Sacramento Campus

Student Handbook & Program Catalog
October 1, 2019-December 31, 2021

ACCET

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

* 1215 Howe Ave Suite 101 * Sacramento, CA * 95825-2401 * 916.649.9600
www.asher.edu

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

_____
President, Signature

TABLE OF CONTENTS

GENERAL INFORMATION

ASHER COLLEGE ACCREDITATION INFORMATION

ACCET APPROVAL

The Accrediting Council for Continuing Education and Training (ACCET) has approved Asher College through December 30, 2023.

APPROVAL DISCLOSURE STATEMENT

Asher College is a private institution. MDDV, Inc. dba Asher College, Sacramento, is located at 1215 Howe Avenue, Suite 101, Sacramento, CA 95825. Branch locations are Asher College - Las Vegas, 6029 W. Charleston Blvd, Las Vegas, NV, 89146, and Asher College – Dallas, 9330 LBJ Freeway Suite 650, Dallas, TX 75243. Asher College is a Quarter Credit Hour Non-Standard Term Institution. www.asher.edu

Asher College has received authorization pursuant to AB 48 (Private Postsecondary Education Act of 2009), to offer to the public and to provide postsecondary educational programs until December 15, 2023. This approval to operate means compliance with state standards as set forth in the Ed. Code. The Act is administered by the Bureau for Private Postsecondary Education. 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 at 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834: www.bppe.ca.gov, toll-free (888) 370-7589, direct (916) 574-8900, or fax (916) 263-1897.**

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

CEC §94909(a)

Asher College is not pending petition in bankruptcy; nor operating as a debtor in possession. Asher College has not filed a petition within the preceding five years or has had a petition in bankruptcy filed against it within the preceding five years that has resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

All courses for the Sacramento Campus are in residence at 1215 Howe Avenue, Suite 101, Sacramento, CA, 95825-2401 for all programs. The General Education Portion of the Associate of Applied Science Degree Program is eligible for Interactive Distance Leaning. The maximum class size depends on the classes and the course. In general, lab classes are a maximum of 12:1, and lecture classes are a maximum of 26:1. **Students who successfully complete a course of study are awarded an Associate of Applied Science Degree or Certificate of Completion verifying that fact.**

ACCET APPROVED PROGRAMS

WEEKS TO COMPLETE CALCULATED BY HOURS OF ATTENDANCE

*Eligible Career Pathway Programs (ECPP)

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS	Program Hours	QCH	24 Hrs per week	18 Hrs per week	12 Hrs per week
Associate of Applied Science Degree in Business Administration	1190	92.5	78	85	99
Associate of Applied Science Degree in Computer Information Track I	1385	100	71	85	116
Associate of Applied Science Degree in Computer Information Track II	1385	100	71	85	114
Associate of Applied Science Degree in Computer Network Technology	1260	91	65	78	104
Associate of Applied Science Degree in Health Information	1245	91.5	66	78	103
Associate of Applied Science Degree in IT Network Engineering	1360	95.5	70	84	112
Associate of Applied Science Degree in IT Server Administration	1330	93.5	69	82	111
Associate of Applied Science Degree in Medical Billing and Coding	1295	93.5	68	81	107
Associate of Applied Science Degree in Office Accounting	1345	95.5	69	83	111
Associate of Applied Science Degree in Pharmacy Technology	1425	98.5	72	86	113
CERTIFICATED PROGRAMS	Program Hours	QCH	24 Hrs per week	18 Hrs per week	12 Hrs per week
*Computer and Network Technician	930	64	38	51	77
*Computer Information Specialist Track I	1055	73	44	58	89
*Computer Information Specialist Track II	1055	73	44	58	87
*Health Information Specialist	915	64.5	39	51	76
IT Network Engineer	1030	68.5	43	57	85
IT Server Administrator	1000	66.5	42	55	84
*Medical Billing & Coding	965	66.5	41	54	80
Medical Records Specialist	645	46.5	26	35	53
Network Support Specialist	570	40.5	24	31	47
Office Administrator	785	54	34	44	65
*Office Accounting Specialist	1015	68.5	42	56	84
PC Support Specialist	625	44.5	26	34	52
PC Technician	360	24.5	15	20	30
Pharmacy Technician	1095	71.5	45	59	86
Tech Support Specialist	600	42.5	25	33	51

ABOUT ASHER COLLEGE

HISTORY/OWNERSHIP

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

Asher College is located at 1215 Howe Avenue, Suite 101, Sacramento, CA 95825. Branch locations were added in 2010, Asher College, 6029 W Charleston Blvd, Las Vegas, NV 89146-1116 and in 2012, Asher College, 9330 LBJ Freeway, Dallas, TX 75243.

Asher College originally provided instruction for computer careers to include networking and database management. In 2004, the institution expanded its program offerings to include allied health courses. In 2012, Asher College originally added eight (8) Associate of Applied Science Degree programs to the curriculum and now offers ten (10) Degree Programs. The decision to add programs was predicated on meeting the growing labor market demands.

ADVISORY COMMITTEE

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

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

MISSION/OBJECTIVES

Our mission is to propel Asher College students into new careers though quality, market-driven career education to serve the Greater Sacramento, CA, Las Vegas, NV and Dallas, TX areas.

Asher College accomplishes this mission by:

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

Sacramento Campus Information

FACILITIES DESCRIPTION

Asher College Sacramento has open classroom space, a PC Clinic/Networking lab, Pharmacy Technician lab, three interactive training rooms with Smart Board capabilities as well as a student break area. The PC Clinic and networking labs has computers and monitors to repair as well as stations to network. The IT classroom seats 46 students with computers and monitors, and our lab accommodates up to 12 students at one time. The Health Services classroom seats 47 with computers and monitors. A computer lab is available to support the ECPP

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

Asher College provides up to date computer hardware/software, as well as lab areas where students can perform tasks expected on the job. Students access the Asher College intranet through the internet using their student ID number issued on the first day of class.

5 CCR §71810(b)
Academic resources are accessible on campus in the classrooms and online in the intranet. Students may access the classroom resources Monday through Thursday 8am to 9pm, Friday 8am to 8pm, Saturday 8:30am to 4:30pm, and the intranet 24 / 7. Additional resources are also available on site.

LIBRARY

5 CCR §71810(b)
Students have access to the internet library via the computers on campus; books for reference are also available in the classrooms.

RATIO OF STUDENTS

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

HOUSING SERVICES

5 CCR §71810(b)
Asher College does not assume responsibility for student housing. The institution does not have dormitory facilities under its control, nor does it offer student housing assistance. According to rentals.com for Sacramento, Ca. rental properties start at approximately $650 per month. Asher College will refer a student to other agencies regarding housing, personal advice, etc.

PROGRAM ADMISSIONS

ADMISSIONS PROCESS

PROGRAM ADMISSIONS REQUIREMENTS

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

1. The prospective student must meet with an Admissions Advisor and Financial Aid Representative or Veteran School Certifying Official to explore programs and eligibility.

2. Pass Entrance Exam: The prospective student must pass the entrance exam to show proficiency in English. The prospective student has the opportunity to take the entrance exam again if they fail the first time on the next business day. If they fail a second time, the student may not enroll, and we will complete the denial paperwork at the campus. After 30 days, the student has the opportunity to reattempt the exam.

3. Provide Proof of Eligibility: The prospective student must present proof of eligibility (POE) such as a high school diploma, high school transcripts with a graduation date, a GED® or their equivalent.

   Other equivalents are a certificate or other official completion documentation demonstrating that the student has passed a state-authorized examination, such as the Test Assessing Secondary Completion (TASC), the High School Equivalency Test (HiSET), or, in California, the California High School Proficiency Exam that the state recognizes as the equivalent of a high school diploma (certificates of attendance and/or completion are not included in this qualifying category).

   Additionally, Asher College accepts the following as Proof of Eligibility:

   - An associate degree.
   - A bachelor's degree.
   - Passing an Ability to Benefit Test (ATB) prior to July 1, 2012.
   - Enrollment in an Eligible Career Pathways Program (ECPP)
   - Foreign high school or college documentation evaluated by an approved translation service.
   - 18 years of age or has a parent or legal guardian be present to sign the Admissions paperwork on behalf of the student.

4. For students using Title IV funds copy of a photo ID (unexpired) and Social Security Card are required.
5. Asher College does not have a vaccination Policy.

Asher College will deny admission to any prospective student not meeting these requirements, and we file the prospective student's lobby form and additional paperwork in the deny folder at the campus.

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

5 CCR §71810(b)

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

PROCESS OVERVIEW

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

Asher College is ADA compliant and does not discriminate against students with special needs. In addition, Asher College does not discriminate based on sex, race, ethnic origin or religion (see Equal Opportunity information). With the approval of the prospective student, Asher College randomly records Admissions Interviews, seeking to ensure our Advisors do not misrepresent the nature of our educational programs.

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

1. Asher College Admissions Advisors obtain inquiries from the Internet, community events, Agencies, Job Fairs, print media, telephone inquiry, referral, and walk-ins.

2. If the potential student is not present, the Admissions Advisors will contact them to schedule an appointment; internally known as an Admissions Interview. The Admissions Advisors will also tentatively schedule an appointment to meet with a financial aid officer should the student decide they want to explore their options after the Admissions interview. If the student is present, we continue as directed below.

3. A prospective student files out the application (internally referred to as a "lobby form")either on line or after arriving at Asher College.

4. The Admissions Advisor greets the prospective student and guides them to an office or interview room or by Zoom Meeting.

5. The Admissions Advisor begins the interview with the Interview Pathways Presentation.

6. During the Interview Pathway the Admissions Advisor discusses the following with the prospective student:

   - The reasons why the prospective student contacted the school, including their individual needs and career goals.
   - A discussion of the prospective student's career and educational background.
   - A description of Asher College.
   - A description of Asher's blended learning model, instructional methods and class structure.
   - A description of Soft-Skills and Career Services at Asher.
   - Requirements for admissions, and the dedication and commitment required of students.
   - An overview of the programs, certifications, testing and career opportunities the Admissions Advisor feels is most appropriate to help the prospect achieve their career goals, while also taking into consideration their past education or employment.

- A tour of the facility and an introduction to faculty members and students.

7. The Admissions Advisor will then answer any other questions the prospective student may have ~~and return to their offices with the student.~~

8. From there, the Admissions Advisor presents or sends by email the prospective student with a folder containing the Admissions Advisor's business card; marketing material on the program the student is interested in; and a personalized proposal with start dates, end dates, program details and course descriptions; the proposal also includes tuition unless the prospect is working with an outside agency that has additional paperwork the advisor must send to the prospective student's counselors.

9. The Advisor then offers an Admissions Interview Tour Recap with links to our disclosures and discusses the next steps to enrollment (i.e. entrance exam, ability to meet financial obligations, scholarship application, weekly hours commitment etc.)

10. Next, if the prospective student would like to explore financial aid eligibility, we introduce (if virtual by Zoom) the prospective student to a Financial Aid (FA) Representative, or if they are a veteran, the School Certifying Official (SCO). The Admissions Advisor will schedule a follow up appointment, providing a checklist of items to bring at the next meeting if a FA representative or SCO is not available; or the prospective student is not ready to meet with them.

11. Time permitting, the Advisor has the prospective student take an entrance exam or emails the link to the entrance exam and reminds the prospect that all instruction is in English. If Asher College cannot administer or the student does not have the time to take the entrance exam, the Advisor will schedule the prospective student for a proctored exam prior to enrollment.

Once the prospective student has successfully completed the steps above, they can pursue enrollment paperwork. If the student is working with an agency, the agency must provide approval to the Admissions Advisor before proceeding with the enrollment. With the paperwork signed, the Advisor schedules the student for an academic and classroom orientation, beginning their certificate or degree program.

ECPP ENROLLMENT PROCESS

The ECPP requires Ability to Benefit (ATB) Students to concurrently enroll in an Adult Education school, which may lead to a High School Diploma (or its equivalent), and a Post-Secondary school offering Career Pathway Programs.

Before enrollment, a prospective ATB student who is not a high school graduate or has not passed the GED and is seeking admission into an ATB eligible program must take and pass a two-part, independently administered, nationally standardized test recognized and approved by the United States Department of Education (DOE) that measures basic skills in reading and arithmetic.

The Wonderlic Basic Skills Test (WBST) minimum scores	
Verbal 200	*Quantitative 210*

Students who pass the ATB and enroll in an ECPP, must follow all the policies and procedures in this catalog.

ADMISSIONS PROCEDURES FOR STUDENTS WITH SPECIAL NEEDS

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

- Interview

- Campus tour
- Completion of any subsequent paperwork

Accommodations may include, but are not limited to:

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

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

VA CERTIFICATION NOTICE

To begin school, all prior academic credits (including military credit) must be evaluated. VA beneficiary Students must also provide their current Certificate of Eligibility. The transcript evaluation must be completed, and your Certificate of Eligibility must be received prior to enrollment.

Failure to provide the required documents will delay enrollment.

VA Beneficiary students will sign a Certification Notice **indicating that they have read and understood the statements below:**

- I must request that all my unofficial college transcripts (including military credit via Joint Service Transcripts – JST or through the Community College of the Air Force) be provided to the Asher College School Certifying Official (SCO).
- Official transcripts will be required if credits are accepted.
- After all my transcripts are on file at Asher College, my prior credit will be evaluated and, if applicable, credit will be granted towards my program.
- When the prior academic credit evaluation has been completed, I will be notified in person of the results.

CERTIFICATION AND LICENSING

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

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

- Individual courses containing labs which help students experience practical use of the course materials, multiple unit exams and a final exam.
- Test prep materials to test a student's knowledge to better ensure they are prepared to take an exam.
- Test vouchers and registration for graduates to include providing the location and time of their exam.
- On-site (on campus) testing stations offering multiple certifications including CompTIA, Microsoft, Cisco, Intuit and NHA.

ANNUAL NOTIFICATIONS FOR ALL ASHER COLLEGE STUDENTS

Asher College annually notifies students of the following:

- Voter Registration, California: https://registertovote.ca.gov/
- Annual Safety Report
- Electronic Notification Authorization renewal
- FERPA (Family Educational Rights and Privacy Act

- Title IX video link https://youtube/v3RFZ0SglsQ

Eligible Career Pathway Program (ECPP)

ECPP Overview

Asher College has developed ECPPs which:

1. Concurrently enroll students in connected adult education and eligible postsecondary programs.
2. Provides students with counseling and supportive services to identify and attain academic and career goals.
3. Provides structured course sequences that are articulated and contextualized and allow students to advance to higher levels of education and employment.
4. Provides opportunities for acceleration for students to attain recognized postsecondary credential including degree industry relevant certifications.
5. Is organized to meet the needs of adults.
6. Is aligned with the educational and skills needs of the regional economy.
7. Has been developed and implemented in collaboration with partners in business, workforce development, and economic development.

Career Pathway Programs

Asher College has identified the following Eligible Career Pathway Programs, which align with the needs of industries in the Sacramento, Dallas and Las Vegas geographic areas:

- Computer Network Technician
- Computer Information Specialist
- Health Information Specialist
- Medical Billing and Coding
- Office Accounting Specialist

ECPP Participation Requirements & Concurrent Dismissal

ATB students who fail to participate in either the Adult Education or Vocational component of their ECPP program for consecutive 14 days will be dismissed from their ECPP. Participation for the Adult Education program is defined as completing any education activity. Whereas participation in the Vocational program is defined by the Asher College Satisfactory Academic Progress (SAP) and Attendance polies.

> **Dismissal from either the Adult Education or the Vocational component of the ECPP program for any reason shall result in dismissal from the other component of the program.**

ECPP Adult Education Computer Lab

Asher College provides ATB Students with an on campus ECPP Computer Lab to work through their Adult Education curriculum if they prefer to use our facility. **ATB students are only required to use the ECPP Computer Lab to complete their Adult Education Final exams.**

The ECPP Adult Education component is offered online by an approved service provider and is self-directed. Students may work on the Adult Education curriculum off campus via the internet; though they are highly encouraged to attend at least 6 hours weekly in the ECPP Computer lab.

Asher College's ECPP Computer Lab's hours of availability are provided to each student at their orientation and posted inside and outside the lab.

Restriction: ATB students are not allowed to work on Vocational Program material in the ECPP Computer Lab; the ECPP Computer Lab will prevent students from accessing the Asher College Student login webpage.

ATB Student Notification

- ATB Students must concurrently enroll in an Adult Education Program offered by a licensed adult education service provider and not by Asher College.
- ATB Students will abide by all ECPP specific requirements listed in this student catalog and handbook to promote the completion of a high school diploma and a vocational program.
- Asher College does not guarantee ATB student's will receive a high school diploma (or its equivalent), earn any industry certifications that are part of their vocational program or graduate from Asher College.
- Completing the Vocational component of the program is not a condition for receiving a high school diploma.
- Upon successful completion of the Adult Education component of the program the student may request a copy of their transcript directly from the adult education vendor.

TRANSFER OF CREDIT

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

CEC §94909(a)

The transferability of credits you earn at Asher College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the credits, degree or certificate you earn at Asher College is also at the complete discretion of the institution to which you may seek to transfer.

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

Asher College will assist the student requesting transfer of credit to another institution by providing guidance, counseling, syllabi, or course outline. The student or other institutions on behalf of the student may request a copy of the student's Official Asher Transcript at no charge.

Submit Transcript Requests online at: https://www.asher.edu/career-services/transcript-request/

TRANSFER OR ARTICULATION AGREEMENTS:

CEC §94909(a)

United States University (USU) has entered into a Transfer Agreement with Asher College effective December 10, 2019. Under the following terms, USU will accept Asher College graduates with an associate degree for transfer into one of USU's baccalaureate programs:

- Completed degree with a Grade Point Average of 2.0 or above ("C" grade or better for each course).
- Satisfy all institutional general admissions and program specific admission requirements, if applicable.

TRANSFER OF CREDIT (TOC) TO ASHER COLLEGE

5 CCR §71770(b)

Prospective students may request a review of prior obtained credits for transferability to Asher College; the TOC Coordinator reviews all Transfer of Credit requests. Transfer credits are only credited to required courses within the selected Asher College program.

It is the school's policy to accept credit hours earned in courses taken at accredited institutions provided that the student earned a grade of 2.0 (C) or above; up to date Vendor Certifications are also accepted for credit for courses offering a Vendor Examination. **Asher College will only approve Transfer of Credit(s) if the student provides *Official Transcripts* before enrollment for evaluation.**

Asher College prorates tuition on a percentage and will apply credit to no more than 33% by Quarter Credit Hours (QCH) of the program's courses. Courses accepted for Transfer of Credit may affect financial aid.

Exceptions

- **Asher College may accept any prior Courses taken at our institution as a transfer of credit from program to program**.

- Asher College accepts all courses that qualify for credit from institutions which have closed prior to the student completing their program at the closed institution.
- Approved by the Campus Director to exceed 33%.

Experiential Learning Credit

5 CCR §71770(c); 5 CCR §71810(b)

Asher College does not accept credit for prior experiential learning.

Application Process for TOC

- The prospective student must request a TOC.
- The prospective student must have the non-Asher College institution send the *Official Transcript* directly to the Asher College.
- Asher College will provide the prospective student with a printout of the results showing the accepted course(s) along with a financial breakdown within 5 school days of the prospective student submitting the above information.

CHALLENGE EXAMS FOR CREDIT

CEC §94909(a)

Students who believe they are sufficiently competent to receive clock hour credits in a subject may request credit for some classes through a Challenge Examination without additional charges from Asher College; **prospective students must complete Challenge Exams prior to enrollment**.

The Challenge Exam may contain oral, written and/or practical portions. To receive credit, a prospective student must score at least an 80% on the exam; the decision of the examining instructor is final.

TOC APPEAL PROCESS

5 CCR §71810(b)

If a prospective student disagrees with the TOC results, the prospect is first encouraged to discuss the situation informally with the Admissions Advisor. If the student is still unsatisfied after this discussion, they may appeal the decision to the Campus Director providing a written explanation and either a course description or course syllabus demonstrating how the external course is comparable to the Asher College course.

Senior Management will review all appeals and make a final decision. **Asher College reserves the right to accept or reject any or all credit hours earned at other institutions.**

VETERAN REQUIREMENTS

38 USC 3675(b)(2)

The VA student must complete a Prior Academic Credit Evaluation Form and submit transcripts for both military service and for all coursework taken at a non-Asher College institution to the School Certifying Official (SCO). VA beneficiaries must provide all transcripts of educational training that is above High School level. Unofficial transcripts are acceptable only if no credit is transferable from the outside institution. Courses accepted for prior credit may affect federal financial aid and Veteran Administration (VA) certification.

The SCO will notify the student in person and in writing within 5 school days of receiving the above information of the prior credit evaluation findings. Asher College will retain and evaluate this documentation to determine if the VA beneficiary is eligible to transfer prior earned credits to the program of study.

To begin school, all prior academic credits (including military credit) must be evaluated. You must also provide your current Certificate of Eligibility.

CANCELLATION AND REFUND POLICY

CALIFORNIA REFUND INFORMATION

INSTITUTIONS PARTICIPATING IN FEDERAL STUDENT FINANCIAL AID PROGRAMS

Article 13. Cancellations, Withdrawals, and Refunds [94919 - 94922]

a) An institution that participates in the federal student financial aid programs complies with this article by complying with applicable regulations of the federal student financial aid programs under Title IV of the federal Higher Education Act of 1965.

b) The institution *shall* advise each student that a notice of cancellation *shall* be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

c) The institution *shall* also provide a pro rata refund of nonfederal student financial aid program monies paid for institutional charges to students who have completed 60 percent or less of the period of attendance.

d) Institutions *shall* refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars ($250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

REFUND NOTIFICATION

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

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

ACCET CANCELLATION AND REFUND POLICY

Reference: ACCET Document 31

Cancellation and refund policies comply with applicable federal and state laws and regulations and ACCET policies. Written policies covering cancellation and refund policies pertaining to cancellations, withdrawals, and terminations are clearly stated to prospective students before enrollment, consistently followed, and publicly available.

ACCET accredited institutions seek to promote good will through the use of explicitly stated fair and equitable cancellation and refund practices pertaining to cancellations, withdrawals, and terminations that take into consideration:

- The legitimate reasons why an applicant or student may not be able to either start or complete the training; and
- The reasonable expenses incurred by the institution.

GENERAL REQUIREMENTS

1. An institution must have a fair and equitable, clearly defined, and uniformly administered cancellation and refund policy for cancellations, withdrawals, and terminations (dismissals).

2. The requirements established in this policy are the minimum acceptable standards for making refunds. Many institutions incorporate more generous policies and procedures, which the Commission encourages.

3. If the institution is required to be licensed by the state and the state mandates a cancellation and refund policy, the institution must demonstrate compliance with that policy as well as with any unique requirements of ACCET's policy. **The institution must compare the state's policy with ACCET's in each instance of cancellation or withdrawal and follow the policy that is more lenient towards the student.** The written refund policies of the state and ACCET must be provided to students in the enrollment agreement, along with notification that a comparison will be made and the policy that is most beneficial to the student will be used.

4. An institution must provide (in English) a prospective student with enrollment agreements required for vocational programs and/or enrollment documents required for other types of programs/courses which include the cancellation and refund policy, along with all program costs, including tuition, fees, and any other costs. The student must verify and attest in writing that he or she understands the content. The institution's enrollment documents (including enrollment agreements and catalogs, as applicable) are to be provided in a language the student understands. If these enrollment documents are not translated into a student's native language, the student must sign an attestation that s/he was provided the enrollment documents and given ample opportunity to review and understand the terms and conditions of enrollment, including the institution's refund policy, prior to signing the enrollment documents.

5. An institution must not require written notification of cancellation or withdrawal, unless required by federal or state laws or regulations. In addition, an institution must not require notification of cancellation or withdrawal in person as a condition for making refunds, nor charge any penalty for failure to notify the institution in writing. An institution must not impose additional requirements for refund processing.

6. An institution must not obligate a student for more than twelve (12) months at a time. Refund computations must apply to the stated charges attributable to the given period of financial obligation.

7. An institution must treat students fairly and equitably relative to tuition, other charges, and refunds. In no event *shall* a student be treated differently with respect to charges and refunds based on the source of funding or the timing of disbursements or payments. Except as noted below, students must not be treated differently based solely on their visa status.

8. An institution must complete and document refund calculations for each student who cancels, withdraws, or is withdrawn from training. This documentation must be sufficient to demonstrate that refunds are timely and accurate, including but not limited to documentation regarding:

    - Start date
    - Last date of attendance (LDA)
    - Date of determination (DOD)
    - Charges to the student
    - Total amount paid
    - Weeks earned and resulting percentage of program completed
    - Calculation of refund

REFUND DUE DATES

1. If an applicant never attends class (no-show) or cancels the contract prior to the class start date, all refunds due must be made within forty-five (45) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier.

2. For an enrolled student, the refund due must be calculated using the last date of attendance (LDA) and be paid within forty-five (45) calendar days from the documented date of determination (DOD). The date of determination is the date the student gives written or verbal notice of withdrawal to the institution or the date the institution terminates (dismisses) the student, by applying the institution's attendance, conduct, or Satisfactory Academic Progress policy. If a student provides advanced notice of withdrawal such that the 45-day window for refund processing ends before the last date of attendance, the refund must be paid within forty-five (45) calendar days from the last date of attendance.

CHARGES OTHER THAN TUITION

All extra costs, such as books, supplies, equipment, laboratory fees, rentals and any similar charges not included in the tuition price, must be clearly stated in the enrollment agreement. Non-refundable charges must be explicitly itemized in the catalog and the enrollment agreement. Charges that are non-refundable must be limited to those materials that are distributed and attributable to the portion of the program attended by the student.

CANCELLATIONS

1. **Rejection of Applicant:** If an applicant is rejected for enrollment by an institution, or if a prospective international student has his/her visa application rejected, a full refund of all monies paid must be made to the applicant, less a maximum application/registration fee of $200 if such charges are clearly itemized in the enrollment agreement as non-refundable.

2. **Program Cancellation:** If an institution cancels a program subsequent to a student's enrollment, the institution must refund all monies paid by the student.

3. **Cancellation Prior to the Start of Class or No Show:** If an applicant accepted by the institution cancels prior to the start of scheduled classes or never attends class (no-show), the institution must refund all monies paid, less a maximum application/registration fee of $200, if such charges are clearly itemized in the enrollment agreement as being non-refundable, and any actual housing costs incurred by the institution. The only exception is for an international student who is recruited outside of the United States or its territories, receives an I-20 from the institution, enters the country, and subsequently cancels prior to the start of class or is a no-show. In this event, an institution may only retain a maximum total of $500 for any non-refundable charges clearly identified and itemized in the enrollment agreement, including any application/registration fee, courier fees, and travel cancellation insurance.

4. **Cancellation After the Start of Class (Optional Student Trial Period):** An institution may consider a withdrawal as a cancellation or no show (for example, within the first week of the program) provided this process is fully delineated in writing as part of the refund policy and provided to all students at or before enrollment. A student who is considered a cancellation or no show under such a policy must have all charges refunded and all payments returned to the individual or the applicable funding source less the maximum allowable application/registration fee of $200, if such charges are clearly itemized in the enrollment agreement as being non-refundable.

   Cancellations processed in accordance with this trial period section are not treated as a start by ACCET and, therefore, do not negatively impact the institution's completion rate.

WITHDRAWAL OR TERMINATION (DISMISSAL) AFTER THE START OF CLASS AND AFTER THE CANCELLATION PERIOD

1. Avocational program less than 300 clock hours (or the credit hour equivalent):

   For short-term avocational programs such as workshops, seminars, and similar programs, an institution must establish a refund policy in accordance with all guidelines outlined above in this document in order to promote good will through a fair and equitable policy.

2. All Vocational Programs and avocational programs 300 clock hours or greater:

   For all other programs, an institution must establish, at a minimum, the following refund policy:

   a. Refund amounts must be based on a student's last date of attendance (LDA). When determining the number of weeks completed by the student, the institution may consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.

   b. During the first week of classes, tuition charges withheld must not exceed 10 percent (10%) of the stated tuition up to a maximum of $1,000.

   c. After the first week and through fifty percent (50%) of the period of financial obligation, tuition charges retained must not exceed a pro rata portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed, up to a maximum of $1,000. (See example.) Institutions that do not retain any unearned tuition may assess an administrative fee associated with withdrawal or termination (dismissal) not to exceed $100.

   d. After fifty percent (50%) of the period of financial obligation is completed by the student, the institution may retain the full tuition for that period.

e. While ACCET requires that tuition be listed on the enrollment agreement, some states require that an institution list the tuition for an entire program on an enrollment agreement even when the institution only financially obligates the student for a portion of the entire program. When calculating a refund, the percentage of tuition retained by the institution must be based on the portion of the program the student was attending through his or her last date of attendance when the student dropped, not the tuition charged for the entire program listed on the enrollment agreement.

REFUND COMPUTATION EXAMPLE

(Avocational Programs More than 300 Clock Hours and All Vocational Programs)

- The student enrolled in a 48-week program, starting on January 4th and scheduled to complete on December 10th.
- There are two periods of financial obligation, of 24 weeks each.
- The total tuition is $15,000. Tuition for each period is $7,500.
- The last date of attendance (LDA) for the student is February 24th.
- The date of determination is March 8th.

Number of weeks student attended	8 weeks	= 33.3%
Number of weeks financially obligated	24 weeks	
Pro rata portion completed based on	8 weeks	= 33.3%
33.3% of $7,500 tuition		= $2,500 (earned tuition)
10% of unearned tuition ($7,500-$2,500 = $5,000 unearned)		= $ 500
Owed to institution		= $3,000
Student payment		= $7,500
Refunded to student by April 22nd		= $4,500

VOCATIONAL PROGRAMS

In addition to the requirements outlined above, an institution which offers vocational programs must also comply with the following:

1. The cancellation and refund policy and all program costs including tuition, fees, and any other costs must be delineated in the institution's catalog. Any non-refundable fees and charges must be clearly itemized as such.

2. An institution which participates in the Title IV programs must establish a Return of Title IV Funds policy which is in compliance with federal regulations and must also comply with federal regulations, as applicable, in the areas of attendance, leave of absence, etc. Federal regulations may differ from ACCET policy, and if stricter, take precedence.

DEFINITIONS

Cancellation: A student who never attends classes at the institution after enrolling and informs the institution, except as noted in the section entitled "Cancellation After the Start of Class (Optional Student Trial Period)."

No Show: A student who never attends class at the institution after enrolling and does not inform the institution. Note that the ACCET policy treats no shows identical to cancellations.

Withdrawal: A student who attends at least one class at the institution but does not complete his/her program.

Termination (Dismissal): A type of withdrawal initiated by the institution due to failure to meet one or more institutional policies.

Period of Financial Obligation: The portion of the program for which the student is legally obligated to pay, which may be less than the full program and may not, under any circumstances, exceed a period of 12 months.

Last Date of Attendance (LDA): The final date the student attends class.

Date of Determination (DOD): The date the student notifies the school of his or her withdrawal, or the date the institution terminates or administratively withdraws the student.

Asher College Student's Right to Cancel

NOTIFICATION REQUIREMENTS

CEC Title 3 Article 13 94919

A notice of cancellation may be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

CANCELATION AND REFUNDS

CEC §94909(a)

The student has 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.

If the Enrollment Agreement is cancelled, the school will refund the student any money they paid, less the registration fee (not to exceed $200.00) and books/equipment not returned in good condition within 45 days after the notice of cancellation is received.

A full refund will be made to any student who cancels the enrollment contract within 7 calendar days after the start date. After the end of the cancellation period, you also have the right to Withdraw at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance.

WITHDRAWAL AND REFUNDS

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. Books and equipment not returned in good condition in 15 days will be charged to the student.

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

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

- The student notifies the institution of the desire to withdraw, or the *"As Of"* the date of your withdrawal, whichever is later.
- Asher College can terminate enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences more than maximum set forth by the institution; and/or failure to meet financial obligations to the college.
- Failure to attend class for 14 days.
- Failure to return from a leave of absence.

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

- The Date of Determination (DOD) is based off the date of withdraw.
- Last Day of Attendance (LDA) is the Last Day of Recorded Attendance and/or content access.
- If Federal Financial Aid is used, then are Return to Title IV (R2T4) calculation will be calculated. This calculation is based off a 60% pro rata refund calculation.

- Pro rata refund calculation is a calculation that is based off the total number of days completed in a payment period divided by the total number of days in the payment period and stated as a percentage. If the total number of days completed is greater than 60%, then the school has earned 100% of the payment period (no refund will be granted for the payment period the refund calculation is being processed for). Any leaves of absence (LOA) will be deducted from the payment period the student is currently in.
- If the pro rata refund calculation is less than 60%, then the percent that was earned will be stated in a dollar amount and the unearned amount will be refunded back to the appropriate funding source.
- **In California refunds will be processed within 45 days of the DOD.**
- **The calculation most beneficial to the student will be used.**

RETURN OF TITLE IV

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

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

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

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

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

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

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

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

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

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

REFUND PROCEDURE

Reference: ACCET Doc 31
Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance. **Once the refund has been calculated according to the State of California, ACCET and Department of Education (If Federal Financial Aid was used) the calculation most beneficial to the student will be used.**

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

The Campus Director will submit a state refund/balance to the Corporate Financial Aid (FA) Director. The FA Director will complete a refund calculation based on the ACCET and California Regulations. In addition, the FA Director will complete a return to Title IV calculation and determine if the student either owes the school or is due a refund. The FA Director will submit the calculations to the office manager and Campus Director for approval. **The calculation amount that benefits the student the most is the one used.**

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

REFUND DISTRIBUTION POLICY

Any student who has withdrawn or been dismissed is accorded all terms and conditions of the school's refund policy. If a refund is due on a student's account for which Title IV payments have been made, the school will deposit the refund to the students Title IV account.

Any amount of the refund more than the unpaid balance of the loan *shall* be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount *shall* be paid the student.

All students who receive Title IV funds and withdraw with a refund due will have the refund amount refunded according to the following refund distribution policy:

- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Federal PLUS Loan
- Federal Pell Grant
- FSEOG
- Other Student Financial Aid Programs; Cal Grant
- Other Federal State, Private, or Institutional Sources of Aid
- The Student

STUDENT TUITION RECOVERY FUND (STRF) DISCLOSURES

5 CCR §76215(a)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

5 CCR §76215(b)

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the **Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834: www.bppe.ca.gov, toll-free (888) 370-7589, direct (916) 574-8900, or fax (916) 263-1897.**

CEC §94909(a)

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

8. To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

CEC §94909(a)

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.

FINANCIAL AID

FINANCIAL AID DEPARTMENT

RESPONSIBILITIES

The Financial Aid (FA) Department will discuss financial options with prospective students prior to enrolling into Asher College. Financial aid personnel can answer questions and provide information about financial aid programs, the application process and related deadlines. This practice enables applicants to evaluate their options for tuition financing.

All students should meet with a FA Representative; we recommend scheduling an appointment. Students can obtain loan and grant applications from the FA department. Some students using FA may be required to submit further documents for verification. Prospective students must submit verification paperwork to the FA office within 14 days of requested date.

FINANCIAL AID PROFESSIONAL JUDGEMENT

Professional judgment (PJ) is the ability of a financial aid administrator to assess a student's financial aid due to special or unusual circumstances or dependency status.

Some examples of special circumstances are elementary or secondary school tuition, medical or dental or nursing home expenses not covered by insurance, unusually high child care costs, being homeless or a dislocated worker, recent unemployment of a family member, or other changes in the family's income or assets. Use of PJ is neither limited to nor required for the situations mentioned.

TFC CREDIT CORP FUNDING

TFC Credit Corp. will process and manage Asher student notes. TFC will collect the monies due from students including sending past due notices, sending collection letters and making telephone calls.

PAYMENT METHODS AND TERMS FOR ALL PROGRAMS

Payment methods are:

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

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

TITLE IV FEDERAL FINANCIAL AID

Title IV makes Federal Financial Assistance (FFA) available to students. Students may use assistance received from FFA programs for educational purposes only.

FOR PURPOSES OF TITLE IV FEDERAL FINANCIAL AID

34CFR Section 668.8 (1)(2)
Definition of Clock Hour to Credit Conversion

For Purposes of Title IV Federal Financial Aid: Asher College measures our programs for financial aid purpose in Quarter Credit Hours as follows: Quarter Credit hours definition of credit hour: Measures credit hour in terms of the amount of time in which a student is engaged in academic activity (courseware, labs, hands on, lectures, and homework) are 25 clock hours:1; that is a minimum of 25 hours to award 1 quarter credit (divide program allowable homework hours by 25).

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

- **Lecture Hours:** Instructional hours consisting of theory or new principles.
- **Lecture Credit Hours:** Quarter Credits – Must teach a minimum of 10 Lecture hours to award 1 quarter credit (divide lecture hours by 10).
- **Laboratory Hours:** Instructional hours used to develop and reinforce practical skills and knowledge of a previously introduced theory/principle, consisting of supervised student practice.
- **Laboratory Credit Hours:** Quarter Credits – Must teach a minimum of 20 laboratory hours to award 1 quarter credit (divide laboratory hours by 20).

Credit Hour Calculation

Asher College calculates Lecture and Laboratory credit hour conversions, rounding down to the nearest half credit hour. Asher College adds the total for the credit hours for lecture, and Lab to determine the total credit hours for a class.

ECPP Clock Hours

Credit or clock hours associated with the adult education coursework cannot be incorporated into a student's Title IV enrollment status, regardless of whether the institution considers the adult education coursework to be remedial.

FINANCIAL AID PROGRAMS

CEC §94909(a)
Asher College participates in the following Federal, State and Private financial aid programs:

- Federal Pell Grants are a subsidy the U.S. federal government provides for students who need it to pay for college.
- Unsubsidized Federal Stafford Loans are guaranteed by the U.S. Department of Education.
- Subsidized Federal Stafford Loans are guaranteed by the U.S. Department of Education.
- Federal PLUS Loans are offered to parents of students enrolled at least half time, or graduate and professional students, at participating and eligible post-secondary institutions.
- Federal Supplemental Educational Opportunity Grants (FSEOG) are for undergraduate students with exceptional financial need.

- <u>Cal Grants</u> are awarded by the California Student Aid Commission and may be renewed annually. Students must complete a FAFSA by March 2nd each year.
- <u>TFC Credit Corps</u> originating, servicing and managing tuition receivable and institutional loan programs for post-secondary institutions.

RESOURCES

> Federal Application for Federal Student Aid (FAFSA): https://studentaid.ed.gov/sa/fafsa
>
> Cal Grant FAQs: https://www.csac.ca.gov/post/cal-grant-faq-0
>
> Webgrants 4 Students: https://mygrantinfo.csac.ca.gov/logon.asp
>
> California Student Aid Commission: https://www.csac.ca.gov

APPLICATION FOR FEDERAL FINANCIAL AID

To apply for Federal Financial Aid, a student must:

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

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

Some FA students may be required to submit further documents for verification. Asher College requires verification paperwork to be submitted to the FA office within 14 days of requested date. Additional information on eligibility requirements and alternate financing options is available from the Financial Aid Department.

ECPP TITLE IV ELIGIBILITY

Students without a High School (HS) diploma or GED may be eligible to enroll at Asher College by:

- Passing an independently administered Department of Education approved Ability to Benefit exam.
- Concurrently enrolling in a licensed Adult Education program and an approved Vocational program.
- Student must meet all eligibility requirements for FA, (except HS diploma) while enrolled in an ECPP.

ECPP Financial Aid Restrictions

- The ECPP may not include the cost of the adult education component in the student's Cost of Attendance (COA).
- The ECPP may not pay for the cost of the adult education component using Title IV aid; the only costs that can be included in the COA are those associated with the Title IV eligible postsecondary program component.

CEC §94909(a)

Students, who receive loans to pay for their course of instruction are responsible for repaying the full amount of the loan, plus interest, less the amount of any refund. Students who have received federal student financial aid funds are entitled to a refund of the money's not paid from federal student financial aid program funds.

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

Students with a credit balance will receive notification and a check no more than 14 days from the date of the created credit balance. Students can sign an authorization to hold and roll over a Federal Student Aid (FSA) credit balance to the next payment period.

OTHER FINANCIAL ASSISTANCE OPTIONS

VETERANS ASSISSTANCE OR GI BILL®

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

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

(PL 115-407 Section 103, 104) (Title 38 USC 3679 (e)

Asher College does not impose any penalty, including assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds while awaiting payment of VA funds under chapter 31 and 33.

Asher College requires veteran students to submit a Certificate of Eligibility (COE) for entitlement to educational assistance no later than the first day of a course of education. Students must submit a written request to use such entitlement. Students must provide additional information necessary to the proper certification of enrollment by the educational institution. Asher College may also require additional payment or impose a fee for the amount that is the difference between the amount of the student's financial obligation and the amount of the anticipated or actual VA education benefit disbursement.

THE ASHER ADVANTAGE SCHOLARSHIP PROGRAM

The Asher Advantage scholarships are based on need. Prospective students may find scholarship applications on the Asher College website at: *https://www.asher.edu/wp-content/uploads/2018/11/IIIC-2.-Asher-Advantage-Scholarship-Application-form.pdf*.

Asher College requires prospective students to full out a FASFA. Once the student has completed 80% of their program, Asher College disperses scholarship awards to the student's tuition account. *Cash is Never Disbursed* to the student in place of the scholarship.

INDEPENDENT STUDY, COOPERATIVE PROGRAMS, AND OJT POLICY

Asher College does not offer cooperative or on-the job training (OJT) programs. Credit is also not granted by Asher College for previous participation in independent study, cooperative programs, or OJT programs. Students may access further professional development opportunities through the Career Services office.

SATISFACTORY ACADEMIC PROGRESS (SAP)

GENERAL ELEMENTS OF SATISFACTORY ACADEMIC PROGRESS

SAP Policy Title IV: §34 CFR 668.34

Asher College applies the Satisfactory Academic Progress policy to all students regardless of financial assistance status or attendance frequency (i.e. Full-Time or Part-Time). Students must adhere to Academic Standards and Attendance to maintain Satisfactory Academic Progress.

The Department of Education defines quarter credit value used for SAP purposes. Evaluation of student achievement and progress is based on meeting the objectives for each course. Student progress, GPA, and attendance is evaluated at various times throughout the program. Asher College notifies Students of their GPA every other month with an unofficial copy of their transcript and by evaluations based on the time frames listed below. Instructors conduct progress or evaluation checks.

GRADUATION REQUIREMENTS

Graduation Requirements for Asher College are:

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

Asher College will award students an appropriate degree or certificate who successfully complete a program of study verifying that fact.

Reference: ACCET Document 18

QUALITATIVE STANDARD

Students must earn all quarter credits in the program, achieve 80% attendance hours, 100% attendance days, and achieve a cumulative "C" grade point average by graduation. A "C" grade point average is equivalent to a minimum of a 2.0 on a 4.0 scale, or a 70% on a 100% scale. All students must also meet the required standards for Progress and Code of Conduct to graduate.

> **Example: Computer and Network Technician student meeting Satisfactory Academic Progress at the 18 Quarter Credit Hour mark will have a minimum 80% cumulative attendance hours and have a cumulative Grade Point Average over 70%. They will have completed PCS110r1, VMW101, Career Success and PCS111r1 to earn a minimum of 18 quarter credits.**

Asher College's Quantitative Standard is Quarter Credit Hours (QCH). Asher College calculates the Rate of Pursuit by dividing the cumulative number of hours the student has completed by the cumulative number of hours the student has attempted.

INCREMENTS FOR EVALUATION

For programs less than 36 quarter credit hours

- By the end of the 2nd week after the first day on campus.
- Upon completion of the required attendance days and earning ½ of the quarter credits needed for graduation.
- At completion of the last course.
- As needed at the instructor's discretion.

For programs longer than 36 quarter credit hours

- By the end of the 2nd week after the first day on campus.
- Upon completion of the required attendance days and course content to earn the minimum of 18 quarter credit hours.
- Upon completion of the required attendance days and course content to earn the minimum of 36 quarter credit hour.
- At the completion of the program.
- As needed at the instructor's discretion.

For programs longer than 51 quarter credit hours

- By the end of the 2nd week after the first day on campus.
- Upon completion of the required attendance days and course content to earn the minimum of 18 quarter credit hours.
- Upon completion of the required attendance days and course content to earn the minimum of 36 quarter credit hour.
- Upon completion of the required attendance days and course content to earn the minimum of 51 quarter credit.
- At the completion of the program.
- As needed at the instructor's discretion.

MAXIMUM TIME FRAME

Asher College provides students the opportunity to use a maximum program completion time of 150% of the scheduled program time measured in both Credit Hours and Weeks.

> **Example: The Computer Network Technician program is 63 credits over a 66-week period. Based on a 150% Max Timeframe, a student would have to complete the program within:**
> **95 attempted credits (63*150%); and**
> **99 weeks (66 x 150%)**

EVALUATION OF SAP STANDARDS

Each evaluation includes an assessment and notification to the student of the qualitative (e.g. grade point average) and quantitative measure of the Student's Rate of Progress (PACE). Asher College authorizes faculty

to conduct informal evaluations in addition to the scheduled evaluations all throughout a student's program, identifying students at risk for academic warning or probation.

If a student does not pass a course, they will be required to retake the course. However, at the discretion of the Director of Education/Program Manager, they may be allowed to move to the next module first.

CONSEQUENCES TO MEET SAP STANDARDS

Consequences

Students are informed of their responsibility to maintain the requirements and performance levels for success in accordance with the necessary program enrollment agreement.

The Instructor, Program Manager or Director of Education will notify any student not making Satisfactory Academic Progress via email and attempt to contact them as well in person or by phone. The appropriate faculty member will then schedule a face-to-face appointment placing the student on Academic Warning, escalating to Academic Probation or recommending for Dismissal.

§34 CFR 668.34
A student who has not achieved the required GPA, or who is not successfully completing his or her educational program at the required credit progress, is no longer eligible to receive assistance under the title IV, HEA programs.

Academic Warning

Status given to a student indicating an immediate or impending problem with the student due to poor attendance, failing grades, lack of progress or bad conduct.

Asher College places students on a 4-week Academic Warning status under the following circumstances:

- Unsatisfactory Progress – Not testing or progressing in the program as scheduled.
- Unsatisfactory Attendance – Not maintaining 80% of cumulative attendance hours.
- Unsatisfactory GPA – Cumulative GPA less than 2.0 (i.e. less than a C or 70%).
- Unsatisfactory Conduct – Not abiding by the Code of Conduct or other policies.

Failure to successfully complete the terms of the Academic Warning or return to Good Standing at the end of the 4-week Academic Warning will result in an escalation to Academic Probation.

Academic Probation

Academic Probation is status assigned to a student for a 4-week period after the student that fails to meet SAP standards, successfully appeals and, if applicable, has had financial aid reinstated.

Asher College places students on a 4-week Academic Probation after unsuccessfully adhering to the terms of an Academic Warning caused by poor attendance, failing grades, lack of progress or bad conduct or violating the Asher College Academic Honesty Policy.

Failure to successfully return to Good Standing at the end of the Academic Probation period will result in dismissal from the program and potentially the loss of Title IV financial aid eligibility.

Removal of academic probation requires that a student return to meeting the Qualitative and Quantitative requirements of SAP by the end of the 4-week Academic Probation.

Appeals

Students who are dismissed for failing to maintain Satisfactory Academic Progress may appeal. Reentrance to Asher College following dismissal for any reason will be at the discretion of the Campus Director. Students who do not prevail in the appeal process will not be readmitted and may reapply in 6 months.

To appeal, a student must provide a written statement why they failed to meet SAP standards and what has changed in their situation that will allow them to meet SAP standards. Appeals must be submitted to the Campus Director within 5 days of the initiation of the unsatisfactory status or dismissal. Before the Appeal may be granted, an appropriate faculty member must create an Individualized Education Plan (IEP) with the student. The Campus Director will notify the student in writing of the result of the Appeal within 5 days.

Readmitted Students

If a student is readmitted, the student is placed on 4-week Academic Probation status. At the end of probationary period, the instructor will evaluate the student's progress and meet with the student. **Failure to show progress is grounds for immediate dismissal from the program without the option to appeal again.**

Readmitted students are entitled to the same rights and privileges and subject to the same regulations as any student. Their grades will remain the same for courses completed in the prior year. Students will not receive credit for any work completed in an Incomplete course and will have to restart the course from the beginning.

Academic Plan

The IEP process can begin at any time with the discretion of the Campus Director or Director of Education. A 4-week Individualized Education Plan (IEP) is a written academic plan that a faculty member creates along with the student that, if followed, will ensure the student is able to meet Asher College's SAP standards. An IEP details the counseling for the student along with action items and completion dates.

Students will receive an IEP under the following conditions:

- as a result of being placed on Academic Warning Status;
- as a result of being escalated to Academic Probation Status; and
- in conjunction with a successful appeal.

SUMMARY OF DISMISSAL (TERMINATION) POLICIES

Students who do not meet the standards described in the sections related to Financial Obligations, Satisfactory Academic Progress (SAP), Attendance, Leave of Absence, Conduct, or Academic Honesty included within this catalog are subject to dismissal. Examples include, but are not limited to, the following:

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

ECPP Concurrent Dismissal (Termination)

Dismissal from either the Adult Education or the Vocational component of the ECPP program for any reason shall result in dismissal from the other component of the program.

ADDITIONAL ELEMENTS OF SAP

§34 CFR 668.34

FINANCIAL AID WARNING, PROBATION AND APPEALS

Financial Aid Warning

Financial aid warning is a status assigned to a student who fails to make Satisfactory Academic Progress at an institution that evaluates academic progress at the end of each payment period.

A student on Financial Aid Warning may continue to receive assistance under the Title IV, HEA programs for one payment period despite a determination that the student is not making Satisfactory Academic Progress. Financial Aid Warning status may be assigned without an appeal or other action by the student. This status may only be used by schools that check SAP at the end of each payment period and only for students who were making SAP in the prior payment period for which they were enrolled or who were in the first payment period of their program.

An evaluation will happen at the conclusion of the payment period and if SAP remains unsatisfactory, the student will be dismissed from their program.

Financial Aid Probation

Financial aid probation means a status assigned by an institution to a student who fails to make Satisfactory Academic Progress and who has appealed and has had eligibility for aid reinstated.

A student on financial aid probation may receive Title IV, HEA program funds for one payment period. While a student is on financial aid probation, the student to fulfill specific terms and conditions specified in an Individualized Education Plan (IEP). At the end of one payment period on financial aid probation, the student must meet the Asher College's Satisfactory Academic Progress standards or meet the requirements of the IEP developed by the appropriate faculty member and the student to qualify for further Title IV, HEA program funds.

Financial Aid Appeal

An Appeal is the process by which a student who is not meeting Asher College's Satisfactory Academic Progress standards petitions for reconsideration of eligibility for Title IV.

A student may reestablish his or her eligibility to receive assistance under the Title IV, HEA programs by following the Academic Appeal process in the previous section and returning to Good Standing by the end of the 4-week Probation status period.

DISBURSEMENT OF TITLE IV WITH UNSATISFACTORY SAP

A student not making SAP under this policy may nevertheless receive disbursement of Title IV, HEA program funds under the following provisions:

1. For the payment period following the payment period in which the student did not make satisfactory academic progress, the institution may:

   - Place the student on Financial Aid Warning, and disburse Title IV, HEA program funds to the student; or

- Place a student directly on Financial Aid Probation and disburse Title IV, HEA program funds to the student.

2. For the payment period following a payment period during which a student was on Financial Aid Warning, the institution may place the student on Financial Aid Probation, and disburse Title IV, HEA program funds to the student if:

   - The institution evaluates the student's progress and determines that student did not make satisfactory academic progress during the payment period the student was on financial aid warning;
   - The student appeals the determination; and
   - The institution determines that the student should be able to meet the institution's satisfactory academic progress standards by the end of the subsequent payment period; or
   - The institution develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress standards by a specific point in time.

3. A student on financial aid probation for a payment period may not receive title IV, HEA program funds for the subsequent payment period unless the student makes satisfactory academic progress, or the institution determines that the student met the requirements specified by the institution in the academic plan for the student.

INCOMPLETE GRADES

Students are issued a plan for their program by course with specific dates on which to test and complete each course. Each course has a 100% date and a 150% maximum date of completion. Any student not done with all coursework and exams by the 100% date receives an Incomplete, "I," grade. At the end 150% maximum date the Instructor enters the earned grade for the course up to that point.

Instructors will identify any Incomplete grades within 5 days during the weekly Critical Care meeting.

- The appropriate faculty member will create a plan with the student identifying the last possible date to complete with in the 150% maximum time frame (or sooner).
- While working on the following course, the student will continue working on the incomplete course until the 150% maximum date.
- A student may also continue working on the incomplete course within the 150% maximum allotted time (or sooner) without moving to the following course. This may affect progress and funding and the student understands they should consult with FA before making the choice to not work on the courses concurrently.

COURSE REPETITIONS

Student who fail a course will have the opportunity to retake under the following guidelines:

- If the student falls below a 2.0 the student will be on Academic Warning and Financial Aid Warning.
- The student must meet the 150% of time for the payment period to complete the course and earn the required credits for eligibility.
- The student must raise their GPA to at least 2.0 to be eligible for graduation.

VA Student Course Repetition Notice

Please Note: The Department of Veteran Affairs does not permit re-certification of courses successfully completed in the past.

REENROLLED STUDENTS

Re-Enroll within 180 Days

Asher College considers students who withdraw and then reenter the same program within 180 days as in the same payment period they were in at the time of the withdrawal. The student retains their original eligibility for that payment period as though they did not cease attendance.

Re-Enroll after 180 Days

Asher College considers a student who withdraws from an Asher College program without completing and reentering more than 180 days after withdrawal, as a new enrollment. Transfer of credit may apply if the program or courses are the same.

VA BENEFICIARY STUDENTS

38 USC 3675A(b)(1)
VA students are evaluated on a monthly basis for attendance and SAP. Successful VA students will have completed all courses in the program with a cumulative GPA of 70% or higher, earning all the required quarter credits for graduation and have 80% of attendance.

The following steps will be taken for VA students not meeting this requirement:

1. The student will be placed on Academic Warning and begin the Individualized Educational Plan (IEP) process outlined in "CONSEQUENCES OF FAILURE TO MEET SAP STANDARDS" in the General Elements of SAP in the above section. **Exception: If a VA student does not pass a course, they may <u>not</u> be allowed to move to the next module.** The IEP process can begin at any time at the discretion of the Program Director. This period will last for 30 calendar days.

2. If a VA student still does not meet the minimum academic requirement of 70% grade point average (GPA), they will be placed on Academic Probation for 30 calendar days and the <u>VA will be notified</u>.

3. However, if at the end of the probation period the student's GPA still does not meet the minimum satisfactory academic requirement, **the SCO will terminate certification**.

38 USC 3684
Asher College must report enrollment and any interruption or dismissal (termination) without delay of the education of the eligible person or Veteran to the VA.

ATTENDANCE POLICY

RATIONALE

Asher College checks attendance on a weekly basis. Regular attendance is essential for academic progress and success in a career. Absences may jeopardize a student's ability to complete their program in a timely manner.

Asher College's attendance policy adheres to all Federal, State and ACCET regulations.

MINIMUM STANDARDS FOR COMPLETION/GRADUATION

Asher College requires completion of all courses for graduation. Asher College encourages 100% attendance and requires 80% attendance for graduation.

ATTENDANCE MONITORING

Students must log in and out using the sign-in stations located on campus. The computers track the amount of time a student spends on campus. This information is stored in the student database from which attendance reports are generated. If a student does not log in, instructors will ensure the student manually sign the attendance roster and initial the roster for confirmation. Students are required to sign-out whenever they leave campus for any reason.

Asher College will place students on Academic Warning for attendance violations. Failure to successfully return to good standing from academic warning will lead to academic probation. Failure to successfully return to good standing following academic probation will lead to program dismissal.

Attendance Violations

- Ten (10) Unexcused absences.
- Falling below 80% of attendance hours.
- Student must log-out if they leave campus for any reason. A student will be logged out if they cannot be located on campus as well.
- Multiple Auto-Log Outs from not signing out when leaving.

Immediate Academic Probation

The following actions violate the Asher College Academic Honesty Policy resulting in Academic Probation:

- Logging in and immediately leaving the campus without logging out for any reason.
- Another student logging them in or out.

ATTENDANCE REQUIREMENTS AND TERMS

Depending on rate of pursuit set during enrollment, students will attend campus either 24, 18 or 12 hours per week. We encourage all students to complete the specified hours for their program by the end of each week and make up missed attendance. If a student is unable to attend or leaves campus early on a given day(s), they should contact their instructor or any appropriate staff member.

Tardy and Early Departure

Students arriving late make up the time by staying later or making up the time on another day. Students leaving early make up the time on another day.

Excused Absences

Students are expected to call or e-mail the campus if they are unable to attend the required hours for the week to obtain an excused absence. Excused absences will count as absences in the calculation of attendance rates and will not increase the maximum number of allowable absences; students must still meet an overall attendance rate of 80%.

MAXIMUM CONSECUTIVE DAYS ABSENT

Per Department of Education Regulations, Asher College must Dismiss students from their program who have and unexcused absence for fourteen (14) consecutive days.

MAKE-UP WORK

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

NOTIFICATION

Students are able to access their attendance records through their Student Portal. Additionally, students will receive an email notification on their attendance status on a weekly basis. Asher College will also follow up with students not making their hours for the week via a phone call or text.

SPECIAL CONSIDERATION

Special Consideration (SC) is for students who are undergoing a temporary life event, (medical or other emergency circumstances) e.g., personal health issues or care giving for a family member, temporary transportation or temporary employment constraints. Students on Special Consideration will abide by the Satisfactory Academic Policy and SC contract. Students must attain 80% of attendance hours by program end. Students may use SC for up to 30% (cumulative) of their non-General Education Course attendance.

Special Consideration (SC) requirements:

- Approval from the Campus Director, Director of Education or Program Manager.
- Granted for 4 weeks at a time.
- Signed contract documenting required home and on-campus tasks.
- Weekly on-campus meetings with faculty.
- Limited and contractually specified number of hours off campus.
- Minimum number of hours on-campus logged:
  - 12-hour students must attend 7 hours.
  - 18-hour students must attend 10 hours.
  - 24- hours students must attend 14 hours.

Students using VA benefits are monitored on a weekly basis for attendance**. You are required to meet and maintain your attendance requirements. The goal is 100% of your attendance requirement. Asher College requires 80% attendance during any 4-week period. If you fail to maintain 80% attendance requirement a student can be placed on academic probation.**

If at the end of the academic probation period, the student is not meeting minimum satisfactory attendance requirements, *the SCO will terminate certification.* VA education benefit certification can be reinstated if the student subsequently demonstrates satisfactory academic requirements.

In the event a student is placed on academic probation for attendance a second time, *the SCO will terminate certification.* Students can appeal this decision in writing to the Campus Director. The student will be notified within 5 business days of a decision at such time the resolution will be final."

This practice is in place for two reasons:

- To assist the student with staying on track in his/her program; and
- To ensure that VA directives are being met.

AAS Degree students

If you choose to complete your general education hours on campus you responsible for meeting all Attendance policy standards. If you choose to complete your general education courses as a *distance learning student* (Note: If you are utilizing your Post-9/11 GI Bill benefits while taking ONLY distance-learning courses), you will be paid a housing allowance based on 50 percent of the national average payable in the United States. Please notify your SCO (school certifying official) of your choice.

Break Pay

The VA no longer authorizes break pay (effective August 1, 2011). If a VA student is going to be absent beyond 14 consecutive days, they must request a Leave of Absence (LOA). VA students will not receive VA benefits during Leaves of Absence.

Military Deployments

Active Duty/Selected Reserve VA students must provide the SCO copies of their orders for military training/deployment for their GI Bill file. The VA will be notified of deployment and pay the student per VA policy.

LEAVE OF ABSENCE

Reference: ACCET Doc 36

CONDITIONS FOR GRANTING A LEAVE OF ABSENCE (LOA)

A Leave of Absence (LOA) is a temporary break in a student's attendance during which they are considered to be continuously enrolled.

A leave of absence may be granted for emergency situations such as a serious illness, debilitating injury, or death in the immediate family. LOA's can only be granted after a student has attended school for a period of 90 days, unless approved by the Campus Director.

REQUESTING A LEAVE OF ABSENCE

A student must submit, sign and date a written request for a leave of absence in advance of the beginning date of the leave of absence, unless unforeseen circumstances prevent the student from doing so. The written request must specify a reason for the leave. **If a student does not request a leave of absence within fourteen (14) consecutive days of absence, the student will be dismissed.**

The student must attest to understanding the procedures and implications for returning or failing to return to their course of study.

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

APPROVAL

Asher College **will not assess** the student any additional charges as a result of the leave of absence.

The Campus Director approves or disapproves LOA's after determining that good cause is shown. The Director of Education or appropriate Program Manager will decide if the student must restart the course or pick up from the point the student left off.

ALLOWABLE LENGTH

The leave of absence may not exceed 180 days in any 12-month period or one-half of the published program length, whichever is shorter. Multiple LOA's are permitted provided the total of the leaves does not exceed this limit.

An approved leave of absence may be extended for an additional length of time by the Campus Director or Director of Education provided that the extension request meets all of the above requirements, and the total length of the leave of absence does not exceed the specified limit.

ECPP LEAVE OF ABSENCE

ATB Students taking a Leave of Absence (LOA) from the Vocational component of their program are permitted to continue participating in the Adult Education portion of their program while on LOA.

GRADING POLICY

GRADING BREAKDOWN

5 CCR §71810(b)

The same grading scale applies to all Programs Departments. Homework is work outside of class and not counted in any course hours. Resident and Interactive Distance Learning (IDL) Instructors will provide coursework grades and feedback within 5 business days of student submittal.

Gradable coursework elements equal 100% broken down by:

- Homework is 10%
- Unit Exams are 50%
- Finals are 40%

GRADE POINT CONVERSION

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

EXAM RETAKE POLICY

Students may take each unit and final exam twice. Asher College uses the highest score from each occurrence in the calculation. Students may take exams on or before the scheduled date; a missed exam is awarded zero points (0%). Students who do not pass an exam with a passing score will begin the Individualized Education Plan process outlined in the section entitled Unsatisfactory Academic Progress Requirement Academic Warning / Academic Probationary Status. **The IEP process can begin at any time with the discretion of the Program Manager.**

MAKE-UP WORK

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

ECPP COURSEWORK

> **UNDER NO CIRCUMSTANCES will any Asher College staff or the ECPP Computer Lab monitor provide tutoring or address any questions regarding the Adult Education course materials from the ATB students.**

Example I: Student passes all graded activities.

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

Example II: Student's passes unit exams, no homework submitted, and failed final.

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

METHOD OF CALCULATING PROGRAM GRADE POINT AVERAGE (GPA):

Asher College uses Quarter Credit Hours (QCH) by course to create a weighted cumulative program GPA. For example, Typing Fundamentals (2.0 QCH) will not carry the same weight as Medical Terminology (5.5 QCH). A student must have a 2.0 (70%) cumulative GPA to graduate.

Cumulative GPA calculation example:

Program:	Tech Support Specialist			
Course	Letter Grade	Grade Pts	ACCET QCH	Weighted Grade
PCS110r1	B	3	10.5	31.5
CD101	A	4	2.5	10.0
PCS111r1	C	2	14.0	28.0
NET102	D	1	9.5	9.5
CD201	A	4	2.5	10.0
MOE100r1	A	4	5.5	22.0
TOTAL			42.5	111.0
Program GPA		**111.0 ÷ 42.5 =**		**2.61**

STUDENT SUPPORT

STUDENT SERVICES

STUDENT GUIDANCE AND ADVISING

5 CCR §71810(b)

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

ECPP COUNSELING AND SUPPORTIVE SERVICES

Counseling and supportive services are a key component of the ECPP. Counseling will outline the education and training that must be completed as well as credentials that must be earned that may help a student to reach their identified career goals. Supportive services are an important tool in addressing life issues that may occur during an ATB Student's participation in an ECPP. Ongoing assessments may identify an ATB student's need for assistance in a variety of areas such as childcare, transportation, and financial aid. Asher College may refer students to outside counseling or other supportive services as deemed necessary.

Asher College has faculty and staff who conduct academic advising, career counseling, and student coaching to support the ATB student's educational and career advancement. Additionally, an appointed ECPP Coordinator provides a single point of contact for all ATB Students and helps the other staff members with identifying the needs of the ATB students.

CAREER DEVELOPMENT SERVICES

CAREER ASSISTANCE

5 CCR §71810(b)

Asher College employs a Career Services department who assists students with resume development, interview skills and career search techniques. We provide career assistance and planning services to all graduates in good standing. Additionally, our Career Development department will provide referrals to other agencies to facilitate the career search process.

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

SERVICES PROVIDED

The Career Services department provides:

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

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

ASHER COLLEGE VALUES & CULTURE

THE ASHER A'S

ATTITUDE

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

ATTENDANCE

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

APPEARANCE

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

ACADEMICS

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

ACCOUNTABILITY

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

STUDENT RIGHTS AND PRIVACY

ACADEMIC FREEDOM POLICY

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

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

RETENTION OF STUDENTS FILES

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

PROTECTION OF INFORMATION

Asher College protects and safeguards student information. (information is any record containing nonpublic personal information about a student, whether in paper, electronic, or other form, that is handled or maintained by Asher College).

Asher College employees are trained, evaluated and monitored to ensure the protection of student information.

PRIVACY OF EDUCATION RECORDS (FERPA)

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

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

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

5 CCR §71810(b)

Students may access their academic file, at Asher College by scheduling an appointment, Monday through Friday from 9am to 5pm. Records are maintained on campus for five years. Academic transcripts are maintained indefinitely.

Transcripts are released upon request from the student, and include the following information:

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

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

EQUAL OPPORTUNITY IN EDUCATION AND EMPLOYMENT

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

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

SAFETY

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

Reporting a Crime or Emergency at Asher College:

- **Dial 911 for Emergency**
- **311 for Non – Emergency**
- Area Police/Fire Non - Emergency Numbers:
  - Sacramento County Sheriff's Department
    916-874-5115 Non – Emergency
  - Sacramento Fire Department
    916-808-1300 Non - Emergency

Students should report all criminal acts or other emergencies occurring on campus to a member of the Asher College Staff. Incidents may be reported by phone at **(916) 649-9600** or in person. The Campus Security Authority will write an incident report and if necessary, distribute it to the proper agencies, including, but not limited to, local fire and police departments. The management staff, as well as other appropriate administrators, will be informed of the incident as well.

Only staff members are authorized to have access to buildings; no students are to have access to campus facilities without staff supervision.

Asher College has the authority to enforce the campus Student Code of Conduct, and, according to the Education Code, is the liaison with local police departments in all cases of criminal actions. Any action that is a violation of the criminal code of the State must be reported to the local police.

Campus safety information and programs are available to help facilitate the education and awareness of students and employees with respect to campus safety, emergency evacuation, and local crime statistics.

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

A copy of the Asher College annual on-campus crime report is available to all students, potential students and staff members upon request. You may request a copy from the office manager Monday–Friday from 8:00am-6:00pm, or from our website at: http://www.asher.edu/Career-College/disclosures.html

Campus Security Contact Information:

Director: Linda Freeman (lfreeman@asher.edu)
Office: Front Office
Phone: 916-649-9600
Office Hours: 8am - 6pm

COMPLAINT & GRIEVANCE PROCEDURES

Reference: ACCET Document 49.1

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

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

1. Complaints should be submitted in writing (by email or mail) to the ACCET office. Complaints received by phone will be documented, but the complainant will be requested to submit the complaint in writing.

2. The letter of complaint must contain the following information:

    a. Name and location of the ACCET institution;
    b. A detailed description of the alleged problem(s);
    c. The approximate date(s) that the problem(s) occurred;
    d. The names and titles/positions of all individual(s) involved in the problem(s), including faculty, staff, and/or other students;
    e. What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET;
    f. The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved; and
    g. The status of the complainant with the institution (e.g. current student, former student, etc.).

3. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g. student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution).

4. **SEND TO:**

    ACCET
    CHAIR COMPLAINT REVIEW COMMITTEE
    1722 N Street, NW
    Washington, DC 20036
    Telephone: (202) 955-1113
    Email: complaints@accet.org
    Website: www.accet.org

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

ASHER COLLEGE COMPLAINT & GRIEVANCE POLICY

Asher College maintains an open-door policy. Students should first address any concerns with their instructor. If the student is not satisfied with the result of that conversation, the student should then escalate their concern to the appropriate Manager (IT or Health Services).

If the concern is still not resolved, the student is encouraged to request a meeting or should submit the concern in writing with the Campus Director within 10 business days of addressing the concern with faculty. The Campus Director will provide the Student with a response within 5 business days.

> A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site: www.bppe.ca.gov
>
> **CEC §94909(a)**

Student Code of Conduct

RESPECT STUDENTS & STAFF

Please treat others the way you want to be treated. We trust our students to use their good common sense and good judgment in helping us to maintain a pleasant classroom environment.

Asher College requires students to meet certain **employability standards**. We expect students to behave in a professional manner similar to those of a work environment at all times. Disruptive behavior has no place in classroom or on the job.

Violation of this policy includes but are not limited to dishonesty, cheating, unprofessional behavior, use of profanity, insubordination, harassment, violation of safety rules and use of or being under the influence of alcohol or drugs on campus.

VISITORS AND CHILDREN ON CAMPUS

Children are not allowed to accompany a student on campus. If a student brings a child to the campus, they will be reminded of the school policy and asked to take the child home.

Visitors are required to check in at the front desk upon arrival. Asher College assumes no liability for injuries incurred by minors or unregistered visitors while on campus.

THREATENING BEHAVIOR

If you feel unsafe, you should report your concerns to an appropriate faculty or staff member immediately.

The following list is not all-inclusive and should be used as a guide should you feel a person is engaging in threatening, violent, or potentially violent behavior:

- Endangering or causing physical harm to any person on college grounds or to oneself or causing reasonable apprehension of harm.
- Words, actions, or behaviors that reflect a malicious intention to instill fear, cause physical or mental harm, or violate the sense of safety and security in another person.
- Results in destruction to property.

This description is meant to be viewed by what any reasonable person would find threatening, violent, and/or potentially violent, but threatening behavior is determined by how the receiving person interprets the intent of the threat regardless of the medium used to convey the threat if the person has the ability to carry out the threat, or the explicit nature of the threat.

Sexual Violence

Consent to sexual activity requires of both persons an affirmative, conscious, and voluntary agreement to engage in sexual activity.

Sexual Violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the person's age, use of drugs or alcohol, or because an intellectual or other disability prevents the person from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Harassment

Sexual Harassment is any unwelcome or unwanted sexual advance, request for sexual favors, or other unwelcome conduct of a sexual nature, whether verbal, physical, graphic, or otherwise. Specific examples of sexual harassment by an individual may include, but are not limited to, making written, verbal, physical, and/or visual contact of a sexual nature when the conduct or speech is so severe, persistent, or pervasive, and unwelcome, as to undermine others' educational experiences and thus deny or limit equal access to Asher College resources.

Stalking is repeated conduct (e.g., following, monitoring, observing, surveilling, threatening, communicating or interfering with property) directed at a complainant, of a sexual or romantic nature or motivation, that would cause a reasonable person to fear for their safety, or the safety of others, or to suffer substantial emotional distress.

ILLICIT MATERIALS

Pornography, 'hate group' Web sites or anything else generally considered offensive will not be tolerated. Asher College may dismiss students for viewing these sites.

DRESS CODE

Faculty will ask a student to leave if it is determined that these issues are impacting another student's ability to concentrate on their learning activities.

Professional Appearance

Asher College students dress in a manner that reflects employability *standards*. Students are to dress in a business casual professional manner. At minimum, male students should wear slacks or dress denim and appropriate shirts with collar. Female students should wear dresses, skirts, slacks or dress denim and appropriate shirts/blouses. Asher College defines Dress Denim as clothing with no holes, no tears and fits appropriately; no sagging allowed. Students may not wear hats, shorts, cutoffs, tank tops, screen tee- shirts, sweats/pajamas, flip flops, or slippers; no "sagging" allowed as well.

Perfume, Cologne & Personal Hygiene

Clothing should be clean and free of odor. Hair is always to be clean and neat, in natural tones without excessive ornamentation. Facial hair must be clean and neatly trimmed. Please minimize the use of perfumes and cologne; many people are sensitive to the smell. Exposure to these smells can lead to respiratory problems, headaches, and itchy / watery eyes.

ILLNESS

If you do not feel well please do not expose your fellow students; be considerate, stay home and get well. Contact your instructor or Student Services to let them know the length of time you will not be on campus. Students will coordinate with their instructors to make up weekly attendance hours lost due to illness.

SYSTEM & NETWORK SECURITY

Asher College reserves the right to monitor network use for operational needs and to ensure compliance with applicable laws and school policies. Students may not attempt to circumvent user authentication or security of any host, network, or account ("cracking"), or attempt to interfere with service to any user, host, or network ("denial of service attacks").

Restriction includes, but not limited:

- Accessing data not intended for the Student.
- Logging into a server or account not expressly authorized to access.
- Probing the security of other networks (such as running a SATAN scan or similar tool).
- "Flooding" of networks or attempts to "crash" a host.
- Deliberate attempts to overload a service.

Students may not use any kind of program/script/command or send messages of any kind designed to interfere with a user's terminal session, via any means, locally or by the Internet. **Students who violate systems or network security may incur criminal or civil liability.**

COPYRIGHT POLICY

It is the policy of Asher College to respect the copyright protections given by federal law to owners of digital materials and software. Asher College will abide by all license and contractual agreements in the provision of resources and services to MDDV, Inc. dba Asher College. Individuals who willfully disregard this policy and guidelines do so at their own risk and may be subject to personal liability. It is against the school's policy for students to use school equipment or services to access, use, copy or otherwise reproduce, or make available to others any copyright-protected materials or software except as permitted under copyright law or specific license.

The school regards violation of this policy as a serious matter, and any such violation is without Asher College consent and is subject to loss or restriction of computing privileges and disciplinary action up to and including dismissal of students from the program.

Prohibitions

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

Requirements

Faculty, staff, administrators and students must:

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

Enforcement

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

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

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

DRUG, ALCOHOL, TOBACCO AND FIREARM POLICY

Asher College maintains a drug and alcohol-free environment, prohibiting the unlawful possession, use, or distribution of illicit or non–prescribed prescription drugs by anyone on campus premises or coming to under the influence of these substances. Anyone thought or found to be under the influence of drugs or alcohol will be asked to leave the campus; failure to leave may result in dismissal from the college or law enforcement involvement.

Violations of state, federal or local regulations with respect to illegal drugs, legal drugs or alcohol are subject to criminal prosecution and campus disciplinary actions including dismissal.

Drug and Alcohol Abuse Prevention

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

> **New Dawn Recovery Center:**
>
> 7447 Antelope Road Suite 103
> Citrus Heights, CA 95621
> Phone (916) 969-4300
> www.newdawnrecovery.com

Smoking Areas

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

Weapons Free Zone

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

CELL PHONE USAGE

Please use cell phones outside the classroom or hands-on lab. Cell phones are not allowed in the classroom or hands-on lab unless they are turned off or set to a silent or vibrate mode.

LUNCH AND BREAKS

Asher College has a break room for snacks and meals. Under the law, employees are entitled to a 30-minute meal break if working more than 5 continuous hours in a day and a 10-minute break for every 4 hours of work. We request that students mirror the workplace for lunch and breaks.

Students who witness unlawful or unsafe violations of the code of conduct are obligated to report the incident to a faculty or staff member and free to do so without concern for retaliation. You may make reports via email, phone or surrogate.

Retaliation

Retaliation includes conduct that threatens, intimidates, harasses, coerces or in any other way seeks to discourage a person from making a good faith report of any Code of Conduct violations. Retaliation can be committed by any person or group of persons; not just the respondent or complainant.

All persons reporting prohibited conduct are entitled to protection from any form of retaliation following a report that is made in good faith; even if the report is later not proven. Asher College will take immediate and responsive action on any report of retaliation and will pursue disciplinary action as appropriate.

CONSEQUENCES

After appropriate due process in which evidence is collected and evaluated, the Campus Director or Director of Education at each campus will make the determination as to whether a student has violated the Asher College Code of Conduct.

Disruptive behavior of any kind, such as threatening behavior, sexual violence, harassment, profanity, or viewing inappropriate material is unacceptable and grounds for immediate removal from campus; if deemed necessary for the safety of students and staff, law enforcement may be contacted. Asher College faculty and staff will act swiftly to preserve the safety and security of all persons on the premises.

Depending on the severity of the incident, Asher College may place a student on Academic Warning, automatically escalate to Academic Probation, Suspension or Dismiss a student from their program all together.

Students may appeal a decision in accordance with the Asher College Appeal Policy.

ACADEMIC HONESTY POLICY

Academic Honesty is about ensuring the integrity of an Asher College education. Asher College expects faculty, staff and students to adhere to the fundamental principles of truth and honesty. Academic dishonesty robs students of the opportunity to learn for themselves, develop their skills and build their confidence; the long-term impact is immeasurable.

DEFINITIONS

Attendance Fraud

Attendance Fraud is any deceitful action related to fabricating attendance hours on campus. This includes, but not limited to:

- Logging In and leaving campus attempting to accrue attendance hours.
- Allowing a surrogate to Log In a student into the system.
- Not Logging Out of the system when leaving campus for any reason.
- Adjusting a student's attendance hours for time not spent on campus.

The classroom is the only authorized location for conducting coursework. Studying at home without being authorized for Special Consideration or working in the campus parking lot do not count towards attendance. Students may study outside the classroom on Campus with the permission of the instructor.

Academic Dishonesty

Academic Dishonesty is intentional deception designed to improve a student's grade.

- **Plagiarism** is using someone else's ideas, concepts or work without providing credit or through the use of proper citation.
    - As a rule of thumb, assignments requiring research should not have material in excess of 20% from external sources in addition to properly citing the external sources.
    - IDL coursework which possesses 40% or more non-cited material is considered plagiarism.
- **Cheating** is a result of attempting to gain credit for assignments or tests through dishonest, deceptive, or fraudulent means. Cheating includes, but not limited to:
    - Not being the author of your own work; this includes instructors providing exam answers.
    - Taking an exam for another student or allowing a surrogate to take an examination for you.
    - Copying another student's assignments or examination answers.
    - Providing another student with your assignment or exam answers.
    - Previously graded course work from another institution or Asher College without the instructor's permission.

REPORTING REQUIREMENTS

Students

Student witnessing academic dishonesty, are obligated to report the incident to a faculty or staff member. Witnessing a faculty or staff member conducting academic dishonestly is a reportable offense. Please notify the Director of Education or Campus Director immediately. You may make reports via email, phone or surrogate.

Faculty and Staff

Faculty and Staff witnessing Academic Dishonesty, will bring the offending student(s) directly to the Campus Director or Director of Education.

Retaliation

Retaliation includes conduct that threatens, intimidates, harasses, coerces or in any other way seeks to discourage a person from making a good faith report of any Code of Conduct violations. Retaliation can be committed by any person or group of persons; not just the respondent or complainant.

All persons reporting prohibited conduct are entitled to protection from any form of retaliation following a report that is made in good faith; even if the report is later not proven. Asher College will take immediate and responsive action on any report of retaliation and will pursue disciplinary action as appropriate.

CONSEQUENCES

Students

After appropriate due process in which evidence is collected and evaluated, the Campus Director or Director of Education at each campus will make the determination as to whether a student has violated the Asher College Academic Honesty Policy. Students determined to have engaged in Attendance Fraud or Academic Dishonesty:

- *Shall* be immediately placed on Academic Probation.
- Students in the vocational courses will receive an "F" in their current course and must restart the course.
- Students in an IDL course will lose his/her off-campus privilege and be dropped from the current course.
- Asher College reserves the right to dismiss any student from their program who is determined to have violated the Asher College Academic Honesty Policy.

Students may appeal any decision in accordance with the Asher College Appeal Policy.

Faculty and Staff

The Campus Director or appropriate Corporate Director will discipline Faculty or Staff members who are determined to have violated the Asher College Academic Honesty Policy.

CLASS SESSIONS AND SCHEDULE

IMPORTANT PROGRAM DATES

STUDENT PROGRAM DATES

Asher College utilizes an open enrollment policy with classes beginning every other Monday. Program end dates are calculated prior to enrollment and vary by student depending on the start date, program selected, and hours per week attendance requirement.

> **Example: The program dates for a student starting the CNT program on January 7, 2019 at 18 hours per week (51 weeks or 357 days total), then the end date would be December 30, 2019. If another student starts on the same day with the same program but enrolls for 12 hours per week (77 weeks or 539 days total) would have an end date of June 29, 2020.**

General Education Course Start Dates

The online General Education courses begin every first Monday of the Month; if that day is a holiday, the start day is the next day.

CAMPUS CALENDAR EVENTS

All-Staff Meeting

Monthly staff in-service meetings are held the second Friday of each month.

Constitution Day

Asher College recognizes September 17 as Constitution Day and celebrates this at the campus.

HOLIDAY SCHEDULE

Asher College closes campus for the following holidays:

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

Asher College 2020

JANUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

MARCH

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1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY

S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

AUGUST

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER

S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER

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1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	

Staff Meetings Friday	GenEd Module Start Dates	Closed for Staff and Students	
Friday	First Monday	HOLIDAY	
Jan and Feb	6-Jan	New Years	
	3-Jan		1-Jan
31-Jan			
Staff Friday	First Monday	HOLIDAY	
	2-Mar		
20-Mar	6-Apr		
17-Apr			
Staff Friday	First Monday	HOLIDAY	
	4-May	MEMORIAL DAY	
8-May	1-Jun		
12-Jun		5/23-5/25	
Staff Friday	First Monday	HOLIDAY	
	6-Jul		
10-Jul	3-Aug	Independence Day	
14-Aug		7/3-7/4	
Staff Friday	First Monday (Tues)	HOLIDAY	
	8-Sep	Labor Day	
11-Sep	5-Oct	9/5-9/7	
9-Oct			
Staff Friday	First Monday	HOLIDAY	
	2-Nov	Thanksgiving	
	7-Dec		26-Nov
13-Nov		Christmas Eve/Day	
12-Dec		12/26	
		New Years	
			1-Jan

PROGRAMS DESCRIPTIONS AND CHARTS

ASSOCIATE OF APPLIED SCIENCE (AAS) DEGREE ADD ON

For *Eligible programs only, Asher College can add the 6 General Education courses to a completed program allowing students the opportunity to earn an Associate of Applied Science Degree. AAS Graduates will demonstrate that they are ready for supervisory responsibilities based on the additional investment made in their general education. These skills will help students to develop a deeper understanding of the impact our government has on business, how businesses function and the role of management.

General Education Courses

GE101 Critical Thinking
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)
GE102 Business Communication
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)
GE103 Business Math
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)
GE104 Introduction to Business
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)
GE105 Principles of Management
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)
GE106 American Government
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)

AAS Degree Add on Data & Costs

Prerequisites:	Completion of an eligible Asher College Certificate Program(s)
Academic Quarter Credit:	27 QCH
Financial Aid Quarter Credit:	16
Student Status:	Full time = 24 hours/week
	¾ time = 18 hours/week
	Part Time = 12 hours/week
Course Length:	Full time = 27 weeks
	¾ time = 27 weeks
	Part time = 27weeks

Tuition and Fees

Registration Fee:	$200
Books & Supplies:	$0
Tuition:	$9,800
STRF*	to be determined, if applicable
Total cost	**$10,000**

For period of Attendance
Estimate cost total program ($10,000)

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

Associate of Applied Sciences Degree Program Description in B.A.

ASSOCIATES OF APPLIED SCIENCE DEGREE IN BUSINESS ADMINISTRATION

The Associate of Applied Science Degree in Business Administration (AAS-BA) program prepares the student with a comprehensive set of skills necessary to become employable in many different areas of business.

The AAS-BA program provides students with a knowledge of basic computer fundamentals and Microsoft Office applications. The program includes a strong introduction to modern accounting theories and principles.

Students also become proficient at operating office equipment, sending email, writing correspondence; organizing, preparing, and storing and distributing information. Students develop the communication and organizational skills to be successful in business and everyday life. The program includes an introduction to entrepreneurship, marketing and project management.

AAS Graduates will demonstrate that they are ready for supervisory responsibilities based on the additional investment made in their general education. These skills will help students to develop a deeper understanding of the impact our government has on business, how businesses function and the role of management.

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

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

The Associate of Applied Science Degree in Business Administration program is appropriate is appropriate for basic supervisory or management positions including:

- Administrative Coordinator
- Administrative Director
- Administrative Manager
- Administrative Officer
- Administrative Specialist
- Administrator
- Business Administrator
- Business Manager
- Facilities Manager
- Office Manager

AAS-BA Courses

DL101 Digital Literacy
(Full Time = 2 weeks; ¾ Time = 3 weeks; Part Time = 5 weeks)
CD101 Career Success
(Full Time = 1 week; ¾ Time = 1 week; Part Time = 2 weeks)

MOE100r1 MS Essentials
(Full Time = 4 weeks; ¾ Time = 5 weeks; Part Time = 7 weeks)
TF100 Typing Fundamentals
(Full Time = 1 week; ¾ Time = 2 weeks; Part Time = 3 weeks)
ACC101 Introduction to Accounting
(Full Time = 5 weeks; ¾ Time = 7 weeks; Part Time = 11 weeks)
PCS100 Computer Fundamentals
(Full Time = 5 weeks; ¾ Time = 7 weeks; Part Time = 10 weeks)
GE102 Business Communication
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)
GE104 Introduction to Business
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)
GE105 Principles of Management
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)
BUS101 Business Law and Ethics
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)
BUS102 Principles of Marketing
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)
BUS103 Human Resources
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)
BUS104 Entrepreneurship
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)
BUS105 Introduction to Project Management
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)
CD201 Advanced Career Development
(Full Time = 1 week; ¾ Time = 1 week; Part Time = 2 weeks)

General Education Courses

GE108 Leadership
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)
GE107 Introduction to Psychology
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)
GE101 Critical Thinking
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)
GE103 Business Math
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)
GE106 American Government
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)

ASSOCIATE OF APPLIED SCIENCE DEGREE IN BUSINESS ADMINISTRATION								
Classification of Instruction Programs (CIP) 52.0201					Standard Occupational Classification (SOC) 11-3011.00			
Associate of Applied Science Degree in Business Administration	Course	Lecture Hours		Laboratory Hours		Total Hours	Quarter Credits	FA
Course Title	Number	Clock	Credit	Clock	Credit	Clock	Credit	Credit
Digital Literacy	DL101	30	3.0	30	1.5	60	4.5	3.00
MS Essentials	MOE100r1	25	2.5	60	3.0	85	5.5	4.25
Career Success	CD101	25	2.5	0	0.0	25	2.5	1.25
Typing Fundamentals	TF100	10	1.0	20	1.0	30	2.0	1.50
Introduction to Accounting	ACC100	30	3.0	100	5.0	130	8.0	6.50
Computer Fundamentals	PCS100	60	6.0	60	3.0	120	9.0	6.00
Business Communications	GE102	35	3.5	20	1.0	55	4.5	2.75
Introduction to Business	GE104	35	3.5	20	1.0	55	4.5	2.75
Principles of Management	GE105	35	3.5	20	1.0	55	4.5	2.75
Business Law and Ethics	BUS101	35	3.5	20	1.0	55	4.5	2.75
Principles of Marketing	BUS102	35	3.5	20	1.0	55	4.5	2.75
Human Resources	BUS103	35	3.5	20	1.0	55	4.5	2.75
Entrepreneurship	BUS104	35	3.5	20	1.0	55	4.5	2.75
Introduction to Project Management	BUS105	35	3.5	20	1.0	55	4.5	2.75
Advanced Career Development	CD201	25	2.5	0	0.0	25	2.5	1.25
Leadership	GE108	35	3.5	20	1.0	55	4.5	2.75
Introduction to Psychology	GE107	35	3.5	20	1.0	55	4.5	2.75
Critical Thinking	GE101	35	3.5	20	1.0	55	4.5	2.75
Business Math	GE103	35	3.5	20	1.0	55	4.5	2.75
American Government	GE106	35	3.5	20	1.0	55	4.5	2.75
TOTALS		660.00	66.0	530	26.5	1190	92.5	59

AAS-BA Program Data & Costs

Prerequisites: High School Diploma, HS Equivalent or Proof of Eligibility
Academic Quarter Credit: 95.50 QCH
Financial Aid Quarter Credit: 59
Student Status: Full time =   24 hours/week
                             ¾ time =   18 hours/week
                             Part Time =   12 hours/week
Program Length: Full time =   79week
                             ¾ time =   85 weeks
                             Part time =   99 weeks

Tuition and Fees

Registration Fee: $200
Books & Supplies: $485
Tuition: $19,265
STRF*   to be determined, if applicable
Total cost   **$19,950**

For period of Attendance
Estimate cost total program ($19,950)

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

ASSOCIATES OF APPLIED SCIENCE DEGREE IN OFFICE ACCOUNTING

The Associates of Applied Science Degree in Office Accounting (AAS-OA) program prepares the student with a comprehensive set of skills necessary to become employable as a team leader or supervisor in a professional office environment where bookkeeping skills are a key job requirement.

The AAS-OA program provides students with an advanced knowledge of current Windows operating systems and Microsoft Office applications. The program includes a strong introduction to modern Accounting theories and principles. Students then apply that theory to practical bookkeeping tasks using Quickbooks.

Students also become proficient at operating office equipment, sending email, creating presentations, using databases, writing correspondence; organizing, preparing, and storing and distributing information. Students develop the communication and organizational skills to be successful in business and everyday life.

Additionally, the student will develop the keyboarding skills and technical skills needed to be an efficient working in today's computerized workplace. Students will learn the fundamentals of computing; acquire skills to work more efficiently with the Windows operating system, and learn Microsoft Office products including Word, Excel, Outlook and PowerPoint.

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

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

The Associate of Applied Science Degree in Office Accounting program is appropriate for basic supervisory or management positions including:

- Bookkeeping
- Accounting Assistant
- Accounting Associate
- Accounting Clerk
- Administrative Specialist

AAS-OA Courses

DL101 Digital Literacy
(Full Time = 2 weeks; ¾ Time = 3 weeks; Part Time = 5 weeks)
CD101 Career Success
(Full Time = 1 week; ¾ Time = 1 week; Part Time = 2 weeks)
TF100 Typing Fundamentals
(Full Time = 1 week; ¾ Time = 2 weeks; Part Time = 3 weeks)
MSW101r1 MS Word
(Full Time = 6 weeks; ¾ Time = 7 weeks; Part Time = 10 weeks)
MSE101r1 MS Excel
(Full Time = 6 weeks; ¾ Time = 7 weeks; Part Time = 10 weeks)
MSP101r1 MS PowerPoint
(Full Time = 4 weeks; ¾ Time = 6 weeks; Part Time = 8 weeks)
MSL101r1 MS Outlook

(Full Time = 4 weeks; ¾ Time = 6 weeks; Part Time = 8 weeks)
PBS111 Office Administration
(Full Time = 4 weeks; ¾ Time = 5 weeks; Part Time = 7 weeks)
PBS112 Office Management
(Full Time = 3 weeks; ¾ Time = 4 weeks; Part Time = 6 weeks)
ACC101 Introduction to Accounting
(Full Time = 5 weeks; ¾ Time = 7 weeks; Part Time = 11 weeks)
CD201 Advanced Career Development
(Full Time = 1 week; ¾ Time = 1 week; Part Time = 2 weeks)
ACC102 QuickBooks Pro User
(Full Time = 5 weeks; ¾ Time = 7 weeks; Part Time = 12 weeks)

General Education Courses

GE101 Critical Thinking
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)
GE102 Business Communication
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)
GE103 Business Math
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)
GE104 Introduction to Business
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)
GE105 Principles of Management
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)
GE106 American Government
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)

ASSOCIATE OF APPLIED SCIENCE DEGREE IN OFFICE ACCOUNTING

Classification of Instruction Programs (CIP) 52.0302							Standard Occupational Classification (SOC) 43-3031.00		
Associate of Applied Science Degree in Office Accounting	**Course**	**Lecture Hours**		**Laboratory Hours**		**Total Hours**	**Quarter Credits**	**FA**
Course Title	**Number**	**Clock**	**Credit**	**Clock**	**Credit**	**Clock**	**Credit**	**Credit**
Digital Literacy	DL101	30	3	30	1.5	60	4.5	3
Career Success	CD101	25	2.5	0	0	25	2.5	1.25
MS Word	MSW101r1	35	3.5	90	4.5	125	8	6.25
Typing Fundamentals	TF100	10	1	20	1	30	2	1.5
MS Excel	MSE101r1	45	4.5	80	4	125	8.5	6.25
MS PowerPoint	MSP101r1	40	4	60	3	100	7	5
MS Outlook	MSL101r1	30	3	70	3.5	100	6.5	5
Office Administration	PBS111	25	2.5	60	3	85	5.5	4.25
Office Management	PBS112	30	3	50	2.5	80	5.5	4
Introduction to Accounting	ACC100	30	3	100	5	130	8	6.5
Advanced Career Development	CD201	25	2.5	0	0	25	2.5	1.25
QuickBooks Pro User	ACC102	30	3	100	5	130	8	6.5
Critical Thinking	GE101	35	3.5	20	1	55	4.5	2.75
Business Communications	GE102	35	3.5	20	1	55	4.5	2.75
Business Math	GE103	35	3.5	20	1	55	4.5	2.75
Introduction to Business	GE104	35	3.5	20	1	55	4.5	2.75
Principles of Management	GE105	35	3.5	20	1	55	4.5	2.75
American Government	GE106	35	3.5	20	1	55	4.5	2.75
TOTALS		**565**	**56.5**	**780**	**39**	**1345**	**95.5**	**67.25**

AAS-OA Program Data & Costs

Prerequisites: High School Diploma, HS Equivalent or Proof of Eligibility

Academic Quarter Credit: 95.5 QCH
Financial Aid Quarter Credit: 67
Student Status: Full time =   24 hours/week
                             ¾ time =   18 hours/week
                             Part Time =   12 hours/week
Program Length: Full time =   69 weeks
                             ¾ time =   83 weeks
                             Part time =   111 weeks

Tuition and Fees
Registration Fee: $200
Books & Supplies: $929
Tuition: $23,821
STRF*   to be determined, if applicable
Total cost   **$24,950**

For period of Attendance
Estimate cost total program ($24,950)

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

Business Certificate Program Description

OFFICE ACCOUNTING SPECIALIST

*Eligible for transfer into the Associate of Applied Science Degree program.

The Office Accounting Specialist (OAS) program prepares the student with a comprehensive set of skills necessary to become employable in a professional office environment where bookkeeping skills are a key job requirement.

The Office Accounting Specialist (OAS) program provides students with an advanced knowledge of current Windows operating systems and Microsoft Office applications. The program includes a strong introduction to modern Accounting theories and principles. Students then apply that theory to practical bookkeeping tasks using Quickbooks.

Students also become proficient at operating office equipment, sending email, creating presentations, using databases, writing correspondence; organizing, preparing, and storing and distributing information. Students develop the communication and organizational skills to be successful in business and everyday life.

In addition, the student will develop the keyboarding skills and technical skills needed to be an efficient working in today's computerized workplace. Students will learn the fundamentals of computing; acquire skills to work more efficiently with the Windows operating system, and learn Microsoft Office products including Word, Excel, Outlook and PowerPoint.

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

The Office Accounting Specialist program is appropriate for job roles including:

- Bookkeeping Assistant
- Accounting Assistant
- Accounting Associate
- Accounting Clerk
- Administrative Specialist

OAS Courses

DL101 Digital Literacy
(Full Time = 2 weeks; ¾ Time = 3 weeks; Part Time = 5 weeks)
CD101 Career Success
(Full Time = 1 week; ¾ Time = 1 week; Part Time = 2 weeks)
TF100 Typing Fundamentals
(Full Time = 1 week; ¾ Time = 2 weeks; Part Time = 3 weeks)
MSW101r1 MS Word
(Full Time = 6 weeks; ¾ Time = 7 weeks; Part Time = 10 weeks)
MSE101r1 MS Excel
(Full Time = 6 weeks; ¾ Time = 7 weeks; Part Time = 10 weeks)
MSP101r1 MS PowerPoint

(Full Time = 4 weeks; ¾ Time = 6 weeks; Part Time = 8 weeks)
MSL101r1 MS Outlook
(Full Time = 4 weeks; ¾ Time = 6 weeks; Part Time = 8 weeks)
PBS111 Office Administration
(Full Time = 4 weeks; ¾ Time = 4 weeks; Part Time = 7 weeks)
PBS112 Office Management
(Full Time = 3 weeks; ¾ Time = 4 weeks; Part Time = 6 weeks)
ACC100 Introduction to Accounting
(Full Time = 5 weeks; ¾ Time = 7 weeks; Part Time = 11 weeks)
CD201 Advanced Career Development
(Full Time = 1 week; ¾ Time = 1 week; Part Time = 2 weeks)
ACC102 Quickbooks Pro User
(Full Time = 6 weeks; ¾ Time = 8 weeks; Part Time = 12 weeks)

OFFICE ACCOUNTING SPECIALIST

Classification of Instruction Programs (CIP) 52.0302				Standard Occupational Classification (SOC) 43-3031.00				
Office Accounting Specialist	**Course**	**Lecture Hours**		**Laboratory Hours**		**Total Hours**	**Quarter Credits**	**FA**
Course Title	**Number**	**Clock**	**Credit**	**Clock**	**Credit**	**Clock**	**Credit**	**Credit**
Digital Literacy	DL101	30	3	30	1.5	60	4.5	3
Career Success	CD101	25	2.5	0	0	25	2.5	1.25
MS Word	MSW101r1	35	3.5	90	4.5	125	8	6.25
Typing Fundamentals	TF100	10	1	20	1	30	2	1.5
MS Excel	MSE101r1	45	4.5	80	4	125	8.5	6.25
MS PowerPoint	MSP101r1	40	4	60	3	100	7	5
MS Outlook	MSL101r1	30	3	70	3.5	100	6.5	5
Office Administration	PBS111	25	2.5	60	3	85	5.5	4.25
Office Management	PBS112	30	3	50	2.5	80	5.5	4
Introduction to Accounting	ACC100	30	3	100	5	130	8	6.5
Advanced Career Development	CD201	25	2.5	0	0	25	2.5	1.25
QuickBooks Pro User	ACC102	30	3	100	5	130	8	6.5
TOTALS		**355**	**35.5**	**660**	**33**	**1015**	**68.5**	**50.75**

OAS Program Data & Costs

Prerequisites: High School Diploma, HS Equivalent or Proof of Eligibility
Academic Quarter Credit: 68.5 QCH
Financial Aid Quarter Credit: 50
Student Status: Full time =   24 hours/week
                            ¾ time =   18 hours/week
                            Part Time =   12 hours/week
Program Length: Full time =   42 weeks
                            ¾ time =   56 weeks
                            Part time =   84 weeks

Tuition and Fees
Registration Fee: $200
Books & Supplies: $929
Tuition: $17,821
STRF*   to be determined, if applicable
Total cost   **$18,950**

For period of Attendance

Estimate cost total program ($18,950)

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

The Office Administrator (OA) program prepares the student with a comprehensive set of skills necessary to become employable in a professional office environment.

The Office Administrator (OA) program provides students with an advanced knowledge of current Windows operating systems and Microsoft Office applications. Students also learn the communication and organizational skills to be successful in business and everyday life.

Students become proficient at operating office equipment, sending email, creating presentations, using databases, writing correspondence; organizing, preparing, storing and distributing information, and handling fundamental accounting.

An Office Administrator's chief duty is to give support to a manager or group of managers. This program prepares you for positions such as: Receptionist, Clerk, Administrative Assistant, Front Office Coordinator, and others.

In addition, the student will develop the keyboarding skills and technical skills needed to be an efficient working in today's computerized workplace. Students will learn the basics of working on the Internet and receive an introduction to bookkeeping fundamentals using QuickBooks.

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

The Office Administrator program is appropriate for job roles including:

- Administrative Assistant
- Administrative Associate
- Administrative Specialist
- Office Assistant
- Staff Assistant

OA Courses

MSW101r1 MS Word
(Full Time = 6 weeks; ¾ Time = 7 weeks; Part Time = 10 weeks)
CD101 Career Success
(Full Time = 1 week; ¾ Time = 1 week; Part Time = 2 weeks)
TF100 Typing Fundamentals
(Full Time = 1 week; ¾ Time = 2 weeks; Part Time = 3 weeks)
MSE101r1 MS Excel
(Full Time = 6 weeks; ¾ Time = 7 weeks; Part Time = 10 weeks)
MSP101r1 MS PowerPoint
(Full Time = 4 weeks; ¾ Time = 6 weeks; Part Time = 8 weeks)
MSL101r1 MS Outlook
(Full Time = 4 weeks; ¾ Time = 6 weeks; Part Time = 8 weeks)
PBS111 Office Administration
(Full Time = 4 weeks; ¾ Time = 5 weeks; Part Time = 7weeks)
PBS112 Office Management
(Full Time = 3 weeks; ¾ Time = 4 weeks; Part Time = 6 weeks)
CD201 Advanced Career Development

(Full Time = 1 week; ¾ Time = 1 week; Part Time = 2 weeks)
PBS113 Bookkeeping Applications
(Full Time = 4 weeks; ¾ Time = 5 weeks; Part Time = 9 weeks)

OFFICE ADMINISTRATOR								
Classification of Instruction Programs (CIP) 52.0408				Standard Occupational Classification (SOC) 43-9061.00				
Office Administrator	Course	Lecture Hours		Laboratory Hours		Total Hours	Quarter Credits	FA
Course Title	Number	Clock	Credit	Clock	Credit	Clock	Credit	Credit
MS Word	MSW101r1	35	3.5	90	4.5	125	8	6.25
Career Success	CD101	25	2.5	0	0	25	2.5	1.25
Typing Fundamentals	TF100	10	1	20	1	30	2	1.5
MS Excel	MSE101r1	45	4.5	80	4	125	8.5	6.25
MS PowerPoint	MSP101r1	40	4	60	3	100	7	5
MS Outlook	MSL101r1	30	3	70	3.5	100	6.5	5
Office Administration	PBS111	25	2.5	60	3	85	5.5	4.25
Office Management	PBS112	30	3	50	2.5	80	5.5	4
Advanced Career Development	CD201	25	2.5	0	0	25	2.5	1.25
Bookkeeping Applications	PBS113	30	3	60	3	90	6	4.5
TOTALS		295	29.5	490	24.5	785	54	39.25

OA Program Data & Costs

Prerequisites: High School Diploma, HS Equivalent or Proof of Eligibility
Academic Quarter Credit: 54 QCH
Financial Aid Quarter Credit: 39
Student Status: Full time =   24 hours/week
                                ¾ time =   18 hours/week
                                Part Time =   12 hours/week
Program Length: Full time =   34 weeks
                                ¾ time =   44 weeks
                                Part time =   65 weeks

Tuition and Fees
Registration Fee: $200
Books & Supplies: $725
Tuition: $12,525
STRF*   to be determined, if applicable
Total cost $13,450

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

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

Associate of Applied Science Degree Program Descriptions in H.S.

ASSOCIATE OF APPLIED SCIENCE DEGREE IN HEALTH INFORMATION

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

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

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

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

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

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

Graduates who desire to pursue CEHRS (Electronic Health Record Specialist Certification) CMAA (Medical Administrative Assistant Certification) or CBCS (Certified Billing and Coding Specialist) will have the opportunity and support to prepare and test.

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

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

AAS-HI Courses

DL101 Digital Literacy
(Full Time = 2 weeks; ¾ Time = 3 weeks; Part Time = 5 weeks)
CD101 Career Success
(Full Time = 1 week; ¾ Time = 1 week; Part Time = 2 weeks)
MOE100r1 MS Essentials
(Full Time = 4 weeks; ¾ Time = 5 weeks; Part Time = 7 weeks)
TF100 Typing Fundamentals
(Full Time = 1 week; ¾ Time = 2 weeks; Part Time = 3 weeks)
PBS111 Office Administration:
(Full Time = 4 weeks; ¾ Time = 5 weeks; Part Time = 7 weeks)
HS204 Medical Law & Ethics
(Full Time = 3 weeks; ¾ Time = 4 weeks; Part Time = 5 weeks)
HS201 Medical Terminology
(Full Time = 4 weeks; ¾ Time = 5 weeks; Part Time = 7 weeks)
HS202 Human Anatomy & Physiology:
(Full Time = 5 weeks; ¾ Time = 7 weeks; Part Time = 10 weeks)
HS401 Electronic Health Records
(Full Time = 3 weeks; ¾ Time = 4 weeks; Part Time = 6 weeks)
HS208 Health Information Billing and Coding
(Full Time = 7 weeks; ¾ Time = 9 weeks; Part Time = 14 weeks)
CD201 Advanced Career Development
(Full Time = 1 week; ¾ Time = 1 week; Part Time = 2 weeks)
HIT101 Health Information Technology
(Full Time = 4 weeks; ¾ Time = 5 weeks; Part Time = 8 weeks)

General Education Course

GE101 Critical Thinking
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)
GE102 Business Communication
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)
GE103 Business Math
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)
GE104 Introduction to Business
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)
GE105 Principles of Management
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)
GE106 American Government
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)

ASSOCIATE OF APPLIED SCIENCE DEGREE HEALTH INFORMATION

Classification of Instruction Programs (CIP) 51.0707 | Standard Occupational Classification (SOC) 29-2071.00

Associate of Applied Science Degree in Health Information	Course	Lecture Hours		Laboratory Hours		Total Hours	Quarter Credits	FA
Course Title	Number	Clock	Credit	Clock	Credit	Clock	Credit	Credit
Digital Literacy	DL101	30	3	30	1.5	60	4.5	3
Career Success	CD101	25	2.5	0	0	25	2.5	1.25
MS Essentials	MOE100r1	25	2.5	60	3	85	5.5	4.25
Typing Fundamentals	TF100	10	1	20	1	30	2	1.5
Office Administration	PBS111	25	2.5	60	3	85	5.5	4.25
Medical Law and Ethics	HS204	25	2.5	40	2	65	4.5	3.25
Medical Terminology	HS201	25	2.5	60	3	85	5.5	4.25
Human Anatomy and Physiology	HS202	70	7	50	2.5	120	9.5	6
Electronic Health Records	HS401	40	4	40	2	80IN	6	4
HIA Billing and Coding	HS208	45	4.5	120	6	165	10.5	8.25
Advanced Career Development	CD201	25	2.5	0	0	25	2.5	1.25
Health Information Technology	HIT101	30	3	60	3	90	6	4.5
Critical Thinking	GE101	35	3.5	20	1	55	4.5	2.75
Business Communications	GE102	35	3.5	20	1	55	4.5	2.75
Business Math	GE103	35	3.5	20	1	55	4.5	2.75
Introduction to Business	GE104	35	3.5	20	1	55	4.5	2.75
Principles of Management	GE105	35	3.5	20	1	55	4.5	2.75
American Government	GE106	35	3.5	20	1	55	4.5	2.75
TOTALS		585	58.5	660	33	1245	91.5	62.25

AAS-HI Program Data & Costs

Prerequisites: High School Diploma or HS Equivalent
Academic Quarter Credit: 91.5 QCH
Financial Aid Quarter Credit: 62
Student Status: Full time =   24 hours/week
                         ¾ time =   18 hours/week
                         Part Time =   12 hours/week
Program Length: Full time =   66 weeks
                         ¾ time =   78 weeks
                         Part time =   103 weeks

Tuition and Fees

Registration Fee: $200
Books & Supplies: $1,189
Tuition: $22,561
STRF*   to be determined, if applicable
Total cost $23,950

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

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

ASSOCIATE OF APPLIED SCIENCE DEGREE IN MEDICAL BILLING AND CODING

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

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

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

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

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

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

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

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

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

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

AAS-MBC Courses

MOE100r1 MS Essentials
(Full Time = 4 weeks; ¾ Time = 5 weeks; Part Time = 7 weeks)
CD101 Career Success
(Full Time = 1 week; ¾ Time = 1 week; Part Time = 2 weeks)

TF100 Typing Fundamentals
(Full Time = 1 week; ¾ Time = 2 weeks; Part Time = 3 weeks)
HS204 Medical Law & Ethics
(Full Time = 3 weeks; ¾ Time = 4 weeks; Part Time = 5 weeks)
HS201 Medical Terminology
(Full Time = 4 weeks; ¾ Time = 5 weeks; Part Time = 7 weeks)
HS202 Anatomy & Physiology
(Full Time = 5 weeks; ¾ Time = 7 weeks; Part Time = 10 weeks)
HS401 Electronic Health Records
(Full Time = 3 weeks; ¾ Time = 4 weeks; Part Time = 6 weeks)
HS207 Advanced Billing & Reimbursement
(Full Time = 4 weeks; ¾ Time = 5 weeks; Part Time = 8 weeks)
HS310 Physician Coding
(Full Time = 8 weeks; ¾ Time = 11 weeks; Part Time = 16 weeks)
CD201 Advanced Career Development
(Full Time = 1 week; ¾ Time = 1 week; Part Time = 2 weeks)
HS311 Advanced Facility Coding
(Full Time = 7 weeks; ¾ Time = 9 weeks; Part Time = 14 weeks)

General Education Courses

GE101 Critical Thinking
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)
GE102 Business Communication
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)
GE103 Business Math
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)
GE104 Introduction to Business
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)
GE105 Principles of Management
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)
GE106 American Government
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)

Associate of Applied Science Degree in Medical Billing and Coding	Course	Lecture Hours		Laboratory Hours		Total Hours	Quarter Credits	FA
ASSOCIATE OF APPLIED SCIENCE DEGREE MEDICAL BILLING & CODING								
Classification of Instruction Programs (CIP) 51.0714				Standard Occupational Classification (SOC) 43-6013.00				
Course Title	Number	Clock	Credit	Clock	Credit	Clock	Credit	Credit
MS Essentials	MOE100r1	25	2.5	60	3	85	5.5	4.25
Career Success	CD101	25	2.5	0	0	25	2.5	1.25
Typing Fundamentals	TF100	10	1	20	1	30	2	1.5
Medical Law and Ethics	HS204	25	2.5	40	2	65	4.5	3.25
Medical Terminology	HS201	25	2.5	60	3	85	5.5	4.25
Human Anatomy and Physiology	HS202	70	7	50	2.5	120	9.5	6
Electronic Health Records	HS401	40	4	40	2	80	6	4
Advanced Billing and Reimbursement	HS207	40	4	50	2.5	90	6.5	4.5
Advanced Physicians Coding	HS310	45	4.5	150	7.5	195	12	9.75
Advanced Career Development	CD201	25	2.5	0	0	25	2.5	1.25
Advanced Facility Coding	HS311	35	3.5	130	6.5	165	10	8.25
Critical Thinking	GE101	35	3.5	20	1	55	4.5	2.75
Business Communications	GE102	35	3.5	20	1	55	4.5	2.75
Business Math	GE103	35	3.5	20	1	55	4.5	2.75
Introduction to Business	GE104	35	3.5	20	1	55	4.5	2.75
Principles of Management	GE105	35	3.5	20	1	55	4.5	2.75
American Government	GE106	35	3.5	20	1	55	4.5	2.75
TOTALS		575	57.5	720	36	1295	93.5	64.75

AAS-MBC Program Data & Costs

Prerequisites: High School Diploma or HS Equivalent
Academic Quarter Credit: 93.5 QCH
Financial Aid Quarter Credit: 64
Student Status: Full time =   24 hours/week
                          ¾ time =   18 hours/week
                          Part Time =   12 hours/week
Program Length: Full time =   68 weeks
                          ¾ time =   81 weeks
                          Part time =   107 weeks

Tuition and Fees
Registration Fee: $200
Books & Supplies: $1,474
Tuition: $24,026
STRF*   to be determined, if applicable
Total cost   **$25,700**

For period of Attendance
Estimate cost total program ($25,700)

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

ASSOCIATE OF APPLIED SCIENCE DEGREE IN PHARMACY TECHONOLOGY

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

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

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

The AAS-PT program provides students with the career knowledge to:

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

The AAS-PT program is appropriate for job roles including:

- Pharmacy Technician
- Pharmacy Clerk
- Pharmacy Assistant
- Medication Technician
- Central Fill Technician
- Insurance Representative

AAS-PT Courses

MOE100r1 MS Essentials
(Full Time = 4weeks; ¾ Time = 5 weeks; Part Time = 7 weeks)
CD101 Career Success
(Full Time = 1 week; ¾ Time = 1 week; Part Time = 2 weeks)
HS202 Human Anatomy & Physiology:
(Full Time = 5 weeks; ¾ Time = 7 weeks; Part Time = 10 weeks)
TF100 Typing Fundamentals
(Full Time = 1 week; ¾ Time = 2 weeks; Part Time = 3 weeks)
PHT100 Introduction to Pharmacy
(Full Time = 5 weeks; ¾ Time = 7 weeks; Part Time = 11 weeks)
PHT111 Pharmacy Practice
(Full Time = 4 weeks; ¾ Time = 5 weeks; Part Time = 8 weeks)
PHT202 Pharmacology
(Full Time = 4 weeks; ¾ Time = 6 weeks; Part Time = 9 weeks)

PHT211 Pharmacy Calculations
(Full Time = 6 weeks; ¾ Time = 8 weeks; Part Time = 12 weeks)
PHT310 Pharmacy Laboratory Skills
(Full Time = 8 weeks; ¾ Time = 11 weeks; Part Time = 16 weeks)
CD201 Advanced Career Development
(Full Time = 1 week; ¾ Time = 1 week; Part Time = 2 weeks)
PHT311 Pharmacy Externship
130 Hours

General Education Courses

GE101 Critical Thinking
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)
GE102 Business Communication
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)
GE103 Business Math
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)
GE104 Introduction to Business
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)
GE105 Principles of Management
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)
GE106 American Government
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)

ASSOCIATE OF APPLIED SCIENCE DEGREE PHARMACY TECHNOLOGY										
Classification of Instruction Programs (CIP) 51.0805					Standard Occupational Classification (SOC) 29-2052.00					
Associate of Applied Science Degree Pharmacy Technology	Course	Lecture Hours		Laboratory Hours		Externship Hours		Total Hours	Quarter Credits	FA
Course Title	Number	Clock	Credit	Clock	Credit	Clock	Credit	Clock	Credit	Credit
MS Essentials	MOE100r1	25	2.5	60	3			85	5.5	4.25
Career Success	CD101	25	2.5	0	0			25	2.5	1.25
Typing Fundamentals	TF100	10	1	20	1			30	2	1.5
Human Anatomy and Physiology	HS202	70	7	50	2.5			120	9.5	6
Introduction to Pharmacy	PHT100	50	5.0	80	4.0			130	9.0	6.5
Pharmacy Practice	PHT111	10	1.0	80	4.0			90	5.0	4.5
Pharmacology	PHT202	35	3.5	80	4.0			115	7.5	5.75
Pharmacy Calculations	PHT211	65	6.5	80	4.0			145	10.5	7.25
Advanced Career Development	CD201	25	2.5	0	0			25	2.5	1.25
Pharmacy Laboratory Skills	PHT310	70	7.0	130	6.5			200	13.5	10.00
Pharmacy Externship	PHT311					130	4.0	130	4.0	6.50
Critical Thinking	GE101	35	3.5	20	1			55	4.5	2.75
Business Communications	GE102	35	3.5	20	1			55	4.5	2.75
Business Math	GE103	35	3.5	20	1			55	4.5	2.75
Introduction to Business	GE104	35	3.5	20	1			55	4.5	2.75
Principles of Management	GE105	35	3.5	20	1			55	4.5	2.75
American Government	GE106	35	3.5	20	1			55	4.5	2.75
TOTALS		595	59.5	700	35.0	130	4.0	1425	98.5	71

AAS-PT Program Data & Costs

Prerequisites:	High School Diploma, or HS Equivalent & ability to pass live scan fingerprinting for California licensing board
Academic Quarter Credit:	98.5 QCH
Financial Aid Quarter Credit:	71.0

Student Status:		
	Full time =	24hours/week
	¾ time =	18 hours/week
	Part Time =	12 hours/week

Program Length:		
	Full time =	72 week
	¾ time =	86 weeks
	Part time =	113 weeks

Tuition and Fees

Registration Fee:	$200
Books & Supplies:	$734
Tuition:	$21,016
STRF*	to be determined, if applicable
Total cost	**$21,950**

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

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

Pharmacy Technician License Information

CEC §94909(a)

Asher College Pharmacy Technician graduates meet the requirements for the California State license from the State Board of Pharmacy by exceeding the minimum of 240 hour's instruction required. The curriculum covers the training specified by the State Board of Pharmacy 16 CCR § 1793.6.

Background checks may disqualify students from becoming a Pharmacy Technician in California. A background check could include research into criminal activity, driving offences such as a DUI, evidence of fraud and history of drug related offences.

Other requirements for the license are as follows:

1. A certified copy of your high school academic record (transcript) showing you graduated.

2. Or a certified copy of an official transcript of your General Educational Development (HS Equivalent) test results. HS Equivalent test results will only be accepted as official if they are earned through an official HS Equivalent Testing Center that is authorized by the State GED Office of the California Department of Education and the HS Equivalent testing Service of the American Council on Education.

3. Complete a Live Scan Request form and take three copies to a Live Scan site for fingerprint scanning. http://ag.ca.gov/fingerprints/publications/contact.pdf

4. Completed application http://www.pharmacy.ca.gov/forms/tch_app_pkt.pdf

CEC §94905 Professions Requiring Licensure, Internships

a) During the enrollment process, an institution offering educational programs designed to lead to positions in a profession, occupation, trade, or career field requiring licensure in this state shall

exercise reasonable care to determine if the student will not be eligible to obtain licensure in the profession, occupation, trade, or career field at the time of the student's graduation and shall provide all students enrolled in those programs with a written copy of the requirements for licensure established by the state, including any applicable course requirements established by the state. If the minimum course requirements of the institution exceed the minimum requirements for state licensure, the institution shall disclose this information, including a list of those courses that are not required for state licensure. The institution shall not execute an enrollment agreement with a student that is known to be ineligible for licensure, unless the student's stated objective is other than licensure.

b) During the enrollment process, an institution may discuss internships and student jobs available to the student during the student's attendance at the institution. If the institution discusses internships and student jobs, the institution shall disclose the number of requests for internship and student job placement assistance received by the institution during the immediately preceding calendar year and the number of actual placements during that year.

c) During the enrollment process, an institution offering educational programs designed to lead to positions in a profession, occupation, trade, or career field where voluntary licensure by a government agency is available, shall provide its students seeking to enroll in those programs with a written copy of the requirements for that voluntary licensure.

Asher College Health Services Certificate Program Descriptions

HEALTH INFORMATION SPECIALIST

*Eligible for transfer into the Associate of Applied Science Degree program.

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

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

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

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

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

Graduates who desire to pursue CEHRS (Electronic Health Record Specialist Certification) CMAA (Medical Administrative Assistant Certification) or CBCS (Certified Billing and Coding Specialist) will have the opportunity and support to prepare and test.

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

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

HIS Courses

DL101 Digital Literacy
(Full Time = 2 weeks; ¾ Time = 3 weeks; Part Time = 5 weeks)
CD101 Career Success
(Full Time = 1 week; ¾ Time = 1 week; Part Time = 2 weeks)
MOE100r1 MS Essentials
(Full Time = 4 weeks; ¾ Time = 5 weeks; Part Time = 7 weeks)
TF100 Typing Fundamentals
(Full Time = 1 week; ¾ Time = 2 weeks; Part Time = 3 weeks)

PBS111 Office Administration:
(Full Time = 4 weeks; ¾ Time = 5 weeks; Part Time = 7 weeks)
HS204 Medical Law & Ethics
(Full Time = 3 weeks; ¾ Time = 3 weeks; Part Time = 5 weeks)
HS201 Medical Terminology
(Full Time = 4 weeks; ¾ Time = 5 weeks; Part Time = 7 weeks)
HS202 Human Anatomy & Physiology:
(Full Time = 5 weeks; ¾ Time = 7 weeks; Part Time = 10 weeks)
HS401 Electronic Health Records
(Full Time = 3 weeks; ¾ Time = 4 weeks; Part Time = 6 weeks)
HS208 Health Information Billing and Coding
(Full Time = 7 weeks; ¾ Time = 9 weeks; Part Time = 14 weeks)
CD201 Advanced Career Development
(Full Time = 1 week; ¾ Time = 1 week; Part Time = 2 weeks)
HIT101 Health Information Technology
(Full Time = 4 weeks; ¾ Time = 5 weeks; Part Time = 8 weeks)

HEALTH INFORMATION SPECIALIST

Classification of Instruction Programs (CIP) 51.0707				Standard Occupational Classification (SOC) 29-2071.00				
Health Information Specialist	**Course**	**Lecture Hours**		**Laboratory Hours**		**Total Hours**	**Quarter Credits**	**FA**
Course Title	**Number**	**Clock**	**Credit**	**Clock**	**Credit**	**Clock**	**Credit**	**Credit**
Digital Literacy	DL101	30	3	30	1.5	60	4.5	3
Career Success	CD101	25	2.5	0	0	25	2.5	1.25
MS Essentials	MOE100r	25	2.5	60	3	85	5.5	4.25
Typing Fundamentals	TF100	10	1	20	1	30	2	1.5
Office Administration	PBS111	25	2.5	60	3	85	5.5	4.25
Medical Law and Ethics	HS204	25	2.5	40	2	65	4.5	3.25
Medical Terminology	HS201	25	2.5	60	3	85	5.5	4.25
Human Anatomy and Physiology	HS202	70	7	50	2.5	120	9.5	6
Electronic Health Records	HS401	40	4	40	2	80	6	4
HIA Billing and Coding	HS208	45	4.5	120	6	165	10.5	8.25
Advanced Career Development	CD201	25	2.5	0	0	25	2.5	1.25
Health Information Technology	HIT101	30	3	60	3	90	6	4.5
TOTALS		**375**	**37.5**	**540**	**27**	**915**	**64.5**	**45.75**

HIS Program Data & Costs

Prerequisites:	High School Diploma, HS Equivalent or Proof of Eligibility
Academic Quarter Credit:	64.5 QCH
Financial Aid Quarter Credit:	45

Student Status:

	Full time =	24 hours/week
	¾ time =	18 hours/week
	Part Time =	12 hours/week

Program Length:

	Full time =	39 weeks
	¾ time =	51 weeks
	Part time =	76 weeks

Tuition and Fees

Registration Fee:	$200
Books & Supplies:	$1,189
Tuition:	$17,061
STRF*	to be determined, if applicable
Total cost	**$18,450**

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

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

MEDICAL BILLING AND CODING

*Eligible for transfer into the Associate of Applied Science Degree program.

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

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

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

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

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

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

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

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

MBC Courses

MOE100r1 MS Essentials
(Full Time = 4 weeks; ¾ Time = 5 weeks; Part Time = 7 weeks)
CD101 Career Success
(Full Time = 1 week; ¾ Time = 1 week; Part Time = 2 weeks)
TF100 Typing Fundamentals
(Full Time = 1 week; ¾ Time = 2 weeks; Part Time = 3 weeks)
HS204 Medical Law & Ethics
(Full Time = 3 weeks; ¾ Time = 4 weeks; Part Time = 5 weeks)
HS201 Medical Terminology
(Full Time = 4 weeks; ¾ Time = 5 weeks; Part Time = 7 weeks)
HS202 Anatomy & Physiology
(Full Time = 5 weeks; ¾ Time = 7 weeks; Part Time = 10 weeks)
HS401 Electronic Health Records
(Full Time = 3 weeks; ¾ Time = 4 weeks; Part Time = 6 weeks)
HS207 Advanced Billing & Reimbursement
(Full Time = 4 weeks; ¾ Time = 5 weeks; Part Time = 8 weeks)

HS310 Physician Coding
(Full Time = 8 weeks; ¾ Time = 11 weeks; Part Time = 16 weeks)
CD201 Advanced Career Development
(Full Time = 1 week; ¾ Time = 1 week; Part Time = 2 weeks)
HS311 Advanced Facility Coding
(Full Time = 7 weeks; ¾ Time = 9 weeks; Part Time = 14 weeks)

MEDICAL BILLING AND CODING								
Classification of Instruction Programs (CIP) 51.0714				Standard Occupational Classification (SOC) 43-6013.00				
Medical Billing and Coding	Course	Lecture Hours		Laboratory Hours		Total Hours	Quarter Credits	FA
Course Title	Number	Clock	Credit	Clock	Credit	Clock	Credit	Credit
MS Essentials	MOE100r1	25	2.5	60	3	85	5.5	4.25
Career Success	CD101	25	2.5	0	0	25	2.5	1.25
Typing Fundamentals	TF100	10	1	20	1	30	2	1.5
Medical Law and Ethics	HS204	25	2.5	40	2	65	4.5	3.25
Medical Terminology	HS201	25	2.5	60	3	85	5.5	4.25
Human Anatomy and Physiology	HS202	70	7	50	2.5	120	9.5	6
Electronic Health Records	HS401	40	4	40	2	80	6	4
Advanced Billing and Reimbursement	HS207	40	4	50	2.5	90	6.5	4.5
Advanced Physicians Coding	HS310	45	4.5	150	7.5	195	12	9.75
Advanced Career Development	CD201	25	2.5	0	0	25	2.5	1.25
Advanced Facility Coding	HS311	35	3.5	130	6.5	165	10	8.25
TOTALS		365	36.5	600	30	965	66.5	48.25

MBC Program Data & Costs

Prerequisites: High School Diploma or HS Equivalent or Proof of Eligibility.
Academic Quarter Credit: 66.5 QCH
Financial Aid Quarter Credit: 48
Student Status: Full time =   24 hours/week
                               ¾ time =   18 hours/week
                               Part Time =   12 hours/week
Program Length: Full time =   41 weeks
                               ¾ time =   54 weeks
                               Part time =   80 weeks

Tuition and Fees
Registration Fee: $200
Books & Supplies: $1,474
Tuition: $17,776
STRF*   to be determined, if applicable
Total cost   **$19,450**

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

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

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

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

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

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

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

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

- Medical Records Specialist
- Medical l Records Technician
- Medical Records Clerk
- Admissions Representative
- Medical Claims Specialist
- Medical Office Receptionist
- Reimbursement Specialist

MRS Courses

DL101 Digital Literacy
(Full Time = 2 weeks; ¾ Time = 3 weeks; Part Time = 5 weeks)
MPA100r1 Medical Productivity Applications
(Full Time = 4 weeks; ¾ Time = 6 weeks; Part Time = 9 weeks)
CD101 Career Success
(Full Time = 1 week; ¾ Time = 1 week; Part Time = 2 weeks)
TF100 Typing Fundamentals
(Full Time = 1 week; ¾ Time = 2 weeks; Part Time = 3 weeks)
HS204 Medical Law & Ethics
(Full Time = 3 weeks; ¾ Time = 4 weeks; Part Time = 5 weeks)
HS201 Medical Terminology
(Full Time = 4 weeks; ¾ Time = 5 weeks; Part Time = 7 weeks)
HS401 Electronic Health Records
(Full Time = 3 weeks; ¾ Time = 4 weeks; Part Time = 6 weeks)
HS102 Professional Billing Concepts
(Full Time = 3 weeks; ¾ Time = 4 weeks; Part Time = 6 weeks)
CD201 Advanced Career Development
(Full Time = 1 week; ¾ Time = 1 week; Part Time = 2 weeks)

HS207 Advanced Billing & Reimbursement
(Full Time = 4 weeks; ¾ Time = 5 weeks; Part Time = 8 weeks)

MEDICAL RECORDS SPECIALIST								
Classification of Instruction Programs (CIP) 51.0707					Standard Occupational Classification (SOC) 29-2071.00			
Medical Records Specialist	**Course**	**Lecture Hours**		**Laboratory Hours**		**Total Hours**	**Quarter Credits**	**FA**
Course Title	**Number**	**Clock**	**Credit**	**Clock**	**Credit**	**Clock**	**Credit**	**Credit**
Digital Literacy	DL101	30	3	30	1.5	60	4.5	3
Medical Productivity Applications	MPA100r1	35	3.5	70	3.5	105	7	5.25
Typing Fundamentals	TF100	10	1	20	1	30	2	1.5
Career Success	CD101	25	2.5	0	0	25	2.5	1.25
Medical Law and Ethics	HS204	25	2.5	40	2	65	4.5	3.25
Medical Terminology	HS201	25	2.5	60	3	85	5.5	4.25
Electronic Health Records	HS401	40	4	40	2	80	6	4
Professional Billing Concepts	HS102	30	3	50	2.5	80	5.5	4
Advanced Career Development	CD201	25	2.5	0	0	25	2.5	1.25
Advanced Billing and Reimbursement	HS207	40	4	50	2.5	90	6.5	4.5
TOTALS		**285**	**28.5**	**360**	**18**	**645**	**46.5**	**32.25**

MRS Program Data & Costs

Prerequisites:	High School Diploma, HS Equivalent or Proof of Eligibility
Academic Quarter Credit:	46.5 QCH
Financial Aid Quarter Credit:	32

Student Status:
- Full time = 24 hours/week
- ¾ time = 18 hours/week
- Part Time = 12 hours/week

Program Length:
- Full time = 26 weeks
- ¾ time = 35 weeks
- Part time = 53 weeks

Tuition and Fees
Registration Fee:	$200
Books & Supplies:	$982
Tuition:	$12,268
STRF*	to be determined, if applicable
Total cost	**$13,450**

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

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

*Eligible for transfer into the Associate of Applied Science Degree program.

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

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

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

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

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

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

The Pharmacy Technician program is appropriate for job roles including:

- Pharmacy Technician
- Pharmacy Clerk
- Pharmacy Assistant
- Medication Technician
- Central Fill Technician
- Insurance Representative

PT Courses

MOE100r1 MS Essentials
(Full Time = 4weeks; ¾ Time = 5 weeks; Part Time = 7 weeks)
CD101 Career Success
(Full Time = 1 week; ¾ Time = 1 week; Part Time = 2 weeks)
HS202 Human Anatomy & Physiology:
(Full Time = 5 weeks; ¾ Time = 7 weeks; Part Time = 10 weeks)
TF100 Typing Fundamentals
(Full Time = 1 week; ¾ Time = 2 weeks; Part Time = 3 weeks)
PHT100 Introduction to Pharmacy
(Full Time = 5 weeks; ¾ Time = 7 weeks; Part Time = 11 weeks)
PHT111 Pharmacy Practice
(Full Time = 4 weeks; ¾ Time = 5 weeks; Part Time = 8 weeks)

PHT202 Pharmacology
(Full Time = 4 weeks; ¾ Time = 6 weeks; Part Time = 9 weeks)
PHT211 Pharmacy Calculations
(Full Time = 6 weeks; ¾ Time = 8 weeks; Part Time = 12 weeks)
PHT310 Pharmacy Laboratory Skills
(Full Time = 8 weeks; ¾ Time = 11 weeks; Part Time = 16 weeks)
CD201 Advanced Career Development
(Full Time = 1 week; ¾ Time = 1 week; Part Time = 2 weeks)
PHT311 Pharmacy Externship
130 Hours

PHARMACY TECHNICIAN										
Classification of Instruction Programs (CIP) 51.0805					Standard Occupational Classification (SOC) 29-2052.00					
Pharmacy Technician	Course	Lecture Hours		Laboratory Hours		Externship Hours		Total Hours	Quarter Credits	FA
Course Title	Number	Clock	Credit	Clock	Credit	Clock	Credit	Clock	Credit	Credit
MS Essentials	MOE100r	25	2.5	60	3			85	5.5	4.25
Career Success	CD101	25	2.5	0	0			25	2.5	1.25
Typing Fundamentals	TF100	10	1	20	1			30	2	1.5
Human Anatomy and Physiology	HS202	70	7	50	2.5			120	9.5	6
Introduction to Pharmacy	PHT100	50	5.0	80	4.0			130	9.0	6.5
Pharmacy Practice	PHT111	10	1.0	80	4.0			90	5.0	4.5
Pharmacology	PHT202	35	3.5	80	4.0			115	7.5	5.75
Pharmacy Calculations	PHT211	65	6.5	80	4.0			145	10.5	7.25
Advanced Career Development	CD201	25	2.5	0	0			25	2.5	1.25
Pharmacy Laboratory Skills	PHT310	70	7.0	130	6.5			200	13.5	10.00
Pharmacy Externship	PHT311					130	4.0	130	4.0	6.50
TOTALS		385	38.5	580	29.0	130	4.0	1095	71.5	54

PT Program Data & Costs

Prerequisites: High School Diploma, or HS Equivalent & ability to pass live scan fingerprinting for California licensing board
Academic Quarter Credit: 71.5 QCH
Financial Aid Quarter Credit: 54.75
Student Status: Full time =   24hours/week
                          ¾ time =   18 hours/week
                          Part Time =   12 hours/week
Program Length: Full time =   45 week
                          ¾ time =   59 weeks
                          Part time =   86 weeks

Tuition and Fees
Registration Fee: $200
Books & Supplies: $734
Tuition: $15,566
STRF*   to be determined, if applicable
Total cost   **$16,500**

For period of Attendance
Estimate cost total program ($16,500)

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

Pharmacy Technician License Information

CEC §94909(a)

Asher College Pharmacy Technician graduates meet the requirements for the California State license from the State Board of Pharmacy by exceeding the minimum of 240 hour's instruction required. The curriculum covers the training specified by the State Board of Pharmacy 16 CCR § 1793.6.

Background checks may disqualify students from becoming a Pharmacy Technician in California. A background check could include research into criminal activity, driving offences such as a DUI, evidence of fraud and history of drug related offences.

Other requirements for the license are as follows:

1. A certified copy of your high school academic record (transcript) showing you graduated.

2. Or a certified copy of an official transcript of your General Educational Development (HS Equivalent) test results. HS Equivalent test results will only be accepted as official if they are earned through an official HS Equivalent Testing Center that is authorized by the State GED Office of the California Department of Education and the HS Equivalent testing Service of the American Council on Education.

3. Complete a Live Scan Request form and take three copies to a Live Scan site for fingerprint scanning. http://ag.ca.gov/fingerprints/publications/contact.pdf

4. Completed application http://www.pharmacy.ca.gov/forms/tch_app_pkt.pdf

CEC §94905 Professions Requiring Licensure, Internships

a) During the enrollment process, an institution offering educational programs designed to lead to positions in a profession, occupation, trade, or career field requiring licensure in this state shall exercise reasonable care to determine if the student will not be eligible to obtain licensure in the profession, occupation, trade, or career field at the time of the student's graduation and shall provide all students enrolled in those programs with a written copy of the requirements for licensure established by the state, including any applicable course requirements established by the state. If the minimum course requirements of the institution exceed the minimum requirements for state licensure, the institution shall disclose this information, including a list of those courses that are not required for state licensure. The institution shall not execute an enrollment agreement with a student that is known to be ineligible for licensure, unless the student's stated objective is other than licensure.

b) During the enrollment process, an institution may discuss internships and student jobs available to the student during the student's attendance at the institution. If the institution discusses internships and student jobs, the institution shall disclose the number of requests for internship and student job placement assistance received by the institution during the immediately preceding calendar year and the number of actual placements during that year.

During the enrollment process, an institution offering educational programs designed to lead to positions in a profession, occupation, trade, or career field where voluntary licensure by a government agency is available, shall provide its students seeking to enroll in those programs with a written copy of the requirements for that voluntary licensure.

Associate of Applied Science Degree Program Descriptions in I.T.

ASSOCIATE OF APPLIED SCIENCE DEGREE IN COMPUTER INFORMATION

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

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

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

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

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

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

AAS-CI Elective Tracks:
Track I: Students will be able to install, configure, and manage systems running Linux operating systems using either RedHat or Debian kernels.   In addition, the student will be able to create Virtual Machines and manage Virtual Computers.

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

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

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

- PC technician

AAS-CI Courses

Track I:
PCS110r1 PC Support Level 1
(Full Time = 6 weeks; ¾ Time = 9 weeks; Part Time = 13 weeks)
VMW101 Introduction to VM Ware:
(Full Time = 1 week; ¾ Time = 1 week; Part Time = 2 weeks)
CD101 Career Success
(Full Time = 1 week; ¾ Time = 1 week; Part Time = 2 weeks)
PCS111r1 PC Support Level 2
(Full Time = 9 weeks; ¾ Time = 11 weeks; Part Time = 17 weeks)
TF100 Typing Fundamentals:
(Full Time = 1 week; ¾ Time = 2 weeks; Part Time = 3 weeks)
NET102 Introduction to Networking
(Full Time = 5 weeks; ¾ Time = 7 weeks; Part Time = 11 weeks)

Electives: *__SEC101 or CS101__ Introduction to Coding may replace Network and Operational Security.*
**SEC101 Network and Operational Security
(Full Time = 5 weeks; ¾ Time = 7 weeks; Part Time = 10 weeks)
**CS101 Introduction to Coding
(Full Time = 5 weeks; ¾ Time = 7 weeks; Part Time = 10 weeks)

MOS102 Windows OS
(Full Time = 5 weeks; ¾ Time = 7 weeks; Part Time = 10 weeks)
CFO100 Cloud Fundamentals
(Full Time = 2 weeks; ¾ Time = 2 weeks; Part Time = 3 weeks)
CD201 Advanced Career Development
(Full Time = 1 week; ¾ Time = 1 week; Part Time = 2 weeks)
OSL200 Administering Linux
(Full Time = 8 weeks; ¾ Time = 10 weeks; Part Time = 14 weeks)

General Education Courses

GE101 Critical Thinking
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)
GE102 Business Communication
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)
GE103 Business Math
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)
GE104 Introduction to Business
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)
GE105 Principles of Management
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)
GE106 American Government
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)

ASSOCIATE OF APPLIED SCIENCE DEGREE IN COMPUTER INFORMATION TRACK I	
Classification of Instruction Programs (CIP) 11.1001	Standard Occupational Classification (SOC) 15.1152.00

Associate of Applied Science Degree in Computer Information Track I	Course	Lecture Hours		Laboratory Hours		Total Hours	Quarter Credits	FA
Course Title	Number	Clock	Credit	Clock	Credit	Clock	Credit	Credit
PC Support Level 1	PCS110r	55	5.5	100	5	155	10.5	7.75
VMWare	VMW101	5	0.5	20	1	25	1.5	1.25
Career Success	CD101	25	2.5	0	0	25	2.5	1.25
PC Support Level 2	PCS111r	75	7.5	130	6.5	205	14	10.25
Typing Fundamentals	TF100	10	1	20	1	30	2	1.5
Introduction to Networking	NET102	60	6	70	3.5	130	9.5	6.5
Elective: Network and Operational Security or Introduction to Coding	SEC101-CS101	35	3.5	90	4.5	125	8	6.25
Windows OS	MOS102	35	3.5	90	4.5	125	8	6.25
Cloud Fundamentals	CFO100	10	1	30	1.5	40	2.5	2
Advanced Career Development	CD201	25	2.5	0	0	25	2.5	1.25
Administering Linux	OSL200	70	7.0	100	5.0	170	12	8.5
Critical Thinking	GE101	35	3.5	20	1	55	4.5	2.75
Business Communications	GE102	35	3.5	20	1	55	4.5	2.75
Business Math	GE103	35	3.5	20	1	55	4.5	2.75
Introduction to Business	GE104	35	3.5	20	1	55	4.5	2.75
Principles of Management	GE105	35	3.5	20	1	55	4.5	2.75
American Government	GE106	35	3.5	20	1	55	4.5	2.75
TOTALS		**615**	**61.5**	**770**	**38.5**	**1385**	**100**	**69.25**

Track II:

PCS110r1 PC Support Level 1
(Full Time = 6 weeks; ¾ Time = 9 weeks; Part Time = 13 weeks)
CD101 Career Success
(Full Time = 1 week; ¾ Time = 1 week; Part Time = 2 weeks)
PCS111r1 PC Support Level 2
(Full Time = 9 weeks; ¾ Time = 11 weeks; Part Time = 17 weeks)
NET102 Introduction to Networking
(Full Time = 5 weeks; ¾ Time = 7 weeks; Part Time = 11 weeks)

Electives: **SEC101 or CS101** Introduction to Coding may replace Network and Operational Security.
**SEC101 Network and Operational Security
(Full Time = 5 weeks; ¾ Time = 7 weeks; Part Time = 10 weeks)
**CS101 Introduction to Coding
(Full Time = 5 weeks; ¾ Time = 7 weeks; Part Time = 10 weeks)

MOS102 Windows OS
(Full Time = 5 weeks; ¾ Time = 7 weeks; Part Time = 10 weeks)
CNC101 Advanced Networking Level 1:
(Full Time = 6 weeks; ¾ Time = 7 weeks; Part Time = 11 weeks)
CD201 Advanced Career Development
(Full Time = 1 week; ¾ Time = 1 week; Part Time = 2 weeks)
CNC102 Advanced Networking Level 2:
(Full Time = 6 weeks; ¾ Time = 8 weeks; Part Time = 11 weeks)

General Education Courses

GE101 Critical Thinking
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)
GE102 Business Communication
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)
GE103 Business Math
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)

GE104 Introduction to Business
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)
GE105 Principles of Management
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)
GE106 American Government
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)

ASSOCIATE OF APPLIED SCIENCE DEGREE IN COMPUTER INFORMATION TRACK II								
Classification of Instruction Programs (CIP) 11.1001					Standard Occupational Classification (SOC) 15.1152.00			
Associate of Applied Science Degree in Computer Information Track I	Course	Lecture Hours		Laboratory Hours		Total Hours	Quarter Credits	FA
Course Title	Number	Clock	Credit	Clock	Credit	Clock	Credit	Credit
PC Support Level 1	PCS110r	55	5.5	100	5	155	10.5	7.75
Career Success	CD101	25	2.5	0	0	25	2.5	1.25
PC Support Level 2	PCS111r	75	7.5	130	6.5	205	14	10.25
Introduction to Networking	NET102	60	6	70	3.5	130	9.5	6.5
Elective: Network and Operational Security or Introduction to Coding	SEC101-CS101	35	3.5	90	4.5	125	8	6.25
Windows OS	MOS102	35	3.5	90	4.5	125	8	6.25
Advanced Networking Level 1	CNC101	50	5	80	4	130	9	6.5
Advanced Career Development	CD201	25	2.5	0	0	25	2.5	1.25
Advanced Networking Level 2	CNC102	45	4.5	90	4.5	135	9	6.75
Critical Thinking	GE101	35	3.5	20	1	55	4.5	2.75
Business Communications	GE102	35	3.5	20	1	55	4.5	2.75
Business Math	GE103	35	3.5	20	1	55	4.5	2.75
Introduction to Business	GE104	35	3.5	20	1	55	4.5	2.75
Principles of Management	GE105	35	3.5	20	1	55	4.5	2.75
American Government	GE106	35	3.5	20	1	55	4.5	2.75
TOTALS		615	61.5	770	38.5	1385	100	69.25

AAS-CI Program Data & Costs

Prerequisites: High School Diploma, HS Equivalent, or Proof of Eligibility
Academic Quarter Credit: 100 QCH
Financial Aid Quarter Credit: 69
Student Status: Full time =   24 hours/week
                            ¾ time =   18 hours/week
                            Part Time =   12 hours/week
Program Length: Full time =   71 weeks
                            ¾ time =   85 weeks
                            Part time =   114 weeks

Tuition and Fees with Elective Track I
Registration Fee: $200
Books & Supplies: $416 (*CS101)
Tuition: $27,584
STRF*   to be determined, if applicable
Total cost   **$28,200**

Registration Fee: $200
Books & Supplies: $392 (*SEC101)
Tuition: $27,608
STRF*   to be determined, if applicable
Total cost   **$28,200**

<u>Tuition and Fees with Elective Track II</u>

Registration Fee: $200
Books & Supplies: $357 (*CS101)
Tuition: $27,643
STRF*   to be determined, if applicable
Total cost   **$28,200**

Registration Fee: $200
Books & Supplies: $333 (*SEC101)
Tuition: $27,667
STRF*   to be determined, if applicable
Total cost   **$28,200**

For period of Attendance
Estimate cost total program ($28,200)

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

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

The Associate of Applied Science Degree in Computer and Network Technology (AAS-CNT) program can result in three (3) CompTIA Certifications. CompTIA certifications are known among Information Technology professionals as foundational to an IT professional's career. In addition, the student will develop the keyboarding skills and technical skills needed to be an efficient worker in today's computerized workplace.

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

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

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

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

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

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

AAS-CNT Courses

PCS110r1 PC Support Level 1
(Full Time = 6 weeks; ¾ Time = 9 weeks; Part Time = 13 weeks)
VMW101 Introduction to VM Ware
(Full Time = 1 week; ¾ Time = 1 week; Part Time = 2 weeks)
CD101 Career Success
(Full Time = 1 week; ¾ Time = 1 week; Part Time = 2 weeks)
PCS111r1 PC Support Level 2
(Full Time = 9 weeks; ¾ Time = 11 weeks; Part Time = 17 weeks)

NET102 Introduction to Networking
(Full Time = 5 weeks; ¾ Time = 7 weeks; Part Time = 11 weeks)
TF100 Typing Fundamentals
(Full Time = 1 week; ¾ Time = 2 weeks; Part Time = 3 weeks)
MOE100r1 MS Essentials
(Full Time = 4 weeks; ¾ Time = 5 weeks; Part Time = 7 weeks)
MOS102 Windows OS
(Full Time = 5 weeks; ¾ Time = 7 weeks; Part Time = 10 weeks)
CD201 Advanced Career Development
(Full Time = 1 week; ¾ Time = 1 week; Part Time = 2 weeks)

Electives: *__**SEC101 or CS101** Introduction to Coding may replace Network and Operational Security.__*
**SEC101 Network and Operational Security
(Full Time = 5 weeks; ¾ Time = 7 weeks; Part Time = 10 weeks)
**CS101 Introduction to Coding
(Full Time = 5 weeks; ¾ Time = 7 weeks; Part Time = 10 weeks)

General Education Courses

GE101 Critical Thinking
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)
GE102 Business Communication
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)
GE103 Business Math
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)
GE104 Introduction to Business
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)
GE105 Principles of Management
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)
GE106 American Government
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)

ASSOCIATE OF APPLIED SCIENCE DEGREE IN COMPUTER NETWORK TECHNOLOGY									
Classification of Instruction Programs (CIP) 11.1006				Standard Occupational Classification (SOC) 15.1151.00					
Associate of Applied Science Degree in Computer Network Technology	Course	Lecture Hours		Laboratory Hours		Total Hours		Quarter Credits	FA
Course Title	Number	Clock	Credit	Clock	Credit	Clock	Credit	Credit	Credit
PC Support Level 1	PCS110r1	55	5.5	100	5	155	10.5		7.75
VMWare	VMW101	5	0.5	20	1	25	1.5		1.25
Career Success	CD101	25	2.5	0	0	25	2.5		1.25
PC Support Level 2	PCS111r1	75	7.5	130	6.5	205	14		10.25
Introduction to Networking	NET102	60	6	70	3.5	130	9.5		6.5
Typing Fundamentals	TF100	10	1	20	1	30	2		1.5
MS Essentials	MOE100r1	25	2.5	60	3	85	5.5		4.25
Advanced Career Development	CD201	25	2.5	0	0	25	2.5		1.25
Windows OS	MOS102	35	3.5	90	4.5	125	8		6.25
**Elective: Network and Operational Security or Introduction to Coding	SEC101-CS101	35	3.5	90	4.5	125	8		6.25
Critical Thinking	GE101	35	3.5	20	1	55	4.5		2.75
Business Communications	GE102	35	3.5	20	1	55	4.5		2.75
Business Math	GE103	35	3.5	20	1	55	4.5		2.75
Introduction to Business	GE104	35	3.5	20	1	55	4.5		2.75
Principles of Management	GE105	35	3.5	20	1	55	4.5		2.75
American Government	GE106	35	3.5	20	1	55	4.5		2.75
TOTALS		560	56	700	35	1260	91		63

AAS-CNT Program Data & Costs

Prerequisites: High School Diploma, HS Equivalent, or Proof of Eligibility
Academic Quarter Credit: 91 QCH
Financial Aid Quarter Credit: 63
Student Status: Full time =   24 hours/week
                                                ¾ time =   18 hours/week
                                                Part Time =   12 hours/week
Program Length: Full time =   65 weeks
                                                ¾ time =   78 weeks
                                                Part time =   104 weeks

Tuition and Fees with Elective
Registration Fee: $200
Books & Supplies: $474 (*CS101)
Tuition: $27,026
STRF*   to be determined, if applicable
Total cost $27,700

Registration Fee: $200
Books & Supplies: $450 (*SEC101)
Tuition: $27,050
STRF*   to be determined, if applicable
Total cost $27,700

For period of Attendance
Estimate cost total program ($27,700)

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

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

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

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

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

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

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

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

AAS-INTE Courses

MOS102 Windows OS
(Full Time = 5 weeks; ¾ Time = 7 weeks; Part Time = 10 weeks)
CD101 Career Success
(Full Time = 1 week; ¾ Time = 1 week; Part Time = 2 weeks)
MAD100 Server Basics:
(Full Time = 7 weeks; ¾ Time = 10 weeks; Part Time = 15 weeks)
MAD200 Server Administration
(Full Time = 6 weeks; ¾ Time = 8 weeks; Part Time = 12 weeks)
MAD400 Server Design
(Full Time = 6 weeks; ¾ Time = 8 weeks; Part Time = 12 weeks)

CD201 Advanced Career Development
(Full Time = 1 week; ¾ Time = 1 week; Part Time = 2 weeks)
CNC101 Advanced Networking Level 1:
(Full Time = 5 weeks; ¾ Time = 7 weeks; Part Time = 11 weeks)
CNC102 Advanced Networking Level 2:
(Full Time = 6 weeks; ¾ Time = 8 weeks; Part Time = 11 weeks)

General Education Courses

GE101 Critical Thinking
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)
GE102 Business Communication
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)
GE103 Business Math
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)
GE104 Introduction to Business
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)
GE105 Principles of Management
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)
GE106 American Government
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)

ASSOCIATE OF APPLIED SCIENCE DEGREE IN IT NETWORK ENGINEERING									
Classification of Instruction Programs (CIP) 11.0103					Standard Occupational Classification (SOC) 11-3021.00				
Associate of Applied Science Degree in IT Network Engineering	Course	Lecture Hours		Laboratory Hours		Total Hours	Quarter Credits	FA	
Course Title	Number	Clock	Credit	Clock	Credit	Clock	Credit	Credit	
Windows OS	MOS102	35	3.5	90	4.5	125	8	6.25	
Career Success	CD101	25	2.5	0	0	25	2.5	1.25	
Server Basics	MAD100	35	3.5	150	7.5	185	11	9.25	
Server Administration	MAD200	50	5	90	4.5	140	9.5	7	
Server Design	MAD300	40	4	100	5	140	9	7	
Server Design and Infrastructure	MAD400	35	3.5	90	4.5	125	8	6.25	
Advanced Career Development	CD201	25	2.5	0	0	25	2.5	1.25	
Advanced Networking Level 1	CNC101	50	5	80	4	130	9	6.5	
Advanced Networking Level 2	CNC102	45	4.5	90	4.5	135	9	6.75	
Critical Thinking	GE101	35	3.5	20	1	55	4.5	2.75	
Business Communications	GE102	35	3.5	20	1	55	4.5	2.75	
Business Math	GE103	35	3.5	20	1	55	4.5	2.75	
Introduction to Business	GE104	35	3.5	20	1	55	4.5	2.75	
Principles of Management	GE105	35	3.5	20	1	55	4.5	2.75	
American Government	GE106	35	3.5	20	1	55	4.5	2.75	
TOTALS		**550**	**55**	**810**	**40.5**	**1360**	**95.5**	**68**	

AAS-INTE Program Data & Costs

Prerequisites: A+, Network+ or equivalent experience required, High School Diploma or HS
                            Equivalent or Proof of Eligibility
Academic Quarter Credit: 95.5 QCH
Financial Aid Quarter Credit: 68
Student Status: Full time =   24 hours/week
                            ¾ time =   18 hours/week
                            Part Time =   12 hours/week
Program Length: Full time =   70 weeks

¾ time =	84 weeks
Part time =	112 weeks

Tuition and Fees

Registration Fee:	$200
Books & Supplies:	$312
Tuition:	$28,188
STRF*	to be determined, if applicable
Total cost	**$28,700**

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

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

ASSOCIATE OF APPLIED SCIENCE DEGREE IN IT SERVER ADMINISTRATION

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

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

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

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

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

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

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

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

AAS-ITSA Courses

MOS102 Windows OS
(Full Time = 5 weeks; ¾ Time = 7 weeks; Part Time = 10 weeks)
CD101 Career Success
(Full Time = 1 week; ¾ Time = 1 week; Part Time = 2 weeks)
MAD100 Server Basics
(Full Time = 7 weeks; ¾ Time = 10 weeks; Part Time = 15 weeks)
MAD200 Server Administration
(Full Time = 6 weeks; ¾ Time = 8 weeks; Part Time = 12 weeks)
MAD400 Server Design:
(Full Time = 6 weeks; ¾ Time = 8 weeks; Part Time = 12 weeks)
VMW101 Introduction to VM Ware:

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

CFO100 Cloud Fundamentals
(Full Time = 2 week; ¾ Time = 2 weeks; Part Time = 3 weeks)

OSL200 Administering Linux
(Full Time = 8weeks; ¾ Time = 10 weeks; Part Time = 14 weeks)

CD201 Advanced Career Development
(Full Time = 1 week; ¾ Time = 1 week; Part Time = 2 weeks)

Electives: **SEC101 or CS101** *Introduction to Coding may replace Network and Operational Security.*

**SEC101 Network and Operational Security
(Full Time = 5 weeks; ¾ Time = 7 weeks; Part Time = 10 weeks)

**CS101 Introduction to Coding
(Full Time = 5 weeks; ¾ Time = 7 weeks; Part Time = 10 weeks)

General Education Courses

GE101 Critical Thinking
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)

GE102 Business Communication
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)

GE103 Business Math
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)

GE104 Introduction to Business
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)

GE105 Principles of Management
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)

GE106 American Government
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Part Time = 4.5 weeks)

ASSOCIATE OF APPLIED SCIENCE DEGREE IT SERVER ADMINISTRATION								
Classification of Instruction Programs (CIP) 11.0103					Standard Occupational Classification (SOC) 15.1142.00			
Associate of Applied Science Degree in IT Server Administration	**Course**	**Lecture Hours**		**Laboratory Hours**		**Total Hours**	**Quarter Credits**	**FA**
Course Title	**Number**	**Clock**	**Credit**	**Clock**	**Credit**	**Clock**	**Credit**	**Credit**
Windows OS	MOS102	35	3.5	90	4.5	125	8	6.25
Career Success	CD101	25	2.5	0	0	25	2.5	1.25
Server Basics	MAD100	35	3.5	150	7.5	185	11	9.25
Server Administration	MAD200	50	5	90	4.5	140	9.5	7
Server Design	MAD300	40	4	100	5	140	9	7
VMWare	VMW101	5	0.5	20	1	25	1.5	1.25
Cloud Fundamentals	CFO100	10	1	30	1.5	40	2.5	2
Administering Linux	OSL200	70	7.0	100	5.0	170	12	8.5
Advanced Career Development	CD201	25	2.5	0	0	25	2.5	1.25
***Elective:** Network and Operational Security or Introduction to Coding	SEC101 -CS101	35	3.5	90	4.5	125	8	6.25
Critical Thinking	GE101	35	3.5	20	1	55	4.5	2.75
Business Communications	GE102	35	3.5	20	1	55	4.5	2.75
Business Math	GE103	35	3.5	20	1	55	4.5	2.75
Introduction to Business	GE104	35	3.5	20	1	55	4.5	2.75
Principles of Management	GE105	35	3.5	20	1	55	4.5	2.75
American Government	GE106	35	3.5	20	1	55	4.5	2.75
TOTALS		**540**	**54**	**790**	**39.5**	**1330**	**93.5**	**66.5**

AAS-ITSA Program Data & Costs

Prerequisites:	A+, Network+ or equivalent experience required, High School Diploma or HS Equivalent or Proof of Eligibility.
Academic Quarter Credit:	93.5 QCH
Financial Aid Quarter Credit:	66

Student Status:	Full time =	24 hours/week
	¾ time =	18 hours/week
	Part Time =	12 hours/week

Program Length:	Full time =	69 weeks
	¾ time =	82 weeks
	Part time =	111 weeks

Tuition and Fees

Registration Fee:	$200
Books & Supplies:	$425 (*CS101)
Tuition:	$28,075
STRF*	to be determined, if applicable
Total cost	**$28,700**

Registration Fee:	$200
Books & Supplies:	$400 (*SEC101)
Tuition:	$28,100
STRF*	to be determined, if applicable
Total cost	**$28,700**

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

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

Asher College IT Certificate Program Descriptions

COMPUTER AND NETWORK TECHNICIAN

*Eligible for transfer into the Associate of Applied Science Degree program.

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

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

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

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

The CNT certification is appropriate for job roles including:

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

CNT Courses

PCS110r1 PC Support Specialist Level 1
(Full Time = 6 weeks; ¾ Time = 9 weeks; Part Time = 13 weeks)
VMW101 Introduction to VM Ware
(Full Time = 1 week; ¾ Time = 1 week; Part Time = 2 weeks)
CD101 Career Success
(Full Time = 1 week; ¾ Time = 1 week; Part Time = 2 weeks)
PCS111r1 PC Support Specialist Level 2
(Full Time = 9 weeks; ¾ Time = 11 weeks; Part Time = 17 weeks)
NET102 Introduction to Networking
(Full Time = 5 weeks; ¾ Time = 7 weeks; Part Time = 11 weeks)
TF100 Typing Fundamentals
(Full Time = 1 week; ¾ Time = 2 weeks; Part Time = 3 weeks)
MOE100r1 MS Essentials
(Full Time = 4 weeks; ¾ Time = 5 weeks; Part Time = 7 weeks)
MOS102 Windows OS

(Full Time = 5 weeks; ¾ Time = 7 weeks; Part Time = 10 weeks)
CD201 Advanced Career Development
(Full Time = 1 week; ¾ Time = 1 week; Part Time = 2 weeks)

Electives: *__SEC101 or CS101__ Introduction to Coding may replace Network and Operational Security.*
**SEC101 Network and Operational Security
(Full Time = 5 weeks; ¾ Time = 7 weeks; Part Time = 10 weeks)
**CS101 Introduction to Coding
(Full Time = 5 weeks; ¾ Time = 7 weeks; Part Time = 10 weeks)

COMPUTER AND NETWORK TECHNICIAN								
Classification of Instruction Programs (CIP) 11.1006			Standard Occupational Classification (SOC) 15.1151.00					
Computer and Network Technician	**Course**	**Lecture Hours**		**Laboratory Hours**		**Total Hours**	**Quarter Credits**	**FA**
Course Title	**Number**	**Clock**	**Credit**	**Clock**	**Credit**	**Clock**	**Credit**	**Credit**
PC Support Level 1	PCS110r1	55	5.5	100	5	155	10.5	7.75
VMWare	VMW101	5	0.5	20	1	25	1.5	1.25
Career Success	CD101	25	2.5	0	0	25	2.5	1.25
PC Support Level 2	PCS111r1	75	7.5	130	6.5	205	14	10.25
Introduction to Networking	NET102	60	6	70	3.5	130	9.5	6.5
Typing Fundamentals	TF100	10	1	20	1	30	2	1.5
MS Essentials	MOE100r1	25	2.5	60	3	85	5.5	4.25
Advanced Career Development	CD201	25	2.5	0	0	25	2.5	1.25
Windows OS	MOS102	35	3.5	90	4.5	125	8	6.25
__Elective:__ Network and Operational Security or Introduction to Coding	SEC101-CS101	35	3.5	90	4.5	125	8	6.25
TOTALS		**350**	**35**	**580**	**29**	**930**	**64**	**46.5**

CNT Program Data & Costs

Prerequisites:	High School Diploma, HS Equivalent or Proof of Eligibility
Academic Quarter Credit:	64 QCH
Financial Aid Quarter Credit:	46

Student Status:
Full time = 24 hours/week
¾ time = 18 hours/week
Part Time = 12 hours/week

Program Length:
Full time = 38 weeks
¾ time = 51 weeks
Part time = 77 weeks

Tuition and Fees with Elective
Registration Fee:	$200
Books & Supplies:	$474 (*CS101)
Tuition:	$19,626
STRF*	to be determined, if applicable
Total cost	**$20,300**

Registration Fee:	$200
Books & Supplies:	$450 (*SEC101)
Tuition:	$18,650
STRF*	to be determined, if applicable
Total cost	**$20,300**

For period of Attendance
Effective Date 2019.12.09 V13 Catalog Published upon Approval

Estimate cost total program ($20,300)

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

*Eligible for transfer into the Associate of Applied Science Degree program.

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

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

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

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

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

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

The CIS certification is appropriate for job roles including:

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

CIS Courses

Track I:
PCS110r1 PC Support Level 1
(Full Time = 6 weeks; ¾ Time = 9 weeks; Part Time = 13 weeks)
VMW101 Introduction to VM Ware:
(Full Time = 1 week; ¾ Time = 1 week; Part Time = 2 weeks)
CD101 Career Success
(Full Time = 1 week; ¾ Time = 1 week; Part Time = 2 weeks)
PCS111r1 PC Support Level 2
(Full Time = 9 weeks; ¾ Time = 11 weeks; Part Time = 17 weeks)
TF100 Typing Fundamentals:

(Full Time = 1 week; ¾ Time = 2 weeks; Part Time = 3 weeks)
NET102 Introduction to Networking
(Full Time = 5 weeks; ¾ Time = 7 weeks; Part Time = 11 weeks)

Electives: *__SEC101 or CS101__ Introduction to Coding may replace Network and Operational Security.*
**SEC101 Network and Operational Security
(Full Time = 5 weeks; ¾ Time = 7 weeks; Part Time = 10 weeks)
**CS101 Introduction to Coding
(Full Time = 5 weeks; ¾ Time = 7 weeks; Part Time = 10 weeks)

MOS102 Windows OS
(Full Time = 5 weeks; ¾ Time = 7 weeks; Part Time = 10 weeks)
CFO100 Cloud Fundamentals
(Full Time = 2 weeks; ¾ Time = 2 weeks; Part Time = 3 weeks)
CD201 Advanced Career Development
(Full Time = 1 week; ¾ Time = 1 week; Part Time = 2 weeks)
OSL200 Administering Linux
(Full Time = 8 weeks; ¾ Time = 10 weeks; Part Time = 14 weeks)

COMPUTER INFORMATION SPECIALIST TRACK I								
Classification of Instruction Programs (CIP) 11.1001					Standard Occupational Classification (SOC) 15.1152.00			
Computer Information Specialist Track I	Course	Lecture Hours		Laboratory Hours		Total Hours	Quarter Credits	FA
Course Title	Number	Clock	Credit	Clock	Credit	Clock	Credit	Credit
PC Support Level 1	PCS110r	55	5.5	100	5	155	10.5	7.75
VMWare	VMW101	5	0.5	20	1	25	1.5	1.25
Career Success	CD101	25	2.5	0	0	25	2.5	1.25
PC Support Level 2	PCS111r	75	7.5	130	6.5	205	14	10.25
Typing Fundamentals	TF100	10	1	20	1	30	2	1.5
Introduction to Networking	NET102	60	6	70	3.5	130	9.5	6.5
Elective: Network and Operational Security or Introduction to Coding	SEC101-CS101	35	3.5	90	4.5	125	8	6.25
Windows OS	MOS102	35	3.5	90	4.5	125	8	6.25
Cloud Fundamentals	CFO100	10	1	30	1.5	40	2.5	2
Advanced Career Development	CD201	25	2.5	0	0	25	2.5	1.25
Administering Linux	OSL200	70	7.0	100	5.0	170	12	8.5
TOTALS		405	40.5	650	32.5	1055	73	52.75

Track II:

PCS110r1 PC Support Level 1
(Full Time = 6 weeks; ¾ Time = 9 weeks; Part Time = 13 weeks)
CD101 Career Success
(Full Time = 1 week; ¾ Time = 1 week; Part Time = 2 weeks)
PCS111r1 PC Support Level 2
(Full Time = 9 weeks; ¾ Time = 11 weeks; Part Time = 17 weeks)
NET102 Introduction to Networking
(Full Time = 5 weeks; ¾ Time = 7 weeks; Part Time = 11 weeks)

Electives: *__SEC101 or CS101__ Introduction to Coding may replace Network and Operational Security.*
**SEC101 Network and Operational Security
(Full Time = 5 weeks; ¾ Time = 7 weeks; Part Time = 10 weeks)
**CS101 Introduction to Coding
(Full Time = 5 weeks; ¾ Time = 7 weeks; Part Time = 10 weeks)

MOS102 Windows OS

(Full Time = 5 weeks; ¾ Time = 7 weeks; Part Time = 10 weeks)
CNC101 Advanced Networking Level 1:
(Full Time = 6 weeks; ¾ Time = 7 weeks; Part Time = 11 weeks)
CD201 Advanced Career Development
(Full Time = 1 week; ¾ Time = 1 week; Part Time = 2 weeks)
CNC102 Advanced Networking Level 2:
(Full Time = 6 weeks; ¾ Time = 8 weeks; Part Time = 11 weeks)

COMPUTER INFORMATION SPECIALIST TRACK II								
Classification of Instruction Programs (CIP) 11.1001					Standard Occupational Classification (SOC) 15.1152.00			
Computer Information Specialist Track II	Course	Lecture Hours		Laboratory Hours		Total Hours	Quarter Credits	FA
Course Title	Number	Clock	Credit	Clock	Credit	Clock	Credit	Credit
PC Support Level 1	PCS110r	55	5.5	100	5	155	10.5	7.75
Career Success	CD101	25	2.5	0	0	25	2.5	1.25
PC Support Level 2	PCS111r	75	7.5	130	6.5	205	14	10.25
Introduction to Networking	NET102	60	6	70	3.5	130	9.5	6.5
**Elective:* Network and Operational Security or Introduction to Coding	SEC101-CS101	35	3.5	90	4.5	125	8	6.25
Windows OS	MOS102	35	3.5	90	4.5	125	8	6.25
Advanced Networking Level 1	CNC101	50	5	80	4	130	9	6.5
Advanced Career Development	CD201	25	2.5	0	0	25	2.5	1.25
Advanced Networking Level 2	CNC102	45	4.5	90	4.5	135	9	6.75
TOTALS		405	40.5	650	32.5	1055	73	52.75

CIS Program Data & Costs

Prerequisites: High School Diploma, HS Equivalent or Proof of Eligibility
Academic Quarter Credit: 73 QCH
Financial Aid Quarter Credit: 52
Student Status: Full time =   24 hours/week
                            ¾ time =   18 hours/week
                            Part Time =   12 hours/week
Program Length: Full time =   44 weeks
                            ¾ time =   58 weeks
                            Part time =   87 weeks

Tuition and Fees with Elective Track I
Registration Fee: $200
Books & Supplies: $416 (*CS101)
Tuition: $21,334
STRF*   to be determined, if applicable
Total cost   **$21,950**

Registration Fee: $200
Books & Supplies: $392 (*SEC101)
Tuition: $21,358
STRF*   to be determined, if applicable
Total cost   **$21,950**

Tuition and Fees with Elective Track II

Registration Fee: $200
Books & Supplies: $357 (*CS101)
Tuition: $21,393
STRF*   to be determined, if applicable
Total cost   **$21,950**

Registration Fee: $200
Books & Supplies: $333 (*SEC101)
Tuition: $21,417
STRF*   to be determined, if applicable
Total cost   **$21,950**

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

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

IT NETWORK ENGINEER

*Eligible for transfer into the Associate of Applied Science Degree program.

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

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

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

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

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

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

ITNE Courses

MOS102 Windows OS
(Full Time = 5 weeks; ¾ Time = 7 weeks; Part Time = 10 weeks)
CD101 Career Success
(Full Time = 1 week; ¾ Time = 1 week; Part Time = 2 week)
MAD100 Server Basics:
(Full Time = 7 weeks; ¾ Time = 10 weeks; Part Time = 15 weeks)
MAD200 Server Administration
(Full Time = 6 weeks; ¾ Time = 8 weeks; Part Time = 12 weeks)
MAD300 Server Design
(Full Time = 6 weeks; ¾ Time = 8 weeks; Part Time = 12 weeks)
MAD400 Server Design and Infrastructure
(Full Time = 5 weeks; ¾ Time = 7 weeks; Part Time = 10 weeks)
CD201 Advanced Career Development
(Full Time = 1 week; ¾ Time = 1 week; Part Time = 2 weeks)
CNC101 Advanced Networking Level 1: 9.4 QCH
(Full Time = 5 weeks; ¾ Time = 7 weeks; Part Time = 11 weeks)
CNC102 Advanced Networking Level 2: 9.4 QCH
(Full Time = 6 weeks; ¾ Time = 8 weeks; Part Time = 11 weeks)

IT NETWORK ENGINEER								
Classification of Instruction Programs (CIP) 11.0103					Standard Occupational Classification (SOC) 11-3021.00			
IT Network Engineer	Course	Lecture Hours		Laboratory Hours		Total Hours	Quarter Credits	FA
Course Title	Number	Clock	Credit	Clock	Credit	Clock	Credit	Credit
Windows OS	MOS102	35	3.5	90	4.5	125	8	6.25
Career Success	CD101	25	2.5	0	0	25	2.5	1.25
Server Basics	MAD100	35	3.5	150	7.5	185	11	9.25
Server Administration	MAD200	50	5	90	4.5	140	9.5	7
Server Design	MAD300	40	4	100	5	140	9	7
Server Design and Infrastructure	MAD400	35	3.5	90	4.5	125	8	6.25
Advanced Career Development	CD201	25	2.5	0	0	25	2.5	1.25
Advanced Networking Level 1	CNC101	50	5	80	4	130	9	6.5
Advanced Networking Level 2	CNC102	45	4.5	90	4.5	135	9	6.75
TOTALS		340	34	690	34.5	1030	68.5	51.5

ITNE Program Data & Costs

Prerequisites: Network+ or equivalent experience required, High School Diploma or HS Equivalent or Proof of Eligibility,

Academic Quarter Credit: 68.5 QCH

Financial Aid Quarter Credit: 51

Student Status:
Full time =	24 hours/week
¾ time =	18 hours/week
Part Time =	12 hours/week

Program Length:
Full time =	42 weeks
¾ time =	57 weeks
Part time =	85 weeks

Tuition and Fees

Registration Fee: $200
Books & Supplies: $312
Tuition: $21,438
STRF* to be determined, if applicable
Total cost **$21,950**

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

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

IT SERVER ADMINISTRATOR

*Eligible for transfer into the Associate of Applied Science Degree program.

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

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

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

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

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

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

ITSA Courses

MOS102 Windows OS
(Full Time = 5 weeks; ¾ Time = 7 weeks; Part Time = 10 weeks)
CD101 Career Success
(Full Time = 1 week; ¾ Time = 1 week; Part Time = 2 weeks)
MAD100 Server Basics
(Full Time = 7 weeks; ¾ Time = 10 weeks; Part Time = 15 weeks)
MAD200 Server Administration
(Full Time = 6 weeks; ¾ Time = 8 weeks; Part Time = 12 weeks)
MAD300 Server Design
(Full Time = 6 weeks; ¾ Time = 8 weeks; Part Time = 12 weeks)
VMW101 Introduction to VM Ware:
(Full Time = 1 week; ¾ Time = 1 week; Part Time = 2 weeks)
CFO100 Cloud Fundamentals
(Full Time = 2 week; ¾ Time = 2 weeks; Part Time = 3 weeks)
OSL200 Administering Linux
(Full Time = 8 weeks; ¾ Time = 10 weeks; Part Time = 14 weeks)
CD201 Advanced Career Development
(Full Time = 1 week; ¾ Time = 1 week; Part Time = 2 weeks)

Electives: ***SEC101 or CS101** Introduction to Coding may replace Network and Operational Security.*
**SEC101 Network and Operational Security
(Full Time = 5 weeks; ¾ Time = 7 weeks; Part Time = 10 weeks)
**CS101 Introduction to Coding

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

IT SERVER ADMINISTRATOR								
Classification of Instruction Programs (CIP) 11.0103					Standard Occupational Classification (SOC) 15-1142.00			
IT Server Administrator	**Course**	**Lecture Hours**		**Laboratory Hours**		**Total Hours**	**Quarter Credits**	**FA**
Course Title	**Number**	**Clock**	**Credit**	**Clock**	**Credit**	**Clock**	**Credit**	**Credit**
Windows OS	MOS102	35	3.5	90	4.5	125	8	6.25
Career Success	CD101	25	2.5	0	0	25	2.5	1.25
Server Basics	MAD100	35	3.5	150	7.5	185	11	9.25
Server Administration	MAD200	50	5	90	4.5	140	9.5	7
Server Design	MAD300	40	4	100	5	140	9	7
VMWare	VMW101	5	0.5	20	1	25	1.5	1.25
Cloud Fundamentals	CFO100	10	1	30	1.5	40	2.5	2
Administering Linux	OSL200	70	7.0	100	5.0	170	12	8.5
Advanced Career Development	CD201	25	2.5	0	0	25	2.5	1.25
**Elective: Network and Operational Security or Introduction to Coding	SEC101-CS101	35	3.5	90	4.5	125	8	6.25
TOTALS		**330**	**33**	**670**	**33.5**	**1000**	**66.5**	**50**

ITSA Program Data & Costs

Prerequisites:	Network+ or equivalent experience required, High School Diploma, HS Equivalent or Proof of Eligibility
Academic Quarter Credit:	66.5 QCH
Financial Aid Quarter Credit:	50

Student Status:
Full time = 24 hours/week
¾ time = 18 hours/week
Part Time = 12 hours/week

Program Length:
Full time = 42 weeks
¾ time = 55 weeks
Part time = 84 weeks

Tuition and Fee with Elective
Registration Fee: $200
Books & Supplies: $425 (*CS101)
Tuition: $21,325
STRF*   to be determined, if applicable
Total cost   **$21,950**

Registration Fee: $200
Books & Supplies: $400 (*SEC101)
Tuition: $21,350
STRF*   to be determined, if applicable
Total cost estimate **$21,950**

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

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

NETWORK SUPPORT SPECIALIST

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

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

The Network Support Specialist Program (NSS) can result in two (2) CompTIA certification and two (2) Cisco certifications. Students who enroll in the Network Support Specialist will have the opportunity to learn ICND1 and ICND2 which allows the technical competency to implement and manage Cisco Networking equipment.

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

The NSS program is appropriate for job roles including:

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

NSS Courses

NET102 Introduction to Networking
(Full Time = 5 weeks; ¾ Time = 7 weeks; Part Time = 11 weeks)
CD101 Career Success
(Full Time = 1 week; ¾ Time = 1 week; Part Time = 2 weeks)
SEC101 Network & Operational Security
(Full Time = 5 weeks; ¾ Time = 7 weeks; Part Time = 10 weeks)
CNC101 Advanced Networking Level 1
(Full Time = 6 weeks; ¾ Time = 7 weeks; Part Time = 11 weeks)
CD201 Advanced Career Development
(Full Time = 1 week; ¾ Time = 1 week; Part Time = 2 weeks)
CNC102 Advanced Networking Level 2
(Full Time = 6 weeks; ¾ Time = 8 weeks; Part Time = 12 weeks)

NETWORK SUPPORT SPECIALIST								
Classification of Instruction Programs (CIP)11.1002				Standard Occupational Classification (SOC) 15-1152.00				
Network Support Specialist	**Course**	**Lecture Hours**		**Laboratory Hours**		**Total Hours**	**Quarter Credits**	**FA**
Course Title	**Number**	**Clock**	**Credit**	**Clock**	**Credit**	**Clock**	**Credit**	**Credit**
Introduction to Networking	NET102	60	6	70	3.5	130	9.5	6.5
Career Success	CD101	25	2.5	0	0	25	2.5	1.25
Network and Operational Security	SEC101	35	3.5	90	4.5	125	8	6.25
Advanced Networking Level 1	CNC101	50	5	80	4	130	9	6.5
Advanced Career Development	CD201	25	2.5	0	0	25	2.5	1.25
Advanced Networking Level 2	CNC102	45	4.5	90	4.5	135	9	6.75
TOTALS		**240**	**24**	**330**	**16.5**	**570**	**40.5**	**28.5**

NSS Program Data and Costs

Prerequisites: High School Diploma, HS Equivalent or Proof of Eligibility
Academic Quarter Credit: 40.5 QCH
Financial Aid Quarter Credit: 28
Student Status: Full time =   24 hours/week
                             ¾ Time =   18 hours/week
                             Part time =   12 hours/week
Program Length: Full time =   24 weeks
                             ¾ time =   31 weeks
                             Part time =   47 weeks

Tuition and Fees
Registration Fee: $200
Books & Supplies: $233
Tuition: $11,567
STRF*   to be determined, if applicable
Total cost   **$12,000**

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

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

PC SUPPORT SPECIALIST

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

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

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

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

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

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

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

PCSS Courses

PCS110r1 PC Support Level 1
(Full Time = 6 weeks; ¾ Time = 9 weeks; Part Time = 13 weeks)
CD101 Career Success
(Full Time = 1 week; ¾ Time = 1 week; Part Time = 2 weeks)
PCS111r PC Support Level 2
(Full Time = 9 weeks; ¾ Time = 11 weeks; Part Time = 17 weeks)
NET102 Introduction to Networking
(Full Time = 5 weeks; ¾ Time = 7 weeks; Part Time = 11 weeks)
CD201 Advanced Career Development
(Full Time = 1 week; ¾ Time = 1 week; Part Time = 2 weeks)
MOE100r1 MS Essentials
(Full Time = 4 weeks; ¾ Time = 5 weeks; Part Time = 7 weeks)

PC SUPPORT SPECIALIST								
Classification of Instruction Programs (CIP) 47.0104					Standard Occupational Classification (SOC) 49-2011.00			
PC Support Specialist	Course	Lecture Hours		Laboratory Hours		Total Hours	Quarter Credits	FA
Course Title	Number	Clock	Credit	Clock	Credit	Clock	Credit	Credit
PC Support Level 1	PCS110r	55	5.5	100	5	155	10.5	7.75
Career Success	CD101	25	2.5	0	0	25	2.5	1.25
PC Support Level 2	PCS111r	75	7.5	130	6.5	205	14	10.25
Introduction to Networking	NET102	60	6	70	3.5	130	9.5	6.5
Advanced Career Development	CD201	25	2.5	0	0	25	2.5	1.25
MS ESSENTIALS	MOE100r	25	2.5	60	3	85	5.5	4.25
TOTALS		265	26.5	360	18	625	44.5	31.25

PCSS Program Data & Costs

Prerequisites: High School Diploma, HS Equivalent or Proof of Eligibility
Academic Quarter Credit: 44.5 QCH
Financial Aid Quarter Credit: 31
Student Status: Full time =   24 hours/week
                          ¾ Time =   18 hours/week
                          Part time =   12 hours/week
Program Length: Full time =   26 weeks
                          ¾ time =   34 weeks
                          Part time =   52 weeks

Tuition and Fees
Registration Fee: $200
Books & Supplies: $364
Tuition: $11,436
STRF*   to be determined, if applicable
Total cost   **$12,000**

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

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

PC TECHNICIAN

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

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

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

The PC Tech program is appropriate for job roles including:

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

PC Tech Courses

PCS110r PC Support Level 1:
(Full Time = 6 weeks; ¾ Time = 9 weeks; Part Time = 13 weeks)
PCS111r PC Support Level 2
(Full Time = 9 weeks; ¾ Time = 11 weeks; Part Time = 17 weeks)

PC TECHNICIAN								
Classification of Instruction Programs (CIP) 47.0104				Standard Occupational Classification (SOC) 49-2011.00				
PC Technician	Course	Lecture Hours		Laboratory Hours		Total Hours	Quarter Credits	FA
Course Title	Number	Clock	Credit	Clock	Credit	Clock	Credit	Credit
PC Support Level 1	PCS110r	55	5.5	100	5	155	10.5	7.75
PC Support Level 2	PCS111r	75	7.5	130	6.5	205	14	10.25
TOTALS		130	13	230	11.5	360	24.5	18

PC Tech Program Data & Costs

Prerequisites:	High School Diploma, HS Equivalent or Proof of Eligibility
Academic Quarter Credit:	24.5 QCH
Financial Aid Quarter Credit:	18

Student Status:
Full time =   24 hours/week
¾ Time =   18 hours/week
Part time =   12 hours/week

Program Length:
Full time =   15 weeks
¾ time =   20 weeks
Part time =   30 weeks

Tuition and Fees

Registration Fee: $200
Books & Supplies: $66
Tuition: $4,184
STRF*   to be determined, if applicable
Total cost   **$4,450**

For period of Attendance
Estimate cost total program ($4,450)

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

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

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

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

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

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

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

TSS Courses

NET102 Introduction to Networking
(Full Time = 5 weeks; ¾ Time = 7 weeks; Part Time = 11 weeks)
CD101 Career Success
(Full Time = 1 week; ¾ Time = 1 week; Part Time = 2 weeks)
MOS102 Windows OS
(Full Time = 5 weeks; ¾ Time = 7 weeks; Part Time = 10 weeks)
OSL200 Administering Linux
(Full Time = 8 weeks; ¾ Time = 10 weeks; Part Time = 14 weeks)
CD201 Advanced Career Development
(Full Time = 1 week; ¾ Time = 1 week; Part Time = 2 weeks)
SEC101 Network and Operational Security
(Full Time = 5 weeks; ¾ Time = 7 weeks; Part Time = 10 weeks)

TECH SUPPORT SPECIALIST								
Classification of Instruction Programs (CIP) 11.1003				Standard Occupational Classification (SOC)15-1152.00				
Tech Support Specialist	Course	Lecture Hours		Laboratory Hours		Total Hours	Quarter Credits	FA
Course Title	Number	Clock	Credit	Clock	Credit	Clock	Credit	Credit
Introduction to Networking	NET102	60	6	70	3.5	130	9.5	6.5
Career Success	CD101	25	2.5	0	0	25	2.5	1.25
Windows OS	MOS102	35	3.5	90	4.5	125	8	6.25
Administering Linux	OSL200	70	7.0	100	5.0	170	12	8.5
Advanced Career Development	CD201	25	2.5	0	0	25	2.5	1.25
Network and Operational Security	SEC101	35	3.5	90	4.5	125	8	6.25
TOTALS		250	25	350	17.5	600	42.5	30

TSS Program Data & Costs

Prerequisites: High School Diploma, HS Equivalent or Proof of Eligibility
Academic Quarter Credit: 42.5 QCH
Financial Aid Quarter Credit: 30
Student Status: Full time =   24 hours/week
                                               ¾ Time =   18 hours/week
                                               Part time =   12 hours/week
Program Length: Full time =   25 weeks
                                               ¾ time =   33 weeks
                                               Part time =   51 weeks

Tuition and Fees

Registration Fee: $200
Books & Supplies: $245
Tuition: $11,555
STRF*   to be determined, if applicable
Total cost   **$12,000**

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

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

PROGRAM TUITION AND FEE SCHEDULE

CODE	PROGRAM	REG	BOOKS	TUITION	TOTAL
BUSINESS					
AAS-BA	Associate of Applied Science Degree in Business Administration	$200	$485	$19,265	**$19,950**
OAS	Office Accounting Specialist	$200	$929	$17,821	**$18,950**
OA	Office Administrator	$200	$725	$12,525	**$13,450**
HEALTH SERVICES					
AAS-HI	Associate of Applied Science Degree in Health Information	$200	$1,189	$22,561	**$23,950**
AAS-MBC	Associate of Applied Science Degree in Medical Billing and Coding	$200	$1,474	$24,026	**$25,700**
AAS-OA	Associate of Applied Science Degree in Office Accounting	$200	$929	$23,821	**$24,950**
AAS-PT	Associate of Applied Science Degree in Pharmacy Technology	$200	$734	$21,016	**$21,950**
HIS	Health Information Specialist	$200	$1,189	$17,061	**$18,450**
MBC	Medical Billing & Coding	$200	$1,474	$17,776	**$19,450**
MRS	Medical Records Specialist	$200	$982	$12,268	**$13,450**
PT	Pharmacy Technician	$200	$734	$15,566	**$16,500**
INFORMATION TECHNOLOGY					
AAS-CI-1C	Associate of Applied Science Degree in Computer Information -Track 1 (Coding)	$200	$416	$27,584	**$28,200**
AAS-CI-1S	Associate of Applied Science Degree in Computer Information -Track 1 (Security)	$200	$392	$27,608	**$28,200**
AAS-CI-2C	Associate of Applied Science Degree in Computer Information -Track 2 (Coding)	$200	$357	$27,643	**$28,200**
AAS-CI-2S	Associate of Applied Science Degree in Computer Information -Track 2 (Security)	$200	$333	$27,667	**$28,200**
AAS-CNT-C	Associate of Applied Science Degree in Computer Network Technology (Coding)	$200	$474	$27,026	**$27,700**
AAS-CNT-S	Associate of Applied Science Degree in Computer Network Technology (Security)	$200	$450	$27,050	**$27,700**
AAS-ITNE	Associate of Applied Science Degree in IT Network Engineering	$200	$312	$28,188	**$28,700**
AAS-ITSA-C	Associate of Applied Science Degree in IT Server Administration (Coding)	$200	$425	$28,075	**$28,700**
AAS-ITSA-S	Associate of Applied Science Degree in IT Server Administration (Security)	$200	$400	$28,100	**$28,700**
CNT-C	Computer and Network Technician (Coding)	$200	$474	$19,626	**$20,300**
CNT-S	Computer and Network Technician (Security)	$200	$450	$19,650	**$20,300**
CIS-1C	Computer Information Specialist -Track 1 (Coding)	$200	$416	$21,334	**$21,950**
CIS-1S	Computer Information Specialist -Track 1 (Security)	$200	$392	$21,358	**$21,950**
CIS-2C	Computer Information Specialist -Track 2 (Coding)	$200	$357	$21,393	**$21,950**
CIS-2S	Computer Information Specialist -Track 2 (Security)	$200	$333	$21,417	**$21,950**
ITNE	IT Network Engineer	$200	$312	$21,438	**$21,950**
ITSA-C	IT Server Administrator (Coding)	$200	$425	$21,325	**$21,950**
ITSA-S	IT Server Administrator (Security)	$200	$400	$21,350	**$21,950**
NSS	Network Support Specialist	$200	$233	$11,567	**$12,000**
PCSS	PC Support Specialist	$200	$364	$11,436	**$12,000**
PCTECH	PC Technician	$200	$66	$4,184	**$4,450**
TSS	Tech Support Specialist	$200	$245	$11,555	**$12,000**

STAND ALONE COURSES

PM201 PROJECT MANAGEMENT

The Project Management Course prepares the student with a comprehensive set of skills necessary to pass the Certified Associate in Project Management (CAPM®) exam or the Project Management Professional (PMP®) exam. This is an avocational course, delivered by Interactive Distance Learning (IDL). The attendance estimate is 8 hours per week.

Course Objectives:

- Initiating the Project
- Planning the Project
- Executing the Project
- Monitoring and Controlling the Project
- Closing the Project

Knowledge Areas:

Integration • Scope • Time • Cost • Quality • Procurement • Human Resources • Communications • Risk Management • Stakeholder Management

The PMP Course is appropriate for basic supervisory or management positions including:

- Implementation Manager.
- Stage Manager.
- Associate Project Manager.
- Project Management Assistant.
- Project Communications Officer.
- Team Assistant.

Preparing for PMI's Exams student will:

- Participate in a lecture to go over the differences between the 2 exams objectives.
- Obtain guidance on completing PMI's exam application
- Review PMI's Exam Content Outlines, list exam study items
- Provide exam taking hints.
- Complete PMI Exam application with instructor assistance.

Vendor Exam

CAPM Vendor Exam Information:
- Number of Questions: 150
- Exam time limit: 3 hours
- Passing score: Calculated uniquely for each candidate based on the questions included in that exam
- Exam fee: $225.00* / PMI member $300.00* / PMI non-member

CAPM Vendor Exam Requirements:
- Secondary degree (high school diploma, associate degree or the global equivalent)

- 23 hours of project management education completed by the time you sit for the exam.

PMP Vendor Exam Information:
- Number of Questions: 150
- Exam time limit: 3 hours
- Passing score: Calculated uniquely for each candidate based on the questions included in that exam
- Exam fee: $405.00* / PMI member $555.00* / PMI non-member

PMP Vendor Exam Requirements:
- Minimum of 35 hours of project management education or CAPM certification
- Secondary degree (high school diploma, associate degree or the global equivalent)
- 7500 hours leading and directing projects

OR

- Four-year degree
- 4500 hours leading and directing projects
- 35 hours of project management education or CAPM certification

PM201 Project Management Data & Costs

Prerequisites:	High School Diploma, or HS
Academic Quarter Credit:	9.25
Course Length:	16 Weeks

Tuition and Fees CAPM

Registration Fee:	$150.00
Books & Supplies:	$65.00
Tuition:	$1850.00
Total cost	**$2,065.00**

Tuition and Fees PMP

Registration Fee:	$150.00
Books & Supplies:	$65.00
Tuition:	$2050.00
Total cost	**$2,265.00**

BUSINESS COURSES

ACC100 Introduction to Accounting

This is a strong introduction to modern accounting theories and principles, explaining and conceptualizing the nature, purpose and scope of accounting.

Course Objectives:
- Define and explain the nature, purpose and scope of accounting
- Explain and conceptualize the accounting cycle
- Prepare books of original entry and perform double entries
- Prepare ledgers, a simple cash book and the trial balance
- Prepare financial statements for a sole proprietor in accordance with the required format
- Identify and prepare the various types of cashbooks
- Compare the transactions that appear on both the cashbook and the bank statement
- Prepare a bank reconciliation statement
- Prepare a sales and purchases ledger control account
- Identify the various types of long-term assets
- Distinguish between capital and revenue expenditure
- Apply the various methods of estimating depreciation expense
- Account for disposal of assets and
- Prepare a schedule of PPE
- Identify the various types accounting errors
- Correct both accounting errors affecting and not affecting the trial balance
- Prepare journal entries for correction of the accounting errors.

ACC102 QuickBooks Pro User

This Intuit QuickBooks course will develop your knowledge and skills to help manage the books effectively in the workplace. You will post with electronic and paper-based records to apply the modern accounting theories to practical bookkeeping tasks using QuickBooks. This course will prepare you for the Intuit QuickBooks Certified User certification exam.

Course Objectives:
- Accounting Applications
- Accounts and Accounting Systems
- Banking Transactions & Services
- Accounts Payable & Receivable
- Ledgers and Reports
- Financial Statements and Balances

BUS101 Business Law and Ethics

Students will demonstrate knowledge of the American legal system by recognizing issues that affect business on the legal and ethical levels. This course will provide an overview of the various court systems teaching students how to apply legal concepts to business related situations.

Course Objectives:
- Recognize the legal implications of negligent or intentional civil acts and criminal acts. Analyze legal issues as presented by the casebook or instructor.
- Participate and attend all classes for a full understanding of course material.
- Discuss various legal subjects that are in the news during the term of the course.

BUS102 Principles of Marketing

Student will define and analyze consumer behavior to identify the strategies for new products. Emphasis is placed on the importance of information technology, marketing research and advertising in an e-commerce world. Additionally, students will gain an understanding of the 4 P's of marketing and how to apply them to the marketing mix.

Course Objectives:
- Define marketing research, its various forms, and the organized steps in the marketing research process.
- Define the various types of market segmentation, including demographic and psychographic.
- Identify the stages of the product life cycle and explain the importance to the marketer of consumer goods and services.
- Identify the factors which affect consumer behavior.
- Explain how new products are developed and discuss the importance of branding as well as packaging and labeling.
- Identify the components of the promotional mix, personal selling, advertising, public relations, and publicity.
- Analyze and apply strategies of effective pricing.
- Discuss consumer ethics and identify and discuss current ethical dilemmas.

BUS103 Human Resources

Students will learn the concept of human resources management with particular emphasis on employee relations management, employment law, recruiting and training, and developing management skills in employees. They will be able to identify the legal basis for equal employment opportunity, issues concerning racial, sex /gender discrimination and age, religion and any other form of discrimination in today's complex social climate.

Course Objectives:
- Describe behavioral notions that affect individual and organizational relationships.
- Effectively identify and measure job performance with organizational strategies.
- Understand the challenges of manages global compensation systems and how employee rates are set.
- Describe variable pay and benefits designed to support an organizations strategy.
- Identify human resources policies, procedures and disciplinary actions.
- Understand how to use HR to solve union/management problems and grievances.
- Emphasize the legal concerns of the selection process in recruiting and how to locate and attract good candidate.
- Demonstrate the designing of effective training programs, dealing with employee career issues.

BUS104 Entrepreneurship

Course Objectives:
- Identify and exploit innovative business ideas and market opportunities
- Turn market opportunities into a business plan
- Support the business plan by creating viable marketing, organizational and financial plans
- Evaluate the benefits and limitations of various funding sources
- Recognize and apply the tools necessary to create sustainable and viable businesses

BUS105 Introduction to Project Management

Course Objectives:
- Recognize issues in a realistic project scenario.
- Employ work breakdown structures (WBS) in a project application.
- Demonstrate the use of appropriate network scheduling techniques.
- Produce a project proposal.
- Discuss the implementation of a proposed plan.

MOE100 MS Essentials

Our Microsoft Office course goes over the basic functions in Word, Excel & Outlook. You will learn how to navigate through the software and create documents, workbooks and emails while using tools and tricks that Microsoft offers. When completed with this course you will have the entry level knowledge necessary to use this programs in the work environment. There are many skills to be learned in the Microsoft Office suite but this course has been designed to include the essentials.

Course Objectives:
- DOMAIN 1.0: Microsoft Word
- DOMAIN 2.0: Microsoft Excel
- DOMAIN 3.0: Microsoft Outlook

MSW101 MS Word

This Microsoft Office Word course will help you achieve the skills to navigate Microsoft Office Word. These skills will enable you to format, organize and work with visual content, and share and secure content, allowing you to create and edit professional-looking documents. This course will prepare you for the Microsoft Office Word certification exam.

Course Objectives:
- Creating and Customizing Documents
- Formatting Content
- Working with Visual Content
- Organizing Content
- Reviewing Documents
- Sharing and Securing Content

MSE101 MS Excel

This Microsoft Office Excel course will help you achieve the skills to navigate Microsoft Office Excel. You will create and edit professional-looking spreadsheets for a variety of purposes and situations including, but not limited to data entry, data formatting, data manipulation, family budget, and format numerical reports. This course will prepare you for the Microsoft Office Excel certification exam.

Course Objectives:
- Creating and Manipulating Data
- Formatting Data and Content
- Creating and Modifying Formulas
- Presenting Data Visually
- Collaborating and Securing Data

MSL1011 MS Outlook

This Microsoft Outlook course leads students to specialize in formatting message content, using graphic elements such as charts and tables, creating contact records, tasks, and meetings, scheduling appointments from incoming messages, and sharing schedules to facilitate communication with other Outlook users. This course will prepare you for the Microsoft Office Outlook certification exam.

Course Objectives:
- Managing Messaging
- Managing Scheduling
- Managing Tasks
- Managing Contacts and Personal Information
- Organizing Information 5.0

MSP101 MS PowerPoint

You will generate more complex slide shows, such as product plans, reports, and marketing materials with more sophisticated data presented in visual formats. This course will ensure you are proficient with PowerPoint features that will enable you to manipulate these formats. This course will prepare you for the Microsoft Office PowerPoint certification exam.

Course Objectives:
- Creating and Formatting Presentations
- Creating and Formatting Slide Content
- Working with Visual Content
- Collaborating on and Delivering Presentations

PBS111 Office Administration

This course will help you establish a very enlightened attitude toward your professional office skills. Also, helping to strengthen your verbal communication, records management, e-mail etiquette and guidelines, and business writing.

Course Objectives:
- DOMAIN 1.0: Professional Office Skills
- DOMAIN 2.0: Verbal Communication
- DOMAIN 3.0: Mail and Document Distribution
- DOMAIN 4.0: Organizational Planning
- DOMAIN 5.0: Records Management
- DOMAIN 6.0: Office Equipment and Supplies
- DOMAIN 7.0: Computer Technology
- DOMAIN 8.0: Communications Equipment
- DOMAIN 9.0: E-mail Etiquette and Guidelines
- DOMAIN 10.0: Electronic Communications and the Internet
- DOMAIN 11.0: Office and Web Publishing
- DOMAIN 12.0: Business Writing
- DOMAIN 13.0: Editing and Proofreading
- DOMAIN 14.0: Basic Grammar Skills

PBS112 Office Management

This course is designed to help you acquire leadership development, presentation skills, financial responsibilities, and meeting, event, and travel planning.

Course Objectives:
- Personal Professional Development
- Professional and Office Protocol
- Business Etiquette
- Business Ethics
- Business Law and legal Issues
- Human Resources
- Accounting Procedures and Analysis

PBS113 Bookkeeping Applications

Learn about the essential numerical skills required for bookkeeping as well as the different accounting applications and systems used in the industry. This course explains the fundamental rules of bookkeeping and how they are used to produce Ledgers and Financial statements.

Course Objective:
- Accounting Applications
- Accounts and Accounting Systems
- DOMAIN 3.0: Banking Transactions & Services
- DOMAIN 4.0: Accounts Payable & Receivable
- DOMAIN 5.0: Ledgers and Reports
- DOMAIN 6.0: Financial Statements and Balances

GENERAL EDUCATION COURSES

GE101 Critical Thinking

This introductory level course presents a variety of topics essential to a student's development in critical thinking. Students are introduced to concepts essential to the comprehension, analysis, and creation of arguments: induction, deduction, informal fallacies, Aristotelian and symbolic logic, modes of persuasion, perspective and bias, language and meaning, culminating in the development of reasonable strategies for belief formation.

Course Objectives:
- Lesson 1: The Structure of Arguments
- Lesson 2: Deduction: Truth and Validity
- Lesson 3: Deduction: Argument Forms
- Lesson 4: Induction: Generalizations
- Lesson 5: Induction: Evidence and Analogies
- Lesson 6: Formal Fallacies and Weak Induction
- Lesson 7: Informal Fallacies
- Lesson 8: Language and Logic
- Lesson 9: Reading Media
- Lesson 10: Bias and Viewpoints
- Lesson 11: Logic in Real Life
- Lesson 12: Using Your Voice

GE102 Business Communication

This course provides the foundations of all types of business communication including letters, memos, electronic communication, written reports, oral presentations, and interpersonal communication. The course also includes topics of resumes, application letters, interviewing tips, and employment follow-up documents.

Course Objectives:
- Lesson 1: Introduction to Business Communications
- Lesson 2: Listening and Nonverbal Communication Skills
- Lesson 3: Communicating Across Cultures
- Lesson 4: Composing a Business Message
- Lesson 5: Communicating Routine Information
- Lesson 6: Communicating Bad News
- Lesson 7: Persuasive Communications
- Lesson 8: Introduction to Business Reports and Proposals
- Lesson 9: Composing Business Reports and Proposals
- Lesson 10: Formal Reports and Proposals
- Lesson 11: Oral Presentation Skills
- Lesson 12: Resume Writing and the Employment Interview

GE103 Business Math

This course applies math fundamentals to business applications. Topics include a basic math review, business statistics, profit calculations, payroll, banking, interest calculations, insurance, taxes, and other business topics.

Course Objectives:
- Lesson 1: Whole Numbers, Fractions and Decimals
- Lesson 2: Banking and Equations
- Lesson 3: Percentages and Statistics
- Lesson 4: Trade and Cash Discounts, Markup and Markdown
- Lesson 5: Payroll
- Lesson 6: Interest, Discount, Credit and Value
- Lesson 7: Annuities, Sinking Funds, Stocks and Bonds
- Lesson 8: Mortgages
- Lesson 9: Financial Statements
- Lesson 10: Inventory
- Lesson 11: Insurance and Taxes
- Lesson 12: Financial Statements

GE104 Introduction to Business

This course provides students with an overview of business in an increasingly global society serving as an introduction to business terminology, concepts, environments, systems, strategies, and current issues. Topics include an overview of the business environment, business ethics, entrepreneurship, global business, management, marketing, production, information systems, and financial elements of business.

Course Objectives:
- Lesson 1: The Business Environment
- Lesson 2: Business Ethics and Social Responsibility
- Lesson 3: New Business Ventures in the US and International Markets
- Lesson 4: Managing the Business Enterprise
- Lesson 5: Managing and Motivating Employees
- Lesson 6: Marketing Processes
- Lesson 7: Product Pricing, Distribution, and Promotion
- Lesson 8: Productivity and Quality
- Lesson 9: Information Systems and Communication Technologies
- Lesson 10: Principles of Accounting
- Lesson 11: Banking and Finance
- Lesson 12: Financial and Risk Management

GE105 Principles of Management

This course introduces students to effective management principles for today's dynamic business environment. Students will gain an understanding of the Principles of Management within the dimensions of the planning-organizing-leading-controlling (P-O-L-C) framework. Topics include roles of personality and values in determining work behaviors, setting goals and objectives, and communication within organizations. In addition, students will define organizational culture, structure and change while examining the role of strategic human resource management (SHRM) in today's organizations.

Course Objectives:
- Lesson 1: Introduction to Management
- Lesson 2: Managing the Business Environment
- Lesson 3: Social Responsibility and Managerial Ethics
- Lesson 4: Decision Making
- Lesson 5: Planning and the Manager's Role
- Lesson 6: Strategic Management and Planning Techniques
- Lesson 7: Organizational Structure and Communications
- Lesson 8: Human Resource Management
- Lesson 9: The Psychology of Management
- Lesson 10: Motivating and Leading Others
- Lesson 11: Overview of Human Resource Management
- Lesson 12: Employee Recruitment and Placement
- Lesson 13: Controlling Organizational Performance
- Lesson 14: Operations Management

GE106 American Government

This course introduces the intricacies of the Constitution, the complexities of federalism, the meanings of civil liberties, and the conflicts over civil rights; explains how people are socialized to politics, acquire and express opinions, and participate in political life; describes interest groups, political parties, and elections—the intermediaries that link people to government and politics; details the branches of government and how they operate; and shows how policies are made and affect people's lives.

Course Objectives:
- Apply informational literacy skills in the study of politics
- Analyze how the historical development of the United States affects contemporary political environment
- Explain how individual actors impact contemporary political environment
- Outline the institutional structures and how these structures interact with each other to explain the processes of government
- Apply understanding of government processes to analyze contemporary politics
- Analyze the formal and informal processes by which public policy is made

GE107 Introduction to Psychology

In this course students will learn about the history and understand the score of study in the field of industrial and organizational psychology. They will discuss intrinsic and extrinsic motivation and understand theories of motivation proposed for instincts, drive reduction, self-efficacy, and social motives.

Course Objectives:
- Define intelligence and identify the difference between intelligence theories
- Discuss the three basic functions of memory and the three stages of memory storage
- Define personality and the various theories around personality development
- Define social psychology and describe situational versus dispositional influences on behavior
- Identify the physiological basis of stress and its impact on health

GE108 Leadership

In this course, students will learn about leadership's crucial skill areas; those related to the foundational elements, conceptual elements, human elements, technical elements, and political elements of effective leadership. Students will hone their skill bases in these areas through assessing their own level of competence in each skill and practicing the skills to improve their leadership effectiveness.

Course Objectives:
- Understand the fundamental aspects of managing and leading organizations
- Examine the behaviors and traits of both effective managers and leaders
- Examine relevant issues in applied management and leadership; including ethics, globalization, and strategic management

HEALTH SERVICES COURSES

HS102 Professional Billing Concepts

Course Objectives:
- DOMAIN 1.0: Managed Care and Medical Insurance Basics
- DOMAIN 2.0: Fundamentals of Claims Processing
- DOMAIN 3.0: Coding Claims
- DOMAIN 4.0: Compliance
- DOMAIN 5.0: Charges and Payments
- DOMAIN 6.0: CMS-1500s
- DOMAIN 7.0: Contacts and Private Payers
- DOMAIN 8.0: Hospital Billing

HS201 Medical Terminology

Course Objectives:
- Become proficient using medical terms through word building exercises.
- Learn medical abbreviations and acronyms
- Learn proper spelling of all body systems medical
- Understand the relationship of medical terminology to anatomy & physiology
- Obtain knowledge of media terminology as it relates to other health care specialties

HS202 Anatomy & Physiology

Course Objectives:

Upon completion, the student will have the necessary knowledge, of the twelve main sections of the human anatomy. This includes the structure and function of cells, tissues, and organs and of the physiological concepts and processes of the human body's systems. The student will also have the knowledge of the medical terminology necessary to perform proper diagnostic and procedure coding. Upon completion, the student will have the necessary knowledge, of the twelve main sections of the human anatomy. This includes the structure and function of cells, tissues, and organs and of the physiological concepts and processes of the human body's systems. The student will also have the knowledge of the medical terminology necessary to perform proper diagnostic and procedure coding.

HS204 Medical Law & Ethics

Course Objectives:
- Identify the fundamentals of HIPAA Privacy training.
- Identify HIPAA, as well as the concepts of administrative simplification.
- Identify how HIPAA training impacts the health care workforce and those in their care.
- Identify the concepts of covered entities.
- Identify how HIPAA impacts the insurance industry and its workforce.
- Identify the differences between Privacy and Security.
- Identify how HIPAA impacts preferred partner companies and re-pricing organizations, as well as other business associates

HS401 Electronic Health Records

Course Objectives:
- Introduction to the Medical Field
- Administrative Responsibilities
- Financial Responsibilities
- Medical Records and Documentation

HS207 Advanced Billing & Reimbursement

Course Objectives:
- DOMAIN 1.0: Career and Professionalism
- DOMAIN 2.0: Basics of Health Insurance
- DOMAIN 3.0: Coding Insurance Claims
- DOMAIN 4.0: Claim Submission
- DOMAIN 5.0: Receiving Payment and Problem Solving

HS208 Health Information Billing and Coding

- Course Objectives:
- Career and Professionalism
- Health Insurance and Documentation
- Coding Insurance Claims
- Claims Submission
- Reimbursements
- Health Care Payers
- Hospital Billing
- Knowledge of ICD-9 and CPT codes
- HIPAA, Federal and state regulations

HS310 Physician Coding

Course Objectives:
- DOMAIN 1.0: CPT - E&M Services
- DOMAIN 2.0: CPT - Anesthesia, Integumentary and Musculoskeletal
- DOMAIN 3.0: CPT - Respiratory, Cardiovascular, Hemic and Lymphatic
- DOMAIN 4.0: CPT - Mediastinum, Diaphragm and Digestive
- DOMAIN 5.0: CPT - Urinary, Male and Female Genital, Maternity Care
- DOMAIN 6.0: CPT - Endocrine, Nervous System, Sense Organs
- DOMAIN 7.0: CPT - Radiology, Lab, Pathology, and Medicine
- DOMAIN 8.0: Coding Guidelines and Standards
- DOMAIN 9.0: ICD-9 Codes 001 – 289
- DOMAIN10.0: ICD-9 Codes 290 – 519
- DOMAIN11.0: ICD-9 Codes 520 - 739
- DOMAIN12.0: ICD-9 Codes 740 - 799
- DOMAIN13.0: ICD-9 Codes 800 - E999

HS311 Advanced Facility Coding

Course Objectives:
- DOMAIN 1.0: Facilities
- DOMAIN 2.0: Revenue Cycle
- DOMAIN 3.0: Claim Requirements Basics
- DOMAIN 4.0: Procedure Coding
- DOMAIN 5.0: Diagnostic Coding
- DOMAIN 6.0: E/M Coding
- DOMAIN 7.0: Facility Modifiers
- DOMAIN 8.0: Level II Codes & DME
- DOMAIN 9.0: Ambulatory Surgery Centers
- DOMAIN 10.0: Encoder

HIT101 Health Information Technology

Course Objectives:
- Identify and describe the key elements of modern Health Care Systems
- Identify and describe the components required to effectively and accurately collect Health Care data
- Discuss the challenges associated with collecting and maintaining Electronic Health Records
- Document the clinical flow of acute care records
- Recognize medical code sets, including ICD-9, ICD-10, HCPCS/CPT-4, and describe where and how each are used
- Identify and describe common forms of reimbursement, including various forms of insurance and entitlements
- Describe the billing process
- Create a Uniform Bill
- Discuss the impact of coding on reimbursements
- Identify and discuss the impact of Health Information Management in alternate care settings, including physician's offices, ambulatory surgery, long-term care facilities, rehabilitation, hospice and home care
- Manage health records using a variety of file identification methodologies and chart locator systems - both physical and electronic
- Retrieve, aggregate, analyze and report on information collected based on requirements provided in common health care scenarios
- Discuss current trends and issues associated with the use of health information
- Identify and define key issues in confidentiality and compliance. Topics covered will include HIPPA, access to information, patient consent, release of information, and compliance with federal, corporate and facility regulations
- Identify and define key roles performed in the HIM Department
- Discuss ongoing training and development as it affects HIM employees

MPA100 Medical Productivity Applications

Course Objectives:
- Practice Management Software
- Understanding the Medical Record
- Data Entry
- Establishing and Maintaining Patient Registry
- Internet Use in the Medical Practice
- Privacy, Confidentiality, and Security
- EHR Implementation
- Documentation
- Collecting and Entering Data
- Medical Front Office Basics
- Managing EHR
- Clinical Use of EHR
- EHR for Reimbursement
- Personal Health Record

PHT100 Introduction to Pharmacy

This course provides students with an introduction to pharmacy practice and an overview of the history of medicine and pharmacy, pharmacy technician duties, tasks and responsibilities, a discourse on effective communication, customer service, and patient care, a detailed explanation of legal requirements, pharmacy law and ethics matters, a review of medical terminology and abbreviations used in pharmacy practice, an overview of the various dosage formulations and routes of administration and a guide to referencing and drug information resources.

Course Objectives:
- History of pharmacy practice
- Professional pharmacy technician and communication and customer care
- Pharmacy safety regulations
- Pharmacy terminology and abbreviations
- Dosage formulations, routes administration and references, and drug information resources
- Regulatory standards of pharmacy
- State and Federal regulations and regulatory agencies
- Organizations involved in pharmacy legality
- Ethics and the pharmacy technician
- Professional code of ethics
- Qualifications and educational requirements of pharmacy technicians

PHT111 Pharmacy Practice

This course provides students with an understanding of contemporary pharmacy practice which includes community-based and health-system based pharmacy operations. It also explores the role of technology in the pharmacy and an overview of inventory management and insurance and third-party billing. It emphasizes a review of over-the-counter products and an introduction of non-sterile, or extemporaneous compounding, aseptic techniques and preparation of sterile products.

Course Objectives:
- Retail pharmacy and health-system pharmacy
- Technology in the pharmacy, inventory management, insurance and third-party billing
- Over-the-counter (OTC) products, and sterile compounding with aseptic techniques

PHT202 Pharmacology

This course provides students with a thorough comprehension of pharmacology, including anatomy and physiology. Content includes a review of anatomy, physiology, and pharmacology by body system, related to the skin, the eyes and ears, the gastrointestinal system, the musculoskeletal system, the respiratory system, the cardiovascular system, the immune system, the renal system, the endocrine system, the reproductive system, and the nervous system.

Course Objectives:
- The body and drugs, the skin, the eyes and ears and medications used for treatment
- The gastrointestinal systems, the musculoskeletal system and respiratory system and medications used for treatment
- The cardiovascular, circulatory and lymph system, the immune system and renal system and medications used for treatment
- The endocrine system, the reproductive system, and the nervous system and medications used for treatment
- Routes and dosages, with adverse effects, and different drug classifications
- Brand and generic drug names

PHT211 Pharmacy Calculations

This course provides students with systematic understanding of how to properly perform pharmacy and dosage calculations. It includes a review of basic math skills necessary to perform advanced pharmacy calculations, an overview of the various systems of measurement applicable in pharmacy practice, dosage calculations, concentration and dilutions, allegations, parenteral preparations and introduction to business math.

Course Objectives:
- Review of mathematics
- Systems of measurements
- Preparing for problem solving in pharmacy
- Dosing calculations for various drug routes
- Rates and routes of administrations
- Interpretation of drug labels

PHT310 Pharmacy Laboratory Skills

This course provides students with hands-on opportunities to develop and practice pharmacy technician skills in a simulated pharmacy environment. The course deals with the proper interpretation of the prescription and medication orders, pharmacy application software (Apothesoft-Rx Software), drug information, Rx and DEA schedule, storage requirements, drug alternatives, special patient information, compounding and proper dispensing of drugs and medicines, workplace safety and infection control, and strategies to prevent medication errors.

Course Objectives:
- Transcribe medication orders and complete fully processed prescription
- Understand and implement federal medication requirements
- Identify potentials patient safety and quality assurance with medications by side effects, mechanism of action, and contraindications
- Identify medications by generic/brand name and offer drug alternatives based on therapeutic classification

PHT311 Pharmacy Technology

This course includes practical or field experience in a working pharmacy environment under professional supervision. It provides students with opportunities to apply professional skills learned in the classroom since they will directly interact with clients/patients and other health care professionals. A licensed or staff pharmacist or pharmacy manager evaluates the student's performance at the site.

Course Objectives:
- Complete 130 hours of on-site externship with 100% attendance
- Weekly questionnaires returned

IT COURSES

CFO100 Cloud Fundamentals

Course Objectives:
- Understand the Cloud
- Enable Microsoft Cloud
- Administer Office 365 and Microsoft Intune
- Use and Configure Microsoft Cloud Services
- Support Cloud Users

CNC101 Advanced Networking Level 1

Course Objectives:
- Describe the operation of data networks
- Implement a small switched network
- Implement an IP addressing scheme and IP services to meet network requirements for a small branch office
- Implement a small routed network
- Explain and select the appropriate administrative tasks required for a WLAN
- Identify security threats to a network and describe general methods to mitigate those threats
- Implement and verify WAN links

CNC102 Advanced Networking Level 2

Course Objectives:
- Configure, verify and troubleshoot a switch with VLANs and interswitch communications
- Implement an IP addressing scheme and IP services to meet network requirements in
- medium-size Enterprise branch office network
- Configure and troubleshoot basic operation and routing on Cisco devices
- Implement, verify, and troubleshoot NAT and ACLs in a medium-size Enterprise branch office network

CS101 Introduction to Coding

Course Objectives:
Create Simple Web Pages using HTML5 tags
- Format text content
- Format graphic elements
- Play media using video and audio tags
- Organize content and forms using tables, lists, and sections
- Manage data input and validation

Format Web Pages using Cascading Style Sheets (CSS)
- Describe the benefits of using CSS
- Arrange web page content
- Manage the flow of text content
- Manage the graphical interface
- Using graphic effects such as rounded corners, shadows and transparency
- Using two dimensional transformations such as rotate, skew and scale

Manage HTML Web Pages
- Understand the use of folders and permissions to manage access to files required to define the web page
- Debug and test an HTML5 web page

MAD100 Server Basics

Course Objectives:
Install and Configure Servers
- Install servers
- Configure servers
- Configure local storage

Configure Server Roles and Features
- Configure file and share access
- Configure print and document services
- Configure servers for remote management

Configure Hyper-V
- Create and configure virtual machine settings
- Create and configure virtual machine storage

- Create and configure virtual networks

Deploy and Configure Core Network Services
- Configure IPv4 and IPv6 addressing
- Deploy and configure Dynamic Host Configuration Protocol (DHCP) service
- Deploy and configure DNS service

Install and Administer Active Directory
- Install domain controllers
- Create and manage Active Directory users and computers
- Create and manage Active Directory groups and organizational units (OUs)

Create and Manage Group Policy
- Create Group Policy objects (GPOs)
- Configure security policies
- Configure application restriction policies
- Configure Windows Firewall

MAD200 Server Administration

Course Objectives:
Deploy, Manage, and Maintain Servers
- Deploy and manage server images.
- Implement patch management.
- Monitor servers.

Configure File and Print Services
- Configure Distributed File System (DFS).
- Configure File Server Resource Manager (FSRM).
- Configure file and disk encryption.
- Configure advanced audit policies.

Configure Network Services and Access
- Configure DNS zones.
- Configure DNS records.
- Configure VPN and routing.
- Configure Direct Access.

Configure a Network Policy Server Infrastructure
- Configure Network Policy Server (NPS).
- Configure NPS policies.
- Configure Network Access Protection (NAP).

Configure and Manage Active Directory
- Configure service authentication.
- Configure Domain Controllers.
- Maintain Active Directory.
- Configure account policies.

Configure and Manage Group Policy
- Configure Group Policy processing.
- Configure Group Policy settings.
- Manage Group Policy objects (GPOs).
- Configure Group Policy preferences.

MAD300 Server Design

Course Objectives:

Configure and Manage High Availability
- Configure Network Load Balancing (NLB).
- Configure failover clustering.
- Manage failover clustering roles.
- Manage Virtual Machine (VM) movement.

Configure File and Storage Solutions
- Configure advanced file services.
- Implement Dynamic Access Control (DAC).
- Configure and optimize storage.

Implement Business Continuity and Disaster Recovery
- Configure and manage backups.
- Recover servers.
- Configure site-level fault tolerance.

Configure Network Services
- Implement an advanced Dynamic Host Configuration Protocol (DHCP) solution.
- Implement an advanced DNS solution.
- Deploy and manage IPAM.

Configure the Active Directory Infrastructure
- Configure a forest or a domain.
- Configure trusts.
- Configure sites.
- Manage Active Directory and SYSVOL replication.

Configure Identity and Access Solutions
- Implement Active Directory Federation Services 2.1 (AD FSv2.1).
- Install and configure Active Directory Certificate Services (AD CS).
- Manage certificates.

Install and configure Active Directory Rights Management Services (AD RMS).

MAD400 Server Design and Infrastructure

Course Objectives:

Plan and Deploy a Server Infrastructure
- Design an automated server installation strategy.
- Plan and implement a server deployment infrastructure.
- Plan and implement server upgrade and migration.
- Plan and deploy Virtual Machine Manager Services.
- Plan and implement file and storage services.

Design and Implement Network Infrastructure Services
- Design and maintain a Dynamic Host Configuration Protocol (DHCP) solution.
- Design a name resolution solution strategy.
- Design and manage an IP address management solution.

Design and Implement Network Access Services
- Design a VPN solution.
- Design a Direct Access solution.
- Implement a scalable remote access solution.
- Design a network protection solution.
- Implement a network protection solution.

Design and Implement an Active Directory Infrastructure (Logical)
- Design a forest and domain infrastructure.
- Implement a forest and domain infrastructure.
- Design a Group Policy strategy.
- Design an Active Directory permission model.

Design and Implement an Active Directory Infrastructure (Physical)
- Design an Active Directory sites topology.
- Design a domain controller strategy.
- Design and implement a branch office infrastructure.

MOS102 Windows OS

Course Objectives:
- DOMAIN 1.0: Installing, Upgrading, and Migrating to Windows 7
- DOMAIN 2.0: Deploying Windows 7
- DOMAIN 3.0: Configuring Hardware and Applications
- DOMAIN 4.0: Configuring Network Applications
- DOMAIN 5.0: Configuring Access to Resources
- DOMAIN 6.0: Configuring Mobile Computing
- DOMAIN 7.0: Monitoring and Maintaining Systems that Run Windows 7
  DOMAIN 8.0: Configuring Backup and Recovery Options

NET102 Introduction to Networking

Course Objectives:
- DOMAIN 1.0 Network Technologies
- DOMAIN 2.0 Network Media and Topologies
- DOMAIN 3.0 Network Devices
- DOMAIN 4.0 Network Management
- DOMAIN 5.0 Network Tools
- DOMAIN 6.0 Network Security

OSL200 Administering Linux

Course Objectives:
- Determine and configure System Architecture
- Manage Linux Installation and Package Management.
- Install GNU and Unix Commands
- Manage Devices, Linux file systems File system Hierarchy Standard
- Determine and configure Shells, Scripting and Data Management
- Manage user interfaces and Desktops
- Customize Administrative Tasks
- Install Standard Essential System Services
- Manage Networking and Security in Linux

PCS100 Computer Fundamentals

Course Objectives:
- Domain 1.0: IT Concepts and Terminology
- Domain 2.0: Infrastructure
- Domain 3.0: Applications and Software
- Domain 4.0: Software Development
- Domain 5.0: Database Fundamentals
- Domain 6.0: Security

PCS110 PC Support Level 1

Course Objectives:

Hardware
- Categorize storage devices and backup media
- Explain motherboard components, types and features
- Classify power supplies types and characteristics
- Explain the purpose and characteristics of CPU's and their features
- Explain cooling methods and devices
- Compare and contrast memory types, characteristics and their purpose
- Distinguish between the different display devices and their characteristics
- Install and configure peripherals and input devices
- Summarize the function and types of adapter cards
- Install, configure and optimize laptop components and features
- Install and configure printers

Troubleshooting, Repair and Maintenance
- Given a scenario, explain the troubleshooting theory
- Given a scenario, explain and interpret common hardware and operating system symptoms and their causes
- Given a scenario, determine the troubleshooting methods and tools for printers
- Given a scenario, explain and interpret common laptop issues and determine the appropriate basic troubleshooting method
- Given a scenario, integrate common preventative maintenance techniques

Networking
- Compare and contrast the different Windows Operating Systems and their features
- Given a scenario, demonstrate proper use of user interfaces
- Explain the process and steps to install and configure the Windows OS
- Explain the basics of boot sequences, methods and startup utilities
- Summarize the basics of networking fundamentals, including technologies, devices and protocols
- Categorize network cables and connectors and their implementations
- Compare and contrast the different network types

Security
- Explain the basic principles of security concepts and technologies
- Summarize the following security features

Operational Procedure
- Outline the purpose of appropriate safety and environmental procedures and given a scenario apply them
- Given a scenario, demonstrate the appropriate use of communication skills and professionalism in the workplace

PCS111 PC Support Level 2

Course Objectives:

Hardware
- Given a scenario, install, configure and maintain personal computer components
- Given a scenario, detect problems, troubleshoot and repair/replace personal computer
- Given a scenario, install, configure, detect problems, troubleshoot and repair/replace laptop components
- Given a scenario, select and use the following tools
- Given a scenario, detect and resolve common printer issues

Operating Systems & Software
- Select the appropriate commands and options to troubleshoot and resolve problems
- Differentiate between Windows Operating System directory structures (Windows 2000, XP and Vista
- Given a scenario, select and use system utilities / tools and evaluate the results
- Evaluate and resolve common issues

Networking
- Troubleshoot client-side connectivity issues using appropriate tools
- Install and configure a small office home office (SOHO) network

Securities
- Given a scenario, prevent, troubleshoot and remove viruses and malware
- Implement security and troubleshoot common issues

SEC101 Network and Operational Security

Course Objectives and Coverage:
- DOMAIN 1.0: Systems Security
- DOMAIN 2.0: Network Infrastructure
- DOMAIN 3.0: Access Control
- DOMAIN 4.0: Assessments & Audits
- DOMAIN 5.0: Cryptography
- DOMAIN 6.0: Organizational Security

VMW101 Introduction to VM Ware

Course Objectives:
- Domain 1.0 Virtualization Concepts
- Domain 2.0 Creating Virtual Machines
- Domain 3.0 Managing Virtual Machines
- Domain 4.0 Virtual Machine Availability

PROFESSIONAL SKILLS COURSES

DL101 Digital Literacy

You will learn the fundamentals of computing; acquire skills to work more efficiently with the Windows operating system.

Course Objectives:
- How personal computers work, set up your computer system
- Starting and shutting down your computer
- Using a Mouse. Mouse types
- How to use the keyboard
- Getting to know Computer Operating Systems; Windows 7 and Windows XP
- Navigating through Windows 7 and Windows XP
- Configuring Files and Folders in Windows 7 and Windows XP
- Windows Explorer and File, Folders, and Disk Management
- Common computer technology
- Using the World Wide Web
- Connecting to the Internet; At Home on the Road
- Searching the Web
- Exploring search techniques, using search engines
- Researching websites
- Methods of communicating on the Internet
- Maintain and Troubleshoot your Desktop
- Installing new Software
- Protecting your Computer, security threats, keeping your computer secure
- Digital Technology, Media, Audio, Video; and the use for Career Opportunities
- USB configuration, and Installing a printer
- Introduction to Productivity Programs, Word Processors, Spreadsheet Programs, Presentation Programs, and Database Programs
- Resume writing using Word

- Social Networking, blogs, instant messaging
- Etiquette and Security in Social Networking

TF100 Typing Fundamentals

Today's workplace calls for typing skills at a minimum of 35-45wpm. The typing course teaches students proper form and key. Students will not just learn and perfect their keyboard typing, but they will also get the assistance with 10-key typing which is a necessity for data entry of all types.

Course Objectives:
- Mastery of the keyboard by touch
- Ability to type greater than 35 wpm
- Ability to type memos and correspondence

SOFT SKILLS COURSES

CD101 Career Success

A professional development class that teaches how to maximize a person's potential by being mindful of our self-talk impacts our habits, attitude, beliefs and expectations. Students learn strategies to eliminate procrastination and achieve goals.

Course Objective:
- Unit 1 What's Holding Me Back? – Am I seeing all there is to see? What am I missing, and why?
- Unit 2 Who Am I Listening To? – We realize that what may be "the truth" to others isn't necessarily our truth.
- Unit 3 Lock-On / Lock-Out – Sometimes, the absence of the truth may set you free.
- Unit 4 My Brain's Filter System – Discover the levels of the mind involved in the thought process and what they do.
- Unit 5 How My Mind Works – The three levels of the mind work together to make sure we act like we know we are.
- Unit 6 Free Flowing at a New Level – Stress comes when we try to behave differently than we know we are.
- Unit 7 Leaning in the Right Direction – Our habits and attitudes can keep us from getting to where we want to be.
- Unit 8 How My Beliefs are formed – Thoughts accumulate to become beliefs, so it is important to control our thoughts.
- Unit 9 Building My Self-Image – Each of us builds a self-image with our own thoughts.
- Unit 10 My Future is Up to Me – We move toward and become like what we think about; our present thoughts determine our future.
- Unit 11 I'm Worth It! – Learn the importance of building high self-esteem, in yourself and in others around you.
- Unit 12 Make the Unfamiliar Familiar – Comfort zones can keep us safe, but they can also keep us from moving forward.
- Unit 13 The Next Time – Self-talk is utilized to change future performance, and we start by giving ourselves future goals with "The next time..."
- Unit 14 Putting Life on a Want-To – Motivation comes in two varieties: constructive (want-to) and restrictive (have-to), moving you forward or holding you back.
- Unit 15 Making the Pictures Match – The world outside must match the picture we have in our minds. When it doesn't, we have a problem.
- Unit 16 I Can See It! – Human beings need goals; it's a fact of life. We must dream big and give ourselves big goals.
- Unit 17 If it's to Be, It's Up to Me – When we visualize the new, we become dissatisfied with the old.
- Unit 18 My Better Future – If we demand to know the "how" first, we will back up our goals and not grow into our future.
- Unit 19 My Goals – My Vision – My Future – Create the vision of the way you want your future to look like before it actually happens.
- Unit 20 If I Want It, I Can Create It – By developing your personal efficacy, you will look forward and see success.
- Unit 21 Rites of Passage – One statement of fact can change your life forever.

CD201 Advanced Career Development

ACD is designed for three particular points of views; those looking to change careers, those looking to advance their career and those who are entrepreneurs and want to start their own business. Career Services will put your career goals first, it is time you did as well.

Course Objectives:

- Introduction to Career Services
- Goal Setting
- Advanced Résumé & Cover Letter
- Understanding the Hiring process
- Networking & social media
- Job searching & the Market
- Interview Prep & Salary Worth
- Understanding how to answer common questions
- mock interview & the follow up process

FACULTY AND ADMINISTRATION

PRESIDENT AND VICE PRESIDENT

ASHER COLLEGE PRESIDENT

David Vice

David is the President/Owner of Asher College. He is currently the chairman of the board for Career Education College and Universities (CECU). David served as a Commissioner for ACCET for 7 years. He has completed many vocational school certificate programs. David has a BA degree in Business Management from the University of Wisconsin at Madison.

ASHER COLLEGE VICE-PRESIDENT

Mike Dourgarian

Mike is a workforce development consultant. He formerly served as Franchise President for Manpower of Sacramento. As a second-generation staffing veteran, he held management positions with Manpower for more than 30 years. He is also co-founder and co-owner of Asher College. Mr. Dourgarian graduated from Sacramento State with a bachelor's degree in business administration. In 2002, he was named by the School of Business as the recipient of the Distinguished Service Award, an award presented annually to alumni in recognition of achievement and community involvement.

CORPORATE ADMINISTRATION

DIRECTOR OF ADMISSIONS

Eddie Cook: ecook@asher.edu

Eddie Cook has been with Asher College since 2014. During his time here has risen thru the ranks of Admissions and now leads the team that will change the future of Asher College Graduates. Eddie's passion is student success thru education and changing the lives of our students and their families for decades to come. Eddies hobbies include: Videos games, Slow pitch softball and playing with my two kids. He is also a true lover of cars and motorcycles. Eddie holds the Following IT Certifications:

- CompTIA A+
- CompTIA N+

DIRECTOR OF MARKETING

Kim Gasper: kgasper@asher.edu

Kim has been with Asher College since January 2007. She began her career in the Bay Area as an Administrative Assistant at a Nuclear Physics Laboratory run by Stanford University and the Department of Energy. In May of 2000, she moved to Elk Grove and worked for six and a half years at a non-profit trade association as the Office Manager and Director of Membership. At Asher College, Kim has worked as an Admissions Advisor, and Director of Admissions before moving into her role as Corporate Director of Marketing. Kim enjoys working at Asher College because of her belief in education and her desire to help others.

DIRECTOR OF NETWORK INFRASTRUCTURE

Ken Hisey: khisey@asher.edu

Ken started with Asher in 2018. He has been in the IT field operating a small business providing support for home users and businesses for 16 years. He also brings years of call center support experience having supervised technicians for several internet service providers. Ken has also been a student at Asher college and has the following certifications:

- CompTIA A+ and Network +
- MSCE Sever 2003
- Cisco Certified Network Associate (CCNA)

NETWORK ENGINEER

John Sutliff: jsutliff@asher.edu

John has been with Asher College since 2005. He relocated to San Diego in the fall of 2005 where he worked for TechSkills LLC and returned to Sacramento in June of 2008. He has extensive experience in troubleshooting and finding information when needed. John is currently working to upgrade his MCSA and complete his MCSE. Certifications include:

- A+
- Network+
- MCP
- MCSA

DIRECTOR OF COMPLIANCE

Kathryn Johnson: kjohnson@asher.edu

Kat has been with Asher College since January 2005. She is based in Sacramento and travels to the other campuses. Kat enjoys seeing student succeed.

DIRECTOR OF FINANCIAL AID

Elona Owens: eowens@asher.edu

Elona has been with Asher College since March 2007. She has over 30 years' experience in the administrative and management field. Elona was presented with the Norma Ford award, Financial Aid Professional of the year, 2017 by the California Association of Private Postsecondary Schools. She enjoys working with people.

Heather Bermudez has been with Asher College since 2003. Heather has several years of bookkeeping, administrative experience and financial aid administration.

Human Resources and Accounting Administrator

Brandi Lewis has been with Asher College since 2013. She has several years' previous experience working as a bookkeeping assistant.

Campus Administration

Campus Director

Linda Freeman: lfreeman@asher.edu
Linda has been with Asher College since 2005. She has 20+ years' experience in career training and vocational education. She is well versed in all aspects of the career training process. Linda has a B.S. in Education from Springfield College of Massachusetts. She has been involved in the acquisition of campuses Las Vegas and Dallas, as well as the training of staff in all campuses.

Director of Career Services

Kim Alexander: kalexander@asher.edu
Kim has worked with graduates and students in vocational education since 2000 and as a part of Asher College since 2008. She loves assisting graduates with Technical, Medical and Administrative career opportunities. Kim is a graduate of National Career Education. She has had the pleasure of assisting hundreds of graduates meet their career goals.   Kim has experience as a Computer Network Technician and holds the following certifications:

- A+
- CNA (Certified Novel Administrator)
- NCCT Test Proctor
- Building Better Relationships with Employers

Director of Education

Melanie Martin, **CPC, CPC-I, MOS**: mmartin@asher.edu
Melanie has been with Asher College since 2006. She has been in the education industry for over 19 years. Melanie actively participates with the Sacramento Local Chapter of AAPC and has held office during 2013-2016 and 2019. Melanie completed her Associates of Applied Science in both Medical Billing/Coding and Office Accounting Specialist. Melanie enjoys working at Asher College because of her desire to help others succeed and grow to their potential.

- Certified Professional Coder, CPC
- Certified Professional Coder Instructor, CPC-I
- ICD-10 Certification
- Microsoft Office Specialist in Word, Excel, Outlook, & PowerPoint 2010, 2013, & 2016

Yoselin Simons: ysimons@asher.edu

Yoselin has been with Asher College since 2016. She is an experienced Operations & Logistics Manager with over 15 years of experience in customer/client support. Yoselin has an Associate of Applied Science Degree in Health Information.

CAMPUS FACULTY AND STAFF

OFFICE ADMINISTRATORS

Brandi King: bking@asher.edu

Brandi has been with Asher College since 2007. She has a BA in Communications from California State University at Sacramento.

Baley Bermudez: bbermudez@asher.edu

Baley has been with Asher College since 2016. She is a full-time student and part time with Asher College.

Vanessa Stephens: vstephens@asher.edu

Vanessa is an Asher College member since 2016. She has an Associate of Applied Science Degree in Early Childhood education from Merritt College. Vanessa has the following certification:

- Microsoft Word

Jenna Jimenez: jjimenez@asher.edu

Jenna has been with Asher College since 2019 and is excited to be a part of the Asher College family. She has over 20 years of customer service and office administration experience. Jenna's passion for training, working with people and helping them grow stems from the United States Air Force where she is a 15-year Security Forces veteran. She believes success comes from endless self-growth. Jenna has the following certifications:

- Microsoft Word
- Microsoft Excel
- Microsoft Outlook
- PowerPoint

ADMISSIONS ADVISORS
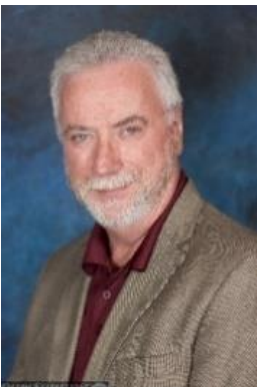
Michael Darling: mdarling@asher.edu

Michael has been with Asher College since 2017. He has 30+ years' experience in educational management, consulting and admissions. Michael is a proud Vietnam Veteran of the USAF and had a successful 1st career in broadcasting including Armed Forces Radio. He takes pride in the students selected to attend Asher College and believes in their ability to pursue an education with drive for great success.

Saj Uraizee: suraizee@asher.edu

Saj holds Master of Business Administration Degree and bachelor's degree in Accounting and Management. She has many years of experience in Education Industry. Saj enjoys advising and encouraging students accomplish their career goals. She strongly believes in life-long learning.

Roosevelt Whitten: rwhittenasher.edu

New to Asher as of 2019, Roosevelt is a proud veteran and Ranger of the U.S. ARMY. He also carries a bachelor's degree in Computer Science as well as a degree in Business/Criminal Justice. He personally enjoys the hands-on transformative learning approach and now having the opportunity to assist others in taking action on reaching their goals and transform their skills. Roosevelt prides himself on connecting with students personally and supporting at Asher College.

### *FINANCIAL AID ADMINISTRATORS & SCHOOL CERTIFYING OFFICIALS*

Bernadette Marron: bmarron@asher.edu

Bernadette has been with Asher College since December 2015. Her experience in Financial Aid goes back to 2006. Bernadette enjoys working with people and helping them find a way to fund their education.

Arissa Sadler: asadler@asher.edu

Arissa has been with Asher College since July 2019. She has 4 years' experience in Finance, 3 years' experience in Education and over 8 years' experience in customer/client consulting. She finds great joy in helping people achieve their goals, and excited to be a part of the Asher Team.
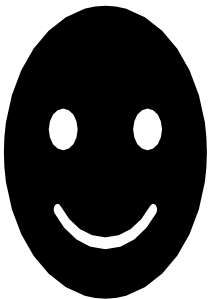
Joseph Gifford: jgifford@asher.edu

Joseph has been with Asher College since March 2020. Joe spent 3 years in the Army. Joe finds a way to offer a helping hand wherever he can. As an Asher College work study, he made a great impression as a Veteran's Advocate. In his own words, "I enjoyed being to help our vets get situated with their needs, that way they could focus on school and better themselves. I have helped them find employment, food, housing, transportation, and medical services. I have even acted as their counselor. The real joy came from seeing the stress being elevated and a smile come to their face. Knowing that I was part of the solution in their trying times, made the challenge well worthwhile."

Erin Mosley: emosley@asher.edu
Erin Mosley Joined Asher in 2019. She has over 20 years of experience in Office Administration and Bookkeeping. She is a proud US ARMY veteran and her career encompasses both military and civilian. Her motto is "We may encounter many defeats, but we must NOT be defeated!"

HEALTH SERVICES FACULTY

Theresa Bolen, CMA, DEHRS: tbolen@asher.edu
Theresa has been with Asher College since 2017. Her professional life has been in the medical field. She is a graduate of Western Career College as a Certified Medial Assistant. Theresa is a teacher by nature and enjoys helping others succeed by sharing knowledge, experience and motivation.

Karen Anderson, CPC: kanderson@asher.edu

Karen Anderson Joined Asher in 2019 as a Lab Tech in the Health Services department. She has held administrative positions for 9 years and held several positions in long distance telecommunications for 13 years. Karen has a Bachelor's degree in Business Management

DIRECTOR OF PHARMACY TECHNOLOGY

Katy Caesar: kcaesar@asher.edu
Katy joined Asher College in 2019 after working in retail pharmacy for just over five years. She obtained her AS in pharmacy technology from San Joaquin Valley College in 2014. Katy enjoys spending time with her family and believes that you can do anything you set your mind to.

- PTCB Certified
- California State Pharmacy Technician License
- National Technician Honor Society

Bruce Alexander: balexander@asher.edu

Bruce has been with Asher College since 2013. He brings with him 14 years' experience of a program manager at HP. He loves working with people and enjoys teaching.

- MCP Windows 7
- MCP Active Directory
- MCP Network Infrastructure
- MCP Application Infrastructure
- MCP Enterprise Administrator
- Security +
- Linux +
- Network +
- CISCO Certified CCENT

Bryan Hobbs: bhobbs@asher.edu

Bryan has been employed with Asher College since 2018. He has over 10 years of experience teaching Information Technology at multiple institutions. Bryan has worked in the IT Field for many years amassing a wide variety of knowledge. He enjoys creating projects for students, creating real-world lab scenarios. He loves to hear when students have that "A-HA" moment. Bryan has the following certifications.

- CompTIA A+ and Network+
- Microsoft MCSE – Microsoft Certified Systems Engineer
- Microsoft MCITP –Microsoft Certified Information Technology Professional
- Microsoft MCP - Microsoft Certified Professional
- Microsoft Hyper-V Virtualization Certification

Bruce Weaver: bweaver@asher.edu

Bruce has been employed with Asher College since 2019. He has taught certification courses for more than 14 years. He progressed from PC Service Center Technician to Service Manager in Sacramento before expanding his horizons, being recruited to assist in designing and managing the manufacturing processes for a Michigan-based PC manufacturer. After getting married he returned to Sacramento to teach certification courses where he realized his passion for inspiring and educating others, instructing CompTIA and Cisco courses ever since. Bruce received the highly coveted Cisco Instructor excellence award in 2014 for his work in the CCNA curriculum.

Juanita Cox-Burton: jcox-burton@asher.edu

Juanita is from Denver, Colorado. She moved to Las Vegas to join Asher College's Las Vegas Campus as a Health Services Instructor in 2011. She transitioned to Professor of the General Education Program in 2012 and returned to Denver in 2014 to continue working with Online students. Ms. Cox-Burton was President of the consulting firm, Institute for Diverse Leadership (I.D.L.) and she possesses over twenty years of corporate experience. Her expertise includes Management and Executive Education, Marketing, Operations, Diversity, Leadership Succession and Training, Customer Service, and Organizational Development. Her education includes an MBA from University of Denver. Juanita's passion is to assist students in their goal of obtaining a Degree.