



## 2019-2020 Catalog

**Main Campus Address:**

**1216 Menlo Avenue #206, Los Angeles, CA 90006**

**Tel. (213) 381-7765 Fax (213) 381-7746**

**Email: [info@AberdeenUSA.com](mailto:info@AberdeenUSA.com)**

**Branch Campus Address:**

**3434 West 6<sup>th</sup> Street #200, Los Angeles, CA 90020**

**Tel. (213) 928-7301 Fax (818) 979-0438**

**Email: [info2@AberdeenUSA.com](mailto:info2@AberdeenUSA.com)**

[www.AberdeenUSA.com](http://www.AberdeenUSA.com)

January 1, 2019 to December 31, 2020

Revised March 27, 2019



**Contents**

1. GENERAL INFORMATION .....	5	Admissions Criteria and Procedures.....	11
Welcome.....	5	Admission to the Diploma and Certificate (NON-DEGREE) Programs .....	11
Catalog Revisions and Supplements.....	6	Transfer Credit Evaluation.....	12
College Website.....	6	Students with Mental or Physical Disabilities .....	12
Mission Statement.....	6	Awarding of Credit for Prior Experiential Learning .....	12
Academic Freedom.....	6	Course Challenge Examination.....	12
Educational Philosophy and Objectives.....	6	6. ACADEMIC POLICIES .....	13
BPPE Approval Disclosures .....	7	Articulation Agreements .....	13
Ownership & Management .....	7	Policy and Program Modification .....	13
History .....	7	Hours of Operation Campus.....	13
Crime Statistics Report .....	7	Class Size.....	13
Questions.....	8	Books and Supplies.....	14
Review Documents before Signing.....	8	Class Scheduling .....	14
Filing a Complaint .....	8	Holidays: .....	14
Address where classes are Held .....	8	Length of Programs/Courses.....	14
2. PROGRAMS ABERDEEN COLLEGE OFFERS:.....	9	Program Measurement .....	14
Certificate Programs.....	9	Clock hours are defined as follows:.....	14
Diploma Programs .....	9	Graduation Requirements.....	14
3. PROFESSIONAL POSITION REQUIREMENTS.....	9	Add/Drop.....	15
4. COLLEGE FACULTY .....	9	Repetitions .....	15
Massage Therapy Program.....	9	Leave of Absence.....	15
Computer Graphic Design Program.....	10	Effects of a Leave of Absence on Satisfactory Academic Progress.....	16
Medical Office Specialist.....	10	7. ACADEMIC AND PROGRESS STANDARD .....	16
Computer Office Specialist .....	10	Academic Progress Requirement .....	16
English as a Second Language (ESL) Program.....	10	Requirements .....	16
Certified Nurse Assistant .....	11	Grading Policies .....	16
Home Health Aide .....	11	Grade Point Average (GPA) .....	17
5. ADMISSIONS, ACCEPTANCE OF CREDITS.....	11	Make-up work .....	17
Application Requirements for ALL Programs .....	11	Audit to Credit .....	18



Academic Achievement Recognition .....	18	Tuition.....	26
8. DISTANCE EDUCATION .....	18	Registration Fee.....	26
9. STUDENT RIGHTS .....	18	Student Tuition Recovery Fund (STRF).....	26
Non- Discrimination Statement.....	18	Books .....	26
Withdrawal Policy.....	19	Course Challenge Fee .....	26
Appeals Process.....	19	Returned Check .....	26
Withdrawal and Refunds.....	19	Transcript Fee.....	26
Hypothetical refund example .....	20	13. LOANS - STUDENT RESPONSIBILITIES AND RIGHTS ...	26
Determination of the Withdrawal Date .....	20	Student Responsibilities .....	27
Cancellation of Agreement.....	20	Student Rights .....	27
10. STUDENT RESPONSIBILITES .....	21	14. BANKRUPTCY .....	27
Academic and Progress Requirement .....	21	15. PLACEMENT DEPARTMENT .....	27
Probationary Status.....	22	16. STUDENT TUITION RECOVERY FUND DISCLOSURES..	28
Student Code of Conduct .....	22	17. "NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION." .....	29
Sexual Harassment .....	22	18. FACILITIES AND EQUIPMENT .....	29
General Definition of Sexual Harassment: .....	22	Equipment .....	29
Substance Abuse Prevention Policy .....	23	Parking.....	30
Unsatisfactory Financial Progress Requirement.....	23	19. LIBRARIES.....	30
Attendance Policy.....	23	Student conduct .....	30
Attendance Probation .....	24	20. STUDENT SERVICES POLICIES.....	31
Re-entry Policy.....	24	Student Orientation.....	31
Summary of Termination/Reinstatement Policies .....	24	Academic Advisement .....	31
Expulsion.....	24	Current Student Information.....	31
Reinstatement Policy.....	24	Telephone.....	31
11. FINANCIAL POLICIES.....	24	Student Activities and Programs .....	31
Student Budget.....	25	Study Groups .....	32
Tuition and Fees .....	25	Plagiarism .....	32
Optional Fees.....	25	Medical, Dental, Psychological Care.....	32
12. EXPLANATION OF FEES .....	25	Pregnancy .....	32
Tuition and Fees .....	25	Child Care.....	32
Payment Methods .....	26	Visitors.....	32



21. HOUSING INFORMATION.....	32	Career Opportunities.....	50
22. ENGLISH PROFICIENCY.....	33	Admission Requirements.....	50
23. TEST OF ABILITY TO BENEFIT .....	33	Graduation Requirements:.....	50
24. EXPERIENTIAL CREDIT .....	33	Course Descriptions.....	51
25. FINANCIAL AID .....	33	Computer Office Specialist .....	53
26. STUDENT GRIEVANCE PROCEDURES .....	33	Program Description.....	53
Definition of Grievance.....	34	Program Objectives .....	54
Steps toward Resolution .....	34	Program Information.....	54
Procedures for Official Hearings.....	34	Course Descriptions.....	55
Recourse after Grievance Hearing.....	34	Computer Graphic Design .....	58
27. STUDENT RECORDS AND TRANSCRIPTS.....	35	Program Description.....	58
Family Educational Rights and Privacy Act of 1974, as		Program Objectives .....	58
amended.....	35	Program Information.....	59
28. Program Descriptions .....	36	Course Descriptions.....	60
Medical Office Specialist (Certificate Program).....	36	Certified Nurse Assistant(CNA).....	64
OBJECTIVE.....	36	Class Length .....	64
OPPORTUNITIES.....	37	Program Description.....	64
ADMISSION REQUIREMENTS .....	37	Program Objectives .....	64
EQUIPMENT .....	37	Occupational Objectives.....	64
PROGRAM INFORMATION .....	37	Course Description .....	65
Course Descriptions.....	38	FINAL EXAM AND LICENSE.....	68
Massage Therapy Program .....	39	CERTIFIED HOME HEALTH AIDE (CHHA) .....	70
Educational Objectives .....	39	Class length.....	70
Career Opportunities.....	40	Program Description.....	70
CAMTC Disclosures .....	40	Program Objectives .....	70
Program Prerequisites .....	41	Occupational Objectives.....	70
Professionalism Policies.....	41	English as a Second Language (Diploma Program).....	71
Graduation Requirements .....	42	Intensive ESL Program .....	72
Course Descriptions.....	44	Length of the program.....	72
ELECTIVE COURSES .....	49	Sequence and Frequency of Lessons or Class Sessions .....	72
Massage Therapy II Program .....	50	SYLLABUS AND APPROACH.....	72
Educational Objectives .....	50		



COURSE TEXT BOOKS..... 74	Computer Graphic Design Equipment List ..... 80
ESL..... 74	CNA and CHHA Equipment List..... 81
Medical Office Specialist..... 75	Academic Calendar 2019..... 84
Textbooks for the Massage Therapy Program ..... 76	Winter Quarter 2019 ..... 84
Textbooks for the Massage Therapy II Program..... 77	Spring Quarter 2019 ..... 84
Textbook List for Computer Office Specialist ..... 77	Summer Quarter 2019..... 85
Textbook List for Computer Graphic Design ..... 78	Fall Quarter 2019 ..... 85
Textbook List for Certified Nurse Assistant ..... 79	Academic Calendar 2020..... 86
EQUIPMENT LISTS FOR EACH PROGRAM ..... 79	Winter Quarter 2020 ..... 86
ESL Equipment List..... 79	Spring Quarter 2020 ..... 86
Medical Office Specialist Equipment List..... 79	Summer Quarter 2020..... 87
Computer Office Specialist Equipment List ..... 80	Fall Quarter 2020 ..... 87
Equipment List for Massage Therapy I & II..... 80	

**1. GENERAL INFORMATION**

**Welcome**

Your decision to join an active and diverse student body is an important step on your Journey to advancing your education and improving your career opportunities. Our programs, quality education, hands-on training and dedicated faculty and staff create caring, friendly atmosphere for learning. Aberdeen College provides training for computer graphic arts, technical, health aid careers in small classes with personalized attention.

All information in this College catalog is current and is certified as true by the Chief Academic Officer of Aberdeen College. Please use this catalog to learn more about Aberdeen College and the opportunities available to enhance and enrich your educational experiences.

This catalog applies to all Aberdeen College programs. The policies and procedures described herein apply equally to all students enrolled at any Aberdeen College location and are intended to serve as a guide to Aberdeen College programs, policies and procedures. It includes information about courses of study, services, regulations and requirements.

California statute requires that a student who successfully completes a course of study be awarded an appropriate Degree /Diploma/Certificate of Completion verifying this fact. Prospective enrollees are encouraged to discuss personal educational and occupational plans with College personnel prior to enrolling or signing enrollment agreements.



## **Catalog Revisions and Supplements**

The Aberdeen College catalog is revised annually. Aberdeen College reserves the right to make changes when necessary without prior notice. In addition to the annual catalog, Aberdeen College may also provide a catalog supplement from time to time between those annual revisions that may include current tuition information, a current list of faculty and supervisory administrative staff, and class schedules. Further information on program class schedules may also be provided in the catalog supplement. The current catalog is made available for download on the Aberdeen College website ([aberdeenusa.com](http://aberdeenusa.com)). The Aberdeen Catalog is available at no charge and will be provided to each enrollee prior to enrollment. Copies of the catalog are freely available to students, prospective students and to the general public upon request. Contact the office for a copy.

## **College Website**

Aberdeen College maintains a website with the most current information about our College including College catalog, College Performance Fact Sheets, Student brochures, annual reports, and links to the BPPE website. The website can be accessed at <http://www.aberdeenusa.com>.

## **Mission Statement**

Aberdeen College's mission is to meet the educational and vocational needs of diverse students in the shortest time possible in a supportive, caring atmosphere. Further, the mission is to provide technical, and allied Health skills and knowledge necessary for employment and career advancement.

Mission success is measured by meeting or exceeding student, employer, and community expectations, and is shown by continued referrals and recommendations, employment of our students and pride in the accomplishments of Aberdeen College in the local and international community.

## **Academic Freedom**

Aberdeen College stands for academic freedom in the tradition of democratic spirit, and to encourage creative thinking of the students as well as the faculty members of Aberdeen College. Therefore, the students and the faculty members are assured of the following academic freedoms without fear of interference or penalty from the administration:

- Freedom of discussion in the classroom expressing a variety of views and opinions on the subject matter being taught.
- Freedom to express views on social, political, scientific, philosophical, ideological, or religious concerns in or outside of the classrooms, as long as they believe it would advance understanding in their specialized subject of study.

## **Educational Philosophy and Objectives**

Aberdeen College is committed to provide an educational environment that enhances students' ability to fulfill their career goals and encourages the development of the total person and provides direction for students seeking further education. Aberdeen College strives to provide the highest caliber education to those who have the desire and discipline to improve their lives through learning new skills and knowledge in Computer Graphic Design, Computer Office Specialist, Massage Therapy, Massage Therapy II, Medical Office Specialist, and English as a Second Language (ESL) programs also Certified Nurse Assistant and Home Health Aide programs.



Aberdeen College prepares students for job opportunities in Computer Graphic Design, Computer Office Specialist, Massage Therapy, Medical Office Specialist, Certified Nurse Assistant and Home Health Aide program accordance with the following objectives:

- To provide the technical skills and knowledge necessary for employment and career advancement.
- To develop professional attitudes, work habits, self-discipline, and confidence and communication skills required for work and living.
- To integrate general educational courses that fosters a lifelong interest in professional and humanistic learning.
- To provide all students with an opportunity to obtain a quality education in the creative, technical, or allied health program of their choice.
- To increase student awareness and sensitivity to other cultures through a supportive environment and cultural congruent practices.

### **BPPE Approval Disclosures**

Aberdeen College is a private institution and is approved to operate by the Bureau for Private Postsecondary Education (BPPE) under section 94909(a)(2).“Approval” means compliance with state standards as set forth in the California Private Postsecondary Education Acts of 2009.

Aberdeen College is not currently accredited by an accreditation agency recognized by the United States Department of Education. A degree program that is unaccredited or a degree from an accredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California.

Aberdeen College does not offer visa services to international students at this time.

### **Ownership & Management**

Aberdeen College is a private institution, organized and operated as a California for-profit Corporation.

The management of Aberdeen College are as follows:

Chief Executive Officer: Oh Hyung Kim

Chief Operations Officer: Ashley Yi

Director of Administration: Mi Ran Kim

Academic Dean: Edward Ju

### **History**

ICES was incorporated in 1995 as a private institution. During the BPPVE sunset, Aberdeen University, Inc. purchased ICES and the name was changed to Aberdeen College. January 2018 Aberdeen College applied to BPPE and CDPH to add the Certified Nurse Assistant and Home Health Aide programs.

### **Crime Statistics Report**

No criminal offenses or arrests have occurred in the following categories on the College premises from 2009 to the present: murder, manslaughter, arson, forcible and non-forcible sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, liquor law violations, drug abuse violations, weapons possessions, evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability. This information was reported to the Department of Education in the crime statistics report.



## **Questions**

“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 Postsecondary Education (BPPE):

Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento California, 95833

P.O. Box 980818, West Sacramento, CA 95798-0818

Web site Address: [www.bppe.ca.gov](http://www.bppe.ca.gov)

Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897

(916) 431-6959 or by fax (916) 263-1897

## **Review Documents before Signing**

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

## **Filing a Complaint**

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

For the Certified Nurse Assistant and the Home Health Aide programs a student may file a complaint about this institution with the

Department of Health Services  
1800 Third Street, Suite 200  
Sacramento, CA 94234  
(916)-327-2445  
Website: [www.dhcs.ca.gov](http://www.dhcs.ca.gov)

## **Address where classes are Held**

Aberdeen College classes are held in campus facilities and use equipment that fully comply with all federal, state and local ordinances and regulations, including fire safety, building safety, handicapped access and health requirements. Class sessions will be held at the campus addresses listed below.

Aberdeen College’s campus is located minutes from public transportation at **1216 Menlo Avenue #206, Los Angeles, CA 90006**. This facility houses an administrative office with a file room, general purpose classrooms, a library, and a student lounge. Classrooms are furnished with modern equipment.

Our branch campus is located at **3434 West 6<sup>th</sup> Street, #200, Los Angeles, CA 90020**.

\*Certified Nurse Assistant and Home Health Aide classes will be held at **1216 Menlo Avenue #206, Los Angeles, CA 90006, and the clinical sites for these (2) programs will be posted for the class in attendance.**





## 2. PROGRAMS ABERDEEN COLLEGE OFFERS:

### **Certificate Programs**

- Computer Office Specialist (1000 Hours)
- Computer Graphic Design (900 Hours)
- Medical Office Specialist (480 Class Hours)
- Massage Therapy (600 Scheduled Supervised Hours)
- Massage Therapy II (300 Scheduled Supervised Hours)
- Certified Nurse Assistant (150 Hours)
- Home Health Aide (40 Hours)

### **Diploma Programs**

- English as a Second Language (800 Hours)

## 3. PROFESSIONAL POSITION REQUIREMENTS

Unless otherwise stated, Aberdeen College's educational programs are designed to lead to positions in professional, occupational, trade, Allied health or career fields that may require licensure in California

If you seek positions in a career field that requires any license, certificate, permit, or similar credential that a person must hold to lawfully engage in a profession, occupation, trade, or career field, please be careful to read thoroughly the requirements and expectations for graduation for that program.

Prospective students are entitled to receive notice to that effect and a list of the requirements for eligibility for licensure established by the state, or by an agency including any applicable course requirements for licensure.

## 4. COLLEGE FACULTY

### **Massage Therapy Program**

**Chang Y. Yoo** earned a Master of Science Degree in Oriental Medicine from Samra Oriental Medicine University. He also has a B.A. degree in Philosophy from Sung Ryan Kwan University in Seoul Korea. He successfully completed the Medical NCO course in the US Army's



Academy of Health Science in Fort Sam Houston Texas. He is also a certified Emergency Medical Technician and is certified by the State of California Acupuncture Committee to practice Acupuncture. Further, he is certified as a Massage Therapy Technician by the California Massage Therapy Council. He brings a great wealth of experience in a variety of disciplines including massage therapy.

### **Computer Graphic Design Program**

**SeungYeon Oh** has a Master's Degree of Fine Art from Sejong University in Seoul, Korea. She has also obtained her teaching credential in Korea, and a certificate from the Chinese Art Institute in China. Through the 1990s she has had an awards-winning career in art contests in Korea, including a Solo Exhibition and several group exhibitions. After working as a gallery curator for two years, in 2012 she began teaching at several locations in the Los Angeles area, including Glendale Community College CSE, Pasadena City College Extension, Art & Craft Studio at La Crescenta, and THMC Church.

### **Medical Office Specialist**

**Buhupinder Kaur Singh** is an experienced medical assistant and California state-licensed phlebotomist. She started working as a medical assistant in 2001 for the American Red Cross, and began working as a Phlebotomist in 2007 for the Talbert Medical Center. She is also experienced medical assistance and phlebotomy instructor, having taught at Mission Career College and Angeles College. Miss Singh is also certified in CPR and Basic Life Support.

### **Computer Office Specialist**

**Edward Ju** has an MS degree in Information and Operations Management with an emphasis in Information Systems from University of Southern California and a Bachelor's Degree in Business Administration with an emphasis in Information Systems from University of Southern California as well. In addition to his teaching experience both in a classroom setting at Horizon Institute and in office settings as a freelance consultant/trainer, he also brings several years' worth of industry experience, having previously worked at EarthLink and e-commerce startups, including one located in Silicon Valley.

**Zhejun Xuan** has a BA degree in Software Engineering from Jinan University (China). He has worked as a teaching assistant for computer courses at Horizon Institute for 3 years and also brings industry experience as a PC adviser and tutor who is experienced in systems/network design and implementation, plus training end users on MS Office, Photoshop, Illustrator, etc.

### **English as a Second Language (ESL) Program**

**Jeffrey A. Bell:** PHR, M.B.A., B.A. Psychology, TESOL certified with over 20 years Organization and Professional development experience is an experienced curriculum and class developer, business consultant and Human Resource Generalist.

**Mi Kyeung Kim**



B.A. English, experience in Administration and as ESL instructor and Academic Director.

### **Certified Nurse Assistant**

**Darwyn Shaw** is a California licensed vocational nurse who is certified in CPR/BLS. He began his career in the Los Angeles area as a LVN charge Nurse at View Heights Convalescent/IMD in 2001 before becoming the LVN/school nurse at Jack Skirball Middle School in 2013. A year later, he became a Clinical Instructor at Pathway Medical College, where he taught for the following three years.

### **Home Health Aide**

**Darwyn Shaw** is a California licensed vocational nurse who is certified in CPR/BLS. He began his career in the Los Angeles area as a LVN charge Nurse at View Heights Convalescent/IMD in 2001 before becoming the LVN/school nurse at Jack Skirball Middle School in 2013. A year later, he became a Clinical Instructor at Pathway Medical College, where he taught for the following three years.

\*All Faculty members meet the qualification determined by 94909(a)(7)

## **5. ADMISSIONS, ACCEPTANCE OF CREDITS**

### **Application Requirements for ALL Programs**

- a. Submit an application for review.
- b. Submit a transcript.
- c. Pay the registration fee.
- d. Pay all required fees.
- e. Submit all required paperwork to the Admissions Department.

### **Admissions Criteria and Procedures**

Aberdeen College accepts students with one of the following qualifications: a High College Diploma, passing the General Education Development (GED) test, passing the California High College Proficiency Examination (CHSPE), or passing the Wonderlic Basic Skills Test (WBST) with a minimum score of 200 in Verbal and 210 in Quantitative sections. The applicants should also have reached compulsory age to be accepted by Aberdeen College. The compulsory age is 18 years old and above as defined by the State of California Department of Education.

### **Admission to the Diploma and Certificate (NON-DEGREE) Programs**

The first step in the admissions process is an informational interview with an admission representative. The applicant and his or her family are given a tour of the campus. Students are given a tour of the campus, catalog, College Fact Performance Sheet, consumer information including tuition and fees, current schedules of program start dates and a list of faculty.



\*Certified Nurse Assistant candidates will be asked to provide copies of their, social security card, and valid driver's license or identification, High College Diploma or GED as well as any other pertinent educational documents. Application are required to take a physical/TB test. This physical/TB test is required to evidence satisfactory health status, as validates by a physician before final acceptance into the program.

A copy of the complete physical examination must include the following: Negative TB skin test, and/or negative chest X-ray; Copies of the test results must be submitted to the Program Director. The student must be free of communicable diseases to be considered in the program.

Upon completion of the course, when the student has completed the Certified Nurse Assistant program She/He can take the American Red Cross Exam. As the student passes the American Red Cross Exam, the CDPH will issue a Certified Nurse Assistant certification. The certification is mandatory to work in a long term care facility. The College will then issue the student a certificate for completion. When the student has received the Certification for the Nurse Assistant , the student can proceed to the Home Health Aide certification with the added theory and clinical for that program.

### **Transfer Credit Evaluation**

Credits earned at other institutions will be evaluated using the following criteria:

- The maximum number of credits accepted for transfer credits permitted by the California Bureau for Private Postsecondary and Education (BPPE) at the time of admission.
- Transcript copies must be forwarded to the Chief Academic Officer for evaluation.
- Courses under consideration must have a grade of "C" or higher.
- Only those courses that are substantially comparable to Aberdeen College courses will be considered for evaluation.
- Students who have completed the certified nurse assistant course will have credit to enroll in the home health aide course. All students who are interested in receiving credit transfer approval must complete the credit transfer Approval Request Form. Students are required to submit an original transcript of records from the institution where they completed the classes or program.

### **Students with Mental or Physical Disabilities**

Admissions requirements and procedures for students with mental or physical handicaps comply with all federal, state, and local ordinances and regulations in regard to handicapped access to College Campuses. In the Certified Nurse Assistant or Home Health Aide course, be aware of the physical demands of these careers in advance and if you have any questions see Program Director and you may be asked for a Doctors release prior to the program enrollment.

### **Awarding of Credit for Prior Experiential Learning**

The College does not recognize acquired life experience and prior experiential learning (observed, practical) as a consideration for enrollment or granting credit towards the Certified Nurse Assistant. The Home Health Aide course can only be taken if the student has an active CNA certificate.

### **Course Challenge Examination**

Students may challenge courses by taking examinations designed to verify the student's knowledge of the subject matter. In order to earn credits by challenged examinations, students must first obtain the "Petition for Credit Examination" approval from the Registrar, who will assign a faculty member to administer the challenge examination. Students must also pay the course challenge examination fee prior



to taking the examination.

Petition for Credit by Examination will be granted to regularly enrolled students to obtain credit by challenge examination in subject matters in which they are qualified through non-traditional education or experience, and for which credit has not yet previously been granted for any similar or advanced course. The examination may include written, oral technical skills, or a combination of each, and will be sufficiently comprehensive to determine that the student possesses essentially the same knowledge and/or skills as those students who successfully completed a similar course offered at Aberdeen College. The letter grade of “P” will be awarded to those who pass the course challenge examination. However, those students who fail will not receive a grade, and there will be no record of the non-passing of the course challenge examination on the student’s permanent record.

Credit by challenge examination shall not be allowed for the purpose of earning a higher grade for courses previously taken. The only way to earn a higher grade for earlier attended courses is to repeat the course and pay the normal course unit fee.

## 6. ACADEMIC POLICIES

### Articulation Agreements

Aberdeen College does not currently have articulation or transfer agreements with other institutions.

### Policy and Program Modification

In keeping with the College philosophy of an immediate response to the needs of students and future employers, the College reserves the right to modify the course content, structure, and schedule without additional charges to the student and within the regulatory guidelines. Information contained in the Program s becomes an official part of the catalog. The College reserves the right to amend the catalog or programs as needed.

### Hours of Operation Campus

#### **Administrative Office Hours**

Monday through Friday **10:00 AM to 6:00 PM**

#### **Instruction Days and Hours:**

Monday through Friday

Day classes **9:00 AM to 1:00 PM**

Afternoon classes (if applicable) **1:00 PM to 6:00 PM**

Evening classes **6:00 PM to 10:00 PM**

### Class Size

In order to maintain Aberdeen College’s high educational standards, instruction is in residence with a facility occupancy level of 29 students at any one time. The maximum lecture class for the programs is



10 to 20 students

\*The Certified Nurse Assistant and the Home Health Aide class will only accommodate 15 students to 1 Instructor in the theory classroom and 15 students to 1 Instructor in the clinical setting

### **Books and Supplies**

An itemized cost of books, supplies, used in instruction included in the total cost of the program is located in the back of this catalog. The student must provide additional supplies such as notebooks, notepaper, highlighters, pens, pencils and erasers etc.

### **Class Scheduling**

The College publishes the class schedule prior to the beginning of each term of study. The class schedule lists every section of each class to be offered for the impending term, including the class name and number, days, time, instructor, meeting dates, and units.

### **Holidays:**

The College provides special consideration for holidays of all religious beliefs. Student should contact a member of College administration if you wish to make other arrangements. The following Legal holidays are recognized:

1. New Year's Day
2. Martin Luther King, Jr. Day
3. Presidents Day
4. Memorial Day
5. Independence Day
6. Labor Day
7. Veterans Day
8. Columbus Day
- 9 Thanksgiving Day, and the day after

### **Length of Programs/Courses**

Each curriculum's description indicates a standard program and/or course length. Hours are devoted to lecture and research dependent upon the educational requirements of the program, and these hours are converted to quarter units. Emphasis is placed on the practical application of skills for the given profession. All programs require that a student attend full time either days or evenings. Approved programs and courses utilize clock hour credits.

### **Program Measurement**

Aberdeen College measures its programs in quarter credit hours/units to allow for comparison with other postsecondary institutions and clock hours to allow measurement of the programs on this basis where required.

### **Clock hours are defined as follows:**

A clock hour is a period of 50 minutes in which lecture, demonstrations, lab work, examination, and similar class activities are conducted.

### **Graduation Requirements**

Success is dependent upon the student's individual efforts, abilities and application to the requirements of the College. To be eligible for graduation, a student must:



- Complete all required classroom classes with at least a cumulative grade point average of 2.0.
- Meet the specific grade and other program requirements for specific classes (if applicable)
- Meet the Satisfactory Progress requirement
- Meet all financial or other obligations to the College.

\* The Certified Nurse Assistant program requires a student to pass the final exam and hands-on exam with an 80% score to take the certification examination.

A certificate of completion will be issued to students upon successful completion of all academic requirements. Successful completion of all courses listed in the program section requires a minimum cumulative grade point average of 2.0 or above.

### **Add/Drop**

Students wishing to add or drop a course after registration must obtain a “Request for Course Change” form from the Registrar, and secure a signature from the instructor teaching the course. Changes must be made by the deadline for program changes not posted in the academic calendar. Courses dropped in this manner will **not** be recorded on the student’s permanent record.

For dropped courses, refunds are calculated from the date the *ADD/DROP* form is postmarked, if mailed, or received by the Registrar. **Failure to officially drop a course will result in full tuition charges for the course.**

### **Repetitions**

Repetition of courses for which substandard work has not been recorded shall be permitted only upon advance petition of the student, and with the permission of the college CEO, or designee based on a finding that circumstances exist which justify such repetition. In such repetition, under special circumstances, the student’s permanent academic record shall be annotated in such a manner that all work remains legible. Grades awarded for repetition under special circumstances shall not be counted in calculating a student’s grade point average.

Students may petition for approval to repeat courses up in which substandard grades (less than “D”) were awarded. Students may repeat the same course only once for this purpose. Upon completion of a course repetition, the best grade earned will be computed in the grade point average, and the student academic record so annotated. No specific course or categories of courses shall be exempt from course repetition.

### **Leave of Absence**

Students may be granted one leave of absence (LOA) per 12-month period for certain specific and acceptable reasons. Students may also request an administrative leave when a course that is needed is not available. A LOA shall be reasonable in duration, not to exceed 120 calendar days. All LOA’s must be in writing and addressed to the Chief Academic Officer. The request must be accompanied by written documentation from the appropriate person and/or agency. The Chief Academic Officer will approve or deny the request in writing.

If a student fails to return on the scheduled return date, he/she shall be terminated from the training program. One subsequent leave of absence may be granted if the leave of absence does not exceed 30 days and the College determines that it is necessary due to unforeseen circumstances. Subsequent leaves of absence may be granted for jury duty, military reasons, or circumstances covered under the



*Family and Medical Leave Act of 1993.* The College must document the reason for each subsequent leave of absence.

**\* The Certified Nurse Assistant class does not recognize a leave of absence and return to the course. You must meet with the Program Director to reschedule your class as the subject matter is again offered.**

### **Effects of a Leave of Absence on Satisfactory Academic Progress**

Students who are contemplating a leave of absence should be cautioned that one or more of the following factors might affect their eligibility to graduate within the maximum program Completion time:

- Students returning from a leave of absence are not guaranteed that the course required to maintain their normal progression in their training program will be available at the time they reenter.
- They may have to wait for the appropriate course to be offered.
- They may be required to repeat the entire course from which they elected to withdraw prior to receiving a final grade.

## **7. ACADEMIC AND PROGRESS STANDARD**

### **Academic Progress Requirement**

All students must maintain satisfactory academic progress in order to remain eligible to continue as students in the college. All students are considered to be making satisfactory progress when they begin College and during any probationary period. This includes, but is not limited to: meeting minimum standards for grades, work projects, etc.

### **Requirements**

Students must show satisfactory academic progress. In order for students to maintain satisfactory academic progress:

- The minimum cumulative grade point average attempted at Aberdeen College is 2.0 for all programs.
- Units of credit that are transferred from other institutions must be at least a 3.0 average on a 4.0 scale.

### **Grading Policies**

Evaluation of student achievement will be based on meeting the objectives for each class. At the beginning of each class, the instructor will provide the student with a syllabus identifying the objectives and grade determination criteria. Students must achieve a cumulative grade point average of at least 2.0. A student who fails a class is permitted to continue in her/his studies as long as satisfactory progress is maintained. In a course in which a failing grade has been received, a student who has feasible reasons may ask the professor to grant permission to retake an examination, or complete a reassignment of sufficient quality to raise the grade to a passing score. If the grade is raised to a passing grade, the student receives credit for the course, but no grade points are counted into the calculation of the student's GPA.





If the student repeats a course after having received an F grade initially, the previous F grade remains factored into the GPA, as does the new grade.

### **Grade Point Average (GPA)**

The following systems of grade points are used to evaluate a student's level of achievement. A student's general standing is the result of the total number of grade points earned, divided by the total number of semester hours taken.

GRADING SYSTEM AND GRADE POINTS								
A	93-100	4.00	C	73-76	2.00	CR	Credit	0.00
A-	90-92	3.67	C-	70-72	1.67	I	Incomplete	0.00
B+	87-89	3.33	D+	67-69	1.33	P	Pass Challenge	0.00
B	83-86	3.00	D	63-66	1.00	IP	In Progress	0.00
B-	80-82	2.67	D-	60-62	0.67	WP	Withdraw Pass	0.00
C+	77-79	2.33	F	Below 60	0.0	WF	Withdraw Fail	0.00

\* An incomplete grade may be given for incomplete class assignments and/or examinations only with permission from the instructor. The "I" grade will be converted to an "F" grade if the incomplete is not made up within one week after the following classes begin.

### **Make-up work**

Absences from class cannot be made up (Excluded CNA program). However, students will be required to make up all assignments, examinations or other work missed as the result of any excused or unexcused absence. Upon returning to the College, the student must immediately arrange to meet with the instructor regarding missed requirements. If the instructor approves, the student must make up assignments within five (5) days and examinations within two (2) days of returning from an absence. The instructor may assign additional outside assignments if deemed necessary. All arrangements are subject to the approval by the Program Director.

\*Certified Nursing Assistant Make-up Policy for Missed Time

Students who have missed time from theory class or clinical experience will be required to complete make-up as determined and scheduled by the Instructor.

Acceptable Methods for make-up include:

Theory: Case studies, independent study, written examination, and research reports

Clinical: Performance evaluation in skills laboratory or additional time in the clinical area performing skills

- **Documentation of Missed Experiences** — The Program Director and the Instructor must be notified by the student of absences from clinical experiences and examinations as they occur during the term. Absences from and makeup for clinical experience will be documented on the student's clinical evaluation form.



- **Punctuality vs. Tardiness** — Faculty recognizes that punctuality is a desirable professional nursing trait. Tardiness for either class or clinical/ride —a long experience is defined as “the student arriving late or leaving early from the assigned experiences.” The student will be sent off clinical for tardiness and be required to do make-up for clinical experiences missed. If the tardiness is habitual, the student will be terminated.

### **Audit to Credit**

Once registered as an auditor, a student may not change to credit status unless such a change is requested prior to the deadline for adding a course specified in the academic calendar. A student, who is enrolled in a course for credit, may not change to audit status after the last day of class to add or drop courses.

### **Academic Achievement Recognition**

To encourage academic excellence and progress, Aberdeen College offers honors to full time students who earn a grade point average of 3.7 or better. These students are recognized by being placed on the Dean’s List, and automatically become members of the Honor Society.

At graduation, awards are presented to those students who have demonstrated outstanding scholastic achievement, leadership and service.

## **8. DISTANCE EDUCATION**

## **9. STUDENT RIGHTS**

Aberdeen College does not currently offer Distance Education classes.

**Non-Discrimination Statement** Aberdeen College, in compliance with **Title IV** of the *Civil Rights Act of 1964*, **Title IX** of the *Education Amendments of 1972* (which includes sexual harassment), Section 503/504 of the *Rehabilitation Act of 1973*, the *Vietnam Era Veterans Readjustment Assistance Act*, and the *Age Discrimination Act of 1975*, does not discriminate on the basis of race, sex, color, age, religion, national origin, or handicap in any of its policies, procedures or practices. If any student wishes to file a complaint covered by the above stated regulations, she/he must follow the grievance procedures. All inquiries regarding this policy may be addressed to the CEO who serves as the Affirmative Action Officer.



Aberdeen College makes its programs and services accessible to and usable by individuals defined as handicapped in Section 504 of the *Rehabilitation Act of 1973*. The College provides evaluation of individual needs, advisement, and appropriate support services when indicated. Students are responsible for identifying their needs to each instructor no later than the first day of the course. For any other problems, they should contact the Chief Academic Officer.

### **Withdrawal Policy**

Students have the right to withdraw from a course of instruction at any time. In order to withdraw, the student must complete an official withdrawal form and file it with the College's Academic Officer.

### **Appeals Process**

Re-admission to the College following withdrawal for any reason will be at the discretion of the College's Academic Committee. Students may petition in writing for reinstatement within one year of dismissal. The petition must be filed at least two weeks before the beginning of a module. The Committee will review the student's previous academic admission records and his/her current situation in making a decision for reinstatement. The student will then be notified of the Committee's decision. Students accepted for readmission will be entitled to the same rights and privileges and are subject to the same regulations as any student. Students will not be entitled to appeal if they are terminated for exceeding the maximum program completion length.

### **Withdrawal and Refunds**

The difference in tuition resulting from a reduction in the number of units registered will be refunded to the student in accordance with the posted refund schedule. Conversely, the student will pay the difference in tuition when the number of units is increased.

After the deadline for program changes, students may drop a course only with the permission of the instructor of the course, and will receive a "W" grade. After the end of the deadline for program changes, all requests for dropping courses must be in writing and approved by the Registrar in order to receive a "W" grade. Students who do not officially drop a registered course, and do not attend the course, are subject to a failing "WF" grade.

If Students withdraws from the course of instruction after the period allowed for cancellation and prior to having completed 60% of his/her program, the College will remit a refund, if applicable, less a registration fee not to exceed \$100, within thirty (30) days following the withdrawal. Students are obligated to pay only for educational services rendered (including fees associated with those services), and for unreturned books, materials or equipment. Students will be charged tuition based on the number of quarter credit hours he/she attended, multiplied by the hourly tuition rate as shown on the student's enrollment agreement. The amount the student has paid for tuition will be subtracted from the amount of tuition the student owes. Charges for unreturned books, materials, and equipment will be deducted from the amount of the refund. If the amount that the student has paid is more than the amount that the student owes for the time he/she attended, then a refund will be made within thirty days (30) of the withdrawal. If the amount that the student owes is more than the amount that the student has already paid, then the student will have to make arrangements with the college to pay it.

The exact amount of prorated refund will be based on the formula listed below. The following table



provides the estimated amount of refund at each point of withdrawal:

Percent of Attendance	10	20	30	40	50	60	Over 60
Tuition Refund	90	80	70	60	50	40	0

A student attending an academic quarter and enrolled in the minimum 12 units per term would be attending three 40 hour courses for a total of 120 hours. If the student cancels at the midpoint of 60 hours the example below would be the refund that he/she would be entitled to receive. (Example)

### **Hypothetical refund example**

Tuition for Quarter (12 units @\$120/unit)	\$1440.00
Divided by 120 (Hours in the quarter)	÷120
Hourly cost	\$12.00
Multiply by 60 (actual hours attended in term through last day attended)	×60
Tuition earned through pro-rated attendance	\$720
Add Registration fee	+100.00
Total amount owed	820.00
Minus amount paid by student for the current term	(1440.00)
Amount overpaid	\$620.00
Amount to be refunded	\$620.00

**Note:** If a student has completed more than 60% of the scheduled hours in the current term (actual hours attended divided by hours in the quarter), then he/she will owe the full amount of tuition charged for the term including, unreturned equipment, books, materials and copy charges. The student will not be entitled to a refund.

For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs:

- You notify the Registrar's office of your withdrawal.
- The College terminates your enrollment.
- You fail to attend classes for ten (10) consecutive College days.

### **Determination of the Withdrawal Date**

The student's withdrawal is the last date of academic attendance as determined by the institution from its attendance records. The withdrawal date for a student who does not return from an approved leave of absence is set retroactively to the last date of attendance, as determined by the institution's attendance records.

### **Cancellation of Agreement**

You have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later for a course of instruction including any equipment such as books, materials and supplies or any other goods related to the instruction offered in the Agreement.

Cancellation shall occur when you have given written **Notice of Cancellation** at the address of the



College shown on the top of the front page of the Agreement. You can do this by mail, hand delivery, or telegram. The written Notice of Cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.

You will be provided two Notice of Cancellation forms on the first day of class to use as you deem necessary, but you can use any written notice that you wish. However expressed, it is effective if it shows that you no longer wish to be bound by the Agreement.

To cancel the contract with Aberdeen College, mail or deliver a signed and dated copy of this NOTICE OF CANCELLATION, or any other written notice, or send a telegram to:

Aberdeen College 1216 Menlo Ave #205 Los Angeles CA 90006

TEL:213-381-7765 FAX: 213-381-7746

If you cancel this agreement, the College will refund you any money that you paid, less any deduction for the part of the course not taken and equipment not timely returned in good condition, within 30 days after your notice of cancellation is received. Students who have not visited the College facility prior to enrollment will have the opportunity to cancel without penalty, if notice of cancellation is given before midnight of the seventh business day following the first class you attend.

If the College has given you any equipment, including books or other materials, you shall return them to the College within 30 days following the date of your Notice of Cancellation. If you fail to return this equipment, including books, or other materials, in good condition within the 30-day period, the College may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.

**Remember that you must cancel in writing.** You do not have the right to cancel by telephone message to the College, or by not attending class.

## **10. STUDENT RESPONSIBILITIES**

### **Academic and Progress Requirement**

Students who fail a course, or whose cumulative fall or spring term grade point average falls below 2.0 will be placed on academic probation. In these circumstances, students will receive written correspondence from the Registrar outlining a plan of study designed to improve their academic performance. Such a plan of study may include a reduction in non-academic activities, special tutoring, remedial work in reading and writing, or such other provisions as may seem appropriate in each case. Each student is required to follow their plan of study until they are removed from probation. The student is automatically removed from probation upon successfully completing an academic term in which none of the conditions listed in the first sentence of this statement occurs.



## **Probationary Status**

The following provisions describe Academic Probation:

- Any student whose Cumulative GPA falls below 2.0 will be on academic probation.
- Students on academic probation will be required to meet with the registrar before the beginning of the following quarter or withdrawal will result.

## **Student Code of Conduct**

Please maintain the following behaviors and those described elsewhere in the Catalog. Acceptable professional conduct for Aberdeen College students include:

1. Dishonesty is the most serious violation of student conduct.
2. Accept assigned duties and responsibilities.
3. Cheating is the unauthorized use of study aids, examination files, and other related materials and receiving unauthorized assistance during any academic exercise.
4. Demonstrate a well-rounded personality and professional competence while completing their graduation requirements.
5. Demonstrate initiative and productivity.
6. Demonstrate sensitivity, compassion and a caring attitude towards your peers and patients.
7. Demonstrate strong ethical character.
8. Fabrication is the falsification or invention of any information in an academic setting.
9. Follow the College Rules of Conduct which are based on the California Administrative Code.
10. Food or drink is **NOT** permitted in the classrooms, unless designated by the College Director, the instructor or the Registrar.
11. Maintain professional grooming and personal hygiene at all times.
12. Treat people as you would like to be treated.

Violation of this Code of conduct may lead to dismissal from the College and/or probation. All disciplinary matters will come before the administration, which will review the complaint, interview the person(s) involved and make a determination of the action. Results may include: dismissal of the charge, dismissal of the student, probation or suspension for a specified period of time. The finding will become part of the student's permanent file, possibly affecting a recommendation from Aberdeen College. The College reserves the right to dismiss any student for whom it feels continuation would be a detriment to the student, fellow students and/or the College.

## **Sexual Harassment**

Aberdeen College intends to provide a work and learning environment that is pleasant, healthful, comfortable, and free from intimidation, hostility, or any other offenses that might interfere with work performance. Harassment of any sort – verbal, physical, and visual – **will not be tolerated**.

### **General Definition of Sexual Harassment:**

Sexual harassment consists of overt activity of a sexual nature that has a substantial adverse effect on a person in the workplace. Such overt activity may include, but is not limited to the following:

- Demands for sexual favors, accompanied by threats concerning an individual's employment status.
- Demands for sexual favors, accompanied by promises of preferential treatment concerning an individual's employment status.



- Verbal, written or graphic communication of a sexual nature.
- Patting, pinching, or unnecessary contact with another employee's body.

All employees, and particularly supervisors, have a responsibility for keeping the work environment free of harassment. Any employee, who becomes aware of an incident of harassment, whether by witnessing the incident, or being told of it, must report it to their immediate supervisor, or any management representative with whom they feel comfortable. When management becomes aware that harassment might exist, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the company to do so.

Students should immediately report, in writing or orally, any incident in which he/she believes sexual harassment has occurred. Complaints should be presented to the student's instructor. If the problem recurs, or if for any reason the student does not wish to discuss the problem with his/her instructor, contact a member of management.

### **Substance Abuse Prevention Policy**

As a matter of policy, Aberdeen College has adopted and implemented a program that prohibits the manufacture and unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property and at any University activity. Any violation of this policy will result in appropriate disciplinary actions, up to and including expulsion, even for a first offense. Where it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities will be notified.

Drug use and alcohol abuse have harmed society through major health and safety problems and contributed to the deterioration of the nuclear family. The administration, staff and faculty are dedicated to providing education, awareness, treatment referrals, along with the legally mandated reporting and criminal sanctions.

### **Unsatisfactory Financial Progress Requirement**

Violation of any of the conditions set forth in the signed Enrollment Agreement may lead to dismissal from the College and/or probation. Failure to meet all financial obligations to the College may also lead to dismissal from College and/or probation.

### **Attendance Policy**

Consistent attendance is essential to the overall effectiveness of the training a student receives at Aberdeen College. This process is as important as learning, since future employers emphasize punctuality and attendance as top job requirements. Students are required to attend all scheduled classes regularly and punctually.

Students are required to call the registrar as soon as practical on the first day of absence and give an estimate of the duration of the absence.

**\*THE NURSE ASSISTANT/HOME HEALTH AIDE PROGRAMS ARE ON A SCHEDULED START AND END DATE AND SPECIFIC ATTENDANCE POLICIES.**

**Certified Nurse Assistant/Home Health Aide Students:** Due to the required specific hours of



theory and clinical training by the California Department of Health Services for certification as a Nurse Assistant or Home Health Aide, each student must complete the minimum required hours of training. It must meet or exceed the California Department of Health services minimum standards. **Excessive absences may result in probation, suspension, or termination.**

### **Attendance Probation**

Aberdeen College recognizes that there are times when a student is unable to attend class, arrives late or leaves early. The attendance policy allows for these circumstances, while ensuring that each student attends class a sufficient amount of time to master the subject material. A student will be placed on attendance probation if he or she is below 80% attendance in any given class. Frequent tardiness and/or unexcused absences are cause for placing a student on probationary status.

### **Re-entry Policy**

Students who have been terminated for violating the attendance policy may be re-entered through the appeal process.

### **Summary of Termination/Reinstatement Policies**

Those who fail to maintain the required policies described under the sections related to satisfactory academic/attendance progress requirements, leave of absence, conduct, dress code, substance abuse and/or financial obligations included within this catalog may be 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 College.

### **Expulsion**

The following practices are causes for expulsion:

- **Cheating** – The unauthorized use of study aids, examination files, and other related materials, and receiving unauthorized assistance during any academic exercise.
- **Fabrication** – The falsification or invention of any information in an academic exercise.
- **Facilitating Academic Dishonesty** – The intentional helping or attempting to help another student to commit an act of academic dishonesty.
- **Plagiarism** – The intentional or conscience representation of words, ideas, or work of others as one's own in any academic exercise.

### **Reinstatement Policy**

Students who have been terminated for failing to maintain satisfactory academic progress may be reinstated through the appeal process. Upon reinstatement, the student will be placed on probation. At the end of the first module after reinstatement, the following standards must be achieved: a cumulative GPA of 2.0 and 85% cumulative attendance.

## **11. FINANCIAL POLICIES**





### **Student Budget**

In addition to the direct cost of your education, it is important that you develop a budget to identify other financial obligations that you may incur when attending College. These expenses may include transportation, childcare, personal expenses, etc. The College’s student service representative will assist you with this budget.

### **Tuition and Fees**

Tuition Table	Tuition	Registration Fee	STRF (nonrefundable)	Books and Supplies	Estimated total charges for period of attendance	Estimated total charges for entire educational Program	Total Charges the Student is required upon Enrollment
<b>ESL (Begin. /Interm. /Adv.)</b>	\$2,250 /\$2,250 /\$1,500	\$100	\$0.00	\$134	\$2,484 /\$2,484 /\$1,734	\$2,484 /\$2,484 /\$1,734	\$100
<b>Medical Office Specialist</b>	\$11,000	\$100	\$0.00	\$500	\$11,600	\$11,600	\$100
<b>Massage Therapy</b>	\$5,000	\$100	\$0.00	\$888	\$5,988	\$5,988	\$100
<b>Massage Therapy II</b>	\$2,500	\$100	\$0.00	\$250	\$2,850	\$2,850	\$100
<b>Computer Office Specialist</b>	\$8,000	\$100	\$0.00	\$1,550	\$9,650	\$9,650	\$100
<b>Computer Graphic Design</b>	\$700	\$100	\$0.00	\$1,045	\$8,145	\$8,145	\$100
<b>CNA</b>	\$1,800	\$100	\$0.00	\$200	\$2,100	\$2,100	\$100
<b>HHA</b>	\$400	\$100	\$0.00	\$100	\$600	\$600	\$100

### **Optional Fees**

Course Challenge Fee	\$ 100
Returned Check Fee	\$ 35
Transcript Fee-Regular	\$ 10
Transcript Fee-Rush (less than 7 days)	\$ 25

## **12. EXPLANATION OF FEES**

### **Tuition and Fees**

The **Enrollment Agreement** obligates the student and the College for the entire program of instruction. The student’s financial obligations will be calculated in accordance with the College’s refund policy in the contract and this College catalog. Registration, tuition and book/supply costs for each program are listed above. The Aberdeen Catalog is available at no charge and will be provided to each enrollee prior to enrollment. Tuition is due in full at the beginning of each quarter, before classes begin.

Students must pay the required registration fee and tuition before the beginning of each quarter. Tuition



does not cover the cost of registration, books, and other related expenses. Students are responsible for acquiring the textbooks. Some courses require more than one textbook.

### **Payment Methods**

Aberdeen College accepts payment the form of Cash, Personal Checks, Money Orders, Traveler's or Cashier's Checks.

### **Tuition**

This is the base amount the student will pay for the program of study. It is the number of units necessary for graduation, multiplied by the cost per unit.

### **Registration Fee**

This is a non-refundable fee for administrative and office costs.

### **Student Tuition Recovery Fund (STRF)**

California Private Postsecondary Education Act of 2009 requires institutions to collect a fee from every new student to be remitted into the California Student Tuition Recovery Fund (STRF). The Fund is administered by the State of California's Bureau for Private Postsecondary Education. For more information and the requirements for filing a claim, see section 16 of this catalog titled "STUDENT TUITION RECOVERY FUND DISCLOSURES".

### **Books**

An itemized list of the textbooks used for each program is listed below and is included in the course syllabus that each student receives for their particular course of study.

### **Course Challenge Fee**

A \$100 fee per course will be charged for any course challenged by students. If the challenge test is not passed, then the student will be required to take the course for credit, and the fee paid for the challenge test will be applied toward the tuition of the class.

### **Returned Check**

A \$35 fee will be charged if a check is returned for insufficient funds. This fee is added to the amount of the returned check, and the total payment must be made by cashier's check or money order.

### **Transcript Fee**

Aberdeen College will provide a transcript of the student's academic record upon written request by the student. Students are allowed one transcript at no charge. There will be a \$10.00 fee for each additional transcript. Processing will be within seven (7) business days of receipt. If a student needs a transcript on a rush basis (less than 7 days), the administrative fee will be \$25, and the transcript will be produced and

## **13. LOANS - STUDENT RESPONSIBILITIES AND RIGHTS**



mailed within two (2) business days of written request receipt. See section 37 for more details.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

### **Student Responsibilities**

- 1 In addition to the requirements described in this catalog under sections on attendance, satisfactory progress etcetera, students are expected to follow standards of conduct and ethical consideration generally found in the professional workplace.
- 2 Read and understand all forms that you are asked to sign and keep copies of them.
- 3 It is the student's responsibility to compare and choose the College they wish to attend. Tuition must be paid regardless of any future complaints or problems, unless discharged by a court of law.
- 4 Pay all installment payments on time.

### **Student Rights**

- 1 Know what financing is available. For all loans you receive, you have the right to know the total amount that must be repaid, the monthly payment amount, the late penalty charge, the payback procedures, and the length of time you have to repay the loan, and when repayment is to begin.
- 2 Know the criteria for satisfactory progress and when you are not meeting these criteria.
- 3 You may stop College at any time and receive a refund for the part of the course you did not take (if payment has been made). The refund policy is in this catalog and also described in your enrollment agreement.
- 4 If you have unresolved complaints after following the grievance procedures, you may contact the Bureau for Private Postsecondary Education. Read the section on grievance procedures carefully.

## **14. BANKRUPTCY**

Aberdeen College has NO pending petition in bankruptcy, is NOT operating as a debtor in possession, has NOT filed a petition within the preceding five years, or had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

## **15. PLACEMENT DEPARTMENT**



## 16. STUDENT TUITION RECOVERY FUND DISCLOSURES

The placement department offers instruction and guidance for students/graduates in the area of career planning and job search techniques, resume preparation, interview planning and preparation, Understanding the importance of networking, completing job applications, the characteristics of a professional image, interview follow-up, work place etiquette, time management skills, and successfully navigating the work place.

It is a state requirement that a student who pays his or her tuition is required to pay a state-imposed assessment for the Student Tuition Recovery Fund. This section shall also describe the purpose and operation of the Student Tuition Recovery Fund and the requirements for filing a claim against the Student Tuition Recovery Fund.

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

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or 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.

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 Colleges regulated by the Bureau for Private Postsecondary and Vocational Education.

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

1. The College closed before the course of instruction was completed.
2. The College'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 College.
3. The College'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 College prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the College 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.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts, or any other information that documents money you paid to the institution.

Questions regarding the STRF may be directed to:

**Bureau for Private Postsecondary Education**

Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818 Phone Number: (916) 431-6959 Toll Free: (888) 370-7589 Fax Number: (916) 263-1897 [www.bppe.ca.gov](http://www.bppe.ca.gov)

**17. “NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION.”**

“The transferability of credits you earn at Aberdeen College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in the educational program, is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, 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 Aberdeen College to determine if your credits, degree, diploma or certificate will transfer.”

**18. FACILITIES AND EQUIPMENT**

The Facilities and equipment Aberdeen College fully comply with all federal, state and local ordinances and regulations, including requirements pertaining to fire safety, building safety, and health. Both campuses are located within easy reach of public transportation.

Aberdeen College’s campus is located at 1216 Menlo Avenue #206, Los Angeles, California, 90006. Aberdeen’s Main Campus Facilities include an administrative office and file room, a library, a student lounge, and general purpose class rooms furnished with modern equipments representative of the industry.

**Equipment**



Specific equipment details can be found under each program. Aberdeen College asks students attending classes to show courtesy and respect for others around them. In order to maintain an environment that promotes and supports these objectives, the following rules are to be followed:

- 1 Smoking is prohibited in the classrooms and restrooms.
- 2 Smoking will be permitted outside of the building.
- 3 Students must maintain a clean, organized, area at all times.
- 4 When leaving the area, all electrical devices, computers, and so forth, must be turned off.
- 5 Food and drinks are prohibited in the classrooms.
- 6 Students misusing the equipment or instrumental devices may be subject to dismissal and may be billed for damaged equipment.
- 7 Accidents and/or breakdowns must be reported immediately to the student's instructor.

### **Parking**

In addition to street parking, secure (paid) parking in the parking lot is also available.

## **19. LIBRARIES**

The nearest public libraries are located at 694 S. Oxford Avenue (Pico Library) and 1030 S. Alvarado Street (Pico Union Branch Library), both within a few minutes of driving distance from the main campus. The hours are for both are as follows: 10AM – 8PM on Mondays and Wednesday, Noon-8PM on Tuesdays and Thursdays, and 9:30AM – 5:30PM on Fridays and Saturdays. In addition to the many other fine Los Angeles library branches conveniently located near our students, we also provide quiet places to study in our on-campus library, student library, and the courtyard.

The Aberdeen College library is located on the first floor at the main campus address. Library hours during weekdays are 9AM to 9PM. Library is also available on weekends by appointment.

The Aberdeen College administrative office has a spacious area housing computer stations with internet access, spacious study tables and contains a wide variety of resource materials for student use inside and outside of class. Students may do research and use textbooks, dictionaries, encyclopedias newspapers, and periodicals to stay abreast of current events and industry trends.

### **Student conduct**

To maintain a professional atmosphere, please maintain the same rules elsewhere in the catalog and the following additional behaviors while using the library:

1. Accept assigned duties and responsibilities.
2. Demonstrate initiative and productivity.
3. Demonstrate sensitivity, compassion and a caring attitude towards your peers and patients.
4. Demonstrate strong ethical character.
5. Treat people as you would like to be treated.
6. Maintain professional grooming and personal hygiene at all times.
7. Demonstrate a well-rounded personality and professional competence while completing their graduation requirements.



8. Rules of conduct at the Seminary are based on the California Administrative Code.
9. An act of dishonesty is the most serious violation of student conduct.
10. Cheating is the unauthorized use of study aids, examination files, and other related materials and receiving unauthorized assistance during any academic exercise.
11. Fabrication is the falsification or invention of any information in an academic setting.
12. Food or drink is NOT permitted in the classrooms, unless designated by the College Director, the instructor or the Registrar.

Violation of the rules of conduct present in the catalog may lead to dismissal from the College and/or probation. All disciplinary matters will come before the administration, which will review the complaint, interview the person(s) involved and make a determination of the action. Results may include: dismissal of the charge, dismissal of the student, probation or suspension for a specified period of time. The finding will become part of the student's permanent file, possibly affecting a recommendation from the College. The College reserves the right to dismiss any student for whom it feels continuation would be a detriment to the student, fellow students and/or the College.

## **20. STUDENT SERVICES POLICIES**

### **Student Orientation**

During orientation, a College administrator will familiarize the student with the College facilities, services, grading policies, graduation requirements, etc. as described in this catalog. Aberdeen College welcomes any suggestions as to ways in which any aspect of the College can be improved. Suggestions should be directed to the College's CEO.

### **Academic Advisement**

All students are provided with personal assistance regarding program requirements and scheduling. In addition, individual assistance and advising are readily available to students with special academic difficulties. Enrollees are encouraged to request an appointment with their instructor immediately if any scholastic problems arise. All students are urged to take advantage of this valuable assistance.

Aberdeen College welcomes any suggestions as to ways in which any aspect of the College can be improved. Suggestions should be directed to the College's President.

### **Current Student Information**

It is important that students notify the College be of any change in their residence or telephone numbers. Current and accurate personal information is necessary in the event of an emergency.

### **Telephone**

Emergency calls will be transmitted to the student as received.

### **Student Activities and Programs**

Aberdeen College provides a variety of services and programs designed to assist students during their matriculation. Recognizing that a well-rounded education demands attention to personal as well as professional growth, the College encourages students to include their families, friends, and significant



others in the educational process. In addition, the college sponsors activities and organizations to foster integration of personal and professional development.

### **Study Groups**

Students are encouraged to form study groups with other Aberdeen College students enrolled in the same program. Study groups strongly aid in the learning process through group discussion and exam preparation. Experience has shown that students who participate in study groups improve their overall academic performance, and understanding of course subject matter.

### **Plagiarism**

Students are cautioned that all College instructors require that each student do his/her own original work. Any student(s) violating this policy by turning in work copied from another student may be subject to the consequences of unethical practices set forth in this catalog.

### **Medical, Dental, Psychological Care**

Successful progression through a program of study requires sufficient sleep, exercise and a proper diet. If the student requires medical and/or dental appointments, appointments should be made after College hours. If a student is in need of personnel psychological counseling, the CEO will provide a listing of services in the community.

### **Pregnancy**

Upon confirmation of pregnancy, the student must provide the CEO with a written statement from her attending physician indicating approval for continuation of course of study without limitations.

### **Child Care**

Aberdeen College is not equipped or properly staffed to provide childcare services for students.

### **Visitors**

Parents, spouses, prospective employers, etc. are cordially invited to visit the College at any time, with appropriate notice to the College. Special arrangements will be made for groups. Anyone, who disrupts the smooth operation of the College, may be asked to leave the premises immediately. Students are not allowed to bring children into the classrooms/laboratories without approval from the administration.

## **21. HOUSING INFORMATION**

Aberdeen College does not maintain dormitory facilities and has no responsibility to find or assist a student in finding housing. There are numerous types of housing options available located reasonably near Aberdeen College's facilities, ranging from renting out a single room from a family home (about \$500 per month, some of which even include meals) to apartment or condo in an exclusive neighborhood or gated community that can cost \$3,000 or more per month). Besides renting, purchasing a property in the area is also an option and can cost anywhere between an estimated \$300,000 to the millions depending on the property's size and its location.





## **22. ENGLISH PROFICIENCY**

Proficiency in the English language is required, as most courses at Aberdeen College are taught in English. The student must have the ability to read and write English at the level of a graduate of an American high Collegeas demonstrated by the possession of a high College diploma, GED or passage of the California high College proficiency exam. As an alternative, a student must have a minimum score of 450 (paper based) or 60 (Internet based) on the TOEFL exam.

## **23. TEST OF ABILITY TO BENEFIT**

### **Test of Ability and Capacity to Benefit from Instruction**

Students who do not have a high College diploma or a recognized equivalent may still be admitted if they are at least 16 years old and pass the Wonderlic Basic Skills Test. The Wonderlic Basic Skills Test (WBST) is an ability to benefit test approved by the US Department of Education that is used to determine whether an application without a high College diploma or recognized equivalent has the ability to benefit from our program. The following forms of the test are used: Verbal Forms VS-1 & VS-2, Quantitative Forms QS-1 & QS-2. The approved passing scores on this test are as follows: Verbal (200) and Quantitative (210). Ability-to-benefit students must achieve a passing score on both skill assessments in a single testing session to pass the test and be eligible for admission. The student will be required to have the test administered by a third party and the results delivered to us prior to admission as a student at Aberdeen College.

Aberdeen College does not currently offer visa services for international students.

## **24. EXPERIENTIAL CREDIT**

Aberdeen College does not award credit for student's prior experiential learning.

## **25. FINANCIAL AID**

At the present time, Aberdeen College is unable to offer federal and state financial aid to students. A student enrolled in an unaccredited institution is not eligible for federal and state financial aid.

## **26. STUDENT GRIEVANCE PROCEDURES**



Aberdeen College, in the administration of discipline, guarantees procedural fairness to an accused person, whether the person is an Aberdeen College student, or staff/faculty member. In pursuit of its policy of openness, accountability, and responsiveness to students, the institution provides established grievance procedures. The CEO shall maintain a file on each grievance reported, including the procedures followed, and the final disposition of the case.

While it is suggested that students use Aberdeen College's internal grievance process first, it is not required and students may contact the Bureau for Private Postsecondary Education at any time. There are no guidelines for contacting the Bureau, students may contact the Bureau anytime and in any way they see fit. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling Toll Free (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's website: [www.bppe.ca.gov](http://www.bppe.ca.gov).

### **Definition of Grievance**

A grievance is a complaint arising out of any alleged, unauthorized, or unjustified act or decision by a student, faculty member, administrator, or staff person, which in any way adversely affects the status, rights or privileges of a member of the student body. The burden of proof shall rest with the complainant. If a student has a grievance, and wishes it to be recognized as such, a written complaint must be submitted to Aberdeen College's petition form, or in letter format. The written grievance must clearly state the student's name, the nature of the complaint, the name(s) of all parties directly involved in the complaint, and any appropriate documentary evidence.

### **Steps toward Resolution**

Based upon the information presented in the grievance, steps toward resolution shall begin with informal discussions, headed by the CEO. Resolution shall be attempted at the lowest possible level.

### **Procedures for Official Hearings**

If informal recourse fails to resolve the grievance within a reasonable time after filing, then the CEO will schedule a Student Grievance Committee meeting. The voting members of this committee shall be comprised of the CEO, the Admission Director, the Registrar, and one faculty member, who shall sit on the committee on a rotating basis.

A copy of the grievance shall be given in writing to the person(s) against whom the complaint is brought. The Committee shall review and consider documentary records, which relates to the case, including the grievance and its supporting documentation, and any documentary evidence or statement by the person(s) against whom the complaint was filed. Committee members shall arrive at a judgment in consultation among themselves. A majority vote of such members may make recommendation, as appropriate, for disciplinary actions, or for changes in policy.

### **Recourse after Grievance Hearing**

If students have exhausted these procedures, and the problems have not been resolved, they have the right to contact the Bureau for Private Postsecondary Education. **They may contact the Bureau at anytime in any way they see fit.** In contacting the Bureau with a grievance, students can use the following guidelines:

1. Contact the Bureau for Private Postsecondary Education offices by mail. A written follow-up letter may accompany complaints received by phone.
2. Include the following required information in the letter of complaint:
  - a. The nature of the problem
  - b. The approximate date(s) that the problem(s) occurred
  - c. The name(s) of the individual(s) involved in the problem(s) (within the institution, or any



- d. other students who were involved)
- d. Copies of important information regarding the problem(s) (facts, not rumors, lead to solutions)
- e. Evidence demonstrating that the institution's complaint procedure was followed before contacting the Dept. of Consumer Affairs
- f. The complaint should be signed

Send the complaint to: Bureau for Private Postsecondary Education (BPPE), 2535 Capitol Oaks Drive, Suite 400, Sacramento California, 95833 (916) 431-6959

## 27. STUDENT RECORDS AND TRANSCRIPTS

### Student Records

Student records, which include grades, attendance, prior education and training, personal achievements, etc. are kept on the College premises for a period of not less than five (5) years.

### Transcripts

The College retains academic transcripts indefinitely.

Aberdeen College will provide a transcript of the student's academic record upon written request by the student. Students are allowed one transcript at no charge. There will be a \$10.00 fee for each additional transcript.

An **official** copy will be mailed to the appropriate person and/or institution. An unofficial copy can be secured and given directly to a student, with the word "**unofficial**" stamped on the transcript. Transcripts issued to the student are marked "**Issued to Student.**"

Transcripts will be denied if the student has an outstanding balance against her/his account, or if any records are on hold, or there is missing documentation.

### Family Educational Rights and Privacy Act of 1974, as amended

Aberdeen College complies with the Family Educational Rights and Privacy Act (FERPA), which provide students certain rights related to their educational records. The following is a description of those rights:

- The right to inspect and review the student's educational records within 45 days of the day the Institution receives a written request for access. Students should submit to the college's Chief Academic Officer written requests that identify the record (s) they wish to inspect. The College's official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the College does not maintain the records, the official to whom the request was submitted shall advise the student of the correct official to whom the request should be addressed.
- The rights to request the amendment of the student's educational records that the student believes are inaccurate or misleading. Student may ask the Institution to amend a record that they believe is inaccurate or misleading. They should write the institution official responsible for the record,



clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Institution decides not to amend the record as requested by the student, the Institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to institution officials with legitimate educational interests. An institution official is a person employed by the institution in an administrative, supervisory, and academic or research, or support staff position (including law enforcement unit personnel and health staff). A person or company with whom the Institution has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another institution official in performing his or her tasks. An institution official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the Institution discloses educational records without consent to officials of another institution in which a student seeks or intends to enroll.
- Directory information is information that may be unconditionally released to third parties by the College without the consent of the student unless the student specifically requests that the information not be released. The College requests students to present such requests in writing within 10 days of the date of enrollment. Directory information includes the student's name, address(es), telephone number(s), birth date and place, program undertaken, dates of attendance and certificate or diploma awarded.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is Family Policy Compliance Office, Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605.

## **28. Program Descriptions**

In this section, there will be references to SOC Code for the occupation(s) each program's graduate is prepared for. These SOC Codes listed below are the Detailed Occupation (six-digit) level designation of the United States Department of Labor's Standard Occupational Classification code.

### **Medical Office Specialist (Certificate Program)**

#### **OBJECTIVE**

The Medical Office Specialist program is designed to prepare students for entry-level positions to work in the front office of health care institutions. The students learn computer skills and applications, medical terminology, medical billing, medical insurance and coding, and medical records. Medical Anatomy and physiology is covered to provide the students a broader understanding of the human body. Medical office procedures provide the student the skills needed to interact with doctors, nurses and other specialists.

**OPPORTUNITIES**

Students who successfully complete this Medical Office Management program can expect to obtain employment in health care institutions, clinics, both large or small, medical offices or health maintenance organizations. Job titles for the medical clerical worker include medical secretary (SOC Code 43-6013), administrative services manager (SOC Code 11-3011), receptionist / information clerk (SOC Code 43-4171), medical records and health information technician (SOC Code 29-2071), and billing and posting clerk (SOC Code: 43-3021).

**ADMISSION REQUIREMENTS**

Students must be interviewed by the admissions department and meet one of the following qualifications: a High College Diploma, passing the General Education Development (GED) test, passing the California High College Proficiency Examination (CHSPE), or passing the Wonderlic Basic Skills Test (WBST) (Page 31 for explanation). The applicants should also have reached compulsory age to be accepted by Aberdeen College. The compulsory age is 16 years old and above as defined by the State of California Department of Education.

**EQUIPMENT**

Aberdeen College students are trained on the appropriate equipment consistent with the demands of the job market.

**PROGRAM INFORMATION**

Length: 480 Clock Hours

Medical Office Specialist (Certificate Program)		
Course Number	Course Title	Clock Hours
CP500	Operating Systems	40
OS501	Keyboarding and Typing	40
OS510	MS Office I	40
OS520	MS Office II	40
MS500	Medical Terminology, Anatomy and Physiology I	40
MS501	Medical Terminology, Anatomy, and Physiology II	40
MB533	Medical Billing	40
MA510	Medical Assistant I	40
MA521	Medical Assistant II	40



EP501	Employment Preparation	40
EX500	Medical Assistant Internship	80
	<b>TOTAL:</b>	<b>480</b>

**Course Descriptions**

**CP500 Operating Systems**

This course introduces the student to computers and operating systems. Upon successful completion of the course, the student will have a solid foundation for understanding and using the most common operating systems. They will learn to troubleshoot common issues and gain confidence in utilizing computer technology that is used in a medical office.

**OS501 Keyboarding and Typing**

Proficiency in keyboarding is an essential for medical office work. The students will develop good keyboarding techniques to improve speed and accuracy. They will practice typing common forms and letters that would be used in a medical office setting.

**OS510 MS Office I**

This course provides training and experience in the use of the Microsoft Office Software. Focusing on data processing (Word) and spread sheets (Excel) and introducing the other components of the system. The student will gain proficiency in the use of these essential programs.

**OS520 MS Office II**

In this course, students will gain additional proficiency in using Microsoft Office. Students will gain advanced training in Word and Excel programs, and receive an introduction to the email/calendar (Outlook), presentation (Power Point), database (Access) and desktop publishing applications (Publisher).

**MS500 Medical Terminology, Anatomy and Physiology I**

This is the first of two courses that will introduce terminology, anatomy, and physiology of the human body. In this module we will focus on the skeletal, muscular, cardiovascular, lymphatic, immune, and respiratory systems. The course will introduce diagnostic methods and treatments associated with some of the more common diseases of these systems. Students will learn how to counsel patients regarding self-screening, nutrition guidelines and proper use of pharmaceuticals. Medical terminology including the prefixes, combining forms, and suffixes of associated with these body systems will be a focus of the course. Students will be introduced to medical terminology, their meanings, spellings and pronunciation. They will also learn common abbreviations used in the medical field. Terminology used in medical billing and coding will also be included in the module.

**MS501 Medical Terminology, Anatomy and Physiology II**



This course builds on the foundation of MS500 and introduces the terminology, anatomy and physiology of the digestive, urinary, nervous, eyes and ears, integumentary, endocrine, and reproductive systems of the human body. There will be discussion of diagnostic methods and treatments related to some of the more common diseases related to these body systems. The student will gain proficiency in the medical terminology, including the meaning, spelling and pronunciation of medical terms. Abbreviations and codes utilized in medical billing and coding will also be included in the course.

### **MB533 Medical Billing**

This module focuses on the use of medical reference books, including ICD-10-CM, CPT and HCPCS. Students become familiar with the use of the Physicians' Desk Reference (PDR) and the medical dictionary in relationship to medical billing. A variety of commonly used forms are introduced. Students also discuss managed care, cost containment programs, Medicare, Medicaid/Medi-Cal, Worker's compensation, and fraud guidelines.

### **EP501 Employment Preparation**

In this course, the students will learn how to use the tools of job searching, including the internet and social media, newspapers and career centers to search for job opportunities after completion of the course. They will learn to create proficient resumes and learn about job searching techniques. The students will also practice interviewing skills and learn about the most common mistakes of job seeking process.

### **EX500 Medical Assistant Internship**

Upon successful completion of all classroom training, Medical Office Specialist students participate in an 80-hour internship. The internship enables students to have the opportunity to demonstrate and reinforce the knowledge and skills presented and practiced throughout the training program. Students work under the direct supervision of qualified personnel at the externship site and under general supervision of college staff. Students are evaluated by supervisory personnel and the evaluations are placed in the student's permanent record. Students must complete their internship to fulfill graduation requirements.

## **Massage Therapy Program**

### **Educational Objectives**

This program is designed to prepare the graduate for a job as a massage therapist. Graduates will be expected to give therapeutic massage and bodywork treatments. The techniques are based in anatomy and physiology so that graduates will be able to perform massage therapy safely and with the most satisfactory outcomes. Our goal is to provide the highest quality of education and training so that we may meet the following objectives:

- To instruct, enhance and assist the student in learning all components of the Massage Therapy curriculum.
- To ensure that each student gains a comprehensive understanding of the workings and interrelationships of all systems of the body through anatomy, physiology, pathology and biomechanics.
- To help the student understand and recognize the indications and contraindications of massage therapy, as



well as understand and be able to communicate the benefits it can provide.

- To guide students in developing and applying knowledge of the prevention and spread of disease, as well as maintaining sanitary working environments and good personal hygiene.
- To teach students to be proficient and excel in the practical application of massage therapy techniques and client relationships.
- To teach the necessary skills to plan, develop and operate a successful business within the Laws and Rules of the State of California and other governing authorities.

### **Career Opportunities**

A graduate of the Massage Therapy Program may launch his/her own business; find employment as a massage therapist (SOC Code 31-9011) and physical therapy aide (SOC Code 31-2012) or assistant (SOC Code 31-2011) in a hospital, chiropractic office, public or private health club/resort, or fitness centers, health clubs, salons and spas, rehabilitation clinics, multi-specialty medical groups, wellness facilities; or may be employed in the educational field as an instructor (SOC Code 25-1194) in a non-degree granting institution.

Length of Program: 600 hours (24weeks,25 hours per week)

### **CAMTC Disclosures**

The California Massage Therapy Council (CAMTC) is charged with oversight of California's massage businesses, including the certification of massage therapists and massage practitioners. The following disclosure statements are made available pursuant to CAMTC requirements.

#### ***CAMTC's Law Related to Unfair Business Practices as Related to Massage***

Pursuant to California Business and Professions Code section 4611, it is an unfair business practice for a person to do any of the following:

- (a) To hold himself or herself out or to use the title of "certified massage therapist" or "certified massage practitioner," or any other term, such as "licensed," "certified," "CMT," or "CMP," in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certificate issued by the California Massage Therapy Council.
- (b) To falsely state or advertise or put any sign or card or other device, or to falsely represent to the public through any print or electronic media, that he or she or any other individual is licensed, certified, or registered by a governmental agency as a massage therapist or massage practitioner.

### **Attendance Policy Notice**

Applicants for CAMTC certification shall have attended 500 supervised hours total with more than 100 of those hours satisfying CAMTC specified subjects:

- A minimum of 64 hours of Anatomy & Physiology
- A minimum of 13 hours of Contraindications
- A minimum of 5 hours of Health & Hygiene, and
- A minimum of 18 hours of Business & Ethics





As mentioned under the Attendance Probation section of this Catalog, a student will be placed on attendance probation if he or she is below 85% attendance in any given class. Students can make up for missed hours by scheduling and attending make up sessions held on Saturdays.

### ***Leave of Absence Policy Notice***

Please refer to the “Leave of Absence” and “Effects of a Leave of Absence on Satisfactory Academic Progress” sections of this Catalog.

### ***Regarding Guarantee of Certification by CAMTC***

Attendance and/or graduation from a California Massage Therapy Council approved College does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code section 4600 et. seq.

### ***Unanswered Questions and Filing a Complaint to CAMTC***

A student or any member of the public with questions that have not been satisfactorily answered by the College or who would like to file a complaint about this College may contact the California Massage Therapy Council at One Capitol Mall, Suite 320, Sacramento, CA 95814, [www.camtc.org](http://www.camtc.org), phone (916) 669-5336, or fax (916) 669-5337.

## **Program Prerequisites**

### ***Admission Requirements***

Aberdeen College accepts students with one of the following qualifications: a High College Diploma, passing the General Education Development (GED) test, passing the California High College Proficiency Examination (CHSPE), or passing the College-administered entrance exam. The applicants should also have reached compulsory age to be accepted by Aberdeen College. The compulsory age is 16 years old and above as defined by the State of California Department of Education.

Applicants for admission to the Massage Therapy program must provide the following information:

1. A completed admission application.
2. Documentation of the highest level of educational attainment.
3. Pay the non-refundable registration fee:\$100.00.

### ***Previous Training***

No previous training is required to enroll in the Massage Therapy program.

### ***Language Comprehension Skills***

Please refer to Section 22 of the Catalog regarding English proficiency requirements. Courses in the Massage Therapy program are also available in Korean and (Mandarin) Chinese. However, students must possess sufficient English skills in order to be able to pass the licensing exam, which is administered in English by the CAMTC (California Massage Therapy Council).

## **Professionalism Policies**



**Hygiene**

Personal hygiene is an important aspect of the professionalism one expects from Massage Therapists. Students enrolled in the program must maintain a high standard of personal hygiene and cleanliness. This includes but is not limited to the following: clean (no nail polish) and trimmed short nails, hair at shoulder length or longer be pulled back off the shoulders, and an odor-free body (show up having showered within 24 hours, and do not wear perfume or cologne as this could upset others around you). Prior to working on a subject or client, the student must also sanitize his or her hands (hand sanitizer will be provided by the College).

**Dress Code**

Students enrolled in the Massage Therapy program are required to wear the uniform (provided by the College upon enrollment) during classes that involve hands-on session(s) working on subjects or clients. The shirt must be tucked into pants, shorts, or skirt. Length of shorts or skirts must be to at least mid thigh. Clothing must be clean and in good repair. Footwear must be white non-skid shoes or sneakers. Students who fail to observe the dress code will be dismissed from the class for the day and not receive attendance credit for the missed class.

**Draping**

Aberdeen College maintains strict standards of draping and modesty. Exposure of a person’s private genital region is not permitted.

Female subjects and clients receiving massage therapy from Aberdeen College students are required to use a chest towel at all times and to keep the breast tissue covered.

**Graduation Requirements**

Attend a minimum of 600 scheduled supervised clock hours and pass all modules, courses, and terms demonstrating knowledge of the class material and mastery of the techniques learned

Satisfy all financial obligations

Complete the programs

Pass the program’s final tests

Massage Therapy (Certificate Program: 60 Units/ 600 Hours)			
Course Number	Course Title	Credits	Clock Hours
Basic Assessment and Application Courses (50 Units/ 500 Hours)			
ANP-201	Anatomy & Physiology I	5	50



ANP-202	Anatomy & Physiology II	5	50
KIN-401	Kinesiology	4	40
PAT-301	Pathology	2	20
BPE-101	Business and Professional Ethics	2	20
CNM-101	Contraindications of Massage	2	20
HLH-101	Health and Hygiene	1	10
MSE-350	Massage Essentials	2	20
DTM-351	Deep Tissue Massage	2	20
TPB-352	Theory and Principles of Body Work	2	20
TMS-353	Therapeutic Massage	2	20
CMT-354	Assessment of Chinese Medical Theory	1	10
SHI-710	Shiatsu	5	50
SMG-712	Sports Massage	5	50
PNF-713	Proprioceptive Neuromuscular Facilitation	5	50
RFX-714	Reflexology	5	50
ELECTIVES (10 Units / 100 Hours)			
INT-551	Internship I	5	50
INT-552	Internship II	5	50
SPM-715	Specialty Massage	5	50
ACP-716	Acupressure	5	50

In addition to meeting the 500 hours of instruction required by the California Massage Therapy Council (CAMTC) to apply for certification, Aberdeen's Massage Therapy program provides an additional 100 hours of internship to give the student added experience in the practice of Massage Therapy. Student may also elect to take two elective courses clocking in at 100 hours in lieu of the 100 hours of internship.



Please note that Aberdeen College has applied for and is currently awaiting CAMTC approval. Students completing the program at Aberdeen College will therefore be put on hold to take the certification exam until CAMTC grants its approval to Aberdeen College

Note that NCBTMB guidelines for national certification now require 750 hours of education from a NCBTMB assigned College and 250 hours of hands-on work experience in massage therapy. Those wishing to pursue national certification with NCBTMB will need to gain additional education and experience before they meet those minimum requirements.

Most massage professional licensing organizations will perform background checks and those with felony or misdemeanor convictions can find themselves denied of professional certificate / license from these organizations.

## Course Descriptions

### ANP 201: Anatomy & Physiology I

**Description:** This course uses a systems approach to provide a basic overview of the organization and the introduction of the different systems of the human body. Combined with the basic overview of the chemistry, cell structure, membranes, tissues and muscular systems is the use of proper terminology and spelling of anatomical structures. Students will also learn word structure related to medical terminology. This module includes a thorough examination of muscles, bones, nerves, and the functioning of the body's systems. The subject matter in this module will include instruction in muscle origin insertion, action, and innervations. This material will provide students with the foundation of information and skill needed to determine where and when massage is most beneficial.

**Number of Credits:** 5

**Total hours:** 50

**Prerequisites:** None

### ANP 202: Anatomy & Physiology II

**Description:** This course is a continuation of Anatomy & Physiology I which builds upon the material gained in that class. Class time includes lecture and hands-on palpation to enable the student to fully integrate the material. Emphasis is placed upon studying and analyzing the human structure and its effect on body functions. While providing a solid foundation of theory, this course provides an open door to the student to see how the theory is relevant, helpful, and essential to proper techniques in massage therapy.

**Number of Credits:** 5

**Total hours:** 50

**Prerequisites:** Anatomy & Physiology I

### KIN 401: Kinesiology

**Description:** This Kinesiology class focuses on skeletal-muscular movement. In this class, students learn to identify the origins and insertions of skeletal muscles of the upper and lower body and the



postural expressions they produce. Students learn the physiology and neurology of muscle tissue and neuromuscular techniques to palpate the muscles and relieve chronic tension in both the upper and lower body.

**Number of Credits:** 4

**Total hours:** 40

**Prerequisites:** None

### **PAT 301: Pathology**

**Description:** In this class we learn to understand how diseases develop in the body and how to prevent this from happening. Class content focuses on disorders and diseases commonly encountered by massage therapists and body workers. We will cover many of the major diseases that are considered to be contraindications for bodywork. This class will also go into the body mind connection of disease to help you better understand the psychological factors to disease and healing. Standard precautions and the need to ensure client and therapist safety and well being are also covered.

**Number of Credits:** 2

**Total hours:** 20

**Prerequisites:** Anatomy & Physiology I & II

### **BPE 101: Business and Professional Ethics**

**Description:** This module will consider issues associated with the ethics in regard to the massage profession. Information regarding national and state certification and/or licensing requirements will be provided and their importance discussed as it pertains to the desired outcomes of the program. Ethical and professional standards for massage therapists are discussed and situational dilemmas are presented. In addition, since we prepare students for a broad range of employment opportunities, information on business procedures, accounting, insurance reimbursement, and various marketing strategies are presented. The class will also go into basic ideas on how to organize your business for greatest efficiency and cost effectiveness.

**Number of Credits:** 2

**Total hours:** 20

**Prerequisites:** None

### **CNM 101: Contraindications of Massage**

**Description:** This course will further your knowledge of common contraindications, medical precautions and endangerment sites relating to massage. It will also present information on proper intake forms, formulation of treatment plans, professionalism and informed consent. You will learn when massage is appropriate and when massage is not appropriate for your clients with common medical conditions. You will also be presented with information on headaches and when you need to refer your client to another health care professional.

**Number of Credits:** 2

**Total hours:** 20



**Prerequisites:** None

### **HLH 101: Health & Hygiene**

**Description:** Hygiene is one of the most important factors when it comes to performing massage therapy. The course will cover the importance of personal health and hygiene as well as the importance of proper hygiene in the practice of massage therapy. Students will also gain hands on experience and training in first aid and CPR.

**Number of Credits:** 1

**Total hours:** 10

**Prerequisites:** None

### **MSE 350: Massage Essentials**

**Description:** The Massage Essentials course is a unique program training you in the fundamental principles of massage therapy as a whole. In this class you will learn all of the basic traditional bodywork techniques that are used in a practice. Training will be provided in the underlying techniques. Students conduct research case studies to explore which style of work clients prefer. We then correlate these preferences to body-mind-spirit issues. The class includes both theory and hands-on application.

**Number of Credits:** 2

**Total hours:** 20

**Prerequisites:** None

### **DTM 351: Deep Tissue Massage**

**Description:** This hands-on class introduces deep tissue massage and trigger point muscle therapy. Students will focus on terminology, muscle origins and insertions, trigger point pain patterns, muscle actions and record keeping. Students will have an expanded ability to focus on the musculature that is the source of pain and be able to demonstrate techniques that release the muscles being affected by trigger points.

**Number of Credits:** 2

**Total hours:** 20

**Prerequisites:** Massage Essentials

### **TPB 352: Theory and Principles of Body Work**

**Description:** In this class, the student will be exposed to a wide variety of bodywork approaches, including Swedish massage, Oriental massage theories, energetic techniques, and integrated massage approaches. You will learn about the philosophy and effects of these-and many other approaches. The theory, assessment and treatment techniques for Asian Bodyworks are considered. These include learning about Zang-fu (internal organ) signs and the Acupressure Point assessment and treatment. Our treatment techniques include balancing the Five Elements with Acupressure



Points to treat specific conditions. Also included in this training is the use of Energy Building so that students can learn to build up the stamina and power to interact with clients in all spiritual, emotional and physiological levels.

**Number of Credits:** 2

**Total hours:** 20

**Prerequisites:** None

### **TMS 353: Therapeutic Massage**

**Description:** This course focuses on developing the technique necessary for therapeutic massage with a particular focus on both Swedish Massage and Myofascial Therapy. These massage techniques are employed to relax the muscles and increase blood flow throughout the body. It helps bring nutrition to the cells, as well as remove waste and toxins which have accumulated in the body. We will teach you through the use of deep relaxation techniques, to facilitate flexibility, proper muscle tone and spinal alignment. In addition to hands-on techniques, professional conduct and draping will be practiced as well.

**Number of Credits:**2

**Total hours:** 20

**Prerequisites:** Theory and Principles of Body Work; Massage Essentials

### **CMT 354: Assessment of Chinese Medical Theory**

**Description:** In this class you will learn about the philosophy and practice of Chinese medicine, emphasizing health as balance and illness as unbalance. We will concentrate on the assessment methods of traditional Chinese medical theory: palpation, pulse reading, tongue observation, body and facial analysis, listening, smelling, and questioning. Students learn the foundational theory and are provided the opportunity to apply each of the techniques through in-class practice and case studies. You will learn about chi, as well as Traditional Chinese Medicine practitioners integrate massage, herbs, and dietetic theory into their approach. Qi Gong and Storing & Extending techniques are practiced. Students will be given opportunity to evaluate and assess these Chinese Medical theories in light of critiques from modern Western Medical approaches.

**Number of Credits:** 1

**Total hours:** 10

**Prerequisites:** None

### **SHI 710: Shiatsu**

**Description:** This hands-on class deepens the level of student competency in Shiatsu. Shiatsu is an ancient form of Japanese Bodywork which focuses on working with the energy of the body. Our class works with specific meridian pathways to support a client's overall health by balancing, enhancing and restoring the natural flow of Qi. The practitioner uses gentle acupressure and passive stretches to increase blood flow and to relax muscle tension.



**Number of Credits:** 5

**Total hours:** 50

**Prerequisites:** Theory and Principles of Body Work; Massage Essentials

### **SMG 712: Sports Massage**

**Description:** This hands-on class presents techniques that can be applied with various athletes and injury cases. The class instructs in a specific massage technique that uses a system of smooth movements such as gliding, compressing, and stretching. Pre-event and post-event massage techniques as well as maintenance/remedial massage techniques will be covered. Muscle identification and joint movement will also be reviewed. Sports massage focuses mainly on the manipulation, management, and rehabilitation of soft tissues. Athletic and common client injuries will be discussed and students will learn protocols to address such injuries.

**Number of Credits:** 5

**Total hours:** 50

**Prerequisites:** Kinesiology; Anatomy & Physiology I & II

### **PNF 713: Proprioceptive Neuromuscular Facilitation (PNF)**

**Description:** In this class, we will target therapeutic stretching techniques that are applicable in a multitude of settings. Specific attention will be given to utilizing PNF to improve clients' muscular systems for optimum athletic performance. Students will also learn how to use PNF in for rehabilitation. The class also teaches students how to stretch receptors of the muscle spindle to immediately accommodate a greater muscle length.

**Number of Credits:** 5

**Total hours:** 50

**Prerequisites:** Kinesiology; Anatomy & Physiology I & II

### **RFX 714: Reflexology**

**Description:** The class is about improving the functions of organs, connective tissues, bone structure, body systems, and energy pathways. Reflexology is a form of alternative medicine that is based on the massaging, squeezing or pushing precise areas of the feet and the palms. The intention of the massaging is to indirectly benefit other portions of the body and to improve overall health. We will learn how to improve blood circulation and induce relaxation, reduce pain and bring about an improvement in overall health to clients. The instructions in class integrates this system with Polarity Therapy, making this class a more dynamic and effective modality.

**Number of Credits:** 5

**Total hours:** 50

**Prerequisites:** None





## ELECTIVE COURSES

### INT 551: Internship

**Description:** This class lets students practice their skills, and techniques necessary to be an effective and professional practitioner. Emphasis will be placed on the review of each student's private client work, with the refinement of skills attained in integration.

**Number of Credits:** 5

**Total hours:** 50

**Prerequisites:** Completion of other modules

### INT 552: Internship II

**Description:** This class is a continuation of INT-551. This class lets students practice their skills, and techniques necessary to be an effective and professional practitioner. Emphasis will be placed on the review of each student's private client work, with the refinement of skills attained in integration. Through the experience, the student is expected to gain more and more confidence in dealing with clients, in working with other professionals in the workplace, and in putting their massage therapy knowledge and skills into practice.

**Number of Credits:** 5

**Total hours:** 50

**Prerequisites:** Internship I

### SPM 715: Specialty Massage

**Description:** Students will learn about specialty massage techniques including chair massage and lymph massage in this class. More than half of class time will be used to focus on giving students hands-on experience after the theoretical grounds have been covered in lectures.

**Number of Credits:** 5

**Total hours:** 50

**Prerequisites:** None

### ACP 716: Acupressure

**Description:** Students learn the ancient Chinese art of acupressure. Utilizing the same meridian pathways and pressure points as acupuncture, the student learns to use fingers to apply pressure to relieve pain and help clients feel better and become healthier. Class focuses on the theory as well as the application of theory in laboratory experiences.

**Number of Credits:** 5

**Total hours:** 50

**Prerequisites:** None



## **Massage Therapy II Program**

### **Educational Objectives**

This program is designed for students who are already familiar with the basics of massage therapy (such as graduates of our Massage Therapy program, or practicing professionals) who are looking to broaden their understanding and further develop their mastery of additional skills involved in their chosen profession. Those who successfully complete the Massage Therapy II program will be well prepared for a career in a massage therapy and be well versed in the following topics:

- History of Massage
- Consultation and documentation
- Proprioceptive neuromuscular facilitation.
- Tuina
- Shiatsu
- Lymph massage
- Clinical massage techniques

### **Career Opportunities**

A graduate of the Massage Therapy II Program can launch his/her own business; find employment as a general or specialized massage therapist (SOC Code 31-9011) and physical therapy aide (SOC Code 31-2012) or assistant (SOC Code 31-2011) in a hospital, chiropractic office, public or private health club/resort, or fitness centers, health clubs, salons and spas, rehabilitation clinics, multi-specialty medical groups, wellness facilities; or may be employed in the educational field as an instructor (SOC Code 25-1194) in a non-degree granting institution.

Length of Program: 12 Weeks (25 Hours/ Week)

### **Admission Requirements**

Aberdeen College accepts students with one of the following qualifications: a High College Diploma, passing the General Education Development (GED) test, passing the California High College Proficiency Examination (CHSPE), or passing the Wonderlic Basic Skills Test (WBST) (Page 31 for explanation). The applicants should also have reached compulsory age to be accepted by Aberdeen College. The compulsory age is 16 years old and above as defined by the State of California Department of Education.

Applicants for admission to the Massage Therapy program must provide the following information:

1. A completed admission application.
2. Documentation of the highest level of educational attainment.
3. Pay the non-refundable registration fee: \$100.00.

### **Graduation Requirements:**

Pass all modules, course, and terms demonstrating knowledge of the class material and mastery of the techniques learned

Satisfy all financial obligations

Complete the programs

Pass the program's final tests



Massage Therapy II			
Certificate Program: 30 Units/ 300 Hours			
Course Number	Course Title	Credits	Clock Hours
HSM-101	History of Massage	3	30
CSD-101	Consultation and Documentation	3.5	35
PNF-713	Proprioceptive Neuromuscular Facilitation	5	50
TUN-711	Tuina	5	50
SHT-717	Shiatsu	5	50
LPM-718	Lymph Massage	3.5	35
CMT-355	Clinical Massage Techniques	5	50

Completion of the Massage Therapy II Program alone does not meet the curriculum and hours required by the California Massage Therapy Council (CAMTC) to apply for certification, as this program only offers 300 hours total. Students without any prior work experience or educational background in Massage Therapy but wish to apply for CAMTC certification should enroll in the Massage Therapy Program instead.

Note that NCBTMB guidelines for national certification now require 750 hours of education and 250 hours of hands-on work experience in massage therapy. Those wishing to pursue national certification with NCBTMB will need to gain additional education and experience before they meet those minimum requirements.

Most massage professional licensing organizations will perform background checks and those with felony or misdemeanor convictions can find themselves denied of professional certificate / license from these organizations.

## Course Descriptions

### HSM 101: History of Massage

**Description:** This course will explain why massage is known as one of the earliest remedial practices for the relief of pain and discomfort, and why massage is a natural and instinctive remedy for some illnesses and injuries. Upon completion of the course, students will be able to name three historic Greeks who professed the benefits of exercise and massage, explain how developments in the



19<sup>th</sup> century influenced modern massage therapy, and why massage practitioners should understand massage history.

**Number of Credits:** 3

**Total hours:** 30

**Prerequisites:** None

### **CSD 101: Consultation and Documentation**

**Description:** This course illustrates the importance of consultation and documentation in the practice of massage therapy. Students will learn how to screen clients while making appointments, determine the needs and expectations of the clients, and explain why it is important to set policies during the first consultation. They will also be able to define a treatment plan with the information gathered during the consultation. After completing the course, students will be able to determine which records should be kept and the reason(s) they should be updated.

**Number of Credits:** 3.5

**Total hours:** 35

**Prerequisites:** None

### **PNF 713: Proprioceptive Neuromuscular Facilitation (PNF)**

**Description:** In this class, we will target therapeutic stretching techniques that are applicable in a multitude of settings. Specific attention will be given to utilizing PNF to improve clients' muscular systems for optimum athletic performance. Students will also learn how to use PNF in for rehabilitation. The class also teaches students how to stretch receptors of the muscle spindle to immediately accommodate a greater muscle length.

**Number of Credits:** 5

**Total hours:** 50

**Prerequisites:** None

### **TUN 711: Tuina**

**Description:** In this class, students will learn about the Chinese manipulative therapy known as Tuina, which involves treating the areas between the joints (the eight gates) and stimulating acupressure points. Techniques covered include brush, knead, roll, press, and rub. Upon completing the course, students will be able to explain relationship between the body's defensive chi (Wei Qi), the meridians, and the muscles.

**Number of Credits:** 5

**Total hours:** 50

**Prerequisites:** None



### **SHT 717: Shiatsu**

**Description:** This hands-on class deepens the level of student competency in Shiatsu. Shiatsu is an ancient form of Japanese Bodywork which focuses on working with the energy of the body. Our class works with specific meridian pathways to support a client's overall health by balancing, enhancing and restoring the natural flow of Qi. The practitioner uses gentle acupressure and passive stretches to increase blood flow and to relax muscle tension.

**Number of Credits:** 5

**Total hours:** 50

**Prerequisites:** None

### **LPM 718: Lymph Massage**

**Description:** In this class, students will learn about the systematic, gentle massage directed toward the superficial tissues, with the intent of enhancing lymph circulation. Topics covered include the influential people in the development of the practice, lymph circulation vs. blood circulation, function and location of lymph nodes, major contraindications to lymph massage, primary technique used in lymph massage, and sequence of movements for lymph massage on an area of the body.

**Number of Credits:** 3.5

**Total hours:** 35

**Prerequisites:** None

### **CMT 355: Clinical Massage Techniques**

**Description:** In this class, students will learn about the techniques used in neuromuscular therapy and muscle energy technique. Topics covered include (central vs. attachment) trigger points and their treatment, post-isometric relaxation vs. reciprocal inhibition, passive positioning and its associated bodywork styles, position release technique and associated positions of ease, superficial fascia vs. deep fascia, myofascial techniques, and the craniosacral system.

**Number of Credits:** 5

**Total hours:** 50

**Prerequisites:** None

## **Computer Office Specialist**

### **Program Description**

The Computer Specialist program provides competency in a broad spectrum of common computer applications. It is designed to develop versatile and proficient entry-level computer specialists (SOC Code: 43-9011) who are able to handle word processing, spreadsheet, database, accounting, and presentation applications. It will also provide an introduction to computers, internet and web-site development, and the utilization of social media and email for business purposes.



### Program Objectives

Upon completion of the program, students will be able to:

- Demonstrate proficiency in creating and editing word processing documents and working with word processing software.
- Show mastery of spreadsheet applications by creating, editing and working with spreadsheets.
- Exhibit competence in working with financial accounting software.
- Describe the history and function of the internet
- Create professional looking documents and websites
- Utilize the latest internet and electronic communication software

### Admission Requirements

Aberdeen College accepts students with one of the following qualifications: a High College Diploma, passing the General Education Development (GED) test, passing the California High College Proficiency Examination (CHSPE), or passing the Wonderlic Basic Skills Test (WBSI) (Page 31 for explanation). The applicants should also have reached compulsory age to be accepted by Aberdeen College. The compulsory age is 16 years old and above as defined by the State of California Department of Education.

### Program Information

Length: 1000 hours, 1 year

Total Units: 50

Subject Area	Course Number	Course Title	Classroom Hours	Lab hours	Credits	Clock Hours
Introduction to Computers	COM100	Introduction to Computers	15	5	1	20
	COM101	Windows I	15	5	1	20
	COM102	Windows II	15	5	1	20
Word Processing	COM110	Word Processing I	60	20	4	80
	COM111	Word Processing II	60	20	4	80
Electronic Spreadsheets	COM120	Electronic Spreadsheet I	60	20	4	80
	COM121	Electronic Spreadsheet II	60	20	4	80
Computerized Accounting	COM130	Computerized Accounting I	30	10	2	40
	COM131	Computerized Accounting II	30	10	2	40
Database	COM140	Database I	30	10	2	40
	COM141	Database II	30	10	2	40



Electronic Communication Tools	COM150	Internet Basics	15	5	1	20
	COM151	Electronic Communications	30	10	2	40
	COM152	Presentation Software	60	20	4	80
Website and Social Media	COM200	Introduction to Website development	60	20	4	80
	COM201	Utilizing Social Media for Business	30	10	2	40
	COM202	Mobile Applications	30	10	2	40
Desktop Publishing	COM210	Desktop Publishing Applications	60	20	4	80
	COM211	Image Editing	60	20	4	80
TOTAL PROGRAM					50	1000
					Credits	Hours

In this Program, 20 Clock Hours=1 Unit

## Course Descriptions

### COM100 Introduction to Computers

Good computer skills are necessary in nearly any business environment. Students will learn both computer concepts and terminology which will help them acquire critical computer skills and experience with commonly used business software in the courses that follow in the Computer Office Specialist program. There will be an introduction to the history of computers, particularly in the business context, and the social implications of the widespread use of computers. Topics will include: computer and Internet basics, hardware, software, networks, file management, data security, web, e-commerce, digital media, and technology career skills including professionalism in communications and conducting business activities.

### COM101 Windows I

This course introduces the user to some of the essential features of Microsoft Windows. In addition to the basic concepts of involving start screen, desktop, taskbar, start bar, and charm bar, students will also learn and acquire skills including working with Windows apps, getting and sharing information apps, and working with media apps.

### COM102 Windows II



This course moves beyond the basic functions of Microsoft Windows into the more advanced features. Students will gain confidence in adapting the windows environment to their business needs and in keeping with their personal preferences. They will gain additional knowledge in the management of files, customization, security, and devices.

**COM110      Word Processing I**

This course provides lecture and hands on experience in introducing Microsoft Word. It provides the basic skills necessary to create, format, modify, and print letters, documents, and reports; produce boilerplates and integrate mailing lists and form letters. The student will also develop keyboarding and essential word processing skills.

**COM111      Word Processing II**

This course provides an in depth look at Microsoft Word for Windows. More advanced features in Word will be discussed and students will be given significant hands-on work to put the theory into practice. Topics include: multipage document development, styles and templates, references, integration with other programs, advanced graphics, building forms, collaborating with coworkers, and customizing Word. Students will also develop advanced document formatting skills while becoming familiar with documents for specialized fields.

**COM120      Electronic Spreadsheet I**

This course is designed to enable the student to gain proficiency in creating, designing and using a computer spreadsheet application such as Microsoft Excel, especially for business applications. The student will learn how to format and enhance spreadsheets, use appropriate functions, interpret data and design templates. Student will gain proficiency through hands on assignments in working with the spreadsheet application.

**COM121      Electronic Spreadsheet II**

This course builds upon the skills gained in the first module. Students gain added proficiency at basic functions while building their knowledge of spreadsheet functions. Special focus of this module include data analysis, creating charts and graphics, using PivotTables and Pivot Charts, preparing worksheets and charts for printing, working with macros and forms, integrating Excel use with other MS Office applications, sharing workbooks and collaboration with colleagues.

**COM130      Computerized Accounting I**

This course will train the student in using QuickBooks, the leading small business accounting package. Students will learn to create company files and set up chart of accounts, customers, jobs, vendors, items, and lists. This hands-on course starts with an introduction to basic accounting terms and concepts, and walks students through the QuickBooks set up process where they will proceed to acquire bookkeeping skills such as tracking time and mileage, paying for expenses, invoicing, and generating statements

**COM131      Computerized Accounting II**





This course builds upon the skills gained in Computerized Accounting 1, and enables students to master QuickBooks. After a brief review of previously learned skills, advanced bookkeeping features will be discussed and then students will learn to apply QuickBooks in managing a business.

**COM140      Database I**

This course is an introduction to relational database management systems. Students will use a relational database management system to create and maintain a database. Students will learn to perform common database tasks such as creating queries, forms, and reports through a case study simulating the day-to-day business needs of a health clinic. Emphasis will be placed on the skills needed to meet user requirements.

**COM141      Database II**

This course moves beyond the basics to provide insights into the more advanced functions of Microsoft Access. Students will learn how to create custom reports, share/integrate/analyze data, use action queries and advanced table relationships, automate tasks with macros, program Visual Basic application code, and manage/secure a database effectively.

**COM150      Internet Basics**

Internet Basics presents the student with a hands-on introduction to the latest Internet concepts and skills to help them become digitally literate computer specialists. Besides the technical side of Internet concepts and skills, students will also be learn about the societal impact of the Internet by learning about e-business, social media and issues related to data breaches and other privacy concerns.

**COM151      Electronic Communications**

This course provides an overview of electronic communications as used in an office setting, with a special emphasis placed on the Microsoft Outlook software. Topics include: email fundamentals and management, scheduling, virus protection, message content enhancement, and wireless / mobile computing and emerging technologies.

**COM152      Presentation Software**

This course provides a foundation for creating, modifying and delivering presentations. Topics include: creating a presentation, formatting content, collaborating with others, managing a presentation, creating output and delivering a presentation. The student will learn how effectively use and integrate images, audio and video, and how to animate the presentation. Working with templates, designing templates and developing quality presentations will be a focus. Designing stylish yet practical and readable presentations will also be discussed.

**COM200      Introduction to Website Development**

This course will provide a basic understanding of the methods and techniques of developing a simple but professional web site. Using the current web standards for html, students will be instructed on creating and maintaining a simple web site. After the foundation language has been established, the aid of a web editor will be introduced. The course will also provide an introduction to useful programming languages and resources for further study.



### **COM201 Utilizing Social Media for Business**

Businesses are utilizing social media strategies in numerous creative ways. This course will introduce the student to a variety of social media applications and provide hands on experience with each of them. Strategies for utilizing social media will be considered. Other Topics include: Blogging, creating content that grabs attention, Getting noticed (S.E.O.) on the web, Twitter, Facebook, Instagram, and other emerging technologies and how to use them in business.

### **COM202 Mobile Applications**

The increased use of mobile phones to access information requires understanding how to optimize your website for mobile phones. Mobile Applications for iPhone and Android have created another way to utilize technology for business purposes. In this class, students will learn about the basic concepts of mobile app development and develop simple mobile apps.

### **COM210 Desktop Publishing Applications**

This course emphasizes intensive use of desktop publishing software including MS Word, MS Publisher, Adobe Photoshop and Adobe Illustrator to create publications such as letterheads, resumes, fliers, posters, brochures, reports, newsletters, and business cards. Topics include: Desk top Publishing concepts, Desktop publishing software, publication page layout, basic graphic design, designing desktop publications as a team, and practical applications.

### **COM211 Image Editing**

In this class, students will learn how to edit, enhance, and get creative with their photographic images. Photoshop is a powerful photo editing program that is a great way to get more out of your photos. Many of the program's tools along with photo retouching techniques will be discussed. Topics include: Layers; file formats; program screen layout; toolbox and tool options; selection tools; crop; layer properties; quick fixes, basic video editing, and preparing files for web usage.

## **Computer Graphic Design**

### **Program Description**

The Computer Graphic Design program provides competency in a broad spectrum of traditional and digital graphic design skills. It is designed to develop versatile and proficient graphic designers (SOC Code 27-1024) who are able to provide professional-level graphic design services using software applications including Photoshop, Illustrator, InDesign and Dreamweaver, in addition to traditional skills including drawing, typography, logo design, watercolor painting, and ink art. Graduates of the program may also work as a web developer (SOC Code 15-1134) as an independent contractor or via employment.

### **Program Objectives**

Upon completion of the program, students will be able to:

- Edit images using Photoshop



- Create digital drawings using Illustrator
- Produce desktop publishing documents using InDesign
- Design and develop web pages and web sites using Dreamweaver
- Discuss graphic design history and theory in a knowledgeable manner
- Exhibit competency in essential graphic design skills including drawing and typography
- Apply traditional fine arts techniques and aesthetics to graphic design projects

**Admission Requirements**

Aberdeen College accepts students with one of the following qualifications: a High College Diploma, passing the General Education Development (GED) test, passing the California High College Proficiency Examination (CHSPE), or passing the Wonderlic Basic Skills Test (WBSI) (Page 31 for explanation). The applicants should also have reached compulsory age to be accepted by Aberdeen College. The compulsory age is 16 years old and above as defined by the State of California Department of Education.

**Program Information**

Length: 900 hours, 1.25 year (5 quarters)

Total Units: 60

Subject Area	Course Number	Course Title	Credits	Clock Hours
Essential Graphic Design Skills	ART101g	Drawing I	3	45
	ART102g	Drawing II	2	30
	ART103g	Drawing III	2	30
	ART111g	Typography I	2	30
	ART112g	Typography II	2	30
Graphic Design Fundamentals	ART150g	History of Graphic Design	2	30
	ART160g	Graphic Design Theory	2	30
Applied Graphic Design	ART180g	Logo Design and Branding	2	30
	ART190g	Portfolio	4	60
Fine Arts	ART130g	Introduction to Watercolor	2	30
	ART140g	Introduction to Ink Art	2	30
Computer Basics	COM100g	Computer Basics	3	45
Image Editing	COM211g	Photoshop I	4	60



	COM212g	Photoshop II	4	60
Vector Graphics Editing	COM221g	Illustrator I	4	60
	COM222g	Illustrator II	4	60
Desktop Publishing	COM231g	InDesign I	4	60
	COM232g	InDesign II	4	60
Web Design & Development	COM201g	Dreamweaver I	4	60
	COM202g	Dreamweaver II	4	60
TOTAL PROGRAM			60 credits	900 Hours

In this Program, 15 Clock Hours=1 Unit

### Course Descriptions

#### ART101g Drawing I

Drawing is one of the fundamental skills a graphic design artist must have. Even with digital substitutes such as drawing tablets and Adobe Illustrator, hand drawn sketch remains one of the most powerful, efficient, and quick ways to visualize designs and communicate ideas. In this class the students will get to learn about and practice in the following key areas: principles of good drawing, fundamental techniques, and composition guidelines. The knowledge and skills acquired in this class will be applicable to both hand drawn and digitally created sketches and drawings.

#### ART102g Drawing II

In this class, students will further develop their drawing skills after having acquired a solid understanding of the principles and communication techniques involved in traditional drawing from Drawing I. Using the human face and figure as the emphasized subject, students will learn new drawing techniques while refining what they have learned in Drawing I.

#### ART103g Drawing III

In this class, students will further develop their drawing skills after having acquired a solid understanding of the principles techniques involved in depicting organic matters such as muscle and hair from Drawing II. Using a variety of mammal animals as the emphasized subjects, students will learn new drawing techniques while refining what they have learned in Drawing II.

#### ART111g Typography I



Typography, or the art of designing with type, is one of the cornerstones of a graphic designer's skill set. This class will cover multiple aspects of typography including stroke weight, syntax, legibility, and structure. Students will learn to apply fundamental concepts to their typographical designs.

**ART112g      Typography II**

In this class, students will learn to apply fundamental concepts while also be exposed to current and new trends of typography in media, time, and motion. Several educational case studies to be explored in this class will offer students a keen insight into the typographic design process.

**ART130g      Introduction to Watercolor**

Watercolor painting is an art form with a very long history and found within many different cultures. Mastery of this form of expression will help expand an artist's practical skill set while honing other abilities essential to other fine arts disciplines. In this class, students will learn about techniques and composition principles associated with watercolor painting. They will also be given the opportunity to apply them to painting projects.

**ART140g      Introduction to Ink Art**

In this class, students will learn basic ink art techniques from both Western (pen based) and Eastern (brush based) approaches to foster an appreciation of the aesthetics of two fundamentally distinct disciplines that will help them develop their own personal style.

**ART150g      History of Graphic Design**

This course surveys the history of graphic design, covering its evolution from the 19th century to the present day. Students will learn about how historical, societal, political, cultural, and economical factors have helped shape and influence the development of styles of graphic design in the decades during the last two centuries. This will in turn provide the students with a better grasp of current trends and predict what the future holds for graphic design.

**ART160g      Graphic Design Theory**

This course will explore the complex theories underlying the discipline of graphic design, covering topics that include communication models, visual representation as a system of signs, cognitive approaches to design, modernism, postmodernism, and the social, cultural, and material contexts of contemporary graphic design. Upon successful completion of this course, the student will be able to apply theory in a modern graphic design practice to improve their work.

**ART180g      Logo Design and Branding**

Brand identity design deals with the visual aspects of a company or organization's identity. Graphic design artists are often tasked with finding a quick and effective way to express a company or organization's values through a symbolic image. In this course students will learn about the design process of creating a logo and developing a brand identity, a skill set that is useful to market both themselves and their clients.

**ART190g      Portfolio**



The purpose of this course is to help graduating Graphic Design students develop a body of professional quality design work designed to showcase their strengths and creativity and help them launch professional careers. As it is a graduating class, students are expected to have successfully completed most courses in the Computer Graphic Design curriculum, so they can apply the skills taught in the other courses into developing their portfolios. Students are expected to be well rounded enough and offer both traditional and digital work samples in their portfolio in order to receive a Passing grade.

**COM100g Computer Basics**

Computer skills are indispensable for the modern graphic design artist. It can be used during any stage of the design process, from the rapid production of proof of concept to explore ideas during the creative process to the final layout and actual production of a completed design. As new graphic designers entering the field are expected to be well versed in application packages such as Photoshop, Illustrator, etc., a fundamental understanding of how computers work will help reduce the learning curve when mastering a new software package that is essential to the craft. In this class the student will learn the basics of operating a personal computer, skills that will be applicable to virtually all the software tools they will be learning to use.

**COM201g Dreamweaver I**

The modern graphic design artists often find themselves working in web design related projects. Those with a working knowledge of a web design and development application, such as Dreamweaver, will have a competitive edge by offering clients a one-stop solution that offers both graphic design and web development. Having an understanding of the underlying technical requirements of web development also enables the graphic designer to make a visual approach that complements rather than taxes the functional side of web pages. This course will provide a basic understanding of the methods and techniques of developing simple but professional looking web page. Topics to be covered in this course include text, CSS, links, images, tables, HTML, tags and code, page layout, and CSS troubleshooting.

**COM202g Dreamweaver II**

In this course, students will build upon the skills they have acquired in Dreamweaver I which allow them to build web pages and learn to build websites for mobile device, bring their pages to life with interactivity / forms / multimedia, manage websites, and unleash the power of Dreamweaver with reusable page elements, templates, and customization. The student will learn about the concepts related to server-side programming.

**COM211g Photoshop I**

In this class, students will learn the basics of digital imaging using Adobe Photoshop, the industry standard tool for manipulating digital images. Photoshop is a powerful photo editing program that is a great way to get more out of your photos. Students will learn to use programs, tools, layers, and palettes to improve and edit photo composites and original artwork, transforming them into concept design elements. By the end of this class, the students will be familiar with Photoshop enough to tackle its more sophisticated features, which will be explored in the Photoshop II class.

**COM212g Photoshop II**



In this class, students will continue what they have started in Photoshop I and learn about the more advanced features in Photoshop. Photoshop is a powerful image editing program that helps graphic design artists to get more out of their artworks and photos. Many of the program's tools along with photo imaging techniques will be discussed. Topics covered in this class include: vector drawing techniques, advanced compositing, painting with the mixer brush, editing video, working with Camera Raw, preparing files for web usage, producing and printing consistent color, and printing 3D files.

**COM221g Illustrator I**

In this class, students will learn the basics of digital drawing using Adobe Illustrator, the industry standard illustration application for print, multimedia, and online graphics that offers graphic designers the tools needed to get professional quality results in print publishing, multimedia graphics, web pages, and online content. Topics that will be covered in this class include: familiarizing with the work area, acquiring techniques for selecting artwork, using shapes to create artwork, transforming artwork, using drawing tools to create an illustration, using color and patterns to enhance signage, and adding type to a poster. Students who complete this course successfully will be able to proceed to learn about Illustrator's other advanced features in the follow-up course, Illustrator II.

**COM222g Illustrator II**

In this class, students will continue to build upon what they have learned in Illustrator I and learn about advanced features and tools available in Adobe Illustrator, the industry standard illustration software application. Topics covered in this class include: layers, blending colors and shapes, brushes, effects, graphic styles, perspective, symbols, cross-application functionalities, and web content prep. By the end of the course, students should be comfortable creating graphic design contents using Illustrator due to their familiarity with many of the software's tools and features.

**COM231g InDesign I**

In this course, students will learn the basics of digital desktop publishing using Adobe InDesign, a powerful tool that enables graphic design artists to create digital/online content for tablet devices and printed works like books, brochures, flyers, newspapers, and posters from a personal computer. The main topics to be covered in this course include document setup, objects manipulation, text flow and editing, typography, and colors. Students who complete this course successfully will be able to proceed to learn about InDesign's other features in the follow-up course, InDesign II.

**COM232g InDesign II**

In this class, students will continue to build upon what they have learned in InDesign I and learn about other features and tools available in Adobe InDesign, the industry standard desktop publication software. Topics covered in this class include: styles, graphics importation and modification, tables creation, transparency, printing, exporting, PDF file creation with form fields, fixed-layout EPUB creation and reflowable EPUB creation. By the end of the course, students should become well versed with the major InDesign features and tools to create visually striking online content and printed materials.



**Certified Nurse Assistant(CNA)**

**Class Length**

8 Hours a day, 4 days a week Saturday and Sunday 8 Hours / 8 Weeks for 150 Total Clock Hours

**Program Description**

This 9.33 Semester Credit Hour Allied Health program requires 8 weeks of training. The required hours of training include hours specified by the California Department of Health Services / Licensing and Certification Section. This program exceeds the minimum requirements to prepare a student for a wider scope of medical situations which may arise in the health industry.

**Program Objectives**

This program is designed to provide a student with extensive instruction in allied Health Aide, career development as well as preparing the student for the Nurse Assistant Certification testing by the American Red Cross or Regional Testing Center for Certification.

**Occupational Objectives**

Graduates will be qualified for entry -level positions in the Allied Health Industry, with Hospitals, Long-term care, Clinics, Doctors' Offices, and specifically to care for patients confined to nursing facilities or the patient's home.

Dot # 354.377-014, 66011, 355.674-014

Certified Nurse Assistant (150 Hours)			
MODULES	CONTENTS	Theory Hours	Clinical Hours
Module 1	Introduction	2	0
Module 2	Patients' Rights	2	1
Module 3	Communication/Interpersonal Skills	2	0
Module 4	Prevention and Management of Catastrophe And Unusual Occurrences	1	1
Module 5	Body Mechanics	2	4
Module 6	Medical and Surgical Asepsis	2	8
Module 7	Weights and Measures	1	1
Module 8	Patient Care Skills	14	44





Module 9	Patient Care Procedures	7	20
Module 10	Vital Signs	3	6
Module 11	Nutrition	2	6
Module 12	Emergency Procedures	2	1
Module 13	Long-Term Care Resident	2	0
Module 14	Rehabilitative/Restorative care Nursing	2	4
Module 15	Observation and Charting	4	4
Module 16	Death and Dying	2	0
<b>Total Hours</b>		<b>50</b>	<b>100</b>

### Course Description

#### Module 1: Introductions to Health Care

During this module, the student learns of the role and responsibility of the Certified Nurse Assistant. An overview of Title 22, division 5, California Code of Regulations. The requirements for nurse assistant certification, professionalism, ethics and confidentiality are reviewed.

#### Module 2: Patient Rights

In this module, the student learns communications, defense mechanisms, social cultural factors, attitudes toward illness and health care and family interaction. The student is instructed in the patients' right as specified in Title 22, California Code of Regulations section 72527 and in sections 1599.1, 1599.2, and 1599.3 of the Health and Safety Code and in Title 42 Code of Federal Regulations Part 483, Sections 483.10, 483.12, 483.13, and 483.15.

#### Module 3: Communication/Interpersonal Skills

The student will learn communication and defense mechanism skills when working with the Patient and the health care team. The student will be introduced to socio cultural factors, attitudes of illness and health care in the community and family interactions.

#### Module 4: Prevention/Management of Catastrophic & Unusual Occurrence



During this module, the student will learn emergency procedures, general safety rules, fire and disaster plans, the roles and procedures for Nurse Assistants, and patient safety.

**Module 5: Body Mechanics**

In this module, the student learns of the basic rules of body mechanics, proper transfer techniques, ambulation, the proper use of body mechanics and positioning techniques.

**Module 6: Medical & Surgical Asepsis**

The student will learn about Micro-organisms, the procedure of universal precautions used for infection control including methods to handle patients, and all materials that are soiled with body fluids from patients. The principles

**Module 7: Weights and Measures**

The student will use the metric system in measuring accurately the intake and output and fluid balance, fluid intake, fluid output, forcing and restricting fluids. Measuring resident's height and weight in the bed or upright scale.

The student will learn to understand the Metric system, by weight, length and liquid volume. The student will also learn military time i.e. a twenty-four (24) hour clock.

**Module 8: Patient Care Skills**

During this module, the student learns the proper procedure for bathing patients and medicinal baths, dressing and undressing oral hygiene with their own teeth, dentures or to unconscious residents, hair care combing and shampooing nail care, shaving. The assistance with prosthetic devices, skin care including Decubitus ulcers, elimination needs, bowel and bladder retraining, weights and measuring the patient.

**Module 9: Patient Care Procedures**

During this module, the student learns how to collect specimens, including stool, urine and sputum. Students learn to care for patients with tubing to include but not limited to gastric, oxygen, urinary, and intravenous (IV). (This care does not include inserting, suctioning or changing the tubes). Student also learns meaning of intake and output (I&O), bed making, cleansing enemas, laxative suppositories, admission, transfer and discharge, bandages and non-sterile dry dressings, application of non-legend topical ointments to intact skin surfaces.



**Module 10: Vital Signs**

The student will learn the purpose of vital factors affecting the vital signs, Normal ranges, methods of measuring the temperature, pulse and respiration and blood pressure... Learn abnormalities of vital sign and, recording the proper documentation.

**Module 11: Nutrition**

The student learns the Principles of Basic Nutrition, Basic Four Food Groups, Religious Dietary Restrictions, The Four Major Types of Nutrients, The Importance of Water, Nutrient and Calorie Needs, Assessing Nutrition, Good vs Poor, Regular and Special (Therapeutic) Diets, Therapeutic Diets that Eliminate, Restrict, or Change the Proportion of Foods or Nutrients, Therapeutic Diet that are Served in 4 Particular Forms, Supplemental Food and Fluids, Principles of Fluid Balance, Nursing Assistant's Responsibility Relating to Client's Diet, Planning a Menu and Shopping List, Purchasing Food Wisely, Storing Food Properly, Feeding techniques for the patient, Food Preparation and diet therapy.

**Module 12: Emergency Procedure**

During this module, the student will learn signs and symptoms of distress, immediate and temporary intervention and emergency codes and procedures, general safety rules, fire and disaster plans, the roles and procedures for Certified Nurse Assistants, and patient safety and emergency including overview of CPR and first aid for choking resident.

**Module 13: Long Term Care**

During this module, the student learns the needs of persons with retardation, Alzheimer's, cerebral palsy, epilepsy, dementia, and mental illness. General anatomy and terminology, physical and behavioral needs and changes, community resources available, psychological, social, and recreational needs, common disease/disorders including signs and symptoms.

**Module 14: Rehabilitative Nursing**

During this module, the student learns the importance of promoting patient potential, devices and equipment used in patient care, ADLs, Family interactions, complications of inactivity, ambulation and range of motion exercises, assistive devices to assist the resident to assist with their activities of daily living.

**Module 15: Observation and Charting**



The student learns observation of patients and reporting responsibilities, patient care plans, patient care documentation, legal issues of charting, in depth medical terminology for observation and charting. Introduction to medical terminologies.

### **Module 16: Death & Dying**

During this module, the student learns the stages of grief, the emotional and spiritual needs of the patient and family, rights of the dying patient, signs of approaching death, monitoring of the patient, and post mortem care.

\*\*\*

### **FINAL EXAM AND LICENSE**

**Nurse Assistant/students**, upon completion of the course, and completing the final exam with a grade of 80% on the final examination will be eligible to apply for the certification test given by the American Red Cross or Regional Testing Center.

After taking the certification test and passing to receive a certification as a Certified Nurse Assistant with the American Red Cross or Regional Testing Center test site, the student will be issued a transcript, and diploma, if tuition is paid in full to the College. **The certification test is not given by the College, but by the American Red Cross or Regional Testing Center. This College cannot guarantee the certification.**

### **THE COURSE INCLUDES:**

(1) Sets of Scrubs- set of Navy Blue scrubs for theory and (1) sets of White scrubs for clinical

Book: Mosby's Textbook for Nursing Assistants

Stethoscope

All supplies for lab and clinical use.

All students will be expected to wear the scrubs given to you by the College

and you **MUST** have a Textbook, also given to you by the College.

### **Requirements for renewal of CNA license/certification:**

1. Forty-eight hours (48 hrs.) Certificate of Education Units (CEU) Per year (24) hrs.



2. In service training in a facility or hospital with one (1) day paid salary

Note: 24 units CEU – on line courses/classes: earn 12 units each Year. Other CEU Trainings can be taken from accredited training facilities and Colleges.

**Important:** Renewal of license/certification shall be four (4) months before expiration date.

### **MAKE-UP PROCEDURE FOR MISSED CLASS OR EXAMINATION**

- Class Content Makeup — Students are responsible for all class content presented. If they are not present, a makeup will be to view the actual video of the theory class held on that particular day
- Class Examination — Students are expected to attend an examination on the day and time it is scheduled. Students who miss an examination due to an excused absence will be given an alternate exam. The alternate examination will be valued 5% less than the original examination.
- It is the responsibility of the student to contact the Instructor within 24 hours of return to College to arrange a time for make-up of the missed examination (or quiz). All examinations and quizzes must be made up within one week (5 working days) after return to College. Examinations or quizzes not made up within this time period will be assigned a grade of 0%.

Clinical Experience Makeup Policy/Procedure:

- A student who is absent from a clinical/ ride-a-long experience is responsible for contacting the clinical Instructor/Clinical coordinator on the day of return from the absence to discuss a makeup experience. A second failure to contact the clinical teacher within 24 hours of return will result in termination from the program.
- Clinical Makeup — Clinical and laboratory make-up will be permitted at the discretion of the Instructor. Learning objectives not achieved will be identified and a plan for correction will be shared with the student. The Instructor may give additional assignments to assist the student in meeting the course objectives (i.e., materials, reviewing selected audio-visual materials, and/or writing a paper relevant to the clinical experience missed). All assigned makeup hours must be completed before the next course begins.

Canceled Clinical Experience – If a scheduled clinical experience is canceled for unforeseen circumstances (labor disputes, inclement weather, etc.) an alternate clinical experience will be provided.



## Written Tests

- A student who misses a regularly scheduled quiz/test must make arrangements for a make-up test. The grading policy on make-up tests is as follows:
- The student must contact the instructor on the student's first day returning to College to request a make-up test. The instructor will schedule the time for the test to be made up. If the student does not keep the make-up appointment as scheduled, the student will receive a zero score and failing grade for the test.
- If the student does not contact the instructor on the first day returning to College, the test may not be made up and the student will receive a zero (failing grade) on the test.
- Any student who does not take a test in accordance with the terms of this policy shall receive a score of zero (failing grade) on the test.

## **CERTIFIED HOME HEALTH AIDE (CHHA)**

**Class length:** 4 Hours a day, 3 days a week Saturday and Sunday 8 Hours/4weeks for 40 Total Clock Hours

### **Program Description**

The Home Health Aide program, a 40-clock hour 2.0 Semester Credit Hour 4 Week program, is designed to expand the role of a Nursing Assistant to provide quality care to a client in a homecare setting under the supervision of a Case Manager or a Registered Nurse.

### **Program Objectives**

The applicant must be a Certified Nursing Assistant (C.N.A.) to take this 40-clock hours, California Department of Health Department approved course, which will train to provide quality care to clients in their home. The applicant will learn: (1) How to work well with clients and their families, and help them feel better about themselves; and (2) How to assist clients in taking care of their daily need. Upon successfully completing of this course the applicant will be issued a diploma which will lead to an occupation as a Home Health Aide.

This program is designed to provide a student with extensive instruction in Home Health Aide requirement. There is no additional testing for this certification. **THE STUDENT MUST BE A CERTIFIED NURSE ASSISTANT TO ENROLL IN THIS COURSE.**

### **Occupational Objectives**

The course syllabus was developed following the California Department of Health Services guidelines for the training of C.N.A.'s to become certified home health aide. Section 484.36 of the Health Care Financing Administration regulations (Omnibus Budget Reconciliation Act), OBRA for short, and Title



22 were used to develop the appropriate units of the curriculum. The following course content required by Title 22 was included in the 40-hour curriculum:

Dot # 354.377-014, 66011, 355.674-014

<b>Certified Home Health Aides(40 Hours)</b>		
<b>CONTENT</b>	<b>THEORY HOURS</b>	<b>CLINICAL HOURS</b>
Introduction to Aide and Agency Role	2	0
Interpretation of Medical and Social Needs of Clients	5	0
Personal Care Services	5	15
Nutrition	5	3
Cleaning and Care Tasks in the Homes	3	2
<b>Total Hours</b>	<b>20</b>	<b>20</b>

**CERTIFIED HOME HEALTH AIDES (CHHA)** is paraprofessionals who are employed by private health care and non-profit community agencies. According to the physician’s plan of treatment, Home Health Aides work under the supervision of a registered nurse/ physical therapist to provide personal and homemaking services to the aged and disabled. They also care for children whose parent is ill or incapacitated.

The student learns an Introduction to Homemaking Tasks, Cleaning the Client’s Home, Economical Cleaning Materials and How to Use Them, Specific Tasks, General Rules of Safety in the Home, Fire and Safety Prevention, Poisons, Oxygen Safety, Making Your Own Cleaning Equipment.

Home Health Aides provide essential services for clients who cannot live alone without assistance. They keep households functioning as normal as possible and enable the sick to remain at home instead of moving to a nursing home.

Typical tasks performed by Home Health Aides include assisting clients to bathe and use the toilet or bedpan and to move about.

They check pulse and respiration rates, change surgical dressings and assist the client with medications. They also do cleaning tasks relation to the safety and comfort of residents. Tasks include cleaning the client’s room, kitchen and bathroom, doing laundry and changing bed linens. Home Health Aides also plan meals (including special diets), shop for food and prepare meals. In addition to regular duties.

**English as a Second Language(Diploma Program)**



### **Intensive ESL Program**

The Philosophy of Our ESL Program at our College is that English is best learned when written and oral skills are combined. All classes are taught in a communicative and interactive way incorporating as much cultural content as possible. Thus the student is learning not only the skills needed to achieve the goal of mastering English, but also the appropriate context in which to use it while living in the United States. We offer intensive, academic-based ESL classes for students, who receive instruction 4 hours per day, 5 days a week.

All potential students must take a level placement test to determine the proper level to start class.

The placement test is based on the Interchange Third Edition Series.

### **Length of the program**

The entire program consists of 3 modules, based on the student's abilities level, and a combined total of 800 hours:

Beginning level:	300 total hours, 15 weeks
Intermediate level:	300 total hours, 15 weeks
Advanced level:	200 total hours, 10 weeks
Total hours:	800 total hours, 40 weeks

### **Sequence and Frequency of Lessons or Class Sessions**

Classes meet 20 hours per week (M-F).

### **SYLLABUS AND APPROACH**

Interchange Third Edition uses high-interest themes to integrate speaking, grammar, vocabulary, pronunciation, listening, reading, and writing. There is a strong focus on both accuracy and fluency. The underlying philosophy of the course remains that language is best learned when it is used for meaningful communication.

### **Topics**

The course covers contemporary, real-world topics that are relevant to students' lives. Students have background knowledge and experience with these topics, so they can share opinions and information productively. In addition, cultural information stimulates cross-cultural comparison and discussion.

### **Functions**

A functional syllabus parallels the grammar syllabus in the course. Throughout the course, students learn useful functions, such as how to introduce themselves, or agree and disagree.

### **Grammar**

Interchange Third Edition has a graded grammar syllabus:





Level 1 reviews and expands on the basics structures for complete beginners. The course views meaning, form, and use as the three interacting dimensions of language. First, students notice the new grammar in context in the Conversations or Perspectives. Then they learn and practice using the grammar forms in the Grammar Focuses. While they initially practice grammar in a controlled way, students soon move on to freer tasks that lead toward fluency. In other words, students acquire new grammar by using it, and grammar is a means to an end-communicative competence.

Level 2 reviews and expands on the basics structures for complete beginners. The course views meaning, form, and use as the three interacting dimensions of language. First, students notice the new grammar in context in the Conversations or Perspectives. Then they learn and practice using the grammar forms in the Grammar Focuses. While they initially practice grammar in a controlled way, students soon move on to freer tasks that lead toward fluency. In other words, students acquire new grammar by using it, and grammar is a means to an end-communicative competence.

Level 3 reviews and expands on the basics structures for complete beginners. The course views meaning, form, and use as the three interacting dimensions of language. First, students notice the new grammar in context in the Conversations or Perspectives. Then they learn and practice using the grammar forms in the Grammar Focuses. While they initially practice grammar in a controlled way, students soon move on to freer tasks that lead toward fluency. In other words, students acquire new grammar by using it, and grammar is a means to an end-communicative competence.

### **Vocabulary**

Vocabulary development plays a key role in Interchange Third Edition. Productive vocabulary (vocabulary students are encouraged to use) is presented mainly in Word Powers and Snapshots. Receptive vocabulary is introduced primarily in Readings, and Listening. In Word Powers, students typically categorize new vocabulary, to reflect how the mind organizes new words. Then they internalize the new vocabulary by using it in a personalized way.

### **Speaking**

Speaking skills are central focus of Interchange Third Edition, with an emphasis on natural, conversational language. The Discussion, Role Play, and Speaking exercises, as well as the Interchange activities, provide speaking opportunities that systematically build oral fluency. In addition, the Conversations illustrate different speaking strategies, such as how to open and close conversations, ask follow-up questions, take turns, and use filler words. Moreover, almost all other exercise offer fun, personalized speaking practice and opportunities to share opinions.

### **Listening**

The listening syllabus emphasizes task-based listening activities and incorporates both top-down processing skills and bottom-up processing skills. The Listening exercises for all levels provide focus questions or tasks that give students, a purpose for listening, while graphic organizers such as charts provide note-taking support. Moreover, most Conversations in Levels 1 to 3 provide follow-up listening tasks. Additional listening practice is provided in the self-study section at the back of the Student's Book.

### **Reading**

In the Reading exercises students read a variety of text types for different purposes. For example, they skim the texts for main ideas, scan them for specific information, or read them carefully for details. Then they



complete exercises that help develop reading strategies and skills, such as inference and guessing meaning from context. They also discuss their opinions about the readings.

**Writing**

Each of the 3 levels includes a writing syllabus. In the Writing exercise, students write a variety of real-world documents and essays. These exercises are designed to help students review the themes, vocabulary, and grammar in the unit. Students typically look at writing models before they begin writing; they use their experiences and ideas in their writing, and then share their writing with their classmates.

**Pronunciation**

The pronunciation syllabus focuses on important features of spoken English, such as word stress, intonation, and linked sounds. Every unit includes a Pronunciation exercise, the approach being that students benefit most from practicing a little pronunciation on a regular basis. In each unit, the students typically notice and then practice a pronunciation feature linked to the new grammar or vocabulary.

**Instructional Mode or Method**

The classroom activities include intensive discussions of English vocabulary, grammar, varied exercises, and the taking of sample tests, all of which are used in a standard classroom setting.

Lecture, Demonstration, Internet, Question and Answer and Practice.

**Topics to be Covered / Skills to be Learned**

The student’s ability to listen to spoken English, read English and write a composition in English are enhanced through drills, classroom discussions, and exercises. The measurement of the student’s progress is made each week by means of practice English tests which are timed exams and are taken by all participants.

**COURSE TEXT BOOKS**

**ESL**

ESL (Beginner Level)				
Name of Book	Author	Publisher	ISBN	Cost
Teacher’s Edition Interchange Third Edition Level 1	Jack C. Richards with Jonathan Hull and Susan Proctor	Cambridge University Press	978-0-521-60180-1	\$42
Student Book with Audio CD Level 1 Student’s Book	Jack C. Richards with Jonathan Hull and Susan Proctor	Cambridge University Press	978-0-521-60171-9	\$25
Level 1 Workbook One	Jack C. Richards with Jonathan Hull and Susan Proctor	Cambridge University Press	978-0-521-60177-1	\$14



Basic English Grammar 3 <sup>rd</sup> Edition	Betty Schrampfer Azar Stacy A. hagen	Pearson Longman	0-13-184937-9	\$53
--	---	-----------------	---------------	------

ESL (Intermediate Level)				
Name of Book	Author	Publisher	ISBN	Cost
Teacher's Edition Interchange Third Edition Level 2	Jack C. Richards with Jonathan Hull and Susan Proctor	Cambridge University Press	978-0-521-60194-8	\$42
Student Book with Audio CD Level 2 Student's Book	Jack C. Richards with Jonathan Hull and Susan Proctor	Cambridge University Press	978-0-521-60194-8	\$25
Level 2 Workbook Two	Jack C. Richards with Jonathan Hull and Susan Proctor	Cambridge University Press	978-0-521-60200-6	\$14
Basic English Grammar 3 <sup>rd</sup> Edition	Betty Schrampfer Azar Stacy A.hage	Pearso Longman	0-13-184937-9	\$53

ESL (Advanced Level)				
Name of Book	Author	Publisher	ISBN	Cost
Teacher's Edition Interchange Third Edition Level 3	Jack C. Richards with Jonathan Hull and Susan Proctor	Cambridge University Press	978-0-521-60225-9	\$42
Student Book with Audio CD Level 3 Student's Book	Jack C. Richards with Jonathan Hull and Susan Proctor	Cambridge University Press	978-0-521-60216-7	\$25
Level 3 Workbook Three	Jack C. Richards with Jonathan Hull and Susan Proctor	Cambridge University Press	978-0-521-60222-8	\$14
Fundamentals of English Grammar	Betty Schrampfer Azar	Pearson Education	0-13-049447-X	\$53

**Medical Office Specialist**

Name of Book	Author	Publisher	ISBN	Cost
Administrative procedures for Medical Assisting with Student CD	Booth	Career Education McGraw	978-0-26127-0	103.74
Clinical Procedures for Medical	Saunders-Elsevier	Bonewi-West	978-0-083-27127-0	107.35



Assistants-Text and Virtual Medical Office Package 7 <sup>th</sup> edition				
Illustrated Guide to medical terminology 1 <sup>st</sup> edition	Davies, Juanita	Thomson Delmar Learning Cengage	978-1-401-87919-8	54.10
Anatomy and Physiology Revealed Version 2.0 CD	Ohio 2008	McGraw-Hill	978-0-073-37807-7	42.75
Case Studies for the Medical Office	Sanderson, Susan M.	McGraw-Hill	978-0-173-25480-7	61.28
Computers in the Medical office with Student CD-Rom	Sanderson 2005	Career Education	978-0-072-97411-9	77.90

**Textbooks for the Massage Therapy Program**

Name of Book	Author	Publisher	ISBN	Cost
<i>Theory &amp; Practice of Therapeutic Massage , 5<sup>th</sup> Edition</i>	Mark F.Beck	Milady	9781435485242	82.37
<i>Trail Guide to the Body &amp; Trail Guide to the Body, 4<sup>th</sup> Edition,</i>	Andrew Biel	Books of Discovery	9780982663400	49.98
<i>Fundamentals of Anatomy and Physiology, 3<sup>rd</sup> Edition</i>	Donald C. Rizzo	Cengage	9781435438712	69.82
<i>The Balanced Body: A Guide to Deep Tissue and Neuromuscular Therapy with CDROM, 3<sup>rd</sup> edition</i>	Donald Scheumann	Lippincott Williams & Wilkins	9780781763080	63.62
<i>A Massage Therapist's Guide to Pathology, 5<sup>th</sup></i>	Ruth Werner	Lippincott Williams & Wilkins	9781608319107	52.75
<i>Stedman's Medical Dictionary for the Health Professions and Nursing, 7<sup>th</sup> Edition</i>	Stedman	Lippincott Williams & Wilkins	9781608316922	36.89
<i>Medical Conditions and Massage Therapy: A Decision Tree Approach (LWW Massage Therapy and Bodywork Educational Series)</i>	Tracy Walton	Lippincott Williams & Wilkins	9780781769228	59.24
<i>Massage: A Career at Your Fingertips</i>	Martin Ashley JD LMT	Enterprise Publishing	9780964466258	25.95
<b><i>Kinesiology: The Mechanics and Pathomechanics of Human Movement</i></b>	Carol A Oatis, PT, PhD	Lippincott Williams & Wilkins	9780781774222	85.15
<b><i>Basic Clinical Massage Therapy: Integrating Anatomy and Treatment Second Edition</i></b>	Clay, James H. and David M. Pounds	Lippincott Williams & Wilkins	9780781756778	58.11
<b><i>Traditional Chinese Medicine: An Authoritative and Comprehensive Guide</i></b>	Henry Lu	Basic Health Publications	9781591201328	19.95



<i>Kinesiology For Manual Therapies</i>	Nancy Dail, Tim Agnew and RT. Floyd	McGraw Hill	978-0073402079	82.72
<i>Reflexology: the Definitive Practitioners's Manual</i>	Beryl Crane	Thorson's	97818620412157	19.99

### Textbooks for the Massage Therapy II Program

Name of Book	Author	Publisher	ISBN	Cost
<i>Theory &amp; Practice of Therapeutic Massage , 5<sup>th</sup> Edition</i>	Mark F.Beck	Milady	9781435485242	82.37
<i>Facilitated Stretching, 4<sup>th</sup> Edition with Online Video</i>	Robert McAtee, Jeff Charland	Human Kinetics	9780736000666	34.95
<i>Chinese Tui Na Massage: The Essential Guide to Treating Injuries, Improving Health &amp; Balancing Qi</i>	Xiangcai Xu	YMAA Publications Center	9781886969049	13.98
<i>Shiatsu Theory and Practice, 3<sup>rd</sup> Edition</i>	Carola Beresford-Cooke	Singing Dragon	978184819308-6	56.66
<i>Foundations of Manual Lymph Drainage, 3<sup>rd</sup> Edition</i>	Michael Földi, Roman Ströbenreuther	Elsevier Mosby	9780323030649	40.89

### Textbook List for Computer Office Specialist

<i>Computer Concepts: Illustrated Introductory 9<sup>th</sup> Edition</i>	June Jamrich Parsons and Dan Oja	Course Technology, Cengage Learning	978-1133526162	130.95
<i>Microsoft Windows 8: Illustrated Introductory 1<sup>st</sup> Edition</i>	Steve Johnson	Course Technology, Cengage Learning	978-1285170220	74.95
<i>Microsoft Word 2013: Illustrated Complete 1<sup>st</sup> Edition</i>	Jennifer Duffy	Course Technology, Cengage Learning	978-1285093116	146.95
<i>Keyboarding and Word Processing Essentials, Lessons 1-55 19<sup>th</sup> Edition</i>	Susie H. VanHuss, Connie M. Forde, Donna L. Woo and Vicki Robertson	South-Western, Cengage Learning	978-11335888948	124.95
<i>Keyboarding and Word Processing Essentials, Lessons 56-110 19<sup>th</sup> Edition</i>	Susie H. VanHuss, Connie M. Forde, Donna L. Woo and Vicki Robertson	South-Western, Cengage Learning	978-11335888962	139.95
<i>Step by Step: Microsoft Excel 2013</i>	Curtis D. Frye.	Microsoft Press	978-0735681019	29.99
<i>QuickBooks 2015: The Missing Manual: The Official Intuit Guide to QuickBooks 2015 1<sup>st</sup> Edition</i>	Bonnie Biafore	O'Reilly Media	978-14919-4713-5	39.99
<i>New Perspectives on Microsoft Access 2013, Comprehensive Enhanced Edition 1<sup>st</sup> edition</i>	Joseph J. Adamski, Kathleen Finnegan and Sharon Scollard	Course Technology, Cengage Learning	978-1305501133	171.95



<i>Discovering the Internet: Complete (Shelly Cashman Series) 5<sup>th</sup> Edition</i>	Gary B. Shelly and Jennifer T. Campbell	<i>Course Technology, Cengage Learning</i>	978-1285845401	143.95
<i>Microsoft Outlook 2013 Step by Step</i>	Joan Lambert and Joyce Cox	<i>Microsoft Press</i>	978-0735669093	29.99
<i>Microsoft PowerPoint 2013: Complete (Shelly Cashman Series) 1<sup>st</sup> Edition</i>	Susan L. Sebok	<i>Course Technology, Cengage Learning</i>	978-1285167893	134.95
<i>Adobe Dreamweaver CC Classroom in a Book (2014 release)</i>	James J. Maivald	<i>Adobe Press</i>	978-0133924404	59.99
<i>Groundswell: Winning in a World Transformed by Social Technologies (Expanded and Revised 2001 Edition)</i>	Charlene Li and Josh Bernoff	<i>Harvard Business Review Press</i>	978-1422161982	18.00
<i>Programming with Mobile Application: Android, iOS, and Windows Phone 7 1<sup>st</sup> Edition</i>	Thomas J. Duffy	<i>Course Technology, Cengage Learning</i>	978-1133628132	99.95
<i>Introduction to Desktop Publishing with Digital Graphics, Student Edition 1<sup>st</sup> Edition</i>	Kevin Niemeyer	<i>McGraw-Hill Education, Glencoe</i>	978-0078729133	104.59
<i>Adobe Photoshop CC Classroom in a Book (2014 release)</i>	Brie Gyncild and Andrew Faulkner	<i>Adobe Press</i>	978-0133924442	59.99

**Textbook List for Computer Graphic Design**

<i>Drawing for the Absolute and Utter Beginner</i>	Claire Watson Garcia	<i>Watson-Guption</i>	978-0823013951	19.95
<i>Drawing the Head and Figure</i>	Jack Hamm	<i>Perigee Books</i>	978-0399507915	12.95
<i>How to Draw Animals</i>	Jack Hamm	<i>Perigee Books</i>	978-0399508028	12.95
<i>Typographic Design: Form and Communication, 6<sup>th</sup> Ed.</i>	Rob Carter, Philip B. Meggs, Ben Day, Sandra Maxa and Mark Sanders	<i>Wiley</i>	978-1118715765	65.00
<i>Watercolor Basics: Let's Get Started</i>	Jack Reid	<i>North Light Books</i>	978-0891348672	19.99
<i>Pen &amp; Ink Techniques (Dover Art Instruction)</i>	Frank Lohan	<i>Dover Publications</i>	978-0486474564	11.95
<i>The Art of Chinese Brush Painting</i>	Maggie Cross	<i>Crownood Press</i>	978-1847972897	45.00
<i>Graphic Design: A New History, 2<sup>nd</sup> Ed.</i>	Stephen J. Eskilson	<i>Yale University Press</i>	978-0300172607	65.00
<i>Graphic Design Theory (Graphic Design in Context), 1<sup>st</sup> Ed.</i>	Meredith Davis	<i>Thames &amp; Hudson</i>	978-0500289808	45.40
<i>Logo Design Love: A Guide to Creating Iconic Brand Identities, 2<sup>nd</sup> Ed.</i>	David Airey	<i>Peachpit Press</i>	978-0321985200	39.99



<i>The Graphic Designer's Guide to Portfolio Design, 3<sup>rd</sup> Ed.</i>	Debbie Rose Myers	Wiley	978-1118428146	45.00
<i>Computer Concepts: Illustrated Introductory 9<sup>th</sup> Edition</i>	June Jamrich Parsons and Dan Oja	Course Technology, Cengage Learning	978-1133526162	130.95
<i>Dreamweaver CC: The Missing Manual 2<sup>nd</sup> Ed.</i>	David Sawyer McFarland and Chris Grover	O'Reilly Media	978-1491947203	49.99
<i>Adobe Photoshop CC Classroom in a Book (2014 release)</i>	Brie Gyncild and Andrew Faulkner	Adobe Press	978-0133924442	59.99
<i>Adobe Illustrator CC Classroom in a Book (2014 Release) 1<sup>st</sup> Ed.</i>	Brian Wood	Adobe Press	978-0133905656	59.99
<i>Adobe InDesign CC Classroom in a Book (2015 Release)</i>	Kelly Kordes Anton and John Cruise	Adobe Press	978-0134310008	59.99

**Textbook List for Certified Nurse Assistant**

Mosby's Textbook for Nursing Assistant (2016 Release) 9 <sup>th</sup> Edition	Sorrentino and Remmert	Elsevier	978-0323319744	47.54
---	------------------------	----------	----------------	-------

**EQUIPMENT LISTS FOR EACH PROGRAM**

**ESL Equipment List**

Name	Used	Rented	Leased	Owned
Computer				YES
Large screen TV/monitor				YES
White Board				YES
Laptop PCs				YES

**Medical Office Specialist Equipment List**

Name	Used	Rented	Leased	Owned
MS WORD Software				YES
Computer				YES
Mouse				YES
Keyboard				YES
White Board				YES
Television				YES
Projector				YES



Medical Software				YES
Monitor				YES

**Computer Office Specialist Equipment List**

Description	Rented	Leased	Owned
Computer, Monitor and accessories			YES
Software			YES
Projection equipment			YES
Copier/ Printer			YES

**Equipment List for Massage Therapy I & II**

Item	Description	Used	Rented	Leased	Own
PC	Each classroom is equipped with a PC				Yes
Monitor	Each Classroom is equipped with a large monitor or projection equipment				Yes
Keyboard	Each Classroom equipped with PC				Yes
Mouse	Each Classroom equipped with PC, software and accessories				Yes
Printer	A variety of Printers				Yes
Copier	Canon Image Runner Copier				Yes
Projector	Projection and Presentation Software				Yes
Television	Westinghouse Large Flat Screen TV				Yes
Massage Table	Ironman Astoria Massage Table w/ Warming Pad				Yes
Heat Therapy Unit	Infrared Hand Held Heat Therapy Unit				Yes
Ice Massage Tool	Fabrication Industries CryoCup Ice Massage tool				Yes
Heat	Fabrication Enterprises Prossage Heat				Yes
Gel	Fabrication Enterprises Bio Freeze Gel				Yes
Massage Tool	Acuforce 3.0 Massage Tool Weighted Physical Therapy				Yes
Physical Therapy Tool	Acuforce Massage Star XL Weighted Physical Therapy Tool				Yes
Massage Chair	StrongLite Ergo-Pro Massage Chair				Yes
Anatomical Charts	Trigger Points, Reflexology, Anatomical, etc.				Yes

**Computer Graphic Design Equipment List**

Description	Rented	Leased	Owned
Drawing and Painting tools and supplies			Yes





Computer, Monitor and accessories			Yes
Software	Yes		
Projection equipment			Yes
Copier/ Printer			Yes

**CNA and CHHA Equipment List**

Equipment	Ratio of Students to Equipment	Rented	Leased	Owned
Computer	1:2			Owned
Hospital Bed	1:5			Owned
Bedside Table	1:5			Owned
Curtains or screen separations	1:5			Owned
Top Sheet	1:5			Owned
Fitted Bottom Sheet	1:5			Owned
Spreads	1:5			Owned
Draw Sheets	1:5			Owned
Pillow and Cases	1:5			Owned
Towels, Wash cloths	1:5			Owned
Bath blankets	1:5			Owned
Wash Basins	1:5			Owned
Emesis basins	1:5			Owned
Fracture bed pans	1:2			Owned
Tooth brushes with dental floss	1:2			Owned
Combs	1:2			Owned



Electronic thermometer	1:15			Owned
Blood Pressure Cuffs	1:1			Owned
Stethoscopes	1:1			Owned
Stethoscope (double)	1:15			Owned
Accu check equipment	1:15			Owned
Graduate measuring cups	1:5			Owned
Toilet hats, ambu bags for ventilation during CPR	1:15			Owned
Wheel Chairs	1:15			Owned
Sets of crutches	1:15			Owned
Disposable gloves	1:1			Owned
Hospital gowns	1:15			Owned
Iv poles	1:1			Owned
Face mask /Face shield	1:1			Owned
Spirometer	5:1			Owned
Mannequin	1:15			Owned
CPR mannequins adult, child, infant	4:1 OPTIONAL IF OUTSIDE CPR DO NOT NEED			Owned
Liquid measuring cups	1:2			Owned
Male urinals	1:2			Owned
Chux	1:1			Owned
Colostomy care products	1:2			Owned
Ted hose	1:5			Owned
Walkers	1:5			Owned



Quad canes	1:5			Owned
Videos for each area of study content	Entire lecture class			Owned
Anatomical charts	Entire 1ecture class			Owned
Gauze and elastic bandages	1:2			Owned
Disposable hot and cold packs	1:15			Owned
Urine specimen containers	1:2			Owned
Scale	1:15			Owned
Oxygen mask and nasal cannula	1:15			Owned

**Academic Calendar 2019**

<b>Winter Quarter 2019</b>	
Student Registration and Orientation	Jan 7-11
Beginning of Quarter/First Day of Classes	Jan 14
Last day to add classes or register late	Jan 18
Martin Luther King, Jr. Day – Academic Holiday * Monday classes will meet on Saturday, Jan 23 for make-up session	Jan 21
Last day to drop classes	Jan 25
Presidents’ Day – Academic Holiday	Feb 18
Last day to withdraw from classes with a passing grade “WP”	Feb 22
Last day of classes	Mar 25
Final Examinations	Mar 19-25
End of Quarter	Mar 25

<b>Spring Quarter 2019</b>	
Student Registration and Orientation	Mar 01-05
Beginning of Quarter/First Day of Classes	Apr 8
Last day to add classes or register late	Apr 12
Last day to drop classes	Apr 19
Last day to withdraw from classes with a passing grade “WP”	May 17
Memorial Day – Academic Holiday	May 27
Last day of classes	Jun 17
Final Examinations	Jun 11-17
End of Quarter	Jun 17



<b>Summer Quarter 2019</b>	
Student Registration and Orientation	Jun 24-28
Beginning of Quarter/First Day of Classes	Jul 01
Last day to add classes or register late	Jul 05
Independence Day – Academic Holiday * Monday classes will meet on Saturday, Jul 9 for make-up session	Jul 4
Last day to drop classes	Jul 12
Last day to withdraw from classes with a passing grade “WP”	Aug 09
Last day of classes	Sep 06
Final Examinations	Sep 02-06
End of Quarter	Sep 06

<b>Fall Quarter 2019</b>	
Student Registration and Orientation	Sep16-20
Beginning of Quarter/First Day of Classes	Sep 13
Last day to add classes or register late	Sep 27
Last day to drop classes	Oct 04
Columbus Day/Indigenous People’s Day – Academic Holiday	Oct 04
Last day to withdraw from classes with a passing grade “WP”	Oct 28
Veterans Day – Academic Holiday * Friday classes will meet on Saturday, Nov 5 for make-up session	Nov 11
Last day of classes	Nov 19-25
Final Examinations	Nov 25



## Academic Calendar 2020

<b>Winter Quarter 2020</b>	
Student Registration and Orientation	Jan 6-10
Beginning of Quarter/First Day of Classes	Jan 13
Last day to add classes or register late	Jan 17
Martin Luther King, Jr. Day – Academic Holiday * Monday classes will meet on Saturday, Jan 23 for make-up session	Jan 20
Last day to drop classes	Jan 24
Presidents’ Day – Academic Holiday	Feb 17
Last day to withdraw from classes with a passing grade “WP”	Feb 21
Last day of classes	Mar 27
Final Examinations	Mar 23-27
End of Quarter	Mar 27

<b>Spring Quarter 2020</b>	
Student Registration and Orientation	Mar 30 - Apr 03
Beginning of Quarter/First Day of Classes	Apr 06
Last day to add classes or register late	Apr 10
Last day to drop classes	Apr 17
Last day to withdraw from classes with a passing grade “WP”	May 12
Memorial Day – Academic Holiday	May 25
Last day of classes	Jun 19
Final Examinations	Jun 15-19
End of Quarter	Jun 19



<b>Summer Quarter 2020</b>	
Student Registration and Orientation	Jun 29 - Jul 04
Beginning of Quarter/First Day of Classes	Jul 06
Last day to add classes or register late	Jul 10
Independence Day – Academic Holiday * Monday classes will meet on Saturday, Jul 9 for make-up session	Jul 4
Last day to drop classes	Jul 17
Last day to withdraw from classes with a passing grade “WP”	Aug 14
Last day of classes	Sep 11
Final Examinations	Sep 07 –11
End of Quarter	Sep 11

<b>Fall Quarter 2020</b>	
Student Registration and Orientation	Sep14-18
Beginning of Quarter/First Day of Classes	Sep 21
Last day to add classes or register late	Sep 25
Last day to drop classes	Oct 02
Columbus Day/Indigenous People’s Day – Academic Holiday	Oct 12
Last day to withdraw from classes with a passing grade “WP”	Oct 26
Veterans Day – Academic Holiday * Friday classes will meet on Saturday, Nov 5 for make-up session	Nov 11
Last day of classes	Nov 25
Final Examinations	Nov 19-25
End of Quarter	Nov 25