



## David B. Hermelin ORT Resource Center School Catalog

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## **Our Mission**

To help prepare individuals for a new or improved employment experience by providing comprehensive, relevant and high quality instruction in sought after computer software technologies for employment readiness. To support sister agencies as a technology resource.

## **Funders**

We recognize and thank our generous funders:

*Book Stock*

*D. Dan and Betty Kahn Foundation*

*ORT America*

## **Governing Bodies and Staff**

### ***Governance***

JVS Human Services

Leah Rosenbaum, President/CEO

Paul Blatt, Executive Vice President/COO

George Stern, Board Chair

### ***Administrative***

Program Supervisor: Lisa Bahm, MA, GCDF

### ***Instructors***

Instructor: Susan Kalisky – Microsoft Office Suite

Instructor: Jeff Lehman – Microsoft Office Suite

Instructor: Esther Sherizen- Microsoft Office Suite

## **School Calendar**

The school operates 12 months a year, Monday – Friday with open lab on designated days per semester.

The school will be closed on the following national holidays:

- New Year's Day
- Martin Luther King's Birthday
- Memorial Day
- Independence Day
- Thanksgiving Day
- Christmas

The David B. Hermelin ORT Resource Center is a division of JVS Human Services, therefore, the center is closed in observance of the following holidays:

- Passover
- Shavuot
- Rosh Hashanah
- Yom Kippur
- Sukkot
- Shemini Atzeret
- Simchat Torah

## **Vacation Periods**

Summer Break: July 22, 2019- September 3, 2019

Winter Break: December 19, 2019 - January 7, 2020

## **Program Offerings and Schedules**

### ***Better Job Opportunities (BJO)***

**Fee: \$900.00**

*A 12-week program offered to the unemployed and underemployed residents of the southeast Michigan area who are actively job searching and desire a comprehensive understanding of Microsoft Office Suite 2016. Students receive 72 hours of hands-on computer training in Word, Excel, PowerPoint, Access, Publisher, Internet and Outlook. The program meets for 24 – 3 hour class sessions, and includes job preparedness training and seminars. A basic working knowledge of the mouse and computer are prerequisites. Space is limited and an application is required for eligibility. Text book and materials fee of approximately \$50.00 may apply. Scholarships are available.*

*\*Course content from this program may be mixed and matched for customized training if needed.*

### ***Office Computer Essentials (OCE)***

**Fee: \$262.00**

*A 21-hour course providing instruction in computer fundamentals including basic functions of MS Word and Excel. The program meets for 7 – 3 hour class sessions. Our instructors provide a comfortable classroom environment that fosters a thorough understanding of basic computer knowledge as well as the ability to navigate, create and edit documents in Word and Excel on state-of-the-art laptops. Text book and materials fee of approximately \$50.00 may apply. Scholarships are available.*

Dates and locations of the programs offered each semester are subject to change.

### Fall Semester 2019

Course	Days	Dates	Time	Program
<b>Fall Semester 2019 Southfield Lab</b>	<b>September 10- December 17</b>		<b>Section 1</b>	<b>BJO, OCE</b>
Computer Basics 101	T	Sept 10	9 a.m. - Noon	BJO
MS Office Basics 102	TH	Sept 12	9 a.m. - Noon.	BJO, OCE
Word Essentials 101	T, H, T	Sept 17, 19, 24	9 a.m. - Noon	BJO, OCE
Word Advanced 201	TH	Sept 26, Oct 3, 10, 17	9 a.m. - Noon	BJO
Review/Mid-term Exam	TH, T	Sept 24, 29	9 a.m. - Noon	BJO
PowerPoint/Publisher	TH	Sept 31	9 a.m. - Noon	BJO, OCE
Outlook	T	Oct 5,	9 a.m. - Noon	BJO
Excel Essentials 101	TH	Oct 7, 12, 14	9 a.m. - Noon	BJO
Excel Essentials 201	T, T, T, TH	Oct 19, 21, 26, Nov 3	9 a.m. - Noon	BJO
Office 365 Basics	TH	Nov 5	9 a.m. - Noon	BJO
Access	T	Nov 10	9 a.m. - Noon	BJO
Review/Final Exam	TH, T	Nov 12, 17	9 a.m.- Noon	BJO

Course	Days	Dates	Time	Program
<b>Fall Semester 2019 Southfield Lab</b>	<b>September 10 - December 17</b>		<b>Section 2</b>	<b>BJO, OCE</b>
Computer Basics 101	T, TH	TBD	6 p.m. - 9 p.m.	BJO
MS Office Basics 102	T	TBD	6 p.m. - 9 p.m.	BJO, OCE
Word Essentials 101	TH, T, TH	TBD	6 p.m. - 9 p.m.	BJO, OCE
Word Advanced 201	T, TH	TBD	6 p.m. - 9 p.m.	BJO
Review/Mid-term Exam	T	TBD	6 p.m. - 9 p.m.	BJO
PowerPoint/Publisher	T, TH	TBD	6 p.m. - 9 p.m.	BJO, OCE
Outlook	T, TH	TBD	6 p.m. - 9 p.m.	BJO
Excel Essentials 101	TH	TBD	6 p.m. - 9 p.m.	BJO
Excel Essentials 201	T	TBD	6 p.m. - 9 p.m.	BJO
Office 365 Basics	TH	TBD	6 p.m. - 9 p.m.	BJO
Access	T	TBD	6 p.m. - 9 p.m.	BJO
Review/Final Exam	TH	TBD	6 p.m. - 9 p.m.	BJO

Course	Days	Dates	Time	Program
<b>Fall Semester 2019 Southfield Lab</b>	<b>September 9- December 16</b>		<b>Section 3</b>	<b>BJO, OCE</b>
Computer Basics 101	M	Sept 9,	1 p.m. - 4 p.m.	BJO
MS Office Basics 102	W	Sept 11	1 p.m. - 4 p.m.	BJO, OCE
Word Essentials 101	M, W, M	Sept 16. 18. 23	1 p.m. - 4 p.m.	BJO, OCE
Word Advanced 201	W, W, M, W	Sept 25, Oct 2, 7, 16	1 p.m. - 4 p.m.	BJO
Review/Mid-term	W, M	Oct 23, 28	1 p.m. - 4 p.m.	BJO
PowerPoint/Publisher	W	Oct 30	1 p.m. - 4 p.m.	BJO, OCE
Outlook	M	Nov 4	1 p.m. - 4 p.m.	BJO
Excel Essentials 101	W, M, W	Nov 6, 11, 13	1 p.m. - 4 p.m.	BJO
Excel Advanced 201	M, W, M, M	Nov 18, 20, 25, Dec 2	1 p.m. - 4 p.m.	BJO
Office 365 Basics	W	Dec 4	1 p.m. - 4 p.m.	BJO
Access	M	Dec 9	1 p.m. - 4 p.m.	BJO
Review/Final Exam	W, M	Dec 11, 16	1 p.m. - 4 p.m.	BJO

## Winter Semester 2020

Course	Days	Dates	Time	Program
<b>Winter Semester 2020 Southfield Lab</b>		<b>January - April</b>	<b>Section 1</b>	<b>BJO, OCE</b>
Computer Basics 101	M, W	TBD	6 p.m. - 9 p.m.	BJO
MS Office Basics 102	W	TBD	6 p.m. - 9 p.m.	BJO, OCE
Word Essentials 101	M, W	TBD	6 p.m. - 9 p.m.	BJO, OCE
Word Advanced 201	M, W	TBD	6 p.m. - 9 p.m.	BJO
Review/Mid-term Exam	M	TBD	6 p.m.- 9 p.m.	BJO
PowerPoint/Publisher	M, W	TBD	6 p.m. - 9 p.m.	BJO, OCE
Outlook	M, W	TBD	6 p.m. - 9 p.m.	BJO
Excel Essentials 101	W	TBD	6 p.m. - 9 p.m.	BJO
Excel Advanced 201	W	TBD	6 p.m. - 9 p.m.	BJO
Office 365 Basics	M	TBD	6 p.m. - 9 p.m.	BJO
Access	W	TBD	6 p.m. - 9 p.m.	BJO
Review/Final Exam	TH	TBD	6 p.m. - 9 p.m.	BJO

Course	Days	Dates	Time	Program
<b>Winter Semester 2020 Southfield Lab</b>		<b>January - April</b>	<b>Section 2</b>	<b>BJO, OCE</b>
	T	TBD	9 a.m. - Noon	BJO
Computer Basics 101	TH	TBD	9 a.m. - Noon.	BJO, OCE
MS Office Basics 102	T, TH, T	TBD	9 a.m. - Noon	BJO, OCE
Word Essentials 101	TH,T, TH, T	TBD	9 a.m. - Noon	BJO
Word Advanced 201	TH	TBD	9 a.m. - Noon	BJO
Review/Mid-term Exam	T,TH,T	TBD	9 a.m. - Noon	BJO, OCE
PowerPoint/Publisher	T, TH,T,TH	TBD	9 a.m. - Noon	BJO
Outlook	T	TBD	9 a.m. - Noon	BJO
Excel Essentials 101	T	TBD	9 a.m. - Noon	BJO
Excel Advanced 201	T, TH	TBD	9 a.m. - Noon	BJO
Office 365 Basics	TH, T	TBD	9 a.m. - Noon	BJO
Access	TH	TBD	9 a.m.- Noon	BJO
Review/Final Exam		TBD		

Course	Days	Dates	Time	Program
<b>Winter Semester 2020 Southfield Lab</b>		<b>January -April</b>	<b>Section 3</b>	<b>BJO, OCE</b>
	M	TBD	1 p.m. - 4 p.m.	BJO
Computer Basics 101	W	TBD	1 p.m. - 4 p.m.	BJO,OCE
MS Office Basics 102	W,M,W	TBD	1 p.m. - 4 p.m.	BJO, OCE
Word Essentials 101	M,W,M,W	TBD	1 p.m. - 4 p.m.	BJO
Word Advanced 201	M	TBD	1 p.m. - 4 p.m.	BJO
Review/Mid-term Exam	W,M,W	TBD	1 p.m. - 4 p.m.	BJO, OCE
PowerPoint/Publisher	W, M, W, M	TBD	1 p.m. - 4 p.m.	BJO
Outlook	W	TBD	1 p.m. - 4 p.m.	BJO
Excel Essentials 101	M	TBD	1 p.m. - 4 p.m.	BJO
Excel Advanced 201	W, M	TBD	1 p.m. - 4 p.m.	BJO
Office 365 Basics	W, M	TBD	1 p.m. - 4 p.m.	BJO
Access	W	TBD	1 p.m. - 4 p.m.	BJO
Review/Final Exam		TBD		

## Spring Semester 2020

<b>Spring Semester 2020 Southfield Lab</b>	<b>April - July</b>		<b>Section 1</b>	<b>BJO, OCE</b>
	T, TH	TBD	9 a.m. - Noon	BJO
Computer Basics 101	T	TBD	9 a.m. - Noon.	BJO, OCE
MS Office Basics 102	TH, T, TH	TBD	9 a.m. - Noon	BJO, OCE
Word Essentials 101	T, TH	TBD	9 a.m. - Noon	BJO
Word Advanced 201	TH	TBD	9 a.m. - Noon	BJO
Review/Mid-term Exam	T, TH	TBD	9 a.m. - Noon	BJO, OCE
PowerPoint/Publisher	T, TH	TBD	9 a.m. - Noon	BJO
Outlook	TH	TBD	9 a.m. - Noon	BJO
Excel Essentials 101	T	TBD	9 a.m. - Noon	BJO
Excel Advanced 201	TH	TBD	9 a.m. - Noon	BJO
Office 365 Basics	T	TBD	9 a.m. - Noon	BJO
Access	TH	TBD	9 a.m. - Noon	BJO
Review/Final Exam		TBD	9 a.m. - Noon	BJO

<b>Course</b>	<b>Days</b>	<b>Dates</b>	<b>Time</b>	<b>Program</b>
<b>Spring Semester 2020 Southfield Lab</b>	<b>April - July</b>		<b>Section 2</b>	<b>BJO, OCE</b>
	M, W	TBD	1 p.m. - 4 p.m.	BJO
Computer Basics 101	M	TBD	1 p.m. - 4 p.m.	BJO, OCE
MS Office Basics 102	W, M	TBD	1 p.m. - 4 p.m.	BJO, OCE
Word Essentials 101	W,M,W,M	TBD	1 p.m. - 4 p.m.	BJO
Word Advanced 201	W	TBD	1 p.m. - 4 p.m.	BJO
Review/Mid-term Exam	W,M, W	TBD	1 p.m. - 4 p.m.	BJO, OCE
PowerPoint/Publisher	WM,W,M	TBD	1 p.m. - 4 p.m.	BJO
Outlook	W	TBD	1 p.m. - 4 p.m.	BJO
Excel Essentials 101	M	TBD	1 p.m. - 4 p.m.	BJO
Excel Advanced 201	M, W	TBD	1 p.m. - 4 p.m.	BJO
Office 365 Basics	M,W	TBD	1 p.m. - 4 p.m.	BJO
Access	M	TBD	1 p.m. - 4 p.m.	BJO
Review/Final Exam	W	TBD	1 p.m. - 4 p.m.	BJO

<b>Course</b>	<b>Days</b>	<b>Dates</b>	<b>Time</b>	<b>Program</b>
<b>Spring Semester 2020 Southfield Lab</b>	<b>April - July</b>		<b>Section 3</b>	<b>BJO, OCE</b>
	T, TH	TBD	1 p.m. - 4 p.m.	BJO
Computer Basics 101	T	TBD	1 p.m. - 4 p.m.	BJO, OCE
MS Office Basics 102	TH, T, T	TBD	1 p.m. - 4 p.m.	BJO, OCE
Word Essentials 101	T, TH	TBD	1 p.m. - 4 p.m.	BJO
Word Advanced 201	TH	TBD	1 p.m. - 4 p.m.	BJO
Review/Mid-term Exam	T, TH	TBD	1 p.m. - 4 p.m.	BJO, OCE
PowerPoint/Publisher	T, TH	TBD	1 p.m. - 4 p.m.	BJO
Outlook	TH	TBD	1 p.m. - 4 p.m.	BJO
Excel Essentials 101	T	TBD	1 p.m. - 4 p.m.	BJO
Excel Advanced 201	TH	TBD	1 p.m. - 4 p.m.	BJO
Office 365 Basics	T	TBD	1 p.m. - 4 p.m.	BJO
Access	TH	TBD	1 p.m. - 4 p.m.	BJO
Review/Final Exam	T	TBD	1 p.m. - 4 p.m.	BJO`



## Course Descriptions

### Computer Basics - 101

3 Student Clock Hours

This training explores what a computer is and how it works. Participants will learn computer terminology and concepts. Lessons include hardware, software, memory, file management, desktop and toolbars. Prerequisite: High school reading level, able to navigate using a mouse.

### Microsoft 2016 Office Basics -102

3 Student Clock Hours

This lesson provides a working knowledge of MS Office. Lessons include navigation, creating and working with files, document views and terminology. Prerequisite: Computer Basics 101 or equivalent.

### Microsoft Word 2016 Essentials -101

9 Student Clock Hours

Understand the basics on designing professional documents. Lessons include formatting and editing text, manipulating text, page layouts, margins, alignment, font attributes, and tabs. Prerequisite: Basic knowledge of Windows 10, High school reading level, able to navigate using a mouse.

### Microsoft Word 2016 Advanced 201

12 Student Clock Hours

Learn intermediate concepts of designing professional documents. Lessons include working with lists, columns, text boxes and objects. Create and modify tables, process mail merge and special fields. Prerequisite: Microsoft Word Essentials 101 or equivalent.

### Microsoft Excel 2016 Essentials 101

9 Student Clock Hours

Learn the basics of designing workbooks and worksheets. Lessons include getting started, tabs and commands, working with cells, entering data, modifying rows and columns, borders and cell content. Prerequisite: Basic knowledge of Windows 10, Microsoft Word 101 - 201 or equivalent. High school reading level, able to navigate using a mouse.

### Microsoft Excel 2016 Advanced 201

12 Student Clock Hours

Learn advanced aspects of workbooks and worksheets. Lessons include printing and managing documents, headers and footers, creating formulas, applying cell and range names, specialized functions, conditional formatting and charts. Prerequisite: Microsoft Excel Essentials 101 or equivalent.

### Microsoft PowerPoint 2016

2 Student Clock Hours

Learn how to create a new presentation by preparing slides, adding text and graphics. Lessons include arranging text, formatting and using placeholders, working with themes, arranging slides. Prerequisite: Knowledge of Windows 10, Microsoft 101-201 or equivalent, able to navigate using a mouse.

#### Microsoft Publisher 2016

1 Student Clock Hours

Learn the basic skills needed to create business publications using templates and design tools. Lessons include page setup, text frames, correcting text and layout. Prerequisite: Knowledge of Windows 10, able to navigate using a mouse.

#### Microsoft Outlook 2016

3 Student Clock Hours

Learn the basics of setting up meetings, organizing calendars, email and contact lists. Lessons include appointments and events, email accounts, printing, address books and contact management. Prerequisite: Knowledge of Windows 10, able to navigate using a mouse.

#### Microsoft Office 365 Basics

3 Student Clock Hours

Learn the fundamentals about cloud-based computing focusing on apps such as Google and Microsoft Office 365. Students will learn the benefits of using Office 365 and accessing email, files and Office programs from any location and device with an internet connection. Prerequisite: Knowledge of Windows 10 and Microsoft Office 16.

#### Microsoft Access 2016

3 Student Clock Hours

Learn the basics of working with a new database. Lessons include tabs, commands, creating reports and forms and entering data. Prerequisite: Knowledge of Windows 10, able to navigate using a mouse.

#### Review/Exams

12 Student Clock Hours

Students are given a review of MS Office content to reinforce learning. Mid-term and final exam is administered of the material covered in class.

## Digital Literacy Series (DLS)

Fee: \$10 each class or \$60 for series

Whether in business or at home, communications with colleagues, friends and family has become instant through the use of computer technology. Take full advantage of the tools available today to stay connected with those important people in your life. Our 1-hour mini classes are designed to provide fundamental knowledge to communicate more efficiently utilizing digital electronics. Laptop computers are provided for classes; however, students must provide their own iPhones and iPads. The Digital Literacy classes may be taken individually for \$10.00 each or as a series for \$60.00. Off-site group training available and instructor fees based on program customization.

### Fall Semester 2019

Course	Days	Dates	Time	Program
<b>Fall Semester 2019</b>			<b>Section 1</b>	<b>DLS</b>
MS Excel 2016 for Beginners	M	TBD	11 a.m. - Noon	DLS
Storage In The Cloud	M	TBD	11 a.m. - Noon	DLS
iPad/iPhone Fundamentals	M	TBD	11 a.m.- Noon	DLS
Camera Use on iPad/iPhone	M	TBD	11 a.m. - Noon	DLS
File Organizing Solutions	M	TBD	11 a.m. - Noon	DLS
Google Basics	M	TBD	11 a.m. - Noon	DLS

### Spring Semester 2020

Course	Days	Dates	Time	Program
<b>Spring Semester 1 2020</b>			<b>Section 1</b>	<b>DLS</b>
MS Word for 2016 for beginners	M	TBD	11 a.m.- Noon	DLS
MS Excel 2016 for Beginners	M	TBD	11 a.m. - Noon	DLS
iPad/iPhone Fundamentals	M	TBD	11 a.m. - Noon	DLS
Camera Use on iPad/iPhone	M	TBD	11 a.m. - Noon	DLS
File Organizing Solutions	M	TBD	11 a.m. - Noon	DLS
Getting Started with Facebook	M	TBD	11 a.m. - Noon	DLS
<b>Spring Semester 2020</b>			<b>Section 2</b>	<b>DLS</b>
MS Excel 2016 for Beginners	M	TBD	11 a.m. - Noon	DLS
Google Basics	M	TBD	11 a.m. - Noon	DLS
iPad/iPhone Fundamentals	M	TBD	11 a.m. - Noon	DLS
Camera Use on iPad/iPhone	M	TBD	11 a.m. - Noon	DLS
File Organizing Solutions	M	TBD	11 a.m. - Noon	DLS
Getting Started with Facebook	M	TBD	11 a.m. - Noon	DLS

## **Digital Literacy Series (DLS) Course Descriptions**

### Camera Use Made Simple on the iPhone/iPad

Make the most of your camera with simple steps to take photos and to share with others.

### File Organizing Solutions

Learn to create and use folders for file management.

### Getting Started with Facebook

Set up your user profile and privacy settings so you can share what you want with the people you want.

### Google Basics

Find out about Google software and services that are available for increased productivity and organization.

### iPad/iPhone Fundamentals

Learn about the amazing features and great apps available for an iPad and iPhone.

### Microsoft Office Excel 2016 for Beginners

Understand the basic functions and formulas for simple charting.

### Microsoft Office Word 2016 for Beginners

Learn basic functions of everyday word processing and useful tips for file management.

### Storage in the Cloud

Learn how to easily store and share digital photos and more in the Cloud.

*\*Relevant topics pertaining to Digital Literacy may be added based on client requests.*

## Accounting Fundamentals and Software (AFS)

Fee: \$420.00

*Learn how to quickly and effectively gain control of business finances with the knowledge of accounting fundamentals and with this powerful accounting software program. With this business tool, learn to track accounts payable and receivables, manage assets, control inventory, and generate estimates and reports applicable in a variety of industries and business situations. Book and materials fee of approximately \$80.00 will be charged. Scholarships are available.*

Course	Days	Dates	Time	Program
<b>Fall Semester 2019</b>			<b>Section 1</b>	
Accounting Concepts	M, W	TBD	6 pm – 9 pm	AFS
QuickBooks Essentials 101	M, W	TBD	6 pm – 9 pm	AFS
QuickBooks Advanced 201	M, W	TBD	6 pm – 9 pm	AFS

Course	Days	Dates	Time	Program
<b>Winter Semester 2020</b>			<b>Section 1</b>	
Accounting Concepts	M, W	TBD	6 pm – 9 pm	AFS
QuickBooks Essentials 101	M, W	TBD	6 pm – 9 pm	AFS
QuickBooks Advanced 201	M, W	TBD	6 pm – 9 pm	AFS

Course	Days	Dates	Time	Program
<b>Spring Semester 2020</b>			<b>Section 1</b>	
Accounting Concepts	M, W	TBD	6 pm – 9 pm	AFS
QuickBooks Essentials 101	M, W	TBD	6 pm – 9 pm	AFS
QuickBooks Advanced 201	M, W	TBD	6 pm – 9 pm	AFS

### Course Descriptions

#### Accounting Concepts

9 Student Clock Hours

This class provides a foundation to understand and interpret financial reports, balance sheets and bank statements. Learn accounting practices and terms. Discuss general ledger, payroll and invoicing business practices. Prerequisite: Basic knowledge of Microsoft Office, high school reading level, computer readiness.

#### QuickBooks Essentials 101

18 Student Clock Hours

Learn how to use the most popular accounting software for business. Lessons include the sales process, setting up customers, recording sales and receiving payments, managing expenses, bank reconciliations, reports and graphs. Prerequisite: Accounting Concepts or equivalent.

#### QuickBooks Advanced 201

18 Student Clock Hours

Learn more advanced tools to complete accounting tasks. Lessons include customizing settings and preferences, item and vendor lists, inventory, tracking billable hours, payroll, journal entries and year end closing. Prerequisite: QuickBooks Essentials 101.

# Enrollment

Applications are accepted on a continuous basis. All applications must be received by the school five business days prior to the beginning of the program or class. The David B. Hermelin ORT Resource Center reserves the right to cancel or reschedule a class due to low enrollment.

## ***Admissions Eligibility Requirements***

David B. Hermelin ORT Resource Center learning opportunities are available to all who seek to learn. Admission is open to all persons 18 years of age or older. Others may be admitted provided they demonstrate the capacity and maturity to benefit from programs and classes offered by the School and they should contact the Program Administrator at the central office in Southfield, Michigan.

To be admitted, applicants must meet the general admission requirements of the School. Students are expected to demonstrate a compatibility with the mission, purposes and values of the school. In addition, the candidate must meet any special admission qualifications of a program before special program admission is complete.

Complete information on the application for admission is necessary for all students. Incomplete information may cause rejection of the application and false information may result in dismissal without refund of tuition or fees. Admission to the school does not guarantee admission to any or all programs of study.

### **In the context of the stated values of this institution, the following expectations for student eligibility are set forth:**

- The student must demonstrate academic readiness.
- The student must be able to communicate at levels sufficient to complete all necessary class work and evidence through successful completion of class work the capacity to grow and improve.
- The student must demonstrate the motivation, commitment and desire to learn.
- The student will be 18 or older.
- The student will understand that the School does not provide transportation to and from its campuses.
- The student will be knowledgeable of and adhere to all requirements contained in the "Rules of Student Conduct".
- The student must have the ability to adhere to a learning task for the scheduled period of instruction assigned to each class in which the student is enrolled and to adhere to school policies regarding attendance.
- Applicants may be required to go through an interview process to be accepted in to certain programs. Scholarships may be available, based on eligibility.

# **Registration**

## ***General***

Students must meet prerequisites for classes for which they intend to enroll.

The school reserves the right to enact an administrative drop of students from classes for which they do not meet the requirements.

## ***Preliminary Registration Steps***

Registration begins with both Web registration services, mail-in and walk-in submission. Campus registration is scheduled immediately preceding the beginning of semester classes. The school attempts to serve both continuing and new students at this time. Students already registered may adjust their schedules during this walk-in registration period.

## ***Registration Requirements***

Each student should obtain assistance from the Program Administrator who is available at the Southfield, Michigan central office.

## ***Prerequisites***

The student is responsible for satisfying all prerequisites and/or co-requisites of any selected class prior to attempting enrollment. Students who do not meet the prerequisite or requisite requirements after registration may be administratively withdrawn from their classes.

## ***Tuition***

The student must pay the full amount of tuition and fees by the payment deadline stated in the School Catalog. Students who qualify for financial assistance must obtain the appropriate documents from the Program Administrator at the Southfield, Michigan central office.

Students who have failed to meet their financial obligation to the School will have a financial hold placed on their records to prevent registration and release of their transcript. These holds will be removed when all obligations are discharged.

## ***Scholarships***

Many scholarships are awarded to school students from contributions made to the school from public and private donations. The student may apply for these scholarships if academic performance at the school meets the scholarship's criteria. The Program Administrator can provide more information on available scholarships.

# Policies

## ***Attendance Policy***

Students are expected to attend all classes unless other arrangements are made with the instructor.

Attendance is crucial to successful completion of classes. Students are expected to complete the work that was missed. Coming more than 30 minutes late to a class is considered tardy. Three unexcused tardiness constitutes one absence. Three unexcused absences are grounds for dismissal. Students who do not adhere to the policies regarding attendance may be dismissed from the program and may only be readmitted upon the Program Director's approval.

## ***Rules of Student Conduct and Conditions for Probation or Dismissal***

In order to maximize their learning potential, students have the following responsibilities:

- To come to every class prepared to listen, participate and learn
- To read the textbook(s) and material carefully
- To ask questions of the instructor when they are unclear
- To keep an open mind and try to comprehend what others are trying to convey
- To view their instructors as partners in their education
- To let the instructor and program administrator know if they cannot attend a class
- To arrive on time and complete each class
- To contact the school when an unavoidable emergency prevents you from attending a class
- To complete all work assignments
- To practice their new skills so they can keep up with the class. (Students needing extra assistance can use designated open lab hours)
- Students will respect their fellow students and instructors and treat them with dignity and courtesy
- To conduct themselves in an adult manner
- To refrain from bringing food or drinks into the classroom
- To use school equipment for class work only
- To limit cell phone usage during class to emergencies only and should otherwise be muted
- Recording of any class instruction is strictly prohibited.

Students who violate these conditions may be expelled and not readmitted.

## ***Re-entrance Conditions***

Approval from the Program Director is required.



## **Grading System**

Tests are graded on a cumulative percentage point basis. Recognition will be awarded to students who pass a test with greater than 70%. If the student scores are less than 70 %, they have the opportunity to retake a new test within a given period of time. A student will receive a 'Certificate of Completion' upon achieving a passing cumulative score of 70 % or better.

## **Graduation Requirements and Types of Certificates or Diploma Issued**

The student must complete all class work and take the respective test. Once this is done, a certificate of completion will be awarded to the student.

A certificate of completion is the only document awarded.

## **Credit for Previous Education and Training**

No credit is issued for previous education or training.

## **Placement Assistance**

Placement assistance is available. Students are encouraged to contact JVS – Business Career Services at (248) 233-4245 or [www.jvshumanservices.org](http://www.jvshumanservices.org).

## **Coursework**

Changes to the coursework may vary due to software and technology updates to provide most current and relevant learning.

# Refund Policy

Refunds are made to students only after the student files an official withdrawal from the program/class. Failure to attend class or notifying an instructor does not constitute an official withdrawal. To be an official withdrawal, the withdrawal form (Appendix a.) must be completed and signed by an authorized representative of the School. Refunds are mailed to the student at the current address on file. Students are responsible for maintaining a current mailing address on file with the School.

In the event of withdrawal occasioned by extenuating circumstances such as serious illness or a mandatory work-shift change, a student will be refunded 50% of the tuition ONLY. Documentation indicating that the circumstances of the withdrawal occurred prior to the last day to withdraw must be submitted during that session.

Please use the refund schedule below to assist you in determining the financial implications of dropping a class. Students who drop classes before the first day of the semester are granted a 100% refund.

Please note that the first day of a class week is always Monday and is also considered to be the first day of the class. For example, if a student drops a five week class which is taught on Tuesdays and Thursdays, on the Monday of the first week, the students will be granted a 75% refund. If you have any questions concerning how a refund will impact your account, please feel free to contact the Program Administrator at (248) 233-4243.

Failure to attend classes or notifying an instructor does not relieve you of your registration or financial obligation. Classes must be officially dropped in accordance with the following refund schedule to have tuition charges adjusted.

This refund schedule is subject to change without prior notification.

## Refund schedule

<b>Class Length</b>	<b>%75 refund Days</b>	<b>%50 refund Days</b>	<b>%25 refund Days</b>	<b>No refund on the</b>
1 Week	N/A	N/A	N/A	1st day or later
2 Weeks	1-2	3	4	5th day or later
3 Weeks	1-2	3-4	5	6th day or later
4 Weeks	1-2	3-4	5-6	7th day or later
5 Weeks	1-3	4-5	6-7	8th day or later
6 Weeks	1-3	4-6	7-8	9th day or later
7 Weeks	1-3	4-6	7-9	10th day or later
8 Weeks	1-4	5-8	9-11	12th day or later
9 Weeks	1-4	5-8	9-12	13th day or later
10 Weeks	1-5	6-9	10-13	14th day or later
11 Weeks	1-5	6-10	11-15	16th day or later
12 Weeks	1-6	7-11	12-16	17th day or later
13 Weeks	1-6	7-12	13-17	18th day or later
14 Weeks	1-6	7-12	13-18	19th day or later
15 Weeks	1-7	8-14	15-21	22nd day or later

All tuition and fees paid by the applicant shall be refunded if the applicant is rejected by the school before enrollment. An application fee of not more than \$25.00 may be retained by the School if the applicant is denied. All tuition and fees paid by the applicant shall be refunded if requested within three business days after signing a contract with the School, as long as classes have not started. All refunds shall be returned within 30 days.



## STUDENT WITHDRAWAL FORM

Last name

First name

Middle initial

CLASSES TO BE DROPPED:

Course	Days	Semester

Student Signature

Date

It is the student's responsibility to officially withdraw through the Program Administrator if he/she wishes to drop a class. Although instructors may request the withdrawal of a student from a class for absences, it is NOT the instructor's responsibility. Students, who never attend a class or stop attending a class at any time, MUST officially withdraw, according to deadlines stated in the school catalog, by contacting the Program Administrator either in person, by mail or email. **Withdrawal requests submitted by mail must be postmarked by the appropriate stated deadlines.** Students are responsible for verifying that their withdrawal has been received by the Program Administrator by the deadline.

**Return to Program Administrator: JVS Human Services/D.B. Hermelin ORT Resource Center, 29699 Southfield Road, Southfield, MI 48076-2063 or Fax to +1 (248)487-9460**

# Equipment Furnished

Laptops are provided by the school. Additional charges for textbooks and materials may apply.

# Complaints

Complaints should be directed to the Instructor and then to the Program Director. Unresolved issues should be brought to the attention of the Director or Vice President. Students who wish to file a complaint with the State of Michigan may do so at [www.michiganps.net](http://www.michiganps.net).

# Description of Facilities

The David B. Hermelin ORT Resource Center central office and classroom is located inside JVS Human Services at 29699 Southfield Road, Southfield, MI 48076 with 18 computer stations, Wi-Fi access and ongoing training programs.

