

# LOS ANGELES PACIFIC COLLEGE

General Catalog | 2017 - 2018



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ACCREDITED BY



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# I APPROVAL DISCLOSURE STATEMENT

Los Angeles Pacific College (LAPC), 3325 Wilshire Blvd. Suite 550, Los Angeles, CA 90010, was incorporated in 1993. Since 2004, the institution has been an S Corporation and operating under the legal name, Los Angeles Pacific College. LAPC received approval to operate as a degree-granting institution under the California State Bureau for Private Postsecondary Education (BPPE) pursuant to Section 94900 of California Education Code.

The Commission of the Council on Occupational Education (COE) awarded Los Angeles Pacific College accredited status on October 11, 2012 through 2018 for all vocational programs: Associate of Occupational Studies in Accounting (AOS), Business General Program (BGP), Computerized Accounting (CAC), Computer Information Systems (CIS), Computer Graphic Design (CGD) and Vocational English. COE also awarded accredited status for new programs in CGD and Web Software Technology (WST) on February 22, 2017 and April 7, 2017. COE is recognized by the U.S. Secretary of Education as a national accrediting agency for post-secondary occupational institutions that offer certificate, diploma, and applied associate degree programs. For further information about this accreditation, please contact COE, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, [www.council.org](http://www.council.org).

The Los Angeles Pacific College English as a Second Language Program is accredited by the Commission on English Language Program Accreditation (CEA) for the period December 2014 through December 2018 and agrees to uphold the CEA Standards for English Language Programs and Institutions. CEA is recognized by the U.S. Secretary of Education as a national accrediting agency for English language programs and institutions in the U.S. For further information about this accreditation, please contact CEA, 1001 North Fairfax Street, Suite 630, Alexandria, VA 22314, 703.665.3400, [www.cea-accredit.org](http://www.cea-accredit.org).

We offer the following academic programs:

Two-Year Degree Programs	
Accounting, Associate of Occupational Studies [AOS]	60 Semester Units
	1140 Clock Hours
Computer Graphic Design, Associate of Applied Science [AAS]	60 Semester Units
	1140 Clock Hours
Web Software Technology, Associate of Applied Science [AAS]	60 Semester Units
	1125 Clock Hours

Certificate Programs			
	Normal Progress	Accelerated Program	
Business General Program	36 Weeks	24 Weeks	480 Clock Hours
Computerized Accounting	54 Weeks	36 Weeks	720 Clock Hours

Computer Information Systems	36 Weeks	24 Weeks	480 Clock Hours
Computer Graphic Design	36 Weeks	24 Weeks	480 Clock Hours
Professional Computer Graphic Design	55 Weeks	37 Weeks	735 Clock Hours
Web Design	36 Weeks	24 Weeks	480 Clock Hours
Web Software Technology	54 Weeks	36 Weeks	720 Clock Hours
English as a Second Language	36 Weeks*	36 Weeks	720 Clock Hours

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

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

California law requires that a student who successfully completes a course of study be awarded a diploma or certificate upon the successful completion of the training. Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal, educational and occupational plans with school personnel prior to enrolling or signing an enrollment agreement. This school currently has available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by LAPC may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

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

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

# II GENERAL INFORMATION

## 1 | HISTORY

LAPC was founded in 1989 as a computer training school in Los Angeles, California. We were granted approval in March 2002 as a degree-granting institution from the California State Bureau for Private Postsecondary and Vocational Education (BPPVE), which now operates as the California State Bureau for Private Postsecondary Education (BPPE). To expand the range of opportunities for conducting quality job training, we obtained federal authorization from the Immigration and Naturalization Service (INS)—now the United States Citizenship and Immigration Services (USCIS)—to enroll foreign students in 1990. In 1992, we began to offer English

as a Second Language courses to assist foreign students and new immigrants with their English language education. In March 2002, LAPC became a degree-granting institution when we began offering the Associate of Occupational Studies (AOS) degree in Accounting.

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

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

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

## 2| INTRODUCTION

Los Angeles Pacific College welcomes all of our students who come from diverse and unique backgrounds. We believe in the pedagogy, or the art of teaching, of Multicultural Education. Our students arrive at LAPC from different cultures; the staff and faculty recognize each of our students as an individual, and endeavor to meet each student's needs and goals.

We strive to develop the personal growth and professional potential of each of our students. Through our programs of study, students are prepared for employment in various fields including business data processing and computer information technology, or are prepared to continue onto higher education. In addition, we aim to broaden our students' horizons, resulting in career growth and job security. For students studying English as a Second Language, we assist in providing the necessary tools to develop proficiency in English and the opportunities to experience and learn about American culture.

## 3| MISSION

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

### ESL PROGRAM MISSION

The mission of the English as a Second Language (ESL) program at LAPC is to serve the domestic and international community as a postsecondary, intensive English Program which offers the development of communication skills and the enrichment of cultural awareness.

## 4| PHILOSOPHY

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

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

## 5| OBJECTIVES

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

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

LAPC administers training in technical skills for entry-level employment in fields related to computer information, accounting, bookkeeping, graphic design, and general office work. For our students studying English as a Second Language (ESL), LAPC assists in providing the enhancement of their communication skills and enrichment of an inter-cultural awareness. We also provide these students with the appropriate support and services to assist in making the transition from their home country to the United States.

For all of our students, we recruit the most talented faculty to ensure the best education possible while at LAPC. We try to meet or go beyond our students' expectations in developing their skills of study, whether it is linguistic or technical. It is our responsibility to meet the needs of our students, ordinary or extraordinary, and ensure that their experience at LAPC is both positive and fulfilling.

## 6| ACADEMIC CRITERIA

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

### *Academic Director/Coordinator:*

- Minimum Bachelor's degree required;
- Minimum 5 years of related teaching experience and/or demonstrated industry work experience required;
- Master of Business Administration (MBA) or equivalent advanced degree in business, and/or designation as Certified Public Accountant (CPA) is preferred;
- Possession of related teaching credential, license, or certificate preferred.

### *Academic Coordinator, English as a Second Language (ESL):*

- Minimum Bachelor's degree required;
- Minimum 5 years of related teaching experience;
- Major study in ESL/TESL or Education (with emphasis on English language teaching), English/English Literature, Linguistics, or Communications preferred, but not required;

- For non-ESL/TESL majors: possession of ESL/TESL or equivalent teaching credential, license, or certificate;
- Native speaker.

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

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

#### **English as a Second Language (ESL) courses:**

- Minimum Bachelor's degree required;
- Minimum 2 years of related teaching experience;
- Major study in ESL/TESL or Education (with emphasis on English language teaching), English/English Literature, Linguistics, or Communications preferred, but not required
- For non-ESL/TESL majors: possession of ESL/TESL or equivalent teaching credential, license, or certificate; or enrollment in ESL/TESL certification program;
- Native speaker.

#### **Computer Information System (CIS) courses:**

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

#### **Computer Graphic Design (CGD) courses:**

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

#### **Web Software Technology (WST) courses:**

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

## **7 | FACILITIES & EQUIPMENT**

LAPC is housed in a 5,351-square-foot facility in a commercial building at 3325 Wilshire Blvd., Suite 550, in Los Angeles, California. Unless otherwise stated, all class sessions shall be held at the aforementioned campus facility. The facility includes computer labs, classrooms, and administrative offices. Classrooms and labs are arranged in such a way as to create an atmosphere, which promotes an optimum learning

experience for students. Classes employ modern equipment such as computers, internet access and DVD players to enhance the curriculum. Scanners and printers are available with advance notice. The school has a small student lounge where students can interact with each other. Parking is available in metered street parking, or in the parking structure which is accessible from Catalina.

## **8 | HANDICAPPED FACILITIES**

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

## **9 | LIBRARY AND RESOURCE FACILITIES**

It is LAPC's goal to both provide and continually improve its library resources to support educational processes. Students are encouraged to supplement their course of study by utilizing the resources of the library. During the mandatory orientation week, or the first week of each semester, students are introduced to our library facilities as well as the learning resources available both on-site and off-site.

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

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

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

## **10 | HEALTH & SAFETY CONSIDERATIONS**

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

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

For accidents, emergencies, and crimes involving students, any instructional or administrative staff on the scene or otherwise alerted are required to immediately contact building security, "911," or the City of Los Angeles Police Department (Olympic Community Police Station) at (213) 382-9102. Please refer to the "Institutional Health and Safety Plan" for more information.

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

## 11| CLASS SCHEDULE & CALENDAR FOR THE SCHOOL YEAR

### Calendar for All Certificate Programs

2017	Winter	Spring	Summer	Fall
Start/End	1/09-3/31	4/03-6/23	7/03-9/22	10/02-12/22
Midterm	2/17	5/12	8/11	11/10
Final	3/31	6/23	9/22	12/22
Session Break	No Break	6/26-6/30	9/25-9/29	12/25-1/05
Session Length	12 weeks	12 weeks	12 weeks	12 weeks
2018	Winter	Spring	Summer	Fall
Start/End	1/08-3/30	4/02-6/22	7/02-9/21	10/01-12/21
Midterm	2/16	5/11	8/10	11/09
Final	3/30	6/22	9/21	12/21
Session Break	No Break	6/25-6/29	9/24-9/28	12/24-1/04
Session Length	12 weeks	12 weeks	12 weeks	12 weeks
2019	Winter	Spring	Summer	Fall
Start/End	1/07-3/29	4/01-6/21	7/01-9/20	9/30-12/20
Midterm	2/18	5/13	8/12	11/11
Final	3/29	6/21	9/20	12/20
Session Break	No Break	6/24-6/28	9/23-9/27	12/23-1/03
Session Length	12 weeks	12 weeks	12 weeks	12 weeks

The start/end date for the associate degree or other certificate programs may vary and is subject to change.

### CLASS SESSIONS

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

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

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

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

### CLASS SIZE

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

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

### GRANTING OF ACADEMIC CREDIT

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

### HOURS OF OPERATION

Office Hours:	8:30 a.m. – 10:30p.m.	M-F
Instructional Hours*:	9:00 a.m. – 10:30p.m.	M-F

*\*May vary based upon class schedule*

### **The following holidays are observed:**

New Year's Day  
 Martin Luther King Jr.'s Birthday  
 Presidents' Day  
 Good Friday  
 Memorial Day (Official Observance)  
 Independence Day  
 Labor Day  
 Columbus Day  
 Veterans Day  
 Thanksgiving Day, and day after Thanksgiving  
 Christmas Eve, Christmas Day  
 (\*\*including Christmas week and New Year's week)

*\*May vary based upon class schedule*

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

## **ENROLLMENT WINDOW**

The Computer Graphic Design (CGD), Computer Information Systems (CIS), Computerized Accounting (CAC), and Web Software Technology (WST) programs admit new students at the start of each new course within the program. The Associate of Occupational Studies in Accounting (AOS-A), Associate of Applied Science in Computer Graphic Design (AAS-CGD), and Associate of Applied Science in Web Software Technology (AAS-WST) program must have at least ten students enrolled to start, or it can start with the Academic Director's discretion.

The English as a Second Language (ESL) Program has an open enrollment window. If students enroll during a term and the ESL class has been in session for ten school days or more, students are given the option of auditing the class (no credit given) for its duration, or taking the class when it starts again. Students may progress to the next level in the ESL Program if the student passes the final exam for each subject with a grade of C or higher.

## **DROP AND WITHDRAWAL POLICY**

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

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

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

## **LANGUAGE OF INSTRUCTION**

All instruction at LAPC will be conducted in English.

## **GENERAL TERMS**

Without prior notification, LAPC reserves the right to change or modify the program content, equipment, staff, materials and organization as it deems necessary, with the approval of the school's regulatory agencies. Such changes may be required to keep pace with technological advances and to improve teaching methods or procedures. In no event will any program changes diminish the competency of any program or result in tuition changes. LAPC also reserves the right to cancel a scheduled course if registration is insufficient to make up a class. In such a case, all monies paid will be refunded within 10 days.

# **III | ADMISSION POLICIES**

## **1 | ADMISSION REQUIREMENTS**

Admission to LAPC requires an individual commitment to professional and educational goals and objectives. The applicant, who must be at least 18 years of age, is admitted as a regular student provided the applicant has a High School Diploma or its equivalent (GED, college transcript, college diploma, Notice of Intent to Transfer from the last school attended, etc.), and passes an admission test with no less than the minimum score as established in the test publisher's guidelines.

On a case-by-case basis, applicants who are under 18 years of age may enroll upon their legal guardian's permission. However, they may only take courses for personal development and not for academic credit. In addition, students may choose to repeat a course for personal development without academic credit. These students must submit a "Request to Repeat Course" form to Student Services for approval.

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

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

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

**In addition, there are other requirements for the following program:**

### **Accounting, Associate of Occupational Studies (AOS):**

- (1) Score of 28 or higher on the Scholastic Level Exam™ (SLE).
- (2) Demonstrated desire to pursue a career in the field of study.
- (3) Personal interview with the Academic Director, as needed.
- (4) For International Students: Minimum TOEFL® score of 450 for TOEFL PBT, or 45 for TOEFL iBT, or a minimum Cambridge Michigan English Exam score of 54; unless the country of origin uses English as the language of instruction.

## **2 | ADMISSION PROCEDURES**

The admission process involves four steps:

- 1) Submission of application materials;
- 2) Personal interview with an Admissions Counselor;

- 3) Administration of any necessary placement tests;
- 4) Financial arrangements to meet the costs of tuition and related expenses.

For third-party funded enrollments, the application materials in Step 1 are not limited to the LAPC application; application materials may include forms required by the third-party organization for processing payment. With the exception of these additional forms, the entire admissions process will be the same for both the individual and third-party funded enrollment.

Applicants are entitled to receive a Notice of Student Rights; Notice Concerning Transferability of Credits and Credentials Earned; two copies of Notice of Cancellation; Completion and Placement data for the course to be taken; and a school catalog when they sign the enrollment agreement.

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

### **International Student Admissions**

LAPC welcomes international students who plan on taking a full-time course of study in one of our academic programs as an F-1 visa status. Applicants from foreign countries must submit a school application available online at lapacific.edu under Admissions. A non-refundable, overseas student issuance of Form I-20 fee of \$150 is also required. In addition, applicants must provide proof of high school graduation, and a financial document showing his/her financial responsibility in the United States. Applicants shall be individually notified of decisions on admission by mail or e-mail.

### **Non-immigrant Alien Student**

Los Angeles Pacific College is approved by the U.S. Department of Homeland Security to enroll non-immigrant alien students under F-1 visa status. Non-immigrant alien students are required to maintain full-time enrollment status with a minimum of 12 semester hours per academic term.

LAPC requires the following admissions documents and fees to International Student Services:

- Completed LAPC 4-page application;
- Copy of a valid passport page, and Form I-94;
- Copy of current Form I-20, if any;
- Proof of residency abroad;
- Proof of high school graduation or its equivalent, such as a diploma or transcript;
- Financial document showing his/her financial responsibility in the United States;
- Non-refundable overseas student processing fee.

In addition to the above requirements, international students must have one of the following documents to meet their financial responsibility in the United States:

1. A bank balance statement (either issued in the foreign country or in the United States);
2. An affidavit of support signed by the applicant's financial supporter with proof of financial ability;
3. A letter of support signed by the applicant's family member, which indicates that the supporter will be responsible for all financial obligations while the applicant stays in the United States, with proof of financial ability.

The proof of financial responsibility shows the ability to meet the tuition, fees and living expenses. A Bank Verification Statement with a minimum of \$16,000 USD must be provided; students accompanied by their family members must provide an additional \$4,800 USD for each family member. The financial sponsor(s) must provide the necessary funding required for each family member, and any additional documents showing relationship to the student.

Any foreign document containing a language other than English must be submitted with a full English translation certifying that the translation is complete and accurate, and that the translator is competent to translate.

Due to our modest size and based on the fact that our international students represent a very wide range of countries, we do not have an onsite or contracted interpreter/translator to assist with the enrollment process for international students. However, our admissions staff are bilingual in English and Korean, and we are fully able to assist our students from Korea. For students from all other countries, we advise students to come with a friend, family member, or other acquaintance who is fluent in English and is able to provide interpretation during the admission consultation and enrollment process.

Submit all admissions documents to:

Los Angeles Pacific College  
 Attention: International Student Services  
 3325 Wilshire Blvd., #550  
 Los Angeles, CA 90010  
 U.S.A.

## **3 | NON-DISCRIMINATION POLICY**

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

# **IV ACADEMIC POLICIES**

## **1 | GRADING SYSTEM**

LAPC grades students according to the following system:



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

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

## 2 | SATISFACTORY ACADEMIC PROGRESS (SAP)

Each instructor measures his/her students’ performance. He/she selects the testing instruments appropriate to the curriculum, prepares them, and determines the frequency of measurement. Periodic quizzes, class work, and special assignments are given to students at the discretion of the instructors. All courses greater than 4 weeks include a formal mid-term evaluation that occurs by the end of the first half of each course term.

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

- (a) Maintain a minimum average grade of C (2.0 GPA on a 4.0 scale, or 70% on a 100% scale) throughout the evaluation periods. The evaluation periods are at the midpoint and at the completion of the program.
- (b) Complete his or her program of study within a maximum time frame of no longer than 150% of the published length of the educational program measured in credit/clock hours attempted. For example, a student enrolled in the Computer Graphic Design Certificate Program with 480 Clock Hours has a maximum time frame of 720 Clock Hours to complete the program. Credit Hours from Transfer of Credit, if applicable, are included in the maximum time frame. Periods during which the student has formally requested and received a leave of absence or has officially withdrawn from this institution will not be considered in calculating the attendance rate or maximum time frame. The maximum time frame and projected completion dates are calculated at the midpoint of each program.

**ESL Program:** For students enrolled in the ESL Program, the cumulative total length of the language training is 18 months for the 6-level ESL Diploma Program and 9 months for the 3-level ESL Certificate Program.

For a student to move onto the next level of the ESL Program, the student must first meet all the requirements of the Satisfactory Academic Progress policy. In addition, the student must receive a grade of C (2.0 on a 4.0 scale) or higher, for each of the subjects within the ESL course:

*Grammar, Reading & Writing, and Listening & Speaking.* Any student who is unable to move onto the next level in the program will meet with the Academic Department and instructor to develop the best plan to help student improve grades.

- (c) Successfully complete at least 67% of the attempted hours at 100% of the program length, in order to complete the educational program within the maximum time frame. Successful completion is defined as earning a grade of A, B, or C; unsuccessful completion is defined as earning a grade of D, F, W or I (W is withdrawn and I is Incomplete).
- (d) **Leave of Absence:** The maximum leave for “Leave of Absence” is 90 days in a 12-month period or one-half of the enrolled program's length, whichever is shorter. Leave of Absence is only granted to students with Satisfactory Academic Progress who have an emergency situation, such as a serious illness or a death in the immediate family. A student must provide documentation to support the emergency situation, and a written request must be given to the Student Services Director before the first day of the leave of absence unless unforeseen circumstances prevent this from occurring. If a student does not submit a written request within 14 consecutive days of absence, the student is considered withdrawn. Multiple leaves and/or an extension may be permitted provided they do not go beyond the maximum leave and the request is provided in writing.

Any student on an extended leave of absence greater than 4 weeks may require retesting upon reentry.

Please be advised that class and session arrangements upon returning from the Leave of Absence may vary depending on the current class schedule; therefore, taking a Leave of Absence is at the discretion of the student.

**F-1 Visa Student:** An F-1 Student may take a leave from regular course study and still be considered in-status in the form of an annual vacation if the student is eligible and intends to register for the next term. A student is eligible after he/she completes three consecutive courses or the equivalent of one academic year in good-standing. The annual vacation is limited to 12 weeks in any 12-month period or one-half the published program length, whichever is shorter.

- (e) For purposes of determining Satisfactory Academic Progress, each course is divided into evaluation periods. Students receive a letter grade based on the institution's grading system.
- (f) Satisfactory Academic Progress standards are consistently applied to all students within categories of students, e.g., full-time, part-time, and other programs established by the institution.
- (g) Students who withdraw from the institution will be evaluated on coursework completed at the time of withdrawal. Students with incomplete coursework will be

issued an incomplete grade. The incomplete grade will not be used in the grade-point calculation. On a case-by-case basis, the student has up to one session to complete the coursework for a grade; otherwise the student will receive a failing grade. The institution does not offer non-credit remedial course work. A student may repeat a module only once, with the higher grade earned being the grade on record.

- (h) **Academic Probation:** Students who fail to maintain a minimum cumulative grade average of C by an evaluation period and/or fail to successfully complete 67% of the attempted credit hours at 100% of the program length will be placed on academic probation for the duration of one session for certificate programs or for one semester for the degree program. If students do not meet the minimum cumulative grade average standard by the end of this period, they will be terminated from the program of study. Probationary students who meet the satisfactory academic progress standards by the end of the probationary period will be removed from academic probation.
- (i) **Attendance Probation:** If a student drops below 80% attendance at the end of any session, he/she will be placed on attendance probation. The probation can be cleared during the next course by improving the attendance record for that period to 80% or above. Failure to meet these requirements can result in termination from the program of study. Additionally, when a student is consecutively absent for 3 or more days without notification, he/she will be given a first written warning. If absence continues, a second warning will be given. A third warning warrants expulsion from the school.
- (j) Students who wish to appeal for a determination that they are not maintaining Satisfactory Academic Progress must submit a written appeal to the Academic Review Committee. The committee is headed by the Academic Director. The letter should describe any circumstances that the student believes deserve special consideration. The committee will evaluate the appeal and inform the student of its decision in writing. The determination of the Academic Review Committee is final.
- (k) **Additional Elements of SAP:** The SAP measurements also apply to:
  - Incomplete grades, Course Withdrawals, Course Repetitions, and Transfer of Credit from other institutions. Non-credit remedial course work is not offered at LAPC. Grades of F or I (for Incomplete) are counted as hours attempted but not achieved and have a 0.00 value toward the GPA. Repetitions of coursework are counted as hours attempted. The lowest grade will be dropped and the highest grade will be used to calculate the GPA. Students who withdraw from a course will receive a grade of "W" and have a 0.00 value toward the GPA. The credit hours for the withdrawn courses are counted as attempted but not achieved.
  - Transfer and readmitted students, the maximum time frame will include transferred and readmitted credits. The

SAP will consider the student's performance in its entirety, which includes courses taken in the previous program and courses in the transferred program.

### 3 | ATTENDANCE POLICY

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

If a student does not submit a written request within 14 consecutive days of absence, the student is considered withdrawn.

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

Excused absence shall be treated as an absence in the attendance roster but the student shall be allowed to receive make-up work.

#### **Minimum Full-Time Student**

The minimum course load for a full-time student is 12 semester units. Half-time status is the enrollment in at least 6 semester hours per academic term.

### 4 | MAKE-UP POLICY

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

### 5 | TARDINESS AND EARLY DEPARTURES

A student who is late to class is considered to be tardy. Tardiness is a disruption of the learning process. Three incidents of tardiness equal one absence. Students who are more than 15 minutes late to class will receive one incident of tardiness.

An early departure occurs anytime a student departs class less than 15 minutes early from the end of class without prior approval by the instructor. Three incidents of early departures equal one absence. Students who leave more than 15 minutes early from the end of class will be considered absent.

### 6 | SUSPENSION AND TERMINATION

Students are responsible for their behavior on-campus, off-campus and online. LAPC reserves the right to suspend or terminate any student whose conduct is deemed unacceptable. Such conduct includes excessive absences, tardiness or early departures, failure to maintain Satisfactory Academic Progress, inappropriate behavior toward the institute's staff, failure to abide by school rules and regulations, or any other conduct deemed inappropriate. Students who have been suspended or terminated may request reinstatement by writing to the President.

## 7 | RE-ENTRY POLICY

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

## 8 | GRADUATION REQUIREMENTS

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

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

## 9 | CERTIFICATE AND DIPLOMA

Students who graduate from our non-degree, non-credit certificate programs shall be awarded a Certificate of Completion attesting to the successful completion of studies. Students who graduate from our degree program shall be awarded a diploma stating their completion of the Associate of Occupational Studies (AOS) program.

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

## 10 | ESL PROGRAM CERTIFICATES

The ESL Program Certificate of Achievement is awarded to a student who meets the following criteria:

- Maintained the Satisfactory Academic Progress (SAP) requirements at all evaluation periods;
- Completed 3 consecutive courses in the ESL Program with a minimum of 720 Clock Hours and 80% attendance.

Upon completion of the ESL Program in satisfactory academic standing, the student shall receive a Certificate of

Achievement stating the levels of English completed and the cumulative clock hours attended.

The ESL Program Certificate of Completion, also known as the ESL Program Diploma, is awarded to any student who meets the following criteria:

- Maintained the Satisfactory Academic Progress (SAP) requirements at all evaluation periods;
- Completed all 6 consecutive courses in the ESL Program with a minimum of 1,440 Clock Hours and 80% attendance.

Upon completion of all six consecutive course levels of the ESL Program with satisfactory academic standing, the student shall graduate from the ESL Program, receiving a Diploma in ESL stating the levels of English completed and the cumulative clock hours attended.

# V TUITION POLICY

## 1 | TUITION

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

Program (Units)	Reg. Fee	Tuition	Cost per Unit	Books/Supplies*	Total
AOS-A (60) <sup>†</sup>	100.00	14,940.00	249.00	1,619.00	16,659.00
AAS-CGD (60)	100.00	14,940.00	249.00	1,267.00	16,307.00
AAS-WST (60)	100.00	14,940.00	249.00	1,213.00	16,253.00
C-BGP(24)	75.00	5,976.00	249.00	675.00	6,726.00
C-CGD (24)	75.00	5,976.00	249.00	320.00	6,371.00
C-CIS (24)	75.00	5,976.00	249.00	755.00	6,806.00
C-CAC (36)	75.00	8,964.00	249.00	955.00	9,994.00
C-ESL (48) <sup>§</sup>	75.00	4,500.00	107.00	590.00	5,165.00
C-PCGD (36)	75.00	8,964.00	249.00	372.00	9,411.00
C-WD (24)	75.00	5,976.00	249.00	250.00	6,301.00
C-WST (36)	75.00	8,964.00	249.00	373.00	9,412.00

\* Prices of books and supplies are subjects to change

† Not eligible for WIA and Customized Training Programs

§ Tuition for ESL and Vocational ESL is based on three modules only

In addition to tuition, international students must pay non-refundable processing fees which are included in the chart below.

Other Fees*	
Initial I-20 Processing	\$150 plus \$75 per dependent
Registration Certificate Program /Degree Program	\$75/\$100
Student Service Certificate Program /Degree Program	\$100/\$200; plus \$50 per dependent
Initial Admissions Package Mail	\$60+ (based on destination and service)
English Placement/Exit Exam	\$50/\$50
Admissions Exam	\$50
Official Diploma/Certificate	\$100
Optional Practical Training (OPT) Processing Surcharge	\$100
Additional Document Processing <sup>†</sup>	\$25+ (depending on document) per document
Document Expediting Service	\$100

Student ID	\$25
Airport Pick-up	\$60+ (depending on destination)

\* Fees on any additional services may vary and are subject to change.

† A *Document Request Form*, available from Student Services, must be completed in full with payment received before any document request is processed. Please allow 5-7 business days to process document request.

## 2| PAYMENT METHODS & COLLECTION OF DELINQUENT ACCOUNTS.

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

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

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

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

## 3| STUDENT TUITION RECOVERY FUND

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

1. You are a student in an educational program who is either a California resident or enrolled in a residency program; and you have prepaid all or part of your tuition either by cash, or personal loans, and;
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or;
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the STRF to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in

residency programs attending certain schools regulated by the Bureau for Private Postsecondary Education.

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

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

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

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

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

### **Bureau for Private Postsecondary Education (BPPE):**

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

## **VI REFUND POLICY**

Los Angeles Pacific College maintains a policy for the refund of the unused portion of tuition, fees and other charges in the event an eligible person fails to enter the course or withdraws at any time prior to completion and provided that the amount charged to the eligible person for tuition, fees and other

charges for a portion of the course does not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges that the length of the completed portion of the course bears to its total length. No refund shall be made to students who are dismissed from the school due to disciplinary action.

### 1| CANCELLATION

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

If the student received any equipment† from the school, the student may return the equipment in good condition within thirty days of the date of the student’s Notice of Cancellation. If the student fails to return the equipment in good condition within the 30-day period, the school may subtract the documented equipment cost to the institution from the repayment. The student is liable for any amount by which the documented cost for the equipment exceeds the repayment amount calculated.

If an applicant is rejected for enrollment by the institution or if an international student is rejected by USCIS prior to the starting of instruction, a full refund of all monies paid will be made to the applicant and must make arrangements to pay any balance due.

\* Business day means a day on which that student is scheduled to attend a class session.

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

### 2| WITHDRAWAL

A student has the right to withdraw from a course of instruction at any time. If a student withdraws from the course of instruction after the period allowed for cancellation of the agreement, the school will remit a refund, less the \$75 (certificate program), or \$100 (degree program) registration fee, within 30 days following the student’s withdrawal. The student is obligated to pay only for educational services rendered and for unreturned equipment. If a student withdraws for California Educational Code, Section 94318.5(e) prior to completion of the course he/she is enrolled in, the refund shall be the amount the student paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction for which the student has *not received* but for which he/she has paid, and the denominator of which is the total number of hours for which he/she has paid.

If the student received any equipment from the school, the student may return the equipment in good condition within thirty days from the date of the student’s withdrawal. If the

student fails to return the equipment in good condition within the 30-day period, the school may subtract the documented equipment cost to the institution from the refund. The student is liable for any amount by which the documented equipment cost to the institution exceeds the refund amount calculated and must make arrangements to pay any balance due.

### 3| CALCULATION OF REFUND

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

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

Assume that a student, upon enrollment in a 400-hour course, pays \$2000 for tuition, \$100 for registration, and \$150 (fair market value) for equipment as specified in the enrollment agreement and withdraws after completing 100 hours without returning the equipment he/she obtained. The pro rata refund to the student would be \$1518.75 based on the calculation stated below\*. If the student returns the equipment in good condition within 30 days following his/her withdrawal, the school shall refund the charge for the equipment paid by the student.

\* Exception to this policy applies to students eligible for and using VA benefits, in accordance with Title 38, U.S. Code: such individuals will not be charged a registration fee exceeding \$10.00.

$$\begin{array}{r r r r r r} [\$2100 & - & \$75] & \times & 300/400 & - & 0 & = & \$1518.75 \\ A & - & B & \times & C/D & - & E & = & F \end{array}$$

**\*Students using VA benefits:**

$$\begin{array}{r r r r r r} [\$2100 & - & \$10] & \times & 300/400 & - & 0 & = & \$1567.50 \\ A & - & B & \times & C/D & - & E & = & F \end{array}$$

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

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

- (a) A student notifies the institution of his/her withdrawal or the actual date of withdrawal;
- (b) The institution terminates a student's enrollment;
- (c) A student fails to attend classes for a 2-week period;
- (d) A student fails to return from a leave of absence.

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

**Program Period of Instruction**

Program*	10%	25%	50%	60%
AOS-A	13,446.00	11,205.00	7,470.00	5,976.00
AAS-CGD	13,446.00	11,205.00	7,470.00	5,976.00
AAS-WST	13,446.00	11,205.00	7,470.00	5,976.00
C-BGP	5,378.40	4,482.00	2,988.00	2,390.40
C-CGD	5,378.40	4,482.00	2,988.00	2,390.40
C-CIS	5,378.40	4,482.00	2,988.00	2,390.40
C-CAC	8,067.60	6,723.00	4,482.00	3,585.60
C-ESL	4,050.00	3,375.00	2,250.00	1,800.00
C-PCGD	8,067.60	6,723.00	4,482.00	3,585.60
C-WD	5,378.40	4,482.00	2,988.00	2,390.40
C-WST	8,067.60	6,723.00	4,482.00	3,585.60

- \* **AOS-A:** Associate of Occupational Studies in Accounting  
**AAS-CGD:** Associate of Applied Science in Computer Graphic Design  
**AAS-WST:** Associate of Applied Science in Web Software Technology  
**C-BGP:** Certificate in Business General Program  
**C-CGD:** Certificate in Computer Graphic Design  
**C-CIS:** Certificate in Computer Information Systems  
**C-CAC:** Certificate in Computerized Accounting  
**C-ESL:** Certificate in English as a Second Language  
**C-PCGD:** Certificate in Professional Computer Graphic Design  
**C-WD:** Certificate in Web Design  
**C-WST:** Certificate in Web Software Technology

## VII OTHER POLICIES

### 1| STUDENT CONDUCT POLICIES

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

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

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

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

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

No student may smoke or bring food or drink to any computer labs. Classroom equipment must be used properly and not abused. At the end of the class session, students shall take all assignments and personal items, leaving the work area neat and clean. LAPC is not held accountable for any lost or stolen items belonging to a student. Each student is responsible for his/her own personal belongings.

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

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

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

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

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

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

### 2| CREDIT RECOGNITION

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

### 3| TRANSFER OF CREDIT POLICY

## **Incoming Students Transfer of Credit and Experiential Learning Equivalency Credit**

LAPC may accept transfer of credit from any eligible courses of a prospective student who seeks to enroll in one of LAPC's programs. An eligible course that shall be considered for transfer of credit must fulfill all the following criteria:

- 1) Course was issued from an institution accredited by an agency recognized by either the U.S. Department of Education or the Council for Higher Education Accreditation;
- 2) Course was taken within the last 5 years resulting in a grade of "C" or higher;
- 3) Course content is comparable and applicable to the LAPC program in which the student seeks to enroll.

To determine the eligibility of transfer of credit, the prospective student must first meet with the Admissions Department and submit a written request for transfer of credit accompanied by a course outline and the originating institution's catalog; a course syllabus may be required to make the final determination. It is the responsibility of the prospective student to provide LAPC with an official transcript from the originating institution to be received by LAPC as a sealed, signed and/or stamped official transcript. The prospective student may be asked to take the equivalent LAPC course's final exam to determine eligibility.

The maximum amount of transferred credits for all courses shall not exceed 25% of the total scheduled credits/clock hours of the LAPC program. The maximum credit amount of credit that can be applied towards prior experiential learning shall not exceed 25% of the total course requirements for the degree programs. LAPC policy requires a 30-unit residency for the Degree Program in Accounting. In other words, at least 50% in the area of concentration or major must be completed at LAPC.

Prospective students requesting to receive credits by prior experiential learning must first meet with the Academic Department and submit a written request to receive credit for prior experiential learning along with documentation of their resume and personal references. The prospective student may be asked to take the equivalent LAPC course's final exam to determine eligibility.

The Academic Department determines the acceptance or denial of credits. If the request for transfer of credits is denied, the student may submit a written request to appeal to the President within 14 consecutive days from the date of determination by the Academic Department. The President shall make the final determination on the acceptance or denial of transfer of credits.

Any transfer of credits that have been accepted by LAPC shall affect the tuition fees by proportionately reducing the fees based on the number of transferable credits; in addition, there shall be a reduction in the overall cost of books for the

program. The Registration fee shall be due in full. LAPC does not access any additional fees for evaluation of transferability of credits, including any testing that may need to be administered.

### **LAPC Registered Student Transfer of Credit between Programs**

LAPC registered students requesting a transfer of credits for eligible courses from one LAPC program to another must have a grade "C" or higher, meet with the Academic Department and submit a written request to transfer between programs.

Transfer between one LAPC program into another is considered on a case-by-case basis. The student must submit a "Request for Transfer to Another Program" form to the Academic Department. The Academic Director shall make the determination through:

- 1) review of student's academic progress and attendance record;
- 2) the compatibility of required courses between programs;
- 3) congruence of the semester or course start date for intended program of transfer;
- 4) any additional or relevant factors.

If the request to transfer between programs is denied, the student may submit a written request to appeal to the President within 14 consecutive days from the date of determination by the Academic Department. The President shall make the final determination on the acceptance or denial of transfer between programs.

### **External Transfer of Credit to Other Institutions**

Currently, LAPC has no articulation or transfer agreements between any other colleges or universities.

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

## **4 | INSTRUCTOR-STUDENT RATIO**

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

## **5 | MEASURE OF COURSEWORK**

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

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

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

## **6| ACCESS TO STUDENT RECORDS**

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

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

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

## **7| RELEASE OF INFORMATION**

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

## **8| SMOKING POLICY**

Smoking is not permitted in any enclosed LAPC facilities.

## **9| DRUG, ALCOHOL AND SUBSTANCE ABUSE PREVENTION POLICY**

No student or employee of LAPC may use, possess, sell or distribute alcohol or illegal controlled substances or paraphernalia on school grounds or at school-sponsored events, except drugs as prescribed by a physician. The phrase "drugs, alcohol, and other substances" shall refer to the use of all substances including, but not limited to, alcohol, marijuana, cocaine, LSD, PCP, amphetamines, heroin, and any of those substances commonly referred to as "designer drugs." The inappropriate use of prescription and over-the-counter drugs is also prohibited. Any person exhibiting behavior, conduct or personal or physical characteristics indicative of having used or consumed alcohol or other substances shall be prohibited from entering school grounds or school-sponsored events.

To the extent allowed by local, state, and federal laws, LAPC will impose disciplinary action against employees and students found to be in violation of this policy. Disciplinary action may include suspension, expulsion, and termination of employment, referral for prosecution and/or the required completion of an appropriate drug or alcohol rehabilitation program. In addition to institutional sanctions, students and

employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could also face local, state, and federal legal penalties, which include the loss of eligibility for federal financial aid, fines, imprisonment and the seizure of drug-related assets. The following local rehabilitation and treatment centers provide drug awareness programs, counseling, treatment, rehabilitation and other related services necessary to those who have an alcohol or other substance abuse problem:

### ***National Council on Alcoholism and Drug Dependence of the San Fernando Valley, Inc. (NCADD)***

6166 Vesper Avenue  
Van Nuys, CA 91411  
(818) 997-0414 | [www.ncadd-sfv.org](http://www.ncadd-sfv.org)

### ***Plaza Community Center***

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

### ***Pasadena Council on Alcoholism and Drug Dependency***

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

## **10| ACADEMIC FREEDOMS**

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

## **11| GRIEVANCE PROCEDURE**

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



**Bureau for Private Postsecondary Education (BPPE)**

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

**Council on Occupational Education (COE)**

(Address) 7840 Roswell Road, Building 300  
Suite 325, Atlanta, GA 30350  
(Telephone) (800) 917-2081  
(Fax) (770) 396-3790  
(Web) [www.council.org](http://www.council.org)

**Commission on English Language Program Accreditation (CEA)**

(Address) 1001 North Fairfax Street, Suite 630  
Alexandria, VA 22314  
(Telephone) (703) 665-3400  
(Fax) (703) 519-2071  
(Web) [www.cea-accredit.org](http://www.cea-accredit.org)

**12| INSTITUTIONAL SECURITY POLICIES AND CRIME STATISTICS**

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

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

The school requires all criminal offenses that occur on campus be reported to the President immediately, but not later than 48 hours after the incident. The school is required to assist in notifying authorities if the incident involves a victim who

requests assistance. Anyone needing to report a crime should complete a Campus Crime Report at the office of the President, to ensure accurate and prompt reporting. The President will take a statement from the claimant and contact the appropriate authorities. A copy of the report may be filed with the local authorities. The report will be reviewed for administrative action at the next staff meeting or at an emergency meeting, if necessary. The school will determine if action by the school is necessary to prevent a reoccurrence of the incident. If institutional action is necessary, notification of students will take place via the bulletin board and by a general notice distribution in the reception area.

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

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

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

**24/7 LA Rape & Battering Hotline – Peace Over Violence**  
(626) 793-3385 or (310) 392-8381 or (213) 626-3393

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

<b>Classification of Offense</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Murder			
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor-vehicle theft	0	0	0
<b>Sex offenses:</b>			
<i>Forcible</i>	0	0	0
<i>Non-forcible</i>	0	0	0
<b>Arrests:</b>			
Liquor-law violation	0	0	0
Drug-abuse violation	0	0	0

The school will monitor and report through local police agencies any criminal activity involving students at off-campus student activity locations.

### 13| COPYRIGHT INFRINGEMENT POLICIES

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

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

## VIII STUDENT SERVICES

### 1| GENERAL SERVICES

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

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

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

### 2| ADVISING/CONTINUING EDUCATION

Los Angeles Pacific College encourages students to discuss any problems that interfere with their education with the Academic Director, Student Services Director, or their instructor. If there are financial problems, assistance can be secured by speaking to the Academic Director, Student Services Director, or their instructor. Assistance is also available for students intending to obtain admittance to a four-year college.

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

### 3| CAREER DEVELOPMENT PROGRAM

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

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

### 4| JOB PLACEMENT ASSISTANCE

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

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

### 5| HOUSING ARRANGEMENTS

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

### 6| TRANSPORTATION

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

## IX PROGRAMS OF STUDY

## A. CERTIFICATE PROGRAMS

### 1| Computer Graphic Design

#### Objectives:

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

COURSE	LEC	LAB	UNITS
CGD 160 Photoshop I	30	30	3.0
CGD 170 Photoshop II	30	30	3.0
CGD 180 Illustrator I	30	30	3.0
CGD 185 Illustrator II	30	30	3.0
CGD 190 InDesign	30	30	3.0
CGD 200 Web Design I	30	30	3.0
CGD 210 Web Design II	30	30	3.0
CGD 260 Principles of Graphic Design	30	30	3.0
<b>TOTAL</b>	<b>240</b>	<b>240</b>	<b>24.0</b>
<b>480 Total Clock Hours</b>			

### 2| Professional Computer Graphic Design

#### Objectives:

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

COURSE	LEC	LAB	UNITS
CGD 133 Typography Design	15	30	2.0
CGD 135 Drawing for Graphic Design	15	30	2.0
CGD 150 Portfolio and Professional Practices	15	30	2.0
CGD 160 Photoshop I	30	30	3.0
CGD 170 Photoshop II	30	30	3.0
CGD 180 Illustrator I	30	30	3.0
CGD 185 Illustrator II	30	30	3.0
CGD 190 InDesign I	30	30	3.0
CGD 195 InDesign II	30	30	3.0
CGD 200 Web Design I	30	30	3.0
CGD 210 Web Design II	30	30	3.0
CGD 260 Principles of Graphic Design I	30	30	3.0
CGD 265 Principles of Graphic Design II	30	30	3.0
<b>TOTAL</b>	<b>345</b>	<b>390</b>	<b>36.0</b>
<b>735 Total Clock Hours</b>			

### 3| Web Design

#### Objectives:

The certificate program in Web Design provides students with a basic knowledge of web design by providing students with current technology applications and hands-on experience. The program incorporates their study of web page development, scripting XHTML and CSS with Adobe Photoshop and Illustrator into a working knowledge of planning and producing websites.

COURSE	LEC	LAB	UNITS
CIS 101 Introduction to Computer Business Applications	30	30	3.0
WST 151 XHTML, CSS and Accessibility	30	30	3.0
WST 154 Web Page Development & Scripting I	30	30	3.0
WST 156 Web Media Production	30	30	3.0
WST 157 Website Planning & Productions	30	30	3.0
WST 165 Web Design I	30	30	3.0
CGD 160 Photoshop I	30	30	3.0
CGD 180 Illustrator I	30	30	3.0
<b>TOTAL</b>	<b>240</b>	<b>240</b>	<b>24.0</b>
<b>480 Total Clock Hours</b>			

### 4| Web Software Technology

#### Objectives:

The certificate program in Web Software Technology provides students with a fundamental knowledgebase in website development by providing students with current technology applications and hands-on experience. The program incorporates their study of web page development, scripting, XHTML and CSS with the Adobe software applications into a working knowledge of planning, producing and designing websites.

COURSE	LEC	LAB	UNITS
CIS 101 Introduction to Computer Business Applications	30	30	3.0
WST 151 XHTML, CSS and Accessibility	30	30	3.0
WST 154 Web Page Development & Scripting I	30	30	3.0
WST 155 Web Page Development & Scripting II	30	30	3.0
WST 156 Web Media Production	30	30	3.0
WST 157 Website Planning & Productions	30	30	3.0
WST 165 Web Design I	30	30	3.0
WST 167 WordPress	30	30	3.0
CGD 160 Photoshop I	30	30	3.0
CGD 170 Photoshop II	30	30	3.0
CGD 180 Illustrator I	30	30	3.0
CGD 185 Illustrator II	30	30	3.0
<b>TOTAL</b>	<b>360</b>	<b>360</b>	<b>36.0</b>
<b>720 Total Clock Hours</b>			

### 5| Computer Information Systems

#### Objectives:

This program provides a fundamental understanding of accounting and computer operations. Students learn accounting and spreadsheet management as it relates to accounting concepts, as well as word processing and business

presentations using Microsoft Word and PowerPoint. Graduates of this program will be competent to utilize, maintain, and customize each application as an entry-level administrative assistant or bookkeeper.

COURSE	LEC	LAB	UNITS
ACT 100 Principles of Accounting I	40	40	4.0
ACT 120 Payroll Accounting	20	20	2.0
CAC 160 QuickBooks	40	40	4.0
CAC 120 Excel for Accounting	40	40	4.0
CAC 140 Advanced Excel for Accounting	40	40	4.0
CIS 111 Microsoft Word	30	30	3.0
CIS 140 Microsoft PowerPoint	30	30	3.0
<b>TOTAL</b>	<b>240</b>	<b>240</b>	<b>24.0</b>
<b>480 Total Clock Hours</b>			

## 6| Business General Program

### Objectives:

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

COURSE	LEC	LAB	UNITS
CIS 101 Introduction to Computer Business Applications	30	30	3.0
GEN 120 Mathematics for Business & Consumers	30	30	3.0
BGP 104 Business Bookkeeping	50	50	5.0
ACT 120 Payroll Accounting	20	20	2.0
CAC 120 Excel for Accounting	40	40	4.0
CAC 160 QuickBooks	40	40	4.0
CIS 111 Microsoft Word	30	30	3.0
<b>TOTAL</b>	<b>240</b>	<b>240</b>	<b>24.0</b>
<b>480 Total Clock Hours</b>			

## 7| Computerized Accounting

### Objectives:

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

COURSE	LEC	LAB	UNITS
CIS 101 Introduction to Computer	30	30	3.0

Business Applications			
ACT 100 Principles of Accounting I	40	40	4.0
ACT 120 Payroll Accounting	20	20	2.0
ACT 140 Principles of Accounting II	40	40	4.0
CAC 160 QuickBooks	40	40	4.0
CAC 120 Excel for Accounting	40	40	4.0
CAC 140 Advanced Excel for Accounting	40	40	4.0
ACT 160 Individual Income Taxes	40	40	4.0
GEN 120 Mathematics for Business & Consumers	30	30	3.0
ACT 200 Cost Accounting	40	40	4.0
<b>TOTAL</b>	<b>360</b>	<b>360</b>	<b>36.0</b>
<b>720 Total Clock Hours</b>			

## 8| English as a Second Language

### Objectives:

This program is designed to provide non-native English speaking students with the language skills needed to enter U.S. colleges or universities, and/or to become gainfully employed in their home countries. The ESL program's aim is to teach an intensive English course so students may learn the structure, grammar, and idiomatic use of the English language in the most comprehensive manner possible. To graduate from the ESL program, a student must complete a total of three consecutive levels, that is, 48 semester units (720 Clock Hours), and have maintained the school's Satisfactory Academic Progress requirements.

Students who complete the ESL Program by graduating from ESL 6 can move onto the TOEFL courses which are specialty courses that introduce students to the test-taking techniques for improving their TOEFL score.

COURSE	LEC	UNITS*
ESL 1 Beginning Level	240	16.0
ESL 2 High Beginning-Low Intermediate Level	240	16.0
ESL 3 Low Intermediate- Intermediate Level	240	16.0
ESL 4 Intermediate-High Intermediate Level	240	16.0
ESL 5 High Intermediate- Low Advanced Level	240	16.0
ESL 6 Advanced Level	240	16.0

SPECIALTY COURSES	LEC	UNITS*
TOEFL iBT (Internet-based Test)	240	16.0
TOEFL PBT (Paper-based Test)	240	16.0

\*Note: A total of 20 instructional hours per week are provided.

## B. DEGREE PROGRAM

### 1| ACCOUNTING, Associate of Occupational Studies (AOS)

#### Objectives:

Our intensive degree program in accounting provides a fundamental understanding of accounting principles and practices and how to utilize computer applications to perform accounting tasks. This program provides working knowledge and the skills to perform accounting tasks at different stages

of a complete accounting cycle. Students compare and contrast different types of business entities and learn how to treat them differently, prepare various payroll and income tax returns, and effectively utilize computer applications to carry out accounting duties.

<b>SEMESTER I</b>			
<b>COURSE</b>	<b>LEC</b>	<b>LAB</b>	<b>UNITS</b>
ACT 100 Principles of Accounting I	40	40	4.0
ACT 120 Payroll Accounting	20	20	2.0
CIS 101 Introduction to Computer Business Applications	30	30	3.0
GEN 100 Principles of Microeconomics	45	0	3.0
GEN 125 College Algebra	45	0	3.0
<b>SUBTOTAL</b>	<b>165</b>	<b>120</b>	<b>15.0</b>
<b>SEMESTER II</b>			
GEN 140 English Writing	45	0	3.0
ACT 140 Principles of Accounting II	40	40	4.0
CAC 120 Excel for Accounting	40	40	4.0
CAC 160 QuickBooks	40	40	4.0
<b>SUBTOTAL</b>	<b>165</b>	<b>120</b>	<b>15.0</b>
<b>SEMESTER III</b>			
GEN 190 Introduction to Earth System Science	45	0	3.0
CAC 140 Advanced Excel for Accounting	40	40	4.0
ACT 180 Intermediate Accounting I	40	40	4.0
ACT 160 Individual Income Taxes	40	40	4.0
<b>SUBTOTAL</b>	<b>165</b>	<b>120</b>	<b>15.0</b>
<b>SEMESTER IV</b>			
ACT 200 Cost Accounting	40	40	4.0
ACT 220 Intermediate Accounting II	40	40	4.0
CAC 180 Taxation of Corporations, Partnerships, Estates, & Trusts	40	40	4.0
GEN 180 Introduction to Psychology	45	0	3.0
<b>SUBTOTAL</b>	<b>165</b>	<b>120</b>	<b>15.0</b>
<b>TOTAL</b>	<b>660</b>	<b>480</b>	<b>60.0</b>
<b>1,140 Total Clock Hours</b>			

## 2 | COMPUTER GRAPHIC DESIGN, Associate of Applied Science (AAS)

### Objectives:

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

<b>CORE COURSES</b>			
<b>COURSE</b>	<b>LEC</b>	<b>LAB</b>	<b>UNITS</b>
CGD 133 Typography Design	15	30	2.0
CGD 135 Drawing for Graphic Design	15	30	2.0
CGD 150 Portfolio and Professional Practices	15	30	2.0
CGD 160 Photoshop I	30	30	3.0
CGD 170 Photoshop II	30	30	3.0
CGD 180 Illustrator I	30	30	3.0
CGD 185 Illustrator II	30	30	3.0
CGD 190 InDesign I	30	30	3.0
CGD 195 InDesign II	30	30	3.0
CGD 200 Dreamweaver I	30	30	3.0
CGD 210 Dreamweaver II	30	30	3.0

CGD 260 Principles of Graphic Design I	30	30	3.0
CGD 265 Principles of Graphic Design II	30	30	3.0
<b>SUBTOTAL</b>	<b>345</b>	<b>390</b>	<b>36.0</b>
<b>GENERAL EDUCATION</b>			
GEN 125 College Algebra	45	0	3.0
GEN 140 English Writing	45	0	3.0
GEN 150 American History	45	0	3.0
GEN 180 Introduction to Psychology	45	0	3.0
GEN 190 Introduction to Earth System Science	45	0	3.0
<b>SUBTOTAL</b>	<b>225</b>	<b>0</b>	<b>15.0</b>
<b>ELECTIVE SCHEDULE I</b>			
CGD 118 Introduction to Graphic Design Applications	30	30	3.0
CGD 220 Flash I	30	30	3.0
CGD 240 Flash II	30	30	3.0
<b>SUBTOTAL</b>	<b>90</b>	<b>90</b>	<b>9.0</b>
<b>ELECTIVE SCHEDULE II</b>			
WST 151 HTML & CSS Accessibility	30	30	3.0
WST 157 Website Planning and Production	30	30	3.0
WST 167 WordPress	30	30	3.0
<b>SUBTOTAL</b>	<b>90</b>	<b>90</b>	<b>9.0</b>
<b>TOTAL</b>	<b>660</b>	<b>480</b>	<b>60.0</b>
<b>1,140 Total Clock Hours</b>			

## 3 | WEB SOFTWARE TECHNOLOGY, Associate of Applied Science (AAS)

### Objectives:

The degree program in Web Software Technology provides students with a fundamental knowledgebase in website development by providing students with current technology applications and hands-on experience. The program incorporates their study of web page development, scripting, XHTML and CSS with the Adobe software applications into a working knowledge of planning, producing and designing websites. In addition to general education courses, students have the elective to continue their area of concentration in motion graphics or graphic design principles.

<b>CORE COURSES</b>			
<b>COURSE</b>	<b>LEC</b>	<b>LAB</b>	<b>UNITS</b>
CIS 101 Introduction to Computer Business Applications	30	30	3.0
WST 151 XHTML, CSS and Accessibility	30	30	3.0
WST 154 Web Page Development & Scripting I	30	30	3.0
WST 155 Web Page Development & Scripting II	30	30	3.0
WST 156 Web Media Production	30	30	3.0
WST 157 Website Planning & Productions	30	30	3.0
WST 165 Web Design I	30	30	3.0
WST 167 WordPress	30	30	3.0
CGD 160 Photoshop I	30	30	3.0
CGD 170 Photoshop II	30	30	3.0
CGD 180 Illustrator I	30	30	3.0
CGD 185 Illustrator II	30	30	3.0
<b>SUBTOTAL</b>	<b>360</b>	<b>360</b>	<b>36.0</b>
<b>GENERAL EDUCATION</b>			
GEN 125 College Algebra	45	0	3.0
GEN 140 English Writing	45	0	3.0
GEN 150 American History	45	0	3.0
GEN 180 Introduction to Psychology	45	0	3.0

GEN 190 Introduction to Earth System Science	45	0	3.0
<b>SUBTOTAL</b>	<b>225</b>	<b>0</b>	<b>15.0</b>
<b>ELECTIVE SCHEDULE I</b>			
WST 166 Web Design II	30	30	3.0
CGD 220 Flash I	30	30	3.0
CGD 240 Flash II	30	30	3.0
<b>SUBTOTAL</b>	<b>90</b>	<b>90</b>	<b>9.0</b>
<b>ELECTIVE SCHEDULE II</b>			
CGD 118 Introduction to Graphic Design Applications	30	30	3.0
CGD 260 Principles of Graphic Design I	30	30	3.0
CGD 265 Principles of Graphic Design II	30	30	3.0
<b>SUBTOTAL</b>	<b>90</b>	<b>90</b>	<b>9.0</b>
<b>TOTAL</b>	<b>675</b>	<b>450</b>	<b>60.0</b>
<b>1,125 Total Clock Hours</b>			

## X COURSE DESCRIPTIONS

### 1. COMPUTER GRAPHIC DESIGN

#### CGD 118 INTRODUCTION TO GRAPHIC DESIGN APPLICATIONS 3.0 UNITS

Regardless of career, the basics of design and layout as visual communication are the same. Students will get a brief but thorough introduction to both traditional and new media formats. This course will serve as a stepping stone to more in-depth courses in graphic design.

**Prerequisite: None.**

#### CGD 133 TYPOGRAPHY DESIGN 2.0 UNITS

Typography is a tool to shape content, give language a physical body, and to enable a flow of messages. In this course, students will delve deeper into an art form that is often overlooked. They will work with type and work to understand how the size, scale, ornaments, and lettering of type can change and enhance a message.

**Prerequisite: CGD 160, 180, 190 or equivalent.**

#### CGD 135 DRAWING FOR GRAPHIC DESIGN 2.0 UNITS

Although new media formats rely heavily on computer programs, this course emphasizes the benefits of going back to the roots of design. This course will teach students how to deconstruct and reconstruct a piece, develop an understanding in composition, and strengthen their eye for design.

**Prerequisite: CGD 160 or equivalent.**

#### CGD 150 PORTFOLIO AND PROFESSIONAL PRACTICES 2.0 UNITS

As a graphic designer, one's body of work is an essential factor in gaining employment. This course will teach students the teamwork, client skills, communication, social aptitude, and business savvy that is required to successfully be hired in the industry.

**Prerequisite: CGD 195 or equivalent.**

#### CGD 160 PHOTOSHOP I 3.0 UNITS

The first half of the two-part series introduces *Adobe Photoshop*, the program that has expanded the visual vocabulary of designers and illustrators to include photo imagery and making photos the "raw material" for creative expression. This course covers digital photograph correcting which involves working with selections, layers, masks, and channels. Students will also get an introduction to working with typographic design in *Adobe Photoshop*.

**Prerequisite: None.**

#### CGD 170 PHOTOSHOP II 3.0 UNITS

The second half of the two-part series helps students gain a better understanding and working relationship with *Adobe Photoshop*. This more in-depth approach to *Adobe Photoshop* will cover vector drawing, advanced compositing, editing video, working with 3D images, and preparing files for the web and printing.

**Prerequisite: CGD 160 or equivalent.**

#### CGD 180 ILLUSTRATOR I 3.0 UNITS

The first half of the two-part series introduces *Adobe Illustrator*, one of the most popular illustration and page-design programs. This course will give in-depth lessons on topics including drawing tools and techniques, transformation tools, colors, and working with type.

**Prerequisite: None.**

#### CGD 185 ILLUSTRATOR II 3.0 UNITS

In continuation from the first half, students will further delve into *Adobe Illustrator*. Students will learn how to work with layers, perspective drawing, colors and gradients, patterns and graphs, and clipping and opacity masks. Students will create scale-able vector graphics, flyers, and perspective scenery.

**Prerequisite: CGD 180 or equivalent.**

#### CGD 190 INDESIGN I 3.0 UNITS

The first half of the two-part series introduces *Adobe InDesign*, one of the most popular desktop publishing programs. This course will give in-depth lessons on working with objects, text, typography, and color to create documents such as flyers, posters, business cards, and magazine articles.

**Prerequisite: None.**

#### CGD 195 INDESIGN II 3.0 UNITS

The second half of the two-part series provides students with further opportunities to expand their skills with *Adobe InDesign*. Students will learn to work with color and styles, import and modify graphics, and work with transparency. Overall, students will have a better understanding of composition, the process of laying out text and graphics, typography, lines, boxes, pictures, drawings, and colors, on a page.

**Prerequisite: CGD 190 or equivalent.**

#### CGD 200 WEB DESIGN I 3.0 UNITS

The first half of this two-part series introduces students to designing and developing websites using the HTML and CSS editors: Dreamweaver and Notepad. Students will learn about the most common HTML elements and CSS properties for building simple webpages.

**Prerequisite: None.**

**CGD 210 WEB DESIGN II 3.0 UNITS**

The second half of this two-part series will further expand upon the students' understanding of HTML and CSS and teach them the importance of responsive web design. The webpages that are built will be more sophisticated with interactive elements and compatibility across different devices and platforms.

**Prerequisite: CGD 200 or equivalent.**

**CGD 220 FLASH I 3.0 UNITS**

The first half of this two-part series introduces *Adobe Flash*, a program that allows users to produce animation-rich Internet applications, and desktop or mobile applications. Students will become acquainted with the various tools in *Flash* and work with graphics, symbols, animation, and articulated motion.

**Prerequisite: CGD 160 or equivalent.**

**CGD 240 FLASH II 3.0 UNITS**

In the second half of this two-part series, students will further explore the capabilities of *Adobe Flash*. Students will create interactive navigation, effectively use text, work with sound and video, and learn how to load and control *Flash* content for desktop or mobile use.

**Prerequisite: CGD 220 or equivalent.**

**CGD 260 PRINCIPLES OF GRAPHIC DESIGN I 3.0 UNITS**

The first half of this two-part series introduces students to design elements and the principles needed to create effective visuals for communication. Students will explore basic composition, typography, and the fundamentals of color.

**Prerequisite: None.**

**CGD 265 PRINCIPLES OF GRAPHIC DESIGN II 3.0 UNITS**

The second half of this two-part series will have students continue their exploration of the design elements and principles required to create effective and compelling visuals. This course will give in-depth lessons about the tools and technologies of graphic design, the basics of print production and presentations, and how graphic design can be utilized with the Internet to increase interactivity.

**Prerequisite: CGD 260 or equivalent.**

## 2. WEB SOFTWARE TECHNOLOGY

**WST 151 XHTML, CSS AND ACCESSIBILITY 3.0 UNITS**

This course explores the differences between HTML and XHTML while giving students hands-on experience validating Web pages to current standards and utilizing Cascading Style Sheets (CSS) to control the aesthetics of a website. This course prepares students to create structurally sound Web pages with advanced graphics, tables, frames, and forms while adhering to legal requirements for accessibility.

**Prerequisite: CIS 101 or equivalent.**

**WST 154 WEB PAGE DEVELOPMENT AND SCRIPTING I 3.0 UNITS**

This course is designed to introduce and develop designers' scripting skills in the creation of websites. Client- and server-side scripting is covered along with client-side forms validation, browser detection, and processing forms data. Students will also be introduced to creating animated and dynamically updated Web pages.

**Prerequisite: WST 165 or equivalent.**

**WST 155 WEB PAGE DEVELOPMENT AND SCRIPTING II 3.0 UNITS**

This course builds upon the skills introduced in Web Page Development and Scripting I. The course assumes students are proficient in HTML 4, JavaScript, and a server-side scripting language. Students will gain more advanced techniques in creating interactive and dynamic Web pages. Topics covered include: incorporation of cookies, hidden fields, animations, search functions, database interfaces. MySQL or Microsoft Access will be introduced as well to create various data driven applications. Upon completion, students will have the skills to design and create functional interactive Web sites.

**Prerequisite: WST 154 or equivalent.**

**WST 156 WEB MEDIA PRODUCTION 3.0 UNITS**

This course builds upon the foundational Web design skills and provides students with the skills to add time, sound, motion, and other interactivities to their Web designs using a variety of authoring tools. IN this course, students will gain valuable Web experience through lectures, projects, and demonstrations.

**Prerequisite: WST 154 or equivalent.**

**WST 157 WEB PLANNING & PRODUCTION 3.0 UNITS**

This course prepares students to deliver commercial websites to clients in an efficient and professional manner. Students will be taught how to understand what is needed in a website, how to communicate with clients, and then deliver a product effectively. Utilizing their project management skills and Web design and development techniques, students will create a website for a client that can be used in their portfolio.

**Prerequisite: WST 151, or WST 165, or equivalent.**

**WST 165 WEB DESIGN I 3.0 UNITS**

**WST 166 WEB DESIGN II 3.0 UNITS**

These sequential courses introduce students to script editors such as *Adobe Dreamweaver* to create links, graphics and tables, using HTML and CSS code. They will also learn about selecting an ISP and uploading files to web sites using Content Management Systems (CMS).

**Prerequisite: WST 151 or equivalent.**

**WST 167 WORDPRESS 3.0 UNITS**

This course introduces how to manage and create websites using WordPress. Students learn how to manage media on sites, change the appearance of Web pages, and how to gain more control using HTML in Web Pages.

**Prerequisite: WST 165 or equivalent.**

## 3. COMPUTER INFORMATION SYSTEMS

**CIS 101 INTRODUCTION TO COMPUTER BUSINESS APPLICATIONS 3.0 UNITS**

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

**Prerequisite: None.**

**CIS 111 MICROSOFT WORD 3.0 UNITS**

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

**Prerequisite: None.**

**CIS 140 MICROSOFT POWERPOINT 3.0 UNITS**

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

**Prerequisite: None.**

#### **4. BUSINESS GENERAL PROGRAM**

**BGP 104 BOOKKEEPING 5.0 UNITS**

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

**Prerequisite: None.**

#### **5. ACCOUNTING/COMPUTERIZED ACCOUNTING**

**ACT 100 PRINCIPLES OF ACCOUNTING I 4.0 UNITS**

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

**Prerequisite: None.**

**ACT 120 PAYROLL ACCOUNTING 2.0 UNITS**

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

**Prerequisite: None.**

**CT 140 PRINCIPLES OF ACCOUNTING II 4.0 UNITS**

This course provides working knowledge of recording transactions unique to partnerships and corporations. It

introduces manufacturing and cost accounting. Students learn the analysis of financial statements, the preparation of price-level statements, and the preparation of statements of changes in the financial position of the firm.

**Prerequisite: ACT 100 or equivalent.**

**ACT 160 INDIVIDUAL INCOME TAXES 4.0 UNITS**

This course provides Federal and California State Income and various individual income tax rules. Students learn to prepare tax returns, itemized deductions, supplemental schedules, and other forms for individuals.

**Prerequisite: ACT 100 or equivalent.**

**ACT 180 INTERMEDIATE ACCOUNTING I 4.0 UNITS**

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

**Prerequisite: ACT 140 or equivalent.**

**ACT 200 COST ACCOUNTING 4.0 UNITS**

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

**Prerequisite: ACT 140 or equivalent.**

**ACT 220 INTERMEDIATE ACCOUNTING II 4.0 UNITS**

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

**Prerequisite: ACT 180 or equivalent.**

**CAC 120 EXCEL FOR ACCOUNTING 4.0 UNITS**

**CAC 140 ADVANCED EXCEL FOR ACCOUNTING 4.0 UNITS**

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

**Prerequisite for CAC 120: None.**

**Prerequisite for CAC 140: CAC 120, or equivalent.**

**CAC 160 QUICKBOOKS 4.0 UNITS**

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



for users' needs, error detection and correction, internal control in a computerized accounting systems, and decision-making based on output.

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

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

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

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

## **6. ENGLISH AS A SECOND LANGUAGE**

### **ESL 1 Beginning Level 14.0 UNITS**

In this course, students will learn the basic sentence structure by combining the use of present tense "to be" and "to have" with pronouns, plural nouns, count and non-count nouns, and the proper inclusion of articles such as "a and an" and "the." They will gain an increased level of complexity in their sentence structure throughout the course by making statements in the simple past and future tense using possessive adjectives, prepositions of place, and adverbs, make statements in the present and past tense to ask and respond to yes/no and where questions. At the end of this course, the student will be able to apply this knowledge in everyday situations such as: meeting someone new, making plans, ordering from a menu, expressing frustration and sympathy, and asking for directions. Students are taught in an interactive setting between the instructor and their peers. Activities and games will be include role-play and flash cards.

**Prerequisite:** None

### **ESL 2 High Beginning-Low Intermediate Level 14.0 UNITS**

In this course, students will study proper usage of the affirmative and negative imperatives, prepositions and clauses. Various topics such as greetings, introductions, exchange of personal information, housework, sports and leisure time activities will be covered. They will hone their communicative skills by listening to instructions, practicing informal pronunciation, and reading brief magazine articles. They will also practice writing in complete sentences and start putting the sentences together in a simple paragraph. At the end of this course, students will be able to apply their skills to greet a new acquaintance and start small talk, make an apology and report a problem, make a request and decline a request, and get to know someone's likes and dislikes. A variety of approaches and materials will be used, with an emphasis on students' interests and needs.

**Prerequisite:** ESL 1 or equivalent.

### **ESL 3 Low Intermediate-Intermediate Level 14.0 UNITS**

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

By the end of the course, students are expected to be able to talk and write about past, present, and future plans with increased grammatical accuracy. They will also be expected to comprehend increasingly complex passages, and feel more comfortable with the writing process. Students will be able to apply their knowledge to make small talk, develop cultural awareness, make a request and plans, make a recommendation and convey a message. Various approaches, materials and activities including games, role plays, newspaper articles, videos, the Internet, paragraph writing assignments, field trips and experiential learning will be used.

**Prerequisite:** ESL 2 or equivalent.

### **ESL 4 Intermediate-High Intermediate Level 14.0 UNITS**

In this course, the student will begin their efforts in mastering the complex verb tenses: simple present, present progressive, past perfect, present perfect progressive, past perfect and past perfect progressive. They will learn to identify and distinguish between these complex verb tenses and start the expansion into learning the future verb forms: simple future, future progressive, future perfect and future perfect progressive. In addition, they will be able to express questions in the tag question format. The student will apply this knowledge base as their writing becomes more expressive in the use of a more refined vocabulary and the appropriate use of phrasal verbs and idiomatic expressions to express formal and informal writing and speaking. Furthermore, students will be introduced to real and unreal conditionals. A variety of materials and approaches will be used to achieve the course objectives, with an emphasis on students' goals and interests.

**Prerequisite:** ESL 3 or equivalent.

### **ESL 5 High Intermediate-Low Advanced Level 14.0 UNITS**

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

**Prerequisite:** ESL 4 or equivalent.

### **ESL 6 Advanced Level 14.0 UNITS**

In this course, students will fine-tune their grammar knowledge and develop more sophistication in writing and speaking, especially in formal contexts. A grammar review from the five prior courses will be conducted based on areas of weakness exhibited by the student body. The students will begin integrated communication skills by combining content from both reading passages and listening excerpts to write a formal 5-paragraph essay. Other writing genres such as formal

letters, emails, and editorials will be explored, in addition to traditional essays. They will read longer, more detailed articles and will be expected to direct their own vocabulary study. Students should be able to demonstrate the ability to speak, read, write and comprehend advanced forms of compound sentences using conjunctions and various verb complements. They will also be expected to make full use of relative clauses with pronouns as subject and reduced restrictive clauses. At this level, they should demonstrate the ability to formulate and support an argument in speaking and writing, and to write full essays with a mixture of simple and complex sentences, and be skilled in their oral presentations. Various materials will be used, especially authentic materials, with an emphasis on students' goals and interests.

**Prerequisite: ESL 5 or equivalent.**

### ESL SPECIALTY COURSE

**TOEFL iBT** **14.0 UNITS**  
**TOEFL PBT** **14.0 UNITS**

LAPC offers two specialty TOEFL courses, one specializing in the internet-based test (iBT) and the other in the paper-based (PBT) test. Both TOEFL courses build the foundation and introduce the student to test-taking techniques such as notetaking for advanced listening and reading passages. Grammar is taught through the editing process of their writing. Vocabulary lists are thoroughly reviewed and studied to enhance their academic diction and prepare students to achieve the best possible score for the TOEFL.

Students practice test-taking strategies in a step-by-step manner to help them master the skills necessary to improve their TOEFL score and ultimately for success in an academic setting. Tactics incorporate a communicative approach of conversation and presentation-skills along with plenty of written practice. By the end of the TOEFL course, students will become familiar with the format and directions of the test and develop strategies for using their time wisely during the test.

**Prerequisite: ESL 6 or equivalent.**

## 7. GENERAL EDUCATION

**GEN 125 COLLEGE ALGEBRA** **3.0 UNITS**

This course will provide students with the skills to understand and explain mathematical information through symbols, graphs, and numbers. Students will also be able to analyze, graph, and interpret mathematical models. In addition to other topics, this course will cover linear, quadratic, polynomial, and rational functions.

**Prerequisite: None.**

**GEN 140 ENGLISH WRITING** **3.0 UNITS**

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

**Prerequisite: None.**

**GEN 150 AMERICAN HISTORY** **3.0 UNITS**

This course provides a brief yet informative overview of the rich history of the United States. This course will cover the birth of the United States as a nation until the present.

**Prerequisite: None.**

**GEN 180 INTRODUCTION TO PSYCHOLOGY** **3.0 UNITS**

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

**Prerequisite: None.**

**GEN 190 INTRODUCTION TO EARTH SYSTEM SCIENCE**  
**3.0 UNITS**

This course provides an introduction to our planet and its four main spheres: the biosphere, hydrosphere, geosphere, and atmosphere. Students will learn how these four very distinct components work together as one whole.

**Prerequisite: None.**

## XI ADMINISTRATIVE STAFF AND FACULTY

### Administrative Staff

<b>Mary Yoon</b>	President/Student Services Coordinator
<b>Ho Sung Yoon</b>	Controller/Academic Director
<b>Bernadette Yeaton</b>	Associate Academic Director/ Marketing Coordinator
<b>Joralee Santelices</b>	Admissions Counselor/ Registrar
<b>Sophia Yoo</b>	Academic Administrative Assistant

### Instructional Staff

**Department of Accounting:**

Ho Sung Yoon/INSTRUCTOR/ACADEMIC DIRECTOR  
 MoonSun Hwang/INSTRUCTOR  
 Kristy Powell/INSTRUCTOR  
 Kathleen Trembley/INSTRUCTOR  
 Antonio York/INSTRUCTOR  
 Janet Cha/SUBSTITUTE INSTRUCTOR  
 Vanessa Oviedo/GENERAL EDUCATION INSTRUCTOR  
 Timothy Butterfield/GENERAL EDUCATION INSTRUCTOR

**Department of Graphic Design:**

David Kazaryan/INSTRUCTOR

**Department of Computer Information Systems:**

Ralph Caldwell/INSTRUCTOR  
 Israel Campos/INSTRUCTOR

**Department of ESL:**

Helineh Sardabi/CONSULTING ESL ACADEMIC COORDINATOR  
 Israel Campos/ESL INSTRUCTOR  
 Timothy Butterfield/ESL INSTRUCTOR

Maryam Haghighi Fashi/ESL SUBSTITUTE INSTRUCTOR

## Governing Board

**Mary Yoon**/President & Student Services Coordinator  
**Ho Sung Yoon**/Controller & Academic Director  
**Bernadette Yeaton**/Associate Academic Director & Marketing Coordinator

## Institutional Advisory Committee

**Myung J. Kim, MIM**/Chairman, Prime Business Credit, Inc.  
**Yoon Han Kim, CPA**/Founder, Yoon Han Kim CPA  
**Jennifer Jun, MA, PMP, PHR**/Administrative Analyst, Los Angeles Unified School District

## Administrative Staff Profiles

### Mary Yoon

Mrs. Yoon received her education from California State University, Los Angeles, and an AA from Los Angeles Trade Technical College. She has had a wide variety of business and management experiences in corporate, financial, and entrepreneurial settings.

### Ho Sung Yoon

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

### Bernadette Yeaton

BA, Molecular and Cellular Biology, University of California, Berkeley; TESL Certification, University of California, Los Angeles Extension; Experienced tutor, instructor and copywriter with extensive professional experience in the finance, biotechnology and pharmaceutical industries.

### Joralee Santelices

BS, Tourism, PATTS College of Aeronautics; Microsoft Computer Applications and General Office Clerk Certificates, Glendale College; Experienced business owner and office manager.

### Sophia Yoo

BA, Sociology, University of California, Irvine, with a minor in Educational Studies; TEFL Certification; Study Abroad Program in South Korea; ESL Instructor and student mentoring experience.

## Instructional Staff Profiles

### ACCOUNTING

**Moonsun Hwang** (Part-Time)

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

### Kristy Powell

 (Part-time)

BS, Business Administration, University of Phoenix; MS, Accountancy, University of Phoenix; Extensive experience in the accounting field; CPA candidate.

### Kathleen Tremblay

 (Part-time)

BA, Semiotics, Brown University; MBA, Bryant University; Licensed CPA, State of California; Extensive experience in accounting and taxation.

### Antonio York

 (Part-time)

BA, and MBA; Business Administration, Florida A&M University; Licensed CPA, CIA, LIA and Enrolled Agent, State of California; Extensive industry experience in accounting and internal auditing.

### Janet Cha

 (Substitute)

BA, International Relations and Sociology, Wheaton College; MAS, Accountancy, Northern Illinois University; MS, Accounting, Marquette University; Licensed CPA, State of California; Extensive experience in the accounting field.

### GENERAL EDUCATION

#### Vanessa Oviedo

 (Part-time)

BS, Psychology, California State University, Long Beach; Experience in clinical research and observation assessment on children in Los Angeles Unified School District schools.

#### Timothy Butterfield

 (Part-time)

BA, Economics, McMaster University, Honors; TESOL Certification from International TEFL and TESOL Training; Experienced domestic and international ESL teacher and counselor.

### ENGLISH AS A SECOND LANGUAGE

#### Helineh Sardabi

 (Consulting ESL Academic Coordinator)

BA, MA, Teaching English as a Second Language, Azad University; English Language Translation; Extensive teaching and tutoring experience locally and abroad.

#### Israel Campos

 (Part-time)

MA/MFA., University of Wisconsin, Madison; Print Media; Dean's Fellowship; BA, Mathematics and Art in Print Media; Dean's Honor, University of California, Santa Cruz; Candidate for TESOL Certification from International TEFL and TESOL Training; Experience in Information Technology and Instructor of Digital Arts and Computer Science.

#### Timothy Butterfield

 (Part-time)

BA, Economics, McMaster University, Honors; TESOL Certification from International TEFL and TESOL Training; Experienced domestic and international ESL teacher and counselor.

**Maryam Haghighi Fashi** (Substitute)

MA, Teaching English as a Foreign Language (TEFL), Khatam Institute of Higher Education; BA, Azad University; Extensive experience as an ESL Instructor and Curriculum Designer.

### **COMPUTER INFORMATION SYSTEMS**

#### **Israel Campos** (Part-Time)

MA/MFA., University of Wisconsin, Madison; Print Media; Dean's Fellowship; BA, Mathematics and Art in Print Media; Dean's Honor, University of California, Santa Cruz; Experience in Information Technology and Instructor of Digital Arts and Computer Science.

#### **Ralph W. Caldwell** (Part-Time)

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

### **GRAPHIC DESIGN**

#### **David Kazaryan** (Part-Time)

BA, California State University, Northridge; Extensive experience in 2-D and 3-D design, print and video production, and web site development.

# LOS ANGELES PACIFIC COLLEGE

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## Notice of Student Rights

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

\_\_\_\_\_

(First day of class)

Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for another copy.

2. After the end of the cancellation period, you also have the right to withdraw at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a copy of the refund policy.

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

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

<b><i>Bureau for Private Postsecondary Education (BPPE)</i></b>	<b><i>Council on Occupational Education (COE)</i></b>	<b><i>Commission on English Language Program Accreditation (CEA)</i></b>
P.O. BOX 980818 West Sacramento, CA 95798-0818 t. (888) 370-7589   f. (916) 263-1897 <a href="http://www.bppe.ca.gov">www.bppe.ca.gov</a>	7840 Roswell Road, Building 300 Suite 325, Atlanta, GA 30350 t. (800) 917-2081   f. (770) 396-3790 <a href="http://www.council.org">www.council.org</a>	1001 North Fairfax Street, Suite 630 Alexandria, VA 22314 t. (703) 665-3400   f. (703) 519-2071 <a href="http://www.cea-accredit.org">www.cea-accredit.org</a>

The signature below confirms the student's receipt of this Notice of Student Rights.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# LOS ANGELES PACIFIC COLLEGE

## Notice of Cancellation

\_\_\_\_\_  
(Date of the first day of class; or, midnight of the date that is the seventh business day following enrollment, whichever is later)

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

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

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

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

**Los Angeles Pacific College  
3325 Wilshire Blvd., Suite 550  
Los Angeles, CA 90010**

**I cancel my contract for enrollment on \_\_\_\_\_ (date).**

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

### **REMEMBER, YOU MUST CANCEL IN WRITING.**

You do not have the right to cancel by just telephoning the school or by not coming to class.

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

<b><i>Bureau for Private Postsecondary Education (BPPE)</i></b>	<b><i>Council on Occupational Education (COE)</i></b>	<b><i>Commission on English Language Program Accreditation (CEA)</i></b>
P.O. BOX 980818 West Sacramento, CA 95798-0818 t. (888) 370-7589   f. (916) 263-1897 <a href="http://www.bppe.ca.gov">www.bppe.ca.gov</a>	7840 Roswell Road, Building 300 Suite 325, Atlanta, GA 30350 t. (800) 917-2081   f. (770) 396-3790 <a href="http://www.council.org">www.council.org</a>	1001 North Fairfax Street, Suite 630 Alexandria, VA 22314 t. (703) 665-3400   f. (703) 519-2071 <a href="http://www.cea-accredit.org">www.cea-accredit.org</a>

The signature below confirms the student's receipt of this Notice of Cancellation.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

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

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

### LAPC Schedule of Holidays

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