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**CATALOG  
2013-2014**

ZAREM • GOLDE  
**ORT**  
TECHNICAL INSTITUTE  
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**CATALOG  
2013-2014**

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**ZAREM/GOLDE ORT TECHNICAL INSTITUTE**

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**Skokie, Illinois 60077**

**847-324-5588**

**[www.zg-ort.edu](http://www.zg-ort.edu)**

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## WELCOME

Welcome to Zarem/Golde ORT Technical Institute.

You are about to enter a community filled with an active and diverse student body, outstanding faculty, promising academic experiences, supportive student and career services, programs that will challenge and engage you and will advance your education and improve your career opportunities. Our programs, quality education, hands-on training and professional and dedicated faculty and staff create a supportive and friendly atmosphere for learning. Zarem/Golde ORT Technical Institute provides training for technical, medical and business careers to prepare you for employment and career advancement.

This catalog is a guide to the Institute's programs, policies and procedures. It includes information about courses of study, services, regulations and requirements.

Please use this catalog to learn more about the Institute and the opportunities available to enhance and enrich your educational experiences at Zarem/Golde ORT Technical Institute.

## REASONS TO ATTEND ZAREM/GOLDE ORT TECHNICAL INSTITUTE

- Convenient location, minutes from Chicago
- Short-term, intensive programs that allow graduation from certificate programs in less than a year
- Extremely affordable
- Financial aid and scholarships available for qualified applicants
- Advance your education through certificate and degree programs
- Small class sizes
- One computer per student
- Modern equipment
- Excellent laboratory facilities
- Practical hands-on training
- Job placement assistance - Career Services will help you build a resume, practice interviewing, and develop a job search strategy
- Individualized student services
- Training by well-qualified professionals
- Part of a 130 year-old, worldwide, highly regarded network of more than 800 nonprofit training schools
- Fully accredited by the Accrediting Council for Continuing Education & Training (ACCET), a nationally recognized agency
- Approved by the Illinois Board of Higher Education (IBHE)

- Approved by the Illinois Board of Higher Education, Division of Professional Business and Vocational Schools (PBVS)
- Approved by the Veterans Administration (VA)
- Approved by the Department of Homeland Security (DHS) to enroll non-immigrant alien students
- Approved by the Workforce Investment Act (WIA)

## NOTICES

### Non-Discrimination Policy

Zarem/Golde ORT Technical Institute is non-sectarian and does not discriminate with regard to race, religion, creed, color, national origin, age, sex, disability or sexual orientation in any of its academic program activities, employment practices, admissions policies or scholarship and loan programs.

### Catalog Disclaimer

The policies and procedures described in this catalog apply equally to all students.

### Catalog Revisions and Supplement

The Institute reserves the right to change this catalog when necessary without previous notice. The catalog will be revised annually in July for the new academic year. Information on class schedules, tuition and fees is included in a supplement to the catalog and is available in the Admissions Office.

### Disclosures

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

For more information about Zarem/Golde ORT Technical Institute graduation rates, median loan debt of students, Net Price Calculator and other important information, including institutional disclosures, please visit our website at: [http://www.zg-ort.edu/ORT\\_disclosures.php](http://www.zg-ort.edu/ORT_disclosures.php).

## INTRODUCTION

### Mission Statement

Zarem/Golde ORT Technical Institute's mission is to meet the educational and academic/vocational needs of diverse students in a supportive caring environment that provides skills and knowledge necessary for employment and career advancement.

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

## Philosophy and Objectives

Zarem/Golde ORT Technical Institute is committed to providing an educational environment that enhances the student's ability to fulfill career goals. By encouraging the development of the total person, we provide direction for students seeking further education. The Institute strives to provide the highest caliber education to those with the desire and discipline to improve their lives through learning new technical and English language skills. Zarem/Golde ORT Technical Institute prepares students for entry-level job opportunities in technology, medical and business fields in accordance with the following objectives:

- To provide the technical skills and knowledge necessary for entry-level employment and career advancement.
- To develop professional attitudes, work habits, communication skills required in work and society, and confidence through self-discipline.
- To provide English language as a foundation for obtaining updated, more modern vocational, technical, and medical skills necessary for employment and adjustment to life in a new country and culture.
- To provide students with financial aid, both federal and institutional, as well as payment plans to make it possible for them to continue their education.
- To provide job placement assistance and teach job search skills so that students can find work upon completion of their studies.
- To provide extra assistance in the form of tutoring to those students who need additional help to succeed.
- To increase student awareness and sensitivity to Jewish and other cultures through a supportive environment.

## Program Offerings

The Institute offers the following degree and certificate programs:

### Degree Program:

Associate of Applied Science (AAS) degree in Accounting

### Certificate Programs:

Computerized Accounting  
Computer Support and Networking Technology  
Digital Graphics and Web Design  
English as a Second Language (ESL)  
Medical Assistant  
Pharmacy Technician

Graduates are awarded an Associate of Applied Science (AAS) degree or a certificate upon satisfactory completion of all required courses.

All technical, medical and business programs taught at the school prepare graduates for high-demand occupations with proven career growth opportunities. Intensive programs are available morning and evening. Programs have been designed with the assistance of representatives in business and industry. All curricula, equipment, computer software, books and materials are reviewed on a continuing basis to ensure their relevance in today's job market.

## World ORT

ORT, the Organization for Educational Resources and Technological Training, operates a worldwide network of over 800 schools and training centers with an enrollment of more than 200,000 students in 60 countries. For over a century ORT has sought to bring economic self-sufficiency to people and communities in need. To date, over two million people have participated in ORT programs worldwide. US ORT Operations, Inc. operates Zarem/Golde ORT Technical Institute in Skokie, Illinois, Los Angeles ORT College (LAORT) in Los Angeles, California, and Bramson ORT College, a two-year college in New York City.

## About Zarem/Golde ORT Technical Institute

Zarem/Golde ORT Technical Institute is a non-profit organization offering men and women the opportunity to gain an education that will prepare them for careers in business and industry. The Institute is affiliated with ORT America, a volunteer organization that is the umbrella organization of ORT in the United States.

The Institute offers morning and evening short-term intensive programs in areas of high job market demand, and also offers a comprehensive program in English as a Second Language. The Institute provides computer-based training programs in business applications, computer technology and medical fields. All programs feature hands-on training, modern equipment and a highly qualified faculty and staff.

## History

ORT America opened LAORT's Main Campus facility in October 1985 to serve both the Jewish population and the community at large in the Greater Los Angeles area. Zarem/Golde ORT Technical Institute was opened in March 1991 in Chicago, as a branch campus of LAORT, and was recognized as a main campus by ACCET in 2006. In 2012, Zarem/Golde ORT Technical Institute legally separated from LAORT to form Chicago ORT Technical Institute (dba Zarem/Golde ORT Technical Institute).

## Approvals

Zarem/Golde ORT Technical Institute's programs, courses and instructors are approved by Illinois Board of Higher Education (IBHE), IBHE Division of Private Business and Vocational Schools (PBVS), Veterans Administration (VA), and Illinois Department of Commerce and Economy as an Illinois WorkNet Center partner. The school is authorized under Federal law to enroll non-immigrant alien students.

**Certificate of Approval and  
Authorization to Operate and to Grant  
the Associate of Applied Science in  
Accounting Degree in the North  
Suburban Region is provided by the  
Illinois Board of Higher Education, 431  
East Adams Street, Springfield, Illinois,  
62701.**

**Accreditation**

Zarem/Golde ORT Technical Institute is accredited by the Accrediting Council for Continuing Education & Training (ACCET) located at 1722 N St NW, Washington, DC 20036, (202) 955-1113, [www.accet.org](http://www.accet.org). ACCET is listed by the U.S. Department of Education as a nationally recognized accrediting agency and is a recognized member of the Council for Higher Education Accreditation (CHEA).

**International Students**

Zarem/Golde ORT Technical Institute is authorized under Federal law to enroll non-immigrant alien students and is approved by the U.S. Department of Homeland Security (DHS). Applicants seeking admission as a non-immigrant alien should contact the International Student Coordinator for further information.

**Physical Facilities**

The Institute is located at 5440 W. Fargo Ave., Skokie, IL 60077. The school contains laboratories, general-purpose classrooms, a learning resource center, a student lounge area, and administrative offices. Laboratories are furnished with modern equipment representative of the industry. Zarem/Golde ORT facilities and equipment fully comply with all federal, state, and local ordinances and regulations, including requirements pertaining to fire safety, building safety, and access for disabled individuals.

**Learning Resource Center**

The learning resource center at Zarem/Golde ORT Technical Institute includes a collection of manuals, reference books and periodicals designed to support the course offerings. In addition, the learning resource center has audio-visual materials, computer software, and computer-assisted instructional equipment. An array of portable audio-visual equipment, including slide and overhead projectors and DVD and video players, is available to support classroom media requirements.

**Transportation and Parking**

Convenient free parking is available at the school for students, faculty and staff. School-supplied transportation is also available for a nominal fee. Inquire with the Admissions office.

**Housing**

The Institute does not maintain housing accommodations for students. However, the student services office may offer referrals for student housing options. The school does not inspect such housing and makes no recommendations regarding its desirability.

## ADMISSIONS

### Admissions Criteria and Procedures

To apply for admission to Zarem/Golde ORT Technical Institute, applicants must be high school graduates, possess a GED or equivalent, and should be 17 years of age or older.

The Admissions process includes a personal interview with an admissions representative and a tour of the Institute. The applicant is given a copy of the catalog, catalog supplement, consumer information (including tuition and fees), and current schedule of program start dates.

All applicants must submit a completed application, together with copies of high school transcripts or any previous academic work, to the Admissions Office. An official letter of acceptance to the Institute is sent by the Admissions Representative.

Diploma types recognized by Zarem/Golde ORT Technical Institute include: A high school diploma from a US high school, a diploma or equivalent from a high school in a foreign country, or a passing score on the general education development (GED) exam.

### Admissions Schedule

The Admissions Office is open from 8:30 a.m. to 7:00 p.m., Monday through Thursday, and 8:30 a.m. to 4:00 p.m. on Fridays. Late evening appointments may be arranged in advance by calling the school at (847) 324-5588. An Admissions Representative may be reached directly by calling the Institute. Our multilingual Admissions representatives are ready to assist people with limited English. Our staff speaks Albanian, Arabic, Assyrian, Bosnian, Bulgarian, Croatian, Farsi, Greek, Hebrew, Korean, Macedonian, Polish, Russian, Serbian, Spanish, and Ukrainian.

### Entrance Testing Policy and Procedure

All new students enrolling for the first time must take a COMPASS entrance examination to determine proper placement into their respective programs. Students who have previously attended ORT or another college or university may provide unofficial transcripts to determine a preliminary placement and determine the need for COMPASS testing. Students may elect to retest for a \$10 fee. Retests are only allowed one time. Following the retest, the score obtained will stand as posted.

To be eligible to enroll in a Technical or Healthcare Training program, students are required to take and pass the Institute's entrance examination, which is proctored by a trained member of the staff or faculty. The exam is free of charge and offered at the convenience of the student. Prospective technical and medical program students who are not native English speakers are also required to take the ESL placement exam and achieve a score of Level 5 or higher. Students who do not score at Level 5 or higher will be asked to attend ESL classes until they reach the required proficiency.

All prospective ESL Students are required to take a Placement Exam for admittance to the ESL Program. Students can only place into Levels 1-7 in order to be enrolled into a complete 3-level ESL program. If a student has been out of the school for greater than 60 days (either on an extended Leave of Absence, or due to a program

or course withdrawal), s/he is required to take an entrance examination prior to reentry. Exceptions to this policy can only be considered by the Dean of Academic Services and respective Program Coordinator.

### Programs with Special Admissions Requirements

**Medical Assistant** – The Illinois Department of Public Health and Occupational Safety & Health Administration requires that we have the student immunization record displaying vaccinations and the booster doses of the HBV for a student to start the clinical and externship portions of the program. Students are encouraged to take care of obtaining these records or the immunizations prior to the start of their program.

**Pharmacy Technician** – In order to be employed as a Pharmacy Technician following graduation from the program, students must apply for and receive a license from the Illinois Board of Pharmacy. All students must apply in writing to the State of Illinois and pay the appropriate fees. Once the paperwork has been submitted, a background check will be performed. A high school diploma or a GED is required in order to apply.

### Transfer Credit and Advanced Standing

Zarem/Golde ORT Technical Institute may accept the transfer of credit of a prospective student to the Institute's Associate of Applied Science degree. Transfer credit will not be accepted for any program not leading to the award of an Associate degree, unless the credit is received from prior educational training at Zarem/Golde ORT Technical Institute or through an approved articulation agreement with another institution of higher learning.

A course appropriate for the transferring of credit is one that is equivalent to the course content offered at Zarem/Golde ORT Technical Institute. The transfer of credit may be awarded if the prospective student is from another institution that is accredited by an agency that is recognized by the United States Department of Education, received from prior educational training at ORT, or through an approved articulation agreement with another institute of higher learning.

The transferred student must first see the Admissions department and meet Admissions requirements. All requests for transferring of credit must be submitted in writing to the Admissions Department and accompanied by a transcript and/or international transcript evaluation from a recognized institution/organization, course catalog, and course syllabi from the originating institution for coursework taken within the past ten (10) years. It is the student's responsibility to arrange for Zarem/Golde ORT Technical Institute to receive an "official" transcript of his or her previous college record within 30 days of the program start.

Students requesting to receive credit from other institutions, or within the ORT system, should make an appointment with the Program Coordinator for evaluation of the records. Coursework will be reviewed for transfer only if the final grade of the transferred course shows a letter grade of "C" or higher and the content is compatible to the content of the course offered at Zarem/Golde ORT Technical

Institute. The maximum number of credits that may be transferred from other institutions is 30% of the total scheduled credit hours for the program (e.g. no more than 18 semester credit hours).

If the student is transferring the credit via an articulation agreement or within the ORT system from one program to another program, all eligible credit and courses with a grade of "C" or higher that are compatible in content to the new program/course may be transferred at the student's request.

Zarem/Golde ORT Technical Institute does not offer credit by examination or experiential credit for non-credit coursework, work experience, or life experience.

Students requesting to receive credit from other institutions, or within the ORT system, should make an appointment with the Program Coordinator for evaluation of the records. The acceptance or denial of credit is determined by the Program Coordinator, who informs the student in writing of the decision. Appeals may be made in writing to the Dean of Academic Services who will respond within seven (7) days. The decision of the Dean of Academic Services is considered final.

The acceptance of transfer credit may affect the amount of financial aid available during one's program of study. If the transfer credit is granted, the tuition will be proportionally reduced based on the total number of transferable credits to the new program. Registration fees are due in full; however, the cost of textbooks may be reduced based on the approval of the transfer credit. Zarem/Golde ORT Technical Institute does not charge any fees for reviewing transcripts or granting transfer credit.

Zarem/Golde ORT Technical Institute assists students who request to transfer to other institutions by providing them with the catalog, official transcript, and/or course syllabi/outlines for the training program that they have attended. To be eligible for graduation and receive a degree or a certificate of completion, a student with transferred credits must meet the graduation requirements outlined in the catalog.

### **Transferring Credit to Other Postsecondary Institutions**

Transfer of credit is a privilege granted by the institution to which a student may seek admission. Students seeking to transfer credits earned at Zarem/Golde ORT Technical Institute to other postsecondary institutions should contact the college or university to which they seek admission to inquire as to that institution's policies on credit transfer and acceptance. Zarem/Golde ORT Technical Institute neither implies nor guarantees that credits earned will be accepted by other institutions.

### **Articulation Agreements**

Zarem Golde ORT Technical Institute has Articulation Agreements with the following colleges and universities:

**East-West University** (eastwest.edu)

**Westwood College** (westwood.edu)

**Solex College** (solex.edu)

**Bramson ORT College** (bramsonort.edu)

**Los Angeles ORT College** (laort.edu)

### **Criteria for Admissions for Students with Disabilities**

Zarem/Golde ORT Technical Institute is committed to equal access to educational opportunities for students with disabilities. A student with a disability and who needs an academic accommodation is encouraged to contact the Dean of Academic Services and complete an Accommodation Request Form.

## TUITION AND FEES

### Tuition and Fees Schedules

The tuition and fee schedules are issued as a supplement to this catalog and may be obtained from the Admissions Office. When necessary, Zarem/Golde ORT Technical Institute reserves the right to change tuition, fees, books, and curriculum without prior notice. Any changes in tuition or fees will not affect students already enrolled.

### Books, Supplies and Registration Fee(s)

Total program costs include tuition, \$100 registration fee per term (if applicable), books and necessary supplies, including fees for licensure or certification examinations. Students making payments toward their tuition charges are required to complete and sign a Repayment Agreement in addition to the Enrollment Agreement.

### Transferring Programs

If a student wishes to transfer to a new program or schedule following his/her initial enrollment, the student will be responsible to pay a \$50 transfer fee. Students may only transfer one time. Exceptions to this policy may be considered by the Director and/or Dean of Academic Services.

### Auditing Classes

Students who request the option of auditing any ESL, Technical, or Healthcare course will be required to pay a fee after obtaining permission from the Program Coordinator or Dean of Academic Services. Auditing students will be required to pay an Audit Fee, which is calculated by the number of weeks requested. The current rate is \$60.00 per week.

### Payment Policy and Payment Plans

Students assume the responsibility for payment of tuition costs in full, either through direct payment or through a financial aid plan. Students who owe money to the school should contact the financial aid office and/or the business office to work out a payment plan. All financial arrangements must be made before the beginning of classes.

Students who elect to have a payment plan with the school are required to make payments, as scheduled. Late payments are charged a \$25.00 late fee for each month in which a late payment is made. Students who fail to meet their financial commitment to the Institute are subject to temporary suspension, withholding of grades, transcripts, diplomas, certificates, and job placement services. Delinquent accounts will be referred to a collection agency and the student will be dismissed after three attempts by the Institute to make payment arrangements with the student without success.

Zarem/Golde ORT Technical Institute accepts payments in the form of checks, credit card (Visa, MasterCard, American Express) financial aid, money order, and WIA or VA vouchers.

### Refund Policy and Buyer's Right to Cancel

Zarem/Golde ORT Technical Institute has adopted the following refund policy, which is in accordance with the State of Illinois Board of Education and with the standards set by the Accrediting Council for Continuing Education and Training. The Institute will comply with the policy that applies at the time of the student's enrollment.

### BUYER'S RIGHT TO CANCEL:

The student has the right to cancel the initial enrollment agreement until midnight of the fifth business day after the student has been admitted. If the right to cancel is not given to any prospective student at the time the agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund of all monies paid to date within 10 days of cancellation. Notice of cancellation should be made in writing to: Department of the Registrar, Zarem/Golde ORT Technical Institute at 5440 Fargo Avenue, Skokie, IL 60077. Phone: (847) 324-5588.

When a student gives written notice of cancellation the school shall provide a refund in the amount of at least the following:

- a. When notice of cancellation is given before midnight of the fifth business day after the date of enrollment but prior to the first day of class, all registration fees, tuition, and any other charges shall be refunded to the student.
- b. When notice of cancellation is given after midnight of the fifth business day following acceptance but prior to the close of business on the student's first day of class attendance, the school may retain no more than the registration fee which may not exceed \$150 or 50% of the cost of tuition, whichever is less.
- c. When notice of cancellation is given after the student's completion of the first day of class attendance, but prior to the student's completion of 5% of the course of instruction, the school may retain the registration fee, an amount not to exceed 10% of the tuition and other instructional charges or \$300, whichever is less, and, subject to the limitations of paragraph 12 of this Section, the cost of any books or materials which have been provided by the school.
- d. When a student has completed in excess of 5% of the course of instruction the school may retain the registration fee but shall refund a part of the tuition and other instructional charges in accordance with the following:
  - (1) After 5% of the course of instruction (program), but within the first 4 weeks of classes the school shall refund at least 80% of the tuition;
  - (2) During the first 25% of the program, the school shall refund at least 55% of the tuition;
  - (3) During the second 25% of the program the school shall refund at least 30% of the tuition.
  - (4) In cases of withdrawal after 50% of the program, the school will retain the remaining tuition.

Withdrawal Initiated	Pro-Rata Refund
Prior to the first day of the program.	100% of Tuition and Registration Fee
First day of the program.	100% of tuition except for Registration Fee
Second day up to 5% of the program completed	90% of tuition. School may keep up to \$300.
After 5% of the program up to the fourth week.	80% of tuition
During first 25% of program.	55% of tuition

During second 25% of the program.	30% of tuition
After 50% of the program.	0%

1. A student, who on personal initiative and without solicitation enrolls, starts, and completes a course of instruction before midnight of the fifth business day after the enrollment agreement is signed, is not subject to the cancellation provisions of this Section.
2. If an applicant is not accepted by the school, the school cancels the program, or the applicant is a no show/never starts training he or she shall receive a refund of all tuition and fees paid within 30 calendar days after the determination of non-acceptance is made.
3. Registration fees shall be chargeable at initial enrollment and shall not exceed \$150 or 50% of the cost of tuition, whichever is less.
4. Deposits or down payments shall become part of the tuition.
5. In any case in which hardship or where other circumstances beyond the control of the student exist preventing them from completing the course, the school shall make a reasonable and fair settlement for both parties.
6. For enrolled students, all refunds are calculated based on the last day of attendance (LDA) and will be paid within thirty days of the documented drop date (date of determination). The documented drop date is determined according to whichever of the following applies: a. by the date of written notice from the student; b. when a student has been absent for more than 14 calendar days; c. when a student fails to return from an official leave of absence (LOA), the documented drop date is the date that the student was scheduled to return from the LOA.
7. The school shall mail a written acknowledgement of a student's cancellation or written withdrawal to the student within 15 calendar days of the postmark date of notification. Such written acknowledgement is not necessary if a refund has been mailed to the student within the 15 calendar days.
8. All student refunds shall be made by the school within 30 calendar days from the date of receipt of the student's cancellation.
9. A student may give notice of cancellation to the school in writing. The unexplained absence of a student from a school for more than 14 calendar days shall constitute constructive notice of cancellation to the school. For purposes of cancellation the date shall be the last day of attendance.
10. The school shall refund all monies paid to it in any of the following circumstances:
  - a. the school did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalog or bulletin;
  - b. the school cancels or discontinues the course of instruction in which the student has enrolled;
  - c. the school fails to conduct classes on days or times scheduled, detrimentally affecting the student.

The school must refund any book and materials fees when: (a) the book and materials are returned to the school unmarked; and (b) the student has provided the school with a notice of cancellation.

#### Notice of Student Rights

1. You may cancel your contract for school, without penalty or obligation, as described in the Notice of Cancellation form that will be given to you upon enrollment. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you lose your Notice of Cancellation form, ask the school for a sample copy.
2. You have the right to stop school at any time and you have the right to receive a refund for the part of the program not taken. Your refund rights are described in the Enrollment Agreement. If you lose your copy of this contract, ask the school for a description of the refund policy.
3. If you have any complaints, questions, or problems with the school, call or write to: Illinois Board of Higher Education, Division of Private Business and Vocational Schools, 431 East Adams Street, Second Floor, Springfield, IL 62777, Fax Number: (217)782-8548, [www.ibhe.org/pbvs](http://www.ibhe.org/pbvs).

## FINANCIAL ASSISTANCE

Information on financial aid programs and all related consumer information are available by contacting the Financial Aid Office. The following is a description of the types of financial aid programs currently offered by the school.

### The Financial Aid Office

The Zarem/Golde ORT Technical Institute maintains a Financial Aid Office staffed with trained advisors. Individual tuition financing plans are specifically tailored to meet the needs of the applicant. The Financial Aid Office assists students in the completion of all documents applicable to various federal and local sources of student financial aid.

### Federal Financial Aid Program

Zarem/Golde ORT Technical Institute has been approved by the United States Department of Education for the following programs for financial assistance. The programs listed below are available to eligible students to help meet the cost of their education. The term "Title IV" refers to the Federal Financial Aid programs authorized under the Higher Education Act of 1965 awarded on the basis of financial need and includes the following programs:

- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant (FSEOG)
- Federal Work Study (FWS)
- Subsidized Direct Loan

The Title IV programs that are not awarded on the basis of financial need are part of the Federal Family Education Loan program and include:

- Unsubsidized Direct Loan
- Direct Parent Loan for Undergraduate Students (PLUS Program)

**Grants** are awards that do not have to be repaid. Grants are provided by the federal government and are based on financial need. When awarding policies and funds permit, a student's financial aid package might include the following grants:

1. Federal Pell Grant is offered to a student in financial need who has not yet earned a bachelor's degree. Amounts for - 2013-2014 range from \$582 to \$5,645 and are pro-rated based on enrollment. Eligibility is determined by the U.S. Department of Education. (DOE).
2. Federal Supplemental Educational Opportunity Grant (FSEOG) is an additional grant for Pell eligible students who demonstrate exceptional need. Funds in this program are limited. Eligibility for this grant is determined by the Zarem/Golde ORT Technical Institute and is offered on a first-come, first-serve basis.
3. Workforce Investment Act (WIA) Training Voucher is a grant for unemployed or low-income students. State and local agencies determine eligibility and administer distribution of the funds. Grant amounts range from \$3,000-\$8,000.

4. Trade Adjustment Assistance (TAA) is a grant for workers who lost their jobs or whose work hours and wages are reduced due to a job being outsourced or lost due to increased imports. Workers who believe they have been unfavorably affected by foreign trade may petition the U.S. Department of Labor for a determination of eligibility of a TAA grant in the amount of up to \$20,000. (More information on WIA and TAA can be obtained from the Admissions Office.)

### Scholarships

Special non-governmental Zarem/Golde institutional funds in the form of scholarships are available to eligible students to help defray the cost of program tuition. Scholarships do not have to be repaid unless the student does not fulfill his/her obligations to the school.

Students qualify under the following criteria:

1. Complete a scholarship form.
2. The student's earnings from work are less than \$30,000/year.
3. The student must graduate from his or her program.
4. If an ESL student, s/he must be enrolled in a minimum of 720 hour program.

### Scholarship Amount Guidelines

1. Students who qualify for Federal Financial Aid may receive up to \$600.00 toward direct costs after all other sources of aid have been applied and exhausted. This amount is not to exceed their account balances.
2. Students who do not qualify for Federal Financial Aid may receive up to \$1,200 toward direct costs, not to exceed their account balances.
3. Scholarships are for direct costs only and can never result in a credit balance refund to the student.

*During the 2013-14 Academic Year, up to 200 scholarships will be awarded ranging in amount from \$100 - \$1,200, up to a total of \$150,000.*

**Student loans** are a form of financial aid that must be repaid. Zarem/Golde ORT Technical Institute participates in the following programs:

- a. **Subsidized Direct Loan** – need based, independent or dependent students can qualify; at least half time enrollment is required; \$3,500 for the first year, \$4,500 for the second year; the Federal Government pays the interest during school; deferment periods; repayment depends on loan amount and repayment plan, usually between 10 and 15 years, and starts immediately after graduation or student withdrawal. Note that new borrowers will have a 150% limit on Subsidized Stafford Loan eligibility, based on the published length of the program in which the student is enrolled. A new borrower is one who has no outstanding balance under the FFEL or Direct Loan programs, or had one in the past and paid it in full prior to July 1, 2013. Loan consolidation does not make a student a new borrower.

- b. **Unsubsidized Direct Loan** – not need based, independent or dependent students whose parents are not eligible for PLUS loan; at least half time enrollment is required; \$4,000 for every year of study; the government does not pay interest for the student during school or deferment periods; repayment as above.
- c. **Direct PLUS** (Parent Loans for Undergraduate Students) – parents must have an acceptable credit history; may borrow up to the cost of attendance less other aid; parents pay all interest; repayment starts 60 days after the last loan disbursement or immediately after student's graduation/withdrawal.

The financial aid administrator will guide you through the loan process and assist you with all questions or concerns you have about student borrowing.

The Hope Scholarship and Lifelong Learning Tax Credit are federal programs that reduce federal income tax liability. For information see the IRS publication, Tax Benefit for Education.

On-campus employment may be available and can provide eligible students, (international and PELL eligible) with ways to reduce their cost of attending Zarem/Golde ORT Technical Institute.

### Federal Financial Aid

A financial aid advisor assists students in completing all the necessary paperwork to determine a student's eligibility for financial aid. The student is provided with a free booklet which explains all federal financial aid procedures step-by-step. Proper documentation and income information must be provided by the student as part of this process. Students must make every effort to obtain the required information from outside sources. If a student does not comply with these requirements, financial aid may be denied.

In order to be eligible for federal financial aid, a student must demonstrate financial need, be a citizen of the United States or an eligible non-citizen, and provide a valid Social Security card. The following documents are required as proof for an eligible non-citizen: an Alien Registration ("Green") Card, an I-94 with refugee, asylum or parolee status, and an I-551 stamped on the student's passport. The student also: must be enrolled as a regular student in an eligible program pursuing a certificate of completion that leads to a new occupation or provides English language instruction in order to use an existing skill in their work; not owe a Federal Pell or SEOG over-award or make satisfactory arrangements to repay it; not be in default on a Federal Stafford loan or make satisfactory arrangements to repay it; provide proof of Selective Service registration status (for male students age 18-25); attend regularly no less than 90% of the scheduled hours at each evaluation point; and make satisfactory academic progress. All students are required to submit copies of their Social Security Card, proof of citizenship (if applicable), driver's license or state ID Card. For students whose first language is not English, translators are available in order to ensure the student's understanding of the following:

- The major student aid programs which are provided by the United States Department of Education.
- Why the student is required to fill out the various forms and applications.

- Why providing supporting documentation, such as family income, household size, and number in college, is required.
- Why the student is expected to provide required documentation, such as income tax returns, payroll check stubs, and selective service registration, at the time of application.
- Why the student has to list any previously attended schools.

The students submit their income and other pertinent information by completing a **Free Application for Federal Student Aid (FAFSA)** online/electronically to the Federal Central Processor for processing. The **FAFSA** is signed by the student and parent if the student is a dependent. The school receives an **Institutional Student Information Record (ISIR)** electronically.

### The following steps are required to apply for Federal Financial Aid:

1. Complete the free Application for Federal Student Aid (FAFSA) or the Renewal Application at [www.fafsa.edu.gov](http://www.fafsa.edu.gov) every school year. The school year begins with the summer term but a student can begin completing the FAFSA as early as January of the year the student wishes to apply to school. The FAFSA collects personal and financial information. ORT's school code is 041184.
2. Request a PIN number, if you do not already have one, at the end of application.
3. Sign the application by choosing the Display now and Enter option.
4. Submit the application. After the FAFSA is submitted, the Department of Education (DOE) processes the reported information (income, assets, number of family members in the household, and number of family members enrolled in college), determines a student's eligibility for aid and provides the Estimated Family Contribution (EFC). This information is forwarded to the student electronically within 3-4 business days or by mail within two weeks.
5. In 5 business days contact ORT's financial aid office for the result: 847-324-5588 ext. 13.
6. A student may be asked to provide financial or other documents for information verification. If everything is accurate, a student will get an award letter which summarizes all the information regarding funds the student is eligible to receive.
7. Important terms are COA—cost of Attendance, EFC – Estimated Family Contribution. COA is the estimated tuition, fees, books, supplies, computer, loan fees, child care, and allowances for food, housing, and transportation for one academic year. COA does not include phone expenses or car payments.
8. If the Direct Loans are part of a student's financial aid package, the student must have a loan entrance interview and complete a Master Promissory Note (MPN) on the MPN website.
9. If the PLUS loan is a part of a student's financial aid package, the parent must complete the credit record authorization and an MPN on the MPN website.

If a student's award is not sufficient to cover tuition, fees, etc., then the student is responsible for payments. If there are excess funds from financial assistance after all expenses are paid, those excess funds may be given to a student to meet the cost of attendance.

#### **Return of Title IV Funds Policy**

Effective 10/07/00, all financial aid (Title IV) recipients who withdraw and have completed 60% or less of the payment period for which they have been charged, are subject to the new federal refund regulations per 34CFR 667, 682, 685, published November 1, 1999.

Federal regulations state that the amount of a Title IV refund is based on the percentage of Title IV funds earned by the student at the time of withdrawal. In order to determine whether Title IV funds must be returned, the school must calculate the following:

1. To determine the percentage of the payment period completed, the number of days\* attended in the payment period is divided by the total days\* in the payment period. *\*Days = calendar days for purposes of this formula, and therefore include weekends and holidays. Only scheduled breaks of 5 days or more and approved leaves of absence are excluded.*
2. The net amount of Title IV funds disbursed, and that could have been disbursed for the payment period is multiplied by the percentage of the payment period completed. The result is the amount of earned Title IV aid.
3. The earned aid is subtracted from the aid that was actually disbursed to, or on behalf of the student.
4. The institution will return the lesser of the total unearned aid or the institutional charges for the payment period.
5. Unearned aid is allocated back to the Title IV programs in the following order as specified by law:
  - a. Unsubsidized Direct Loan Program
  - b. Subsidized Direct Loan Program
  - c. Direct PLUS program

If excess funds remain after repaying all outstanding loan amounts, the remaining excess shall be credited in the following order:

- d. Federal Pell Grant Program
- e. Other assistance awarded under this title for which return of funds is required.

This calculation may result in the student owing the school money based on the refund policy listed above.

## STUDENT SERVICES, RIGHTS, AND RESPONSIBILITIES

We are here to help you succeed and make the most of your student experience. Zarem/Golde ORT Technical Institute offers you a full range of services and resources to support you from your first visit to school through graduation. Our offices and centers provide everything from Academic Advising, Career Development/Job Placement Services, and International Student Services.

### Appeal of a Final Grade

A grade appeal is a situation where the student believes that the final grade received for the completion of a course is unjustly or unfairly awarded. Many grade appeals can be resolved simply through a discussion with the faculty member teaching the course. Therefore, students appealing a grade should begin the process by talking with the instructor of the course where the grade is in question. If, after talking with the instructor, the student is not satisfied, the student may next appeal in writing to the Coordinator for his/her respective program, who has the responsibility of meeting with the faculty member to review the grading criteria applied to the student's performance in the course and any additional information. Once a decision regarding the appeal is made, the student will be contacted with the resolution. If the student is still not satisfied, he/she may appeal in writing to the Dean of Academic Services for further review. Following a review, the student will be notified with the final resolution. Note that the decision of the Dean will be final; there is no further appeal.

Grade appeals must be submitted within thirty (30) days of the receipt of the final grade. Appeals submitted later than thirty (30) days will not be accepted absent extreme circumstances.

### Career Services

The Office of Career Services assists students with all aspects related to attaining optimum satisfaction in their career choice. We believe that choosing a career is a developmental process with the opportunity for growth throughout life. Workshops on a variety of topics that give students the information necessary to enter the job market, one-on-one training sessions, professional resume writing services, mock interviews, and other employment preparation activities are available for students. Zarem/Golde ORT Technical Institute is committed to making every reasonable effort to prepare students to secure employment, though it cannot guarantee graduate placement.

### Copyright Infringement Policy and Procedures

Copyright is legal protection of intellectual property, in whatever medium, that is provided for by the laws of the United States to the owners of copyright.

Compliance with federal copyright law is expected of all students, faculty and staff at Zarem/Golde ORT Technical Institute.

"Copyright" is legal protection for creative intellectual works, which is broadly interpreted to cover just about any expression of an idea. Textbooks, Texts (including email and web information), graphics, art, photographs, music, and software are examples of types of work protected by copyright. The creator of the work, or sometimes the person who hired the creator, is the initial copyright owner.

Furthermore, copying, distributing, downloading, and uploading information on the Internet may infringe the copyright for that information. Even an innocent, unintentional infringement violates the law. Violations of copyright law that occur at Zarem/Golde ORT Technical Institute may create liability for the student, staff or faculty. Accordingly, copyright violators or infringers may face civil and criminal liabilities and possible termination from Zarem/Golde ORT Technical Institute.

### Drug and Alcohol Policy

The possession, use or sale of drugs and/or alcohol is strictly forbidden on campus grounds at any time. Any violation of this policy by students, staff or faculty will result in appropriate legal and administrative action and possible dismissal from Zarem/Golde ORT Technical Institute. All students, staff and faculty are required to sign a Statement of Commitment to remain drug and alcohol free while on campus. Information about the effect of alcohol and other drugs with referral sources are available in the admissions office.

### Emergency School Closing Information

Notification of school closings due to severe weather conditions or a building emergency can be obtained through the following ways:

- 1. VIA RECORDED MESSAGE:** (847) 324-5588 (touch tone phone needed)
- 2. VIA EMAIL:** Sign up for personalized E-mail notification of the school's status at [www.EmergencyClosings.com](http://www.EmergencyClosings.com).
- 3. VIA THE INTERNET:** Go to the website of the radio or TV stations listed below, or go to [www.EmergencyClosings.com](http://www.EmergencyClosings.com) to search for the school by name and city or location, i.e. Name: Zarem/Golde ORT Technical Institute; City/Location: Skokie.
- 4. VIA TELEVISION AND RADIO STATIONS:** Tune in to one of the following TV or radio stations:

#### On the radio:

WGN 720 (AM)  
WBBM 780 (AM)

#### On television:

CBS - 2  
NBC - 5  
ABC - 7  
WGN - 9  
FOX - 32  
CLTV NEWS

### Externships

The Medical Assistant and Pharmacy Technician programs require that students are engaged in practice-based learning, by actively participating in a field of interest. A 140-hour externship experience at a medical center, hospital, pharmacy, Walgreens, CVS, or Osco drug store allows students to apply their coursework learning to a real life setting.

These externship experiences offer students opportunities to observe and ask questions, and prepare students for the transition

from school to career. For many past graduates, the externship site became their first job in their field.

### **FERPA Policy**

The following constitutes the institution's policy concerning student rights of access to personal educational records in compliance with the Family Educational Rights and Privacy Act of 1974 of the Buckley Amendment (FERPA).

This Act protects the privacy of educational records, establishes the rights of students to inspect and review their educational records, and provides guidelines for the correction of inaccurate data. A student who wishes to review her/his educational record must submit a request in writing to the Registrar. The student will be notified of a date and time to review the record.

Records can be released or access given to third parties only with the written consent of the students. Public information may be released unless the student files the appropriate form with the Registrar requesting that public information not be released. It can be done in person or by certified mail. Public information that cannot be restricted includes whether the individual was ever enrolled and if the program was completed.

In an effort to respect the privacy of all students, on October 1 of each year, every active student will receive a written notification of their rights available under FERPA.

A person may file a written complaint with the U.S. Department of Education regarding an alleged violation of FERPA:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605  
Website: [www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

### **International Student Services**

The International Student Office provides academic support services to international students and helps with immigration regulatory matters. Information and assistance in the following areas are available for students in the U.S. and abroad: applying for temporary student status, extensions of stay, practical training, requests for evidence and reinstatement of status, Driver's License, Social Security Card, employment in the U.S., and changing immigration status. Information is also available on employment options, including but not limited to, Optional Practical Training (OPT) for F-1 students, and information on housing options. For more information on international student services, please refer to the International Student Handbook at [http://www.zg-ort.edu/Handbooks/International\\_Student\\_Handbook.pdf](http://www.zg-ort.edu/Handbooks/International_Student_Handbook.pdf).

### **Job Fairs**

Onsite Job Fairs are arranged by the Career Services Department to provide students with an opportunity to meet with potential employers in their field of study and learn about available positions and the skills required for them. The students also have a chance to submit their resumes and to arrange onsite interviews with the representatives of employing companies.

### **Learning Resource Center Services**

Zarem/Golde ORT Learning Resource Center is pleased to provide a variety of free academic support services for students. Instructors are available to provide one-on-one or small group tutoring in a variety of subjects including ESL, basic math, basic computer skills and more. In addition to instructors, more advanced students assist their peers mastering academic success. For many beginning students learning English is a real challenge; peer tutors who are advanced in the language are devoted to helping them make the most of language study through collaborative discussion in a relaxed and informal setting.

The Learning Center is available for independent study and contains a variety of materials for all different English levels and skills. Materials include a collection of books for reading, a variety of newspapers and magazines, textbooks to support all ORT Technical and ESL programs. Computers are available for research and writing, and typing practice or internet use.

### **No Smoking Policy**

There is no smoking in the Zarem/Golde ORT Technical Institute facility. This includes all classrooms, the Resource Center, laboratories, hallways, restrooms, conference and meeting rooms, entryways and areas used in common by students and employees. Additionally, village of Skokie regulations require that smokers not be located within 20 feet of an entrance to the building. Therefore, designated smoking areas have been set up outside the building for those who smoke.

### **On-Campus Employment Opportunities**

Zarem/Golde ORT Technical Institute offers on-campus employment to students when available. Prior experience, English or other language proficiency, academic standing, and attendance are considered during the hiring process.

### **Student Code of Conduct**

Since students are training for positions in business and industry, it is expected that their conduct conform to the required standards. Zarem/Golde ORT Technical Institute is committed to preparing students to meet the expectations of employers.

All students are expected to observe standards of social conduct and courtesy and wear appropriate attire. Any behavior disruptive to classroom activities such as interfering with other students' studies, cheating on tests or assignments, unprofessional behaviors or conduct to other students and employees of Zarem/Golde ORT Technical Institute will be grounds for suspension or possible termination. The use of profanity, alcoholic beverages or illegal drugs on the Institute property is not permissible. No eating or drinking is permitted in the classrooms or offices. Smoking is not allowed anywhere in the Institute. For the convenience of students, a lounge area is provided for use during meal times and breaks. Each student is held responsible for compliance with the rules and regulations contained in this catalog. Failure to comply by invoking ignorance will not absolve the student from responsibility. Therefore, knowledge of the contents of this catalog is essential.

### **Student Complaint and Grievance Procedures**

Students with academic complaints, problems, or difficulties should first bring the matter to the attention of their Instructor. If the matter is

unresolved, it should then be brought to the attention of the Program Coordinator. If still unresolved, the matter may be referred to the Institute's Dean of Academic Services. The Dean will investigate the escalated complaint by gathering information and documentation. The Dean will make a determination, inform the student, and place a copy of the determination letter in the student's file. The Dean's decision will be considered final.

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting one of the school's regulatory agencies. All complaints considered by the regulatory agencies must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the accrediting agency.

Complaints against this school may be registered with the Illinois Board of Higher Education at:

Illinois Board of Higher Education  
Division of Private Business and Vocational Schools  
431 East Adams Street, Springfield, IL 62701  
Fax Number: (217) 782-8548

To contact our accrediting body, please direct all inquiries to:

Accrediting Council for Continuing Education & Training  
Complaint Administrator  
1722 N. Street N.W., Washington, DC 20036  
Fax Number: (202) 955-1118

A formal notice of complaint procedures by the Accrediting Council for Continuing Education and Training (ACCET) ("Notice to Students: Complaint Procedure") and the Illinois Board of Higher Education (IBHE/PBVS) are posted on the student bulletin board and kept on file in the Associate Director's Office.

### **Sexual Harassment Policy and Procedure**

It is the policy of Zarem/Golde ORT Technical Institute to provide an educational, employment, and business environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment. Employees, students, or other persons acting on behalf of the organization who engage in sexual harassment shall be subject to discipline, up to and including discharge, expulsion, or termination of contract.

Any member of the academic community, which includes students, faculty, and staff, who believes, perceives, or actually experiences conduct that may constitute sexual harassment, has the right to seek the help of Zarem/Golde ORT Technical Institute. Every employee has the responsibility to report such conduct to the immediate supervisor or the Institute's Director when it is directed toward students.

### **Student Services**

The Student Services team provides Zarem/Golde ORT Technical Institute students with information and advisement related to course and program requirements; curricular offerings; Institute procedures,

regulations, and policies; and personal concerns. Balancing the demands of school and your personal life can be challenging. We are here to help students handle this stress and pressure successfully and constructively. At times, just talking can make a difference while other times, more intervention is needed. Our multi-lingual staff can assist students in overcoming personal, academic situations that could negatively impact their progress and success at Zarem/Golde ORT Technical Institute. We work to create a learning environment where our students feel safe, respected and valued, and facilitate the process of developing a balanced and healthy lifestyle, including care for oneself.

### **Student Right-To-Know and Campus Security**

Zarem/Golde ORT Technical Institute publishes a Campus Security Report and Student Right-To-Know which provides statistics and information on reported crimes on campus, graduation and placement rates, student record disclosure under Family Education Rights and Privacy Act (FERPA), sexual assault policy and drug and alcohol policy. This report and a description of appropriate procedures in the event of any crime, security problem or general emergency are made available to students during the admissions process or at any time during their programs through the Admission's office.

### **Students Information Directory**

Zarem/ Golde ORT Technical Institute designates the following information as Directory Information. This information can be disclosed and released by the school at its discretion and without the student's consent:

This Information is limited to name, class, field of study, dates of attendance, enrollment status, expected completion/graduation date, degree or certificate conferred, participation in officially recognized activities, awards received, the most recent educational institution attended, and enrollment status (i.e. enrolled, continuing, reentry, alumni, etc.). Public information also includes class rosters listing students in academic courses; such rosters may only be used for the purpose of conducting that course.

## ACADEMIC POLICIES AND PROCEDURES

### Academic Honesty

Zarem/Golde ORT Technical Institute has zero tolerance for cheating or academic dishonesty. "Cheating" means talking, looking at other students' work, looking in books or notes during exams or tests unless permitted by instructors during open book tests, or failing to acknowledge the source of information submitted for evaluation. A student will receive one written warning for cheating. If the behavior persists, the student will receive a "0" for that test or assignment, and will be dismissed for the remainder of the class session. Repeated offenses will result in dismissal from the Institute.

### Academic Review Policy and Notification

To assist students to stay on track and in an effort to follow up on academic or attendance problems before they affect a student's SAP, the school has adopted an Academic Review Policy. Students' academic progress and attendance are reviewed as per the following tables:

#### Academic Progress Review Checkpoints –Degree Programs

Degree Programs Evaluation Points	25%	50%	75%	100%
Minimum GPA	1.0	1.25	1.5	2.0
Minimum Credits Completion	10	25	40	Completion of Program

#### Academic Progress Review Checkpoints – Certificate Programs

Certificate Programs Evaluation Points	25%	50%	75%	100%
Minimum GPA	1.0	1.25	1.5	2.0
Minimum Credits Completion	3	9	15	Completion of Program

#### Academic Progress Review Checkpoints – ESL Programs

Certificate ESL Program Evaluation Points	17%	33%	50%	67%	100%
Minimum GPA	--	1.0	1.25	1.5	2.0
Minimum Credits Completion 36/30 semester credits hours programs	N/A	6/5	12/10	18/15	Completion of Program

### Academic Notification

Each student will be evaluated at the evaluation points. A student who has not achieved the required GPA and/or minimum semester credit hours, under maximum time frame, will be placed on academic notification and should correct the problem by the end of the following evaluation period. The student will be notified in writing by the registrar of their status. A student on academic notification might need additional help to overcome specific difficulties, and this timeframe allows students, faculty and staff to help correct problems that could lead to probation and loss of financial aid eligibility prior to the SAP checkpoint.

### Academic Probation

Each student will be evaluated at the evaluation points. A student who has not achieved the required GPA and/or minimum semester credit hours, under maximum time frame, will be placed on academic

probation and should correct the problem by the end of the following evaluation period. The student will be notified in writing by the registrar of their probation status. The student will be removed from probation when he or she has successfully corrected the problem. Students on academic probation are not eligible for financial aid.

### Academic Termination

Under maximum time frame, a student will be terminated if he or she fails to meet satisfactory academic progress requirements at the end of the probationary period and/or fails a repeated course/level. Students who are terminated for lack of satisfactory progress are responsible for meeting their financial obligations to the Institute.

Students may be charged for repeating a course or courses in order to satisfy the minimum GPA graduation requirement.

### Appeal and Reinstatement Process

A student may appeal in writing to the Registrar a determination of unsatisfactory progress and termination of financial aid within three (3) months. In such cases the Registrar, if there are well-documented mitigating circumstances, with the advice and consent of the Dean of Academic Services, may determine that the student is making satisfactory progress towards a certificate/degree. The Registrar, along with the Dean of Academic Services will make a decision in the matter within two weeks from the date the student's appeal is received. Students are not allowed to continue their program beyond maximum time frame.

Reinstatement will be approved after evidence is provided to the Registrar, the Dean of Academic Services that the reason(s) that caused unsatisfactory progress has been eliminated. If a student's withdrawal was due to failed probation and the student is reinstated, the student will be readmitted on probation. Reinstatement of financial aid eligibility will be provided upon meeting the terms of probation.

### Attendance and Participation

The academic success of each student depends on his/her attendance and classroom participation. The Institute also expects students to demonstrate those work habits that are required in the workplace. Therefore, every student is expected and encouraged to maintain regular, consistent attendance, participate in all academic activities and complete all assignments in order to remain in good standing. Students should attend classes on time and should not be absent for any session of instruction. If a student expects to be absent or late, he or she must notify the Institute by calling the registrar or by notifying the instructor in advance.

"Tardiness" is when a student arrives late to class. Tardiness tends to disrupt classes which are already in progress. It is expected that students will be at their assigned places when classes begin. Tardiness is documented in 10-minute increments. An "early departure" is when the student leaves before the instructor dismisses the class. If a student is tardy or leaves early, the length of time for tardiness and/or early departure will be recorded on the attendance roster, which affects the total percentage of attendance for the purpose of graduation requirements. Excessive tardiness and/or early departure may affect the student's satisfactory academic progress, grades, and attendance, and may be grounds

for Warning, Probation and consequently Termination from the Institute.

Students must attend classes regularly and adhere to the attendance requirements as stated above. Students must maintain a minimum of 80% attendance of the scheduled hours at each evaluation point (mid-point and program completion for certificate programs and the end of each semester for degree programs) and 100% of externship hours for graduation/completion. It is the student's responsibility to follow the attendance and grading policies. A student who has missed fourteen (14) consecutive calendar days will be considered as withdrawn.

Any student can either make up hours or obtain a make-up assignment to prevent a course failure. A student is responsible for arranging with the instructor a make-up midterm or final exam. Students are required to make up missing hours within 14 days and missing assignments within four weeks of the end of the term, if provided an Incomplete. Only one make-up exam per student per course is permitted. Students are responsible for arranging with the instructor a make-up midterm or final exam.

### **Attendance Warning**

Each student will be evaluated at the evaluation points. A student who has not maintained the required attendance percentage, according to the attendance policy, will be placed on attendance warning and should correct the problem by the end of the following evaluation period. Failure to correct the problem by the end of the warning period will result in the student being placed on probation.

### **Attendance Probation**

Under maximum time frame, a student who has not corrected the problem of his or her attendance warning will be placed on attendance probation for the following evaluation period. Under maximum time frame, two attendance probationary periods are allowed during the student's period of enrollment. The student will be removed from probation if he or she has successfully corrected the problem. Failure to correct the problem by the end of the second probationary period will result in the loss of eligibility for any additional financial aid and/or termination from the program, as appropriate.

### **Attendance Termination**

Under maximum time frame, a student will be terminated if, while on attendance probation status, he or she fails to meet attendance requirements at the end of the second probationary period. A student will be terminated if at any time he or she has missed more than 20% of the maximum time frame hours for the program. Students who are terminated due to failure to meet attendance requirements are responsible for meeting their financial obligations to the Institute.

### **Attendance Requirement- Financial Aid Eligibility**

To be eligible for financial aid, a student must be at 90% attendance at the mid-point of the program and program completion. If a student is not at 90% cumulative attendance, the financial aid disbursement may be delayed or the student may become not eligible until 90% cumulative attendance is obtained.

### **Excused Absences**

The Institute views class attendance as an individual student responsibility. Students are expected to attend class and to complete all assignments. However, an absence may be considered "excused" if it meets certain requirements not to exceed ten percent (10%) of the scheduled hours.

"Excused absences" equates to "completed" absences for payment period purposes. Students are required to make up hours if the number of excused absences exceeds ten percent of the clock hours in the payment period. See 34 CFR 668.4(e) for additional information.

### **Definition of Credit Hours**

One semester credit hour is equivalent to 15 clock hours of lecture or 30 clock hours of laboratory work or 45 clock hours of externship. A clock hour or Instructional Hour is defined as a 50 minute academic activity. According to US Department of Education Program Integrity Regulations 34 CFR 668.8 (l) (1) (2) for Title IV Federal Financial Aid, 37.5 clock hours of lecture, laboratory work, externship, and/or work outside class/homework is equal to one semester hour for purposes of federal financial aid eligibility.

### **Definition of Program of Study**

A Program of Study is a structured sequence of topics that students are required to successfully complete in order to gain an academic award. An academic award may include degrees or certificates of completion. Zarem/Golde ORT Technical Institute offers Technical, Medical, and Business programs and English Language programs. Technical, Medical and Business programs provide the education and training necessary for students seeking a new occupation. The English as a Second Language program is offered to assist students to function in their new host country, to acquire, find and hold down a job and to perform the necessities of daily life.

### **Enrollment Verification**

Enrollment verification is primarily used for bank loan deferments, employment, insurance renewal (including good student discount), and for Department of Human Services benefits, etc. A student may request an enrollment verification letter from the Registrar in person (presenting a photo ID), by mail, fax, email or on the phone. The third party can verify student's enrollment for a variety of reasons. The following information is verified on all requests:

- Enrollment status-active, inactive, former
- Academic Load—full time, half time, etc.
- Beginning and end dates of the current term
- Program of Study
- Certificates Conferred

Information such as GPA, financial standing, date of birth, and address is verifiable with the student's consent.

### **Externship**

In order to participate in required externships, students are expected to complete the following prior to being approved to begin:

- Be current in any financial obligations to the school;
- Complete all coursework as to Satisfactory Academic Progress guidelines, including minimum Grade Point

Average (GPA) of 2.0, 80% overall attendance, and satisfactory academic progress toward graduation;

- Complete CPR/AED and First Aid training and certification;
- Complete the Employment Preparation course with a passing grade;
- Complete the Externship Orientation; and
- Submit all required documentation, including documentation showing required immunizations.

### Finished/ Non-Graduate

Within maximum time frame, a student who fails to achieve a minimum cumulative grade point average (GPA) of 2.0, and/or does not meet his/her financial obligation to Zarem/Golde ORT Technical Institute but completes every course/level with a passing grade and meets 80% attendance of the total hours for the program will be considered as "Finished/Non-Graduate" student. In this case, the student will not receive a Certificate or AAS degree of graduation for the program.

### Full Time Student

The minimum course load for a full time student is twelve semester hours, or 18 contact hours per week of instruction.

### Grading System

Based on the student's academic performance, the instructor assigns a letter grade at the end of each course in accordance with the letter grading system. Zarem/Golde ORT Technical Institute is operating on a 4.00 grading scale. Grade Point Average (GPA) is calculated after the grades are issued.

Grade	Grade Point	Numerical Value	Description
A	4.00	> or = 90	Excellent level of subject matter proficiency
B	3.00	80-89.9	Consistently very good level of subject matter proficiency
C	2.00	70-79.9	Satisfactory level of subject matter proficiency
D	1.00	60-69.9	Sufficient level of subject matter proficiency
F	0.00	< or = 59.9	Failure to demonstrate an acceptable level of subject matter proficiency or to complete required work.
I	0.00	Incomplete	Indicates that a substantial portion of work in a module has been of acceptable quality but is not entirely completed as of the end of the grading period. Incompletes are not counted toward the GPA.
P	0.00	Passing	Successful completion of a course which only issues P/F grades.
W	0.00	Withdrawn	Indicates that a student has withdrawn from a course. W grades are not counted toward the GPA.

Students who receive a "D" or "F" as a final grade for a course/level are placed on academic probation and may be required to repeat the course in order to matriculate. The new grade will replace the original grade for the purpose of calculating GPA. Such graded courses must be successfully repeated within the 1.5 maximum timeframe. If the student fails the repeated course/level again,

he/she will be terminated. Students are required to pay for repeated coursework. An indicator "W" will be issued to a course/level if the student does not complete the course and withdraws from the program. "W" will not be calculated into the GPA. A letter grade of "P" or "F" is given for courses taken on a Pass/Fail basis, such as Employment Preparation and Externship courses. Non-credit or remedial coursework is not calculated into the GPA.

### Incomplete Grades

A grade of "I" may be issued for a course or level if the student has legitimate reasons for not completing the course requirements during the regular sessions and makes arrangements for completion prior to the end of the course or level with the instructor. Students must request an incomplete in writing to be submitted in lieu of their final grade sheet and work with the instructor to set up a plan for completion.

A grade of "I" is at the discretion of the instructor of record and may only be removed by satisfactory completion of all incomplete work, as determined by your instructor. Incomplete grades are not counted toward the GPA. However, an incomplete grade of "I" must be completed within 30 days or a grade of "F" will be issued for the course or level and will be included in the GPA calculation for the term.

### Grade Appeals

A grade appeal is a situation where the student believes that the final grade received for the completion of a course is unjustly or unfairly awarded. Many grade appeals can be resolved simply through a discussion with the faculty member teaching the course. Therefore, students appealing a grade should begin the process by talking with the instructor of the course where the grade is in question. If, after talking with the instructor, the student is not satisfied, the student may next appeal in writing to the Coordinator for his/her respective program, who has the responsibility of meeting with the faculty member to review the grading criteria applied to the student's performance in the course and any additional information. Once a decision regarding the appeal is made, the student will be contacted with the resolution. If the student is still not satisfied, he/she may appeal in writing to the Dean of Academic Services for further review. Following a review, the student will be notified with the final resolution. Note that the decision of the Dean will be final; there is no further appeal. Grade appeals must be submitted within thirty (30) days of the receipt of the final grade. Appeals submitted later than thirty (30) days will not be accepted absent exigent circumstances.

### Grade Point Average (GPA)

A student is considered meeting the GPA criterion by maintaining the program GPA of 2.00 (C average) or better on a 4.00 scale. GPA is recalculated every time a grade is issued.

### Graduation Requirements

Under normal program length or maximum time frame, a student is considered to be a graduate if he/she achieves a cumulative grade point average (GPA) of 2.0 or higher, passes every course/level with a passing grade, completes all required semester credits with a minimum attendance of 80% of the total hours for the program and meets his/her financial obligations to the Institute. Students are expected to complete a Graduation Routing Form indicating that all

requirements for graduation have been satisfied. All graduates receive a Certificate or AAS degree confirming that all educational and administrative requirements have been met.

### **Graduation with Honors**

Special awards may be presented at graduation exercises to those students demonstrating attendance and high academic standing in their programs of study.

### **Maximum Credits toward Graduation**

Federal student aid regulations require financial aid recipients to be making measurable progress toward their degree or certificate program. In general, financial aid recipients may not exceed 150% (or 1.5 times) the published program length required to obtain their degree or certificate. Students exceeding the maximum attempted credits/time frame will be administratively withdrawn from the program. This 150% of the program credits is called Maximum Credits toward Graduation.

### **Instruction**

Instruction is primarily provided on campus. Some programs provide a portion (less than 50%) of the instruction off campus in a professional setting. Classroom instruction at Zarem/Golde ORT Technical Institute is delivered in a variety of formats and methods. Academic activities include lectures, workshops, projects, laboratory work for hands-on instruction, tutorial studies and clinical practical training. Clinical training and externships provide students with supervised hands-on experience and takes place in a program-related environment such as pharmacies and health care facilities that have established relationships with the school. Audio-visual materials are used to enhance student learning.

In order to provide the highest quality education to our students, the maximum class size is 15 students for the ESL program. For Technical and Medical programs that use clinical laboratories and practical training in a specialized environment, the maximum class size is 20 students. Independent and tutorial studies are available to the students upon school authorization.

### **Leave of Absence Policy**

A Leave of Absence (LOA) may be granted to students who have legitimate reasons. The Leave of Absence is limited to 180 calendar days in a 12-month period or one-half of the published program length, whichever is shorter. Multiple LOAs may be permitted provided the total of the LOAs does not exceed this limit.

The request of LOA should be in writing, in advance of the start date of the LOA unless unforeseen circumstances prevent the student from doing so. If a student does not request a leave of absence within 14-days of a consecutive absence, the student will be withdrawn. Students should see the Registrar to complete the "Request for Leave of Absence" form. The reason for requesting LOA must be specified in order for Zarem/Golde ORT Technical Institute to have a reasonable expectation of the student's return date within the time frame of the leave of absence as requested. The LOA form should be signed and dated by the student and the student must attest to understanding the procedures and implications for returning or failing to return to his/her course of study.

Prior to being granted an LOA, Title IV loan recipients should see the Financial Aid Office to be advised on the effects of failure to return from LOA on repayment of the student's loan and learn about the grace period (6 months from the Last Date of Attendance.)

If the student does not return from LOA on the scheduled return date, Zarem/Golde ORT Technical Institute considers the student as having withdrawn from the Institute. In this case, the Last Date of Attendance will be considered in the Financial Aid department for applicable refunds due, if any, according to the Refund Policy stated in the catalog and on the enrollment agreement.

A student enrolled under an F-1 or M-1 visa may be granted a leave of absence or vacation in accordance with the regulations of the Department of Homeland Security. Please see the International Student Handbook for specific details.

### **Make-Up Hours**

Make-up hours must be prearranged with the instructor and must be completed outside of normally scheduled class hours. Only time spent on instructor-approved activities on campus will count as make-up hours. Students are required to make up missing hours within 14 days and missing assignments within four weeks of the end of the term, if provided an Incomplete. A student can make up no more than 15% of the course hours within a month of the course end date.

### **Makeup Work**

Students who are absent from class are expected to make up required class work. It is the responsibility of the student to consult with the instructor to determine what was missed. Arrangements for missed examinations should be made with the instructor on the first day of the student's return to class. Students must complete the makeup work for missed hours or classes within two weeks.

### **Progress toward Graduation**

To make progress toward graduation a student must successfully complete at least 66.66% of all attempted credits at each evaluation point.

### **Retention of Educational Records**

Zarem/Golde ORT Technical Institute maintains all records required by state and federal regulations at the primary administrative location for a minimum period of two years, and retains all student transcript records for fifty years.

### **Satisfactory Academic Progress Policy (SAP)**

To maintain academic progress, students should meet the following standards:

- Maintain required grade point average
- Achieve progress toward graduation
- Complete a certificate or degree program within a maximum time frame allowed

The lengths of certificate programs are divided into two evaluation points. The lengths of degree programs are divided into four evaluation points. An evaluation period is the period between two consecutive evaluation points. To be considered as making Satisfactory Academic Progress, students must complete a minimum number of semester credits hours and achieve a minimum grade

point average (GPA) at the end of each evaluation period according to the following tables. The students are expected to graduate at the 100% evaluation point with a minimum of 2.0 GPA, complete all the required credits with passing grades and meet the graduation requirements outlined below and determined by program of enrollment:

### Degree Programs

Degree Programs Evaluation Points	25%	50%	75%	100%
Minimum GPA	1.0	1.25	1.5	2.0
Minimum Credits Completion	10	25	40	Completion of Program

### Certificate Programs

Certificate Programs Evaluation Points	50%	100%
Minimum GPA	1.25	2.0
Minimum Credits Completion	9	Completion of Program

### ESL Programs

ESL Certificate Program Evaluation Points	50%	100%
Minimum GPA	1.25	2.0
Minimum Credits Completion 36/30 semester credit hours	12/10	Completion of Program

### Probation Appeal

Students that have been placed on probation may request an appeal, in writing, with the Dean of Academic Services within five (5) working days of being placed on probation, to develop an academic plan that will ensure the student is able to meet SAP standards by a specific time frame. The students' academic plan will be reviewed with the student during the probationary period as stated on the plan.

### Probation Appeal Procedure

In order for an appeal to be considered, the student must provide the Dean with a letter that includes:

- information about the circumstances or events which prevented the student from attaining SAP, and
- what has changed in order for the student to be successful

The Dean will then review the appeal and any documentation submitted to support the appeal to determine whether the student is eligible for an academic plan and can regain SAP within the maximum timeframe. The student will be notified in writing, within five (5) working days, of the final decision. There are no additional appeals processes. A student will be allowed one appeal of probation status for the length of the program.

If the student is successful with the appeal, a student previously eligible for financial aid will regain financial aid eligibility while on an academic plan. If the student is unsuccessful with the appeal, probation status conditions will continue until the student meets the SAP requirements, fails to meet the probation terms or reaches the maximum timeframe to complete the course and is withdrawn. The student is ineligible for financial aid while on probation.

### Student Progression Requirements for English as a Second Language programs

Students must demonstrate normal progress through academic levels in a sequential manner (e.g. intermediate follows beginner, etc.). In general, students may only progress to the next level of instruction if they earn a C grade or higher in each successive level of instruction. Levels may be repeated, based on a sound written and well documented rationale, provided that the student's maximum cumulative total length of the program is no more than 36 months. A documented learning plan must be provided to students who are required to repeat a level.

### Transfer and Readmitted Students

Transfer students from outside the Institute will be evaluated qualitatively only on the work completed while at Zarem/Golde ORT, therefore transfer credit will not count toward the GPA. Students transferring from one program to another within the Institute will have their GPA calculated on a cumulative basis, including all coursework attempted while at the Institute.

### Transfer to Other Educational Institutions

Zarem/Golde ORT Technical Institute students and graduates should note that other educational institutions have full discretion as to which credits are transferable. However, Zarem/Golde ORT Technical Institute has articulation agreements with the following institutions: East-West University (eastwest.edu); Westwood College (westwood.edu); Solex College (solex.edu); Bramson ORT College (bramsonort.edu); and Los Angeles ORT College (laort.edu).

### Verification

Enrollment verification is primarily used for bank loan deferments, employment, insurance renewal (including good student discount), and for Department of Human Services benefits, etc. A student may request an enrollment verification letter from the Registrar in person (presenting a photo ID), by mail, fax, email or on the phone. The third party can verify student's enrollment for a variety of reasons. The following information is verified on all requests:

- Enrollment status-active, inactive, former
- Academic Load—full time, half time, etc.
- Beginning and end dates of the current term
- Program of Study
- Certificates Conferred

Information such as GPA, financial standing, date of birth, and address is verifiable with the student's consent.

### Withdrawal from School

A student who is enrolled and decides not to attend must officially withdraw from school. The notice of withdrawal has to be submitted to the Registrar in writing before the start of a class. After the beginning of their study each student is responsible for any and all payment arrangements. Students are encouraged to discuss the academic and financial impact of withdrawal with the Financial Aid and Program Coordinators.

## PROGRAM DESCRIPTIONS

### Associate of Applied Science in Accounting Degree 62 Semester Credits

#### Objective

The AAS in Accounting program is designed to provide students with a foundation in key conceptual, practical and procedural aspects of accounting and an understanding of their relevance to the functioning of various organizations.

Students will receive fundamental knowledge of accounting principles, tax and payroll basics along with practical instruction in computerized accounting software. They will take general education courses to meet the requirements for an Associate in Applied Science Degree. Students will be introduced to general business concepts and develop required business skills as they relate to management, marketing, finance, human resources, and the economies within the American marketplace.

Graduates of the accounting program are employable in entry-level positions in the private business sector as well as in federal, state, and local governmental agencies. Graduates are also qualified to perform basic auditing and accounting functions in public accounting firms.

Although the AAS in Accounting degree program is designed for students with immediate career goals upon graduation, business and general education courses equip the graduates for a variety of additional opportunities. The program provides the students with the prospect for career growth and success in general accounting positions within the community or for continuing education by transferring to four year colleges and universities.

#### Program Outcomes

Graduates of the AAS Degree in Accounting program will:

- Acquire the skills needed to obtain and maintain entry-level employment in a variety of business settings, including such positions as junior accountants, junior auditors, accounting clerks, cost clerks, accounts receivable/accounts payable clerks, payroll clerks, bookkeepers, and income tax examiner trainees.
- Possess the skills to continue their education at four year colleges or universities.
- Understand and practice professional work ethics and confidentiality expected in the accounting field.
- Demonstrate proficiency in using computer software, including MS Word, MS Excel, MS Access and QuickBooks; demonstrate ability of integrating QuickBooks with Excel, Word and online services.
- Be able to correctly complete accounting processes and prepare financial reports using computerized accounting software.
- Be able to retrieve information from the accounting system and prepare reports that will contribute to good business decision-making.
- Be familiar with a broad array of business and financial terminology.
- Perform those office tasks and procedures that are typical in entry-level accounting positions.

- Demonstrate the ability to communicate orally and in writing at a level necessary for successful employment in the accounting field.
- Demonstrate mathematical skills essential to employment in the accounting field.
- Demonstrate critical thinking skills needed to prioritize, anticipate and analyze problems, and to evaluate and implement solutions.
- Demonstrate competency in preparing personal income tax returns and identify personal financial issues of individuals.

#### Entrance Requirement & Class Size

Students must be high school graduates or the equivalent, obtain passing scores on the school's entrance examination including an English and Math competency exam. For those who are not able to demonstrate the required level of competency, we offer remedial courses in Math and English reading and composition. Prospective students will also be interviewed by the Admissions Department. Class size is limited to one student per computer. Average class size is 12 students but no more than 15.

#### Equipment

Zarem/Golde ORT Technical Institute students train on the appropriate equipment, including computers, consistent with the demands of the job market. One computer is available for each student.

#### Program Length

This program is approximately two years in length and may be offered in the morning or evening sessions. The morning session is taught 5 days per week for approximately 60 weeks of instruction, exclusive of school breaks. The evening session is taught 4 days per week for approximately 90 weeks of instruction. This is a 62 semester credit hour program.

## General Education Requirements

Students are required to take six or seven courses  
one or two courses from the following disciplines

### 18 Semester Credits

Course Number	Course Title	Theory Hours	Lab Hours	Externship Hours	Total Hours	Semester Credit Hours
<b><i>Social and Behavioral Science</i></b> (Choose one or two)						
GE150	Economics	45	0	0	45	3
GE 181	Anthropology	45	0	0	45	3
PS 110	Introduction to Psychology	45	0	0	45	3
<b><i>Humanities</i></b> (Choose one or two)						
HI 104	American History	45	0	0	45	3
HI 105	American Government	45	0	0	45	3
<b><i>Communications</i></b> (Choose two or three)						
EN 101	Introduction to Composition	45	0	0	45	3
EN 200	Speech	45	0	0	45	3
EN 300	Essay Writing	45	0	0	45	3
<b><i>Mathematics</i></b> (Choose one or two)						
MT 130	College Algebra	45	0	0	45	3
MT 140	Business Calculus	45	0	0	45	3
MT 150	Statistics	45	0	0	45	3
<b><i>Life and Physical Sciences</i></b> (Choose one)						
BI 101	Biology	45	30	0	75	4
<b>Total Credit Hours Required to Graduate</b>						<b>18</b>

## Core Requirements

### ACCOUNTING CORE

#### 44 Semester Credits

Course Number	Course Title	Theory Hours	Lab Hours	Externship Hours	Total Hours	Semester Credit Hours
CP 100	Computer Essentials	45	30	0	75	4
CP 210	Spreadsheet Fundamentals	45	35	0	80	4
CP 220	Advanced Spreadsheet	45	35	0	80	4
AC 111	Principles of Accounting I	45	35	0	80	4
AC 112	Principles of Accounting II	45	35	0	80	4
AC 260	Computer Applications for Accounting I	20	60	0	80	3
AC 261	Computer Applications for Accounting II	20	60	0	80	3
AC 210	Federal Income Taxation	45	0	0	45	3
AC 220	Cost Accounting	45	0	0	45	3
AC 230	Auditing	45	0	0	45	3
CP 230	Data Base Applications	30	30	0	60	3
BM 100	Introduction to Business and Ethics	45	0	0	45	3
AC 240	Introduction to Financial Management	45	0	0	45	3
<b>Total Credit Hours Required to Graduate</b>						<b>44</b>

## Disclosures

Program Name	Associate of Applied Science in Accounting
Standard Occupational Classification (SOC) Occupational Information Network (O*NET)	43-3031 <a href="http://www.bls.gov/soc/2010/soc433031.htm">www.bls.gov/soc/2010/soc433031.htm</a>
Cost of Program Total	18,230
Tuition	16,430
Books and Supplies (estimated)	1,200
Institutional Fees	600
Room and Board	Not available
Median Loan Debt	2,964
Title IV	2,964
Private and Institutional Loans	0
Net Price Calculator	<a href="http://www.zq-ort.edu/NetPriceCalculator/npcalc.htm">http://www.zq-ort.edu/NetPriceCalculator/npcalc.htm</a>
Length of Program	4-6 semesters
Semester Credit Hours	62
Clock Hours	N/A
Award	Associate of Applied Science Degree in Accounting
Program Completion 2012 ACCET	100%
On Time Graduation Rate 2012	60%
Program Placement 2012 ACCET	100%

## COURSE DESCRIPTIONS

### AC 111 Principles of Accounting I (No prerequisite, 4 Semester Credit Hours)

This course provides the student with an understanding of the fundamental principles, methods, and procedures of accounting and the accounting cycle. Topics will include general and subsidiary ledgers, preparation of financial statements, reports and analysis of data of the general ledger, accounts receivables/payables, inventory, payroll, accounting for merchandise transactions and asset management. Journalizing, posting, preparing a trial balance and worksheet, adjusting and closing entries, and preparing a post-closing trial balance are also discussed.

### AC 112 Principles of Accounting II (AC111 prerequisite, 4 Semester Credit Hours)

The accounting cycle will be reviewed including partnership accounting and accounting for corporations. The student will gain an understanding of computerized accounting topics that include stockholders equity, long-term liabilities (bonds, investments), cash flow, inventory valuation, accounting for property, plant and equipment, preparation and analysis of partnership and corporate financial statements. Managerial aspects of accounting, such as manufacturing statements and job order and process cost systems will be introduced.

### AC 210 Federal Income Taxation (No prerequisite, 3 Semester Credit Hours)

This course provides the student with an understanding of the fundamental principles, methods, and procedures of Federal individual income tax. Topics will include, filing requirement; gross income, adjusted gross income, deductions, gains & losses; and taxes and credits.

### AC 220 Cost Accounting (AC111, AC112 prerequisite, 3 Semester Credit Hours)

This course presents cost accounting methods, concepts and procedures used by management in their decision making process. Topics covered include cost accumulation techniques, budgeting and breakeven analysis.

### AC 230 Auditing (AC111, AC112 prerequisite, 3 Semester Credit Hours)

This course introduces students to the audit process. The student will gain an understanding of the basic principles and procedures of internal control, evidence and maintaining audit work papers and reports.

### AC 240 Introduction to Financial Management (AC111 prerequisite, 3 Semester Credit Hours)

This course provides the student with an understanding of the fundamental principles, methods, and procedures of financial management focused on personal finance. Topics will include: personal finance basics, time value of money, tax strategy, and money management, financial statements, budgeting, saving plans, consumer credits, & investing fundamentals to include investing in stocks, investing in bonds, investing in mutual funds, and investing in real estate and other investment alternatives. This course will include early retirement planning & selection of alternative investments.

### AC 260 Computer Applications for Accounting I (CP100, AC112 prerequisite, 3 Semester Credit Hours)

This course provides an introduction to accounting with QuickBooks software. Students will learn how the double entry system of bookkeeping is implemented through QuickBooks' system of document preparation. Students will enter sales, receivables, payables and purchases for a service business. Students will become proficient at using QuickBooks Navigators, Menus and Registers.

### AC 261 Computer Applications for Accounting II (AC260 prerequisite, 3 Semester Credit Hours)

Additional practice and proficiency in QuickBooks is this course's goal. Students will apply QuickBooks skills to a merchandising company. Other topics covered include preparing payroll, reconciling bank accounts and working with the numerous reports QuickBooks offers. Integrating QuickBooks with Excel, Word and online services will be presented.

### BI 101 Biology (No prerequisite, 4 Semester Credit Hours)

In this course the student will be inspired to learn the science of Biology that will enable them to understand biological issues that they will encounter in their life. This will be achieved via the utilization of a systematic approach introducing the learner to the general principles of biology, genetics, evolution, human health, and humans and the impact the environment has upon them.

**BM 100 Introduction to Business and Ethics** (No prerequisite, 3 Semester Credit Hours)

This Course is an introduction to business administration and management, marketing, finance, human resources and economics in the America market place. Aspects of business, including the relationship of business to the social, economic, and political worlds will be covered. The history of the American economy and a comparison of the free enterprise system to other economic systems will be discussed.

**CP 100 Computer Essentials** (No prerequisite, 4 Semester Credit Hours)

This course introduces students to basic computer concepts using Windows Operating Systems and Microsoft Office Applications. Students get an overview of computing concepts and the basics of an Operating System. Students work with Microsoft Word to create, edit, and format standard word processing documents. Basic file management techniques are introduced to organize, store, and retrieve files and documents. Students move on to using Internet applications such as email, web search engines and networking and examine issues of internet security and privacy. Microsoft Office applications such as Excel and PowerPoint will be introduced and brief overview MS Office applications to create flyers, reports, tables and presentation graphics provided.

**CP 210 Spreadsheet Fundamentals** (CP100 prerequisite, 4 Semester Credit Hours)

This course introduces the basic tool of computerized accounting, the electronic spreadsheet (specifically Microsoft Excel, the most widely used in industry). Solving theoretical exercise problems using spreadsheet software will emphasize the use of the computer as a tool to assist in financial planning and accounting for business.

**CP 220 Advanced Spreadsheet Applications** (CP210 prerequisite, 4 Semester Credit Hours)

This course covers advanced skills using Microsoft Excel 2007. Students will create formulas, add formatting attributes, and create charts. Additional skills coverage includes working with financial formulas and functions, managing workbooks, automating worksheet tasks, and using lists. The student will create templates, learn 3D drilling for multi worksheets and create workspaces from multi workbooks. Also, the student will create macros and automate worksheets using VBA.

**CP 230 Database Applications** (CP210 Prerequisite 3 Semester Credits Hours)

This course provides the student with an understanding of the fundamental principles, methods, procedures of Database creation and maintenance using Microsoft Access 2007. Topics will include: creating and running a query, entering criteria into a query, sorting data in a query, joining tables, using calculations in a query, and designing crosstab queries. Students will be able to update records, filter records, change the structure of a database table, change the appearance of a datasheet, add validation rules to a table, enforce referential integrity in a database, order records, create and use indexes. Learn to create and open switchboards, modify a switchboard page, use pivot tables, and create and run macros.

**EN 101 Introduction to Composition** (No prerequisite, 3 Semester Credits Hours)

Drawing on their own, unique backgrounds, as well as on discussions of contemporary media selections, students will explore a number of different writing styles, including: Analytical, Autobiographical, Debate, Descriptive, Dramatic, Editorial, Expository, How-to, Narrative, Persuasive, and Poetic. Emphasis will be placed on Structure, Syntax, and Word Choice as the keys to clear, coherent writing.

**EN 200 Speech** (No prerequisite, 3 Semester Credits Hours)

This course emphasizes the organization, content and presentation of the major forms of public speaking. The fundamentals of oral communication, including clarity, impact, and audience retention, are discussed. Critical evaluation and analysis are also introduced.

**EN 300 Essay Writing** (No prerequisite, 3 Semester Credits Hours)

With an emphasis on utilizing the students' own personal experiences and engendering an atmosphere of constructive peer feedback, this class provides a rigorous introduction to essay writing. In-class journals, free writing, and brainstorming are used as starting points whereby students begin to recognize connections that help them understand process and audience, form and function, and result in more highly structured, unified and coherent essays. This course places a high priority on pair and small-group work, as well as the critical thinking skills necessary to solve problems in writing, rewriting and editing.

**GE 150 Economics** (No prerequisite, 3 Semester Credit Hours)

A study of the nature and methods of economics, topics will include the economizing problem, American capitalism, national goals, and the basic principles of money and banking. A detailed analysis of supply and demand, the mechanics of market structures, national income, inflation, employment theory, and monetary and fiscal policy will be presented and discussed. The scope and methodology of macroeconomics as to choice, scarcity, and problems will be explored. An introduction to microeconomics will be presented.

**GE 181 Anthropology** (No prerequisite, 3 Semester Credit Hours)

Students will learn about culture and ethnographic research and writing. By combining study in the classroom and fieldwork within the multicultural city of Chicago, students will choose a cultural scene to investigate, identify informants, conduct interviews and write and ethnographic study. In class, students will discuss the logistical and ethical problems and concerns that arise while conducting fieldwork. Students will refine their communication, problem solving, reasoning and collaborative learning skills while discovering how their understanding of culture can enhance their personal and professional lives.

**HI 104 American History** (No prerequisite, 3 Semester Credit Hours)

This course is a survey of American history from the Age of the Enlightenment to the current period. Topics to be discussed include the establishment of a nation based on European ideas in America, the institution of slavery, the Industrial Revolution and its effects, critical abuses to human rights and legal responses during and after World Wars I and II, and the emergence of a technological society in the 20th and the 21st centuries.

**HI 105 American Government** (No prerequisite, 3 Semester Credit Hours)

This introductory course will explore how the American federalist system of government works on the national, state and local levels. Using the United States Constitution as the basis of law in this country, students will understand the varying roles played by the congressional, judicial, and executive branches of the federal government in enacting and interpreting laws and how lobbyists, the media, the federal bureaucracy and public opinion influence these institutions. Students will also learn how the federal, state, and local governments interact with each other.

**MT 130 College Algebra** (No prerequisite, 3 Semester Credit Hours)

This course surveys algebraic and exponential functions. Content includes polynomial, rational, exponential, logarithmic, and special functions; systems of equations and inequalities, sequences and series, and the binomial theorem.

**MT 140 Business Calculus** (Algebra or passing placement exam, 3 Semester Credit Hours)

The course will introduce students to the concept of the derivative of a function of one real variable and the integral of a function. The concepts will be used to solve problems from biology, finance, and mechanics.

**MT 150 Statistics** (Algebra or passing placement exam, 3 Semester Credit Hours)

Course is geared towards students with little or no knowledge in probability and statistical methods. The course will introduce students to basic concepts in probability and statistical analysis and their application in some real-world situations (finance, economics, psychology, and marketing).

**PS 110 Introduction to Psychology** (No prerequisite, 3 Semester Credit Hours)

The course is designed to assist the individual in developing a growing understanding of basic psychological concepts, an increased awareness of one's self, a continued interest in human behavior, and an increased effectiveness in relating to other people. The course presents the fundamental issues of psychology, including research in psychology, biological influences on development and behavior, learning and memory, motivation, personality, psychological disorders, and psychological interventions.

## Computerized Accounting Certificate

### 725 Contact Hours/ 35 Semester Credits

#### Objective

The Institute's Computerized Accounting curriculum is designed to prepare students for entry level computer support roles in business accounting settings and financial services industries. Emphasis is placed on the use of the personal computer to increase productivity in financial applications, using applications such as spreadsheets, accounting packages, and database management systems.

#### Opportunities

The past decade has seen unprecedented growth in the use of computers in business. Originally used in the service of accounting, computers are now used in every area of business. Today there is a demand for trained personnel who can apply their computer skills to accomplish essential business tasks in such positions as Accounting Clerk, Bookkeeper, Data Processing Clerk and Payroll Clerk. In addition, there is a strong demand for trained computer accounting assistants by corporations and temporary service agencies. Graduates are qualified to secure jobs in industries such as banking, insurance and real estate as well as address the bookkeeping responsibilities in any company.

#### Entrance Requirements and Class Size

Students must be high school graduates or the equivalent, obtain passing scores on the school's entrance examination test and be interviewed by the Admissions Department. Class size is limited to one student per computer. Average class size is 12 students.

#### Equipment

Zarem/ Golde ORT Technical Institute students train on the appropriate equipment, including computers, consistent with the demands of the job market. One computer is available for each student.

#### Program Length

This program is taught 4.5 hours per each session four times a week for 18 hours per week. Students are required to attend Employment Preparation and Communication Skills and Cultural Studies courses, bringing the program's length to 35 semester credit hours or 725 classroom hours for approximately 40 weeks of instruction.

Course Number	Course Title	Theory Hours	Lab Hours	Externship Hours	Total Hours	Semester Credit Hours
CP 100	Computer Essentials	45	30	0	75	4
OS 101	Basic Keyboard and Typing	0	30	0	30	1
CP 210	Spreadsheet Fundamentals	45	35	0	80	4
CP 220	Advanced Spreadsheet	45	35	0	80	4
MT 110	Business Math	30	30	0	60	3
AC 111	Principles of Accounting I	45	35	0	80	4
AC 112	Principles of Accounting II	45	35	0	80	4
AC 260	Computer Applications for Accounting I	20	60	0	80	3
AC 261	Computer	20	60	0	80	3

	Applications for Accounting II					
CM 101	Communication Skills and Cultural Studies	60	0	0	60	4
EP 101	Employment Preparation	20	0	0	20	1
	<b>TOTAL</b>	<b>375</b>	<b>350</b>	<b>0</b>	<b>725</b>	<b>35</b>

\*Note: In accordance with the Federal Department of Education guidelines, financial-aid eligibility for this program is based on a total of 24.0 semester credit hours.

#### Disclosures

Program Name	Computerized Accounting
Standard Occupational Classification (SOC) Occupational Information Network (O*NET)	43-3031 <a href="http://www.bls.gov/soc/2010/soc433031.htm">www.bls.gov/soc/2010/soc433031.htm</a>
Cost of Program Total	11,200
Tuition	10,100
Books and Supplies (estimated)	700
Institutional Fees	400
Room and Board	Not available
Median Loan Debt	2,964
Title IV	2,964
Private and Institutional Loans	0
Net Price Calculator	<a href="http://www.zg-ort.edu/NetPriceCalculator/npcalc.htm">http://www.zg-ort.edu/NetPriceCalculator/npcalc.htm</a>
Length of Program	40 weeks
Semester Credit Hours	35
Clock Hours	725
Award	Certificate in Computerized Accounting
Program Completion 2012 ACCET	84.85%
On Time Graduation Rate 2012	70%
Program Placement 2012 ACCET	80.77%

## COURSE DESCRIPTIONS

#### AC 111 Principles of Accounting I (No prerequisite, 4 Semester Credit Hours)

This course provides the student with an understanding of the fundamental principles, methods, and procedures of accounting and the accounting cycle. Topics will include general and subsidiary ledgers, preparation of financial statements, reports and analysis of data of the general ledger, accounts receivables/payables, inventory, payroll, accounting for merchandise transactions and asset management. Journalizing, posting, preparing a trial balance and worksheet, adjusting and closing entries, and preparing a post-closing trial balance are also discussed.

#### AC 112 Principles of Accounting II (AC111 prerequisite, 4 Semester Credit Hours)

The accounting cycle will be reviewed including partnership accounting and accounting for corporations. The student will gain an understanding of computerized accounting topics that include

stockholders equity, long-term liabilities (bonds, investments), cash flow, inventory valuation, accounting for property, plant and equipment, preparation and analysis of partnership and corporate financial statements. Managerial aspects of accounting, such as manufacturing statements and job order and process cost systems will be introduced.

**AC 260 Computer Applications for Accounting I** (CP100, AC112 prerequisite, 3 Semester Credit Hours)

This course provides an introduction to accounting with QuickBooks software. Students will learn how the double entry system of bookkeeping is implemented through QuickBooks' system of document preparation. Students will enter sales, receivables, payables and purchases for a service business. Students will become proficient at using QuickBooks Navigators, Menus and Registers.

**AC 261 Computer Applications for Accounting II** (AC260 prerequisite, 3 Semester Credit Hours)

Additional practice and proficiency in QuickBooks is this course's goal. Students will apply QuickBooks skills to a merchandising company. Other topics covered include preparing payroll, reconciling bank accounts and working with the numerous reports QuickBooks offers. Integrating QuickBooks with Excel, Word and online services will be presented.

**CM 101 Communication Skills and Cultural Studies** (No prerequisite, 4 Semester Credit Hours)

This course focuses on helping students' master written and verbal expression in business, professional, and academic contexts. The course examines the various forms of communication in the United States that reflect the culture, and creates a platform of skills to enable students to both understand the scope of communication and negotiate in this culture. In each class, students explore oral presentation and several forms of writing, culminating in creating a grant proposal as a final project.

**CP 100 Computer Essentials** (No prerequisite, 4 Semester Credit Hours)

This course introduces students to basic computer concepts using Windows Operating Systems and Microsoft Office Applications. Students get an overview of computing concepts and the basics of an Operating System. Students work with Microsoft Word to create, edit, and format standard word processing documents. Basic file management techniques are introduced to organize, store, and retrieve files and documents. Students move on to using Internet applications such as email, web search engines and networking and examine issues of internet security and privacy. Microsoft Office applications such as Excel and PowerPoint will be introduced and brief overview MS Office applications to create flyers, reports, tables and presentation graphics provided.

**CP 210 Spreadsheet Fundamentals** (CP100 prerequisite, 4 Semester Credit Hours)

This course introduces the basic tool of computerized accounting, the electronic spreadsheet (specifically Microsoft Excel, the most widely used in industry). Solving theoretical exercise problems using spreadsheet software will emphasize the use of the computer as a tool to assist in financial planning and accounting for business.

**CP 220 Advanced Spreadsheet Applications** (CP210 prerequisite, 4 Semester Credit Hours)

This course covers advanced skills using Microsoft Excel 2007. Students will create formulas, add formatting attributes, and create charts. Additional skills coverage includes working with financial formulas and functions, managing workbooks, automating worksheet tasks, and using lists. The student will create templates, learn 3D drilling for multi worksheets and create workspaces from multi workbooks. Also, the student will create macros and automate worksheets using VBA.

**EP 101 Employment Preparation** (1 Semester Credit Hours)

In this seminar students are taught how to conduct a job search, including locating sources of employment, writing letters of application, creating a resume, and interviewing for a job with necessary follow-up procedures.

**MT 110 Business Math** (No prerequisite, 3 Semester Credit Hours)

This course provides a review of basic mathematical functions with emphasis on practical problems including interest, discounts, percentages, and payroll. Proficiency is developed in performing business mathematical operations.

**OS 101 Basic Keyboarding and Typing** (No prerequisite, 1 Semester Credit Hours)

Keyboarding skills are developed on the alphabetical keyboard using the microcomputer. The student learns the fundamentals of centering text, tabulation, and letter placement. A minimum speed of 45 words per minute is achieved.

## Computer Support & Networking Technology Certificate

725 Contact Hours/ 38 Semester Credits

### Objective

This program will help students gain both the knowledge and skills needed to be confident and ready to work as a Computer Technician/Help Desk Support in the IT industry with enhanced knowledge of System and Server Administration. In addition, graduates will have hands-on knowledge of server configuration, client connectivity, security, networking, Active Directory, DNS, DHCP, troubleshooting, optimization and backup/recovery of critical data.

### Opportunities

The U.S. Bureau of Labor Statistics (BLS) forecasts that computer support jobs will increase by 18 to 26 percent faster than the average for all jobs through 2014. Due to the business necessity of networking computers, there is a demand for qualified computer technicians with an advanced knowledge of operating systems and hardware to install, configure, service, maintain, troubleshoot, operate and modify hardware and software applications. Opportunities will exist in such diverse fields as financial, manufacturing, engineering, technical sales, medical and computer industries.

### Entrance Requirements and Class Size

Students must be high school graduates or the equivalent, obtain passing scores on the school's entrance examination test and be interviewed by the Admissions Department. Class size is limited to one student per computer. Average class size is 12 students.

### Equipment

Students train on the latest equipment as well as the most commonly used software programs in the industry. The computer system includes a high-performance processor and the latest display devices. Input and output devices include scanners and laser printers. Each student is assigned a computer.

### Program Length

This program is taught 4.5 hours per session four times a week or 18 hours per week. Students are required to attend Employment Preparation and Communication Skills and Cultural Studies courses, bringing the program's length to 38 semester credit hours or 725 classroom hours, for approximately 40 weeks of instruction.

Course Number	Course Title	Theory Hours	Lab Hours	Externship Hours	Total Hours	Semester Credit Hours
CP 100	Computer Essentials	45	30	0	75	4
CS 201	PC Hardware	30	30	0	60	3
CS 202	PC Operating System	30	30	0	60	3
CS 203	Networking Essentials I	45	30	0	75	4
CS 204	Networking Essentials II	45	30	0	75	4
CS 205	System Administration I	35	40	0	75	3
CS 206	System Administration II	45	30	0	75	4

CS 207	Server Administration I	45	30	0	75	4
CS 208	Server Administration II	45	30	0	75	4
CM 101	Communication Skills and Cultural Studies	60	0	0	60	4
EP 101	Employment Preparation	20	0	0	20	1
<b>TOTAL</b>		<b>445</b>	<b>280</b>	<b>0</b>	<b>725</b>	<b>38</b>

Note: In accordance with the Federal Department of Education guidelines, financial-aid eligibility for this program is based on a total of 24.0 semester credit hours.

### Disclosures

Program Name	Computer Support and Networking Technology
Standard Occupational Classification (SOC)	15-1152 <a href="http://www.bls.gov/soc/2010/soc151152.htm">www.bls.gov/soc/2010/soc151152.htm</a>
Occupational Information Network (O*NET)	15-1142 <a href="http://www.bls.gov/soc/2010/soc151142.htm">www.bls.gov/soc/2010/soc151142.htm</a>
	15-1159 <a href="http://www.bls.gov/soc/2010/soc151159.htm">www.bls.gov/soc/2010/soc151159.htm</a>
Cost of Program Total	10,750
Tuition	10,100
Books and Supplies (estimated)	300
Institutional Fees	350
Room and Board	Not available
Median Loan Debt	2,964
Title IV	2,964
Private and Institutional Loans	0
Net Price Calculator	<a href="http://www.zgort.edu/NetPriceCalculator/npcalc.html">http://www.zgort.edu/NetPriceCalculator/npcalc.html</a>
Length of Program	40 weeks
Semester Credit Hours	38
Clock Hours	725
Award	Certificate in Computer Support and Networking Technology
Program Completion 2012 ACCET	85.71%
On Time Graduation Rate 2012	73%
Program Placement 2012 ACCET	83.33%

## COURSE DESCRIPTIONS

### CM 101 Communication Skills and Cultural Studies (No prerequisite, 4 Semester Credit Hours)

This course focuses on helping students' master written and verbal expression in business, professional, and academic contexts. The course examines the various forms of communication in the United States that reflect the culture, and creates a platform of skills to enable students to both understand the scope of communication and negotiate in this culture. In each class, students explore oral presentation and several forms of writing, culminating in creating a grant proposal as a final project.

**CP 100 Computer Essentials** (No prerequisite, 4 Semester Credit Hours)

This course introduces students to basic computer concepts using Windows Operating Systems and Microsoft Office Applications. Students get an overview of computing concepts and the basics of an Operating System. Students work with Microsoft Word to create, edit, and format standard word processing documents. Basic file management techniques are introduced to organize, store, and retrieve files and documents. Students move on to using Internet applications such as email, web search engines and networking and examine issues of internet security and privacy. Microsoft Office applications such as Excel and PowerPoint will be introduced and brief overview MS Office applications to create flyers, reports, tables and presentation graphics provided.

**CS 201 PC Hardware** (CP100 prerequisite, 3 Semester Credit Hours)

This course provides students with a basic level introduction to PC components and hardware, concentrating on major components of the PC that aren't operating system specific. Emphasis is on hardware identification and concepts. Students will identify components normally found inside a PC. In addition, students will learn how the motherboard works; and will learn to identify, install and test power supplies. At the end of the course, students will understand the basics of electricity and will know how to install and upgrade hard drives.

**CS 202 PC Operating Systems** (CP100 prerequisite, 3 Semester Credit Hours)

This course will prepare students for the A+ certificate, a popular entry-level certification. The A+ is for people with a strong interest in computer service. This is a widely accepted certification that demonstrates knowledge of hardware and software technologies. Once complete, this certificate is excellent for anyone exploring the world of information technology.

**CS 203 Networking Essentials I** (CP100 prerequisite, 4 Semester Credit Hours)

This course will provide students with complete knowledge of PC LAN Networking. Topics will include network media, LAN, architectures, protocols and the Internet. The history of computer networks will also be covered. Servers and clients' connectivity will be discussed in both workgroup and Domain environment. Students will gain knowledge on 802.X networking protocols and their frame types and speed, and will also learn about cabling and standard OSI model.

**CS 204 Networking Essentials II** (CS203 prerequisite, 4 Semester Credit Hours)

This course will prepare students to obtain the CompTIA Network + certificate. The CompTIA Network + certificate is an indication of a competent networking professional. It is an international, vendor-neutral certificate that proves a technician's competency in managing, maintaining, troubleshooting, installing and configuring basic network infrastructure.

**CS 205 System Administration I** (CP100 prerequisite, 3 Semester Credit Hours)

This course will present students with a thorough education of basic administration. Throughout the course students will be working with

Windows 2003/2008 administration tools to gain the skills of basic administration. This course also covers account creation and profiles (mandatory, roaming and local). Students will also work on assigning home directories via scripting, assigning users to multiple groups, and creating groups on server for centralized access. In addition, students will cover the basic security on accounts; explore various types of security, data, certificates and remote access. Students will also learn how to assist the clients' connectivity to the server and patching local machines (XP/Vista/Windows7).

**CS 206 System Administration II** (CS205 prerequisite, 4 Semester Credit Hours)

This advanced level of administration will prepare students for system administration jobs such as a tech lead on the helpdesk. At this level, students will learn how to assign groups or multiple groups (Security or Global), logon scripts and account security. Students will also learn how to backup data and rotations of tapes; they will learn the use of Microsoft Management console and how to add snap-in for centralized management. In addition, students will learn troubleshooting connectivity from the client-side to the server and work on troubleshooting utilities and commands (ping, Ipconfig, flushdns, nslookup, A record etc.).

**CS 207 Server Administration I** (CP100 prerequisite, 4 Semester Credit Hours)

This course provides students with server administration skills, starting with installation of Windows 2003/2008 Server with Domain Prep/Forest Prep. The student will learn post installation configuration and how to make this member server a domain controller, installation of services (DNS, DHCP, and WINS). The configuration of IIS server, along with USUS will be used for Windows updates. Additional security patching of servers with Microsoft updates will be used. The student will gain an understanding of the architecture of sites, services, and domains; including a comprehension of FSMO roles and what the function of each role is in an enterprise environment.

**CS 208 Server Administration II** (CS207 prerequisite, 4 Semester Credit Hours)

Throughout this course, students will study the MCSA (Microsoft Certified Systems Administrator) certificate in depth. The MCSA certification helps validate your ability to manage and troubleshoot network environments based on the Windows Server 2003/2008 operating system. It reflects a unique set of skills required to succeed in a variety of job roles, such as systems administrator, network administrator, information systems administrator, network operations analyst, network technician, and technical support specialist. This certificate will prepare students to work in the computer environment and help them stand out in job interviews.

**EP 101 Employment Preparation** (1 Semester Credit Hours)

In this seminar students are taught how to conduct a job search, including locating sources of employment, writing letters of application, creating a resume, and interviewing for a job with necessary follow-up procedures.

## Digital Graphics and Web Design Certificate

725 Contact Hours/ 36 Semester Credits

### Objective

This program will prepare a student for employment as an entry level Graphic Designer. Throughout the program, the student will gain skills in industry-standard software such as Photoshop, Illustrator, InDesign and Dreamweaver. The student will develop skills in single and multi-page layout, image editing and alteration, computer illustration and basic web design. The student will also develop an understanding of aesthetics, color theory, typography, branding and identity. The program will conclude with a Portfolio Development course where the student will create a portfolio and resume. The successful student in this program will be able to apply what they learned to both print and web media.

### Opportunities

A student who successfully completes this program is qualified for an entry-level position in the Graphic and Web Design industry. The successful graduate of this program may be hired by a business in the creative field (design, advertising), or by any business that employs their own ("in-house") design or creative team. The student can also use what they learn to pursue freelance work opportunities.

### Entrance Requirements & Class Size

Students must be high school graduates or the equivalent, obtain passing scores on the school's entrance examination test and be interviewed by the Admissions Department. Class size is limited to one student per one computer. Average class size is 12 students.

### Equipment

Students will use industry-standard software when working on their projects and assignments. The classrooms are equipped with computers and flat-screen monitors. Each student will be assigned their own computer within the classroom. Students will have access to image scanners, paper, black and white printers and color printers. Students in the Digital Graphics and Web Design Certification Program are provided with server space to publish their class work online.

### Program Length

This program is taught 4.5 hours per each session four times a week or 18 hours per week. Students are required to attend Employment Preparation and Communication Skills and Cultural Studies courses, bringing the program's length to 36 semester credit hours or 725 classroom hours for approximately 40 weeks of instruction.

Course Number	Course Title	Theory Hours	Lab Hours	Externship Hours	Total Hours	Semester Credit Hours
CP 100	Computer Essentials	45	30	0	75	4
GW 110	Introduction to Digital Imaging	45	30	0	75	4
GW 111	Computer Illustration	45	30	0	75	4
GW 120	Introduction to Page Layout	45	30	0	75	4
GW 121	Typographic Design	45	30	0	75	4
GW 122	Advanced Imaging Techniques	45	30	0	75	4

GW 140	Website Design I	20	60	0	80	3
GW 141	Website Design II	15	60	0	75	3
GW 150	Portfolio Development	10	30	0	40	1
CM 101	Communication Skills and Cultural Studies	60	0	0	60	4
EP 101	Employment Preparation	20	0	0	20	1
	<b>TOTAL</b>	<b>395</b>	<b>330</b>	<b>0</b>	<b>725</b>	<b>36</b>

*\*Note: In accordance with the Federal Department of Education guidelines, financial-aid eligibility for this program is based on a total of 24.0 semester credit hours*

### Disclosures

Program Name	Digital Graphics and Web Design
Standard Occupational Classification (SOC)	27-1024 <a href="http://www.bls.gov/soc/2010/soc271024.htm">www.bls.gov/soc/2010/soc271024.htm</a>
Occupational Information Network (O*NET)	15-1134 <a href="http://www.bls.gov/soc/2010/soc151134.htm">www.bls.gov/soc/2010/soc151134.htm</a>
	15-1179 <a href="http://www.bls.gov/soc/2010/soc151179.htm">www.bls.gov/soc/2010/soc151179.htm</a>
Cost of Program Total	11,200
Tuition	10,100
Books and Supplies (estimated)	500
Institutional Fees	600
Room and Board	Not available
Median Loan Debt	2,964
Title IV	2,964
Private and Institutional Loans	0
Net Price Calculator	<a href="http://www.zq-ort.edu/NetPriceCalculator/npcalc.htm">http://www.zq-ort.edu/NetPriceCalculator/npcalc.htm</a>
Length of Program	40 weeks
Semester Credit Hours	36
Clock Hours	725
Award	Certificate in Digital Graphics and Web Design
Program Completion 2012 ACCET	100%
On Time Graduation Rate 2012	55%
Program Placement 2012 ACCET	91.67%

## COURSE DESCRIPTIONS

### CM 101 Communication Skills and Cultural Studies (No prerequisite, 4 Semester Credit Hours)

This course focuses on helping students' master written and verbal expression in business, professional, and academic contexts. The course examines the various forms of communication in the United States that reflect the culture, and creates a platform of skills to enable students to both understand the scope of communication and negotiate in this culture. In each class, students explore oral presentation and several forms of writing, culminating in creating a grant proposal as a final project.

**CP 100 Computer Essentials** (No prerequisite, 4 Semester Credit Hours)

This course introduces students to basic computer concepts using Windows Operating Systems and Microsoft Office Applications. Students get an overview of computing concepts and the basics of an Operating System. Students work with Microsoft Word to create, edit, and format standard word processing documents. Basic file management techniques are introduced to organize, store, and retrieve files and documents. Students move on to using Internet applications such as email, web search engines and networking and examine issues of internet security and privacy. Microsoft Office applications such as Excel and PowerPoint will be introduced and brief overview MS Office applications to create flyers, reports, tables and presentation graphics provided.

**EP 101 Employment Preparation** (1 Semester Credit Hours)

In this seminar students are taught how to conduct a job search, including locating sources of employment, writing letters of application, creating a resume, and interviewing for a job with necessary follow-up procedures.

**GW 110 Introduction to Digital Imaging** (Prerequisite: CP100, 4 Semester Credit Hours)

This course provides students with knowledge and practical experience with pixel based image creation and editing using Adobe Photoshop. Students will learn all aspects of image editing, manipulation and compositing.

**GW 111 Computer Illustration** (Prerequisite: CP100, 4 Semester Credit Hours)

This class teaches the use of Adobe Illustrator, the industry standard for creating and editing vector graphics. Students will learn to illustrate via the use of the program, and create imagery for both artistic and for client-based purposes.

**GW 120 Introduction to Page Layout** (Prerequisites: GW110, GW111, 4 Semester Credit Hours)

This course provides students with knowledge and practical experience with page layout and design using InDesign. Participants will learn how to create advertisements, brochures, flyers, logos, business identities, as well as multi-page publications in black-and-white, process and spot colors. Participants will be exposed to design theory and terminology.

**GW 121 Typographic Design** (Prerequisites: GW110, GW111, 4 Semester Credit Hours)

This course is a study of letterforms – the construction, function, terminology and application of type as an element of visual design. Emphasis is given on the effective use of type in various mediums. Theory as well as practical application will be covered in this class.

**GW 122 Advanced Imaging Techniques** (Prerequisites: GW110, GW111, 4 Semester Credit Hours)

This advanced-level digital imaging class continues techniques and themes taught in the Introduction to Digital Imaging and Computer Illustration classes. Work produced in this class will range from graphics creation for “real world” application to more artistic projects to expand the student’s grasp of aesthetics.

**GW 140 Website Design I** (Prerequisite: GW110, 3 Semester Credit Hours)

Students will learn how to create web pages, complete websites and graphics for the web. Students will learn to code XHTML and CSS, and will also be introduced to other web technologies (Javascript, PHP). Through lecture and hands-on experience, students will create several websites as projects for this class.

**GW 141 Website Design II** (Prerequisite: GW140, 3 Semester Credit Hours)

This class builds off of Website Design 1. Students will continue to create more complex web pages, and will produce 2 fully-working websites in this class. The software Adobe Dreamweaver will be utilized in this class.

**GW 150 Portfolio Development** (Prerequisites: GW110, GW111, GW120, GW121, GW140, 1 Semester Credit Hour)

This capstone class is taken towards the end of the program. The student will refine their work created throughout the program and produce a visual design portfolio. Resume and cover letter writing will also be emphasized, so as to prepare the student for an internship or entry-level design position.

## Medical Assistant Certificate

775 Contact Hours/ 36 Semester Credits

### Objective

The Institute's Medical Assistant program has an overall objective to prepare the student for an entry level position in the medical field with an emphasis on back office clinical procedures. Students will learn to perform routine administrative and clinical tasks to keep health care delivery settings running smoothly. Students will be exposed to many administrative duties as well as clinical duties. They will receive instruction on how to greet patients, update and file patient medical records, schedule appointments, and arrange for hospital admission and laboratory services. Clinical duties may vary and include taking medical histories and recording vital signs, blood work, injections, explaining treatment procedures to patients, preparing patients for examination, and assisting the physician during the examination. An externship at the end of the student's study puts into practice what the student has learned in a real world setting that often leads to employment.

### Opportunities

Students who successfully complete the Medical Assistant Program can seek employment in hospitals, public or private medical offices, home health agencies, or insurance companies (claims adjusters). US Department of Labor statistics project a growth rate of over 36% in this field over the next 8 years.

### Entrance Requirements & Class Size

Students must be high school graduates or the equivalent, obtain passing scores on the school's entrance examination test and be interviewed by the Admissions Department. Class size is limited to one student per computer. Average class size is 12 students.

### Equipment

Zarem/ Golde ORT Technical Institute students train on the appropriate equipment, including computers consistent with the demands of the job market. One computer is available for each student.

### Program Length

This program is taught 4.5 hours per each session four times a week or 18 hours per week. Students are required to attend Employment Preparation and Communication Skills and Cultural Studies courses, bringing the program's length to 36 semester credit hours or 775 classroom hours for approximately 40 weeks of instruction.

Course Number	Course Title	Theory Hours	Lab Hours	Externship Hours	Total Hours	Semester Credit Hours
CP 100	Computers Essentials	45	30	0	75	4
MA 140	Medical Terminology	60	30	0	90	5
MA 150	Anatomy and Physiology	30	60	0	90	4
MA 100	Medical Billing and Front Office	30	60	0	90	4
MA 180	Medical Law and Ethics	30	30	0	60	3
MA 200	Clinical Procedures I	45	30	0	75	4
MA 201	Clinical Procedures II	45	30	0	75	4
EX 100	Externship-Medical Asst	0	0	140	140	3

CM 101	Communication Skills and Cultural Studies	60	0	0	60	4
EP 101	Employment Preparation	20	0	0	20	1
	<b>TOTAL</b>	<b>365</b>	<b>270</b>	<b>140</b>	<b>775</b>	<b>36</b>

**Note:** In accordance with the Federal Department of Education guidelines, financial-aid eligibility for this program is based on a total of 24.0 semester credit hours.

### Disclosures

Program Name	Medical Assistant
Standard Occupational Classification (SOC)	31-9092 <a href="http://www.bls.gov/soc/2010/soc319092.htm">www.bls.gov/soc/2010/soc319092.htm</a>
Occupational Information Network (O*NET)	31-9097 <a href="http://www.bls.gov/soc/2010/soc319097.htm">www.bls.gov/soc/2010/soc319097.htm</a>
Cost of Program Total	11,300
Tuition	10,100
Books and Supplies (estimated)	600
Institutional Fees	600
Room and Board	Not available
Median Loan Debt	2,964
Title IV	2,964
Private and Institutional Loans	0
Net Price Calculator	<a href="http://www.zg-ort.edu/NetPriceCalculator/npcalc.htm">http://www.zg-ort.edu/NetPriceCalculator/npcalc.htm</a>
Length of Program	40 weeks
Semester Credit Hours	36
Clock Hours	775
Award	Medical Assistant Certificate
Program Completion 2012 ACCET	93.94%
On Time Graduation Rate 2012	62%
Program Placement 2012 ACCET	77.78%

## COURSE DESCRIPTIONS

### CM 101 Communication Skills and Cultural Studies (No prerequisite, 4 Semester Credit Hours)

This course focuses on helping students' master written and verbal expression in business, professional, and academic contexts. The course examines the various forms of communication in the United States that reflect the culture, and creates a platform of skills to enable students to both understand the scope of communication and negotiate in this culture. In each class, students explore oral presentation and several forms of writing, culminating in creating a grant proposal as a final project.

### CP 100 Computer Essentials (No prerequisite, 4 Semester Credit Hours)

This course introduces students to basic computer concepts using Windows Operating Systems and Microsoft Office Applications. Students get an overview of computing concepts and the basics of an Operating System. Students work with Microsoft Word to create, edit, and format standard word processing documents. Basic file

management techniques are introduced to organize, store, and retrieve files and documents. Students move on to using Internet applications such as email, web search engines and networking and examine issues of internet security and privacy. Microsoft Office applications such as Excel and PowerPoint will be introduced and brief overview MS Office applications to create flyers, reports, tables and presentation graphics provided.

**EP 101 Employment Preparation** (1 Semester Credit Hours)

In this seminar students are taught how to conduct a job search, including locating sources of employment, writing letters of application, creating a resume, and interviewing for a job with necessary follow-up procedures.

**EX 100 Externship-Medical Assistant** (MA140, MA150, MA100, MA200, MA201 prerequisite, 3 Semester Credit Hours)

The student externship is designed to provide the student with supervised, practical hands-on and observational experiences in an authentic healthcare work environment. Students will experience and administer actual on-site clinical patient care and medical office procedure services.

**MA 100 Billing and the Front Office** (MA140 prerequisite, 4 Semester Credit Hours)

Instruction presented in this course is directly related to the duties that are performed in the medical office setting. Emphasis is placed on medical law and ethics, communications, billing and coding, healthcare insurances, patient registration, quality assurance, problem solving techniques, and time and stress management. Students will explore and discuss work ethics and human relations, patient appointment scheduling, medical filing and medical record management.

**MA 140 Medical Terminology** (No Prerequisite, 5 Semester Credit Hours)

This course is designed to instruct students in basic knowledge of human body parts, their functions, and diseases. Signs and symptoms leading to a diagnosis and treatment plan will be introduced. The main focus of the course will be the development of a beginner's medical vocabulary consisting of pronunciation, spelling, and meaning of root words, word parts, prefixes and suffixes

**MA 150 Anatomy and Physiology** (MA140 prerequisite, 4 Semester Credit Hours)

The educational tour of the human body continues, with emphasis placed on the normal state in comparison to the various systemic disorders. At the completion of this course the student will have a solid understanding of all the body's organs which will provide a better understanding of human anatomy.

**MA 180 Medical Law and Ethics** (MA140 prerequisite, 4 Semester Credit Hours)

This course will teach students to analyze and define the ethics, etiquettes, and origins of medical liabilities. Students will discuss the principles of medical ethics as they apply to physician/patient and medical staff relationships. By examining medical laws and how they relate to general requirements for licensing of a physician, students will learn about the meaning of implied, informed, and written consent governing medical facilities and hospitals. Students will also learn to

determine appropriate behavior and respond to requested information about a patient.

**MA 200 Clinical Procedures I** (MA140, MA150 prerequisite, 4 Semester Credit Hours)

This course provides an overview of the clinical component of working in the medical office. In addition, both the theory and practical application for student attainment of the entry-level competencies for the Medical Assistant are taught. Course content includes fundamental procedures, universal precautions, nutrition, vital signs, patient education skills, patient assessment: new and established, assisting in primary and specialty examinations, specimen collection, pharmacology, patient care and medical office operational functions, immunology, and diagnostic imaging.

**MA 201 Clinical Procedures II** (MA140, MA150, MA200 prerequisite, 4 Semester Credit Hours)

This course continues the theoretical investigation of patient care with an increased emphasis placed on procedures and clinical competencies. Practical applications for student attainment of entry-level competencies are taught. The student will receive hands-on training in venipuncture, EKGs, minor surgery and instrumentation recognition, medical office emergencies, and an array of laboratory procedures.

## Pharmacy Technician Certificate

775 Contact Hours/ 37 Semester Credits

### Objective

The Pharmacy Technician program is designed and built on actual pharmacy technician performance expectations. After an orientation of pharmacy practice, students learn the computer's role in both institutional and retail pharmacy settings. Students learn prescription receipt and screening for completeness and accuracy, medication preparation in sterile and non-sterile environments, supply distribution, purchasing pharmaceuticals, inventory control methods, insurance billing and payment collection, pharmacy calculations, federal and state regulations, pharmacy equipment and maintenance, pharmacy ethics and communicating effectively.

### Opportunities

Career opportunities for trained pharmacy technicians range from positions in chain drug stores to outpatient hospitals, clinics, long-term care, home infusion, managed care, nuclear pharmacies and on line pharmacies. The U.S. Labor Department statistics have estimated a growth in need for pharmacy technicians between 21% and 35% until the year 2016.

### Entrance Requirements & Class Size

Students must be high school graduates or the equivalent, obtain passing scores on the school's entrance examination test and be interviewed by the Admissions Department. Class size is limited to one student per computer. Average class size is 12 students.

### Equipment

Zarem/Golde ORT Technical Institute students train on the appropriate equipment, including computers consistent with the demands of the job market. One computer is available for each student.

### Program Length

This program is 4.5 hours per each session four times a week or 18 hours per week. Students are required to attend Employment Preparation and Communication Skills and Cultural Studies courses, bringing the program's length to 37 semester credit hours or 775 classroom hours for approximately 40 weeks of instruction.

Course Number	Course Title	Theory Hours	Lab Hours	Externship Hours	Total Hours	Semester Credit Hours
CP 100	Computer Essentials	45	30	0	75	4
MA 140	Medical Terminology	60	30	0	90	5
PT 100	Orientation to Pharmacy Practice	45	30	0	75	4
PT 104	Pharmacy Calculations	30	60	0	90	4
PT 107	Pharmacy Administration and Billing	45	30	0	75	4
PT 108	Pharmacology I	45	30	0	75	4
PT 109	Pharmacology II	45	30	0	75	4
EX 101	Pharmacy Externship	0	0	140	140	3
CM 101	Communication Skills and Cultural Studies	60	0	0	60	4

EP 101	Employment Preparation	20	0	0	20	1
	<b>TOTAL</b>	<b>395</b>	<b>240</b>	<b>140</b>	<b>775</b>	<b>37</b>

*\* Note: In accordance with the Federal Department of Education guidelines, financial-aid eligibility for this program is based on a total of 24.0 semester credit hours.*

### Disclosures

Program Name	Pharmacy Technician
Standard Occupational Classification (SOC)	29-2052 <a href="http://www.bls.gov/soc/2010/soc292052.htm">www.bls.gov/soc/2010/soc292052.htm</a>
Occupational Information Network (O*NET)	31-9095 <a href="http://www.bls.gov/soc/2010/soc319095.htm">www.bls.gov/soc/2010/soc319095.htm</a>
Cost of Program Total	11,000
Tuition	10,100
Books and Supplies (estimated)	500
Institutional Fees	400
Room and Board	Not available
Median Loan Debt	2,964
Title IV	2,964
Private and Institutional Loans	0
Net Price Calculator	<a href="http://www.zg-ort.edu/NetPriceCalculator/npcalc.htm">http://www.zg-ort.edu/NetPriceCalculator/npcalc.htm</a>
Length of Program	40 weeks
Semester Credit Hours	37
Clock Hours	775
Award	Pharmacy Technician Certificate
Program Completion 2012 ACCET	75%
On Time Graduation Rate 2012	75%
Program Placement 2012 ACCET	71.43% (62.50%)

## COURSE DESCRIPTIONS

### CM 101 Communication Skills and Cultural Studies (No prerequisite, 4 Semester Credit Hours)

This course focuses on helping students' master written and verbal expression in business, professional, and academic contexts. The course examines the various forms of communication in the United States that reflect the culture, and creates a platform of skills to enable students to both understand the scope of communication and negotiate in this culture. In each class, students explore oral presentation and several forms of writing, culminating in creating a grant proposal as a final project.

### CP 100 Computer Essentials (No prerequisite, 4 Semester Credit Hours)

This course introduces students to basic computer concepts using Windows Operating Systems and Microsoft Office Applications. Students get an overview of computing concepts and the basics of an Operating System. Students work with Microsoft Word to create, edit, and format standard word processing documents. Basic file management techniques are introduced to organize, store, and retrieve files and documents. Students move on to using Internet

applications such as email, web search engines and networking and examine issues of internet security and privacy. Microsoft Office applications such as Excel and PowerPoint will be introduced and brief overview MS Office applications to create flyers, reports, tables and presentation graphics provided.

**EP 101 Employment Preparation** (1 Semester Credit Hour)

In this seminar students are taught how to conduct a job search, including locating sources of employment, writing letters of application, creating a resume, and interviewing for a job with necessary follow-up procedures.

**EX 101 Externship-Pharmacy Technician** (Prerequisites MA140, PT100, 103,104,105, 3 Semester Credit Hours)

All core classes must be completed before students begin their externship. The student externship is designed to provide the student with supervised, practical, hands-on experiences in authentic work environments. Students will gain exposure to on-the-job experiences, and practice skills acquired during the lab portion of their training program.

**MA 140 Medical Terminology** (No Prerequisite, 5 Semester Credit Hours)

This course is designed to instruct students in basic knowledge of human body parts, their functions, and diseases. Signs and symptoms leading to a diagnosis and treatment plan will be introduced. The main focus of the course will be the development of a beginner's medical vocabulary consisting of pronunciation, spelling, and meaning of root words, word parts, prefixes and suffixes.

**PT 100 Orientation to Pharmacy** (No prerequisite, 3 Semester Credit Hours)

In the Pharmacy orientation course, students learn about drug actions, drug interactions, and the routes of administration. They will also learn extemporaneous compounding and gain basic knowledge of regulatory standards in pharmacy practice, including the differences between statutes, rules, regulations, and quasi-legal standards of the Federal Food and Drug Administration (FDA) and the Drug Enforcement Agency (DEA). The importance of law in the pharmacy setting, recognizing Controlled Substance Act drugs, OSHA regulations, controlled substances, forged prescriptions and diversion, and the Health Insurance Portability and Accountability Act (HIPAA) are also covered.

**PT 104 Pharmacy Calculation** (No prerequisite, 4 Semester Credit Hours)

The pharmacy calculation course instructs students in basic knowledge of pharmacy calculations, measurement system, converting between measurements, thermometry, abbreviations used on prescription, units doses, concentration, percent ionization, recognizing acid and bases, calculation used when compounding medications, patient-specific doses, and parenteral nutrition calculations. The student will have hands on experience in IV and sterile aseptic techniques.

**PT 107 Pharmacy Administration and Billing** (No prerequisite, 4 Semester Credit Hours)

In this course the non-dispensing duties of a pharmacy technician will be introduced. Students will learn how to create a pharmacy layout and design. Students will also be aware of general procedures when

handling hazardous substances. Budgeting and efficient use of managing cost will be covered. The class will be knowledgeable of different methods of inventory control. The subject of managed care and medical billing will be included. The class will gain an understanding of how to process third party insurance claims. CPR instruction will be given during this course.

**PT 108 Pharmacology I** (No prerequisite, 4 Semester Credit Hours)

This is a general course in clinical pharmacology designed to provide the student with a fundamental understanding of the rationale and use of pharmacological intervention. The class will gain a basic understanding of pharmacology and pharmacokinetics. Students will learn about different disease states and proper pharmacotherapy classified according to each body system. The top 200 drugs dispensed will be covered in this course. Course outline material will be covered through a general lecture format including classroom presentations, discussions, and case studies.

**PT 109 Pharmacology II** (No prerequisite, 4 Semester Credit Hours)

This is a continuation of material covered in PT 108 Pharmacology I. Students will continue to learn about different disease states and proper pharmacotherapy classified according to each body system. The top 200 drugs dispensed will be covered in this course. Coverage of drug information sources and over the counter treatments will be included. Course outline material will be covered through a general lecture format including classroom presentations, discussions, and case studies.

## English as a Second Language (ESL) Certificate

### 720 Contact Hours/ 36 Semester Credits

#### Objective

The Institute's major goal in the creation of its ESL program is to provide students an opportunity to gain the language skills necessary to become successful members of the global workforce. To be an active member of the global workforce, students should learn how to communicate successfully through the acquisition of strong speaking and listening abilities and the ability to read and write. These skills are important in order for the student to get and exchange information in a variety of contexts, primarily for work and career. All this involves an approach to teaching that emphasizes that listening, speaking, reading and writing skills be integrated to make the process of acquiring the language interesting and effective. As most jobs require computer skills, at every level computer lab time is introduced so that students gain the vocabulary and hands on experience needed to use computers for work and life requirements.

Language is most effectively learned through a curriculum reflecting authentic contexts. These contexts should reflect the world in which the learner is expected to communicate in English: in the workplace, in the supermarket, with a landlord, with a doctor. It's very important that language be presented, not as isolated sentences or words, but as meaningful discourse. In addition, students should be provided with an opportunity to express what they feel their language learning needs are and in what contexts they most need to improve their English skills. A teacher should provide appropriate feedback and correction, thereby facilitating a personalized learning environment based on student need.

At each of the Institute's nine levels, new language skills are presented while the skills learned in prior levels are reinforced by increasingly sophisticated applications of interpersonal communication. Issues of living and working in a multi-cultural society are also covered in increasingly greater depth at each level.

#### Entrance Requirements & Class Size

To be admitted, applicants must be high school graduates or equivalent. An oral and written placement test determines initial student placement within the program. Incoming students are properly placed at a level consistent with their language skills. Class size is limited to 24 students.

#### Program Length

The ESL program is divided into two tracks. There are 9 levels, Level One for beginning students through Level 9 for advanced students.

This program is the equivalent of 36 semester credit hours (720 clock hours) and meets five days per week for 4.5 hours per day, for a total of 22.5 contact hours per week. The program runs for approximately 36 weeks.

Upon the successful completion of 36 semester credit hours and satisfaction of all academic and administrative requirements, the student will graduate and receive a certificate.

Course Number	Course Title	Theory Hours	Lab Hours	Externship Hours	Total Hours	Semester Credit Hours
ESL 107	ESL	120	120	0	240	12
ESL 207	ESL	120	120	0	240	12
ESL 307	ESL	120	120	0	240	12
	<b>TOTAL</b>	<b>360</b>	<b>360</b>	<b>0</b>	<b>720</b>	<b>36</b>

Course Number	Course Title	Theory Hours	Lab Hours	Externship Hours	Total Hours	Semester Credit Hours
ESL 407	ESL	120	120	0	240	12
ESL 507	ESL	120	120	0	240	12
ESL 607	ESL	120	120	0	240	12
	<b>TOTAL</b>	<b>360</b>	<b>360</b>	<b>0</b>	<b>720</b>	<b>36</b>

Course Number	Course Title	Theory Hours	Lab Hours	Externship Hours	Total Hours	Semester Credit Hours
ESL 707	ESL	120	120	0	240	12
ESL 807	ESL	120	120	0	240	12
ESL 907	ESL	120	120	0	240	12
	<b>TOTAL</b>	<b>360</b>	<b>360</b>	<b>0</b>	<b>720</b>	<b>36</b>

*\* Note: In accordance with the Federal Department of Education guidelines, financial-aid eligibility for this program is based on a total of 24.0 semester credit hours.*

#### Disclosures

Program Name	English as a Second Language
Standard Occupational Classification (SOC)	43-9199 <a href="http://www.bls.gov/soc/2010/soc439199.htm">www.bls.gov/soc/2010/soc439199.htm</a>
Occupational Information Network (O*NET)	11-9050 <a href="http://www.bls.gov/soc/2010/soc119050.htm">http://www.bls.gov/soc/2010/soc119050.htm</a>
	41-9099 <a href="http://www.bls.gov/soc/2010/soc419099.htm">www.bls.gov/soc/2010/soc419099.htm</a>
	51-2099 <a href="http://www.bls.gov/soc/2010/soc512099.htm">www.bls.gov/soc/2010/soc512099.htm</a>
Cost of Program Total	5,895
Tuition	5,795
Books and Supplies (estimated)	N/A
Institutional Fees	100
Room and Board	Not available
Median Loan Debt	
Title IV	N/A
Private and Institutional Loans	N/A
Net Price Calculator	<a href="http://www.zq-ort.edu/NetPriceCalculator/npcalc.htm">http://www.zq-ort.edu/NetPriceCalculator/npcalc.htm</a>
Length of Program	36 weeks
Semester Credit Hours	36
Clock Hours	720
Award	English as a Second Language Certificate
Program Completion 2012 ACCET	70.41%
On Time Graduation Rate 2012	45%
Program Placement 2012 ACCET	85.39% (63.87%)

## COURSE DESCRIPTIONS

### **ESL 107 Level 1** (No prerequisite, 12 Semester Credit Hours)

This course teaches beginning level reading, writing, listening and speaking skills using a communicative approach. Grammar topics include the verb *BE*, Statements with 'there is / there are', prepositions of place, can for ability. Reading/Writing topics include skills such as the alphabet, common words and phrases, and reading/writing short pieces of text. Also, students will be introduced to basic Listening/Speaking skills, especially understanding basic greetings, commands, and phrases related to personal information and survival situations. Introduction to job skills: occupations, job interviews, job ads, work schedules.

### **ESL 207 Level 2** (ESL 107 proficiency prerequisite, 12 Semester Credit Hours)

This course teaches Low Beginning level reading, writing, listening and speaking skills using a communicative approach. Students will focus on improving overall reading and listening comprehension especially context and main ideas. Grammar topics include a review of the verb *BE*, possessive adjectives, articles, simple past, and adverbs of frequency. Reading/Writing topics include using interpersonal correspondence to express opinions and emotion. Listening/Speaking practice will focus on communication with strangers, telephone dialogues and radio advertisements, as well as pronunciation. Workplace related topics include job schedule availability, different ways to find a job, completing a job application, identifying skills and experience.

### **ESL 307 Level 3** (ESL 207 proficiency prerequisite, 12 Semester Credit Hours)

This course teaches High Beginning level reading, writing, listening and speaking skills and strategies using a communicative approach. Students will focus on techniques to improve overall language comprehension, production, and speed. Grammar points include simple present, be going to, adverbs of degree, simple past. Reading topics include maps, reading for main ideas, problem solving, and ways to manage stress. Students will learn how to fill out a medical form, write driving directions, and describe educational goals. Listening/Speaking activities include calling 911, and asking for information about an apartment. The world of work is explored through such topics as job policies, employee manuals, and changing a work schedule.

### **ESL 407 Level 4** (ESL 307 proficiency prerequisite, 12 Semester Credit Hours)

This course teaches Low Intermediate level reading, writing, listening and speaking skills and strategies using a communicative approach. Students will focus on accurate pronunciation and intonation, use of reference resources for learning English, and pre-writing and editing skills. Low Intermediate level grammar will be taught, including present perfect, gerunds, past continuous, passive, and participial adjectives. Reading/Writing topics include scanning, predicting, thank you letters, and financial goals. Listening/Speaking practice will explore topics including public announcements, radio reports, scheduling doctor's appointments, and making small talk. On the job themes will focus on strengths in the workplace, training, reading and completing a job application, and job interview preparation.

### **ESL 507 Level 5** (ESL 407 proficiency prerequisite, 12 Semester Credit Hours)

This course teaches High-Intermediate level reading, writing, listening and speaking skills and strategies using a communicative approach. Students will focus on the consolidation of grammar skills, the expansion of vocabulary and learning how to interpret tone, attitude and point of

view. High-Intermediate level grammar will be taught, including gerunds & infinitives, phrasal verb, present real conditionals, and past modals. Reading/Writing topics include distinguishing fact from opinion, main ideas from details, letters of complaint, and emails. Listening/Speaking practice will focus on interpreting the speaker's tone, attitude and point of view as well as drilling pronunciation, intonation and rhythm. Topics include car maintenance, fire safety, communicating with medical personnel, and discussing budgets. Focus on the world of work through all communication skills, including on the job training, work-related instructions, employee handbooks, being a team player, and workplace safety.

### **ESL 607 Level 6** (ESL 507 proficiency prerequisite, 12 Semester Credit Hours)

This course teaches Low Advanced level reading, writing, listening and speaking skills and strategies using a communicative approach. Grammar points include adjective clauses, subjunctive, conditionals, transitions, embedded questions, and phrasal verbs. Reading/Writing topics will include citizenship, the environment, and internet technology. Listening/Speaking practice will focus on setting goals, listening for details, qualifying opinions, and expressing comparison and contrast. Students will be taught workforce skills such as writing a resume, preparing for a job search, performance reviews, and on-the-job training and advancement.

### **ESL 707 Level 7** (ESL 607 proficiency prerequisite, 12 Semester Credit Hours)

This course teaches Advanced level reading, writing, listening and speaking skills and strategies using a communicative approach with a focus on Business Communication. Students will focus on communicating in the workplace and in professional situations. Advanced grammar concepts will be reviewed and practiced in conjunction with writing exercises, especially phrasal verbs, passive voice, reported/quoted speech, and idioms. Reading/Writing topics will include resume and cover letter writing, inter-office memos, letters of concern/complaint to consumers/manufacturers, etc. Listening/Speaking practice will focus on dictation, circumlocution, interviewing skills and short speeches.

### **ESL 807 Level 8** (ESL 707 proficiency prerequisite, 12 Semester Credit Hours)

This course teaches High-Advanced level reading, writing, listening and speaking skills and strategies using a communicative approach with a focus on American Culture. Advanced level of writing: Focus on reading, developing ideas, and writing expository essays. Advanced grammar concepts will be reviewed and practiced in conjunction with writing exercises, especially sentence structure.

### **ESL 907 Level 9** (ESL 807 proficiency prerequisite, 12 Semester Credit Hours)

This course teaches High-Advanced level reading, writing, listening and speaking skills and strategies using a communicative approach with a focus on the development of academic skills. High advanced level of reading and writing: Focus on developing critical thinking skills, writing expository essays, and introduction to writing a research paper. An introduction to the analytical and critical reading of college-level materials will be provided.

## English as a Second Language (ESL) Certificate

### 600 Contact Hours/ 30 Semester Credits

#### Objective

The Institute's major goal in the creation of its ESL program is to provide students an opportunity to gain the language skills necessary to become successful members of the global workforce. To be an active member of the global workforce, students should learn how to communicate successfully through the acquisition of strong speaking and listening abilities and the ability to read and write. These skills are important in order for the student to get and exchange information in a variety of contexts, primarily for work and career. All this involves an approach to teaching that emphasizes that listening, speaking, reading and writing skills be integrated to make the process of acquiring the language interesting and effective. As most jobs require computer skills, at every level computer lab time is introduced so that students gain the vocabulary and hands on experience needed to use computers for work and life requirements.

Language is most effectively learned through a curriculum reflecting authentic contexts. These contexts should reflect the world in which the learner is expected to communicate in English: in the workplace, in the supermarket, with a landlord, with a doctor. It's very important that language be presented, not as isolated sentences or words, but as meaningful discourse. In addition, students should be provided with an opportunity to express what they feel their language learning needs are and in what contexts they most need to improve their English skills. A teacher should provide appropriate feedback and correction, thereby facilitating a personalized learning environment based on student need.

At each of the Institute's nine levels, new language skills are presented while the skills learned in prior levels are reinforced by increasingly sophisticated applications of interpersonal communication. Issues of living and working in a multi-cultural society are also covered in increasingly greater depth at each level.

#### Entrance Requirements & Class Size

To be admitted, applicants must be high school graduates or equivalent. An oral and written placement test determines initial student placement within the program. Incoming students are properly placed at a level consistent with their language skills. Class size is limited to 24 students.

#### Program Length

The ESL program is divided into two tracks. There are 9 levels, Level 1 for beginning students through Level 9 for advanced students.

This program is the equivalent of 30 semester credit hours (600 clock hours) and meets four days per week for 4.5 hours per day, for a total of 18 contact hours per week. The program runs for approximately 36 weeks.

Upon the successful completion of 30 semester credit hours and satisfaction of all academic and administrative requirements, the student will graduate and receive a certificate.

Course Number	Course Title	Theory Hours	Lab Hours	Externship Hours	Total Hours	Semester Credit Hours
ESL 106	ESL	100	100	0	200	10
ESL 206	ESL	100	100	0	200	10
ESL 306	ESL	100	100	0	200	10
	<b>TOTAL</b>	<b>300</b>	<b>300</b>	<b>0</b>	<b>600</b>	<b>30</b>

Course Number	Course Title	Theory Hours	Lab Hours	Externship Hours	Total Hours	Semester Credit Hours
ESL 406	ESL	100	100	0	200	10
ESL 506	ESL	100	100	0	200	10
ESL 606	ESL	100	100	0	200	10
	<b>TOTAL</b>	<b>300</b>	<b>300</b>	<b>0</b>	<b>600</b>	<b>30</b>

Course Number	Course Title	Theory Hours	Lab Hours	Externship Hours	Total Hours	Semester Credit Hours
ESL 706	ESL	100	100	0	200	10
ESL 806	ESL	100	100	0	200	10
ESL 906	ESL	100	100	0	200	10
	<b>TOTAL</b>	<b>300</b>	<b>300</b>	<b>0</b>	<b>600</b>	<b>30</b>

#### Disclosures

Program Name	English as a Second Language
Standard Occupational Classification (SOC)	43-9199 <a href="http://www.bls.gov/soc/2010/soc439199.htm">www.bls.gov/soc/2010/soc439199.htm</a>
Occupational Information Network (O*NET)	43-5058 <a href="http://www.bls.gov/soc/2010/soc435058.htm">www.bls.gov/soc/2010/soc435058.htm</a> 41-9099 <a href="http://www.bls.gov/soc/2010/soc419099.htm">www.bls.gov/soc/2010/soc419099.htm</a> 51-2099 <a href="http://www.bls.gov/soc/2010/soc512099.htm">www.bls.gov/soc/2010/soc512099.htm</a>
Cost of Program Total	4,800
Tuition	4,700
Books and Supplies (estimated)	N/A
Institutional Fees	100
Room and Board	Not available
Median Loan Debt	
Title IV	N/A
Private and Institutional Loans	N/A
Net Price Calculator	<a href="http://www.zg-ort.edu/NetPriceCalculator/npcalc.htm">http://www.zg-ort.edu/NetPriceCalculator/npcalc.htm</a>
Length of Program	36 weeks
Semester Credit Hours	30
Clock Hours	600
Award	English as a Second Language Certificate
Program Completion 2012 ACCET	72.22%
On Time Graduation Rate 2012	60%
Program Placement 2012 ACCET	N/A

## COURSE DESCRIPTIONS

### **ESL 106 Level 1** (No prerequisite, 10 Semester Credit Hours)

This course teaches beginning level reading, writing, listening and speaking skills using a communicative approach. Grammar topics include the verb *BE*, statements with 'there is / there are', prepositions of place, can for ability. Reading/Writing topics include skills such as the alphabet, common words and phrases, and reading/writing short pieces of text. Also, students will be introduced to basic Listening/Speaking skills, especially understanding basic greetings, commands, and phrases related to personal information and survival situations.

### **ESL 206 Level 2** (ESL 106 proficiency prerequisite, 10 Semester Credit Hours)

This course teaches Low Beginning level reading, writing, listening and speaking skills using a communicative approach. Students will focus on improving overall reading and listening comprehension especially context and main ideas. Grammar topics include a review of the verb *BE*, possessive adjectives, articles, simple past, and adverbs of frequency. Reading/Writing topics include using interpersonal correspondence to express opinions and emotion. Listening/Speaking practice will focus on communication with strangers, telephone dialogues and radio advertisements, as well as pronunciation.

### **ESL 306 Level 3** (ESL 206 proficiency prerequisite, 10 Semester Credit Hours)

This course teaches High Beginning level reading, writing, listening and speaking skills and strategies using a communicative approach. Students will focus on techniques to improve overall language comprehension, production, and speed. Grammar points include simple present, be going to, adverbs of degree, simple past. Reading topics include maps, reading for main ideas, problem solving, and ways to manage stress. Students will learn how to fill out a medical form, write driving directions, and write about educational goals. Listening/Speaking activities include calling 911, and asking for information about an apartment.

### **ESL 406 Level 4** (ESL 306 proficiency prerequisite, 10 Semester Credit Hours)

This course teaches Low Intermediate level reading, writing, listening and speaking skills and strategies using a communicative approach. Students will focus on accurate pronunciation and intonation, use of reference resources for learning English, and pre-writing and editing skills. Low Intermediate level grammar will be taught, including present perfect, gerunds, past continuous, passive, and participial adjectives. Reading/Writing topics include scanning, predicting, thank you letters, and financial goals. Listening/Speaking practice will explore topics including public announcements, radio reports, scheduling doctor's appointments, and making small talk.

### **ESL 506 Level 5** (ESL 406 proficiency prerequisite, 10 Semester Credit Hours)

This course teaches High-Intermediate level reading, writing, listening and speaking skills and strategies using a communicative approach. Students will focus on the consolidation of grammar skills, the

expansion of vocabulary and learning how to interpret tone, attitude and point of view. High-Intermediate level grammar will be taught, including gerunds & infinitives, phrasal verb, present real conditionals, and past modals. Reading/Writing topics include distinguishing fact from opinion, main ideas from details, letters of complaint, and emails. Listening/Speaking practice will focus on interpreting the speaker's tone, attitude and point of view as well as drilling pronunciation, intonation and rhythm. Topics include car maintenance, fire safety, communicating with medical personnel, and discussing budgets.

### **ESL 606 Level 6** (ESL 506 proficiency prerequisite, 10 Semester Credit Hours)

This course teaches Low Advanced level reading, writing, listening and speaking skills and strategies using a communicative approach. Grammar points include adjective clauses, subjunctive, conditionals, transitions, embedded questions, and phrasal verbs. Reading/Writing topics will include citizenship, the environment, and internet technology. Listening/Speaking practice will focus on setting goals, listening for details, qualifying opinions, and expressing comparison and contrast.

### **ESL 706 Level 7** (ESL 606 proficiency prerequisite, 10 Semester Credit Hours)

This course teaches Advanced level reading, writing, listening and speaking skills and strategies using a communicative approach with a focus on Business Communication. Students will focus on communicating in the workplace and in professional situations. Advanced grammar concepts will be reviewed and practiced in conjunction with writing exercises, especially Phrasal Verbs, Passive Voice, Reported/Quoted Speech, and Idioms. Reading/Writing topics will include resume and cover letter writing, inter-office memos, letters of concern/complaint to consumers/manufacturers, etc. Listening/Speaking practice will focus on dictation, circumlocution, interviewing skills and short speeches.

### **ESL 806 Level 8** (ESL 706 proficiency prerequisite, 10 Semester Credit Hours)

This course teaches High-Advanced level reading, writing, listening and speaking skills and strategies using a communicative approach with a focus on American Culture. Advanced level of writing: Focus on reading, developing ideas, and writing expository essays. Advanced grammar concepts will be reviewed and practiced in conjunction with writing exercises, especially sentence structure.

### **ESL 906 Level 9** (ESL 806 proficiency prerequisite, 10 Semester Credit Hours)

This course teaches High-Advanced level reading, writing, listening and speaking skills and strategies using a communicative approach with a focus on the development of academic skills. High advanced level of reading and writing: Focus on developing critical thinking skills, writing expository essays, and introduction to writing a research paper. An introduction to the analytical and critical reading of college-level materials will be provided.

## DAILY SCHEDULE

### Morning:

8:30 - 10:00 class  
 10:00 - 10:30 break (30 min)  
 10:30– 11:30 class  
 11:30 - 11:45 break (15 min)  
 11:45 - 1:00 class

### Evening:

5:30 - 7:00 class  
 7:00 - 7:30 break (30 min)  
 7:30 - 8:30 class  
 8:30 - 8:45 break (15 min)  
 8:45 - 10:00

### Evening: Associate Degree

6:00 – 7:00 class  
 7:00 - 7:30 break (30 min)  
 7:30 - 8:30 class  
 8:30 - 8:45 break (15 min)  
 8:45 - 10:00

## ACADEMIC CALENDAR 2013-2014

July 4	Thursday	Independence Day – School Closed
September 2	Monday	Labor Day – School Closed
September 4	Wednesday	Erev Rosh Hashanah – No evening classes
September 5 – 6	Thur – Fri	Rosh Hashanah – School Closed
September 18	Wednesday	Erev Sukkot – No evening classes
September 19 – 20	Thur – Fri	Sukkot – School Closed
September 25	Wednesday	Erev Shemini Atzeret – No evening classes
September 26	Thursday	Shemini Atzeret – School Closed
September 27	Friday	Simchat Torah – School Closed
November 28 – 29	Thur – Fri	Thanksgiving – School Closed
Dec 24 – Jan 1	Tue– Wed	Winter Recess – No classes
<b>January 2, 2014</b>	<b>Thursday</b>	<b>Classes Resume</b>
January 20	Monday	Martin Luther King Jr. Day – School Closed
February 17	Monday	President's Day - School Closed
April 14 – 18	Mon-Sun	Spring Recess – No classes
April 21 – 22	Mon-Tue	Pesach (Passover) – School Closed
May 26	Monday	Memorial Day – School Closed
June 3	Tuesday	Erev Shavuot – No evening classes
June 4 – 5	Wed –Thur	Shavuot – School Closed

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BSME, Kiev Technological Institute, Ukraine

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**Svetlana Boulavina**

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MA, BA, Lvov State University, Ukraine

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MBA, University of Massachusetts Lowell  
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BS, University of Illinois at Chicago

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AAS in Accounting Instructor  
Ph.D., Loyola University  
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**Dr. Bruce Cook**

Web Design Instructor  
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MA, San Diego State University  
BA, Ohio Wesleyan University

**Michael Curtin**

AAS in Accounting Instructor  
MFA, Columbia College  
BA, University of Illinois

**Dr. Hiren Desai**

Medical Assistant Instructor  
MD, Our Lady of Fatima University, Philippines  
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**John Egan**

ESL Instructor  
MSEd, Southern Illinois University Carbondale  
MA, Southern Illinois University Carbondale  
BA, Southern Illinois University Carbondale

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Medical Assistant Instructor  
MAPH, Benedictine University  
BSN, The Ohio State University

**Larry Greenberg**

ESL Instructor  
MUP, New York University  
BA, Brooklyn College

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ESL Instructor  
MAT, Kent State University  
BA, BS, Cleveland State University

**Dr. Nick Ioannou**

Medical Assistant Instructor  
MD, St. Matthew's University School of Medicine, Cayman Islands  
MHA, St. Joseph's College  
BS, California State University

**Eralda Kanacevic**

Accounting Instructor  
MBA, University of Phoenix  
BBA, Robert Morris University  
AAS, Robert Morris University

**Dr. Dennis Korneff**

Medical Assistant Instructor  
MD, Rush University  
BA, The University of Chicago

**Aviva Levavi**

ESL Instructor  
MS, Spertus College  
BA, State University of New York

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**Adnan Memon**

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MD, Vinnitsa Medical Institute, USSR

**Sora S. Nam**

ESL Instructor  
MA, Northeastern University  
BS, University of Illinois at Urbana-Champaign

**Sam Neusner, CPA**

Accounting Instructor  
MBA, DePaul University  
MSA, University of Rhode Island  
BA, University of Chicago

**Maura Nugent**

ESL Instructor  
M.Ed., DePaul University  
BA, Washington University

**Ekaterina Petkova**

ESL Instructor  
MA, Northeastern Illinois University  
BA, State Music Academy of Sofia, Bulgaria

**Nelly Petkova**

ESL Instructor  
BA, MA, St. Cyril and Methodius University, Bulgaria

**Erika Robers**

ESL Instructor  
MA, DePaul University  
BA, Xavier University

**Abraham Rokach**

Computer Applications Instructor  
MS, Massachusetts Institute of Technology  
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**Phillip Samuels**

Accounting Instructor  
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ESL Instructor  
M.Ed., University of Illinois at Chicago  
BA, University of Houston

**Dr. Galina Shogan**

AAS in Accounting Instructor  
PhD, MBA, BBA, Sumy State University, Ukraine

**Jessica Spata**

AAS Instructor  
MS, University of Phoenix  
BA, Columbia College Chicago

**Bonnie Sweetman**

ESL Instructor  
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**Kendall Taylor**

ESL Instructor  
MA, DePaul University  
BA, The University of New Mexico

**Whitney Tullos**

ESL Instructor  
MA, University of Chicago  
BA, University of North Carolina

**Douglas Whippo**

AAS in Accounting Instructor  
MFA, Columbia College Chicago  
BA, Marquette University

**Roxanne Wittkamp**

Full-time Faculty, AAS in Accounting  
MBA, Webster University  
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