



**Asher College  
Sacramento Campus**

**Program Catalog & Student Handbook  
March 1, 2018 – December 31, 2020**



**Accredited by the Accrediting Council for  
Continuing Education and Training  
December 2018 – December 2023**

\*1215 Howe Ave Suite 101 \* Sacramento CA \* 95825-2401\*  
916.649.9600  
[www.asher.edu](http://www.asher.edu)

The information contained in this catalog is true & correct to the best of my knowledge

A handwritten signature in black ink, appearing to be "DK", is written above a horizontal line.

President Signature

**ASHER COLLEGE  
APPROVAL DISCLOSURE STATEMENT**

MDDV, Inc. dba Asher College, Sacramento, is located at 1215 Howe Avenue, Suite 101, Sacramento, CA 95825. Branch locations are Asher College - Las Vegas, 255 E Warm Springs Road Suite 110, Las Vegas, NV, 89119-4275, and Asher College – Dallas, 16301 Quorum Dr Ste 140B, Addison, TX 75001-6873. Asher College is a non-standard term, quarter credit hour institution.

Asher College is a private institution. **Asher College has received authorization pursuant to AB 48 (Private Postsecondary Education Act of 2009), to offer to the public and to provide postsecondary educational programs until December 15, 2018. This approval to operate means compliance with state standards as set forth in the Ed. Code.** The Act is administered by the Bureau for Private Postsecondary Education. The Bureau can be reached at: 2535 Capitol Oaks Drive, Ste 400, Sacramento, CA 95833. Phone 888.370.7589, Fax 916.263.1897.

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

Asher College is approved by the Accrediting Council for Continuing Education and Training (ACCET). The current approval is through December 30, 2023.

The following programs are ACCET approved;

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS	Program Hours	QCH	WEEKS TO COMPLETE CALCULATED BY HOURS OF ATTENDANCE		
			24 Hrs per week	18 Hrs per week	12 Hrs per week
Associate of Applied Science Degree in Computer Network Technology	1260	91	65	78	104
Associate of Applied Science Degree in Computer Information	1385	100	71	85	113
Associate of Applied Science Degree in IT Network Engineering	1360	95.5	69	84	112
Associate of Applied Science Degree in IT Server Administration	1330	93.5	69	82	112
Associate of Applied Science Degree in Medical Billing and Coding	1295	93.5	68	81	107
Associate of Applied Science Degree in Health Information	1245	91.5	66	78	103
Associate of Applied Science Degree in Office Accounting	1345	95.5	69	83	111

**WEEKS TO COMPLETE CALCULATED BY HOURS OF ATTENDANCE**

<b>CERTIFICATE PROGRAMS</b>	<b>Program Hours</b>	<b>QCH</b>	<b>24 Hrs per week</b>	<b>18 Hrs per week</b>	<b>12 Hrs per week</b>
Computer and Network Technician	930	64	38	51	77
Computer Information Specialist	1055	73	44	58	87
IT Network Engineer	1030	68.5	42	57	85
IT Server Administrator	1000	66.5	42	55	85
PC Support Specialist	625	44.5	26	34	52
Network Support Specialist	570	40.5	24	31	47
Tech Support Specialist	600	42.5	25	33	51
PC Technician	360	24.5	15	20	30
Medical Billing & Coding	965	66.5	41	54	80
Medical Records Specialist	645	46.5	26	35	53
Health Information Specialist	915	64.5	39	51	76
Office Administrator	785	54	34	44	65
Office Accounting Specialist	1015	68.5	42	56	84
Pharmacy Technician	930	63.5	39	51	77

All courses are taught at 1215 Howe Avenue, Suite 101,  
Sacramento, CA, 95825-2401.

Instruction is in residence for Associate of Applied Science Degree and Certification programs. A component of the Associate of Applied Science Degree Program is eligible for Interactive Distance Learning.

The maximum class size depends on the classes and the course. In general, lab classes are 12:1, and lecture classes are 26:1. **Students who successfully complete a course of study are awarded an Associate of Applied Science Degree or Certificate of Completion verifying that fact.**

All information in the content of this school catalog is current and correct and is certified as true by David Vice, President.



1215 HOWE AVE SUITE 101 • SACRAMENTO, CA 95825-2401  
PHONE: 916-649-9600 • FAX: 916-649-9700

## **Program Catalog & Student Handbook**

### **HISTORY/OWNERSHIP**

MDDV, Inc. dba Asher College, a California Corporation, was founded in 1998 and has been providing quality education since January 2, 1999. The President is David Vice and the Vice President is Mike Dourgarian.

Asher College is located at 1215 Howe Avenue, Suite 101, Sacramento, CA 95825. Branch locations were added in 2010, Asher College, 6029 W Charleston Blvd, Las Vegas, NV 89146-1116 and in 2012, Asher College, 16301 Quorum Drive Ste 140B, Addison, TX 75001.

Asher College originally provided instruction for computer careers to include networking and database management. In 2004, the institution expanded its program offerings to include allied health courses. In 2012 eight (8) Associate of Applied Science Degree programs were added to the curriculum. The decision to add programs was predicated on meeting the growing labor market demands.

### **ADVISORY COMMITTEE**

Asher College operates with an Health Services Advisory Committee made up of the following individuals: Amanda Kimmel – Patient Accounts Rep at Sutter Center for Psychiatry; Lisa Larson – Account Rep II for Sutter Physicians Services; Melissa Oldall – Medicare Lead for Sutter Health (Sacramento & Sierra Region); Diane Refacho – PFSC Supervisor for Coram; Fred Adams – Sedgwick; Cressencia Rodriguez – Oak Point Chiropractic; Alansan Bougara – Social Interest Solutions; Reenal Patel – Wal-Mart; Marcella Young – Walgreens; Kisha Hensley – Kaiser.

Asher College operates with an Information Technology Advisory Committee made up of the following individuals: Trevor Hanes – State of California; Brent Lindke – BizTechPlus; James Mull – Radiological Associate Systems; Ross Dury – Randstad Technologies; Carl Ortega – Experis; Luke Deterding – Randstad Technologies; Renee Smith – Volt Workforce Solutions; Gina Pestana – Volt Workforce Solutions.

### **MISSION/OBJECTIVES**

Our mission is to propel Asher College students into new careers through quality, market-driven career education.

#### **This is accomplished by:**

- Providing prompt, individual attention to students
- Preparing students to apply learning to real-life situations
- Establishing a long-lasting relationship with graduates and alumni
- Obtaining feedback from industry professionals
- And employing experienced and capable faculty members who are encouraged to bring their unique talents and sensibilities to the classrooms.

## **FACILITIES**

Asher College Sacramento has classrooms, a break/fix lab, a networking lab, Pharmacy Technician lab, an open lab area and two interactive training rooms with Smart Board capabilities. The break/fix and networking labs has computers and monitors to repair as well as stations to network. The IT classroom seats 46 students with computers and monitors, and our lab accommodates up to 12 students at one time. The Health Services classroom seats 47 with computers and monitors.

The Pharmacy Technician lab contains a Laminar Flow Hood, prescription labels, mock medications, mock IV bags, compounding materials, personal protective equipment (masks, hair bonnet, shoe covering, gloves).

Asher College is equipped with up to date computer hardware/software, as well as lab areas where students can perform tasks expected on the job. Students have access to the internet library via the computers on campus. The intranet is accessed through the internet by the student with the ID number issued on the first day of class.

Academic resources are accessible on campus in the classrooms and online in the intranet. Students may access the classroom resources Monday through Thursday 8am to 9pm, Friday 8am to 8pm, Saturday 8:30am to 4:30pm, and the intranet 24 / 7. Resources are available on site.

## **RATIO OF STUDENTS**

Maximum number of students in the classroom for all programs is 46 and for lab work is 12. The maximum student: instructor ratio is 26 to 1.

## **PROGRAMS ADMISSIONS PROCESS**

The admissions process consists of an exchange of information between the applicant and Asher College. Asher College maintains a staff of admissions specialists to facilitate an applicant's enrollment. An admissions specialist conducts a personal interview with each applicant to assess individual career goals and training needs. After goals have been assessed, the specialist will enroll a student in the desired program and will select a start date that is convenient for the student.

Asher College is ADA compliant and does not discriminate against students with special needs. In addition, Asher College does not discriminate based on sex, race, ethnic origin or religion. See Equal Opportunity information.

Asher College follows the process below for all potential students regardless of whether they are an individual or a third party funded enrollment in a Certificate or Associate Degree program:

1. Asher College Admissions Advisors obtain inquiries from the Internet, community events, Agencies, Job Fairs, print media, telephone inquiry, referral, and walk-ins.
2. If the potential student is not present, the Admissions Advisors will contact them to schedule an appointment, internally known as an Admissions Interview. The Admissions Advisors will also tentatively schedule an appointment to meet with a financial aid officer should the student decide they want to explore their options after the Admissions interview. If the student is present, we continue as directed below.
3. When a prospective student arrives at Asher College, they complete an application (internally referred to as a "lobby form"). Once completed, the Office Administrator provides it to the Admissions Advisor.

4. The prospective student is greeted by the Admissions Advisor and guided to an office or interview room.
5. The Admissions Advisor begins the interview with the Interview Pathways Presentation.
6. During the Interview Pathway the Admissions Advisor discusses the following with the prospective student:
  - A.) The reasons why the prospective student contacted the school, including their individual needs and career goals.
  - B.) A discussion of the prospective student's career and educational background.
  - C.) A description of Asher College
  - D.) A description of Asher's blended learning model, instructional methods and class structure
  - E.) A description of Soft-Skills and Career Services at Asher
  - F.) Requirements for admissions, and the dedication and commitment required of students.
  - G.) An overview of the programs, certifications, testing and career opportunities the Admissions Advisor feels is most appropriate to help the prospect achieve their career goals, while also taking into consideration their past education or employment.
  - H.) A tour of the facility and an introduction to faculty members and students.
  - I.) The Admissions Advisor will then answer any other questions the prospective student may have and return to their offices with the student.
  - J.) From there, the prospective student is presented with a folder that contains the business card of the Admissions Advisor, marketing material on the program they are interested in, a personalized proposal with start dates, end dates, program details and course descriptions. Tuition is also included on the proposal unless the prospect is working with an outside agency that has additional paperwork the advisor must send to the prospective student's counselors.
  - K.) The prospect is offered an Admissions Interview Tour Recap with links to our disclosures and the next steps to enrollment are discussed. (entrance exam, the ability to meet financial obligations, scholarship application, weekly hours commitment etc.)
  - L.) Then if the prospect would like to explore financial aid eligibility they are introduced to a Financial Aid (FA) Representative or if they are a veteran the School Certifying Official (SCO). If a FA representative, or the SCO is not available, or the student isn't ready to meet with them a follow up appointment is re-scheduled with a checklist of items to bring to the future appointment.

- M.) If time permits, the prospective student is also given an entrance exam and reminded that all instruction is done in English. If for some reason Asher College cannot administer the entrance exam or the student is pressed for time, an appointment will be scheduled to proctor the exam prior to enrollment.
- N.) If the student is working with an agency, approval must be given to the Admissions Advisor before we can proceed with the enrollment.
- O.) Once the student has successfully completed the steps above, they can pursue enrollment paperwork.
- P.) Once enrollment paperwork is signed, the student will be scheduled for an academic and classroom orientation and begin their certificate of degree programs.

### **PROGRAMS ADMISSIONS REQUIREMENTS**

When the student is interested in pursuing admission, they must meet the following requirements:

- The prospective student must meet with an Admissions Advisor and Financial Aid Representative or Veteran Certifying Official to explore programs and eligibility.
- The prospective student must pass the entrance exam to show proficiency in English. If the prospective student fails the entrance exam, they will be given an opportunity to retake it the next business day. If they fail a second time, the student will be denied the opportunity to enroll and denial paperwork will be filed at the campus. In 30 days, the student can reattempt the exam to pursue enrollment.
- The prospective student must present proof of a high school diploma, high school transcripts with a graduation date, a GED or equivalent, or be able to show that they meet the requirement of 6 college credits. Foreign language high school or college documentation must be translated into English by a reputable translation service.
- The prospective student must be 18 years of age or have a parent or legal guardian be present to sign the Admissions paperwork on behalf of the student.

Following completion of the prior steps, if the prospective student meets the admissions requirements, as demonstrated through the interview, entrance exam, and the ability to meet the financial obligations, s/he is eligible for admission.

If the prospective student does not meet these requirements, admission to Asher College is denied and their lobby form and additional paperwork is filed in the deny folder at the campus.

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### **ENGLISH PROFICIENCY**

Asher College does not provide English-as-a-Second-Language instruction. Students are required to speak English when an instructional setting necessitates the use of English for educational or communication purposes. All courses are taught in English.

### **ADMISSIONS PROCEDURES FOR STUDENTS WITH SPECIAL NEEDS**

Asher College makes every effort in the admissions process to accommodate potential students with special needs. We are ADA compliant. The admissions advisor will ask potential students what assistance they need to complete the admissions process. Completing the process may require assistance with:

- Interview
- Campus tour
- Completion of any subsequent paperwork

Accommodations may include, but are not exclusive to:

- Reading materials to the potential student
- Assisting potential student in filling out the lobby form
- Physically assisting potential student during campus tour

Additional assistance can be provided by administrative staff, instructors, and/or management staff.

### **ENTRANCE TEST REQUIREMENTS**

All applicants to Asher College must obtain a passing score of 265 (at the required HS Equivalent level) on the Wonderlic Exam, a national standardized exam recognized by the U.S. Department of Education. At the time of enrollment, the entrance test must have been successfully completed within the last 12 months.

If an applicant does not pass the entrance examination, the applicant may retake the exam to attempt to pass a second time. If the applicant does not pass the second time, they must wait 30 days before reapplying.

*A prospective student may be admitted without passing the entrance exam with the permission of the Campus Director.*

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at Asher College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Associate of Applied Science Degree or any certificate you earn in Information Technology, Health Service or Business Programs is also at the complete discretion of any institution to which you may seek transfer.

If the degree or certificate that you earn at this institution is not accepted at the institution to which you seek transfer, you may be required to repeat some or all your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Asher College to determine if your quarter credits, Associate of Applied Science Degree or certificate will transfer.

### **TRANSFER OR ARTICULATION AGREEMENTS**

This institution has not entered into any transfer or articulation agreements with any other college or university.

### **TEST OUT (CHALLENGE EXAMS) FOR CREDIT**

Students who believe they are sufficiently competent to receive clock hour credits in a subject may request credit for some classes through a Test Out (Challenge Examination) without additional charges from Asher College. Challenge Exams must be completed **prior** to enrollment. The Test Out (Challenge Exam) may contain oral, written and/or practical portions. A score of 90% or above on the exam is required to receive credit, and the decision of the examining instructor is final.



### **TRANSFERABILITY OF CREDIT TO ASHER COLLEGE (TOC)**

Prospective students may request prior obtained credits to be reviewed for possible transferability to Asher College. No more than 33% of courses from the program's content may be acceptable for transfer. For courses accepted for credit, tuition will be prorated on a percentage of the course(s) accepted. Courses accepted for Transfer of Credit may affect financial aid.

**Exception: Any prior Asher College Courses may be accepted as a transfer from program to program.**

It is the school's policy to accept credit hours earned in courses taken at accredited institutions provided that a grade of 2.0 (C) or above was earned. Transfer credit requests will be reviewed by the TOC Coordinator.

Students may not transfer credit hours for courses taken at another institution and also receive credit for the same course taken at Asher College. Transfer credits must be directly applicable to courses required in the selected Asher College program. *Official transcripts* must be on file before transfer credit can be approved.

The process to apply for a transfer of credit:

- The prospective student must request a TOC
- The prospective student must request that an **official transcript** of all coursework taken at a non-Asher College institution be sent directly to the Asher College.
- The prospective students will receive a print out of the results with a financial breakdown in within 5 school days of receiving the above information as to which courses can be accepted and which ones cannot.

If a student believes that their credit was not transferred properly, the student is encouraged to discuss the situation informally with the Admissions Advisor. If the inquiry is resolved by the parties, the matter is deemed closed. If the inquiry is not resolved at this level, the student may request an appeal Campus Director. All appeals will be reviewed by Senior Management and if they are found to adhere to policy, the appeal will be granted. **Asher College reserves the right to accept or reject any or all credit hours earned at other institutions.**

**All VA beneficiaries are required to provide all transcripts of educational training that is above High School level. Asher College will retain and evaluate this documentation to determine if the VA beneficiary is eligible to transfer prior earned credits to the program of study.**

### **CERTIFICATION AND LICENSING**

Industry recognized certification exams offered for Asher College program graduates are optional. Certifying entities include CompTIA, Microsoft, Cisco, Intuit, AAPC (Medical Coding) and National Health Career Association (NHA).

The measures taken to prepare graduates for their optional certifications include:

- Individual courses containing multiple unit exams, a final exam, labs to help students experience practical use of the course materials,
- Test prep materials to test a student's knowledge to better ensure they are prepared to take an exam
- Test vouchers and test registration for graduates so that each examinee knows when and where their exam will be held
- Testing is provided on-site at the campus for multiple certifications including CompTIA, Microsoft, Cisco, Intuit and NHA

# **Financial Information & Financial Assistance**

## **FINANCIAL INFORMATION**

The Financial Aid Department will discuss financial options with students prior to enrolling into Asher College. This practice enables applicants to evaluate their options for tuition financing. Asher College participates in the following financial aid programs:

- Federal Pell Grants A Pell Grant is a subsidy the U.S. federal government provides for students who need it to pay for college.
- Unsubsidized Federal Stafford Loan unsubsidized loans are guaranteed by the U.S. Department of Education .
- Subsidized Federal Stafford Loan subsidized loans are guaranteed by the U.S. Department of Education .
- Federal PLUS Loans is a student loan offered to parents of students enrolled at least half time, or graduate and professional students, at participating and eligible post-secondary institutions.
- FSEOG GRANT Federal Supplemental Educational Opportunity Grant is a grant for undergraduate students with exceptional financial need.
- Tuition Options originating, servicing and managing tuition receivable and institutional loan programs for post-secondary institutions.
- Cal Grant Cal Grants are awarded by the California Student Aid Commission and may be renewed annually. Students must complete a FAFSA by March 2<sup>nd</sup> each year.

## **Resources**

Federal Application for Federal Student Aid (FAFSA)

<https://studentaid.ed.gov/sa/fafsa>

Cal Grant FAQs

<https://www.csac.ca.gov/post/cal-grant-faq-0>

Webgrants 4 Students

<https://mygrantinfo.csac.ca.gov/logon.asp>

California Student Aid Commission

<https://www.csac.ca.gov>

**Students who receive loans to pay for their course of instruction are responsible for repaying the full amount of the loan, plus interest, less the amount of any refund.**

Defaulting on loans could result in damage to credit ratings, loss of eligibility for future student loans and other forms of financial aid, loss of deferment and monthly payment options, withholding of state and federal income tax refunds, initiation of court action, and garnishment of wages.

Additional information on eligibility requirements, alternate financing, amounts available, interest rates, scholarships, and repayment schedules is available from the Financial Aid Department.

## **FEDERAL FINANCIAL ASSISTANCE**

Federal financial assistance to students is available through Title IV. Assistance received from Federal financial aid programs may be used for educational purposes only.

## **FINANCIAL AID DEPARTMENT**

Financial aid personnel can answer questions and provide information about financial aid programs, the application process and related deadlines. Students can obtain loan and grant applications from this department. Appointments are recommended.

### **APPLICATION FOR FEDERAL FINANCIAL AID**

To apply for Federal financial aid, a student must:

- Complete the Free Application for Federal Student Aid (FAFSA)
- Submit their federal income tax return for the most recent tax year or submit a non-filing statement.

Financial aid is not guaranteed from one award year to the next. Students must re-apply for every academic year they attend school. Unless applicants can establish independent status, they must provide parental information on the FAFSA and include copies of their parents' tax returns.

### **DEFINITION OF CLOCK HOUR TO CREDIT CONVERSION**

#### **For Academic Purposes:**

Asher College is approved by Accrediting Council for Continuing Education and Training. ACCET uses the following **Carnegie Method** for clock-to- credit hour conversions for lecture and laboratory:

**Lecture Hours:** Instructional hours consisting of theory or new principles.

**Lecture Credit Hours:** Quarter Credits – Must teach a minimum of 10 Lecture hours to award 1 quarter credit (divide lecture hours by 10).

**Laboratory Hours:** Instructional hours consisting of supervised student practice of a previously introduced theory/principle during which practical skills and knowledge are developed and reinforced.

**Laboratory Credit Hours:** Quarter Credits – Must teach a minimum of 20 laboratory hours to award 1 quarter credit (divide laboratory hours by 20).

#### **For Purposes of Title IV Federal Financial Aid:**

Asher College measures our programs for financial aid purpose in Quarter Credit Hours as follows:

Quarter Credit hours definition of credit hour: Measures credit hour in terms of the amount of time in which a student is engaged in academic activity (course ware, labs, hands on, lectures, and homework) are 25 clock hours:1; that is a minimum of 25 hours to award 1 quarter credit (divide program hours allowable homework hours by 25).

#### **34CFR Section 668.8 (1) (2).**

#### **VETERANS ASSISTANCE OR GI BILL®**

**GI Bill®” is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).”**

The college is approved for certain program for veterans' enrollment. Individuals interested in receiving student assistance from the VA should contact the Veterans Administration Office in the student's locality to determine eligibility for benefits. For GI Bill eligibility information call **1-888-GIBILL1**. The school will assist in preparing the necessary forms.

### **THE ASHER ADVANTAGE SCHOLARSHIP PROGRAM**

All potential Asher College students are welcome to apply for the Asher Advantage Scholarship. Students who are considered to have a high likelihood of success and a justified need for tuition assistance will be given highest consideration. Justified need includes: student does not qualify for Financial Aid, gap in financing after all other resources have been exhausted or financial hardship. Funding for the Asher Advantage Scholarship program is provided through the school's contributions. Awards will vary based on the student's specific situation. Recipients will have the scholarship proceeds dispensed to their tuition account after the completion of 80% of their program.

**STUDENT TUITION RECOVERY FUND DISCLOSURES**

**5 CCR §76215(a)** A qualifying institution shall include the following statement on both its enrollment agreement for an educational program and its current schedule of student charges:

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

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

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

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

**5 CCR §76215(b)** In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

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

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

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

# Asher College Policies & Definitions

**Satisfactory Academic Progress definition:** Students must earn all quarter credits in the program, achieve a cumulative grade point average of at least 70% (2.0), have 80% attendance hours and meet the required standards for Attendance, Progress and Code of Conduct to graduate. **Students must adhere to Attendance and Code of Conduct Policies along with Academic standards to maintain Satisfactory Academic Progress.**

*For Example: Computer and Network Technician student meeting Satisfactory Academic Progress at the 18 Quarter Credit Hour mark will have 80% cumulative attendance and have a cumulative Grade Point Average over 70%. They will have completed PCS110r, PCS111r and Career Success to earn a minimum of 18 quarter credits.*

Students are issued a plan for their program by course with specific dates to test and to complete each course. At the scheduled course completion date the student will be awarded a grade or an **I (incomplete)**. Students will have up to an additional 50% of course days to change the **I (incomplete)** to a passing grade while working on the next course. Students who do not meet the Scheduled Completion Date may be terminated from the program.

If students are not making Satisfactory Academic Progress, a face-to-face appointment will be scheduled with the appropriate faculty member, instructor or program director. Students not making SAP will be placed on academic warning for 4 weeks.

**Scheduled Course Completion definition:** Students are issued a plan for their program by course with specific dates to test and to complete each course. Each course will have a 100% date of completion and a 150% maximum date.

A grade of incomplete (I) will added to any course that is not completed by the specified 100% date.

An incomplete course (by the complete date) will be identified as an (I) (Incomplete) within 5 business days during the weekly Critical Care meeting.

- o The student with an Incomplete (I) will be able to complete the course while working on the next course. A plan will be created in by the DOE/Instructor with the student identifying the last possible date to complete with in the 150% maximum time frame (or sooner);
- o Or a student may continue to work on the incomplete course without moving on within the 150% maximum allotted time (or sooner) with the understanding that this will affect progress and funding.

At the end of the 150% of allotted time the grade earned for the course will be entered.

**GPA below 2.0:** Student who fall below a 2.0 cumulative GPA will be placed on **academic probation**. At the end of 4 weeks academic probation a student who does not maintain a 2.0 cumulative GPA will have their program terminated.

## **Financial Aid Warning Definition:**

A status a school assigns to a student who is failing to make satisfactory academic progress. The school reinstates eligibility for aid for one payment period and may do so without a student appeal. This status may only be used by schools that check SAP at the end of each payment period and only for students who were making SAP in the prior payment period for which they were enrolled or who were in the first payment period of their program.

**ADDITIONALLY IF A STUDENT WITH FA FUNDING IS FAILING THEY GO INTO FA WARNING FOR THE PAYMENT PERIOD. EVALUATION WILL HAPPEN AT THE CONCLUSION OF PAYMENT PERIOD AND IF SAP UNSATISFACTORY THE STUDENT WILL BE WITHDRAWN.**

**(Warning and Probation) (§34 CFR 668.34)**

**Student Good Standing definition:** Student understands the requirements for success and maintains a performance level in accordance with the necessary program enrollment agreement.

**Student Academic Warning definition:** A documented meeting that indicates an immediate or impending problem with the student's conduct, attendance, grades or academic progress. Students will be placed on academic warning status for 4 weeks under the following circumstances:

- Unsatisfactory Progress – Students who do not test or progress in the program as designed.
- Unsatisfactory Attendance – 80% cumulative attendance hours is required. Compliance with Attendance policy is required.
- Unsatisfactory GPA – 69% or lower for the program. A 2.0 or C (70%) is required
- Unsatisfactory Conduct

Academic warning status is designated by faculty and a detailed plan is created to guide a return to good standing. **Failure to successfully complete an academic warning will result in academic probation.**

**Student Academic Probation definition:** A documented meeting to start a 4-week period in which a student's is given time to try to redeem poor attendance, failing grades, lack of progress or bad conduct. Students will be placed on academic probation status for 4 weeks following an unsuccessful academic warning as defined above. Academic probation status is designated by faculty. A plan is created with the student to ensure a return to good standing. **Failure to successfully complete academic probation will result in termination.**

**Return to Good Standing definition:** A student has successfully fulfilled the requirements of an academic warning or academic probation and has maintained necessary performance levels by the end of the 4-week academic warning or academic probation.

**Academic Appeal Process:** Students who are placed on an academic warning, academic probation and/or termination status for failure to maintain satisfactory academic progress may appeal.

A written statement describing the extenuating circumstances must be submitted to the Campus Director within 5 days of the initiation of academic warning or academic probation. The student will be notified in writing of the result of the appeal within 5 days of receipt. Following the appeal, the student will either return to good standing or go back to the original determination. Students who are terminated may reapply.

Students who successfully appeal a termination will be placed on academic probation for an evaluation period of 4 weeks. All documentation concerning academic warning, academic probation, termination and appeals will be placed in the student's file.

### **MAXIMUM PROGRAM COMPLETION TIME**

Students are expected to complete their program within the maximum program completion time, which should not exceed the time frame plus 50% time.

For example: The Computer Network Technician program is 63 credits over 66 weeks. Based on a 150% Max Timeframe, a student would have to complete the program within 99 weeks ( $66 \times 150\%$ ) and 95 attempted credits ( $63 \times 150\%$ ).

## **GRADUATION REQUIREMENTS**

Graduation Requirements for Asher College are:

- Completion of the course work to earn the quarter credits required.
- C or 2.0 cumulative GPA and above for the overall program.
- **Completion of Career Success with a passing score.**
- **Completion of Advanced Career Development with a passing score.**
- 80% cumulative attendance hours.
- The student maintained the Asher College Code of Conduct.
- Good financial standing.

**Students who successfully complete a course of study are awarded an appropriate degree or certificate verifying that fact.**

## **SATISFACTORY ACADEMIC PROGRESS POLICY TITLE IV: §34 CFR 668.34**

Evaluation of student achievement and progress is based on meeting the objectives for each course. Student progress, GPA, and attendance is evaluated at various times throughout the program. Students are notified of their GPA every other month with an unofficial copy of their transcript and by evaluations due to time frames listed below. The quarter credit value used for SAP purposes is defined by the Department of Education.

### **For programs less than 36 quarter credit hours, evaluations take place:**

- By the end of the 2nd week after the first day on campus an evaluation is completed.
- Upon completion of the required attendance and earning ½ of the quarter credits needed for graduation an evaluation is completed.
- At completion of the last course an evaluation is completed.
- At the instructor's discretion, other evaluations may occur as needed.
- Progress or evaluation checks will be conducted by an instructor.

### **For programs longer than 36 quarter credit hours the evaluations take place:**

- By the end of the 2nd week after the first day on campus an evaluation is completed.
- Upon completion of the required attendance and course content to earn the minimum of 18 quarter credit hours an evaluation is completed.
- Upon completion of the required attendance and course content to earn the minimum of 36 quarter credit hour an evaluation is completed.
- A final evaluation is done at the completion of the program.
- At the instructor's discretion, other evaluations may occur as needed. Progress or evaluations checks will be conducted by an instructor.

### **For programs longer than 51 quarter credit hours, evaluations take place:**

- By the end of the 2nd week after the first day on campus an evaluation is completed.
- Upon completion of the required attendance and course content to earn the minimum of 18 quarter credit hours an evaluation is completed.
- Upon completion of the required attendance and course content to earn the minimum of 36 quarter credit hour an evaluation is completed.
- Upon completion of the required attendance and course content to earn the minimum of 51 quarter credit hour an evaluation is completed.
- A final evaluation is done at the completion of the program
- At the instructor's discretion, other evaluations may occur as needed. Progress or evaluation checks will be conducted by an instructor.

## **ATTENDANCE POLICY**

Regular attendance is essential for academic progress and success in a career. Absences may jeopardize a student's ability to complete their program in a timely manner. All students are encouraged to complete the specified hours for their program by the end of each week. If a student is unable to attend or leaves campus early on a given day(s), they should contact their instructor or any appropriate staff member. Students are encouraged to make up missed attendance. The instructor will assist in creating a makeup plan. Attendance is checked on a weekly basis.

Asher College requires completion of all courses for graduation. Asher College requires 80% cumulative attendance hours for graduation.

**Any student who has an unexcused absence of fourteen (14) consecutive days will be automatically withdrawn.**

Students are required to log in and log out using the computer located on campus. The computer tracks the amount of time a student spends on campus. This information is stored in a student database from which attendance reports are generated. If the student does not log in, they will be required to sign the attendance roster and have an instructor initial for confirmation.

Students are expected to call or e-mail the campus if they are unable to attend the required hours for the week to obtain an excused absence.

**At any time during the program a student will be placed on academic warning status and can result in academic probation status for violation of attendance.**

**Attendance violation is, including but not limited to:**

- **Ten (10) Unexcused absences**
- **Logging in and leaving the campus without logging out. If a student must leave campus, they are required to log out. The student can log in upon return. A student will be logged out if they cannot be located on campus.**
- **Asking another student to log them in or out.**

If a student is in violation of Attendance, they will be placed on academic warning status. **Failure to successfully return to good standing from academic warning will lead to academic probation. Failure to successfully return to good standing following probation will lead to program termination.** See Academic Warning and Academic Probation definitions.



### **SPECIAL CONSIDERATION ATTENDANCE POLICY**

Special Consideration (SC) is for students who are undergoing a temporary life event, eg, personal health issues or care giving for a family member, temporary transportation or temporary employment constraints. SC can be used for up to 30%, cumulative, of the students' non-General Education Course attendance.

Students on Special Consideration will abide by Satisfactory Academic Policy and the SC contract. Students are required to attain 80% of attendance hours by program end.

Students who qualify for Special Consideration (SC) will have criteria that is required:

- SC approval comes from the Campus Director or Program Director.
- Special Consideration is granted for no longer than 4 weeks at a time.
- Students will have a Special Consideration contract that documents tasks to be completed at home and on campus.
- Student will have weekly on campus meetings with faculty.
- Students are only able to log a specified hour amount of time off campus.
- Students are required to attend a minimum number of hours on campus.
  - 12-hour students must attend 7 hours on campus
  - 18-hour students must attend 10 hours on campus
  - 24- hours students must attend 14 hours on campus

### **TARDY POLICY**

Students arriving late will make up the time by staying late or making up the time on another day. Low attendance can result in academic warning or academic probation status or termination from the program as stated above.

### **EARLY DEPARTURE POLICY**

Students leaving early will make up the time on another day. Less than 80% attendance hours will result in academic warning status, academic probation status or termination from the program as stated above

## GRADING POLICY

Gradable elements equal 100 points, Homework at 10%, Final at 40% and the Unit exams at 50%. The same grading scale applies to all Health Services and IT programs at Asher College. Homework is work outside of class and not counted in any course hours.

### **Method of Evaluation and Grading:**

Each unit and final exam can be taken twice. The highest score from each element is used in the calculation.

The number to letter grade conversion is below:

Grade	Grade Points
A	4
B	3
C	2
D	1
F	0

### **Example I: Student scores well in all areas**

Exam Type	Score	Average	Percentage	Calculation
Unit 1	85	91	50%	45.5
Unit 2	93			
Unit 3	95			
Homework	90	9	10%	9
Final Exam	92	92	40%	37
Course Grade				91.5 = A

### **Example II: Scores are acceptable for units, no homework, the final is failed Course is failed and must be repeated**

Exam Type	Score	Average	Percentage	Calculation
Unit 1	65	67	50%	33.5
Unit 2	68			
Unit 3	70			
Homework	0	0	10%	0
Final Exam	52	52	40%	21
Course Grade				54.5=F

### **Example III: Student did well in unit and final, did not turn in Homework.**

Exam Type	Score	Average	Percentage	Calculation
Unit 1	83	84	50%	42
Unit 2	81			
Unit 3	87			
Unit 4	84			
Unit 5	85			
Homework	0	0	10%	0
Final Exam	90	90	40%	36
Course Grade				78 = C

**Example IV: Students is taking a course with several units**

Exam Type	Score	Average	Percentage	Calculation
Unit 1	91	90	50%	45
Unit 2	97			
Unit 3	84			
Unit 4	93			
Unit 5	89			
Unit 6	97			
Unit 7	84			
Unit 8	85			
Homework	90	9	10%	9
Final Exam	95	95	40%	38
Course Grade				92 = A

The program GPA is weighted based on Quarter Credit Hour by course. For example, Typing Fundamentals will not carry the same weight as Medical Terminology.

- Numeric value of Letter Grade times the quarter credits of the course equal the weighted grade.
- Sum of QCH x Numeric value divided by total QCH of the program = GPA

A student must have a 70% or 2.0 cumulative GPA to graduate. Students who do not pass an exam with an acceptable score will begin the Individualized Education Plan process outlined in the section entitled Unsatisfactory Academic Progress Requirement academic warning / academic probationary Status.

**The IEP process can begin at any time with the discretion of the Program Director.**

<b>Withdraw:</b>	<b>An incomplete course or program will be considered a withdraw</b>
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**MAKE-UP WORK**

Absences from class are unavoidable at times. However, students will be required to make up all assignments, examinations or other work missed as the result of any excused or unexcused absence. For absences exceeding five (5) consecutive class days the student must arrange to meet with the instructor regarding make-up work. The instructor will assist in creating a makeup plan according to the students' progress in their current course.

**CLASS CALENDAR**

Asher College utilizes an open enrollment policy, with classes beginning every other Monday. Depending on the program selected and number of hours per week attending, the end date will be calculated prior to enrollment.

Example: If a student begins the CNT program on January 5, 2018 at 18 hours a week (52 weeks or 366 days total), then the end date would be January 5, 2019.

Monthly staff in-service days are the second Friday of each month. Scheduled holidays are as follows:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

# Asher College 2019

Asher College 2019							Staff Meetings	GenEd Module Start Dates	Closed for Staff and Students	
<b>JANUARY</b>							Second Friday	First Monday (Tues)	<b>HOLIDAY</b>	
S	M	T	W	T	F	S		7-Jan	New Years	
		1	2	3	4	5		11-Jan	4-Feb	1-Jan
6	7	8	9	10	11	12		8-Feb		
13	14	15	16	17	18	19				
20	21	22	23	24	25	26				
27	28	29	30	31						
<b>FEBRUARY</b>										
S	M	T	W	T	F	S				
					1	2				
3	4	5	6	7	8	9				
10	11	12	13	14	15	16				
17	18	19	20	21	22	23				
24	25	26	27	28						
<b>MARCH</b>							Second Friday	First Monday	<b>HOLIDAY</b>	
S	M	T	W	T	F	S		4-Mar		
				1	2			1-Apr		
3	4	5	6	7	8	9		8-Mar		
10	11	12	13	14	15	16		12-Apr		
17	18	19	20	21	22	23				
24	25	26	27	28	29	30				
<b>APRIL</b>										
S	M	T	W	T	F	S				
31	1	2	3	4	5	6				
7	8	9	10	11	12	13				
14	15	16	17	18	19	20				
21	22	23	24	25	26	27				
28	29	30								
<b>MAY</b>							Second Friday	First Monday	<b>HOLIDAY</b>	
S	M	T	W	T	F	S		6-May		
			1	2	3	4		10-May	3-Jun	MEMORIAL DAY
5	6	7	8	9	10	11		7-Jun	5/25-5/27	
12	13	14	15	16	17	18				
19	20	21	22	23	24	25				
26	27	28	29	30	31					
<b>JUNE</b>										
S	M	T	W	T	F	S				
					1					
2	3	4	5	6	7	8				
9	10	11	12	13	14	15				
16	17	18	19	20	21	22				
23	24	25	26	27	28	29				
30										
<b>JULY</b>							Second Friday	First Monday	<b>HOLIDAY</b>	
S	M	T	W	T	F	S		1-Jul	Independence Day	
	1	2	3	4	5	6		12-Jul	5-Aug	4-Jul
7	8	9	10	11	12	13		12-Aug		
14	15	16	17	18	19	20				
21	22	23	24	25	26	27				
28	29	30	31							
<b>AUGUST</b>										
S	M	T	W	T	F	S				
				1	2	3				
4	5	6	7	8	9	10				
11	12	13	14	15	16	17				
18	19	20	21	22	23	24				
25	26	27	28	29	30	31				
<b>SEPTEMBER</b>							Second Friday	First Monday (Tues)	<b>HOLIDAY</b>	
S	M	T	W	T	F	S		3-Sep	Labor Day	
1	2	3	4	5	6	7		13-Sep	7-Oct	8/31-9/2
8	9	10	11	12	13	14		11-Oct		
15	16	17	18	19	20	21				
22	23	24	25	26	27	28				
29	30									
<b>OCTOBER</b>										
S	M	T	W	T	F	S				
		1	2	3	4	5				
6	7	8	9	10	11	12				
13	14	15	16	17	18	19				
20	21	22	23	24	25	26				
27	28	29	30	31						
<b>NOVEMBER</b>							Second Friday	First Monday	<b>HOLIDAY</b>	
S	M	T	W	T	F	S		4-Nov	Thanksgiving	
				1	2			2-Dec	28-Nov	
3	4	5	6	7	8	9		8-Nov	Christmas	
10	11	12	13	14	15	16		13-Dec	24-Dec 25-Dec	
17	18	19	20	21	22	23			New Years	
24	25	26	27	28	29	30			1-Jan	
<b>DECEMBER</b>										
S	M	T	W	T	F	S				
1	2	3	4	5	6	7				
8	9	10	11	12	13	14				
15	16	17	18	19	20	21				
22	23	24	25	26	27	28				
29	30	31	1							

## **UNSATISFACTORY ACADEMIC PROGRESS REQUIREMENT**

**Students will have informal evaluations all throughout the program and can be identified as at risk for academic warning and academic probation.**

### **ACADEMIC WARNING AND ACADEMIC PROBATION FOR STUDENTS - INCLUDING TITLE IV: §34 CFR 668.34**

Students who are making unsatisfactory progress, attendance or a have code of conduct violation will be placed on academic warning or academic probation for a 4-week period.

If a student on academic probation fails to achieve satisfactory progress by required attendance, required grade or be in compliance with the code of conduct by the end of the academic probationary 4 weeks, the student's enrollment will be terminated.

A student who is on academic warning or academic probation will be placed on a 4-week IEP (Individualized Education Plan) detailing counseling for the student, date, action taken and terms of academic warning or academic probation.

If a student does not pass a course, they may be allowed to move to the next module, at the discretion of the program director. Student will be allowed to take each unit exam, final and homework twice.

A student will be placed on academic probation following academic warning when they do not meet the SAP standards at the end of the 4-week academic warning process.

### **ACADEMIC PROBATION REMOVAL:**

Removal of academic probation requires that a student maintain satisfactory academic progress by the end of the 4 weeks of the academic probation.

### **REINSTATEMENT POLICY**

Students whose programs have been terminated for failing to maintain satisfactory academic progress may be reinstated through the appeal process.

The conditions of reentrance are as follows:

- A written statement describing the extenuating circumstances must be submitted to the Campus Director within 5 days if the initiation of academic probation or termination.
- The student will be notified in writing of the result of the appeal within 5 days of receipt of appeal. If the student does not prevail in the appeal process, the student will be terminated and/or not be readmitted.
- If a student prevails in the appeals process, and is reinstated, the student will be placed on academic probation. At the end of the first course after reinstatement, the following standards must be achieved: a cumulative GPA of 70% (2.0), progress as stated on the IEP and 80% cumulative attendance hours.
- If the student does not successfully complete academic probation by achieving the necessary grade, progress or attendance, they will be terminated without the possibility of a second reinstatement. Students may reapply in 6 months.

### **APPEALS PROCESS FOR REINSTATEMENT TITLE IV**

- Reentrance to the School following withdrawal for any reason will be at the discretion of the School's Director and Faculty. A student may petition in writing for reinstatement within 6 months of dismissal. The Director and Faculty will review the student's previous academic records and their current situation in deciding regarding reinstatement. The student will be notified of the decision in a timely manner.
- Students accepted for readmission are entitled to the same rights and privileges and are subject to the same regulations as any student. For readmitted students, grades will remain the same for courses completed in the prior year. Incomplete courses will have to be repeated from the beginning.
- Students who do not prevail in the appeal process will not be readmitted. Students may reapply in 6 months.

### **WITHDRAWAL POLICY**

To withdraw, the student must notify the school in writing or verbally of their withdrawal. If a withdrawal is not filed, a student will be dropped after 14 consecutive unexcused absences.

For determining a student's obligation for the time attended, a student will be considered to have withdrawn from their program when any one of the following occurs:

- Student notifies the school in writing or verbally of their withdrawal or the actual date of withdrawal, whichever is later.
- The school terminates the student's enrollment as provided in the enrollment agreement.
- Student fails to attend classes for 14 consecutive school days. In this case, the date of determination for withdrawal will be 14 consecutive school days after the last date of recorded attendance.

### **SUMMARY OF TERMINATION**

Students who do not meet the standards described in the sections related to Satisfactory Academic Progress or attendance requirements, leave of absence, conduct, dress code, substance abuse and/or financial obligations included within this catalog are subject to termination. Examples include, but are not limited to, the following:

- Violation of the attendance policy
- Failure to maintain satisfactory academic progress
- Violation of personal conduct standards
- Inability to meet financial obligations to the school

### **INDEPENDENT STUDY, COOPERATIVE PROGRAMS, AND OJT POLICY**

Asher College does offer independent distance education for multiple courses. Asher College does not offer cooperative programs, or on-the job training (OJT) programs in addition to what is already included in the curriculum for each respective program. Credit is also not granted by Asher College for previous participation in independent study, cooperative programs, or OJT programs. Students may access further professional development opportunities through the Career Services office.

## **LEAVE OF ABSENCE**

A student must request a Leave of Absence in advance of the beginning date of the LOA, in writing or verbally and include the reason for Leave of Absence unless unforeseen circumstances prevent the student from doing so. If a student does not request an LOA within 14 consecutive days of absence, the student will be withdrawn. The leave of absence may not exceed 180 days in any 12-month period or one-half their published program length, whichever is shorter. Multiple LOA's are permitted provided the total of the leaves does not exceed this limit.

LOA's must be signed by the student and specify a reason for the leave. The Campus Director approves or disapproves LOA's. No additional charges to the program will be incurred due to an LOA. An LOA may be extended provided that the extension meets all the requirements. The IT or Health Services Program Director will decide if the student must restart the course or pick up from the point the student left off.

The remaining programs listed on page 3 are Title IV approved and Asher College adheres to **§668.22(d)** of the Department of Education regulations for Leave of Absence. The Campus Director may grant a leave of absence after determining that good cause is shown.

The Asher College policy states that the requests for an LOA are submitted in writing or verbally and include the reason for the student's request. Asher College will not assess the student any additional institutional charges, the student's need may not increase, and the student is not eligible for any additional Federal Student Aid. The LOA, together with additional leaves of absence may not exceed the total of 180 days in any 12-month period. The student returning from an LOA is required to resume training at the same point in the academic program as he or she began the LOA.

**LOA's can only be granted after a student has attended school for a period of 90 days, unless approved by Campus Director.**

The Campus Director may grant a leave of absence after determining that good cause is shown.

**A consequence of not returning from an LOA is that a student's grace period for a Title IV program loan might be exhausted, and the loan may go into repayment, depending on the length of the LOA. §668.22(d)**

## **CAREER SERVICES ASSISTANCE**

Asher College provides career assistance to all graduates in good standing. Asher College employs a Career Services department who assists students with resume development, interview skills and career search techniques.

Career Services personnel will advise students and graduates on available careers in the area for which the students have been trained. To provide this service, the school maintains a contact file of potential employers, which is constantly updated. Employers are also invited to come to the campus for career interview sessions with our students and graduates.

The Career Services department provides the following services:

- Individualized career advising
- Assistance in preparation of resumes
- Information on career availability
- In-class training in the preparation of career resumes, cover letters, interviewing skills and strategies for conducting career searches
- Career Services Assistance is concentrated in, but not limited to the Greater Sacramento Area.

**Although Asher College cannot guarantee employment for its graduates, every reasonable effort will be made to assist students in this process.** Failure on a student's part to follow procedures may result in the discontinuation of career services.

### **STUDENT SERVICES**

Asher College offers tutoring, career planning services, and referrals to other agencies to facilitate the career search process. Asher College will refer a student to other agencies regarding housing, personal advice, etc.

Asher College does not assume responsibility for student housing. The institution does not have dormitory facilities under its control nor does it offer student housing assistance. According to rentals.com for Sacramento, Ca. rental properties start at approximately \$650 per month.

### **STUDENT GUIDANCE AND ADVISING**

Asher College is committed to helping students realize and use their own abilities to reach their personal, academic and career goals. The staff of the school makes every effort to maintain communication with its students. Students may contact faculty members and administrative staff for both vocational and academic advising. Students experiencing personal problems that require professional help will be referred to appropriate agencies.

### **COMPLAINT/GRIEVANCE PROCEDURES**

Asher College maintains an open-door policy. If a student has a concern of any kind, it should first be discussed with the Instructor. If the student is not satisfied with the result of that conversation the concern should be presented to the appropriate Director, IT or Medical. If the concern is still not resolved the student is encouraged to request a meeting with the Asher College Director.

If a student's concern is not resolved in a reasonable period the student should submit the concern in writing to the Director of Asher College within 10 business days of receiving the concern, the Director will provide the student with a response.

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

A student or any member of the public may file a complaint about this institution with the **Bureau for Private Postsecondary Education by calling 888-370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).**

#### **Bureau for Private Postsecondary Education**

**2535 Capitol Oaks Drive, Suite 400**

**Sacramento, CA 95833 Phone: 888-370-7589 Fax: 916-263-1897**

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



## **NOTICE TO STUDENTS: ACCET COMPLAINT PROCEDURE**

This institution is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and the institution to ensure that educational training programs of quality are provided. When issues or problems arise, students should make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure, which is required of ACCET accredited institutions and frequently requires the submission of a written complaint. Refer to the institution's written complaint procedure which is published in the institution's catalog or otherwise available from the institution, upon request. Note that ACCET will process complaints which involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency.

In the event that a student has exercised the institution's formal student complaint procedure, and the problems or issues have not been resolved, the student has the right and is encouraged to take the following steps:

1. Complaints should be submitted in writing (by email or mail) to the ACCET office. Complaints received by phone will be documented, but the complainant will be requested to submit the complaint in writing.
2. The letter of complaint must contain the following information:
  - a) Name and location of the ACCET institution;
  - b) A detailed description of the alleged problem(s);
  - c) The approximate date(s) that the problem(s) occurred;
  - d) The names and titles/positions of all individual(s) involved in the problem(s), including faculty, staff, and/or other students;
  - e) What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET;
  - f) The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved;
  - g) The status of the complainant with the institution (e.g. current student, former student, etc.).
3. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g. student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution).
4. SEND TO:  
ACCET CHAIR, COMPLAINT REVIEW COMMITTEE  
1722 N Street, NW Washington, DC 20036  
Telephone: (202) 955-1113  
Email: [complaints@accet.org](mailto:complaints@accet.org)

**Website:** [www.accet.org](http://www.accet.org)

**Note:** Complainants will receive an acknowledgement of receipt within 15 days.

### **ACADEMIC FREEDOM POLICY**

Asher College exists to transmit knowledge, to contribute to the development of students, and to advance the general wellbeing of society. Free inquiry and free expression are indispensable to the attainment of these goals. Faculty members of Asher College recognize the special responsibilities placed upon them. They devote their energies to developing and improving their teaching and professional competence with a commitment to intellectual honesty. In the exchange of ideas or criticism, they show due respect for the opinion of others.

The faculty of Asher College, above all, seeks to be effective teachers. Although they observe the regulations of the school and design their lectures, labs, and other class presentations to conform to approved course outlines, they are given flexibility in presenting the subject matter of their courses in a manner that will challenge and maintain the interest of their students. In the spirit of academic freedom, the faculty always maintains the right, without fear of retribution or reprisal, to question and to seek changes to improve the quality of education.

### **RETENTION OF STUDENTS FILES**

Students' files are retained on site for 5 years following a student's date of program completion. Transcripts are kept indefinitely.

### **EQUAL OPPORTUNITY IN EDUCATION AND EMPLOYMENT POLICY**

Asher College affords equal treatment and opportunity to all persons and prohibits discrimination based on race, color, sex, religion, age, national ancestry or origin, sexual orientation, or physical or mental disability in any of its functions or activities, including employment, educational programs, services, and admissions.

Asher College will reasonably accommodate an individual's disability when appropriate. Specific information relating to reasonable accommodations is available from the School's Director.

### **STUDENT'S RIGHT TO CANCEL**

You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the initial class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance.

The written notice of cancellation need not take any form and, however expressed, it is effective if it shows that you no longer wish to be bound by the Agreement.

If the Enrollment Agreement is cancelled, the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$200.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

### **REFUND POLICIES**

Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.

**Once the refund has been calculated according to the State of California, ACCET and Department of Education (If Federal Financial Aid was used) the calculation most beneficial to the student will be used.**

## **WITHDRAWAL AND REFUNDS**

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance.

Your refund will be less a registration fee not to exceed \$200.00, (and less any deduction for equipment not returned in good condition) within 45 days of determination of withdrawal. If you have completed more than 60% of the period of attendance for which you were charged, the tuition is considered earned and you will receive no refund.

The refund calculation will be calculated based on the following criteria.

- The Date of Determination (DOD) will be established based off the date of withdraw or termination request.
- The Last Day of Attendance is used for the calculation.
- If Federal Financial Aid is used, then are Return to Title IV (R2T4) calculation will be calculated. This calculation is based off a 60% pro rata refund calculation.
- Pro rata refund calculation is a calculation that is based off the total number of days completed in a payment period divided by the total number of days in the payment period and stated as a percentage. If the total number of days completed is greater than 60%, then the school has earned 100% of the payment period (no refund will be granted for the payment period the refund calculation is being processed for). Any leaves of absence (LOA) will be deducted from the payment period the student is currently in.
- If the pro rata refund calculation is less than 60%, then the percent that was earned will be stated in a dollar amount and the unearned amount will be refunded back to the appropriate funding source.
- In California refunds will be processed within 45 days of the DOD.
- **The calculation most beneficial to the student will be used.**

For determining a refund under this section, the 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 desire to withdraw, or the as of the date of your withdrawal, whichever is later.
- Asher College can terminate enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences more than maximum set forth by the institution; and/or failure to meet financial obligations to the college.
- Failure to attend class for 14 days.
- Failure to return from a leave of absence.

For determining the amount of the refund, the date of the withdrawal shall be deemed the last date of recorded attendance and / or content access.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to appropriate agency or student.

Any amount of the refund more than 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 the student.

## **ACCET REFUND POLICY**

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro-rated refund if you have completed 50 percent or less of the scheduled days in the current payment period in your program through the last day of attendance.

- a) Refund amounts must be based on a student's last date of attendance (LDA).  
When determining the number of weeks completed by the student, the institution may 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.
- b) During the first week of classes, tuition charges withheld must not exceed 10 percent (10%) of the stated tuition up to a maximum of \$1,000.
- c) After the first week and through fifty percent (50%) of the period of Financial obligation, tuition charges retained must not exceed a pro rata portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed, up to a maximum of \$1,000.  
Institutions that do not retain any unearned tuition may assess an administrative fee associated with withdrawal or termination not to exceed \$100.

### **Refund Computation Example**

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 institution'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 institution = \$3000
- Refunded to student by April 7th = \$4500

When calculating a refund, the percentage of tuition retained by the institution is based on the portion of tuition attributed to the portion of the program the student was attending when the student dropped, not the tuition charge for the entire program listed on the enrollment agreement.

All extra costs, such as books, supplies, equipment, laboratory fees, rentals and any similar charges not included in the tuition price, must be 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. Non-refundable charges must be explicitly stated in the catalog.

An institution which participates in the Title IV programs must establish a Return of Title IV Funds policy which is in compliance with federal regulations and must also comply with federal regulations, as applicable, in the areas of attendance, leave of absence, etc. The institution must not obligate a student for more than twelve (12) months at a time. Refund computations must apply to the stated charges attributable to the given period of financial obligation. Full time and ¾ time students in certificate programs will complete in less than a year. The exception is the Degree program at 18 months

**Federal regulations may differ from ACCET policy, and if stricter, take precedence.**

### **CALIFORNIA REFUND INFORMATION**

The state of California requires a pro rata refund that shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

#### **CA Education Code Title 3 Article 13 94919. Institutions Participating In Federal Student Financial Aid Programs**

- An institution that participates in the federal student financial aid programs complies with this article by complying with applicable regulations of the federal student financial aid programs under Title IV of the federal Higher Education Act of 1965
- The institution shall advise each student that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.
- The institution shall also provide a pro rata refund of *nonfederal student financial aid program moneys* paid for institutional charges to students who have completed 60 percent or less of the period of attendance.
- Institutions shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the initial class session, or the seventh day after enrollment, whichever is later.

**Once the refund has been calculated according to the State of California, ACCET and Department of Education, (If Federal Financial Aid was used) the calculation most beneficial to the student will be used.**

### **REFUND PROCEDURE**

Refunds are issued through the Director of Asher College when a student withdraws from all classes. The issuance of refunds is not contingent upon notification of withdrawal by the student. All refunds are mailed within 45 days of the date of determination. For students receiving funding from a third party, tuition refunds are first applied toward repayment of third party funding.

The Campus Director will do a state refund/balance - owed calculation to be sent to the Financial Aid (FA) Director. The FA Director will do a refund calculation based on the ACCET policies. The FA Director will do return to title IV calculation and determine if the student either owes the school or is due a refund. The FA Director will submit the calculations to the office manager and Campus Director for approval. **The calculation amount that benefits the student the most is the one used.**

If you received Federal Financial Aid, loan exit counseling is required at Asher College within 30 days. If you cannot be reached within 15 days, loan exit counseling paperwork will be mailed to you and must be returned by the date indicated on the paperwork.

### **IF STUDENT WITHDRAWS (RETURN OF TITLE IV)**

When you withdraw during your payment period or period of enrollment the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or Asher College or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by Asher College and/or you.

The amount of assistance that you have earned is determined on a prorata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all the funds that you earned, you may be due a Post-withdrawal disbursement. If your Post-withdrawal disbursement includes loan funds, Asher College must get your permission before it can disburse them. You may choose to decline some or all the loan funds so that you don't incur additional debt. Asher College may automatically use all or a portion of your Post-withdrawal disbursement of grant funds for tuition or fees. Asher College needs your permission to use the Post-withdrawal grant disbursement for all other school charges. If you do not give your permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day.

If you receive (or Asher College or parents receive on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of your Title IV program funds.

If Asher College is not required to return all the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. You must make arrangements with Asher College or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to Asher College to cover unpaid institutional charges. Asher College may also charge you for any Title IV program funds that the school was required to return.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

### **REFUND DISTRIBUTION POLICY**

Any student who has withdrawn or been dismissed Asher College is accorded all terms and conditions of the school's refund policy. If a refund is due on a student's account for which Title IV payments have been made, the school will deposit the refund to the student's Title IV account. All students who receive Title IV funds and withdraw with a refund due will have the refund amount refunded according to the following refund distribution policy:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal PLUS Loan
4. Federal Pell Grant
5. FSEOG
6. Other Student Financial Aid Programs; Cal Grant
7. Other Federal State, Private, or Institutional Sources of Aid
8. The Student

### **DELINQUENT TUITION PAYMENTS**

Payments are monitored by the business office of Asher College. If a payment is 15 days past due, the student will be contacted by e-mail or letter. If there is no response within 15 days the student will be contacted by phone and, if they are current students they will be locked out of training. If the student cannot be contacted by phone a final demand letter will be mailed. If there is no response with 15 days of the final demand letter the delinquent account will be sent to a collection agency.

### **PAYMENT METHODS AND TERMS FOR ALL PROGRAMS**

Payment methods are:

- Check
- Credit Card
- Third Party Payments
- Federal Loans and Grants
- Private Loans
- Other

Terms are dependent upon agreement with students and any third-party participants. Students are issued a receipt when paid at the campus.

### **PRIVACY OF EDUCATION RECORDS (FERPA)**

The Family Educational Rights and Privacy Act of 1974 entitle all students to review their records, including grades, attendance and advising reports. The school must permit a student to examine such records within 45 days after the school receives a written request from the student. The school will also permit the student to obtain a copy of such records upon payment of a reproduction fee.

A student may request that the school amend his or her education records on the grounds that they are inaccurate, misleading or in violation of the student's rights or privacy. In the event the school refuses to amend the records, the student may, after complying with the Student Complaint Procedure, request a hearing. If the outcome of a hearing is unsatisfactory to the student, the student may submit an explanatory statement for inclusion in his or her education record.

A student has the right to file a complaint with Family Policy Compliance, U.S. Department of Education, Washington, D.C. 20202-4605, concerning the school's alleged failure to comply with the Act. Student records are confidential and only such agencies or individuals authorized by law are allowed access without written permission of the student.

**Students may access their academic file, at Asher College by scheduling an appointment, Monday through Friday from 9am to 5pm.** Records are maintained on campus for five years. Academic transcripts are maintained for 50 years. Transcripts are released upon request from the student, and include the following information:

- The classes and courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal
- The final grades or evaluations given to the student
- Credit for courses earned at other institutions and accepted at Asher College
- Credit for courses tested out
- Degrees and diplomas awarded the student

Asher College has never filed for a bankruptcy petition, operated as a Debtor in Possession or had a petition of bankruptcy filed against it under Federal law.



## **SAFETY**

Asher College strives to provide a safe and healthy school environment. In compliance with the Student Right-to-Know and Campus Security Act of 1990 and to ensure a safe, secure environment, the school has adopted the following procedures:

### **Reporting a Crime or Emergency at Asher College Dial 911 for Emergency or 311 for Non – Emergency**

Area Police/Fire Non - Emergency Numbers:

Sacramento County Sheriff's Department 916-874-5115 Non – Emergency  
Sacramento Fire Department 916-808-1300 Non - Emergency

1. Students should report all criminal acts or other emergencies occurring on campus to a member of the Asher College Staff. Incidents may be reported by phone at **(916) 649-9600** or in person. The Campus Security Authority will write an incident report and if necessary, distribute it to the proper agencies, including, but not limited to, local fire and police departments. The management staff, as well as other appropriate administrators, will be informed of the incident as well.
2. Only staff members are authorized to have access to buildings; no students are to have access to campus facilities without staff supervision.
3. Asher College has the authority to enforce the campus Student Code of Conduct, and, according to the Education Code, is the liaison with local police departments in all cases of criminal actions. Any action which is a violation of the criminal code of the State must be reported to the local police.
4. Campus safety information and programs are available to help facilitate the education and awareness of students and employees with respect to campus safety, emergency evacuation, and local crime statistics.

The Student Code of Conduct and the State Penal Code prohibit the possession, use and sale of alcoholic beverages and illegal drugs on campus, except as specified in the Education Code.

A copy of the Asher College annual on-campus crime report is available to all students, potential students and staff members upon request. You may request a copy from any staff member Monday –Friday from 8:00am-6:00pm, or from our website at:

<http://www.asher.edu/Career-College/disclosures.html>.

### **Campus Security Contact Information**

**Director: Linda Freeman**

**[lfreeman@asher.edu](mailto:lfreeman@asher.edu)**

**Office: Front Office**

**Phone: 916-649-9600**

**Office Hours: 8am - 6pm**

# **Asher College Students' Code of Conduct**

Asher College requires students to meet certain **employability standards**. These rules of conduct are similar to those of a work environment. Violation of the school's rules of conduct may lead to suspension, academic warning, academic probation or termination from school. **Violations include but are not limited to dishonesty, cheating, plagiarism, unprofessional behavior, use of profanity, insubordination, harassment, violation of safety rules and use of or being under the influence of alcohol or drugs on campus.**

## **DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM**

Asher College maintains a drug and alcohol-free environment. The unlawful possession, use or distribution of illicit or non – prescribed prescription drugs by students or staff on Asher College Campus is strictly prohibited. Violations of state, federal or local regulations with respect to illegal drugs or alcohol are subject to criminal prosecution and campus disciplinary action including termination.

Students or employees not complying with this standard will be subject to sanctions. Sanctions may include the immediate termination/probation from employment or in the case of a student, academic warning, academic program or termination from school.

The school will notify the student or employee in writing if the school becomes aware of any violation of this policy. The student and or employee may request a formal hearing after receiving said notice. Three members from the faculty and staff will comprise the hearing board. If the student or employee fails to request a hearing within three business days, then immediate termination will take place.

If a hearing is requested, the board will notify the student or employee of the date the hearing will take place. The student or employee has the right to be represented by legal counsel for this purpose. The hearing board will take testimony from all individuals involved in the case.

The school's administration will be notified of the board's decision. In all cases the board's decision will be final. The school's administration will notify the student or employee of the board's decision.

## **Drug Advising**

Throughout California, drug prevention is a major concern. As a point of information, the school maintains a drug prevention program by referring those students needing assistance to:

- **New Dawn Recovery Center**  
7447 Antelope Road Suite 103  
Citrus Heights, CA 95621  
Phone (916) 969-4300 (916) 723-1319  
[www.newdawnrecovery.com](http://www.newdawnrecovery.com)

## **COPYRIGHT POLICY**

It is the policy of Asher College to respect the copyright protections given by federal law to owners of digital materials and software. Asher College will abide by all license and contractual agreements in the provision of resources and services to MDDV, Inc. dba Asher College.

Individuals who willfully disregard this policy and guidelines do so at their own risk and may be subject to personal liability. The school regards violation of this policy as a serious matter, and any such violation is without Asher College consent and is subject to loss or restriction of computing privileges and disciplinary action up to and including withdrawal of students from the program.

### **VIOLATIONS AND PROHIBITIONS:**

It is against the school's policy for students to use school equipment or services to access, use, copy or otherwise reproduce, or make available to others any copyright-protected materials or software except as permitted under copyright law or specific license.

#### **Specifically, users are prohibited from:**

- Copying or reproducing any licensed software on Asher College computing equipment, except as expressly permitted by the software license.
- Users may not use unauthorized copies of software on Asher College owned computers or on personal computers housed in the school's facilities.
- Copying, downloading, or uploading audio recordings, music, movies, videos, and other kinds of copyright-protected files electronically.
- Posting copyrighted material on an Asher College owned web site.

Additionally, faculty, staff, administrators and students must:

- Fully read, understand, and abide by all terms of software license agreements.
- Where applicable, remove any copyrighted material from the Web after the evaluation period has expired.
- Not accept unlicensed software from any third party.
- Not install, nor direct others to install, illegal copies of computer software or unlicensed software onto any school-owned or operated computer system.

### **ENFORCEMENT:**

Asher College reserves the right to monitor network use for operational needs and to ensure compliance with applicable laws and school policies. The school has a legal duty to comply with applicable laws protecting the intellectual property rights of third parties and to respond to formal legal complaints that it receives.

The school reserves the right to authorize removal of any illegal copyright material or to disconnect a user's account if the user represents a serious threat to system integrity or poses a liability to the school. Asher College may refer suspected violations of applicable law to appropriate law enforcement agencies.

If any provision of this policy is ruled invalid under law, it shall be deemed modified or omitted solely to the extent necessary to come into compliance with said law, and the remainder of the policy shall continue in full force and effect.

### **SYSTEM & NETWORK SECURITY**

Students may not attempt to circumvent user authentication or security of any host, network, or account ("cracking"). This restriction includes, but is not limited to, accessing data not intended for the Student, logging into a server or account the student is not expressly authorized to access, or probing the security of other networks (such as running a SATAN scan or similar tool).

Students may not attempt to interfere with service to any user, host, or network ("denial of service attacks"). This restriction includes, but is not limited to; "flooding" of networks, deliberate attempts to overload a service, and attempts to "crash" a host.

Students may not use any kind of program/script/command, or send messages of any kind, which are designed to interfere with a user's terminal session, via any means, locally or by the Internet. Students who violate systems or network security may incur criminal or civil liability. Asher College will cooperate fully with investigations of violations of systems or network security at other sites, including cooperating with law enforcement authorities in the investigation of suspected criminal violation

### **RESPECT STUDENTS & STAFF**

Please respect others the way you want to be treated. We trust our students to use their good common sense and good judgment in helping us to make a pleasant classroom environment. **Please do not bring your children to school with you.**

### **NO ILLICIT MATERIALS**

Pornography, 'hate group' Web sites or anything else generally considered offensive will not be tolerated and training could be terminated.

### **FEELING SICK?**

If you don't feel well please do not expose your fellow students- be considerate, stay home and get well. Call your instructor or the appropriate staff member to let them know you will not be in.

### **CELL PHONES**

Cell phones are NOT allowed in the classroom or hands-on lab unless they are turned off or set to a silent or vibrate mode. If a student needs to answer a cell phone, please answer it outside the classroom or hands-on lab.

### **DRESS CODE**

**Asher College students dress in a manner that reflects employability standards.**

Students are to dress in a business casual professional manner. At minimum male students should wear slacks or dress denim and appropriate shirts with collar. Female students should wear dresses, skirts, slacks or dress denim and appropriate shirts/blouses. Dress denim is defined at Asher College as no holes, no sagging, no tears and fitting appropriately. Students may not wear hats, shorts, cutoffs, tank tops, screen tee- shirts, sweats or pajamas, flip flops, or slippers.

Hair is to be clean and neat at all times, in natural tones without excessive ornamentation. Style should not interfere with job performance. Beards and mustaches must be clean and neatly trimmed.

### **PERFUME & COLOGNE**

Many people are sensitive to the smell of perfumes and colognes. Exposure to these smells can lead to respiratory problems, headaches, and itchy / watery eyes. Please minimize the use of perfumes and cologne. If it is determined that a student is affecting another student's health due to perfume or cologne use, the student will be asked to leave the classroom.

### **NO EATING IN THE CLASS ROOM**

Asher College has provided the campus with a break room for snacks and meals.

### **SMOKING AREAS**

Designated smoking areas are on the outside of the building. Use only designated smoking areas and do not smoke within 25' of any building entrance.

### **WEAPONS FREE ZONE**

Asher College has a zero tolerance for any weapon on campus. Students who violate this policy will be dismissed from the program.

## **THE ASHER A'S**

**ATTITUDE:** I have a positive and solution-oriented attitude every day that assures my education and career success **Attendance**

**ATTENDANCE:** To be early is to be on time, to be on time is to be late, and to be late is unacceptable. I take personal pride in my attendance because I know it is a direct reflection of my commitment and investment in my career.

**APPEARANCE:** I am dressed professionally because it shows everyone that I am committed to my career.

**ACADEMICS:** If I know how, I will always have a job. If I know why, I am in charge of my own destiny.

**ACCOUNTABILITY:** My actions and my choices are well thought out and I take ownership of all consequences

# Associate of Applied Science Degree Program Descriptions

## ASSOCIATE OF APPLIED SCIENCE DEGREE IN COMPUTER NETWORK TECHNOLOGY

The Associate of Applied Science Degree program prepares the student with a comprehensive set of skills necessary to become employable as a Computer or Information Technology Services Administrator or Manager.

The Associate of Applied Science Degree in Computer and Network Technology (AAS CNT) program can result in three (3) CompTIA certifications and one (1) Microsoft Certified Professional (MCP) certification. CompTIA certifications are known among Information Technology professionals as foundational to an IT professional's career.

In addition, the student will develop the keyboarding skills and technical skills needed to be an efficient worker in today's computerized workplace.

Students who enroll in the AAS CNT program will have the opportunity to learn PC hardware support skills. They will gain the ability to design and implement small office-home office networks. They will learn how to install, configure, and maintain a variety of Windows operating systems in a stand-alone, workgroup, and domain environment. Students will also learn key skills in creating and managing virtual machines.

AAS CNT Graduates will demonstrate that they are ready for supervisory or management responsibilities based on the additional investment they have made in their general education. While earning an Associate of Applied Science Degree, graduates will develop skills in critical thinking, business communications, and business math. These skills will help the student to develop a deeper understanding of how businesses function, the roles and responsibilities assumed by managers in today's business world, and the impact that our history and our government have on business operations.

The program contains 2 required courses for employment preparation, job search, and career development. These courses provide softskills that are necessary for the graduate to obtain the job and pursue the career path of their choice.

Students enrolled in the AAS degree will receive a lap top computer provided by Asher College upon the successful completion of one third of the program.

**The Associate of Applied Science Degree in Computer and Network Technology program includes the following courses:**

**PCS110r PC Support Level 1**

(Full time=6 weeks; ¾ time=9 weeks; Part Time=13 weeks)

**CD101 Career Success**

(Full time=1 week; ¾ time=1 week; Part Time=2 weeks)

**PCS111r PC Support Level 1**

(Full time =9 weeks; ¾ time =11 weeks; Part Time=17 weeks)

**NET102 Introduction to Networking**

(Full time=5 weeks; ¾ time=7 weeks; Part Time=11 weeks)

**VMW101 Introduction to VM Ware**

(Full time=1 week; ¾ time=1 week; Part Time=2 weeks)

**TF100 Typing Fundamentals**

(Full time=1 week; ¾ time=2 weeks; Part Time=3 weeks)

**MOE100r MS Essentials**

(Full time=4 weeks; ¾ time=5 weeks; Part Time=7 weeks)

**MOS102 Windows OS**

(Full time=5 weeks; ¾ time=7 weeks; Part Time=10 weeks)

**CD201 Advanced Career Development**

(Full time=1 week; ¾ time=1 week; Part Time=2 weeks)

**\*\*SEC101 Network and Operational Security\*\***

(Full time=5 weeks; ¾ time=7 weeks; Part Time=10 weeks)

**\*\*CS101 Introduction to Coding\*\***

(Full time=5 weeks; ¾ time=7 weeks; Part Time=10 weeks)

**GE101 Critical Thinking**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

**GE102 Business Communication**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

**GE103 Business Math**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

**GE104 Introduction to Business**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

**GE105 Principles of Management**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

**GE106 American Government**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

Elective **\*\*SEC101 or CS101\*\*** Network and Operational Security can be replaced by Introduction to Coding.

**The Associate of Applied Science Degree in Computer and Network Technology degree is appropriate for basic supervisory or management positions including:**

- Desktop Support Specialist
- Junior Network Administrator
- Network Operations Analyst
- Technical Support Specialist
- Computer Technician
- Help Desk
- Computer User Support Specialist

<b>Prerequisites:</b>	<b>High School Diploma, HS Equivalent, or 6 college credits</b>
<b>Academic Quarter Credit:</b>	<b>91</b>
<b>Financial Aid Quarter Credit:</b>	<b>63</b>
<b>Student Status:</b>	<b>Full time = 24 hours/week; ¾ time = 18 hours/week; Part Time = 12 hours/week</b>
<b>Program Length:</b>	<b>Full time = 65 weeks; ¾ time = 78 weeks; Part time = 104 weeks</b>
<b>Registration Fee:</b>	<b>\$200</b>
<b>Books:</b>	<b>\$200</b>
<b>Tuition:</b>	<b>\$27,300</b>
<b>STRF*</b>	<b><u>to be determined, if applicable</u></b>
<b>Total cost</b>	<b>\$27,700</b>
	<ul style="list-style-type: none"> <li>• For period of Attendance</li> <li>• Estimate cost total program (\$27,700)</li> </ul>

**\*Additional fee charged by state for Student Tuition Recovery Fund (STRF)**

**ASSOCIATE OF APPLIED SCIENCE DEGREE IN**  
**COMPUTER INFORMATION**

The Associate of Applied Science Degree program prepares the student with a comprehensive set of skills to become employable as a Computer or Information Technology Services Administrator or Manager.

The Associate of Applied Science Degree in Computer Information (AAS CI) program can result in CompTIA, Microsoft and Cisco certifications, depending on the elective track selected. Certifications are known among Information Technology professionals as foundational to an IT professional's career.

Students who enroll in the AAS CIS program will have the opportunity to learn PC hardware support skills. They will gain the ability to design and implement small office-home office networks. And they will learn how to install, configure, and maintain a variety of Windows operating systems in a stand-alone, workgroup, and domain environment.

**The AAS CI program offers 2 elective tracks:**

In Track I students will be able to install, configure, and manage systems running Linux operating systems using either RedHat or Debian kernels. In addition, the student will be able to create Virtual Machines and manage Virtual Computers.

In Track II students will be able to implement a small switched network, implement an IP addressing service, configure and trouble shoot basic operation and routing on Cisco devices.

AAS CI Graduates will demonstrate that they are ready for supervisory or management responsibilities based on the additional investment they have made in their general education. While earning an Associate of Applied Science Degree, graduates will develop skills in critical thinking, business communications, and business math. These skills will help the student to develop a deeper understanding of how businesses function, the roles and responsibilities assumed by managers in today's business world, and the impact that our history and our government have on business operations.

The program contains 2 required courses for employment preparation, job search, and career development. These courses provide softskills that are necessary for the graduate to obtain the job and pursue the career path of their choice.

Students enrolled in the AAS degree will receive a lap top computer provided by Asher College upon the successful completion of one third of the program.

**The Associate of Applied Science Degree in Computer Information includes the following training courses:**

**PCS110r PC Support Level 1**

(Full time =6 weeks; ¾ time =9 weeks; Part Time=13 weeks)

**CD101 Career Success**

(Full time=1 week; ¾ time=1 week; Part Time=2 weeks)

**PCS111r PC Support Level 2**

(Full time =9 weeks; ¾ time =11 weeks; Part Time=17 weeks)

**NET102 Introduction to Networking**

(Full time=5 weeks; ¾ time=7 weeks; Part Time=11 weeks)

**MOS102 Windows OS**

(Full time=5 weeks; ¾ time=7 weeks; Part Time=10 weeks)

**\*\*SEC101 Network and Operational Security\*\***

(Full time=5 weeks; ¾ time=7 weeks; Part Time=10 weeks)

**\*\*CS101 Introduction to Coding\*\***

(Full time=5 weeks; ¾ time=7 weeks; Part Time=10 weeks) 45



**CD201 Advanced Career Development**

(Full time=1 week;  $\frac{3}{4}$  time=1 week; Part Time=2 weeks)

**GE101 Critical Thinking**

(Full time=4.5 weeks;  $\frac{3}{4}$  time=4.5 weeks; Part Time=4.5 weeks)

**GE102 Business Communication**

(Full time=4.5 weeks;  $\frac{3}{4}$  time=4.5 weeks; Part Time=4.5 weeks)

**GE103 Business Math**

(Full time=4.5 weeks;  $\frac{3}{4}$  time=4.5 weeks; Part Time=4.5 weeks)

**GE104 Introduction to Business**

(Full time=4.5 weeks;  $\frac{3}{4}$  time=4.5 weeks; Part Time=4.5 weeks)

**GE105 Principles of Management**

(Full time=4.5 weeks;  $\frac{3}{4}$  time=4.5 weeks; Part Time=4.5 weeks)

**GE106 American Government**

(Full time=4.5 weeks;  $\frac{3}{4}$  time=4.5 weeks; Part Time=4.5 weeks)

**ELECTIVE TRACK I\*****TF100 Typing Fundamentals:**

(Full time=1 week;  $\frac{3}{4}$  time=2 weeks; Part Time=3 weeks)

**CFO100 Cloud Fundamentals**

(Full time=2 week;  $\frac{3}{4}$  time=2 weeks; Part Time=3 weeks)

**VMW101 Introduction to VM Ware:**

(Full time=1 week;  $\frac{3}{4}$  time=1 week; Part Time=2 weeks)

**OSL210 Administering Linux Level 1**

(Full Time=4weeks;  $\frac{3}{4}$  Time = 5 weeks; Part Time=7weeks)

**OSL211 Administering Linux Level 2**

(Full Time=4 weeks;  $\frac{3}{4}$  Time = 5 weeks; Part Time=7 weeks)

**ELECTIVE TRACK II\*\*****CNC101 Advanced Networking Level 1:**

(Full time =6 weeks;  $\frac{3}{4}$  time =7 weeks; Part Time = 11 weeks)

**CNC102 Advanced Networking Level 2:**

(Full time =6 weeks;  $\frac{3}{4}$  time =8 weeks; Part Time=11 weeks)

Elective \*\*SEC101 or CS101\*\* Network and Operational Security can be replaced by Introduction to Coding.

**The Associate of Applied Science Degree in Computer Information is appropriate for basic supervisory or management positions including:**

- Desktop Support Specialist
- Jr. Network administrator
- Network operations analyst
- Technical support specialist
- Network technician
- Help Desk
- PC technician

<b>Prerequisites:</b>	<b>High School Diploma, HS Equivalent, or 6 college credits</b>
<b>Academic Quarter Credit:</b>	<b>100</b>
<b>Financial Aid Quarter Credit:</b>	<b>69</b>
<b>Student Status:</b>	<b>Full time = 24 hours/week; ¾ time = 18 hours/week; Part Time = 12 hours/week</b>
<b>Program Length:</b>	<b>Full time = 71 weeks; ¾ time = 85 weeks; Part time = 113 weeks</b>
<b>Registration Fee:</b>	<b>\$200</b>
<b>Books:</b>	<b>\$200</b>
<b>Tuition:</b>	<b>\$27,800</b>
<b>STRF*</b>	<b><u>to be determined, if applicable</u></b>
<b>Total cost</b>	<b>\$28, 200</b>
	<ul style="list-style-type: none"> <li>• For period of Attendance</li> <li>• Estimate cost total program (\$28,200)</li> </ul>

\*Additional fee charged by state for STRF

### **ASSOCIATE OF APPLIED SCIENCE DEGREE IN IT NETWORK ENGINEERING**

The Associate of Applied Science Degree in IT Network Engineering prepares the student with a comprehensive set of skills necessary to become employable as a Network Administrator, Network Analyst, Network Engineer, or other Networking positions.

The Associate of Applied Science Degree in IT Networking Engineer (AAS ITNE) program can result in Microsoft Certified Solutions Expert (MSCE): Cloud Platform and Infrastructure certification and Cisco Certified Network Associate (CCNA) certification. Certifications are known among Information Technology professionals as foundational to an IT professional's career.

Students who enroll in the AAS ITNE program will have the opportunity to learn Windows client and Windows Server operating system administration. Students will learn how to install, configure, and maintain the Windows 10 and Windows Server 2012 R2 (which is a different release than just Windows Server 2012) operating systems in a stand-alone, workgroup, and domain environment. The CCNA courses allows the technical competency to implement and manage Cisco Networking equipment.

AAS ITNE Graduates will demonstrate that they are ready for supervisory or management responsibilities based on the additional investment they have made in their general education. While earning an Associate of Applied Science Degree, graduates will develop skills in critical thinking, business communications, and business math. These skills will help the student to develop a deeper understanding of how businesses function, the roles and responsibilities assumed by managers in today's business world, and the impact that our history and our government have on business operations.

The program contains 2 required courses for employment preparation, job search, and career development. These courses provide softskills that are necessary for the graduate to obtain the job and pursue the career path of their choice. Students enrolled in the AAS degree will receive a lap top computer provided by Asher College upon the successful completion of one third of the program.

**Associate of Applied Science Degree in IT Network Engineering program consists of the following courses:**

**MOS102 Windows OS**

(Full time=5 weeks; ¾ time=7 weeks; Part Time=10 weeks)

**CD101 Career Success**

(Full time=1 week; ¾ time=1 week; Part Time=2 weeks)

**MAD100 Server Basics:**

(Full time=7 weeks; ¾ time=10 weeks; Part Time=15 weeks)

**MAD200 Server Administration**

(Full time=6 weeks; ¾ time=8 weeks; Part Time=12 weeks)

**MAD400 Server Design**

(Full time=6 weeks; ¾ time=8 weeks; Part Time=12 weeks)

**CD201 Advanced Career Development**

(Full time=1 week; ¾ time=1 week; Part Time=2 weeks)

**CNC101 Advanced Networking Level 1:**

(Full time =5 weeks; ¾ time =7 weeks; Part Time = 11 weeks)

**CNC102 Advanced Networking Level 2:**

(Full time =6 weeks; ¾ time =8 weeks; Part Time=11 weeks)

**GE101 Critical Thinking**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

**GE102 Business Communication**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

**GE103 Business Math**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

**GE104 Introduction to Business**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

**GE105 Principles of Management**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

**GE106 American Government**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

**The Associate of Applied Science Degree in IT Network Engineering is appropriate for basic supervisory or management positions including:**

- IT Network Engineer
- Computer Systems Engineer
- Networking & LAN /WAN Management
- Network and Computer Systems Administrator
- Network and Computer Systems Engineer
- Computer Administration and Management

<b>Prerequisites:</b>	<b>A+, Network+ or equivalent experience required, High School Diploma or HS Equivalent or 6 college credits</b>
<b>Academic Quarter Credit:</b>	<b>95.5</b>
<b>Financial Aid Quarter Credit:</b>	<b>68</b>
<b>Student Status:</b>	<b>Full time = 24 hours/week; ¾ time = 18 hours/week; Part Time = 12 hours/week</b>
<b>Program Length:</b>	<b>Full time = 69 weeks; ¾ time = 84 weeks; Part time = 112 weeks.</b>
<b>Registration Fee:</b>	<b>\$200</b>
<b>Books:</b>	<b>\$200</b>
<b>Tuition:</b>	<b>\$28,300</b>
<b>STRF*</b>	<b><u>to be determined, if applicable</u></b>
<b>Total cost</b>	<b>\$28,700</b>
	<ul style="list-style-type: none"> <li>• For period of Attendance</li> <li>• Estimate cost total program (\$28,700)</li> </ul>

\*Additional fee charged by state for Student Tuition Recovery Fund (STRF)

## ASSOCIATE OF APPLIED SCIENCE DEGREE IN IT SERVER ADMINISTRATION

The Associate of Applied Science Degree in IT Server Administration prepares the student with a comprehensive set of skills necessary to perform a role as a Computer Information Technology Services Administrator or Management. The Associate of Applied Science Degree graduate will have the skillset for basic management skills including: critical thinking, communication, math, and exposure to the workings of the American Government.

The Associate of Applied Science Degree in IT Server Administration (AAS ITSA) graduate will have the knowledge to administrate the operations and day-to-day management of an infrastructure of Windows Server 2012 R2 servers for an enterprise organization. Windows server administrators manage infrastructure, Web, and IT application servers.

The AAS ITSA program can result in the Microsoft Certified Solutions Associate (MCSA) certification, CompTIA Linux + and Security + Certification. Certifications are known among Information Technology professionals as foundational to an IT professional's career.

Windows server administrators use scripts and batch files written by others or those that they occasionally write themselves to accomplish tasks on a regular basis. They conduct most server management tasks remotely by using Remote Desktop Server or administration tools installed on their local workstation. A server administrator's primary tasks include: managing the server operating system, file, and directory services, software distribution and updates, profiling and monitoring assigned servers, troubleshooting.

The program contains 2 required courses for employment preparation, job search, and career development. These courses provide soft skills that are necessary for the graduate to obtain the job and pursue the career path of their choice.

Students enrolled in the AAS degree will receive a lap top computer provided by Asher College upon the successful completion of one third of the program.

### **The Associate of Applied Science Degree in IT Server Administration consists of the following courses:**

#### **MOS102 Windows OS**

(Full time=5 weeks;  $\frac{3}{4}$  time=7 weeks; Part Time=10 weeks)

#### **CD101 Career Success**

(Full time=1 week;  $\frac{3}{4}$  time=1 week; Part Time=2 weeks)

#### **MAD100 Server Basics**

(Full time=7 weeks;  $\frac{3}{4}$  time=10 weeks; Part Time=15 weeks)

#### **MAD200 Server Administration**

(Full time=6 weeks;  $\frac{3}{4}$  time=8 weeks; Part Time=12 weeks)

#### **MAD400 Server Design:**

(Full time=6 weeks;  $\frac{3}{4}$  time=8 weeks; Part Time=12 weeks)

#### **VMW101 Introduction to VM Ware:**

(Full time=1 week;  $\frac{3}{4}$  time=1 week; Part Time=2 weeks)

#### **CFO100 Cloud Fundamentals**

(Full time=2 week;  $\frac{3}{4}$  time=2 weeks; Part Time=3 weeks)

#### **OSL210 Administering Linux Level 1:**

(Full Time=4 weeks;  $\frac{3}{4}$  Time = 5 weeks; Part Time=8 weeks)

**OSL211 Administering Linux Level 2:**

(Full Time=4 weeks; 3/4 Time =5 weeks; Part Time=8 weeks)

**CD201 Advanced Career Development**

(Full time=1 weeks; 3/4 time=1 week; Part Time=2 weeks)

**\*\*SEC101 Network and Operational Security\*\***

(Full time=5 weeks; 3/4 time=7 weeks; Part Time=10 weeks)

**\*\*CS101 Introduction to Coding\*\***

(Full time=5 weeks; 3/4 time=7 weeks; Part Time=10 weeks)

**GE101 Critical Thinking**

(Full time=4.5 weeks; 3/4 time=4.5 weeks; Part Time=4.5 weeks)

**GE102 Business Communication**

(Full time=4.5 weeks; 3/4 time=4.5 weeks; Part Time=4.5 weeks)

**GE103 Business Math**

(Full time=4.5 weeks; 3/4 time=4.5 weeks; Part Time=4.5 weeks)

**GE104 Introduction to Business**

(Full time=4.5 weeks; 3/4 time=4.5 weeks; Part Time=4.5 weeks)

**GE105 Principles of Management**

(Full time=4.5 weeks; 3/4 time=4.5 weeks; Part Time=4.5 weeks)

**GE106 American Government**

(Full time=4.5 weeks; 3/4 time=4.5 weeks; Part Time=4.5 weeks)

Elective **\*\*SEC101 or CS101\*\*** Network and Operational Security can be replaced by Introduction to Coding.

**The Associate of Applied Science Degree in IT Server Administration is appropriate for basic supervisory or management positions including:**

- Network Administrator
- Server Administrator
- Technical Support Specialist
- Network Technician

<b>Prerequisites:</b>	<b>A+. Network+ or equivalent experience required, High School Diploma or HS Equivalent or 6 college credits.</b>
<b>Academic Quarter Credit:</b>	<b>93.5</b>
<b>Financial Aid Quarter Credit:</b>	<b>66</b>
<b>Student Status:</b>	<b>Full time = 24 hours/week; 3/4 time = 18 hours/week; Part Time = 12 hours/week</b>
<b>Program Length:</b>	<b>Full time = 69 weeks; 3/4 time = 82 weeks; Part time = 112 weeks</b>
<b>Registration Fee:</b>	<b>\$200</b>
<b>Books:</b>	<b>\$200</b>
<b>Tuition:</b>	<b>\$28,300</b>
<b>STRF*</b>	<b><u>to be determined, if applicable</u></b>
<b>Total cost</b>	<b>\$28,700</b>

- For period of Attendance
- Estimate cost total program (\$28,700)

\*Additional fee charged by state for STRF

# Asher College IT Certificate Program Descriptions

## COMPUTER AND NETWORK TECHNICIAN

\*ELIGIBLE FOR AAS PROGRAM

The Computer and Networking Technician program prepares the student with a comprehensive set of skills necessary to become employable as a Computer /Information Technology Services Administrator.

The Computer and Networking Technician (CNT) program can result in 3 CompTIA certifications and 1 Microsoft Certified Professional (MCP) certifications. CompTIA certifications are known among Information Technology professionals as foundational to an IT professional's career. In addition, the student will develop the keyboarding skills and technical skills needed to be an efficient worker in today's computerized workplace.

Students who enroll in the CNT program will have the opportunity to learn PC hardware support skills. They will gain the ability to design and implement small office-home office networks. They will learn how to install, configure, and maintain a variety of Windows operating systems in a stand-alone, workgroup, and domain environment. Students will also learn key skills in creating and managing virtual machines.

The program contains 2 required courses for employment preparation, job search, and career development. These courses provide soft skills that are necessary for the graduate to obtain the job and pursue the career path of their choice.

### **The CNT program includes the following courses:**

#### **PCS110r PC Support Specialist Level 1**

(Full time=6 weeks; ¾ time=9 weeks; Part Time=13 weeks)

#### **CD101 Career Success**

(Full time=1 week; ¾ time=1 week; Part Time=2 weeks)

#### **PCS111r PC Support Specialist Level 2**

(Full time =9 weeks; ¾ time =11 weeks; Part Time=17 weeks)

#### **NET102 Introduction to Networking**

(Full time=5 weeks; ¾ time=7 weeks; Part Time=11 weeks)

#### **VMW101 Introduction to VM Ware**

(Full time=1 week; ¾ time=1 week; Part Time=2 weeks)

#### **MOE100r MS Essentials**

(Full time=4 weeks; ¾ time=5 weeks; Part Time=7 weeks)

#### **TF100 Typing Fundamentals**

(Full time=1 week; ¾ time=2 weeks; Part Time=3 weeks)

#### **MOS102 Windows OS**

(Full time=5 weeks; ¾ time=7 weeks; Part Time=10 weeks)

#### **CD201 Advanced Career Development**

(Full time=1 week; ¾ time=1 week; Part Time=2 weeks)

#### **\*\*SEC101 Network and Operational Security\*\***

(Full time=5 weeks; ¾ time=7 weeks; Part Time=10 weeks)

#### **\*\*CS101 Introduction to Coding\*\***

(Full time=5 weeks; ¾ time=7 weeks; Part Time=10 weeks)

**Elective \*\*SEC101 or CS101\*\* Network and Operational Security can be replaced by Introduction to Coding.**

## The CNT certification is appropriate for job roles including:

- Desktop Support Specialist
- Junior Network Administrator
- Network Operations Analyst
- Technical Support Specialist
- Network Technician
- Help Desk
- PC Technician

*\*May be transferred into the Associate of Applied Science Degree program.*

<b>Prerequisites:</b>	<b>High School Diploma, HS Equivalent or 6 College Credits</b>
<b>Academic Quarter Credit:</b>	<b>64</b>
<b>Financial Aid Quarter Credit:</b>	<b>46</b>
<b>Student Status:</b>	<b>Full time = 24 hours/week; ¾ time = 18 hours/week; Part Time = 12 hours/week</b>
<b>Program Length:</b>	<b>Full time = 38 weeks; ¾ time = 51 weeks; Part time = 77 weeks</b>
<b>Registration Fee:</b>	<b>\$200</b>
<b>Books:</b>	<b>\$200</b>
<b>Tuition:</b>	<b>\$19,900</b>
<b>STRF*</b>	<b><u>to be determined, if applicable</u></b>
<b>Total cost</b>	<b>\$20,300</b>

- For period of Attendance
- Estimate cost total program (\$20,300)

**\*Additional fee charged by state for Student Tuition Recovery Fund (STRF)**

### **COMPUTER INFORMATION SPECIALIST**

**\*ELIGIBLE FOR AAS PROGRAM**

The Computer Information Specialist program prepares the student with a comprehensive set of skills necessary to become employable as a Computer /Information Technology Services Administrator or Manager.

The Computer Information Specialist (CIS) program can result in CompTIA, Cisco and Microsoft certifications depending on the elective track. Certifications are known among Information Technology professionals as foundational to an IT professional's career.

### **The CIS program offers 2 elective tracks:**

In Track I students will be able to install, configure, and manage systems running Linux operating systems using either RedHat or Debian kernels. Added to this, students will be able to create Virtual Machines and manage Virtual Computers.

In Track II students will be able to implement a small switched network, implement an IP addressing service, configure and trouble shoot basic operation and routing on Cisco devices.

Students who enroll in the CIS program will have the opportunity to learn PC hardware support skills. They will gain the ability to design and implement small office-home office networks. And they will learn how to install, configure, and maintain a variety of Windows operating systems in a stand-alone, workgroup, and domain environment. In addition, students will be able to install, configure, and manage systems running Linux operating systems using either RedHat or Debian kernels.

The program contains 2 required courses for employment preparation, job search, and career development. These courses provide soft skills that are necessary for the graduate to obtain the job and pursue the career path of their choice.

**The CIS program includes the following courses:**

**PCS110r PC Support Level 1**

(Full time=6 weeks; ¾ time=9 weeks; Part Time=13 weeks)

**CD101 Career Success**

(Full time=1 week; ¾ time=1 week; Part Time=2 weeks)

**PCS111r PC Support Level 2**

(Full time =9 weeks; ¾ time =11 weeks; Part Time=17 weeks)

**NET102 Introduction to Networking**

(Full time=5 weeks; ¾ time=7 weeks; Part Time=11 weeks)

**MOS102 Windows OS**

(Full time=5 weeks; ¾ time=7 weeks; Part Time=10 weeks)

**\*\*SEC101 Network and Operational Security\*\***

(Full time=5 weeks; ¾ time=7 weeks; Part Time=10 weeks)

**\*\*CS101 Introduction to Coding\*\***

(Full time=5 weeks; ¾ time=7 weeks; Part Time=10 weeks)

**CD201 Advanced Career Development**

(Full time=1 week; ¾ time=1 week; Part Time=2 weeks)

**ELECTIVE TRACK I\***

**TF100 Typing Fundamentals:**

(Full time=1 week; ¾ time=2 weeks; Part Time=3 weeks)

**CFO100 Cloud Fundamentals**

(Full time=2 week; ¾ time=2 weeks; Part Time=3 weeks)

**VMW101 Introduction to VM Ware:**

(Full time=1 week; ¾ time=1 week; Part Time=2 weeks)

**OSL210 Administering Linux Level 1:**

(Full Time=4 weeks; ¾ Time = 5 weeks; Part Time=7 weeks)

**OSL211 Administering Linux Level 2**

(Full Time=4 weeks; ¾ Time =5 weeks; Part Time=7 weeks)

**ELECTIVE TRACK II\*\***

**CNC101 Advanced Networking Level 1:**

(Full time =6 weeks; ¾ time =7 weeks; Part Time = 11 weeks)

**CNC102 Advanced Networking Level 2**

(Full time =6 weeks; ¾ time =8 weeks; Part Time=11 weeks)

Elective **\*\*SEC101 or CS101\*\* Network and Operational Security can be replaced by Introduction to Coding.**

**The CIS certification is appropriate for job roles including:**

- Desktop Support Specialist
- Jr. Network administrator
- Network operations analyst
- Technical support specialist
- Network technician
- Help Desk
- PC technician



*\*May be transferred into the Associate of Applied Science Degree program.*

<b>Prerequisites:</b>	<b>High School Diploma, HS Equivalent or 6 College Credits</b>
<b>Academic Quarter Credit:</b>	<b>73</b>
<b>Financial Aid Quarter Credit:</b>	<b>52</b>
<b>Student Status:</b>	<b>Full time = 24 hours/week; ¾ time = 18 hours/week; Part Time = 12 hours/week</b>
<b>Program Length:</b>	<b>Full time = 44 weeks; ¾ time = 58 weeks; Part time = 87 weeks</b>
<b>Registration Fee:</b>	<b>\$200</b>
<b>Books:</b>	<b>\$200</b>
<b>Tuition:</b>	<b>\$21,550</b>
<b>STRF*</b>	<b><u>to be determined, if applicable</u></b>
<b>Total cost</b>	<b>\$21,950</b>

- For period of Attendance
- Estimate cost total program (\$21,950)

**\*Additional fee charged by state for STRF**

### **IT NETWORK ENGINEER**

**\*ELIGIBLE FOR AAS PROGRAM**

The IT Network Engineer program prepares the student with a comprehensive set of skills necessary to become employable as a Network Administrator, Network Analyst, Network Engineer, or other Networking positions.

The IT Networking Engineer (ITNE) program can Microsoft Certified Solutions Expert (MSCE): Cloud Platform and Infrastructure certification and Cisco Certified Network Associate (CCNA) certification. Certifications are known among Information Technology professionals as foundational to an IT professional's career.

Students who enroll in the ITNE program will have the opportunity to learn Windows client and Windows Server operating system administration. Students will learn how to install, configure, and maintain the Windows 10 and Windows Server 2012 R2 (which is a different release than just Windows Server 2012) operating systems in a stand-alone, workgroup, and domain environment. The CCNA courses allows the technical competency to implement and manage Cisco Networking equipment.

The program contains 2 required courses for employment preparation, job search, and career development. These courses provide softskills that are necessary for the graduate to obtain the job and pursue the career path of their choice.

**The IT Network Engineer program consists of the following courses:**

#### **MOS102 Windows OS**

(Full time=5 weeks; ¾ time=7 weeks; Part Time=10 weeks)

#### **CD101 Career Success**

(Full time=1 week; ¾ time=1 week; Part Time=2 week)

#### **MAD100 Server Basics:**

Full time=7 weeks; ¾ time=10 weeks; Part Time=15 weeks)

#### **MAD200 Server Administration**

(Full time=6 weeks; ¾ time=8 weeks; Part Time=12 weeks)

#### **MAD300 Server Design**

(Full time=6 weeks; ¾ time=8 weeks; Part Time=12 weeks)

#### **MAD400 Server Design and Infrastructure**

(Full time=5 weeks; ¾ time=7 weeks; Part Time=10 weeks)

#### **CD201 Advanced Career Development**

(Full time=1 week; ¾ time=1 week; Part Time=2 weeks)

**CNC101 Advanced Networking Level 1: 9.4 QCH**

(Full time =5 weeks; ¾ time =7 weeks; Part Time = 11 weeks)

**CNC102 Advanced Networking Level 2: 9.4 QCH**

(Full time =6 weeks; ¾ time =8 weeks; Part Time=11 weeks)

**The IT Network Engineer program is appropriate for job roles including:**

- IT Network Engineer
- Computer Systems Engineer
- Networking & LAN /WAN Management
- Network and Computer Systems Administrator
- Network and Computer Systems Engineer
- Computer Administration and Management

*\*May be transferred into the Associate of Applied Science Degree program.*

<b>Prerequisites:</b>	<b>Network+ or equivalent experience required, High School Diploma or HS Equivalent or 6 college credits,</b>
<b>Academic Quarter Credit:</b>	<b>68.5</b>
<b>Financial Aid Quarter Credit:</b>	<b>51</b>
<b>Student Status:</b>	<b>Full time = 24 hours/week; ¾ time = 18 hours/week; Part Time = 12 hours/week</b>
<b>Program Length:</b>	<b>Full time = 42 weeks; ¾ time = 57 weeks; Part time = 85 weeks.</b>
<b>Registration Fee:</b>	<b>\$200</b>
<b>Books:</b>	<b>\$200</b>
<b>Tuition:</b>	<b>\$21,550</b>
<b>STRF*</b>	<b><u>to be determined, if applicable</u></b>
<b>Total cost</b>	<b>\$21,950</b>

- For period of Attendance
- Estimate cost total program (\$21,950)

**\*Additional fee charged by state for Student Tuition Recovery Fund (STRF)**

**IT SERVER ADMINISTRATOR**

**\*ELIGIBLE FOR AAS PROGRAM**

The IT Server Administrator program prepares the student with a comprehensive set of skills necessary to become employable as a Network Administrator, Network Analyst, Network Engineer, or other Networking positions.

The IT Server Administrator (ITSA) program can result in the Microsoft Certified Solutions Associate (MCSA) certification, CompTIA Linux + and Security + Certification. Certifications are known among Information Technology professionals as foundational to an IT professional's career.

Students who enroll in the ITSA program will have the knowledge to administrate the operations and day-to-day management of an infrastructure of Windows Server 2012 R2 servers for an enterprise organization. Windows server administrators manage infrastructure, Web, and IT application servers.

The program contains 2 required courses for employment preparation, job search, and career development. These courses provide soft skills that are necessary for the graduate to obtain the job and pursue the career path of their choice.

**The IT Server Administrator program consists of the following courses:**

**MOS102 Windows OS**

Full time=5 weeks; ¾ time=7 weeks; Part Time=10 weeks)

**CD101 Career Success**

(Full time=1 week; ¾ time=1 week; Part Time=2 weeks)

**MAD100 Server Basics**

(Full time=7 weeks; ¾ time=10 weeks; Part Time=15 weeks)

**MAD200 Server Administration**

(Full time=6 weeks; ¾ time=8 weeks; Part Time=12 weeks)

**MAD300 Server Design**

(Full time=6 weeks; ¾ time=8 weeks; Part Time=12 weeks)

**VMW101 Introduction to VM Ware:**

(Full time=1 week; ¾ time=1 week; Part Time=2 weeks)

**CFO100 Cloud Fundamentals**

(Full time=2 week; ¾ time=2 weeks; Part Time=3 weeks)

**OSL210 Administering Linux Level 1:**

(Full Time=4 weeks; ¾ Time = 5 weeks; Part Time=8 weeks)

**OSL211 Administering Linux Level 2:**

(Full Time=4 weeks; ¾ Time =5 weeks; Part Time=8 weeks)

**CD201 Advanced Career Development**

(Full time=1 week; ¾ time=1 week; Part Time=2 weeks)

**\*\*SEC101 Network and Operational Security\*\***

(Full time=5 weeks; ¾ time=7 weeks; Part Time=10 weeks)

**\*\*CS101 Introduction to Coding\*\***

(Full time=5 weeks; ¾ time=7 weeks; Part Time=10 weeks)

Elective **\*\*SEC101 or CS101\*\*** Network and Operational Security can be replaced by Introduction to Coding.

**The IT Server Administrator program is appropriate for job roles including:**

- Network Administrator
- Server Administrator
- Technical Support Specialist
- Network Technician

*\*May be transferred into the Associate of Applied Science Degree program.*

<b>Prerequisites:</b>	<b>Network+ or equivalent experience required, High School Diploma, HS Equivalent or 6 college credits</b>
<b>Academic Quarter Credit:</b>	<b>66.5</b>
<b>Financial Aid Quarter Credit:</b>	<b>50</b>
<b>Student Status:</b>	<b>Full time = 24 hours/week; ¾ time = 18 hours/week; Part Time = 12 hours/week</b>
<b>Program Length:</b>	<b>Full time = 42 weeks; ¾ time = 55 weeks; Part time = 85 weeks.</b>
<b>Registration Fee:</b>	<b>\$200</b>
<b>Books:</b>	<b>\$200</b>
<b>Tuition:</b>	<b>\$21,550</b>
<b>STRF*</b>	<b><u>to be determined, if applicable</u></b>
<b>Total cost</b>	<b>\$21,950</b>

- For period of Attendance
- Estimate cost total program (\$21,950)

**\*Additional fee charged by state for Student Tuition Recovery Fund (STRF)**

## PC TECHNICIAN

The PC Technician program prepares the student with a comprehensive set of skills necessary to become employable as an entry level Computer Technician or Help Desk Support Specialist.

The PC Technician (PCTech) program can result in one (1) CompTIA certification. It is worth noting that many corporations and government agencies require that their employees hold the CompTIA A+ certification as a condition for employment. In addition, the CompTIA A+ certification is recommended by other certifying agencies as the best way to demonstrate that the individual has learned the foundations of PC support and administration.

Students who enroll in the PCTech program will have the opportunity to learn PC hardware support skills. They will gain the ability to design and implement small office-home office networks. And they will learn how to install, configure, and maintain a variety of Windows operating systems in a stand-alone, workgroup, and domain environment.

### **The PC Technician program includes the following courses:**

#### **PCS110r PC Support Level 1:**

(Full time=6 weeks;  $\frac{3}{4}$  time=9 weeks; Part Time=13 weeks)

#### **PCS111r PC Support Level 2**

(Full time = 9 weeks;  $\frac{3}{4}$  time =11 weeks; Part Time=17 weeks)

### **The PCTech program is appropriate for job roles including:**

- Desktop Support Specialist
- Technical Support Specialist
- Help Desk
- PC Technician

<b>Prerequisites:</b>	<b>High School Diploma, HS Equivalent or 6 College Credits</b>
<b>Academic Quarter Credit:</b>	<b>24.5</b>
<b>Financial Aid Quarter Credit:</b>	<b>18</b>
<b>Student Status:</b>	<b>Full time = 24 hours/week; <math>\frac{3}{4}</math> Time = 18 hours/week; Part time = 12 hours/week</b>
<b>Program Length:</b>	<b>Full time = 15 weeks; <math>\frac{3}{4}</math> time=20 weeks; Part time 30 weeks</b>
<b>Registration Fee:</b>	<b>\$200</b>
<b>Books:</b>	<b>\$200</b>
<b>Tuition:</b>	<b>\$4,050</b>
<b>STRF*</b>	<b><u>to be determined, if applicable</u></b>
<b>Total cost</b>	<b>\$4450</b>

- For period of Attendance
- Estimate cost total program (\$4450)

**\*Additional fee charged by state for Student Tuition Recovery Fund (STRF)**

## **NETWORK SUPPORT SPECIALIST**

Admission criteria for the Network Support Specialist Program are High School Diploma or HS Equivalent and a passing score of 265 on the Wonderlic Entrance Exam. Upon completion of the program the graduate will receive a certificate of completion.

The Network Support Specialist program prepares the student with a comprehensive set of skills necessary to become employable as a Network Administrator, Network Technician, and other Networking positions. The Network Support Specialist will be able to perform the fundamentals of Networking including tasks such as subnetting, OSI reference model, LAN networking devices, WAN Networking devices and TCP/IP. The graduate will demonstrate a skill of operational and organizational security and the basics of cryptography.

The Network Support Specialist Program (NSS) can result in two (2) CompTIA certification and two (2) Cisco certifications.

Students who enroll in the Network Support Specialist will have the opportunity to learn ICND1 and ICND2 which allows the technical competency to implement and manage Cisco Networking equipment.

The Network Support Specialist program prepares the student for employment with two (2) required courses for employment preparation, job search, and career development. These courses provide soft skills that are necessary for the graduate to obtain the job and pursue the career path of their choice.

**The Network Support Specialist program includes the following courses:**

### **NET102 Introduction to Networking**

(Full time=5 weeks;  $\frac{3}{4}$  time=7 weeks; Part Time=11 weeks)

### **CD101 Career Success**

(Full time=1 week;  $\frac{3}{4}$  time=1 week; Part Time=2 weeks)

### **SEC101 Network & Operational Security**

(Full time=5 weeks;  $\frac{3}{4}$  time=7 weeks; Part Time=10 weeks)

### **CNC101 Advanced Networking Level 1**

(Full time =6 weeks;  $\frac{3}{4}$  time =7 weeks; Part Time =11 weeks)

### **CD201 Advanced Career Development**

Full time=1 week;  $\frac{3}{4}$  time=1 week; Part Time=2 weeks)

### **CNC102 Advanced Networking Level 2**

(Full time =6 weeks;  $\frac{3}{4}$  time =8 weeks; Part Time =12 weeks)

**The NSS program is appropriate for job roles including:**

- Network Support Specialist
- Network Technician
- LAN/WAN Administrator
- Security Specialist

<b>Prerequisites:</b>	<b>High School Diploma, HS Equivalent or 6 college credits</b>
<b>Academic Quarter Credit:</b>	<b>40.5</b>
<b>Financial Aid Quarter Credit:</b>	<b>28</b>
<b>Student Status:</b>	<b>Full time = 24 hours/week; <math>\frac{3}{4}</math> Time = 18 hours/week; Part time = 12 hours/week</b>
<b>Program Length:</b>	<b>Full time = 24 weeks; <math>\frac{3}{4}</math> time=31 weeks; Part time 47 weeks</b>
<b>Registration Fee:</b>	<b>\$200</b>
<b>Books:</b>	<b>\$200</b>
<b>Tuition:</b>	<b>\$11,600</b>
<b>STRF*</b>	<b><u>to be determined, if applicable</u></b>
<b>Total cost</b>	<b>\$12,000</b>

- For period of Attendance
- Estimate cost total program (\$12,000)

\*Additional fee charged by state for Student Tuition Recovery Fund (STRF)

## PC SUPPORT SPECIALIST

Admission criteria for the PC Support Specialist Program are High School Diploma or HS Equivalent and a passing score of 265 on the Wonderlic Entrance Exam. Upon completion of the program the graduate will receive a certificate of completion.

The PC Support Specialist Program prepares the student with a comprehensive set of skills necessary to become employable as an entry level Computer Technician or Help Desk Support Specialist.

The PC Support Specialist (PCSS) program can result in two (2) CompTIA certifications. The CompTIA A+ certification is recommended by other certifying agencies as the best way to demonstrate that the individual has learned the foundations of PC support and repair, while the CompTIA Network + demonstrates the ability to network computers, printers, and tablets.

Students who enroll in the PCSS program will have the opportunity to learn PC hardware support skills. Students will also learn the basics of Microsoft office with Word, Excel and Outlook. They will gain the ability to design and implement small office-home office networks.

The program contains two (2) required courses for employment preparation, job search, and career development. These courses provide soft skills that are necessary for the graduate to obtain the job and pursue the career path of their choice.

### **The PC Support Specialist program includes the following courses:**

#### **PCS110r PC Support Level 1**

(Full time=6 weeks;  $\frac{3}{4}$  time=9 weeks; Part Time=13 weeks)

#### **CD101 Career Success**

(Full time=1 week;  $\frac{3}{4}$  time=1 week; Part Time=2 weeks)

#### **PCS111r PC Support Level 2**

(Full time = 9 weeks;  $\frac{3}{4}$  time =11 weeks; Part Time=17 weeks)

#### **NET102 Introduction to Networking**

(Full time=5 weeks;  $\frac{3}{4}$  time=7 weeks; Part Time=11 weeks)

#### **CD201 Advanced Career Development**

(Full time=1 week;  $\frac{3}{4}$  time=1 week; Part Time=2 weeks)

#### **MOE100r MS Essentials**

(Full time=4 weeks;  $\frac{3}{4}$  time=5 weeks; Part Time=7 weeks)

### **The PC Support Specialist program is appropriate for job roles including:**

- Computer Support Specialist
- Help Desk Administrator
- Desktop Support
- PC Support Specialist
- Customer Service Support Tech

<b>Prerequisites:</b>	<b>High School Diploma, HS Equivalent or 6 college credits</b>
<b>Academic Quarter Credit:</b>	<b>44.5</b>
<b>Financial Aid Quarter Credit:</b>	<b>31</b>
<b>Student Status:</b>	<b>Full time = 24 hours/week; <math>\frac{3}{4}</math> Time = 18 hours/week; Part time = 12 hours/week</b>
<b>Program Length:</b>	<b>Full time = 26 weeks; <math>\frac{3}{4}</math> time=34 weeks; Part time 52 weeks</b>
<b>Registration Fee:</b>	<b>\$200</b>
<b>Books:</b>	<b>\$200</b>
<b>Tuition:</b>	<b>\$11,600</b>
<b>STRF*</b>	<b><u>to be determined, if applicable</u></b>
<b>Total cost</b>	<b>\$12,000</b>

- For period of Attendance
- Estimate cost total program (\$12,000)

**\*Additional fee charged by state for Student Tuition Recovery Fund (STRF)**

## **TECH SUPPORT SPECIALIST**

Admission criteria for the Tech Support Specialist Program are High School Diploma or HS Equivalent and a passing score of 265 on the Wonderlic Entrance Exam. Upon completion of the program the graduate will receive a certificate of completion.

The Tech Support Specialist Program prepares the student with a comprehensive set of skills necessary to become employable as an entry level Network Administrator or Information System Technician.

The Tech Support Specialist (TSS) program can result in three (3) CompTIA certifications and one (1) Microsoft certification. The Tech Support Specialist will demonstrate the ability to network computers, printers, and tablets, and will have the essentials of operational and organizational security and cryptography. The Tech Support Specialist will also demonstrate the knowledge of system architecture, installation and package management, Linux filesystems and filesystem hierarchy standards.

The program contains two (2) required courses for employment preparation, job search, and career development. These courses provide soft skills that are necessary for the graduate to obtain the job and pursue the career path of their choice.

### **The Tech Support Specialist program includes the following courses:**

#### **NET102 Introduction to Networking**

(Full time=5 weeks;  $\frac{3}{4}$  time=7 weeks; Part Time=11 weeks)

#### **CD101 Career Success**

(Full time=1 week;  $\frac{3}{4}$  time=1 week; Part Time=2 weeks)

#### **MOS102 Windows OS**

(Full time=5 weeks;  $\frac{3}{4}$  time=7 weeks; Part Time=10 weeks)

#### **OSL210 Administering Linux Level 1**

(Full time=4 weeks;  $\frac{3}{4}$  Time=5 weeks; Part Time 8 weeks)

#### **OSL211 Administering Linux Level 2**

(Full time=4 weeks;  $\frac{3}{4}$  Time=5 weeks; Part Time=8 weeks)

#### **CD201 Advanced Career Development**

(Full time=1 week;  $\frac{3}{4}$  time=1 week; Part Time=2 weeks)

#### **SEC101 Network and Operational Security**

(Full time=5 weeks;  $\frac{3}{4}$  time=7 weeks; Part Time=10 weeks)

### **The Tech Support Specialist program is appropriate for job roles including:**

- Desktop Support Specialist
- Tech Support Specialist
- Help Desk Support
- Data Center Specialist
- Computer Support Tech

<b>Prerequisites:</b>	<b>High School Diploma, HS Equivalent or 6 College Credits</b>
<b>Academic Quarter Credit:</b>	<b>42.5</b>
<b>Financial Aid Quarter Credit:</b>	<b>30</b>
<b>Student Status:</b>	<b>Full time = 24 hours/week; <math>\frac{3}{4}</math> Time = 18 hours/week; Part time = 12 hours/week</b>
<b>Program Length:</b>	<b>Full time = 25 weeks; <math>\frac{3}{4}</math> time=33 weeks; Part time 51 weeks</b>
<b>Registration Fee:</b>	<b>\$200</b>
<b>Books:</b>	<b>\$200</b>
<b>Tuition:</b>	<b>\$11,600</b>
<b>STRF*</b>	<b><u>to be determined, if applicable</u></b>
<b>Total cost</b>	<b>\$12,000</b>

- For period of Attendance
- Estimate cost total program (\$12,000)

\*Additional fee charged by state for Student Tuition Recovery Fund (STRF).

# **Associate of Applied Science Degree** **Program Descriptions**

## **ASSOCIATE OF APPLIED SCIENCE DEGREE IN MEDICAL BILLING AND CODING**

The Associate of Applied Science Degree in Medical Billing and Coding (AAS MBC) program prepares the student with a comprehensive set of skills necessary to become employable as a Medical Billing and Coding team leader or supervisor, as working in the office of a doctor, dentist or chiropractor; for an insurance company; or for a facility such as a clinic, hospital, or skilled nursing center.

The Associate of Applied Science Degree in Medical Billing and Coding program provides students with the career knowledge to:

- Adhere to HIPAA, Federal and State regulations concerning confidentiality in the medical field
- Utilize software applications record and manage medical billing codes
- Assign a code to each diagnosis and procedure accurately
- Bill insurance companies to receive proper reimbursements on claims

In addition, the student will develop the keyboarding skills and technical skills needed to be an efficient worker in today's computerized workplace.

The program contains 2 required courses for employment preparation, job search, and career development. These courses provide soft skills that are necessary for the graduate to obtain the job and pursue the career path of their choice.

AAS MBC Graduates will demonstrate that they are ready for supervisory or management responsibilities based on the additional investment they have made in their general education. While earning an Associates of Applied Sciences Degree, graduates will develop skills in critical thinking, business communications, and business math. These skills will help the student to develop a deeper understanding of how businesses function, the roles and responsibilities assumed by managers in today's business world, and the impact that our history and our government have on business operations.

Students enrolled in the AAS degree will receive a lap top computer provided by Asher College upon the successful completion of one third of the program.

**Graduates who desire to pursue CPC Certification (Certified Professional Coder) will have the opportunity and support to prepare and test.**

**The Associate of Applied Science Degree in Medical Billing and Coding program consists of the following courses:**

### **MOE100r MS Essentials**

Full time= weeks;  $\frac{3}{4}$  time=5 weeks; Part Time=7 weeks)

### **CD101 Career Success**

Full time=1 week;  $\frac{3}{4}$  time=1 week; Part Time=2 weeks)

### **TF100 Typing Fundamentals**

(Full time=1 week;  $\frac{3}{4}$  time=2 weeks; Part Time=3 weeks)

### **HS204 Medical Law & Ethics**

(Full time=3 weeks;  $\frac{3}{4}$  time=4 weeks; Part Time=5 weeks)

### **HS201 Medical Terminology**

(Full time=4 weeks;  $\frac{3}{4}$  time=5 weeks; Part Time=7 weeks)

### **HS202 Anatomy & Physiology**

(Full time=5 weeks;  $\frac{3}{4}$  time=7 weeks; Part Time=10 weeks)

### **HS401 Electronic Health Records**

(Full time=3 weeks;  $\frac{3}{4}$  Time=4 weeks; Part Time=6 weeks)



**HS207 Advanced Billing & Reimbursement**

(Full time=4 weeks; ¾ time=5 weeks; Part Time=8 weeks)

**HS310 Physician Coding**

(Full time=8 weeks; ¾ time=11 weeks; Part Time=16 weeks)

**CD201 Advanced Career Development**

(Full time=1 week; ¾ time=1 week; Part Time=2 weeks)

**HS311 Advanced Facility Coding**

(Full time=7 weeks; ¾ time=9 weeks; Part Time=14 weeks)

**GE101 Critical Thinking**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

**GE102 Business Communication**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

**GE103 Business Math**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

**GE104 Introduction to Business**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

**GE105 Principles of Management**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

**GE106 American Government**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

**The Associate of Applied Science Degree in Medical Billing and Coding program is appropriate for basic supervisory or management positions including:**

- Billing Specialist
- Coding Specialist
- Patient Account Representative
- Billing Coordinator
- Reimbursement Specialist

<b>Prerequisites:</b>	<b>High School Diploma or HS Equivalent</b>
<b>Academic Quarter Credit:</b>	<b>93.5</b>
<b>Financial Aid Quarter Credit:</b>	<b>64</b>
<b>Student Status:</b>	<b>Full time = 24 hours/week; ¾ time = 18 hours/week. Part Time = 12 hours/week</b>
<b>Program Length:</b>	<b>Full time = 68 weeks. ¾ time = 81 weeks. Part time = 107 weeks</b>
<b>Registration Fee:</b>	<b>\$200</b>
<b>Books:</b>	<b>\$200</b>
<b>Tuition:</b>	<b>\$25,300</b>
<b>STRF*</b>	<b><u>to be determined, if applicable</u></b>
<b>Total cost</b>	<b>\$25,700</b>
	<ul style="list-style-type: none"> <li>▪ For period of Attendance</li> <li>▪ Estimate cost total program (\$25,700)</li> </ul>

**\*Additional fee charged by state for Student Tuition Recovery Fund (STRF)**

## **ASSOCIATE OF APPLIED SCIENCE DEGREE IN HEALTH INFORMATION**

The Associate of Applied Science Degree in Health Information (AAS HI) program prepares the student with a comprehensive set of skills necessary to become employable as a Health Information Specialist team leader or supervisor working in the office of a doctor, dentist or chiropractor; for an insurance company; or for a facility such as a clinic, hospital, or skilled nursing center.

The Associate of Applied Science Degree in Health Information program provides students with the career knowledge to:

- Adhere to HIPAA, Federal and State regulations concerning confidentiality in the medical field
- Utilize software applications to manage all aspects of computerized patient record keeping including proper application of medical diagnosis, procedures, and billing information
- Assign a code to each diagnosis and procedure accurately
- Record and manage insurance billing and reimbursement activities

In addition, the student will develop the keyboarding skills and technical skills needed to be an efficient worker in today's computerized workplace.

The program contains 2 required courses for employment preparation, job search, and career development. These courses provide soft skills that are necessary for the graduate to obtain the job and pursue the career path of their choice

Students enrolled in the AAS degree will receive a lap top computer provided by Asher College upon the successful completion of one third of the program.

**The Associate of Applied Science Degree in Health Information program consists of the following courses:**

**DL101 Digital Literacy**

(Full time=2 weeks;  $\frac{3}{4}$  time=3 weeks; Part Time=5 weeks)

**CD101 Career Success**

(Full time=1 week;  $\frac{3}{4}$  time=1 week; Part Time=2 weeks)

**MOE100r MS Essentials**

(Full time=4 weeks;  $\frac{3}{4}$  time=5 weeks; Part Time=7 weeks)

**TF100 Typing Fundamentals**

(Full time=1 week;  $\frac{3}{4}$  time=2 weeks; Part Time=3 weeks)

**PBS111 Office Administration:**

(Full time=4 weeks;  $\frac{3}{4}$  time=5 weeks; Part Time=7 weeks)

**HS204 Medical Law & Ethics**

(Full time=3 weeks;  $\frac{3}{4}$  time=4 weeks; Part Time=5 weeks)

**HS201 Medical Terminology**

(Full time=4 weeks;  $\frac{3}{4}$  time=5 weeks; Part Time=7 weeks)

**HS202 Human Anatomy & Physiology:**

(Full time=5 weeks;  $\frac{3}{4}$  time=7 weeks; Part Time=10 weeks)

**HS401 Electronic Health Records**

(Full time=3 weeks;  $\frac{3}{4}$  Time=4 weeks; Part Time =6 weeks)

**HS208 Health Information Billing and Coding**

(Full time=7 weeks;  $\frac{3}{4}$  time=9 weeks; Part Time=14 weeks)

**CD201 Advanced Career Development**

(Full time=1 week; ¾ time=1 week; Part Time=2 weeks)

**HIT101 Health Information Technology**

(Full time=4 weeks; ¾ time=5 weeks; Part Time=8 weeks)

**GE101 Critical Thinking**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

**GE102 Business Communication**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

**GE103 Business Math**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

**GE104 Introduction to Business**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

**GE105 Principles of Management**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

**GE106 American Government**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

**The Associate of Applied Science Degree in Health Information program is appropriate is appropriate for basic supervisory or management positions including:**

- Health Information Specialist
- Health Information Technician
- Medical Records Coordinator
- Medical Records Analyst
- Verification Specialist
- Information Analyst
- Medical Records Abstractor
- Data Support Analyst

<b>Prerequisites:</b>	<b>High School Diploma or HS Equivalent</b>
<b>Academic Quarter Credit:</b>	<b>91.5</b>
<b>Financial Aid Quarter Credit:</b>	<b>62</b>
<b>Student Status:</b>	<b>Full time = 24 hours/week; ¾ time = 18 hours/week; Part Time = 12 hours/week</b>
<b>Program Length:</b>	<b>Full time = 66 weeks; ¾ time = 78 weeks; Part time =103 weeks.</b>
<b>Registration Fee:</b>	<b>\$200</b>
<b>Books:</b>	<b>\$200</b>
<b>Tuition:</b>	<b>\$23,550</b>
<b>STRF*</b>	<b><u>to be determined, if applicable</u></b>
<b>Total cost</b>	<b>\$23,950</b>

- For period of Attendance
- Estimate cost total program (\$23,950)

**\*Additional fee charged by state for Student Tuition Recovery Fund (STRF)**

# Asher College Health Services Certificate Program Descriptions

## MEDICAL BILLING AND CODING

\*ELIGIBLE FOR AAS PROGRAM

The Medical Billing and Coding (MBC) program prepares the student with a comprehensive set of skills necessary to become employable as a Medical Billing and Coding Specialist working in the office of a doctor, dentist or chiropractor; for an insurance company; or for a facility such as a clinic, hospital, or skilled nursing center.

The Medical Billing and Coding (MBC) program provides students with the career knowledge to:

- Adhere to HIPAA, Federal and State regulations concerning confidentiality in the medical field
- Utilize software applications record and manage medical billing codes
- Assign a code to each diagnosis and procedure accurately
- Bill insurance companies to receive proper reimbursements on claims

In addition, the student will develop the keyboarding skills and technical skills needed to be an efficient worker in today's computerized workplace.

The program contains 2 required courses for employment preparation, job search, and career development. These courses provide soft skills that are necessary for the graduate to obtain the job and pursue the career path of their choice.

**Graduates who desire to pursue CPC Certification (Certified Professional Coder) will have the opportunity and support to prepare and test.**

**The Medical Billing and Coding program consists of the following courses:**

### **MOE100r MS Essentials**

(Full time=4 weeks;  $\frac{3}{4}$  time=5 weeks; Part Time=7 weeks)

### **CD101 Career Success**

(Full time=1 week;  $\frac{3}{4}$  time=1 week; Part Time=2 weeks)

### **TF100 Typing Fundamentals**

(Full time=1 week;  $\frac{3}{4}$  time=2 weeks; Part Time=3 weeks)

### **HS204 Medical Law & Ethics**

(Full time=3 weeks;  $\frac{3}{4}$  time=4 weeks; Part Time=5 weeks)

### **HS201 Medical Terminology**

(Full time=4 weeks;  $\frac{3}{4}$  time=5 weeks; Part Time=7 weeks)

### **HS202 Anatomy & Physiology**

(Full time=5 weeks;  $\frac{3}{4}$  time=7 weeks; Part Time=10 weeks)

### **HS401 Electronic Health Records**

(Full time=3 weeks;  $\frac{3}{4}$  Time=4 weeks; Part Time =6 weeks)

### **HS207 Advanced Billing & Reimbursement**

(Full time=4 weeks;  $\frac{3}{4}$  time=5 weeks; Part Time=8 weeks)

### **HS310 Physician Coding**

(Full time=8 weeks;  $\frac{3}{4}$  time=11 weeks; Part Time=16 weeks)

### **CD201 Advanced Career Development**

(Full time=1 week;  $\frac{3}{4}$  time=1 week; Part Time=2 weeks)

### **HS311 Advanced Facility Coding**

(Full time=7 weeks;  $\frac{3}{4}$  time=9 weeks; Part Time=14 weeks)

**The Medical Billing and Coding program is appropriate for job roles including:**

- Billing Specialist
- Coding Specialist
- Patient Account Representative
- Billing Coordinator
- Reimbursement Specialist

*\*May be transferred into the Associate of Applied Science Degree program.*

<b>Prerequisites:</b>	<b>High School Diploma or HS Equivalent or 6 college credits.</b>
<b>Academic Quarter Credit:</b>	<b>66.5</b>
<b>Financial Aid Quarter Credit:</b>	<b>48</b>
<b>Student Status:</b>	<b>Full time = 24 hours/week; ¾ time = 18 hours/week. Part Time = 12 hours/week</b>
<b>Program Length:</b>	<b>Full time = 41 weeks. ¾ time = 54 weeks. Part time = 80 weeks</b>
<b>Registration Fee:</b>	<b>\$200</b>
<b>Books</b>	<b>\$200</b>
<b>Tuition:</b>	<b>\$19,050</b>
<b>STRF*</b>	<b><u>to be determined, if applicable</u></b>
<b>Total cost</b>	<b>\$19,450</b>

- For period of Attendance
- Estimate cost total program (\$19,450)

**\*Additional fee charged by state for Student Tuition Recovery Fund (STRF)**

**MEDICAL RECORDS SPECIALIST**

The Medical Records Specialist (MRS) program prepares the student with a comprehensive set of skills necessary to become employable as a Medical Records Specialist working in the office of a doctor, dentist or chiropractor; for an insurance company; or for a facility such as a clinic, hospital or skills nursing center.

The Medical Records Specialist (MRS) program provides students with the career knowledge to:

- Adhere to HIPAA, Federal and State regulations concerning confidentiality in the medical field
- Accurately obtain & maintain patient data
- Perform common electronic patient billing tasks
- Perform common electronic insurance billing tasks

In addition, the student will develop the keyboarding skills and technical skills needed to be an efficient worker in today's computerized workplace. Students also work extensively with Medical Record Management software, Optum-Care Tracker, to learn the skills needed to input, manage, store and secure computerized patient records.

The program contains 2 required courses for employment preparation, job search, and career development. These courses provide soft skills that are necessary for the graduate to obtain the job and pursue the career path of their choice.

**The Medical Records Specialist program consists of the following courses:**

**DL101 Digital Literacy**

(Full time=2 weeks; ¾ time=3 weeks; Part Time=5 weeks)

**MPA100r Medical Productivity Applications**

(Full time=4 weeks; ¾ time=6 weeks; Part Time=9 weeks)

**CD101 Career Success**

(Full time=1 weeks; ¾ time=1 weeks; Part Time=2 weeks)

**TF100 Typing Fundamentals**

(Full time=1 week; ¾ time=2 weeks; Part Time=3 weeks)

**HS204 Medical Law & Ethics**

(Full time=3 weeks; ¾ time=4 weeks; Part Time=5 weeks)

**HS201 Medical Terminology**

(Full time=4 weeks; ¾ time=5 weeks; Part Time=7 weeks)

**HS401 Electronic Health Records**

(Full time=3 weeks; ¾ Time=4 weeks; Part Time=6 weeks)

**HS102 Professional Billing Concepts**

(Full time=3 weeks; ¾ time=4 weeks; Part Time=6 weeks)

**CD201 Advanced Career Development**

(Full time=1 week; ¾ time=1 week; Part Time=2 weeks)

**HS207 Advanced Billing & Reimbursement**

(Full time=4 weeks; ¾ time=5 weeks; Part Time=8 weeks)

**The Medical Records Specialist program is appropriate for job roles including:**

- Medical Records Specialist
- Medical I Records Technician
- Medical Records ClerkHS202
- Admissions Representative
- Medical Claims Specialist
- Medical Office Receptionist
- Reimbursement Specialist

<b>Prerequisites:</b>	<b>High School Diploma, HS Equivalent or 6 College Credits</b>
<b>Academic Quarter Credit:</b>	<b>46.5</b>
<b>Financial Aid Quarter Credit:</b>	<b>32</b>
<b>Student Status:</b>	<b>Full time = 24 hours/week; ¾ time = 18 hours/week; Part Time = 12 hours/week</b>
<b>Program Length:</b>	<b>Full time = 26 weeks; ¾ time = 35 weeks; Part time = 53 weeks.</b>
<b>Registration Fee:</b>	<b>\$200</b>
<b>Books</b>	<b>\$200</b>
<b>Tuition:</b>	<b>\$13,050</b>
<b>STRF*</b>	<b><u>to be determined, if applicable</u></b>
<b>Total cost</b>	<b>\$13,450</b>

- For period of Attendance
- Estimate cost total program (\$13,450)

\*Additional fee charged by state for Student Tuition Recovery Fund (STRF)

## **HEALTH INFORMATION SPECIALIST**

\*ELIGIBLE FOR AAS PROGRAM

The Health Information Specialist (HIS) program prepares the student with a comprehensive set of skills necessary to become employable as a Health Information Specialist working in the office of a doctor, dentist or chiropractor; for an insurance company; or for a facility such as a clinic, hospital, or skilled nursing center.

The Health Information Specialist (HIS) program provides students with the career knowledge to:

- Adhere to HIPAA, Federal and State regulations concerning confidentiality in the medical field
- Utilize software applications to manage all aspects of computerized patient record keeping including proper application of medical diagnosis, procedures, and billing information
- Assign a code to each diagnosis and procedure accurately
- Record and manage insurance billing and reimbursement activities

In addition, the student will develop the keyboarding skills and technical skills needed to be an efficient worker in today's computerized workplace.

The program contains 2 required courses for employment preparation, job search, and career development. These courses provide soft skills that are necessary for the graduate to obtain the job and pursue the career path of their choice

### **The Health Information Specialist program consists of the following courses:**

#### **DL101 Digital Literacy**

(Full time=2 weeks;  $\frac{3}{4}$  time=3 weeks; Part Time=5 weeks)

#### **CD101 Career Success**

(Full time=1 week;  $\frac{3}{4}$  time=1 week; Part Time=2 weeks)

#### **MOE100r MS Essentials**

(Full time=4 weeks;  $\frac{3}{4}$  time=5 weeks; Part Time=7 weeks)

#### **TF100 Typing Fundamentals**

(Full time=1 week;  $\frac{3}{4}$  time=2 weeks; Part Time=3 weeks)

#### **PBS111 Office Administration:**

(Full time=4 weeks;  $\frac{3}{4}$  time=5 weeks; Part Time=7 weeks)

#### **HS204 Medical Law & Ethics**

(Full time=3 weeks;  $\frac{3}{4}$  time=3 weeks; Part Time=5 weeks)

#### **HS201 Medical Terminology**

(Full time=4 weeks;  $\frac{3}{4}$  time=5 weeks; Part Time=7 weeks)

#### **HS202 Human Anatomy & Physiology:**

(Full time=5 weeks;  $\frac{3}{4}$  time=7 weeks; Part Time=10 weeks)

#### **HS401 Electronic Health Records**

(Full time=3 weeks;  $\frac{3}{4}$  Time=4 weeks; Part Time =6 weeks)

#### **HS208 Health Information Billing and Coding**

(Full time=7 weeks;  $\frac{3}{4}$  time=9 weeks; Part Time=14 weeks)

#### **CD201 Advanced Career Development**

(Full time=1 week;  $\frac{3}{4}$  time=1 week; Part Time=2 weeks)

#### **HIT101 Health Information Technology**

(Full time=4 weeks;  $\frac{3}{4}$  time=5 weeks; Part Time=8 weeks)

## The Health Information Specialist program is appropriate for job roles including:

- Health Information Specialist
- Health Information Technician
- Medical Records Coordinator
- Medical Records Analyst
- Verification Specialist
- Information Analyst
- Medical Records Abstractor
- Data Support Analyst

*\*May be transferred into the Associate of Applied Science Degree program.*

<b>Prerequisites:</b>	<b>High School Diploma, HS Equivalent or 6 College Credits</b>
<b>Academic Quarter Credit:</b>	<b>64.5</b>
<b>Financial Aid Quarter Credit:</b>	<b>45</b>
<b>Student Status:</b>	<b>Full time = 24 hours/week; ¾ time = 18 hours/week; Part Time = 12 hours/week</b>
<b>Program Length:</b>	<b>Full time = 39 weeks; ¾ time = 51 weeks; Part time = 76 weeks.</b>
<b>Registration Fee:</b>	<b>\$200</b>
<b>Books</b>	<b>\$200</b>
<b>Tuition:</b>	<b>\$18,050</b>
<b>STRF*</b>	<b><u>to be determined, if applicable</u></b>
<b>Total cost</b>	<b>\$18,450</b>

- For period of Attendance
- Estimate cost total program (\$18,450)

**\*Additional fee charged by state for Student Tuition Recovery Fund (STRF)**

## PHARMACY TECHNICIAN

The Pharmacy Technician (PharmTech) program prepares the student with a comprehensive set of skills necessary to become employable as a Pharmacy Technician working in a variety of settings including hospitals, nursing homes, retail pharmacies (drugstore chains, grocery stores), insurance companies, mail-order and web-based pharmacies, pharmaceutical companies, wholesalers, and government agencies.

The job responsibilities will vary depending on the type of employment secured. Pharmacy Technicians fill prescribed medications for patients, provide customer service and operate a cash register. In most pharmacies, the Technician is the direct customer service link to the public. Pharmacy Technicians establish and maintain patient record files, submit insurance claim forms, and manage prescription and over-the-counter medication inventories.

The program contains 2 required courses for employment preparation, job search, and career development. These courses provide soft skills that are necessary for the graduate to obtain the job and pursue the career path of their choice

Graduates will qualify to work as a Pharmacy Technician in both retail drug store and hospital pharmacies.

The Pharmacy Technician (PharmTech) program provides students with the career knowledge to:

- Adhere to HIPAA, Federal and State regulations concerning confidentiality in the medical field
- Fill prescriptions under the direct supervision of a pharmacist
- Utilize software applications relevant to the pharmacy
- Understand Brand and Generic Medications, as well as OTC-Over the Counter
- Classifications of Drugs and scheduled drugs



## **The Pharmacy Technician program consists of the following courses:**

### **MOE100r MS Essentials**

(Full time=4weeks;  $\frac{3}{4}$  time=5 weeks; Part Time=7 weeks)

### **CD101 Career Success**

(Full time=1 week;  $\frac{3}{4}$  time=1 week; Part Time=2 weeks)

### **TF100 Typing Fundamentals**

(Full time=1 week;  $\frac{3}{4}$  time=2 weeks; Part Time=3 weeks)

### **HS201 Medical Terminology**

(Full time=4 weeks;  $\frac{3}{4}$  time=5 weeks; Part Time=7 weeks)

### **PHT101 Pharmacy Practice Essentials**

(Full time=4 weeks;  $\frac{3}{4}$  time=5 weeks; Part Time=8 weeks)

### **PHT102 Pharmacy Law & Ethics**

(Full time=2 weeks;  $\frac{3}{4}$  time=2 weeks; Part Time=3 weeks)

### **PHT200 Pharmacy Technology**

(Full time=4 weeks;  $\frac{3}{4}$  time=5 weeks; Part Time=8 weeks)

### **PHT201 Pharmacology**

(Full time=4 weeks;  $\frac{3}{4}$  time=6 weeks; Part Time=9 weeks)

### **PHT210 Pharmacy Calculations**

(Full time=6 weeks;  $\frac{3}{4}$  time=8 weeks; Part Time=12 weeks)

### **CD201 Advanced Career Development**

(Full time=1 week;  $\frac{3}{4}$  time=1 week; Part Time=2 weeks)

### **PHT302Advanced Pharmacy Practice**

(Full time=8 week;  $\frac{3}{4}$  time=11 weeks; Part Time=16 weeks)

## **The Pharmacy Technician program is appropriate for job roles including:**

- Pharmacy Technician
- Pharmacy Clerk
- Pharmacy Assistant
- Medication Technician
- Central Fill Technician
- Insurance Representative

**Asher College Pharmacy Technician graduates meet the requirements for the California State license from the State Board of Pharmacy by exceeding the minimum of 240 hour's instruction required. The curriculum covers the training specified by the State Board of Pharmacy 16 CCR § 1793.6.**

**Background checks may disqualify students from becoming a Pharmacy Technician in California. A background check could include research into criminal activity, driving offences such as a DUI, evidence of fraud and history of drug related offences.**

**Other requirements for the license are as follows:**

1. **A certified copy of your high school academic record (transcript) showing you graduated.**
2. **Or a certified copy of an official transcript of your General Educational Development (HS Equivalent) test results. HS Equivalent test results will only be accepted as official if they are earned through an official HS Equivalent Testing Center that is authorized by the State GED Office of the California Department of Education and the HS Equivalent testing Service of the American Council on Education.**
3. **Complete a Live Scan Request form and take three copies to a Live Scan site for fingerprint scanning. <http://ag.ca.gov/fingerprints/publications/contact.pdf>**
4. **Completed application [http://www.pharmacy.ca.gov/forms/tch\\_app\\_pkt.pdf](http://www.pharmacy.ca.gov/forms/tch_app_pkt.pdf)**

<b>Prerequisites:</b>	<b>High School Diploma, or HS Equivalent &amp; ability to pass live scan fingerprinting for California licensing board</b>
<b>Academic Quarter Credit:</b>	<b>63.5</b>
<b>Financial Aid Quarter Credit:</b>	<b>46</b>
<b>Student Status:</b>	<b>Full time = 24hours/week; ¾ time = 18 hours/week; Part Time = 12 hours/week</b>
<b>Program Length:</b>	<b>Full time = 39 week; ¾ time = 51 weeks; Part time = 77 weeks</b>
<b>Registration Fee:</b>	<b>\$200</b>
<b>Books:</b>	<b>\$200</b>
<b>Tuition:</b>	<b>\$14,100</b>
<b>STRF*</b>	<b><u>to be determined, if applicable</u></b>
<b>Total cost</b>	<b>\$14,500</b>
	<ul style="list-style-type: none"> <li>• For period of Attendance</li> <li>• Estimate cost total program (\$14,500)</li> </ul>

**\*Additional fee charged by state for Student Tuition Recovery Fund (STRF)**

# Associate of Applied Sciences Degree Program Description

## ASSOCIATES OF APPLIED SCIENCE DEGREE IN OFFICE ACCOUNTING

The Associates of Applied Science Degree in Office Accounting (AAS OA) program prepares the student with a comprehensive set of skills necessary to become employable as a team leader or supervisor in a professional office environment where bookkeeping skills are a key job requirement.

The Associates of Applied Science Degree in Office Accounting (AAS OA) program provides students with an advanced knowledge of current Windows operating systems and Microsoft Office applications. The program includes a strong introduction to modern Accounting theories and principles. Students then apply that theory to practical bookkeeping tasks using Quickbooks.

Students also become proficient at operating office equipment, sending email, creating presentations, using databases, writing correspondence; organizing, preparing, and storing and distributing information. Students develop the communication and organizational skills to be successful in business and everyday life.

In addition, the student will develop the keyboarding skills and technical skills needed to be an efficient working in today's computerized workplace. Students will learn the fundamentals of computing; acquire skills to work more efficiently with the Windows operating system, and learn Microsoft Office products including Word, Excel, Outlook and PowerPoint.

The program contains 2 required courses for employment preparation, job search, and career development. These courses provide soft skills that are necessary for the graduate to obtain the job and pursue the career path of their choice.

Students enrolled in the AAS degree will receive a lap top computer provided by Asher College upon the successful completion of one third of the program.

### **The Associate of Applied Science Degree in Office Accounting program consists of the following courses:**

#### **DL101 Digital Literacy**

(Full time=2 weeks;  $\frac{3}{4}$  time=3 weeks; Part Time=5 weeks)

#### **CD101 Career Success**

(Full time=1 week;  $\frac{3}{4}$  time=1 week; Part Time=2 weeks)

#### **TF100 Typing Fundamentals**

(Full time=1 week;  $\frac{3}{4}$  time=2 weeks; Part Time=3 weeks)

#### **MSW101r MS Word**

(Full time=6 weeks;  $\frac{3}{4}$  time=7 weeks; Part Time=10 weeks)

#### **MSE101r MS Excel**

(Full time=6 weeks;  $\frac{3}{4}$  time=7 weeks; Part Time=10 weeks)

#### **MSP101r MS PowerPoint**

(Full time=4 weeks;  $\frac{3}{4}$  time=6 weeks; Part Time=8 weeks)

#### **MSL101r MS Outlook**

(Full time=4 weeks;  $\frac{3}{4}$  time=6 weeks; Part Time=8 weeks)

#### **PBS111 Office Administration**

(Full time=4 weeks;  $\frac{3}{4}$  Time=5 weeks; Part Time= 7 weeks)

#### **PBS112 Office Management**

(Full time=3 weeks;  $\frac{3}{4}$  Time=4 weeks; Part Time=6 weeks)

#### **ACC101 Introduction to Accounting**

(Full time=5 weeks;  $\frac{3}{4}$  time =7 weeks; Part Time = 11 weeks)

## **CD201 Advanced Career Development**

(Full time=1 week; ¾ time=1 week; Part Time=2 weeks)

## **ACC102 QuickBooks Pro User**

(Full time=5 weeks; ¾ time =7 weeks; Part Time =12 weeks)

## **GE101 Critical Thinking**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

## **GE102 Business Communication**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

## **GE103 Business Math**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

## **GE104 Introduction to Business**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

## **GE105 Principles of Management**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

## **GE106 American Government**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

**The Associate of Applied Science Degree in Office Accounting program is appropriate for basic supervisory or management positions including:**

- Bookkeeping
- Accounting Assistant
- Accounting Associate
- Accounting Clerk
- Administrative Specialist

<b>Prerequisites:</b>	<b>High School Diploma, HS Equivalent or 6 College Credits</b>
<b>Academic Quarter Credit:</b>	<b>95.5</b>
<b>Financial Aid Quarter Credit:</b>	<b>67</b>
<b>Student Status:</b>	<b>Full time = 24 hours/week; ¾ time = 18 hours/week; Part Time = 12 hours/week</b>
<b>Program Length:</b>	<b>Full time = 69 weeks; ¾ time = 83 weeks; Part time = 111 weeks.</b>
<b>Registration Fee:</b>	<b>\$200</b>
<b>Books:</b>	<b>\$200</b>
<b>Tuition:</b>	<b>\$24,550</b>
<b>STRF*</b>	<b><u>to be determined, if applicable</u></b>
<b>Total cost</b>	<b>\$24,950</b>
	<ul style="list-style-type: none"><li>• For period of Attendance</li><li>• Estimate cost total program (\$24,950)</li></ul>

\*Additional fee charged by state for Student Tuition Recovery Fund (STRF)

# Business Office Certificate Program Description

## OFFICE ADMINISTRATOR

The Office Administrator (OA) program prepares the student with a comprehensive set of skills necessary to become employable in a professional office environment.

The Office Administrator (OA) program provides students with an advanced knowledge of current Windows operating systems and Microsoft Office applications. Students also learn the communication and organizational skills to be successful in business and everyday life.

Students become proficient at operating office equipment, sending email, creating presentations, using databases, writing correspondence; organizing, preparing, storing and distributing information, and handling fundamental accounting.

An Office Administrator's chief duty is to give support to a manager or group of managers. This program prepares you for positions such as: Receptionist, Clerk, Administrative Assistant, Front Office Coordinator, and others.

In addition, the student will develop the keyboarding skills and technical skills needed to be an efficient working in today's computerized workplace. Students will learn the basics of working on the Internet and receive an introduction to bookkeeping fundamentals using QuickBooks.

The program contains 2 required courses for employment preparation, job search, and career development. These courses provide soft skills that are necessary for the graduate to obtain the job and pursue the career path of their choice.

### **The Office Administrator program consists of the following courses:**

#### **MSW101r MS Word**

(Full time=6 weeks;  $\frac{3}{4}$  time=7 weeks; Part Time=10 weeks)

#### **CD101 Career Success**

(Full time=1 week;  $\frac{3}{4}$  time=1 week; Part Time=2 weeks)

#### **TF100 Typing Fundamentals**

(Full time=1 week;  $\frac{3}{4}$  time=2 weeks; Part Time=3 weeks)

#### **MSE101r MS Excel**

(Full time=6 weeks;  $\frac{3}{4}$  time=7 weeks; Part Time=10 weeks)

#### **MSP101r MS PowerPoint**

(Full time=4 weeks;  $\frac{3}{4}$  time=6 weeks; Part Time=8 weeks)

#### **MSL101r MS Outlook**

(Full time=4 weeks;  $\frac{3}{4}$  time=6 weeks; Part Time=8 weeks)

#### **PBS111 Office Administration**

(Full time=4 weeks;  $\frac{3}{4}$  Time=5 weeks; Part Time=7weeks)

#### **PBS112 Office Management**

Full time=3 weeks;  $\frac{3}{4}$  Time=4 weeks; Part Time=6 weeks)

#### **CD201 Advanced Career Development**

(Full time=1 week;  $\frac{3}{4}$  time=1 week; Part Time=2 weeks)

#### **PBS113 Bookkeeping Applications**

(Full time=4 weeks;  $\frac{3}{4}$  time=5 weeks; Part Time=9 weeks)

**The Office Administrator program is appropriate for job roles including:**

- Administrative Assistant
- Administrative Associate
- Administrative Specialist
- Office Assistant
- Staff Assistant

<b>Prerequisites:</b>	<b>High School Diploma, HS Equivalent or 6 College Credits</b>
<b>Academic Quarter Credit:</b>	<b>54</b>
<b>Financial Aid Quarter Credit:</b>	<b>39</b>
<b>Student Status:</b>	<b>Full time = 24 hours/week; ¾ time = 18 hours/week; Part Time = 12 hours/week</b>
<b>Program Length:</b>	<b>Full time = 34 weeks; ¾ time = 44 weeks; Part time = 65 weeks</b>
<b>Registration Fee:</b>	<b>\$200</b>
<b>Books:</b>	<b>\$200</b>
<b>Tuition:</b>	<b>\$13,050</b>
<b>STRF*</b>	<b><u>to be determined, if applicable</u></b>
<b>Total cost</b>	<b>\$13,050</b>

- For period of Attendance
- Estimate cost total program (\$13,050)

**\*Additional fee charged by state for Student Tuition Recovery Fund (STRF)**

**OFFICE ACCOUNTING SPECIALIST**

**\*ELIGIBLE FOR AAS PROGRAM**

The Office Accounting Specialist (OAS) program prepares the student with a comprehensive set of skills necessary to become employable in a professional office environment where bookkeeping skills are a key job requirement.

The Office Accounting Specialist (OAS) program provides students with an advanced knowledge of current Windows operating systems and Microsoft Office applications. The program includes a strong introduction to modern Accounting theories and principles. Students then apply that theory to practical bookkeeping tasks using Quickbooks.

Students also become proficient at operating office equipment, sending email, creating presentations, using databases, writing correspondence; organizing, preparing, and storing and distributing information. Students develop the communication and organizational skills to be successful in business and everyday life.

In addition, the student will develop the keyboarding skills and technical skills needed to be an efficient working in today's computerized workplace. Students will learn the fundamentals of computing; acquire skills to work more efficiently with the Windows operating system, and learn Microsoft Office products including Word, Excel, Outlook and PowerPoint.

The program contains 2 required courses for employment preparation, job search, and career development. These courses provide soft skills that are necessary for the graduate to obtain the job and pursue the career path of their choice.

**The Office Accounting Specialist program consists of the following courses:**

**DL101 Digital Literacy**

(Full time=2 weeks; ¾ time=3 weeks; Part Time=5 weeks)

**CD101 Career Success**

(Full time=1 week; ¾ time=1 week; Part Time=2 weeks)

**TF100 Typing Fundamentals**

(Full time=1 week; ¾ time=2 weeks; Part Time=3 weeks)

**MSW101r MS Word**

(Full time=6 weeks; ¾ time=7 weeks; Part Time=10 weeks)

**MSE101r MS Excel**

(Full time=6 weeks; ¾ time=7 weeks; Part Time=10 weeks)

**MSP101r MS PowerPoint**

(Full time=4 weeks; ¾ time=6 weeks; Part Time=8 weeks)

**MSL101r MS Outlook**

(Full time=4 weeks; ¾ time=6 weeks; Part Time=8 weeks)

**PBS111 Office Administration**

(Full time=4 weeks; ¾ Time=4 weeks; Part Time=7 weeks)

**PBS112 Office Management**

(Full time=3 weeks; ¾ Time=4 weeks; Part Time=6 weeks)

**ACC100 Introduction to Accounting**

(Full time=5 weeks; ¾ time =7 weeks; Part Time =11 weeks)

**CD201 Advanced Career Development**

(Full time=1 week; ¾ time=1 week; Part Time=2 weeks)

**ACC102 Quickbooks Pro User**

(Full time=6 weeks; ¾ time =8 weeks; Part Time=12 weeks)

**The Office Accounting Specialist program is appropriate for job roles including:**

- Bookkeeping Assistant
- Accounting Assistant
- Accounting Associate
- Accounting Clerk
- Administrative Specialist

*\*May be transferred into the Associate of Applied Science Degree program.*

<b>Prerequisites:</b>	<b>High School Diploma, HS Equivalent or 6 College Credits</b>
<b>Academic Quarter Credit:</b>	<b>68.5</b>
<b>Financial Aid Quarter Credit:</b>	<b>50</b>
<b>Student Status:</b>	<b>Full time = 24 hours/week; ¾ time = 18 hours/week; Part Time = 12 hours/week</b>
<b>Program Length:</b>	<b>Full time = 42 weeks; ¾ time = 56 weeks; Part time = 84 weeks.</b>
<b>Registration Fee:</b>	<b>\$200</b>
<b>Books:</b>	<b>\$200</b>
<b>Tuition:</b>	<b>\$18,550</b>
<b>STRF*</b>	<b><u>to be determined, if applicable</u></b>
<b>Total cost</b>	<b>\$18,950</b>

**For period of Attendance  
Estimate cost total program (\$18,950)**

**\*Additional fee charged by state for Student Tuition Recovery Fund (STRF)**

## **ASSOCIATE OF APPLIED SCIENCE DEGREE**

Asher College has the ability to add the 6 General Education courses to a completed eligible program for the student to earn the Associate of Applied Science Degree.

AAS Graduates will demonstrate that they are ready for supervisory or management responsibilities based on the additional investment they have made in their general education. While earning an Associate of Applied Science Degree, graduates will develop skills in critical thinking, business communications, and business math. These skills will help the student to develop a deeper understanding of how businesses function, the roles and responsibilities assumed by managers in the business world, and the impact that our history and our government have on business operations.

### **The General Education Courses are:**

#### **GE101 Critical Thinking**

(Full time=4.5 weeks;  $\frac{3}{4}$  time=4.5 weeks; Part Time=4.5 weeks)

#### **GE102 Business Communication**

(Full time=4.5 weeks;  $\frac{3}{4}$  time=4.5 weeks; Part Time=4.5 weeks)

#### **GE103 Business Math**

(Full time=4.5 weeks;  $\frac{3}{4}$  time=4.5 weeks; Part Time=4.5 weeks)

#### **GE104 Introduction to Business**

(Full time=4.5 weeks;  $\frac{3}{4}$  time=4.5 weeks; Part Time=4.5 weeks)

#### **GE105 Principles of Management**

(Full time=4.5 weeks;  $\frac{3}{4}$  time=4.5 weeks; Part Time=4.5 weeks)

#### **GE106 American Government**

(Full time=4.5 weeks;  $\frac{3}{4}$  time=4.5 weeks; Part Time=4.5 weeks)

<b>Prerequisites:</b>	<b>Successful completion of as eligible Asher College Certificate Program(s)</b>
<b>Academic Quarter Credit:</b>	<b>27</b>
<b>Financial Aid Quarter Credit:</b>	<b>16</b>
<b>Student Status:</b>	<b>Full time = 24 hours/week; <math>\frac{3}{4}</math> time = 18 hours/week; Part Time = 12 hours/week</b>
<b>Course Length:</b>	<b>Full time = 27 weeks; <math>\frac{3}{4}</math> time = 27 weeks; Part time = 27weeks.</b>
<b>Administration Fee:</b>	<b>\$200</b>
<b>Books &amp; Supplies:</b>	<b>\$000</b>
<b>Tuition:</b>	<b><u>\$9,800</u></b>
<b>Total cost</b>	<b>\$10,000</b>



**DEGREE PROGRAM CHARTS**

<b>ASSOCIATE OF APPLIED SCIENCE DEGREE IN COMPUTER AND NETWORK TECHNOLOGY</b>								
<b>Classification of Instruction Programs (CIP) 11.1006</b>				<b>Standard Occupational Classification (SOC) 15.1151.00</b>				
<b>Associate of Applied Science Degree in Computer and Network Technology</b>	<b>Course</b>	<b>Lecture Hours</b>		<b>Laboratory Hours</b>		<b>Total Hours</b>		<b>FA</b>
<b>Course Title</b>	<b>Number</b>	<b>Clock</b>	<b>Credit</b>	<b>Clock</b>	<b>Credit</b>	<b>Clock*</b>	<b>Credit*</b>	<b>Credit</b>
PC Support Level 1	PCS110r	55	5.5	100	5	155	10.5	7.75
Career Success	CD101	25	2.5	0	0	25	2.5	1.25
PC Support Level 2	PCS111r	75	7.5	130	6.5	205	14	10.25
VMWare	NET102	5	0.5	20	1	25	1.5	1.25
Introduction to Networking	VMW101	60	6	70	3.5	130	9.5	6.5
Typing Fundamentals	TF100	10	1	20	1	30	2	1.5
MS ESSENTIALS	MOE100r	25	2.5	60	3	85	5.5	4.25
Advanced Career Development	CD201	25	2.5	0	0	25	2.5	1.25
Windows OS	MOS102	35	3.5	90	4.5	125	8	6.25
<b>**Elective:</b> Network and Operational Security or Introduction to Coding	SEC101 - CS101	35	3.5	90	4.5	125	8	6.25
Critical Thinking	GE101	35	3.5	20	1	55	4.5	2.75
Business Communications	GE102	35	3.5	20	1	55	4.5	2.75
Business Math	GE103	35	3.5	20	1	55	4.5	2.75
Introduction to Business	GE104	35	3.5	20	1	55	4.5	2.75
Principles of Management	GE105	35	3.5	20	1	55	4.5	2.75
American Government	GE106	35	3.5	20	1	55	4.5	2.75
<b>TOTALS</b>		<b>560</b>	<b>56</b>	<b>700</b>	<b>35</b>	<b>1260</b>	<b>91</b>	<b>63*</b>
<b>ASSOCIATE OF APPLIED SCIENCE DEGREE IN COMPUTER INFORMATION TRACK I</b>								
<b>Classification of Instruction Programs (CIP) 11.1001</b>				<b>Standard Occupational Classification (SOC) 15.1152.00</b>				
<b>Associate of Applied Science Degree in Computer Information Track I</b>	<b>Course</b>	<b>Lecture Hours</b>		<b>Laboratory Hours</b>		<b>Total Hours</b>		<b>FA</b>
<b>Course Title</b>	<b>Number</b>	<b>Clock</b>	<b>Credit</b>	<b>Clock</b>	<b>Credit</b>	<b>Clock*</b>	<b>Credit*</b>	<b>Credit</b>
PC Support Level 1	PCS110r	55	5.5	100	5	155	10.5	7.75
Career Success	CD101	25	2.5	0	0	25	2.5	1.25
PC Support Level 2	PCS111r	75	7.5	130	6.5	205	14	10.25
Introduction to Networking	NET102	60	6	70	3.5	130	9.5	6.5
Windows OS	MOS102	35	3.5	90	4.5	125	8	6.25
<b>**Elective:</b> Network and Operational Security or Introduction to Coding	SEC101 - CS101	35	3.5	90	4.5	125	8	6.25
Typing Fundamentals	TF100	10	1	20	1	30	2	1.5
Cloud Fundamentals	CFO100	10	1	30	1.5	40	2.5	2
VMWare	VMW101	5	0.5	20	1	25	1.5	1.25
Advanced Career Development	CD201	25	2.5	0	0	25	2.5	1.25
Administering Linux Level 1	OSL210	35	3.5	50	2.5	85	6	4.25
Administering Linux Level 2	OSL211	35	3.5	50	2.5	85	6	4.25
Critical Thinking	GE101	35	3.5	20	1	55	4.5	2.75
Business Communications	GE102	35	3.5	20	1	55	4.5	2.75
Business Math	GE103	35	3.5	20	1	55	4.5	2.75
Introduction to Business	GE104	35	3.5	20	1	55	4.5	2.75
Principles of Management	GE105	35	3.5	20	1	55	4.5	2.75
American Government	GE106	35	3.5	20	1	55	4.5	2.75
<b>TOTALS</b>		<b>615</b>	<b>61.5</b>	<b>770</b>	<b>38.5</b>	<b>1385</b>	<b>100</b>	<b>69.25*</b>

**\*FA QCH IS ALWAYS ROUNDED DOWN FOR THE PROGRAM**

ASSOCIATE OF APPLIED SCIENCE DEGREE IN COMPUTER INFORMATION TRACK II								
Classification of Instruction Programs (CIP) 11.1001		Standard Occupational Classification (SOC) 15.1152.00						
Associate of Applied Science Degree in Computer Information Track II	Course	Lecture Hours		Laboratory Hours		Total Hours		FA
		Clock	Credit	Clock	Credit	Clock*	Credit*	
Course Title	Number	Clock	Credit	Clock	Credit	Clock*	Credit*	Credit
PC Support Level 1	PCS110r	55	5.5	100	5	155	10.5	7.75
Career Success	CD101	25	2.5	0	0	25	2.5	1.25
PC Support Level 2	PCS111r	75	7.5	130	6.5	205	14	10.25
Introduction to Networking	NET102	60	6	70	3.5	130	9.5	6.5
Windows OS	MOS102	35	3.5	90	4.5	125	8	6.25
<b>**Elective:</b> Network and Operational Security or Introduction to Coding	SEC101 -CS101	35	3.5	90	4.5	125	8	6.25
Advanced Career Development	CD201	25	2.5	0	0	25	2.5	1.25
Advanced Networking Level 1	CNC101	50	5	80	4	130	9	6.5
Advanced Networking Level 2	CNC102	45	4.5	90	4.5	135	9	6.75
Critical Thinking	GE101	35	3.5	20	1	55	4.5	2.75
Business Communications	GE102	35	3.5	20	1	55	4.5	2.75
Business Math	GE103	35	3.5	20	1	55	4.5	2.75
Introduction to Business	GE104	35	3.5	20	1	55	4.5	2.75
Principles of Management	GE105	35	3.5	20	1	55	4.5	2.75
American Government	GE106	35	3.5	20	1	55	4.5	2.75
<b>TOTALS</b>		615	61.5	770	38.5	1385	100	69.25*

ASSOCIATE OF APPLIED SCIENCE DEGREE IN IT NETWORK ENGINEERING								
Classification of Instruction Programs (CIP) 11.0103		Standard Occupational Classification (SOC) 11-3021.00						
Associate of Applied Science Degree in IT Network Engineering	Course	Lecture Hours		Laboratory Hours		Total Hours		FA
		Clock	Credit	Clock	Credit	Clock*	Credit*	
Course Title	Number	Clock	Credit	Clock	Credit	Clock*	Credit*	Credit
Windows OS	MOS102	35	3.5	90	4.5	125	8	6.25
Career Success	CD101	25	2.5	0	0	25	2.5	1.25
Server Basics	MAD100	35	3.5	150	7.5	185	11	9.25
Server Administration	MAD200	50	5	90	4.5	140	9.5	7
Server Design	MAD300	40	4	100	5	140	9	7
Server Design and Infrastructure	MAD400	35	3.5	90	4.5	125	8	6.25
Advanced Career Development	CD201	25	2.5	0	0	25	2.5	1.25
Advanced Networking Level 1	CNC101	50	5	80	4	130	9	6.5
Advanced Networking Level 2	CNC102	45	4.5	90	4.5	135	9	6.75
Critical Thinking	GE101	35	3.5	20	1	55	4.5	2.75
Business Communications	GE102	35	3.5	20	1	55	4.5	2.75
Business Math	GE103	35	3.5	20	1	55	4.5	2.75
Introduction to Business	GE104	35	3.5	20	1	55	4.5	2.75
Principles of Management	GE105	35	3.5	20	1	55	4.5	2.75
American Government	GE106	35	3.5	20	1	55	4.5	2.75
<b>TOTALS</b>		550	55	810	40.5	1360	95.5	68*

\*FA QCH IS ALWAYS ROUNDED DOWN FOR THE PROGRAM

**ASSOCIATE OF APPLIED SCIENCE DEGREE IT SERVER ADMINISTRATION**

Associate of Applied Science Degree in IT Server Administration		Lecture Hours		Laboratory Hours		Total Hours		FA
Course Title	Course Number	Clock	Credit	Clock	Credit	Clock*	Credit*	Credit
Windows OS	MOS102	35	3.5	90	4.5	125	8	6.25
Career Success	CD101	25	2.5	0	0	25	2.5	1.25
Server Basics	MAD100	35	3.5	150	7.5	185	11	9.25
Server Administration	MAD200	50	5	90	4.5	140	9.5	7
Server Design	MAD300	40	4	100	5	140	9	7
VMWare	VMW101	5	0.5	20	1	25	1.5	1.25
Cloud Fundamentals	CFO100	10	1	30	1.5	40	2.5	2
Administering Linux Level 1	OSL210	35	3.5	50	2.5	85	6	4.25
Administering Linux Level 2	OSL211	35	3.5	50	2.5	85	6	4.25
Advanced Career Development	CD201	25	2.5	0	0	25	2.5	1.25
<b>**Elective:</b> Network and Operational Security or Introduction to Coding	SEC101 - CS101	35	3.5	90	4.5	125	8	6.25
Critical Thinking	GE101	35	3.5	20	1	55	4.5	2.75
Business Communications	GE102	35	3.5	20	1	55	4.5	2.75
Business Math	GE103	35	3.5	20	1	55	4.5	2.75
Introduction to Business	GE104	35	3.5	20	1	55	4.5	2.75
Principles of Management	GE105	35	3.5	20	1	55	4.5	2.75
American Government	GE106	35	3.5	20	1	55	4.5	2.75
<b>TOTALS</b>		540	54	790	39.5	1330	93.5	66.5*

**ASSOCIATE OF APPLIED SCIENCE DEGREE MEDICAL BILLING & CODING**

Associate of Applied Science Degree in Medical Billing and Coding		Lecture Hours		Laboratory Hours		Total Hours		FA
Course Title	Course Number	Clock	Credit	Clock	Credit	Clock*	Credit*	Credit
MS ESSENTIALS	MOE100r	25	2.5	60	3	85	5.5	4.25
Career Success	CD101	25	2.5	0	0	25	2.5	1.25
Typing Fundamentals	TF100	10	1	20	1	30	2	1.5
Medical Law and Ethics	HS204	25	2.5	40	2	65	4.5	3.25
Medical Terminology	HS201	25	2.5	60	3	85	5.5	4.25
Human Anatomy and Physiology	HS202	70	7	50	2.5	120	9.5	6
Electronic Health Records	HS401	40	4	40	2	80	6	4
Advanced Billing and Reimbursement	HS207	40	4	50	2.5	90	6.5	4.5
Advanced Physicians Coding	HS310	45	4.5	150	7.5	195	12	9.75
Advanced Career Development	CD201	25	2.5	0	0	25	2.5	1.25
Advanced Facility Coding	HS311	35	3.5	130	6.5	165	10	8.25
Critical Thinking	GE101	35	3.5	20	1	55	4.5	2.75
Business Communications	GE102	35	3.5	20	1	55	4.5	2.75
Business Math	GE103	35	3.5	20	1	55	4.5	2.75
Introduction to Business	GE104	35	3.5	20	1	55	4.5	2.75
Principles of Management	GE105	35	3.5	20	1	55	4.5	2.75
American Government	GE106	35	3.5	20	1	55	4.5	2.75
<b>TOTALS</b>		575	57.5	720	36	1295	93.5	64.75*

**\*FA QCH IS ALWAYS ROUNDED DOWN FOR THE PROGRAM**

**ASSOCIATE OF APPLIED SCIENCE DEGREE HEALTH INFORMATION**

Classification of Instruction Programs (CIP) 51.0707

Standard Occupational Classification (SOC) 29-2071.00

Associate of Applied Science Degree in Health Information	Course	Lecture Hours		Laboratory Hours		Total Hours		FA
		Number	Clock	Credit	Clock	Credit	Clock*	Credit*
Digital Literacy	DL101	30	3	30	1.5	60	4.5	3
Career Success	CD101	25	2.5	0	0	25	2.5	1.25
MS ESSENTIALS	MOE100r	25	2.5	60	3	85	5.5	4.25
Typing Fundamentals	TF100	10	1	20	1	30	2	1.5
Office Administration	PBS111	25	2.5	60	3	85	5.5	4.25
Medical Law and Ethics	HS204	25	2.5	40	2	65	4.5	3.25
Medical Terminology	HS201	25	2.5	60	3	85	5.5	4.25
Human Anatomy and Physiology	HS202	70	7	50	2.5	120	9.5	6
Electronic Health Records	HS401	40	4	40	2	80IN	6	4
HIA Billing and Coding	HS208	45	4.5	120	6	165	10.5	8.25
Advanced Career Development	CD201	25	2.5	0	0	25	2.5	1.25
Health Information Technology	HIT101	30	3	60	3	90	6	4.5
Critical Thinking	GE101	35	3.5	20	1	55	4.5	2.75
Business Communications	GE102	35	3.5	20	1	55	4.5	2.75
Business Math	GE103	35	3.5	20	1	55	4.5	2.75
Introduction to Business	GE104	35	3.5	20	1	55	4.5	2.75
Principles of Management	GE105	35	3.5	20	1	55	4.5	2.75
American Government	GE106	35	3.5	20	1	55	4.5	2.75
<b>TOTALS</b>		585	58.5	660	33	1245	91.5	62.25*

**ASSOCIATE OF APPLIED SCIENCE DEGREE IN OFFICE ACCOUNTING**

Classification of Instruction Programs (CIP) 52.0302

Standard Occupational Classification (SOC) 43-3031.00

Associate of Applied Science Degree in Office Accounting	Course	Lecture Hours		Laboratory Hours		Total Hours		FA
		Number	Clock	Credit	Clock	Credit	Clock*	Credit*
Digital Literacy	DL101	30	3	30	1.5	60	4.5	3
Career Success	CD101	25	2.5	0	0	25	2.5	1.25
MS Word	MSW101r	35	3.5	90	4.5	125	8	6.25
Typing Fundamentals	TF100	10	1	20	1	30	2	1.5
MS Excel	MSE101r	45	4.5	80	4	125	8.5	6.25
MS PowerPoint	MSP101r	40	4	60	3	100	7	5
MS Outlook	MSL101r	30	3	70	3.5	100	6.5	5
Office Administration	PBS111	25	2.5	60	3	85	5.5	4.25
Office Management	PBS112	30	3	50	2.5	80	5.5	4
Introduction to Accounting	ACC100	30	3	100	5	130	8	6.5
Advanced Career Development	CD201	25	2.5	0	0	25	2.5	1.25
QuickBooks Pro User	ACC102	30	3	100	5	130	8	6.5
Critical Thinking	GE101	35	3.5	20	1	55	4.5	2.75
Business Communications	GE102	35	3.5	20	1	55	4.5	2.75
Business Math	GE103	35	3.5	20	1	55	4.5	2.75
Introduction to Business	GE104	35	3.5	20	1	55	4.5	2.75
Principles of Management	GE105	35	3.5	20	1	55	4.5	2.75
American Government	GE106	35	3.5	20	1	55	4.5	2.75
<b>TOTALS</b>		565	56.5	780	39	1345	95.5	67.25*

**\*FA QCH IS ALWAYS ROUNDED DOWN FOR THE PROGRAM**

**CERTIFICATE PROGRAM CHARTS**

<b>PC TECHNICIAN</b>								
Classification of Instruction Programs (CIP) 47.0104				Standard Occupational Classification (SOC) 49-2011.00				
<b>PC TECHNICIAN</b>	<b>Course</b>	<b>Lecture Hours</b>		<b>Laboratory Hours</b>		<b>Total Hours</b>		<b>FA</b>
<b>Course Title</b>	<b>Number</b>	<b>Clock</b>	<b>Credit</b>	<b>Clock</b>	<b>Credit</b>	<b>Clock*</b>	<b>Credit*</b>	<b>Credit</b>
PC Support Level 1	PCS110r	55	5.5	100	5	155	10.5	7.75
PC Support Level 2	PCS111r	75	7.5	130	6.5	205	14	10.25
<b>TOTALS</b>		130	13	230	11.5	360	24.5	18*

<b>COMPUTER AND NETWORK TECHNICIAN</b>								
Classification of Instruction Programs (CIP) 11.1006				Standard Occupational Classification (SOC) 15.1151.00				
<b>Computer and Network Technician</b>	<b>Course</b>	<b>Lecture Hours</b>		<b>Laboratory Hours</b>		<b>Total Hours</b>		<b>FA</b>
<b>Course Title</b>	<b>Number</b>	<b>Clock</b>	<b>Credit</b>	<b>Clock</b>	<b>Credit</b>	<b>Clock*</b>	<b>Credit*</b>	<b>Credit</b>
PC Support Level 1	PCS110r	55	5.5	100	5	155	10.5	7.75
Career Success	CD101	25	2.5	0	0	25	2.5	1.25
PC Support Level 2	PCS111r	75	7.5	130	6.5	205	14	10.25
VMWare	NET102	5	0.5	20	1	25	1.5	1.25
Introduction to Networking	VMW101	60	6	70	3.5	130	9.5	6.5
Typing Fundamentals	TF100	10	1	20	1	30	2	1.5
MS ESSENTIALS	MOE100r	25	2.5	60	3	85	5.5	4.25
Advanced Career Development	CD201	25	2.5	0	0	25	2.5	1.25
Windows OS	MOS102	35	3.5	90	4.5	125	8	6.25
<b>**Elective:</b> Network and Operational Security or Introduction to Coding	SEC101 - CS101	35	3.5	90	4.5	125	8	6.25
<b>TOTALS</b>		350	35	580	29	930	64	46.5*

<b>COMPUTER INFORMATION SPECIALIST TRACK I</b>								
Classification of Instruction Programs (CIP) 11.1001				Standard Occupational Classification (SOC) 15.1152.00				
<b>Computer Information Specialist Track I</b>	<b>Course</b>	<b>Lecture Hours</b>		<b>Laboratory Hours</b>		<b>Total Hours</b>		<b>FA</b>
<b>Course Title</b>	<b>Number</b>	<b>Clock</b>	<b>Credit</b>	<b>Clock</b>	<b>Credit</b>	<b>Clock*</b>	<b>Credit*</b>	<b>Credit</b>
PC Support Level 1	PCS110r	55	5.5	100	5	155	10.5	7.75
Career Success	CD101	25	2.5	0	0	25	2.5	1.25
PC Support Level 2	PCS111r	75	7.5	130	6.5	205	14	10.25
Introduction to Networking	NET102	60	6	70	3.5	130	9.5	6.5
Windows OS	MOS102	35	3.5	90	4.5	125	8	6.25
<b>**Elective:</b> Network and Operational Security or Introduction to Coding	SEC101 - CS101	35	3.5	90	4.5	125	8	6.25
Typing Fundamentals	TF100	10	1	20	1	30	2	1.5
Cloud Fundamentals	CFO100	10	1	30	1.5	40	2.5	2
VMWare	VMW101	5	0.5	20	1	25	1.5	1.25
Advanced Career Development	CD201	25	2.5	0	0	25	2.5	1.25
Administering Linux Level 1	OSL210	35	3.5	50	2.5	85	6	4.25
Administering Linux Level 2	OSL211	35	3.5	50	2.5	85	6	4.25
<b>TOTALS</b>		405	40.5	650	32.5	1055	73	52.75*

**\*FA QCH IS ALWAYS ROUNDED DOWN FOR THE PROGRAM**

**COMPUTER INFORMATION SPECIALIST TRACK II**

Classification of Instruction Programs (CIP) 11.1001

Standard Occupational Classification (SOC) 15.1152.00

Computer Information Specialist Track II	Course	Lecture Hours		Laboratory Hours		Total Hours		FA
		Clock	Credit	Clock	Credit	Clock*	Credit*	Credit
PC Support Level 1	PCS110r	55	5.5	100	5	155	10.5	7.75
Career Success	CD101	25	2.5	0	0	25	2.5	1.25
PC Support Level 2	PCS111r	75	7.5	130	6.5	205	14	10.25
Introduction to Networking	NET102	60	6	70	3.5	130	9.5	6.5
Windows OS	MOS102	35	3.5	90	4.5	125	8	6.25
<b>**Elective:</b> Network and Operational Security or Introduction to Coding	SEC101 -CS101	35	3.5	90	4.5	125	8	6.25
Advanced Career Development	CD201	25	2.5	0	0	25	2.5	1.25
Advanced Networking Level 1	CNC101	50	5	80	4	130	9	6.5
Advanced Networking Level 2	CNC102	45	4.5	90	4.5	135	9	6.75
<b>TOTALS</b>		405	40.5	650	32.5	1055	73	52.75*

**IT NETWORK ENGINEER**

Classification of Instruction Programs (CIP) 11.0103

Standard Occupational Classification (SOC) 11-3021.00

IT Network Engineer	Course	Lecture Hours		Laboratory Hours		Total Hours		FA
		Clock	Credit	Clock	Credit	Clock*	Credit*	Credit
Windows OS	MOS102	35	3.5	90	4.5	125	8	6.25
Career Success	CD101	25	2.5	0	0	25	2.5	1.25
Server Basics	MAD100	35	3.5	150	7.5	185	11	9.25
Server Administration	MAD200	50	5	90	4.5	140	9.5	7
Server Design	MAD300	40	4	100	5	140	9	7
Server Design and Infrastructure	MAD400	35	3.5	90	4.5	125	8	6.25
Advanced Career Development	CD201	25	2.5	0	0	25	2.5	1.25
Advanced Networking Level 1	CNC101	50	5	80	4	130	9	6.5
Advanced Networking Level 2	CNC102	45	4.5	90	4.5	135	9	6.75
<b>TOTALS</b>		340	34	690	34.5	1030	68.5	51.5*

**IT SERVER ADMINISTRATOR**

Classification of Instruction Programs (CIP) 11.0103

Standard Occupational Classification (SOC) 15-1142.00

IT Server Administrator	Course	Lecture Hours		Laboratory Hours		Total Hours		FA
		Clock	Credit	Clock	Credit	Clock*	Credit*	Credit
Windows OS	MOS102	35	3.5	90	4.5	125	8	6.25
Career Success	CD101	25	2.5	0	0	25	2.5	1.25
Server Basics	MAD100	35	3.5	150	7.5	185	11	9.25
Server Administration	MAD200	50	5	90	4.5	140	9.5	7
Server Design	MAD300	40	4	100	5	140	9	7
VMWare	VMW101	5	0.5	20	1	25	1.5	1.25
Cloud Fundamentals	CFO100	10	1	30	1.5	40	2.5	2
Administering Linux Level 1	OSL210	35	3.5	50	2.5	85	6	4.25
Administering Linux Level 2	OSL211	35	3.5	50	2.5	85	6	4.25
Advanced Career Development	CD201	25	2.5	0	0	25	2.5	1.25
<b>**Elective:</b> Network and Operational Security or Introduction to Coding	SEC101	35	3.5	90	4.5	125	8	6.25
<b>TOTALS</b>		330	33	670	33.5	1000	66.5	50*

**\*FA QCH IS ALWAYS ROUNDED DOWN FOR THE PROGRAM**

NETWORK SUPPORT SPECIALIST								
Classification of Instruction Programs (CIP)11.1002				Standard Occupational Classification (SOC) 15-1152.00				
Network Support Specialist	Course	Lecture Hours		Laboratory Hours		Total Hours		FA
Course Title	Number	Clock	Credit	Clock	Credit	Clock*	Credit*	Credit
Introduction to Networking	NET102	60	6	70	3.5	130	9.5	6.5
Career Success	CD101	25	2.5	0	0	25	2.5	1.25
Network and Operational Security	SEC101	35	3.5	90	4.5	125	8	6.25
Advanced Networking Level 1	CNC101	50	5	80	4	130	9	6.5
Advanced Career Development	CD201	25	2.5	0	0	25	2.5	1.25
Advanced Networking Level 2	CNC102	45	4.5	90	4.5	135	9	6.75
<b>TOTALS</b>		240	24	330	16.5	570	40.5	28.5*

PC SUPPORT SPECIALIST								
Classification of Instruction Programs (CIP) 47.0104				Standard Occupational Classification (SOC) 49-2011.00				
PC Support Specialist	Course	Lecture Hours		Laboratory Hours		Total Hours		FA
Course Title	Number	Clock	Credit	Clock	Credit	Clock*	Credit*	Credit
PC Support Level 1	PCS110r	55	5.5	100	5	155	10.5	7.75
Career Success	CD101	25	2.5	0	0	25	2.5	1.25
PC Support Level 2	PCS111r	75	7.5	130	6.5	205	14	10.25
Introduction to Networking	NET102	60	6	70	3.5	130	9.5	6.5
Advanced Career Development	CD201	25	2.5	0	0	25	2.5	1.25
MS ESSENTIALS	MOE100r	25	2.5	60	3	85	5.5	4.25
<b>TOTALS</b>		265	26.5	360	18	625	44.5	31.25*

TECH SUPPORT SPECIALIST								
Classification of Instruction Programs (CIP) 11.1003				Standard Occupational Classification (SOC)15-1152.00				
Tech Support Specialist	Course	Lecture Hours		Laboratory Hours		Total Hours		FA
Course Title	Number	Clock	Credit	Clock	Credit	Clock*	Credit*	Credit
Introduction to Networking	NET102	60	6	70	3.5	130	9.5	6.5
Career Success	CD101	25	2.5	0	0	25	2.5	1.25
Windows OS	MOS102	35	3.5	90	4.5	125	8	6.25
Administering Linux Level 1	OSL210	35	3.5	50	2.5	85	6	4.25
Administering Linux Level 2	OSL211	35	3.5	50	2.5	85	6	4.25
Advanced Career Development	CD201	25	2.5	0	0	25	2.5	1.25
Network and Operational Security	SEC101	35	3.5	90	4.5	125	8	6.25
<b>TOTALS</b>		250	25	350	17.5	600	42.5	30*

\*FA QCH IS ALWAYS ROUNDED DOWN FOR THE PROGRAM



**MEDICAL BILLING & CODING**

Classification of Instruction Programs (CIP) 51.0714

Standard Occupational Classification (SOC) 43-6013.00

Medical Billing and Coding	Course	Lecture Hours		Laboratory Hours		Total Hours		FA
		Number	Clock	Credit	Clock	Credit	Clock*	Credit*
MS ESSENTIALS	MOE100r	25	2.5	60	3	85	5.5	4.25
Career Success	CD101	25	2.5	0	0	25	2.5	1.25
Typing Fundamentals	TF100	10	1	20	1	30	2	1.5
Medical Law and Ethics	HS204	25	2.5	40	2	65	4.5	3.25
Medical Terminology	HS201	25	2.5	60	3	85	5.5	4.25
Human Anatomy and Physiology	HS202	70	7	50	2.5	120	9.5	6
Electronic Health Records	HS401	40	4	40	2	80	6	4
Advanced Billing and Reimbursement	HS207	40	4	50	2.5	90	6.5	4.5
Advanced Physicians Coding	HS310	45	4.5	150	7.5	195	12	9.75
Advanced Career Development	CD201	25	2.5	0	0	25	2.5	1.25
Advanced Facility Coding	HS311	35	3.5	130	6.5	165	10	8.25
<b>TOTALS</b>		365	36.5	600	30	965	66.5	48.25*

**MEDICAL RECORDS SPECIALIST**

Classification of Instruction Programs (CIP) 51.0707

Standard Occupational Classification (SOC) 29-2071.00

Medical Records Specialist	Course	Lecture Hours		Laboratory Hours		Total Hours		FA
		Number	Clock	Credit	Clock	Credit	Clock*	Credit*
Digital Literacy	DL101	30	3	30	1.5	60	4.5	3
MS Essentials Plus	MPA100r	35	3.5	70	3.5	105	7	5.25
Typing Fundamentals	TF100	10	1	20	1	30	2	1.5
Career Success	CD101	25	2.5	0	0	25	2.5	1.25
Medical Law and Ethics	HS204	25	2.5	40	2	65	4.5	3.25
Medical Terminology	HS201	25	2.5	60	3	85	5.5	4.25
Electronic Health Records	HS401	40	4	40	2	80	6	4
Professional Billing Concepts	HS102	30	3	50	2.5	80	5.5	4
Advanced Career Development	CD201	25	2.5	0	0	25	2.5	1.25
Advanced Billing and Reimbursement	HS207	40	4	50	2.5	90	6.5	4.5
<b>TOTALS</b>		285	28.5	360	18	645	46.5	32.25*

**PHARMACY TECHNICIAN**

Classification of Instruction Programs (CIP) 51.0805

Standard Occupational Classification (SOC) 29-2052.00

Pharmacy Technician	Course	Lecture Hours		Laboratory Hours		Total Hours		FA
		Number	Clock	Credit	Clock	Credit	Clock*	Credit*
MS ESSENTIALS	MOE100r	25	2.5	60	3	85	5.5	4.25
Career Success	CD101	25	2.5	0	0	25	2.5	1.25
Typing Fundamentals	TF100	10	1	20	1	30	2	1.5
Medical Terminology	HS201	25	2.5	60	3	85	5.5	4.25
Pharmacy Practice Essentials	PHT101	40	4	50	2.5	90	6.5	4.5
Pharmacy Technology	PHT200	40	4	50	2.5	90	6.5	4.5
Pharmacy Law and Ethics	PHT102	20	2	20	1	40	3	2
Pharmacology	PHT201	35	3.5	80	4	115	7.5	5.75
Pharmaceutical Calculations	PHT210	45	4.5	100	5	145	9.5	7.25
Advanced Career Development	CD201	25	2.5	0	0	25	2.5	1.25
Advanced Pharmacy Practice	PHT302	50	5	150	7.5	200	12.5	10
<b>TOTALS</b>		340	34	590	29.5	930	63.5	46.5*

**\*FA QCH IS ALWAYS ROUNDED DOWN FOR THE PROGRAM**



### HEALTH INFORMATION SPECIALIST

Classification of Instruction Programs (CIP) 51.0707

Standard Occupational Classification (SOC) 29-2071.00

Health Information Specialist	Course	Lecture Hours		Laboratory Hours		Total Hours		FA
		Number	Clock	Credit	Clock	Credit	Clock*	Credit*
Digital Literacy	DL101	30	3	30	1.5	60	4.5	3
Career Success	CD101	25	2.5	0	0	25	2.5	1.25
MS ESSENTIALS	MOE100r	25	2.5	60	3	85	5.5	4.25
Typing Fundamentals	TF100	10	1	20	1	30	2	1.5
Office Administration	PBS111	25	2.5	60	3	85	5.5	4.25
Medical Law and Ethics	HS204	25	2.5	40	2	65	4.5	3.25
Medical Terminology	HS201	25	2.5	60	3	85	5.5	4.25
Human Anatomy and Physiology	HS202	70	7	50	2.5	120	9.5	6
Electronic Health Records	HS401	40	4	40	2	80	6	4
HIA Billing and Coding	HS208	45	4.5	120	6	165	10.5	8.25
Advanced Career Development	CD201	25	2.5	0	0	25	2.5	1.25
Health Information Technology	HIT101	30	3	60	3	90	6	4.5
<b>TOTALS</b>		375	37.5	540	27	915	64.5	45.75*

### OFFICE ADMINISTRATOR

Classification of Instruction Programs (CIP) 52.0408

Standard Occupational Classification (SOC) 43-9061.00

Office Administrator	Course	Lecture Hours		Laboratory Hours		Total Hours		FA
		Number	Clock	Credit	Clock	Credit	Clock*	Credit*
MS Word	MSW101r	35	3.5	90	4.5	125	8	6.25
Career Success	CD101	25	2.5	0	0	25	2.5	1.25
Typing Fundamentals	TF100	10	1	20	1	30	2	1.5
MS Excel	MSE101r	45	4.5	80	4	125	8.5	6.25
MS PowerPoint	MSP101r	40	4	60	3	100	7	5
MS Outlook	MSL101r	30	3	70	3.5	100	6.5	5
Office Administration	PBS111	25	2.5	60	3	85	5.5	4.25
Office Management	PBS112	30	3	50	2.5	80	5.5	4
Advanced Career Development	CD201	25	2.5	0	0	25	2.5	1.25
Bookkeeping Applications	PBS113	30	3	60	3	90	6	4.5
<b>TOTALS</b>		295	29.5	490	24.5	785	54	39.25*

### OFFICE ACCOUNTING SPECIALIST

Classification of Instruction Programs (CIP) 52.0302

Standard Occupational Classification (SOC) 43-3031.00

Office Accounting Specialist	Course	Lecture Hours		Laboratory Hours		Total Hours		FA
		Number	Clock	Credit	Clock	Credit	Clock*	Credit*
Digital Literacy	DL101	30	3	30	1.5	60	4.5	3
Career Success	CD101	25	2.5	0	0	25	2.5	1.25
MS Word	MSW101r	35	3.5	90	4.5	125	8	6.25
Typing Fundamentals	TF100	10	1	20	1	30	2	1.5
MS Excel	MSE101r	45	4.5	80	4	125	8.5	6.25
MS PowerPoint	MSP101r	40	4	60	3	100	7	5
MS Outlook	MSL101r	30	3	70	3.5	100	6.5	5
Office Administration	PBS111	25	2.5	60	3	85	5.5	4.25
Office Management	PBS112	30	3	50	2.5	80	5.5	4
Introduction to Accounting	ACC100	30	3	100	5	130	8	6.5
Advanced Career Development	CD201	25	2.5	0	0	25	2.5	1.25
QuickBooks Pro User	ACC102	30	3	100	5	130	8	6.5
<b>TOTALS</b>		355	35.5	660	33	1015	68.5	50.75*

\*FA QCH IS ALWAYS ROUNDED DOWN FOR THE PROGRAM

# Asher College Course Listing and Description

## General Education:

### GE101 Critical Thinking

#### Course Objectives

- Lesson 1: The Structure of Arguments
- Lesson 2: Deduction: Truth and Validity
- Lesson 3: Deduction: Argument Forms
- Lesson 4: Induction: Generalizations
- Lesson 5: Induction: Evidence and Analogies
- Lesson 6: Formal Fallacies and Weak Induction
- Lesson 7: Informal Fallacies
- Lesson 8: Language and Logic
- Lesson 9: Reading Media
- Lesson 10: Bias and Viewpoints
- Lesson 11: Logic in Real Life
- Lesson 12: Using Your Voice

### GE102 Business Communication

#### Course Objectives

- Lesson 1: Introduction to Business Communications
- Lesson 2: Listening and Nonverbal Communication Skills
- Lesson 3: Communicating Across Cultures
- Lesson 4: Composing a Business Message
- Lesson 5: Communicating Routine Information
- Lesson 6: Communicating Bad News
- Lesson 7: Persuasive Communications
- Lesson 8: Introduction to Business Reports and Proposals
- Lesson 9: Composing Business Reports and Proposals
- Lesson 10: Formal Reports and Proposals
- Lesson 11: Oral Presentation Skills
- Lesson 12: Resume Writing and the Employment Interview

### GE103 Business Math

#### Course Objectives

- Lesson 1: Whole Numbers, Fractions and Decimals
- Lesson 2: Banking and Equations
- Lesson 3: Percentages and Statistics
- Lesson 4: Trade and Cash Discounts, Markup and Markdown
- Lesson 5: Payroll
- Lesson 6: Interest, Discount, Credit and Value
- Lesson 7: Annuities, Sinking Funds, Stocks and Bonds
- Lesson 8: Mortgages
- Lesson 9: Financial Statements
- Lesson 10: Inventory
- Lesson 11: Insurance and Taxes
- Lesson 12: Financial Statements

### GE104 Introduction to Business

#### Course Objectives

- Lesson 1: The Business Environment
- Lesson 2: Business Ethics and Social Responsibility
- Lesson 3: New Business Ventures in the US and International Markets
- Lesson 4: Managing the Business Enterprise
- Lesson 5: Managing and Motivating Employees
- Lesson 6: Marketing Processes
- Lesson 7: Product Pricing, Distribution, and Promotion
- Lesson 8: Productivity and Quality
- Lesson 9: Information Systems and Communication Technologies
- Lesson 10: Principles of Accounting
- Lesson 11: Banking and Finance
- Lesson 12: Financial and Risk Management

## GE105 Principles of Management

### Course Objectives

- Lesson 1: Introduction to Management
- Lesson 2: Managing the Business Environment
- Lesson 3: Social Responsibility and Managerial Ethics
- Lesson 4: Decision Making
- Lesson 5: Planning and the Manager's Role
- Lesson 6: Strategic Management and Planning Techniques
- Lesson 7: Organizational Structure and Communications
- Lesson 8: Human Resource Management
- Lesson 9: The Psychology of Management
- Lesson 10: Motivating and Leading Others
- Lesson 11: Overview of Human Resource Management
- Lesson 12: Employee Recruitment and Placement
- Lesson 13: Controlling Organizational Performance
- Lesson 14: Operations Management

## GE106 American Government

### Course Objectives:

- Apply informational literacy skills in the study of politics
- Analyze how the historical development of the United States affects contemporary political environment
- Explain how individual actors impact contemporary political environment
- Outline the institutional structures and how these structures interact with each other to explain the processes of government
- Apply understanding of government processes to analyze contemporary politics
- Analyze the formal and informal processes by which public policy is made

## Soft Skills

### CD101 Career Success

#### Course Objective

- **Unit 1** What's Holding Me Back? – Am I seeing all there is to see? What am I missing, and why?
- **Unit 2** Who Am I Listening To? – We realize that what may be "the truth" to others isn't necessarily our truth.
- **Unit 3** Lock-On / Lock-Out – Sometimes, the absence of the truth may set you free.
- **Unit 4** My Brain's Filter System – Discover the levels of the mind involved in the thought process and what they do.
- **Unit 5** How My Mind Works – The three levels of the mind work together to make sure we act like we know we are.
- **Unit 6** Free Flowing at a New Level – Stress comes when we try to behave differently than we know we are.
- **Unit 7** Leaning in the Right Direction – Our habits and attitudes can keep us from getting to where we want to be.
- **Unit 8** How My Beliefs are formed – Thoughts accumulate to become beliefs, so it is important to control our thoughts.
- **Unit 9** Building My Self-Image – Each of us builds a self-image with our own thoughts.
- **Unit 10** My Future is Up to Me – We move toward and become like what we think about; our present thoughts determine our future.
- **Unit 11** I'm Worth It! – Learn the importance of building high self-esteem, in yourself and in others around you.
- **Unit 12** Make the Unfamiliar Familiar – Comfort zones can keep us safe, but they can also keep us from moving forward.
- **Unit 13** The Next Time – Self-talk is utilized to change future performance, and we start by giving ourselves future goals with "The next time..."
- **Unit 14** Putting Life on a Want-To – Motivation comes in two varieties: constructive (want-to) and restrictive (have-to), moving you forward or holding you back.
- **Unit 15** Making the Pictures Match – The world outside must match the picture we have in our minds. When it doesn't, we have a problem.
- **Unit 16** I Can See It! – Human beings need goals; it's a fact of life. We must dream big and give ourselves big goals.
- **Unit 17** If it's to Be, It's Up to Me – When we visualize the new, we become dissatisfied with the old.

- **Unit 18** My Better Future – If we demand to know the “how” first, we will back up our goals and not grow into our future.
- **Unit 19** My Goals – My Vision – My Future – Create the vision of the way you want your future to look like before it actually happens.
- **Unit 20** If I Want It, I Can Create It – By developing your personal efficacy, you will look forward and see success.
- **Unit 21** Rites of Passage – One statement of fact can change your life forever.

## **CD201 Advanced Career Development**

### **Course Objectives**

- Introduction to Career Services
- Goal Setting
- Advanced Résumé & Cover Letter
- Understanding the Hiring process
- Networking & social media
- Job searching & the Market
- Interview Prep & Salary Worth
- Understanding how to answer common questions
- mock interview & the follow up process

## **IT COURSES**

### **PCS110r PC Support Level 1**

#### **Course Objectives:**

#### **HARDWARE**

- Categorize storage devices and backup media
- Explain motherboard components, types and features
- Classify power supplies types and characteristics
- Explain the purpose and characteristics of CPU's and their features
- Explain cooling methods and devices
- Compare and contrast memory types, characteristics and their purpose
- Distinguish between the different display devices and their characteristics
- Install and configure peripherals and input devices
- Summarize the function and types of adapter cards
- Install, configure and optimize laptop components and features
- Install and configure printers

#### **TROUBLESHOOTING, REPAIR AND MAINTENANCE**

- Given a scenario, explain the troubleshooting theory
- Given a scenario, explain and interpret common hardware and operating system symptoms and their causes
- Given a scenario, determine the troubleshooting methods and tools for printers
- Given a scenario, explain and interpret common laptop issues and determine the appropriate basic troubleshooting method
- Given a scenario, integrate common preventative maintenance techniques

#### **NETWORKING**

- Compare and contrast the different Windows Operating Systems and their features
- Given a scenario, demonstrate proper use of user interfaces
- Explain the process and steps to install and configure the Windows OS
- Explain the basics of boot sequences, methods and startup utilities
- Summarize the basics of networking fundamentals, including technologies, devices and protocols
- Categorize network cables and connectors and their implementations
- Compare and contrast the different network types

#### **SECURITY**

- Explain the basic principles of security concepts and technologies
- Summarize the following security features

#### **OPERATIONAL PROCEDURE**

- Outline the purpose of appropriate safety and environmental procedures and given a scenario apply them
- Given a scenario, demonstrate the appropriate use of communication skills and professionalism in the workplace

## **PCS111r PC Support Level 2**

### **Course Objectives**

#### **HARDWARE**

- Given a scenario, install, configure and maintain personal computer components
- Given a scenario, detect problems, troubleshoot and repair/replace personal computer
- Given a scenario, install, configure, detect problems, troubleshoot and repair/replace laptop components
- Given a scenario, select and use the following tools
- Given a scenario, detect and resolve common printer issues

#### **Operating Systems & Software**

- Select the appropriate commands and options to troubleshoot and resolve problems
- Differentiate between Windows Operating System directory structures (Windows 2000, XP and Vista)
- Given a scenario, select and use system utilities / tools and evaluate the results
- Evaluate and resolve common issues

#### **Networking**

- Troubleshoot client-side connectivity issues using appropriate tools
- Install and configure a small office home office (SOHO) network

#### **Securities**

- Given a scenario, prevent, troubleshoot and remove viruses and malware
- Implement security and troubleshoot common issues

## **NET102 Introduction to Networking**

### **Course Objectives**

- DOMAIN 1.0 Network Technologies
- DOMAIN 2.0 Network Media and Topologies
- DOMAIN 3.0 Network Devices
- DOMAIN 4.0 Network Management
- DOMAIN 5.0 Network Tools
- DOMAIN 6.0 Network Security

## **MOS102 Windows OS**

### **Course Objectives**

- DOMAIN 1.0: Installing, Upgrading, and Migrating to Windows 7
- DOMAIN 2.0: Deploying Windows 7
- DOMAIN 3.0: Configuring Hardware and Applications
- DOMAIN 4.0: Configuring Network Applications
- DOMAIN 5.0: Configuring Access to Resources
- DOMAIN 6.0: Configuring Mobile Computing
- DOMAIN 7.0: Monitoring and Maintaining Systems that Run Windows 7
- DOMAIN 8.0: Configuring Backup and Recovery Options

## **SEC101 Network and Operational Security**

### **Course Objectives and Coverage**

- DOMAIN 1.0: Systems Security
- DOMAIN 2.0: Network Infrastructure
- DOMAIN 3.0: Access Control
- DOMAIN 4.0: Assessments & Audits
- DOMAIN 5.0: Cryptography
- DOMAIN 6.0: Organizational Security

## **CS101 Introduction to Coding**

### **Course Objectives and Coverage**

- Create Simple Web Pages using HTML5 tags
- Format text content
- Format graphic elements
- Play media using video and audio tags
- Organize content and forms using tables, lists, and sections
- Manage data input and validation

## Format Web Pages using Cascading Style Sheets (CSS)

- Describe the benefits of using CSS
- Arrange web page content
- Manage the flow of text content
- Manage the graphical interface
- Using graphic effects such as rounded corners, shadows and transparency
- Using two dimensional transformations such as rotate, skew and scale

## Manage HTML Web Pages

- Understand the use of folders and permissions to manage access to files required to define the web page
- Debug and test an HTML5 web page

## **VMW101 Introduction to VM Ware**

### **Course Objectives**

- Domain 1.0 Virtualization Concepts
- Domain 2.0 Creating Virtual Machines
- Domain 3.0 Managing Virtual Machines
- Domain 4.0 Virtual Machine Availability

## **CFO100 Cloud Fundamentals**

### **Course Objectives:**

- Understand the Cloud
- Enable Microsoft Cloud
- Administer Office 365 and Microsoft Intune
- Use and Configure Microsoft Cloud Services
- Support Cloud Users

## **OSL210 Administering Linux Level 1**

### **Course Objectives**

- Determine and configure System Architecture
- Manage Linux Installation and Package Management.
- Install GNU and Unix Commands
- Manage Devices, Linux file systems File system Hierarchy Standard

## **OSL211 Administering Linux Level 2**

- Determine and configure Shells, Scripting and Data Management
- Manage user interfaces and Desktops
- Customize Administrative Tasks
- Install Standard Essential System Services
- Manage Networking and Security in Linux

## **CNC101 Advanced Networking Level 1:**

### **Course Objectives:**

- Describe the operation of data networks
- Implement a small switched network
- Implement an IP addressing scheme and IP services to meet network requirements for a small branch office
- Implement a small routed network
- Explain and select the appropriate administrative tasks required for a WLAN
- Identify security threats to a network and describe general methods to mitigate those threats
- Implement and verify WAN links

## **CNC102 Advanced Networking Level 2:**

### **Course Objectives:**

- Configure, verify and troubleshoot a switch with VLANs and interswitch communications
- Implement an IP addressing scheme and IP services to meet network requirements in medium-size Enterprise branch office network
- Configure and troubleshoot basic operation and routing on Cisco devices
- Implement, verify, and troubleshoot NAT and ACLs in a medium-size Enterprise branch office network

## **MAD100 Server Basics:**

### **Course Objectives**

#### **Install and Configure Servers**

- Install servers
- Configure servers
- Configure local storage

#### **Configure Server Roles and Features**

- Configure file and share access
- Configure print and document services
- Configure servers for remote management

#### **Configure Hyper-V**

- Create and configure virtual machine settings
- Create and configure virtual machine storage
- Create and configure virtual networks

#### **Deploy and Configure Core Network Services**

- Configure IPv4 and IPv6 addressing
- Deploy and configure Dynamic Host Configuration Protocol (DHCP) service
- Deploy and configure DNS service

#### **Install and Administer Active Directory**

- Install domain controllers
- Create and manage Active Directory users and computers
- Create and manage Active Directory groups and organizational units (OUs)

#### **Create and Manage Group Policy**

- Create Group Policy objects (GPOs)
- Configure security policies
- Configure application restriction policies
- Configure Windows Firewall

## **MAD200 Server Administration**

### **Course Objectives**

#### **Deploy, Manage, and Maintain Servers**

- Deploy and manage server images.
- Implement patch management.
- Monitor servers.

#### **Configure File and Print Services**

- Configure Distributed File System (DFS).
- Configure File Server Resource Manager (FSRM).
- Configure file and disk encryption.
- Configure advanced audit policies.

#### **Configure Network Services and Access**

- Configure DNS zones.
- Configure DNS records.
- Configure VPN and routing.
- Configure Direct Access.

#### **Configure a Network Policy Server Infrastructure**

- Configure Network Policy Server (NPS).
- Configure NPS policies.
- Configure Network Access Protection (NAP).

#### **Configure and Manage Active Directory**

- Configure service authentication.
- Configure Domain Controllers.
- Maintain Active Directory.
- Configure account policies.

#### **Configure and Manage Group Policy**

- Configure Group Policy processing.
- Configure Group Policy settings.
- Manage Group Policy objects (GPOs).
- Configure Group Policy preferences.

## **MAD300 Server Design**

### **Course Objectives**

#### **Configure and Manage High Availability**

- Configure Network Load Balancing (NLB).
- Configure failover clustering.
- Manage failover clustering roles.
- Manage Virtual Machine (VM) movement.

#### **Configure File and Storage Solutions**

- Configure advanced file services.
- Implement Dynamic Access Control (DAC).
- Configure and optimize storage.

#### **Implement Business Continuity and Disaster Recovery**

- Configure and manage backups.
- Recover servers.
- Configure site-level fault tolerance.

#### **Configure Network Services**

- Implement an advanced Dynamic Host Configuration Protocol (DHCP) solution.
- Implement an advanced DNS solution.
- Deploy and manage IPAM.

#### **Configure the Active Directory Infrastructure**

- Configure a forest or a domain.
- Configure trusts.
- Configure sites.
- Manage Active Directory and SYSVOL replication.

#### **Configure Identity and Access Solutions**

- Implement Active Directory Federation Services 2.1 (AD FSv2.1).
- Install and configure Active Directory Certificate Services (AD CS).
- Manage certificates.

Install and configure Active Directory Rights Management Services (AD RMS).

## **MAD400 Server Design and Infrastructure**

### **Course Objectives**

#### **Plan and Deploy a Server Infrastructure**

- Design an automated server installation strategy.
- Plan and implement a server deployment infrastructure.
- Plan and implement server upgrade and migration.
- Plan and deploy Virtual Machine Manager Services.
- Plan and implement file and storage services.

#### **Design and Implement Network Infrastructure Services**

- Design and maintain a Dynamic Host Configuration Protocol (DHCP) solution.
- Design a name resolution solution strategy.
- Design and manage an IP address management solution.

#### **Design and Implement Network Access Services**

- Design a VPN solution.
- Design a Direct Access solution.
- Implement a scalable remote access solution.
- Design a network protection solution.
- Implement a network protection solution.

#### **Design and Implement an Active Directory Infrastructure (Logical)**

- Design a forest and domain infrastructure.
- Implement a forest and domain infrastructure.
- Design a Group Policy strategy.
- Design an Active Directory permission model.

#### **Design and Implement an Active Directory Infrastructure (Physical)**

- Design an Active Directory sites topology.
- Design a domain controller strategy.
- Design and implement a branch office infrastructure.



## **HEALTH SERVICES AND BUSINESS COURSES**

### **DL101 Digital Literacy**

#### **Course Objectives**

- How personal computers work, set up your computer system
- Starting and shutting down your computer
- Using a Mouse. Mouse types
- How to use the keyboard
- Getting to know Computer Operating Systems; Window's 7 and Window's XP
- Navigating through Window's 7 and Window's XP
- Configuring Files and Folders in Window's 7 and Window's XP
- Windows Explorer and File, Folders, and Disk Management
- Common computer technology
- Using the World Wide Web
- Connecting to the Internet; At Home on the Road
- Searching the Web
- Exploring search techniques, using search engines
- Researching websites
- Methods of communicating on the Internet
- Maintain and Troubleshoot your Desktop
- Installing new Software
- Protecting your Computer, security threats, keeping your computer secure
- Digital Technology, Media, Audio, Video; and the use for Career Opportunities
- USB configuration, and Installing a printer
- Introduction to Productivity Programs, Word Processors, Spreadsheet Programs, Presentation Programs, and Database Programs
- Resume writing using Word
- Social Networking, blogs, instant messaging
- Etiquette and Security in Social Networking

### **TF100 Typing Fundamentals**

#### **Course Objectives**

- Mastery of the keyboard by touch
- Ability to type greater than 35 wpm
- Ability to type memos and correspondence

### **PBS111 Office Administration:**

#### **Course Objectives**

- DOMAIN 1.0: Professional Office Skills
- DOMAIN 2.0: Verbal Communication
- DOMAIN 3.0: Mail and Document Distribution
- DOMAIN 4.0: Organizational Planning
- DOMAIN 5.0: Records Management
- DOMAIN 6.0: Office Equipment and Supplies
- DOMAIN 7.0: Computer Technology
- DOMAIN 8.0: Communications Equipment
- DOMAIN 9.0: E-mail Etiquette and Guidelines
- DOMAIN 10.0: Electronic Communications and the Internet
- DOMAIN 11.0: Office and Web Publishing
- DOMAIN 12.0: Business Writing
- DOMAIN 13.0: Editing and Proofreading
- DOMAIN 14.0: Basic Grammar Skills

### **PBS112 Office Management**

#### **Course Objectives**

- Personal Professional Development
- Professional and Office Protocol
- Business Etiquette
- Business Ethics
- Business Law and legal Issues
- Human Resources
- Accounting Procedures and Analysis

## **PBS113 Bookkeeping Applications**

### **Course Objective**

- Accounting Applications
- Accounts and Accounting Systems
- DOMAIN 3.0: Banking Transactions & Services
- DOMAIN 4.0: Accounts Payable & Receivable
- DOMAIN 5.0: Ledgers and Reports
- **DOMAIN 6.0: Financial Statements and Balances**

## **ACC100 Introduction to Accounting**

### **Course Objectives:**

- Define and explain the nature, purpose and scope of accounting
- Explain and conceptualize the accounting cycle
- Prepare books of original entry and perform double entries
- Prepare ledgers, a simple cash book and the trial balance
- Prepare financial statements for a sole proprietor in accordance with the required format
- Identify and prepare the various types of cashbooks
- Compare the transactions that appear on both the cashbook and the bank statement
- Prepare a bank reconciliation statement
- Prepare a sales and purchases ledger control account
- Identify the various types of long term assets
- Distinguish between capital and revenue expenditure
- Apply the various methods of estimating depreciation expense
- Account for disposal of assets and
- Prepare a schedule of PPE
- Identify the various types accounting errors
- Correct both accounting errors affecting and not affecting the trial balance
- Prepare journal entries for correction of the accounting errors.

## **ACC102 QuickBooks Pro User**

### **Course Objective**

- Accounting Applications
- Accounts and Accounting Systems
- Banking Transactions & Services
- Accounts Payable & Receivable
- Ledgers and Reports
- Financial Statements and Balances

## **MOE100r MS Essentials**

### **Course Objectives**

- DOMAIN 1.0: Microsoft Word
- DOMAIN 2.0: Microsoft Excel
- DOMAIN 3.0: Microsoft Outlook

## **MSW101r MS Word**

### **Course Objectives**

- Creating and Customizing Documents
- Formatting Content
- Working with Visual Content
- Organizing Content
- Reviewing Documents
- Sharing and Securing Content

## **MSE101r MS Excel**

### **Course Objectives**

- Creating and Manipulating Data
- Formatting Data and Content
- Creating and Modifying Formulas
- Presenting Data Visually
- Collaborating and Securing Data

## **MSP101r MS PowerPoint**

### **Course Objectives**

- Creating and Formatting Presentations
- Creating and Formatting Slide Content
- Working with Visual Content
- Collaborating on and Delivering Presentations

## **MSL101r MS Outlook**

### **Course Objectives**

- Managing Messaging
- Managing Scheduling
- Managing Tasks
- Managing Contacts and Personal Information
- Organizing Information 5.0:

## **MPA100r Medical Productivity Applications**

### **Course Objectives**

- DOMAIN 1.0: Microsoft Word
- DOMAIN 2.0: Microsoft Excel
- DOMAIN 3.0: Microsoft Outlook

### **Practice Management Software**

- Understanding the Medical Record
- Data Entry
- Establishing and Maintaining Patient Registry
- Internet Use in the Medical Practice
- Privacy, Confidentiality, and Security
- EHR Implementation
- Documentation
- Collecting and Entering Data
- Medical Front Office Basics
- Managing EHR
- Clinical Use of EHR
- EHR for Reimbursement
- Personal Health Record

## **HS102 Professional Billing Concepts**

### **Course Objectives**

- DOMAIN 1.0: Managed Care and Medical Insurance Basics
- DOMAIN 2.0: Fundamentals of Claims Processing
- DOMAIN 3.0: Coding Claims
- DOMAIN 4.0: Compliance
- DOMAIN 5.0: Charges and Payments
- DOMAIN 6.0: CMS-1500s
- DOMAIN 7.0: Contacts and Private Payers
- DOMAIN 8.0: Hospital Billing

## **HS201 Medical Terminology**

### **Course Objectives**

- Become proficient using medical terms through word building exercises.
- Learn medical abbreviations and acronyms
- Learn proper spelling of all body systems medical
- Understand the relationship of medical terminology to anatomy & physiology
- Obtain knowledge of media terminology as it relates to other health care specialties

## **HS202 Anatomy & Physiology**

### **Course Objectives**

Upon completion, the student will have the necessary knowledge, of the twelve main sections of the human anatomy. This includes the structure and function of cells, tissues, and organs and of the physiological concepts and processes of the human body's systems. The student will also have the knowledge of the medical terminology necessary to perform proper diagnostic and procedure coding. Upon completion, the student will have the necessary knowledge, of the twelve main sections of the human anatomy. This includes the structure and function of cells, tissues, and organs and of the physiological concepts and processes of the human body's systems. The student will also have the knowledge of the medical terminology necessary to perform proper diagnostic and procedure coding.

## **HS204 Medical Law & Ethics**

### **Course Objectives**

- Identify the fundamentals of HIPAA Privacy training.
- Identify HIPAA, as well as the concepts of administrative simplification.
- Identify how HIPAA training impacts the health care workforce and those in their care.
- Identify the concepts of covered entities.
- Identify how HIPAA impacts the insurance industry and its workforce.
- Identify the differences between Privacy and Security.
- Identify how HIPAA impacts preferred partner companies and re-pricing organizations, as well as other business associates

## **HS401 Electronic Health Records**

### **Course Objectives**

- Introduction to the Medical Field
- Administrative Responsibilities
- Financial Responsibilities
- Medical Records and Documentation

## **HS207 Advanced Billing & Reimbursement**

### **Course Objectives**

- DOMAIN 1.0: Career and Professionalism
- DOMAIN 2.0: Basics of Health Insurance
- DOMAIN 3.0: Coding Insurance Claims
- DOMAIN 4.0: Claim Submission
- DOMAIN 5.0: Receiving Payment and Problem Solving

## **HS208 Health Information Billing and Coding**

### **Course Objectives:**

- Career and Professionalism
- Health Insurance and Documentation
- Coding Insurance Claims
- Claims Submission
- Reimbursements
- Health Care Payers
- Hospital Billing
- Knowledge of ICD-9 and CPT codes
- HIPAA, Federal and state regulations

## **HS310 Physician Coding**

### **Course Objectives**

- DOMAIN 1.0: CPT - E&M Services
- DOMAIN 2.0: CPT - Anesthesia, Integumentary and Musculoskeletal
- DOMAIN 3.0: CPT - Respiratory, Cardiovascular, Hemic and Lymphatic
- DOMAIN 4.0: CPT - Mediastinum, Diaphragm and Digestive
- DOMAIN 5.0: CPT - Urinary, Male and Female Genital, Maternity Care
- DOMAIN 6.0: CPT - Endocrine, Nervous System, Sense Organs
- DOMAIN 7.0: CPT - Radiology, Lab, Pathology, and Medicine
- DOMAIN 8.0: Coding Guidelines and Standards
- DOMAIN 9.0: ICD-9 Codes 001 – 289
- DOMAIN10.0: ICD-9 Codes 290 – 519
- DOMAIN11.0: ICD-9 Codes 520 - 739
- DOMAIN12.0: ICD-9 Codes 740 - 799
- DOMAIN13.0: ICD-9 Codes 800 - E999

## **HS311 Advanced Facility Coding**

### **Course Objectives**

- DOMAIN 1.0: Facilities
- DOMAIN 2.0: Revenue Cycle
- DOMAIN 3.0: Claim Requirements Basics
- DOMAIN 4.0: Procedure Coding
- DOMAIN 5.0: Diagnostic Coding
- DOMAIN 6.0: E/M Coding
- DOMAIN 7.0: Facility Modifiers
- DOMAIN 8.0: Level II Codes & DME
- DOMAIN 9.0: Ambulatory Surgery Centers
- DOMAIN 10.0: Encoder

## **HIT101 Health Information Technology**

### **Course Objectives:**

- Identify and describe the key elements of modern Health Care Systems
- Identify and describe the components required to effectively and accurately collect Health Care data
- Discuss the challenges associated with collecting and maintaining Electronic Health Records
- Document the clinical flow of acute care records
- Recognize medical code sets, including ICD-9, ICD-10, HCPCS/CPT-4, and describe where and how each are used
- Identify and describe common forms of reimbursement, including various forms of insurance and entitlements
- Describe the billing process
- Create a Uniform Bill
- Discuss the impact of coding on reimbursements
- Identify and discuss the impact of Health Information Management in alternate care settings, including physician's offices, ambulatory surgery, long-term care facilities, rehabilitation, hospice and home care
- Manage health records using a variety of file identification methodologies and chart locator systems - both physical and electronic
- Retrieve, aggregate, analyze and report on information collected based on requirements provided in common health care scenarios
- Discuss current trends and issues associated with the use of health information
- Identify and define key issues in confidentiality and compliance. Topics covered will include HIPPA, access to information, patient consent, release of information, and compliance with federal, corporate and facility regulations
- Identify and define key roles performed in the HIM Department
- Discuss ongoing training and development as it affects HIM employees

## **PHT101 Pharmacy Practice Essentials**

### **Course Objectives:**

- Pharmacy and Healthcare
- Pharmacy Ethics and Standards
- Profession of Pharmacy
- Administrative Responsibilities

## **PHT102 Pharmacy Law & Ethics**

### **Course Objectives:**

- Pharmacy Law and Time
- State and Federal Regulations
- State and Federal Regulatory Agencies
- DEA Number
- Regulatory Standard
- Drug Use Control
- Organizations in Pharmacy
- Law and Ethics in the Practice of Pharmacy
- Competency, Communication, and Ethics

## **PHT200 Pharmacy Technology**

### **Course Objectives:**

- Domain 1.0 Human Anatomy and Diseases of the Body Systems
- Domain 2.0: Drugs Ordered By Specialist and the Conditions They Treat
- Domain 3.0: Aseptic Techniques and Syringes
- Domain 4.0: Administration of Medications
- Domain 5.0: Over-the-Counter Medications

## **PHT201 Pharmacology**

### **Course Objectives:**

- Pharmacy Terminology
- Sciences dealing with the composition of drugs and their properties, reactions, and affects
- Drug Classification, indications and usage, toxic effects, adverse effects, brand names, generic names and how these drugs are supplied and stored
- Routes and Formulations, dosages and warnings

## **PHT210 Pharmacy Calculations**

### **Course Objectives:**

- Mathematics Review of Calculations
- Systems of Measurement
- Conversions
- Interpretation of the Physician's Orders
- Manufactures Drug Labels
- Calculations of Drugs
- Rates and Routes of Administration

## **PHT302 Advanced Pharmacy Practice**

### **Course Objectives**

- Medication Orders
- Pharmacy Application Software
- Identify drugs by generic/brand names, therapeutic class, dosage forms/strengths, dosage range/frequency, contraindications, mechanism of action, significant side effects, RX and DEA schedule, storage requirements, drug alternatives, and special patient information

## Faculty and Administration

### ASHER COLLEGE PRESIDENT



**David Vice:** David is the President/Owner of Asher College. He is currently the board Chairman for Career Education College and Universities, (CECU) and has been a past board member of the California Association of Private Post-Secondary Schools. David also served as a Commissioner for ACCET. He has completed many vocational school certificate programs. David has a BA degree in Business Management from the University of Wisconsin at Madison.

### ASHER COLLEGE VICE-PRESIDENT



**Mike Dourgarian** Mike Dourgarian is a workforce development consultant. He helps create solutions to match the talents of individuals to the needs of organizations. He formerly served as Franchise President for Manpower of Sacramento. As a second-generation staffing veteran, he held management positions with Manpower for more than 30 years. He is also co-founder and co-owner of Asher College, a multi campus career college with a focus on IT and Healthcare job preparation.

Mike has served in several governance roles at Sutter Health, including the boards of Sutter Health – Sacramento Sierra Region, Sutter Care at Home and the Sutter Medical Center Foundation. He also serves on the Sacramento Works, Inc. board, and served four years as board chair.

Mr. Dourgarian graduated from Sacramento State with a bachelor's in business administration. In 2002, he was named by the School of Business as the recipient of the Distinguished Service Award, an award presented annually to alumni in recognition of achievement and community involvement.

### ASHER COLLEGE CAMPUS DIRECTOR



**Linda Freeman** [lfreeman@asher.edu](mailto:lfreeman@asher.edu) Linda has been with Asher College since 2005. She has 20+ years' experience in career training and vocational education. She is well versed in all aspects of the career training process. Linda has a B.S. in Education from Springfield College of Massachusetts. She has been involved in the acquisition of campuses Las Vegas and Dallas, as well as the training of staff in all campuses.

## **CORPORATE DIRECTOR OF ADMISSIONS & MARKETING**



**Kim Gasper** [kgasper@asher.edu](mailto:kgasper@asher.edu) [kgasper@asher.edu](mailto:kgasper@asher.edu) Kim has been with Asher College since January 2007. She began her career in the Bay Area as an Administrative Assistant at a Nuclear Physics Laboratory run by Stanford University and the Department of Energy. In May of 2000, she moved to Elk Grove and worked for six and a half years at a non-profit trade association as the Office Manager and Director of Membership. At Asher College, Kim has worked as an Admissions Advisor, and Director of Admissions before moving into her role as Corporate Director of Admissions and Marketing. Kim enjoys working at Asher College because of her belief in education and her desire to help others.

## **CORPORATE DIRECTOR OF COMPLIANCE**



**Kathryn Johnson** [kjohnson@asher.edu](mailto:kjohnson@asher.edu) : Kat has been with Asher College since January 2005. She is based in Sacramento and travels to the other campuses. Kat enjoys seeing student succeed.

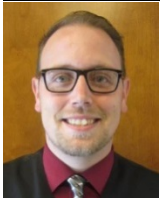
## **DIRECTOR CAREER SERVICES**



**Kim Alexander** [kalexander@asher.edu](mailto:kalexander@asher.edu): Kim has worked with graduates and students in vocational education since 2000 and as a part of Asher College since 2008. She loves assisting graduates with Technical, Medical and Administrative career opportunities. Kim is a graduate of National Career Education. She has had the pleasure of assisting hundreds of graduates meet their career goals. Kim has experience as a Computer Network Technician and holds the following certifications:

- A+
- CNA (Certified Novel Administrator)
- NCCT Test Proctor
- Building Better Relationships with Employers

## **DIRECTOR OF ADMISSIONS**



**Eddie Cook:** [ecook@asher.edu](mailto:ecook@asher.edu) Eddie has been with Asher College since 2014. His experience includes Sales trainer and Hiring Manager for E-health Insurance, manager of business relations for FFP global, motivational speaker for local homeless shelters and the EDF wilderness firefighting.



## **ADMISSIONS DEPARTMENT**

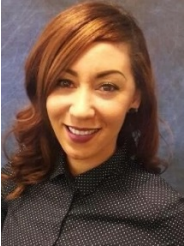


**Michael Darling** [mdarling@asher.edu](mailto:mdarling@asher.edu) Michael has been with Asher College since 2017. He has 30+ years' experience in educational management, consulting and admissions. Michael is a proud veteran of the USAF and had a successful career in broadcasting. He takes pride in the students selected to attend Asher College and believes in their ability to succeed.



**Saj Uraizee** [suraizee@asher.edu](mailto:suraizee@asher.edu) Saj holds Master of Business Administration Degree and Bachelor's degree in Accounting and Management. She has many years of experience in Education Industry. Saj enjoys advising and encouraging students accomplish their career goals. She strongly believes in life-long learning.

## **STUDENT SERVICES ADMINISTRATOR**



**Yoselin Simons** [ysimons@asher.edu](mailto:ysimons@asher.edu) Yoselin has been with Asher College since 2016. She is an experienced Operations & Logistics Manager with over 15 years of experience in customer/client support.



**Vanessa Stephens** [vstephens@asher.edu](mailto:vstephens@asher.edu) Vanessa is an Asher College member since 2016. She has an Associate of Applied Science Degree in Early Childhood education from Merritt College.



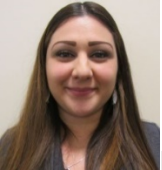
**Anna Armenta** [aarmenta@asher.edu](mailto:aarmenta@asher.edu) Anna is an Alumni of Asher College. She received her Associates of Applied Science Degree in Office Accounting in 2018 and is currently in the process of obtaining her Bachelor of Science in Business with a Human Resource Management Certificate in 2020. Anna is an Army veteran and in her time in service was a Human Resources specialist. With 10 years customer service she enjoys helping people and seeing them succeed.

## SENIOR FINANCIAL AID ADMINISTRATOR



**Elona Owens** [eowens@asher.edu](mailto:eowens@asher.edu) Elona has been with Asher College since March 2007. She has over 30 years' experience in the administrative and management field. Elona was presented with the Norma Ford award, Financial Aid Professional of the year, 2017 by the California Association of Private Postsecondary Schools. She enjoys working with people.

## FINANCIAL AID ADMINISTRATOR

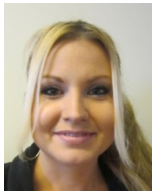


**Bernadette Marron** [bmarron@asher.edu](mailto:bmarron@asher.edu) Bernadette has been with Asher College since December 2015. Her experience in Financial Aid goes back to 2006. Bernadette enjoys working with people and helping them find a way to fund their education.

## ACCOUNTING



**Heather Bermudez** [hbermudez@asher.edu](mailto:hbermudez@asher.edu) : Heather has been with Asher College since 2003. Heather has several years of bookkeeping, administrative experience and financial aid administration.



**Brandi Lewis** [blewis@asher.edu](mailto:blewis@asher.edu) Brandi has been with Asher College since 2013. She has several years' previous experience working as a bookkeeping assistant.

## ADMINISTRATION



**Brandi King** [bking@asher.edu](mailto:bking@asher.edu) : Brandi has been with Asher College since 2007. She has a BA in Communications from California State University at Sacramento.



**Baley Bermudez** [bbermudez@asher.edu](mailto:bbermudez@asher.edu) : Baley has been with Asher College since 2016. She is a full-time student and interns with Asher College when she can.



**Audrey Ybarra** [aybarra@asher.edu](mailto:aybarra@asher.edu) : Audrey has been a part of the Asher College team since March of 2010. She is a graduate of the Office Administration program. She enjoys her job as Program Administrator for the Verizon Support Unit of Asher College. Audrey has the following certifications:

- Microsoft Word 2007
- Microsoft Excel 2007
- Microsoft Outlook 2007

### **INFORMATION SYSTEMS MANAGER**



**Michael Franklin:** [mfranklin@asher.edu](mailto:mfranklin@asher.edu) Michael has been with Asher College since 2017. He served 15 years in the United States Marine Corps as an Infantryman. After his service, Michael became an IT Independent Contractor Field Technician. While in this position he serviced various business locations and installed or configured point of sale machines, network hardware, PC/Laptop, ATMs, and low voltage cabling. Michael has an *Associate of Applied Science Degree in Computer Specialist Degree and Networking Technology* and the following Certifications:

- A+
- Network+
- Linux+

### **DIRECTOR HEALTH SERVICES PROGRAM**



**Melanie Martin CPC** [mmartin@asher.edu](mailto:mmartin@asher.edu) Melanie has been with Asher College since 2006. She has been in the education industry for over 17 years. Previously she worked in retail management for 12 years and as an Office Manager for a medical office for 2 years. Melanie held office with the Sacramento local chapter of AAPC for four consecutive years (2013-2016). Melanie completed her Associates of Applied Science in both Medical Billing/Coding and Office Accounting Specialist.

Melanie has the following certifications:

- Certified Professional Coder CPC Certification with AAPC (American Academy of Professional Coders)
- ICD-10 certification
- Microsoft Office Specialist 2007, 2010 & 2013

Melanie is a Subject Matter Expert in the following:

- Billing and Coding
- Microsoft Office Suite
- Management Training
- QuickBooks and Bookkeeping

## **HEALTH SERVICES INSTRUCTORS**



**Theresa Bolen** [tbolen@asher.edu](mailto:tbolen@asher.edu) Theresa has been with Asher College since 2017. Her professional life has been in the medical field. She is a graduate of Western Career College as a Medical Assistant. Theresa is a teacher by nature and enjoys helping others succeed by sharing knowledge, experience and motivation.



**Katy Caesar** [kcaesar@asher.edu](mailto:kcaesar@asher.edu) Katy joined Asher College in 2019 after working in retail pharmacy for just over five years. She obtained her AS in pharmacy technology from San Joaquin Valley College in 2014. Katy enjoys spending time with her family and believes that you can do anything you set your mind to.

- PTCB Certified
- California State Pharmacy Technician License
- National Technician Honor Society



**Stephanee Ruiz:** [sruiz@asher.edu](mailto:sruiz@asher.edu) Stephanie joined Asher College in 2018. She has more than twenty years of work experience in a combination of retail, general and medical office administration, bookkeeping, and education. In 2009, she earned her Masters' degree in History at CSU, Sacramento. Stephanie spent 5 years at a local two-year college teaching English Composition, Math, Medical Office Administration, Introduction to Medical Billing and Coding, and QuickBooks. For a time, she held certification in Medical Billing and Coding and Medical Office Administration.

Current Certifications include:

- MS Excel
- MS Word
- QuickBooks Desktop 2014-2017 and QuickBooks Online via Intuit's ProAdvisor certification

## **DIRECTOR OF IT PROGRAMS**



**Christopher Anderson** [canderson@asher.edu](mailto:canderson@asher.edu) Chris has been with Asher College since 2015. He holds a Bachelor's Degree in Information Technology. Chris began his teaching career in 2011. Prior to that he has 23 years' experience with computers and has worked for 15 years directly as L2 and L3 Engineering position with Hewlett-Packard. Chris has the following certifications:

- CAPM Certificate.
- Microsoft Certified Systems Engineer (MCSE NT4.0)
- Cisco Certified Network Associate (CCNA)
- CompTIA (A+, Server+, Linux+, Storage+)
- LPIC-1 (Linux)
- Red Hat Certified Systems Administrator (RHCSA)

## IT INSTRUCTORS



**Bruce Alexander:** [balexander@asher.edu](mailto:balexander@asher.edu) Bruce has been with Asher College since 2013. He brings with him 14 years' experience of a program manager at HP. He loves working with people and enjoys teaching.

- MCP Windows 7
- MCP Active Directory
- MCP Network Infrastructure
- MCP Application Infrastructure
- MCP Enterprise Administrator
- Security +
- Linux +



**Ken Hisey:** [khisey@asher.edu](mailto:khisey@asher.edu) Ken started with Asher in 2018. He has been in the IT field operating a small business providing support for home users and businesses for 16 years. He also brings years of call center support experience having supervised technicians for several internet service providers. Ken has also been a student at Asher college and completed the following certifications:

- A+
- Network +
- MSCE Sever 2003
- Cisco Certified Network Associate (CCNA)



**Bryan Hobbs** [bhobbs@asher.edu](mailto:bhobbs@asher.edu) Bryan has been employed with Asher College since 2018. He has over 10 years of experience teaching Information Technology at multiple institutions, including Asher College. Bryan has worked in the Information Technology Field for many years and has a wide variety of knowledge. He enjoys creating projects for students and working with real-world lab scenarios. He loves to hear when students have that "A-HA" moment. Bryan has the following certifications.

- CompTIA A+ and Network+
- Microsoft MCSE – Microsoft Certified Systems Engineer
- Microsoft MCITP –Microsoft Certified Information Technology Professional
- Microsoft MCP - Microsoft Certified Professional
- Microsoft Hyper-V Virtualization Certification

## GENERAL EDUCATION COURSES INSTRUCTOR



**John Kanter** [jkanter@asher.edu](mailto:jkanter@asher.edu) John has been with Asher College since 2016. He is an Army Veteran serving for 7 years in Field Artillery. John was deployed twice during Operation Iraqi Freedom between 2003 and 2005. John is excited to be a part of the Asher College family supporting our Veterans as they reintegrate in the community or change careers.

## CORPORATE EDUCATION STAFF



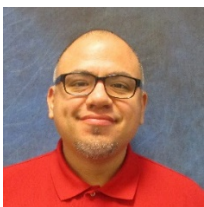
**John Sutliff** [jsutliff@asher.edu](mailto:jsutliff@asher.edu) John has been with Asher College since 2005. He relocated to San Diego in the fall of 2005 where he worked for TechSkills LLC and returned to Sacramento in June of 2008. He has extensive experience in troubleshooting and finding information when needed. John is currently working to upgrade his MCSA and complete his MCSE. He has the following certifications:

- A+
- Network+
- MCP
- MCSA



**Liz Delgado** [ldelgado@asher.edu](mailto:ldelgado@asher.edu) Liz has been with Asher College since 2018. She enjoys helping students step by step to succeed in life. Liz believes having a positive spirit will result in great accomplishments. She enjoys spending time with her family. Liz has the following certifications:

- A+,
- Network+
- Linux+



**Jessie Garcia** [jgarcia@asher.edu](mailto:jgarcia@asher.edu) Jessie has been with Asher College since 2019. He has 19 Years of casino experience; 13 years of slot management, IGT certified to do Minor repairs of slot machines and ATMs. Jessie has an Associate Degree in Computer Science. His favorite pass time is with family. After that he enjoy sharing knowledge of building Gaming computers and talking technology. Jessie has the following Certifications:

- A+
- Microsoft Network MTA
- Microsoft Windows 7
- CompTIA Linux+



**Brian Hieronimus** [bhieronimus@asher.edu](mailto:bhieronimus@asher.edu) Brian began working for Asher in 2012. He has an extensive background as a Middle School teacher which helps him to communicate with students in a positive and professional manner. Brian served In the US Army for 6 years as an NBC NCO. He has the following credentials and certificates:

- Bachelor Degree in Liberal Studies from CSU Sacramento
- Single subject teaching credential in Science from National University
- A+,
- Network+
- Security+
- Windows 7
- 2008 Active Directory
- Linux+
- MCITP: Enterprise desktop support technician
- Active directory Network and Infrastructure
- Active directory Server Administrator
- CCNA
- SUSE CLA
- LPI-1
- Data center tech specialist



**Abe Sillas** [asillas@asher.edu](mailto:asillas@asher.edu) Abe joined Asher College in May of 2018. He retired from the US Air Force after a career as a project manager and in various leadership and technical positions. Abe has a Doctoral in Management with a concentration in Project Management degree from Colorado Technical University and a dual Master's Degree in Project Management and MBA from the University of Maryland University College.