COURSE CATALOG

2014 - 2015

CHICAGO ORT TECHNICAL INSTITUTE

5440 Fargo Avenue

Skokie, Illinois 60077

Telephone: (847) 324-5588

Fax: (847) 324-5580

www.ORTChicagoTech.edu

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WELCOME

Welcome to Chicago 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. ChicagoORT 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 Chicago ORT Technical Institute.

REASONS TO ATTEND
CHICAGO 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, 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
Chicago 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
Chicago 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 Chicago 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.ortchicagotech.edu/disclosures

INTRODUCTION

Mission Statement
ChicagoORT 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

Chicago 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. ChicagoORT 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:
Administrative Office Management
Accounting
Computer 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 worldwidenetwork 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 Chicago 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 ChicagoORT Technical Institute

Chicago 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.

Approvals

Chicago 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

Chicago 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. ACCET is listed by the U.S. Department of Education as a nationally recognized accrediting agencyand is a recognized member of the Council for Higher Education Accreditation (CHEA).

International Students

Chicago 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. Chicago 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 atChicago ORT Technical Institute includes a collection of manuals, reference books and periodicals designed to support thecourse 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 schoolfor 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 Chicago 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 supplement, consumer information (including tuition and fees), and current schedule of program start dates.

Applicants are given a copy of the catalog supplement, consumer information (including tuition and fees), and current schedule of program start dates.

All applicants must submit a completed applicationAdmissions documentation includes the application, Compass ACT exam, and a student attestation form in which students attest they have graduated from a high school.An official letter of acceptance to the Institute is sent by the Admissions Representative.

Diploma types recognized by Chicago 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 9:00 a.m. to 7:00 p.m., Monday through Thursday, and 9:00 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.

EntranceTesting 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 150 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 Academic Dean 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

Chicago 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 be accepted for any program where credit is received from prior educational training at Chicago 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 Chicago 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 Chicago 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 Chicago ORT Technical Institute. The maximum number of credits that may be transferredfrom other institutions is 10 % of the total scheduled credit hours for the program (e.g. no more than 18 semester credit hours).The acceptance or denial of credit is determined by the Program Coordinator. The student is informed of the decision from Admissions. Appeals may be made in writing to the Academic Dean who will respond within seven (7) days. The decision of the Academic Dean is considered final.

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.
ChicagoORT Technical Institute does not offercredit by examination or experiential credit for non-credit coursework, work experience, or life experience.

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. Chicago ORT Technical Institute does not charge any fees for reviewing transcripts or granting transfer credit.

Chicago 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 creditsmust 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 Chicago 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. Chicago ORT Technical Institute neither implies nor guarantees that credits earned will be accepted by other institutions.

Articulation Agreements

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

> East-West University (eastwest.edu)
> Westwood College (westwood.edu)
> SolexCollege (solex.edu)
> Bramson ORTCollege (bramsonort.edu)
> Los Angeles ORT College (laort.edu)

Criteria for Admissions for Students with Disabilities

Chicago 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 Academic Dean 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, ChicagoORT 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), booksand 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 must see the Registrar's office for completing out the transfer forms. Students may only transfer one time. Exceptions to this policy may be considered by the Director and/or Academic Dean.

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.

Chicago 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

Chicago ORT Technical Institute has adopted the following refund policy, which is in accordance with the State of Illinois Board of Higher Education and with the standards set by the Accrediting Council for Continuing Education and Training.

STUDENT'S RIGHT TO CANCEL

1. You have the right to cancel your agreement for a program of instruction, during the first week of the program (seven calendar days from the start date of the program). Upon cancellation of the agreement Chicago ORT Technical Institute will refund all monies paid, less an application/registration fee of $100. After the end of the cancellation period, you also have the right to stop your program of instruction at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the calendar days in the current payment period in your program through the last day of attendance.
2. Alladditionalcosts,suchasbooks,supplies,equipment,laboratoryfees, a n d anysimilar chargesnotincludedinthetuitionprice,areclearly statedintheenrollmentagreement and in the catalog. Suchchargesarenotsubjecttotherefundcomputationbutarelimitedtothose materialsthat are distributedandattributabletotheportionoftheprograminwhichthestudentis enrolled. Textbooks may be returned if they are unused and unmarked and returned within 10 days of cancellation/withdrawal from the Institute.
3. Cancellation may occur when the student provides a written notice of cancellation to the Institution. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
4. All monies will be refunded if the Institute does not accept the applicant, program cancellation by the Institute, or if the student is a no show/never starts the program.
5. Allrefundsduewillbemadewithinforty-five(45)calendardaysofthefirstscheduledday of class orthe dateof cancellation, whichever is earlier.

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the Institute at any time after the cancellation period (described above) and receive a refund, if eligible. Chicago ORT Technical Institute will conduct**two refund calculations, one based on the State of Illinois guidelines and a second based on the ACCET refund policy guidelines. The withdrawn or terminated student will be provided the refund calculation that provides the greatest benefit to the student.**

Refund Policy Guidelines – If you withdraw or are terminated after the cancellation period, you will receive a pro rata refund if you have completed 60 percent or less of the calendar days in the current payment period in your program through the last day of attendance.

The refund will be less a registration or administration fee not to exceed $100.00. All additional costs, such as books, supplies, equipment, laboratory fees, and any similar charges not included

in the tuition price, are clearly stated in the enrollment agreement and in the catalog. Such charges are not subject to the refund computation but are limited to those materials that are distributed and attributable to the portion of the program in which the student is enrolled. Textbooks may be returned if they are unused and unmarked and returned within 10 days of cancellation/withdrawal from the Institute.

If the student has completed more than 60% of the payment period for which the student was charged, the tuition is considered earned and the student will receive no refund.

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

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The Institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the Institute.
- The student has failed to attend class for 14 days.
- Failure to return from a leave of absence.

For an enrolled student, the refund due will be calculated using the last date of attendance (LDA) and be paid within forty-five (45) calendar days from the documented date of determination (DOD). The amount owed equals the daily charge for the payment period (total institutional charge, minus non-refundable fees, divided by the number of days in the payment period), multiplied by the number of days scheduled to attend in the payment period, prior to withdrawal.

For any armed forces members called to active duty during their program of study, Chicago ORT Technical Institute will provide the student a pro rata refund through the last day of attendance of the last course completed, less a registration or administration fee not to exceed $100.00. All additional costs, such as books, supplies, equipment, laboratory fees, and any similar charges not included in the tuition price, are clearly stated in the enrollment agreement and in the catalog. Such charges are not subject to the refund computation but are limited to those materials that are distributed and attributable to the portion of the program in which the student is enrolled. Textbooks may be returned if they are unused and unmarked and returned within 10 days of cancellation/withdrawal from the Institute.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

ACCET Refund Policy Guidelines

1. After the first week and through fifty percent (50%) of the period of financial obligation, tuition charges retained will not exceed a prorata portion of tuition for the training period completed (based on the number of weeks attended), plus ten percent (10%) of the unearned tuition for the period of training that was not completed. (See example below.)

2. After fifty percent (50%) of the period of financial obligation is completed, the Institute may retain the full tuition.

3. The Institute may retain the administrative/registration fee not to exceed $100.

4. When determining the number of weeks completed by the student, the Institute will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.

Refund Calculation Sample

24 weeks of training; scheduled start on January 4th; scheduled completion on June 17th . Student is financially obligated for the entire program, 24 weeks of training.
Tuition is $7500.
Last date of attendance is February 24th.
Date of determination based on the Institute's attendance policy is March 8th.

number of weeks student attended / 8 weeks = 33.3%
number of weeks financially obligated / 24 weeks
Pro rata portion completed based on 8 weeks = 33.3%
33.3% of $7500 tuition = $2500
10% of $5000 (unearned) tuition = $500
Owed to Institute = $3000
Refunded to student by April 22nd = $4500

Charges Other Than Tuition:

All additional costs, such as books, supplies, equipment, laboratory fees, and any similar charges not included in the tuition price, are clearly stated in the enrollment agreement. Such charges are not subject to the refund computation but are limited to those materials that are distributed and attributable to the portion of the program in which the student is enrolled. Textbooks may be returned if they are unused and unmarked and returned within 10 days of withdrawal from the Institute. Non-refundable charges are explicitly stated on the enrollment agreement.

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.

FINANCIAL ASSISTANCE

Information on financial aid programs and all related consumer information are available by reviewing the catalog on our website at www.ortchicagotech.edu. The following is a description of the types of financial aid programs currently offered by the school.

The Financial Aid Office

The Chicago 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

Chicago 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 - 2015-2016 range from $650 to $5,775 and are pro-rated based on enrollment. Eligibility is determined by the U.S. Department of Education. (USED). (do not use DOE as an acronym for the Dept of ED, that acronym is reserved for the Dept of Energy)
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 Chicago 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.

Scholarships

Special non-governmental Chicago ORT institutional funds in the form of scholarships are available to eligible students to help defray the cost of program tuition. Students must complete their program to remain eligible for scholarship assistance.

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.

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.

Student loans are a form of financial aid that must be repaid. Chicago 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, 2014. Loan consolidation does not make a student a new borrower

a. **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.
b. **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 Chicago 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-551stamped 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 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 FSA UserID and password, if you do not already have one, at the beginning or 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 (USED) 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 2-3 business days or by mail within two weeks.
5. In 3 business days a student may contact ORT's financial aid office for the results: 847-324-5588 ext. 24.
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 Student Loans website (www.studentloans.gov).
9. If the PLUS loan is a part of a student's financial aid package, the parent must complete the credit record authorization, a MPN and Loan Counseling on the Student Loan website(www.studentloans.gov).   .

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.

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.

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 period of enrollment completed, the number of days* attended in the period of enrollment 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 period of enrollment is multiplied by the percentage of the period of enrollment 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 period of enrollment.
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. Chicago 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 Academic Dean 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. ChicagoORT 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 Chicago 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 ChicagoORT 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 Chicago 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 Chicago 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.

3. **VIA THE INTERNET:**Go to the website of the radio or TV stations listed below, or go to www.EmergencyClosings.com to search for the school by name and city or location, i.e. Name: Chicago 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 to 160 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

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.ortchicagotech.edu/wp-content/uploads/2014/02/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

ChicagoORT 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 Chicago 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

ChicagoORT 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. Chicago 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 Chicago 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.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 Academic Dean. 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'sregulatory 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 Chicago 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 Chicago 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 providesChicagoORT 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 Chicago 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

Chicago 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

ChicagoORT 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

ChicagoORT 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 –DegreeProgram

Degree Program Evaluation Points	20%	40%	60%	80%	100%
Minimum GPA	1.0	1.25	1.5	1.75	2.0
Minimum Credits Completion	9	18	27	39	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 – ESLPrograms

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 Academic Dean, may determine that the student is making satisfactory progress towards a certificate/degree. The Registrar, along with the Academic Dean 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 Academic Dean 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.

Minimum Attendance Standards by Program

Associate of Applied Science (AAS) Degree in Accounting
Students must maintain a minimum of 90% of the program hours.

Administrative Office Management
Students must maintain a minimum of 90% of the program hours.

Accounting
Students must maintain a minimum of 90% of the program hours.

Digital Graphics and Web Design
Students must maintain a minimum of 90% of the program hours.

Computer and Networking Technology
Students must maintain a minimum of 90% of the program hours.

Medical Assistant
Students must maintain a minimum of 90% of scheduled program hours in order to participate in externship. 100% of all externship hours must be completed.

Pharmacy Technician
Students must maintain a minimum of 90% of scheduled program hours in order to participate in externship. 100% of all externship hours must be completed.

English as a Second Language – 720 Hour Program
Students must maintain a minimum of 90% of the program hours.

English as a Second Language – 600 Hour Program
Students must maintain a minimum of 80% of the program hours.

Tardiness/Early Departures
"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. 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. Tardiness and early departures are documented in 10-minute increments. 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.

Make-Up

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

Degree Program Evaluation Points	20%	40%	60%	80%	100%

Certificate Program	Evaluation Points			
Computerized Accounting	25%	50%	75%	100%
Digital Graphics and Web Design	25%	50%	75%	100%
Administrative Office Management	25%	50%	75%	100%
Computer and Networking Technology	25%	50%	75%	100%
Medical Assistant	25%	50%	75%	100%
Pharmacy Technician	25%	50%	75%	100%
English as a Second Language – 720 Hour Program	17%	50%	67%	100%
English as a Second Language – 600	17%	50%	67%	100%

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

A student who has missed fourteen (14) consecutive calendar days will be terminated from the program.

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. Students who are terminated due to failure to meet attendance requirements are responsible for meeting their financial obligations to the Institute.

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 (I) (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. Chicago ORT Technical Institute offers Technical, Medical,and Businessprograms 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 tocomplete 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 Aidtraining 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 Chicago 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 "Completer/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. ChicagoORT 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 "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 Program Coordinator 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 Academic Dean 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. Classroom instruction at Chicago 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 average 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 average 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 Chicago 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, Chicago 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. A student can make up no more than 20% 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 30 days.

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

Chicago 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
- Completea certificate or degree program within a maximum time frame allowed

The lengths of certificate programs are divided into two evaluation points. The lengths of the degree program is divided at the end of each semester.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:

DegreeProgram

Degree Program Evaluation Points	20%	40%	60%	80%	100%
Minimum GPA	1.0	1.25	1.5	1.75	2.0
Minimum Credits Completion	9	18	27	39	Completion of Program

Certificate Programs

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

ESLPrograms

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

Probation Appeal

Students that have been placed on probation may request an appeal, in writing, with the Academic Dean within five (5) working of 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.

Transfer and Readmitted Students

Transfer students from outside the Institute will be evaluated qualitatively only on the work completed while at Chicago 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

ChicagoORT Technical Institute students and graduates should note that other educational institutions have full discretion as to which credits are transferable. However, ChicagoORT Technical Institute hasarticulationagreements with the following institutions:East-West University (eastwest.edu); Westwood College (westwood.edu);Solex College (solex.edu);Bramson ORTCollege (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 asGPA, financial standing, date of birth, and address is verifiable with the student's consent.

Withdrawal from School

Astudent 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.. After the beginning of their study each student is responsible for any and all payment arrangements. Students must discuss the academic and financial impact of withdrawal with the Financial Aid and Program Coordinators.

PROGRAM DESCRIPTIONS

Associate of Applied Science in Accounting Degree
62Semester 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 examinationincluding 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
Chicago 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 62semester credit hour program.

	ACCOUNTING CLASSES	*44 semester credits*
Course Number	**Course Title**	
CP100	Computer Essentials	3 .0

CP210	Spreadsheet Fundamentals	4 .0
CP220	Advanced Spreadsheet	4 .0
AC111	Principles of Accounting I	4 .0
AC112	Principles of Accounting II	4 .0
AC260	QuickBooks for Accounting I	4.0
AC261	QuickBooks for Accounting I I	4.0
AC 210	Federal Income Taxation	3.0
AC220	Cost Accounting	3.0
AC230	Auditing	4.0
CP230	Data Base Application	3.0
BM100	Introduction to Business & Ethics	3.0
AC 240	Introduction to Financial Management	3.0

	GENERAL EDUCATION CLASSES **Students are required to take six or seven courses (18 to 21 semester credits), one or two courses from the following discipline**	*18 semester credits*
Course Number	*Social and Behavioral Science(Choose one or two)*	
GE150	Economics	3.0
GE 281	Anthropology	3.0
PS110	Introduction to Psychology	3.0
	Humanities(Choose one or two)	
HI 104	American History	3.0
HI 105	American Government	3.0
	Communications(Choose two or three)	
EN101	Introduction to composition	3.0
EN200	Speech	3.0
EN300	Essay Writing	3.0
	Life and Physical Sciences (Choose one)	
BI101	Biology	3.0
	Mathematics and Natural Science(Choose one or two)	
MT130	College Algebra	3.0
MT140	Business Calculus	3.0
MT150	Statistics	3.0
EP101	*Employment Preparation*	0.0
	Total Credit Hours to Graduate	*62 semester credits*

Disclosure

Program Name	Associate of Applied Science in Accounting
Standard Occupational Classification (SOC) Occupational Information Network (O*NET)	43-3031 www.bls.gov/soc/2010/soc433031.htm
Cost of Program Total	19,160

Tuition	17,360
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	http://www.ortchicagotech.edu/NetPriceCalculator.html
Length of Program	4-6 semesters
Semester Credit Hours	62
Clock Hours	N/A
Award	Associate of Applied Science Degree in Accounting
Program Completion 2013 ACCET	66.67%
On Time Graduation Rate 2013	66.67%
Program Placement 2013 ACCET	100%

Course Descriptions:

CP100 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 via brief overview MS Office applications to create flyers, reports, tables and presentation graphics.

CP210 Spreadsheet Fundamentals(CP100 prerequisite, 3 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.

CP220 Advanced Spreadsheet Applications (CP210 prerequisite, 3 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.

AC111 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.

AC112 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.

AC260 QuickBooks for Accounting I(CP100, AC111 prerequisite, 4 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.

AC261 QuickBooks for Accounting II (AC260 prerequisite, 4 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.

AC210 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, filling requirement; gross income, adjusted gross income, deductions, gains & loses; and taxes and credits.

AC220 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.

AC230 Auditing(AC111, AC112 prerequisite, 4 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.

CP230 Data Base Application (CP210 prerequisite, 3 Semester Credit 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

BM100 Introduction to Business & 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.

BI 101 Biology (No prerequisite, 4 Semester Credit Hours)
A study of the basic concepts of living organisms including cell structure and function, metabolism, growth, and differentiation, reproduction, genetics, behavior, adaptations, and evolution.

AC240 Introduction to Financial Management (No prerequisite, 3 Semester Credit Hours)
This course provides the student with an understanding of the fundamental principles, methods, 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.

GE150 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.

GE181 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 skills while discovering how their understanding of culture can enhance their personal and professional lives.

PS110 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.

HI104 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.

HI105 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.

EN101 Introduction to Composition (No prerequisite, 3 Semester Credit 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.

EN200 Speech (No prerequisite, 3 Semester Credit Hours)
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.

EN300 Essay Writing (No prerequisite, 3 Semester Credit 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.

MT130 College Algebra (No prerequisite, 3 Semester Credit Hours)
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

MT140 Business Calculus (No prerequisite, 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.

M150 Statistics (No prerequisite, 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).

EP101 Employment Preparation (No prerequisite, 0 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.

AccountingCertificate

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 & Class Size:
Students must be high school graduates or the equivalent, obtain passing scores on the school's entrance Compass test and be interviewed by the Admissions Department. Average class size is 12 students.

Equipment:
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 available both day and evening, meeting four times per week. The program meets 4.5 hours per class session for a total of 18 hours per week. Students are required to take Employment Preparation and Communication & Customer Relations courses. This brings the program's length to 33 semester credit hours or 738 classroom hours. The program comprises of approximately 45 weeks of instruction for both day and evening programs.

Course Number	Course Title	Total Hours	Academic Semester Credit Hours
CP100	Computer Essentials	54	3
OS101	Basic Keyboard & Typing	36	1
CP210	Spreadsheet Fundamentals	72	3
CP220	Advanced Spreadsheet	72	3
MT110	Business Math	72	3
AC111	Principles of Accounting I	90	4
AC112	Principles of Accounting II	90	4
AC260	QuickBooks for Accounting I	90	4
AC261	QuickBooks for Accounting II	90	4
EN100	Communication & Customer Relations	54	3
EP101	Employment Preparation	18	1
	TOTAL	**738**	**33**

Disclosure

Program Name	Accounting
Standard Occupational Classification (SOC) Occupational Information Network (O*NET)	43-3031 www.bls.gov/soc/2010/soc433031.htm
Cost of Program Total	11,800
Tuition	10,600
Books and Supplies (estimated)	750
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	http://www.ortchicagotech.edu/NetPriceCalculator.htm
Length of Program	45 weeks
Semester Credit Hours	33
Clock Hours	738
Award	Certificate in Accounting
Program Completion 2013 ACCET	63.64%
On Time Graduation Rate 2013	63%
Program Placement 2013 ACCET	71.43%

COURSE DESCRIPTIONS:

CP100 Computer Essentials (No prerequisite, 3 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 via brief overview MS Office applications to create flyers, reports, tables and presentation graphics.

OS101 Basic Keyboarding and Typing (No prerequisite, 1 Semester Credit Hour)
Keyboarding skills are developed on the alphabetical keyboard using the computer. The student learns the fundamentals of centering text, tabulation, and letter placement. A minimum speed of 45 words per minute is achieved.

CP210 Spreadsheet Fundamentals (CP100 prerequisite, 3 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.

CP220 Advanced Spreadsheet Applications (CP210 prerequisite, 3 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.

MT110 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.

AC111 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.

AC112 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.

AC260 QuickBooks for Accounting I (CP100, prerequisite, 4 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.

AC261 QuickBooks for Accounting II (AC260 prerequisite, 4 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.

<u>EN100 Communication & Customer Relations</u> (No prerequisite, 3 Semester Credit Hours)
This course introduces students to effective written & verbal communication. They will explore the language of global business, alongside the study of leadership, management and communication across national boundaries with cultural understanding and awareness. In addition, this course provides students with the foundation of sound customer service and customer relations.

<u>EP101 Employment Preparation</u> (No prerequisite, I 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.

Administrative Office Management

Objective:
Chicago ORT Technical Institute's Administrative Office Management (AOM) program is an innovative and advanced approach to today's business and customer focus workforce. The curriculum blends human relations and communication with the latest administrative office technology and procedures. Students will be able to:
- Gain an understanding of business issues in planning Management and Marketing
- Apply general accounting and financial principles, skills and analysis in the workplace
- Upgrade their skills for job advancement or enter a new career

Entrance Requirements & Class Size:
Students must be high school graduates or the equivalent, obtain passing scores on the school's entrance Compass test and be interviewed by the Admissions Department. Average class size is 12 students.

Program Length:
This program is available both day and evening, meeting four times per week. The program meets 4.5 hours per class session for a total of 18 hours per week. Students are required to take Employment Preparation and Communication & Customer Relations courses. This brings the program's length to 36 semester credit hours or 720 classroom hours. The program comprises of approximately 44 weeks of instruction for both day and evening programs.

Course Number	Course Title	Total Hours	Academic Semester Credit Hours
Module One:	**Front Office**		
CP120	Office Procedures & Basic Keyboarding	**54**	**3**
CP140	Word Processing & Presentation Applications	**54**	**3**
CP210	Spreadsheet Fundamentals	**72**	**3**
Module Two:	**Human Resources/Management &Marketing**		
BM100	Introduction to Business & Ethics	**54**	**3**
BM120	Principles of Management	**54**	**3**
BM130	Principle of Marketing	**54**	**3**
Module Three:	**Finance & Accounting**		
BM140	Introduction to Finance	**54**	**3**
AC111	Principles of Accounting 1	**90**	**4**
AC260	QuickBooks for Accounting 1	**90**	**4**
	All three modules are required to take these courses:		
EP101	Employment Preparation	**18**	**1**
EN100	Communication & Customer Relations	**54**	**3**
MT110	Business Math	**72**	**3**
	Totals	**720**	**36**

Disclosure

Program Name	Administrative Office Management
Standard Occupational Classification (SOC) Occupational Information Network (O*NET)	11-3011 www.bls.gov/soc/2010/soc113011.htm
Cost of Program Total	11,700
Tuition	10,600
Books and Supplies (estimated)	1,100
Institutional Fees	100
Room and Board	Not available

Median Loan Debt	N/A
Title IV	N/A
Private and Institutional Loans	N/A
Net Price Calculator	http://www.ortchicagotech.edu/NetPriceCalculator.htm
Length of Program	44 weeks
Semester Credit Hours	36
Clock Hours	720
Award	Certificate in Administrative Office Management
Program Completion 2013 ACCET	N/A
On Time Graduation Rate 2013	N/A
Program Placement 2013 ACCET	N/A

COURSE DESCRIPTIONS:

Module One: Front Office

CP120 Office Procedures & Basic Keyboarding (No prerequisite, 3.0 Semester Credit Hours)

This course provides an introduction to administrative duties and office procedures including telephone techniques, files and records management, human relations, office organization, and management. Also presents the fundamentals and proper usage of the keyboard and 10-key adding machine. Proper hand and body positions are taught to build speed and accuracy in keying alphanumeric data.

CP140 Word Processing Applications (No prerequisite, 3.0 Semester Credit Hours)

This course instructs the student in the operation of word-processing software on the personal computer, centering, formatting, editing, printing and replacing text. Importing text and graphics documents created in other computer application programs will be covered as well as exporting documents to other application programs. The student will learn how to create typical business documents from an array of industry consortiums including law, magazine, book and newspaper publishing, flyers and more.

CP210 spreadsheet Applications (CP120 prerequisite, 3.0 Semester Credit Hours)

Students use the electronic spreadsheet for multiple usage scenarios including accounting and database applications. Problems are solved using spreadsheet software. There is an emphasis on the use of the computer in financial planning. Students use programming techniques unique to spreadsheet applications, and present information in tabular and graphic form. Integration of information from database, spreadsheet, graphics and text files into meaningful formats is covered.

Module Two: Human Resources/Management and Marketing

BM100 Introduction to Business & 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.

BM120 Principles of Management (No prerequisite, 3 Semester Credit Hours)

This course examines the historical and philosophical roots of management as well as current management theory and practices in the management role and in the human resources role. The critical success factors leading to effective performance in the roles of planner, decision maker, organizer, leader, motivator, controller and manager of a diverse workforce in a changing environment are identified and evaluated.

BM130 Principle of Marketing (No prerequisite, 3 Semester Credit Hours)

This course purpose is to provide students with a firm foundation in fundamental marketing concepts, frameworks, and analytical approaches. All concepts will be accompanied by case studies in which companies, organizations, and the government have, or could have, applied marketing to solve their problems.

Module Three:

BM140 Introduction to Finance (No prerequisite, 3 Semester Credit Hours)

This course Introduction to Finance develops the three components of finance in an interactive framework that is consistent with the responsibilities of all financial professionals, managers, intermediaries, and investors in today's economy.

AC111 Principle of Accounting 1 (No prerequisite, 4 Semester Credit Hours)

This course provides the student with an understanding of the fundamental principles, method, 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 and accounting for merchandise transactions and assets management. Journalizing, posting, preparing a trial balance and worksheet, adjusting and closing entries, and preparing a post-closing trial balance are also discussed.

<u>AC260 QuickBooks for Accounting 1</u> (AC111 prerequisite, 4.0 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.

<u>All three modules are required to take these courses:</u>

<u>EP101 Employment Preparation</u> (No prerequisite, I.0 Semester Credit Hours)
In this seminar, students will learn 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.

<u>EN100 Communication & Customer Relations</u> (No prerequisite, 3 Semester Credit Hours)
This course introduces students to effective written & verbal communication. They will explore the language of global business, alongside the study of leadership, management and communication across national boundaries with cultural understanding and awareness. In addition, this course provides students with the foundation of sound customer service and customer relations.

<u>MT100 Business Math</u> (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

Computer and Networking Technology

Objective:
This program will help students gain both the knowledge and skills needed to be confident and ready to work as Computer Technician/IT Administrator/ PC Technician/Help Desk Support in the IT industry with enhanced knowledge of System and Server Administration. Students will gain security and risk management skills that are among the most highly sought after skills in networking. In Addition, graduates will have hands –on knowledge of server configuration, client connectivity, security, networking, Active Directory, DNA, DHCP, troubleshooting, optimization and backup/recovery of critical data. Courses include preparation for industry standard certification in the following areas: Cisco Certified Entry Networking Technician (CCENT), Cisco Certified Networking Associate (CCNA), CompTIA Network+, CompTIA Security+ and more. As an approved member of the Microsoft IT Academy and the Cisco Networking Academy, ORT uses Official Microsoft Learning Products and Official Cisco Curriculum course materials. Classes meet in state-of-the-art computer labs that offer the latest in networking technology.

Entrance Requirements &Class Size:
Students must be high school graduates or the equivalent, obtain passing scores on the school's entrance Compass test and be interviewed by the Admissions Department. Average class size is 12 students.

Program Length:
This program is available both day and evening, meeting four times per week. The program meets 4.5 hours per class session for a total of 18 hours per week. Students are required to take Employment Preparation and Communication & Customer Relations courses. This brings the program's length to 32 semester credit hours or 720 classroom hours. The programcomprises of approximately 44 weeks of instruction for both day and evening programs.

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

Course Number	Course Title	Total Hours	Academic Semester Credit Hours
CP100	Computer Essentials	54	3
CA101	IT Essentials 1	72	3
CA102	IT Essentials 2	72	3
CA201	Cisco Network Essential	72	3
CA202	Cisco Routing &Switching Essential	72	3
CA203	Cisco Routing & Switching Troubleshooting	72	3
CA204	Cisco Accessing	72	3
CA301	Cisco Manage Security	90	4
CA304	Cisco Security Implementation	72	3
EN100	Communication & Customer Relations	54	3
EP101	Employment Preparation	18	1
	TOTAL	720	32

Disclosure

Program Name	Computer and Networking Technology
Standard Occupational Classification (SOC) Occupational Information Network (O*NET)	15-1152 www.bls.gov/soc/2010/soc151152.htm 15-1142 www.bls.gov/soc/2010/soc151142.htm 15-1159 www.bls.gov/soc/2010/soc151159.htm
Cost of Program Total	14,322
Tuition	12,000
Books and Supplies (estimated)	2,222
Institutional Fees	100
Room and Board	Not available
Median Loan Debt	2,964
Title IV	2,964
Private and Institutional Loans	0
Net Price Calculator	http://www.ortchicagotech.edu/NetPriceCalculator.htmll

Length of Program	44 weeks
Semester Credit Hours	32
Clock Hours	720
Award	Certificate in Computer and Networking Technology
Program Completion 2013 ACCET	77.78%
On Time Graduation Rate 2013	67%
Program Placement 2013 ACCET	70%

Course Descriptions:

CP 100 Computer Essentials (No prerequisite, 3.0 Semester Credit Hours)
This course introduces students to basic computer concepts using Window 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 as well as a brief overview of MS Office applications to create flyers, reports, tables and presentation graphics.

CA101 IT Essentials I (No prerequisite, 3.0 Semester Credit Hours)
This course develops the working knowledge of how computers operate, how to assemble computers, and how to troubleshoot hardware and software issues. Hands-on labs and the Virtual Desktop learning tools help students develop critical thinking and complex problem-solving skills. By the end of the course students will apply practical skills and procedures needed for hardware and software installations, upgrades and troubleshooting.

CA102 IT Essentials II (Prerequisite CA101 IT Essentials 1, 3.0 Semester Credit Hours)
This course teaches the implementation of basic hardware and software security principles. Students will learn to install and navigate an operating system. The purpose of preventative maintenance will be explained, as well as the identification of elements in the troubleshooting process. This course will also help students prepare for the entry-level ICT career opportunities and Comp TIA A+ certification.

CA201 Cisco Network Essential (No prerequisite, 3.0 Semester Credit Hours)
This course introduces students to the basics of routing, switching and advanced technologies in preparation for the CCENT and CCNA certification exams. The students study the architecture, structure, functions, components, and models of the internet and computer networks. The principles of IP addressing and fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. By the end of this course the students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP and Addressing schemes.

CA202 Cisco Routing & Switching Essential (Prerequisite CA201, 3.0 Semester Credit Hours)
This course takes students to the next level in describing the architecture, components, and operations of routers and switches in a small network. Student in this course will learn the routing, switching and advanced technologies to prepare for the CCENT certification exam. By the end of the course students will know how to configure routers and switches and resolve common issues with RIPv1, RIPv2, single are and multi-area OSPF, virtual LANs, and inter-VLAN routing both IPv4 and IPv6 networks.

CA203 Cisco Routing & Switching Troubleshooting (Prerequisite CA202, 3.0 Semester Credit Hours)
This course gives students more comprehensive networking concepts, from network applications to the protocols and services provided to those applications by the lower layers of the network. Students learn how to configure routers and switches for advanced functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with OSP F, EIGRP, STP, and VTP in both IPv4 and IPv6 networks. Students will also develop the knowledge and skills needed to implement DHCP and DNS operations in a network.

CA204 Cisco Accessing WAN (Prerequisite CA203, 3.0 Semester Credit Hours)
This course continues to the next level of the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. This course will also prepare the students for the CCNA certificate program. By the end of this course, students also develop the knowledge and skills needed to implement IPSec and virtual private network (VPN) operations in a complex network.

CA 301 Cisco Manage Security (Prerequisite CA204, 4.0 Semester Credit Hours)
In this course students will be introduced to the core security concepts and skills needed for the installation, troubleshooting, and monitoring of network devices to maintain the integrity, confidentiality, and availability of data and devices. By the end of the course the students will implement firewall technologies to secure the network perimeter, and configure IPS to mitigate attacks on the network.

CA 304 Cisco Security Implementation (Prerequisite CA301, 3.0 Semester Credit Hours)
This course will enable the Students to describe LAN security considerations and implement end point and Layer 2 security features. They will be able to describe methods for implementing data confidentiality and integrity and also implement secure virtual private networks. Also students will be able to implement firewall technologies using the ASA to secure the network perimeter.

EN100 Communication and Customer Relations (No prerequisite, 3 Semester Credit Hours)   This course introduces students to effective written & verbal communication. They will explore the language of global business, alongside the study of leadership, management and communication across national boundaries with cultural understanding and awareness. In addition, this course provides students with the foundation of sound customer service and customer relations.

EP101 Employment Preparation (No prerequisite, I.0 Semester Credit Hours)
In this seminar, students will learn 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

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 Compass test and be interviewed by the Admissions Department. 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 Certification Program are provided with server space to publish their class work online.

Program Length:
This program is available both day and evening, meeting four times per week. The program meets 4.5 hours per class session for a total of 18 hours per week. Students are required to take Employment Preparation and Communication & Customer Relations courses. This brings the program's length to 31 semester credit hours or 720 classroom hours. The program comprises of approximately 44 weeks of instruction for both day and evening programs.

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

Course Number	Course Title	Total Hours	Academic Semester Credit Hours
CP100	Computer Essentials	54	3
GW110	Introduction to Digital Imaging	72	3
GW111	Computer Illustration	72	3
GW120	Introduction to Page Layout	72	3
GW121	Typographic Design	72	3
GW122	Advanced Imaging Techniques	72	3
GW140	Website Design I	90	4
GW141	Website Design II	90	4
GW150	Portfolio Development	54	1
EN100	Communication & Customer Relations	54	3
EP101	Employment Preparation	18	1
	TOTAL	**720**	**31**

Disclosure

Program Name	Digital Graphics and Web Design
Standard Occupational Classification (SOC) Occupational Information Network (O*NET)	27-1024 www.bls.gov/soc/2010/soc271024.htm 15-1134 www.bls.gov/soc/2010/soc151134.htm 15-1179 www.bls.gov/soc/2010/soc151179.htm
Cost of Program Total	11,475
Tuition	10,600

Books and Supplies (estimated)	775
Institutional Fees	100
Room and Board	Not available
Median Loan Debt	2,964
Title IV	2,964
Private and Institutional Loans	0
Net Price Calculator	http://www.ortchicagotech.edu/NetPriceCalculator.html
Length of Program	44 weeks
Semester Credit Hours	31
Clock Hours	720
Award	Certificate in Digital Graphics and Web Design
Program Completion 2013 ACCET	75%
On Time Graduation Rate 2013	62%
Program Placement 2013 ACCET	100%

Course Descriptions:

CP100 Computer Essentials (No prerequisite, 3 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 via brief overview MS Office applications to create flyers, reports, tables and presentation graphics.

GW110 Introduction to Digital Imaging (Prerequisites: CP100, 3 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.

GW111 Computer Illustration (Prerequisites: CP100, 3 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.

GW120 Introduction to Page Layout (Prerequisites: CP100, 3 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.

GW121 Typographic Design (Prerequisites: GW110, GW111, 3 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.

GW122 Advanced Imaging Techniques (Prerequisites: GW110, GW111, 3 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.

GW140 Website Design I (Prerequisite: CP110, 4 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.

GW141 Website Design II (Prerequisite: GW140, 4 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.

GW150 Portfolio Development (Prerequisite: 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.

<u>EN100 Communication & Customer Relations</u> (No prerequisite, 3 Semester Credit Hours)
This course introduces students to effective written & verbal communication. They will explore the language of global business, alongside the study of leadership, management and communication across national boundaries with cultural understanding and awareness. In addition, this course provides students with the foundation of sound customer service and customer relations.

<u>EP101 Employment Preparation</u> (No prerequisite, I 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.

Pharmacy Technician Certificate

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 nonsterile 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 Compass test and be interviewed by the Admissions Department. Average class size is 12 students.

Equipment:
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 available both day and evening, meeting four times per week. The program meets 4.5 hours per class session for a total of 18 hours per week. Students are required to take Employment Preparation and Communication & Customer Relations courses. This brings the program's length to 31 semester credit hours or 734 classroom hours. The program comprises of approximately 45 weeks of instruction for both day and evening programs.

Course Number	Course Title	Total Hours	Academic Semester Credit Hours
CP100	Computer Essentials	54	3
MA140	Medical Terminology	90	5
PT100	Orientation to Pharmacy Practice	72	3
PT104	Pharmacy Calculations	90	4
PT107	Pharmacy Administration & Billing	72	3
PT 108	Pharmacology I	72	3
PT109	Pharmacology II	72	3
EX101	Pharmacy Externship	140	3
EN100	Communication & Customer Relations	54	3
EP101	Employment Preparation	18	1
	TOTAL	**734**	**31**

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.

Disclosure

Program Name	Pharmacy Technician
Standard Occupational Classification (SOC) Occupational Information Network (O*NET)	29-2052 www.bls.gov/soc/2010/soc292052.htm 31-9095 www.bls.gov/soc/2010/soc319095.htm
Cost of Program Total	11,700

Tuition	10,600
Books and Supplies (estimated)	1,000
Institutional Fees	100
Room and Board	Not available
Median Loan Debt	2,964
Title IV	2,964
Private and Institutional Loans	0
Net Price Calculator	http://www.ortchicagotech.edu/NetPriceCalculator.html
Length of Program	46 weeks
Semester Credit Hours	31
Clock Hours	734
Award	Pharmacy Technician Certificate
Program Completion 2013 ACCET	50%
On Time Graduation Rate 2013	50%
Program Placement 2013 ACCET	66.67%

Course Descriptions:

CP100 Computer Essentials (No prerequisite, 3 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 via brief overview MS Office applications to create flyers, reports, tables and presentation graphics.

MA140 Medical Terminology (No Prerequisite, 5 Semester Credit Hours)
The Medical Terminology 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, meaning of root words, word parts, prefixes and suffixes.

PT100 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.

PT104 Pharmacy Calculation(NoPrerequisite, 4 Semester Credit Hours)
The pharmacy calculation course instructs students in basic knowledge of pharmacy calculations, measurement system, converting between measurements, thermometry, and abbreviations used on prescription, unit 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 ascetic techniques.

PT 107 Pharmacy Administrations and Billing(No Prerequisite, 3 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 (Prerequisite MA140, 3 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.

PT109 Pharmacology II (Prerequisite MA140, 3 Semester Credit Hours)
This is a continuation of material covered in PT 108 Pharmacology 1. 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.

EX101 Pharmacy Externship (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.

EN100 Communication & Customer Relations (No prerequisite, 3 Semester Credit Hours)
This course introduces students to effective written & verbal communication. They will explore the language of global business, alongside the study of leadership, management and communication across national boundaries with cultural understanding and awareness. In addition, this course provides students with the foundation of sound customer service and customer relations.

EP101 Employment Preparation (No prerequisite, I 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.

Medical Assistant Certificate

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 must be high school graduates or the equivalent, obtain passing scores on the school's entrance Compass test and be interviewed by the Admissions Department. Average class size is 12 students.

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:
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 available both day and evening, meeting four times per week. The program meets 4.5 hours per class session for a total of 18 hours per week. Students are required to take Employment Preparation and Communication & Customer Relations courses. This brings the program's length to 32 semester credit hours or 752 classroom hours. The program comprises of approximately 46 weeks of instruction for both day and evening programs.

Course Number	Course Title	Total Hours	Academic Semester Credit Hours
CP100	Computers Essentials	54	3
MA140	Medical Terminology	90	5
MA150	Anatomy and Physiology	90	4
MA100	Medical Billing and Front Office	90	4
MA180	Medical Law & Ethic	72	3
MA200	Clinical Procedure I	72	3
MA201	Clinical Procedure II	72	3
EX100	Externship Medical Assistant	140	3
EN100	Communication & Customer Relations	54	3
EP101	Employment Preparation	18	1
	TOTAL	**752**	**32**

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.

Disclosure

Program Name	Medical Assistant
Standard Occupational Classification (SOC) Occupational Information Network (O*NET)	31-9092 www.bls.gov/soc/2010/soc319092.htm 31-9097 www.bls.gov/soc/2010/soc319097.htm
Cost of Program Total	11,800
Tuition	10,600
Books and Supplies (estimated)	1,100
Institutional Fees	100

Room and Board	Not available
Median Loan Debt	2,964
Title IV	2,964
Private and Institutional Loans	0
Net Price Calculator	http://www.ortchicagotech.edu/NetPriceCalculator.html
Length of Program	45 weeks
Semester Credit Hours	32
Clock Hours	752
Award	Medical Assistant Certificate
Program Completion 2013 ACCET	75%
On Time Graduation Rate 2013	70%
Program Placement 2013 ACCET	75%

Course Descriptions:

CP100 Computer Essentials(No prerequisite, 3 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 via brief overview MS Office applications to create flyers, reports, tables and presentation graphics.

MA100 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.

MA140 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

MA150 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.

MA180 Medical Law and Ethics(No prerequisite, 3 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.

MA200 Clinical Procedures I (MA140, MA150 prerequisite, 3 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.

MA201 Clinical Procedures II (MA140, MA150 prerequisite, 3 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.

EX100 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.

<u>EN100 Communication & Customer Relations</u>(No prerequisite, 3 Semester Credit Hours) This course introduces students to effective written & verbal communication. They will explore the language of global business, alongside the study of leadership, management and communication across national boundaries with cultural understanding and awareness. In addition, this course provides students with the foundation of sound customer service and customer relations.

<u>EP101 Employment Preparation</u> (No prerequisite, I 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.

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
ESL107	ESL	120	120	0	240	12
ESL207	ESL	120	120	0	240	12
ESL 307	ESL	120	120	0	240	12
	TOTAL	360	360	0	720	36

Course Number	Course Title	Theory Hours	Lab Hours	Externship Hours	Total Hours	Semester Credit Hours
ESL407	ESL	120	120	0	240	12
ESL 507	ESL	120	120	0	240	12
ESL 607	ESL	120	120	0	240	12
	TOTAL	360	360	0	720	36

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
	TOTAL	360	360	0	720	36

*** 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.*

Disclosure

Program Name	English as a Second Language
Standard Occupational Classification (SOC) Occupational Information Network (O*NET)	43-9199 www.bls.gov/soc/2010/soc439199.htm 11-9050 http://www.bls.gov/soc/2010/soc119050.htm 41-9099 www.bls.gov/soc/2010/soc419099.htm 51-2099 www.bls.gov/soc/2010/soc512099.htm
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	http://www.ortchicagotech.edu/NetPriceCalculator.html
Length of Program	36 weeks
Semester Credit Hours	36
Clock Hours	720
Award	English as a Second Language Certificate
Program Completion 2013	70.23%

ACCET	
On Time Graduation Rate 2013	53%
Program Placement 2013 ACCET	70.42%

Course Descriptions:

ESL 107Level 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 207Level 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 speakingskills 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 807Level 8 (ESL 707 proficiency prerequisite, 12Semester 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 907Level 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
	TOTAL	300	300	0	600	30

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
	TOTAL	300	300	0	600	30

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
	TOTAL	300	300	0	600	30

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, s*tatements 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 speakingskills 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 806Level 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 906Level 9(ESL 806 proficiency prerequisite, 10Semester 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 2014 - 2015

July 4	Friday	Independence Day - School Closed
September 1	Monday	Labor Day - School Closed
September 24	Wednesday	Erev Rosh HaShanah - No Evening Classes
September 25-26	Thur-Fri	Rosh HaShanah – School Closed
November 27-28	Thur-Fri	Thanksgiving - School Closed
December 24	Wednesday	Christmas Eve - No Classes
December 25-Jan 2	Thur-Fri	Winter Recess (No classes)
December 25	Thursday	Christmas Day- School Closed
January 1, 2015	Thursday	New Year's Day- School Closed
January 5	Monday	Classes Resume
January 19	Monday	Martin Luther King Jr. Day - School Closed
February 16	Monday	President's Day - School Closed
April 6-10	Mon-Fri	Spring Recess (No classes)
April 13	Monday	Classes Resume
May 25	Monday	Memorial Day - School Closed

ADMINISTRATIVE STAFF

Michelle Movitz
Executive Director
MBA, DePaul University
BS, DePaul University

Roxanne Wittkamp
Academic Dean
MBA, Webster University
BA, The University of Iowa

Open
Operations Manager

Ninous Badeen
IT Administrator
BS, Al Mansour University, Iraq

Alaq Bakos
Administrative Assistant

Manny Caballero
Admissions and Outreach Representative
BA, Columbia College

Samuel Gabay
Technical/Healthcare Programs Coordinator
MS, Manhattan College
BS, Pratt Institute of Technology

Anxhela Gjata
Administrative Assistant/ Reception
BS, Northeastern Illinois University

Vicenta Irizarry
Executive Assistant

Nahrain T. Khoshaba
Learning Center Tutor
BS, Robert Morris College

Teuta Kita
Business Office Assistant
BBA, University of Tirana, Albania

Soowon Kwon
International Admissions Coordinator
BA, Columbia College

Tanya Novakova
Assistant Registrar
AA, Chicago ORT Technical Institute

Manuela Papazisi
Registrar Coordinator
MBA, Keller Graduate School of Management
MS, BA, University of Tirana, Albania

Liya Pasternak
Business Office Manager
BS, Economic Institute, Russia

Open
Sr. Admissions Representative

Marilynn Singleton
Financial Aid Administrator
BS, Arizona State University

Wioletta Tarasek
Externship Field Outreach Coordinator
MA, Northeastern Illinois University
BA, Jagiellonian University, Poland

Vesna Vasilj
Admissions Representative

Maggie Wolak
Career Services Advisor
BA, DePaul University

Rana Younan
Administrative Assistant/ Reception

FACULTY

Odette Bazi
ESL Instructor
MA, Northeastern Illinois University
BA, Al-Mustansiriyah University, Iraq

Nahraen Benjamin
Communications Instructor
BA, Northeastern Illinois University

Lora Bezborodko, CPA
AAS in Accounting Instructor
BSME, Kiev Technological Institute, Ukraine

Dr. Donald L. Buresh
AAS in Accounting Instructor
PhD, Northcentral University
MBA, University of Massachusetts Lowell
MA, Boston College
BS, University of Illinois at Chicago

Dr. Bruce Cook
Web Design Instructor
Ph.D., Temple University
MA, San Diego State University
BA, Ohio Wesleyan University

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

Dr. Elizabeth Davis
Medical Assistant Instructor
BS, National University of Health Sciences
MA, University of New Mexico

Susan Dickman
ESL Instructor
MFA, University of California, Irvine
BA, University of Illinois

Barbara Centofanti
ESL Instructor
MSEd, Southern Illinois University Carbondale, IL
MA, Comenius University, Slovak Republic
BA, Comenius University, Slovak Republic

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

Stefanie Epifanio
AAS Accounting Instructor
MA, Northern Illinois University
BA, Central Methodist University
BA, Illinois State University

Patricia Fiene
AAS in Accounting Instructor
MA, Northern Illinois University
BA, Elmhurst College

Mark Gerchikov
ESL Instructor
MA, Kiev State Pedagogical Institute of Foreign
Languages, Ukraine

Jennifer Gies
ESL Instructor
BS, Northwestern University

Rashida Kamaeva Gould
ESL Instructor
PhD, Russian Academy of Education, Russia
MA, BA, Kiev State Linguistic University, Ukraine

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

Larry Greenberg
ESL Instructor
MUP, New York University
BA, Brooklyn College

Beata Jelenski
Medical Assistant Instructor
MD, Wroclaw Medical University, Poland
PhD, University of Devonshire, UK

Kathryn Judd
ESL Instructor
MA, SUNY- Cortland
AB, Cornell University

Milena Kalcina
Medical Assistant Instructor
BS, University of Phoenix, Arizona
AA, Oakton Community College

Eralda Kanacevic
Full-time Faculty, AAS in Accounting
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

Ben Lazovsky
AAS Accounting Instructor
MS, Northern Illinois University
BS, Northern Illinois University

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

Paul Luri
Digital Graphics and Web Design Instructor
MA, Marquette University
BS, Northern Illinois University

Adnan Memon
Computer Support and Networking Technology Instructor
MCS, BS, University of Karachi, Pakistan

Alison Molotsky, CPA
Accounting Instructor
BS, University of Illinois

Layni Myers
ESL Instructor
BA, DePaul University

Sora S. Nam
ESL Instructor
MA, Northeastern University
BS, University of Illinois at Urbana-Champaign

Jacob Nieva
Medical Assistant Instructor
MD, University of Santo Tomas, College of Medicine, Philippines

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

Abraham Rokach
Computer Applications Instructor
MS, Massachusetts Institute of Technology
BE, The City College of New York

Dr. Saima Salahuddin
Pharmacy Technician Instructor
RPh, Drake University

Phillip Samuels
Accounting Instructor
MBA, Keller Graduate School of Management
BS, University of Illinois at Chicago

Stephanie Schreiber
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

James Soller
ESL Instructor
BA, University of Las Vegas, Nevada
MA, University of Las Vegas, Nevada

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

Bonnie Sweetman
ESL Instructor
BA, Roosevelt University

Kathy Pham Tran
Pharmacy Technician Instructor
PH.D., University of Illinois at Chicago
AAS, City Colleges of Chicago

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

Roxanne Wittkamp
Academic Dean,
AAS in Accounting
MBA, Webster University
BA, The University of Iowa

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