timeframe of the leave of absence as requested.
- An approved leave of absence may be extended for an additional period of time provided that the extension request meets all of the above requirements, and the total length of the leave of absence does not exceed the above specified limit.
- If the student does not return from LOA on the return date, the College considers the student as having withdrawn from the program. In this case, the Last Date of

Attendance will be considered for applicable refunds due, if any, according to the Refund Policy stated in this catalog.

ATTENDANCE

The College expects students to demonstrate those work habits that are required in the workplace. Students should arrive at classes on time and should not be absent for any session of instruction. Maintaining excellent classroom attendance enables students to develop attendance skills that are required by employers.

In order to graduate from the training program, students must complete a minimum of 80% of the total scheduled hours for the program.

Attendance is tracked in every class by the instructor and is recorded on the class attendance roster.

Tardiness is when the student arrives late to class. Tardiness disrupts classes which are already in progress. Students are expected to be at their assigned places when classes begin. An early departure is when students leave before the instructor dismisses class. Students should return from breaks on time. If a student is tardy for more than 10 minutes, the period for tardiness will be deducted from the daily total scheduled hours on the attendance roster by the instructor. If a student leaves the class earlier than the end of scheduled class time, the period of early departure will be deducted from the daily total scheduled hours on the attendance roster by the instructor. The consequences of excessive tardiness and/or early departure may affect the student's attendance percentage, grades and/or satisfactory academic progress (SAP), which may form the grounds for probation and consequently withdrawal from the program by the College.

Attendance Probation

The attendance of each student will be evaluated at the end of each course. A student who fails to maintain the minimum 80% attendance will receive a written notice of attendance probation from the Registrar office and should correct the problem by the end of the following evaluation period, which is the end of the next course. If the student fails to correct the attendance problem by the end of the course, the student will be withdrawn from the program.

At any time a student who has missed fourteen (14) consecutive calendar days will be withdrawn from the program.

WITHDRAWAL

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the College of withdrawal in writing. The notice of withdrawal is effective based on the day of receipt.

- The College terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the policies and procedures of the College; absences in excess of maximum set forth by the College; and/or failure to meet financial obligations to the College.

GRADUATION REQUIREMENTS

A student will be eligible for graduation when all required hours in the program are earned, and all financial obligations have been paid or other financial arrangements have been requested and approved in writing by the College.

ACADEMIC POLICIES – TEST PREPARATION PROGRAMS

GRADING SYSTEM

At the end of each test preparation program students are assigned a grade as follows:

Grade	Score	Explanation
Pass	70 – 100	Successful Completion
Fail	0 - 70	Failure to Successfully Complete Coursework
I	Incomplete	Voluntary withdrawal from the program.
W	Withdrawal	Withdrawal due to attendance, SAP, or other violation.

SATISFACTORY ACADEMIC PROGRESS – WARNING, PROBATION AND DISMISSAL

Standards of satisfactory progress applies to all students. Students must continually maintain satisfactory progress in order to continue their education at Los Angeles ORT College.

To maintain satisfactory progress students must achieve a minimum grade of "Pass" throughout the duration of the program. There will be one progress check at the 20-hour (halfway) point at which time students must demonstrate they have achieved a grade of "Pass".

If a student does not demonstrate they have achieved the grade of "Pass" at the 20-hour (halfway) point of the program, then the following will occur:

1. Warning: If the student does not have a grade of "Pass" at the 20-hour (halfway) point, then the student will first be put on warning. A warning notification is a written notice that the student has eight (8) program hours to make progress in improving their grade to reach a grade of "Pass".

2. Probation: If a student is given a warning and the student's grade does not increase after eight (8) program hours while on warning, then the student will be placed on probation. A probation notification is a written notice that the student has eight (8) program hours to increase their grade to "Pass". If their grade has not increased to "Pass" by the end of the eight (8) program hours the student is on probation, then that student will be withdrawn from the program.

When a student on warning or probation obtains a grade of "Pass", then the student will be deemed to have met satisfactory academic progress and be removed from warning or probation status.

Make-up Work
Any coursework that is failed is allowed to be repeated. There is no charge to repeat coursework.

LEAVE OF ABSENCE POLICY
A leave of absence (LOA) is not available for test preparation programs.

ATTENDANCE
The College expects students to demonstrate those work habits that are required in the workplace. Students should arrive on time and should not be absent for any session of instruction. Maintaining excellent attendance enables students to develop attendance skills that are required by employers.

In order to graduate from the test preparation program, students must complete a minimum of 70% of the total scheduled hours for the program.

Attendance is tracked in every class by the instructor and is recorded on the class attendance roster via Zoom.

Tardiness is when the student arrives late to class. Tardiness disrupts classes which are already in progress. Students are expected to be logged into Zoom when classes begin.

An early departure is when students leave before the instructor dismisses class. Students should return from breaks on time. If a student is tardy for more than 10 minutes, the period for tardiness will be deducted from the daily total scheduled hours on the attendance roster by the instructor. If a student leaves the class earlier than the end of scheduled class time, the period of early departure will be deducted from the daily total scheduled hours on the attendance roster by the instructor.

The consequences of excessive tardiness and/or early departure may affect the student's attendance percentage, grades and/or satisfactory academic progress (SAP), which may form the grounds for probation and consequently withdrawal from the program by the College.

Attendance Probation
The attendance of each student will be evaluated at the end of each class. A student who fails to attend two (2) of the scheduled class sessions will receive a written notice of attendance probation from the Registrar office and should correct the problem immediately. If the student fails to correct the attendance problem and fails to attend one

(1) additional scheduled class session, then the student will be withdrawn from the program.

At any time if a student has missed three (3) scheduled class sessions, they will be withdrawn from the program.

WITHDRAWAL

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the College of withdrawal in writing. The notice of withdrawal is effective based on the day of receipt.
- The College terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the policies and procedures of the College; absences in excess of maximum set forth by the College; and/or failure to meet financial obligations to the College.

GRADUATION REQUIREMENTS

A student will be eligible for graduation when all required hours in the program are earned, and all financial obligations have been paid or other financial arrangements have been requested and approved in writing by the College.

STUDENT SERVICES

ACADEMIC ADVISING

Academic advising may be initiated by Los Angles ORT College personnel or the student when the need is identified. Students may request academic advising by contacting their instructor.

HOUSING

Los Angles ORT College does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. According to rentals.com for Los Angeles, CA, rental properties start at approximately $1,200.00 per month.

LEARNING RESOURCES

Each student has access to a collection of books, information resources, and materials with special emphasis on curriculum support maintained in the classroom. The non-print media collection includes DVDs, computer software and internet access. Learning resources are available on-campus only and can be utilized during class time (Monday – Friday 9:00 am to 2:00 pm) and with arrangement of the instructor outside of class time.

DISTANCE EDUCATION RESPONSE TIME

For Los Angeles ORT College courses offered via distance education, or with a distance education component, students will receive grades and feedback on assignments within ten (10) days.

CAREER SERVICES AND PLACEMENT ASSISTANCE

Los Angeles ORT College does not guarantee employment of its graduates. Los Angeles ORT College only assists graduating students in job preparation and employment search activities, such as resume review and review of interview techniques. Despite this assistance, students must assume the responsibility for job search and securing employment. As part of the hiring process, employers may conduct a background check to screen applicants. Any misdemeanor or felony record could adversely affect employment. In addition, employers may also request the applicants to provide proof of immunization records.

STUDENT RECORDS

Los Angles ORT College maintains electronic records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program. Los Angles ORT College maintains, for each student granted a diploma permanent record of all of the following for a minimum of five (5) years:

- The diploma granted and the date on which it was granted.
- The courses and hours on which the diploma was based.
- The grade earned by the student in each of those courses.
- Admission records
- Financial records
- Academic records
- Advisory Notices
- Complaints

Los Angles ORT College maintains student transcripts permanently. Information on transcripts include the following:

- Courses or educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal;
- The final grades or evaluations given to the student;
- Diploma awarded the student; and
- The name, address, email address, and telephone number of the institution.

GRIEVANCE PROCEDURE

Students who encounter difficulties, problems, or have complaints, should first bring the matter to the attention of their instructor. If, after following this procedure, the situation is still not resolved, students should contact the Chief Executive Officer. The Chief Executive Office will investigate the complaint, by gathering information and documentation. The Chief

Executive officer will make a determination, within five (5) business days of receipt, inform the student of the decision and place a copy of the determination letter in the student's file.

CANCELLATION, WITHDRAWAL AND REFUND

STUDENT'S RIGHT TO CANCEL

- You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first-class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the program through the last day of scheduled attendance.
- Cancellation may occur when the student provides a written notice of cancellation to Los Angeles ORT College, Attn: Administration at 2206 West 7th Street, Los Angeles, CA 90057 or via email to: registrar@laort.edu.
- The notice of cancellation is effective based on the day of receipt.
- The written notice of cancellation need not take any particular form and however expressed; it is effective if it shows that the student longer wishes to be bound by the Enrollment Agreement.
- If the Enrollment Agreement is cancelled, the College will refund the student any money paid, less a registration fee of $100.00 within 45 days after the notice of cancellation is received.

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the College at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the program through the last day of scheduled attendance. Withdrawal may occur when the student provides a written notice of withdrawal to Los Angeles ORT College, Attn: Administration at 2206 West 7th Street, Los Angeles, CA 90057 or via email to: registrar@laort.edu. The notice of withdrawal is effective based on the day of receipt. Any refund due will be paid within 45 days of withdrawal. If the student has completed more than 60 percent of the program for which the student was charged, the total tuition and fees is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the College of withdrawal in writing. The notice of withdrawal is effective based on the day of receipt.
- The College terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the policies and procedures of the College; absences in excess of maximum set forth by the College; and/or failure to meet financial obligations to the College.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded scheduled attendance. The amount owed equals the hourly charge for the program (total institutional charges, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. 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.

TUITION AND FEES

Program	Registration Fee Non-Refundable	Student Tuition Recovery Fund* Non-Refundable	Textbooks Non-Refundable	Supplies Non-Refundable	Uniform	Tuition	Total Cost**
Medical Clinical Assistant Diploma	$100.00	$0.00	$536.00	$49.00	$50.00	$8,000.00	$8,735.00
Cisco CCNA Online Bootcamp	$0.00	$0.00	$0.00	$0.00	$0.00	$3,295.00	$3,295.00
Cisco CyberOps Online Bootcamp	$0.00	$0.00	$0.00	$0.00	$0.00	$3,495.00	$3,495.00
CompTIA A+ Online Bootcamp	$0.00	$0.00	$0.00	$0.00	$0.00	$2,295.00	$2,295.00
CompTIA Network+ Online Bootcamp	$0.00	$0.00	$0.00	$0.00	$0.00	$1,495.00	$1,495.00
CompTIA Security+ Online Bootcamp	$0.00	$0.00	$0.00	$0.00	$0.00	$2,295.00	$2,295.00

*STRF: Non-Refundable - $0.00 for every $1,000 rounded to the nearest $1,000 of institutional charges.

**Charges for a period of attendance are the same as the estimated total charges/cost.

Additional Fees, if applicable:

- Payments not received on or before the due date will be considered late as of 7 days after the due date and will be charged a $25.00 late fee.
- Official Transcript $30.00 each (unofficial at no cost)
- Additional uniform $50.00 each
- Additional stethoscope and blood pressure cuff $38.00 each
- Additional 16 GB Flash Drive $11.00 each.

LOAN

If a student receives a loan to pay for the educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund and if the student receives federal student financial aid funds, the student is entitled to a refund of the money's not paid from federal financial aid funds.

PAYMENT

Allied Health Programs

Tuition is due on a monthly basis, as agreed to in the enrollment agreement. Payment can be made via check, debit card, credit card, or bank transfer. Payments not received on or before the due date will be considered late as of 7 days after the due date and will be charged a $25.00 late fee.

At the student's option, the College will accept payment in full for tuition and fees after the student has been accepted and enrolled and the date of the first-class session is disclosed in the enrollment agreement.

IT Test Preparation Online Bootcamps

Tuition is due after the student has been accepted and enrolled and the date of the first-class session is disclosed in the enrollment agreement. Payment can be made via check, debit card, credit card, or bank transfer. Payments not received on or before the due date will be considered late as of 7 days after the due date and will be charged a $25.00 late fee.

STUDENT TUITION RECOVERY FUND

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-

out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

ADMINISTRATION AND INSTRUCTORS

ADMINISTRATION

Dr. David Kanani, Chief Executive Officer and Chief Operating Officer
Dr. Yvette Hargrove, Chief Academic Officer
Chris Villanueva, Registrar

INSTRUCTORS

Dr. Bahram Ranjbar, MD – Medicine	Universidad Tecnologica de Santiago, Dominican Republic
Dr. Yvette Hargrove, Doctor of Medicine	Ross University School of Medicine, Dominica
Reza Berenjforoosh Azar, IT Manager & Consultant	Cisco & CHEP Certified Instructor

STATE OF CALIFORNIA CONSUMER INFORMATION

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

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

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

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 toll-free or by completing a complaint form, which can be obtained on the bureau's internet website, www.bppe.ca.gov.

Los Angles ORT College is not accredited by an agency recognized by the United States Department of Education (USDE) and students are not eligible for federal financial aid programs.

Los Angles ORT College does not participate in any federal or state financial aid programs.

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 3707589, option #5, or by visiting osar.bppe.ca.gov.

This catalog includes programs that are approved by the California Bureau for Private Postsecondary Education and subject to the California Private Postsecondary Education Act of 2009 and others that are not. Certain rights and protections outlined in this catalog, including but not limited to student refund rights, cancellation rights, and Student Tuition Recovery Fund (STRF) eligibility, apply only to the following state approved programs:

Allied Health Programs:
Medical Clinical Assistant Diploma

Test Preparation Programs:
Cisco CCNA Online Bootcamp
Cisco CyberOps Online Bootcamp
CompTIA A+ Online Bootcamp
CompTIA Network+ Online Bootcamp
CompTIA Security+ Online Bootcamp

CONTINUING EDUCATION

Continuing education is not offered for academic credit and is not intended to transfer into any academic program offered by Los Angeles ORT College. Continuing Education is offered to teaching professionals seeking continuing teacher and leader education hours.

The policies outlined below strictly apply to continuing education and are not intended to apply to any academic program offered by Los Angeles ORT College.

PROGRAM:
STEM Teacher Training and Professional Development (Self-Paced Online) – 32 Hours

PROGRAM DESCRIPTION:
The course develops core competencies required for effective teaching and implementation of STEM curricula. Among the topics covered in the course are: Fostering Inclusivity, Assessment of Student Learning, Teamwork, Data Literacy, Fundamentals of Science, Critical Thinking Skills, and other topics covering the main competencies required for effective STEM teaching. The hands-on activities included in the course help students master useful skills based on the knowledge of Science, Technology, Engineering, and Mathematics. The course is certified by the New York Academy of Sciences.

PROGRAM OBJECTIVES:
By completion of this program:
- Participants will demonstrate mastery of the competencies required for the successful implementation of a modern STEM curriculum.

- Participants will define and explain the importance of STEM education in our rapidly evolving world, so they can make 8-12 students comfortable with and interested in STEM careers.
- Participants will develop the skills, knowledge, and tools necessary to find solutions to real-world problems.
- Participants will demonstrate proficiency in areas of the STEM curriculum by
    - Making the vision of the Next Generation Science Standards come alive in the classroom, while:
        - Teaching STEM, using Science and Engineering Practices as interdisciplinary subjects.
        - Seeing themselves as academic coaches, instead of mere distributors of information.
        - Teaching the importance of making decisions based on evidence and logic rather than on emotions and feelings.

ENTRANCE REQUIREMENTS:
Bachelor's Degree in one of the STEM fields.

TUITION & FEES:
- Program Tuition – $995.00
- Fees - $0.00

Total Program Cost – $995.00

ACADEMIC STANDARDS AND POLICIES:

ATTENDANCE POLICY
Students are expected to complete assignments on time.

STUDENT BEHAVIOR EXPECTATIONS
It is expected that each student will:
- Complete assignments by the assigned date.
- Keep current with assigned reading work.
- Conform to expected conduct:
    - Students are responsible for proper behavior during online learning. It is not acceptable to use obscene, profane, threatening, or disrespectful language.
    - Integrity and authenticity of student work is a must. Do not cut, copy, or plagiarize internet content or the work of others.
    - Distance education learning correspondence is not private. Never say, write, or record anything that will earn you a consequence.
    - Protect your course login details, sharing course access is not permitted.

GRADING SYSTEM

- Tasks / Assignments: 70%
- Final Project: 30%

COMPLETION REQUIREMENTS:

To pass the course, students are expected to obtain a minimum total grade of 70% no later than four (4) months after the course start date.

REFUND POLICY:

Los Angeles ORT College follows an equitable refund policy for the refund.

1. A student who cancels registration before instruction begins receives all monies returned.

2. Thereafter, a student will be liable for tuition as of the student's last time of physical attendance. Tuition liability is determined by the percentage of the program offered to the student. If termination occurs, the school may keep:

   Up to 25% of the program hours offered: 25%
   26% - 50% of the program hours offered: 50%
   After 50% of the program hours offered: 100%

The Process for Obtaining a Tuition Refund

Students who wish to withdrawal must submit a written request to the Director. All requests are processed in accordance with the refund schedule.

All refunds owed on a student account will be paid directly to the student within 30 days of the last day of attendance if written notification of withdrawal has been provided to the institution by the student.

All tuition refunds are calculated based on the clock hours attended.

Cancellation Policy

If Los Angeles ORT College cancels a course start students will be eligible for a full refund or to reschedule their enrollment for a later scheduled date.

CATALOG CHANGES

Information about Los Angles ORT College is published in this catalog, which contains a description of policies, procedures, and other information about the College. Los Angles ORT College reserves the right to change any provision of the catalog at any time. Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format with an effective date. Students are expected to read and be familiar with the information contained in the catalog, in any revisions, supplements and addenda to the catalog, and with all College policies. By enrolling in Los Angles ORT College, the student agrees to abide by the terms stated in the catalog and all College policies.