



# 2022 Catalog

**Campus Address:**

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## 1. GENERAL INFORMATION

### **Welcome**

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

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

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

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

### **Catalog Revisions and Supplements**

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

### **College Website**

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

### **Mission Statement**

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





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

### **Academic Freedom**

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

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

### **Educational Philosophy and Objectives**

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

Aberdeen College prepares students for job opportunities in Computer Graphic Design, Computerized Accounting, Microsoft Office, Massage Therapy, Medical Assistant/ Medical Biller.

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

### **BPPE Approval Disclosures**

Aberdeen College is a private institution, approved by the Bureau for Private Postsecondary Education and is in compliance with state standards as set forth in California Private Postsecondary Education Act of 2009 (as amended) and Title 5 of the California Code of Regulations.

Aberdeen College is not currently accredited by an accreditation agency recognized by the United States Department of Education. A degree program that is unaccredited or a degree from



an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California.

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

### **Ownership & Management**

Aberdeen College is a private institution, organized and operated as a California for-profit Corporation. The management of Aberdeen College is as follows:

Chief Executive Officer: Oh Hyung Kim

Chief Operations Officer: Syed Zaidi

Director of Administration: Mi Ran Kim

Academic Dean: Edward Ju

### **History**

International College of English Studies (ICES) was incorporated in 1995 as a private institution. During the BPPVE sunset, Aberdeen University, Inc. purchased ICES and the name was changed to Aberdeen College.

### **Crime Statistics Report**

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

### **Questions**

“Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education (BPPE):

Address: 1747 N Market Blvd, Suite 225, Sacramento California, 95834  
P.O. Box 980818, West Sacramento, CA 95798-0818

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

Telephone and Fax #'s: (888) 370-7589 or by Fax (916) 263-1897  
(916) 574-8900 or by Fax (916) 263-1897

### **Review Documents before Signing**

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

### **Filing a Complaint**

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

**Address where classes are Held**

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

Aberdeen College's campus is located minutes from public transportation at **3251 W 6<sup>th</sup> St #300 Los Angeles, CA 90020**. This facility houses an administrative office with a file room, general purpose classrooms, a library, and a student lounge. Classrooms are furnished with modern equipment.

**Satellite Campus:**

**100 N. Barranca St. Suite 480, West Covina, CA 91791.**

**2. PROGRAMS ABERDEEN COLLEGE OFFERS:****Certificate Programs**

- Computer Graphic Design (900 Hours)
- Massage Therapy (600 Hours)
- English as a Second Language (800 Hours)
- Auto CAD and Solid Works (110 Hours)
- Object Oriented Programming and SQL (110 Hours)
- Project Management Professional (110 Hours)
- Adobe Photoshop / Adobe Premiere Pro(120 Hours)
- Computerized Accounting 1 and Computerized Accounting 2 (Quick books) (80 hours)
- Medical Assistant / Medical Biller(120 Hours)
- MS Office (40 hours)

**3. PROFESSIONAL POSITION REQUIREMENTS**

Unless otherwise stated, Aberdeen College's educational programs are not designed to lead to positions in professional, occupational, trade, Allied health or career fields that may require licensure in California.

Aberdeen College does not offer degree programs and none of the programs are designed to make students be eligible to sit for the applicable licensure exam in California.

**4. COLLEGE FACULTY**

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

*All faculty members have a minimum of three years of experience, education and training in current practices of the subject area they are teaching*



### **Massage Therapy Program**

**Chang Y. Yoo** earned a Master of Science Degree in Oriental Medicine from Samra Oriental Medicine University. He also has a B.A. degree in Philosophy from Sung Ryan Kwan University in Seoul Korea. He successfully completed the Medical NCO course in the US Army's Academy of Health Science in Fort Sam Houston Texas. He is also a certified Emergency Medical Technician and is certified by the State of California Acupuncture Committee to practice Acupuncture. Further, he is certified as a Massage Therapy Technician by the California Massage Therapy Council. He brings a great wealth of experience in a variety of disciplines including massage therapy.

### **Computer Graphic Design Program**

**Youngjin Kim:** has a Master's Degree of Fine Art in Digital Communication and Multimedia at Westcliff University. he has B.A in Visual Communication Design from Silla University. he has 4 years of experience in teaching in New Vision Computer Graphic Design program.

### **Medical Biller/Medical Assitant**

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

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

**Lewis Young Lee:** B.A in English Literature and holds UCLA Extension program certificate. He has been teaching English in South Baylo University and has experience in Organization and Professional development. He has TSE (Test of Speaking English) Examiner and TOEFLE instructor.

### **Auto CAD and SolidWorks**

**Syed Haider** has a Master's Degree in Mechanical Engineering from California State University - Northridge, CA and another Master's Degree in Computer Science from University of Punjab - Lahore, PK. He has superior knowledge of mechanical engineering design techniques and outstanding proficiency in SolidWorks and AutoCAD. He has worked with AAA Institute as Engineering Design Instructor for the past 6 years, providing Online & On Campus training of AutoCAD and Solidworks.

### **Object Oriented Programming and SQL**

**Syed Rizvi** has a Bachelor's Degree in Business Management from University of Redlands- Redlands, CA and has done Oracle SQL & PL/SQL, Python, ASP and many



other Certification Courses from University of Berkeley and UC of Irvine, CA . He has superior knowledge of Object Oriented Programming and outstanding proficiency in SQL, ASP.NET, Visual Basic Programming and Python. He has worked with AAA Institute & Executrain of Inland Empire the past 4 years, providing Online & On Campus training of AutoCAD and Solidworks.

### **Project Management Professional**

**Dr Syed Hasnain Rizvi**, Doctorate Degree holder from a leading European AACSB Accredited DBA Program; accomplished Project Executive, Agile Coach and Instructor across multiple industries; significant experience leading agile team development, process innovation and operational excellence; results-oriented; significant experience leading transformation programs through agile team development and maturity evolution; regular presenter as thought leader at professional events; conducted training for over 25,000 participants globally.

**Nasim Khan** has a Bachelors of Arts Degree in Economics, has completed Certification from PMI in 2013, alongwith PMP, he has done CBAP, Agile SCRUM, Oracle Database Administration Training and Software Quality Assurance Training and certifications. He has been PMP Instructor since 2013

### **MS Office & Computerized Accounting (QuickBooks)**

**Syed Zaidi** has a Masters in Business Administration Degree in International Marketing, he has been an MS Office & Quickbooks Instructor since 2016

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

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

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

### **Admissions Criteria and Procedures**

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



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

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

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

Admissions requirements and procedures for students with mental or physical handicaps comply with all federal, state, and local ordinances and regulations in regard to handicapped access to College Campuses.

### **Course Challenge Examination**

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

Petition for Credit by Examination will be granted to regularly enrolled students to obtain credit by challenge examination in subject matters in which they are qualified through non-traditional education or experience, and for which credit has not yet previously been granted for any similar or advanced course.

The examination may include written, oral technical skills, or a combination of each, and will be sufficiently comprehensive to determine that the student possesses essentially the same knowledge and/or skills as those students who successfully completed a similar course offered at Aberdeen College. The letter grade of "P" will be awarded to those who pass the course challenge examination. However, those students who fail will not receive a grade, and there will be no record of the non-passing of the course challenge examination on the student's permanent record.

## **6. ACADEMIC POLICIES**

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

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

### **Policy and Program Modification**

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



<b><u>Hours of Operation Campus</u></b> <b>Administrative Office Hours</b> Monday through Friday	<b>10:00 AM to 6:00 PM</b>
<b><u>Instruction Days and Hours:</u></b> Monday through Friday Day classes Afternoon classes (if applicable) Evening classes	<b>9:00 AM to 1:00 PM</b> <b>1:00 PM to 6:00 PM</b> <b>6:00 PM to 10:00 PM</b>

### **Class Size**

In order to maintain Aberdeen College's high educational standards, instruction is in residence with a facility occupancy level of 29 students at any one time. The maximum lecture class for the programs is 10 to 20 students

### **Books and Supplies**

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

### **Class Scheduling**

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

### **Holidays:**

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

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

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

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

### **Program Measurement**

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

**Clock hours are defined as follows:**

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

**Graduation Requirements**

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

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

**Add/Drop**

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

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

**Repetitions**

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

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

**Leave of Absence**

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





If a student fails to return on the scheduled return date, he/she shall be terminated from the training program. One subsequent leave of absence may be granted if the leave of absence does not exceed 30 days and the College determines that it is necessary due to unforeseen circumstances. Subsequent leaves of absence may be granted for jury duty, military reasons, or circumstances covered under the *Family and Medical Leave Act of 1993*. The College must document the reason for each subsequent leave of absence.

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

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

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

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

### **Academic Progress Requirement**

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

### **Requirements**

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

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

### **Grading Policies**

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



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

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

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

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

### **Make-up work**

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

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

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

Acceptable Methods for make-up include:

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

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



- **Documentation of Missed Experiences** — The Program Director and the Instructor must be notified by the student of absences from clinical experiences and examinations as they occur during the term. Absences from and makeup for clinical experience will be documented on the student's clinical evaluation form.
- **Punctuality vs. Tardiness** — Faculty recognizes that punctuality is a desirable professional nursing trait. Tardiness for either class or clinical/ride –a long experience is defined as “the student arriving late or leaving early from the assigned experiences.” The student will be sent off clinical for tardiness and be required to do make-up for clinical experiences missed. If the tardiness is habitual, the student will be terminated.

### **Audit to Credit**

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

### **Academic Achievement Recognition**

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

At graduation, awards are presented to those students who have demonstrated outstanding scholastics. Aberdeen College will offer Distance Education Classes upon approval.

## **8. DISTANCE EDUCATION**

Aberdeen College offers the following course Online, therefore, students can take classes online with a Live Instructor. Also these courses are offered on Campus (Direct). Students who opt for Distance Education (Online) Mode can take their classes through our Online Classroom, they can submit their assignments and use the study resources online on our portal.

### **Response Time Policy**

Response time to any queries of students in an online/hybrid program must be acknowledged within 72 hours upon receipt. Issuance of grades for homework must be done within five (5) working days from the date of submission of a project or homework for grading. Issuance of progress reports for any module or course must be done within 7 working days after the completion of the module/course/program. Student sending queries to the school is documented using the Student Project Log. School officials receiving the query or request or submission must acknowledge via email.



## **Issuance of Books for Online/Hybrid Programs**

Textbooks are issued to students within 10 days before the start of the class via regular mail or may be picked up from the school after enrollment. Log-in credentials for online resources are sent to students via email immediately after completing all requirements for admission and the enrollment agreement has been signed. Students are encouraged to call the Office of the Student Affairs for information

## **List of Online Courses**

- Adobe Photoshop/Adobe Premiere Pro
- Auto CAD and SolidWorks
- Computerized Accounting 1 and Computerized Accounting 2 (Quickbooks)
- MS Office
- Object Oriented Programming and SQL
- Project Management Professional

## **9. STUDENT RIGHTS**

### **Non-Discrimination Statement**

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

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

### **Withdrawal Policy**

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



### **Appeals Process**

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

### **Withdrawal and Refunds Policy**

Students may withdraw from Aberdeen College at any time after the cancellation period (described above) and receive a pro rata refund if they have completed 60 percent or less of the scheduled days (or hours) in the current payment period in their program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$100.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

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

1. The student notifies Aberdeen College of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
2. Aberdeen College terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to Aberdeen College.
3. The student has failed to attend class for 4 consecutive school days without notifying Aberdeen College of their intent to continue.
4. Failure to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, unless the student has notified Aberdeen College of a specific date of withdrawal, the student shall be deemed to have withdrawn at the end of 4 consecutive class session absences.

For programs beyond the current "payment period," if a student withdraws prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured



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

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

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

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

### **Cancellation of Agreement**

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

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

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

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

Aberdeen College 3251 W 6<sup>th</sup> St #300 Los Angeles CA 90020

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

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

If the College has given you any equipment, including books or other materials, you shall return them to the College within 30 days following the date of your Notice of Cancellation. If you fail to return this equipment, including books, or other materials, in good condition within the 30-day



period, the College may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.

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

## 10. STUDENT RESPONSIBILITIES

### **Academic and Progress Requirement**

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

### **Probationary Status**

The following provisions describe Academic Probation:

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

### **Student Code of Conduct**

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

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

Violation of this Code of conduct may lead to dismissal from the College and/or probation. All



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

### **Sexual Harassment**

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

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

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

- Demands for sexual favors, accompanied by threats concerning an individual's employment status.
- Demands for sexual favors, accompanied by promises of preferential treatment concerning an individual's employment status.
- Verbal, written or graphic communication of a sexual nature.
- Patting, pinching, or unnecessary contact with another employee's body.

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

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

### **Substance Abuse Prevention Policy**

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

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





### **Unsatisfactory Financial Progress Requirement**

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

### **Attendance Policy**

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

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

### **Attendance Probation**

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

### **Re-entry Policy**

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

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

Those who fail to maintain the required policies described under the sections related to satisfactory academic/attendance progress requirements, leave of absence, conduct, dress code, substance abuse and/or financial obligations included within this catalog may be subject to termination. Examples include, but are not limited to, the following:

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

### **Expulsion**

The following practices are causes for expulsion:

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



### **Reinstatement Policy**

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

## **11. FINANCIAL POLICIES**

### **Student Budget**

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

### **Tuition and Fees**

<b>Tuition Table</b>	<b>Tuition</b>	<b>Registration Fee</b>	<b>STRF (nonrefundable)</b>	<b>Books and Supplies</b>	<b>Estimated total charges for period of attendance</b>	<b>Estimated total charges for entire educational Program</b>
<b>ESL (Begin. /Interm. /Adv.)</b>	\$2,243 /\$2,243 /\$1,795	\$100	\$5.00 /\$5.00 /\$5.00	\$134	\$2,500 /\$2,500 /\$2,000	\$2,500 /\$2,500 /\$2,000
<b>Massage Therapy</b>	\$4,985	\$100	\$15.00	\$900	\$6,000	\$6,000
<b>Project Management Professional</b>	\$3,790	\$100	\$10.00	\$100	\$4,000	\$4,000
<b>Computer Graphic Design</b>	\$6,880	\$100	\$20.00	\$1,000	\$8,000	\$8,000
<b>Auto CAD &amp; Solid Works</b>	\$7,280	\$100	\$20.00	\$100	\$7,500	\$7,500
<b>Object Oriented Programming &amp; SQL</b>	\$7,180	\$100	\$20.00	\$200	\$7,500	\$7,500
<b>Adobe Photoshop/Adobe Premiere Pro</b>	\$5,785	\$100	\$15.00	\$100	\$6,000	\$6,000
<b>Computerized Accounting 1 and Computerized Accounting 2 (QuickBooks)</b>	\$3,790	\$100	\$10.00	\$100	\$4,000	\$4,000
<b>Medical Assistant/Medical Biller</b>	\$5,785	\$100	\$15.00	\$100	\$6,000	\$6,000
<b>MS Office</b>	\$2293	\$100	\$4.00	\$100	\$2,500	\$2,500



### **Optional Fees**

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

## **12. EXPLANATION OF FEES**

### **Tuition and Fees**

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

Students must pay the required registration fee and tuition before the beginning of each quarter. Tuition does not cover the cost of registration, books, and other related expenses. Students are responsible for acquiring the textbooks. Some courses require more than one textbook.

### **Payment Methods**

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

### **Tuition**

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

### **Registration Fee**

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

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

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

### **Books**

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

### **Course Challenge Fee**

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



### **Returned Check**

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

### **Transcript Fee**

Aberdeen College will provide a transcript of the student's academic record upon written request by the student. Students are allowed one transcript at no charge. There will be a \$10.00 fee for each additional transcript. Processing will be within seven (7) business days of receipt. If a student needs a transcript on a rush basis (less than 7 days), the administrative fee will be \$25, and the transcript will be produced and mailed within two (2) business days of written request receipt. See section 27 for more details.

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

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

### **Student Responsibilities**

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

### **Student Rights**

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



## **14. BANKRUPTCY**

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

## **15. PLACEMENT DEPARTMENT**

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

## **16. STUDENT TUITION RECOVERY FUND DISCLOSURES**

"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." (b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

"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:

**Bureau for Private Postsecondary Education,**

Physical Address: 1747 N. Market Blvd, Suite 225, Sacramento, CA 95834

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

Phone Number: (916) 574-8900

Toll Free: (888) 370-7589



Fax Number: (916) 263-1897  
www.bppe.ca.gov

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.

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 noncollection 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."



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

At present, due to the shortness and philosophy in which Aberdeen College conducts training, it does not allow for any transferable credits/units for any of its programs. Aberdeen College will assist students requesting a transfer to other institutions by providing an official transcript, syllabi, or course outlines.

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

The transferability of credits students earn at Aberdeen College is at the complete discretion of an institution to which they may seek to transfer. Acceptance of the diploma or certificate you earned in the educational program is also at the complete discretion of the institution to which students may seek to transfer. If the credits, diploma, or certificate that you earn at Aberdeen College are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of the coursework at that institution. For this reason, you should make certain that your attendance at Aberdeen College will meet its educational goals. This may include contacting an institution to which you may seek to transfer after attending Aberdeen College to determine if the credits or diploma or certificate will transfer.

### **Articulation Agreement**

Aberdeen College has not entered into an articulation or transfer agreement with any educational institution. Standards for Student Achievement Students will meet the school's standards of achievement by meeting the goals and objectives of the program in which they are enrolled

## **18. FACILITIES AND EQUIPMENT**

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

Aberdeen College's campus is located at 3251 W 6<sup>th</sup> St #300 Los Angeles, California, 90006. Aberdeen's Main Campus Facilities include an administrative office and file room, a library, a student lounge, and general purpose classrooms furnished with modern equipment representative of the industry.

### **Equipment**

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

1. Smoking is prohibited in the classrooms and restrooms.
2. Smoking will be permitted outside of the building.



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

### **Parking**

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

## **19. LIBRARIES**

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

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

Students can access on-campus library during College working hours, can check-out the books and study materials with faculty staff member.

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

### **Student conduct**

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

1. Accept assigned duties and responsibilities.
2. Demonstrate initiative and productivity.
3. Demonstrate sensitivity, compassion and a caring attitude towards your peers and patients.
4. Demonstrate strong ethical character.
5. Treat people as you would like to be treated.





6. Maintain professional grooming and personal hygiene at all times.
7. Demonstrate a well-rounded personality and professional competence while completing their graduation requirements.
8. Rules of conduct at the Seminary are based on the California Administrative Code.
9. An act of dishonesty is the most serious violation of student conduct.
10. Cheating is the unauthorized use of study aids, examination files, and other related materials and receiving unauthorized assistance during any academic exercise.
11. Fabrication is the falsification or invention of any information in an academic setting.
12. Food or drink is NOT permitted in the classrooms, unless designated by the College Director, the instructor or the Registrar.

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

## **20. STUDENT SERVICES POLICIES**

### **Student Orientation**

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

### **Academic Advisement**

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

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

### **Current Student Information**

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

### **Telephone**

Emergency calls will be transmitted to the student as received.



### **Student Activities and Programs**

Aberdeen College provides a variety of services and programs designed to assist students during their matriculation. Recognizing that a well-rounded education demands attention to personal as well as professional growth, the College encourages students to include their families, friends, and significant others in the educational process. In addition, the college sponsors activities and organizations to foster integration of personal and professional development.

### **Study Groups**

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

### **Plagiarism**

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

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

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

### **Pregnancy**

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

### **Child Care**

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

### **Visitors**

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

## **21. HOUSING INFORMATION**

Aberdeen College does not maintain dormitory facilities and has no responsibility to find or assist a student in finding housing. There are numerous types of housing options available located reasonably near Aberdeen College's facilities, ranging from renting out a single room from a family home (about \$500 per month, some of which even include meals) to apartment or



condo in an exclusive neighborhood or gated community that can cost \$3,000 or more per month). Besides renting, purchasing a property in the area is also an option and can cost anywhere between an estimated \$300,000 to the millions depending on the property's size and its location.

## **22. ENGLISH PROFICIENCY**

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

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

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

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

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

## **24. EXPERIENTIAL CREDIT**

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

## **25. FINANCIAL AID**

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



## **26. STUDENT GRIEVANCE PROCEDURES**

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

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

### **Definition of Grievance**

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

### **Steps toward Resolution**

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

### **Procedures for Official Hearings**

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

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



### **Recourse after Grievance Hearing**

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

1. Contact the Bureau for Private Postsecondary Education offices by mail. A written follow-up letter may accompany complaints received by phone.
2. Include the following required information in the letter of complaint:
  - a. The nature of the problem
  - b. The approximate date(s) that the problem(s) occurred
  - c. The name(s) of the individual(s) involved in the problem(s) (within the institution, or any other students who were involved)
  - d. Copies of important information regarding the problem(s) (facts, not rumors, lead to solutions)
  - e. Evidence demonstrating that the institution's complaint procedure was followed before contacting the Dept. of Consumer Affairs
  - f. The complaint should be signed

### **Send the complaint to:**

**Bureau for Private Postsecondary Education**  
1747 North Market Blvd., Suite 225 Sacramento, CA 95834  
P.O. Box 980818 West Sacramento, CA 95798-0818  
P (916) 574-8900 F (916)263-1897  
[www.bppe.ca.gov](http://www.bppe.ca.gov)

## **27. STUDENT RECORDS AND TRANSCRIPTS**

### **Student Records**

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

### **Transcripts**

The College retains academic transcripts indefinitely.

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

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

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

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

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

- The right to inspect and review the student's educational records within 45 days of the day the Institution receives a written request for access. Students should submit to the college's Chief Academic Officer written requests that identify the record (s) they wish to inspect. The College's official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the College does not maintain the records, the official to whom the request was submitted shall advise the student of the correct official to whom the request should be addressed.
- The rights to request the amendment of the student's educational records that the student believes are inaccurate or misleading. Student may ask the Institution to amend a record that they believe is inaccurate or misleading. They should write the institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Institution decides not to amend the record as requested by the student, the Institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to institution officials with legitimate educational interests. An institution official is a person employed by the institution in an administrative, supervisory, and academic or research, or support staff position (including law enforcement unit personnel and health staff). A person or company with whom the Institution has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another institution official in performing his or her tasks. An institution official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the Institution discloses educational records without consent to officials of another institution in which a student seeks or intends to enroll.
- Directory information is information that may be unconditionally released to third parties by the College without the consent of the student unless the student specifically requests that the information not be released. The College requests students to present such requests in writing within 10 days of the date of enrollment. Directory information includes the student's name, address (es), telephone number(s), birth date and place, program undertaken, dates of attendance and certificate or diploma awarded.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is Family Policy Compliance Office, Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605.



## **28. PROGRAM DESCRIPTIONS**

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

### **Computerized Accounting 1 and Computerized Accounting 2 (Quick Books) (Direct, Hybrid & Online)**

Standard Occupational Classification (SOC) Code 43-9061

#### **ADMISSION REQUIREMENTS**

High School Diploma or its equivalent (GED) is required.

#### **COMPLETION REQUIREMENTS**

Total hours:80 Hours

Students who complete all assessments will be awarded a certificate of completion.

#### **OBJECTIVES**

1. Keep accurate financial records and information.
2. Identify different scenarios and items for accounting entries.
3. Develop query in Microsoft Access database.
4. Create presentation and manipulate the data.

#### **COURSE DESCRIPTION**

An overview of the application is presented, including using the Easy Step Interview process to enter basiccompany information and set up accounts.

Tasks covered including setting up company records, entering historical data, managing accounts, and

creating lists, reports, and graphs. Managing invoices, sales tax information, bills, and assets is also covered.

Additional topics covered include managing payroll and employee data, managing taxes, online banking, and creating budgets.



## CONTENT

### **Getting with QuickBooks and the EasyStep Interview process.**

- Setting Up Accounting: Accounts and Items; Inventory; Opening balances; Payroll
- Entering Historical Data: Bills; Invoices; Money; Deposits; Other transactions

### **Managing Accounts and Lists**

- Understanding Accounts and Accounting
- Adding and Deleting Accounts
- Understanding Items

### **Viewing Finding and Adding Items in Lists**

- Managing Items
- Creating Item Reports and Graphs
- Customer Vendor and Employee Lists

### **Invoices and Sales**

- Tax Recording Income
- Collecting Sales Tax
- Managing Sales Tax

### **Managing Assets and Reports**

- Using the Inventory Tracking System
- Managing Inventory
- Inventory Reports
- Managing Fixed Assets
- Standard Reports
- Customizing Reports

### **Managing Taxes**

- Working with W-2s and the Payroll Tax Table
- Setting Up Employee Taxes
- Withholding Taxes
- Creating Tax Payroll Items and Tax Forms
- Tax Reports
- Accounting for Income Taxes

### **Online Banking and Budgets**

- Investigating Online Banking
- Setting Up an Online Account
- Using the Online Banking Center
- Managing Online Transactions





- Budgeting
- Forecasting
- Creating Forecasts

### **MS Office (Direct, Hybrid & Online)**

Standard Occupational Classification (SOC) Code 43-9061

#### **ADMISSION REQUIREMENTS**

High School Diploma or its equivalent (GED) is required

#### **COMPLETION REQUIREMENTS**

Total hours: 40 Hours

Students who complete all assessments will be awarded a certificate of completion.

#### **OBJECTIVES**

- Manage and present data in MS Excel
- Word Processing Skills
- Develop query in Microsoft Access database.
- Create presentations.

The MS Office component covers core techniques, productivity tips, keyboard shortcuts, and MS Office application best practices. Students gain the knowledge and skills they need to confidently pursue their career goals for gainful employment.

#### **MS OFFICE: Core techniques; Productivity tips and keyboard shortcuts;**

MS Office application best practices

#### **Microsoft Word :**

- New document;
- Number of different formats
- Spelling ;
- Texts;
- Mistakes
- Tables; Color,
- Images and Clip art;
- Saving and Closing
- Printing; Toolbars,
- Multiple Windows and Menus

**Microsoft Excel:**

- New Worksheet and Workbook
- Labels; Rows and Columns Spelling;
- Auto Sum; Number types
- Basic formulas and functions
- Charts; Saving and Closing
- Printing and print areas

**Microsoft PowerPoint:**

- New presentation
- Theme/ slides/ layouts/picture/text box caption
- Organization chart; simple animation; show, spelling, and review
- Print, distribution, and program options

**Microsoft Outlook:**

- Standard email folders
- Email messages; Attachments
- Contacts to your address book
- Calendar features
- Email folders/ Folder
- Printing email messages

**Medical Assistant/Medical Biller (Certificate Program)**

Standard Occupational Classification (SOC) Code 43-3010

**ADMISSION REQUIREMENTS:**

High School Diploma or its equivalent (GED) is required. Health care experience is a plus.

**COMPLETION REQUIREMENTS**

Total hours: 120 hours

Students who complete all assessments will be awarded a certificate of completion.

**OBJECTIVES:**

- Utilize knowledge of medical terminology and insurance policies.
- Design knowledge of diagnosis and procedure coding to orchestrate smooth flow of operations.
- Develop knowledge of bookkeeping techniques in sync with medical terminology.
- Utilize solutions based on knowledge of hospital, federal and state billing procedures.



## **COURSE DESCRIPTION**

Students enrolled in this course will gain knowledge in Medical Terminology, Medical Billing, Electronic Medical Records and responsibilities of the front office medical assistant. This training also provides 160 hours of extensive hands-on training utilizing Medisoft and EMR. Students will learn about Medicare, Medicaid, Inception/history/present day focus, Information Technology (IT), types of insurance coverage including HMO, PPO, fee-based, health insurance exchanges and government/private plans. Fraud, abuse, HIPAA Compliance and the appeals process will be included. Students will gain knowledge of Microsoft Office 2010 including Excel, Word, PowerPoint, Outlook and much more. Students gain the knowledge and skills they need to confidently pursue their career goals for gainful employment.

## **CONTENT OUTLINE**

### **Medical Terminology Basic Structure of Medical Terms**

- Medical Word Parts
- Spelling /Plural Forms/Pronounce
- Primary Body Systems and Related Organs
- Medical Specialties
- Clinical and Laboratory Tests
- Causes of Pathological Conditions
- Records Management,
- Electronic Medical Record, Electronic Health Record (EMR/EHR)
- Office Procedures

### **Medical Insurance Billing and Coding**

- Professional/Physician Billing and Outpatient Billing Services
- Insurance Terms
- Types of Health Insurance Plans
- Preferred Provider Organization (PPO), Group and Commercial
- Payment and Reimbursement Methods: Fee Based, Capitation, Participating
- Practice Management Programs (PMPs) and Benefits to Practice
- Medical Necessity, the Criterion of Insurance Payers
- Coding Compliance
- Procedure Codes (CPT -Current Procedural Terminology) relating to Evaluation and Management,
- Surgical, Radiology, Laboratory and Pathology and Medicine Codes
- HCPCS (Healthcare Common Procedure Coding System)
- Diagnostic Codes (ICD-9-CM and ICD-10-CM)
- Enter Charge Transactions, Insurance Payments, Patient Payments and Adjustments
- Abstract Diagnoses from Medical Records
- Patient/Insurance Data Entry Which Populates Other Documents, Statements and Claims

### **Healthcare Software Applications**

- Features of EMR, EHR and Programs Used in Industry
- Meaningful Use
- HIPAA Compliance and Privacy Rules Relating to Electronic Transmission



- Use of Passwords, Access Rights, Confidentiality of Protected Health Information and Technical
- Safeguards
- Navigate Menus and Tool bars to Enter, Edit, Save and Delete Patient Data
- Navigate Menus and Tool bars to Enter, Edit, Save and Delete Financial Data
- Physician or Group Practices
- Utilize PMP to Manage Financial Activities and the Revenue Cycle

### **Massage Therapy Program**

Standard Occupational Classification (SOC) Code 31-9011

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

- To instruct, enhance and assist the student in learning all components of the Massage Therapy curriculum.
- To ensure that each student gains a comprehensive understanding of the workings and interrelationships of all systems of the body through anatomy, physiology, pathology and biomechanics.
- To help the student understand and recognize the indications and contraindications of massage therapy, as well as understand and be able to communicate the benefits it can provide.
- To guide students in developing and applying knowledge of the prevention and spread of disease, as well as maintaining sanitary working environments and good personal hygiene.
- To teach students to be proficient and excel in the practical application of massage therapy techniques and client relationships.
- To teach the necessary skills to plan, develop and operate a successful business within the Laws and Rules of the State of California and other governing authorities.

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

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

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



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

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

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

### **Attendance Policy Notice**

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

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

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

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

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

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

### **Program Prerequisites**



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

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

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

**Previous Training:** No previous training is required to enroll in the Massage Therapy program.

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

### **Professionalism Policies**

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

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

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

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

### **Graduation Requirements**



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

- Satisfy all financial obligations
- Complete the programs
- Pass the program's final tests

<b>Massage Therapy (Certificate Program: 60 Units/ 600 Hours)</b>			
<b>Course Number</b>	<b>Course Title</b>	<b>Credits</b>	<b>Clock Hours</b>
Basic Assessment and Application Courses (50 Units/ 500 Hours)			
ANP-201	Anatomy & Physiology I	5	50
ANP-202	Anatomy & Physiology II	5	50
KIN-401	Kinesiology	4	40
PAT-301	Pathology	2	20
BPE-101	Business and Professional Ethics	2	20
CNM-101	Contraindications of Massage	2	20
HLH-101	Health and Hygiene	1	10
MSE-350	Massage Essentials	2	20
DTM-351	Deep Tissue Massage	2	20
TPB-352	Theory and Principles of Body Work	2	20
TMS-353	Therapeutic Massage	2	20
CMT-354	Assessment of Chinese Medical Theory	1	10
SHI-710	Shiatsu	5	50
SMG-712	Sports Massage	5	50
PNF-713	Proprioceptive Neuromuscular Facilitation	5	50
RFX-714	Reflexology	5	50
ELECTIVES (10 Units / 100 Hours)			
INT-551	Internship I	5	50
INT-552	Internship II	5	50
SPM-715	Specialty Massage	5	50
ACP-716	Acupressure	5	50

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

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



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

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

### **Course Description**

#### **ANP 201: Anatomy & Physiology I**

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

**Number of Credits:** 5

**Total hours:** 50

**Prerequisites:** None

#### **ANP 202: Anatomy & Physiology II**

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

**Number of Credits:** 5

**Total hours:** 50

**Prerequisites:** Anatomy & Physiology I

#### **KIN 401: Kinesiology**

**Description:** This Kinesiology class focuses on skeletal-muscular movement. In this class, students learn to identify the origins and insertions of skeletal muscles of the upper and lower body and the postural expressions they produce. Students learn the physiology and neurology of muscle tissue and neuromuscular techniques to palpate the muscles and relieve chronic tension in both the upper and lower body.

**Number of Credits:** 4

**Total hours:** 40





**Prerequisites:** None

### **PAT 301: Pathology**

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

**Number of Credits:** 2

**Total hours:** 20

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

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

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

**Number of Credits:** 2

**Total hours:** 20

**Prerequisites:** None

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

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

**Number of Credits:** 2

**Total hours:** 20

**Prerequisites:** None

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



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

**Number of Credits:** 1

**Total hours:** 10

**Prerequisites:** None

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

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

**Number of Credits:** 2

**Total hours:** 20

**Prerequisites:** None

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

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

**Number of Credits:** 2

**Total hours:** 20

**Prerequisites:** Massage Essentials

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

**Description:** In this class, the student will be exposed to a wide variety of bodywork approaches, including Swedish massage, Oriental massage theories, energetic techniques, and integrated massage approaches. You will learn about the philosophy and effects of these-and many other approaches. The theory, assessment and treatment techniques for Asian Bodyworks are considered. These include learning about Zang-fu (internal organ) signs and the Acupressure Point assessment and treatment. Our treatment techniques include balancing the Five Elements with Acupressure Points to treat specific conditions. Also included in this training is the use of Energy Building so that students can learn to build up the stamina and power to interact with clients in all spiritual, emotional and physiological levels.

**Number of Credits:** 2

**Total hours:** 20



**Prerequisites:** None

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

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

**Number of Credits:**2

**Total hours:** 20

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

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

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

**Number of Credits:**1

**Total hours:** 10

**Prerequisites:** None

### **SHI 710: Shiatsu**

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

**Number of Credits:** 5

**Total hours:** 50

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

**SMG 712: Sports Massage**

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

**Number of Credits:**5

**Total hours:** 50

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

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

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

**Number of Credits:** 5

**Total hours:** 50

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

**RFX 714: Reflexology**

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

**Number of Credits:** 5

**Total hours:** 50

**Prerequisites:** None

**ELECTIVE COURSES****INT 551: Internship**

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



**Number of Credits:**5

**Total hours:** 50

**Prerequisites:** Completion of other modules

### **INT 552: Internship II**

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

**Number of Credits:**5

**Total hours:** 50

**Prerequisites:** Internship I

### **SPM 715: Specialty Massage**

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

**Number of Credits:**5

**Total hours:** 50

**Prerequisites:** None

### **ACP 716: Acupressure**

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

**Number of Credits:**5

**Total hours:** 50

**Prerequisites:** None

### **Computer Graphic Design**

Standard Occupational Classification (SOC) Code 27-1024

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

- Edit images using Photoshop
- Create digital drawings using Illustrator
- Produce desktop publishing documents using InDesign
- Design and develop web pages and web sites using Dreamweaver
- Discuss graphic design history and theory in a knowledgeable manner



- Exhibit competency in essential graphic design skills including drawing and typography
- Apply traditional fine arts techniques and aesthetics to graphic design projects

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

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

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

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

**Program Information:**

Length: 900 hours, 1.25 year (5 quarters)

Total Units: 60

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



Editing	COM211g	Photoshop	4	60
	COM212g	Premiere pro	4	60
Vector Graphics Editing	COM221g	Illustrator I	4	60
	COM222g	Illustrator II	4	60
Desktop Publishing	COM231g	InDesign I	4	60
	COM232g	InDesign II	4	60
Web Design & Development	COM201g	Dreamweaver I	4	60
	COM202g	Dreamweaver II	4	60
TOTAL PROGRAM			60 credits	900 Hours

In this Program, 15 Clock Hours=1 Unit

### Course Descriptions:

**ART101g - Drawing I:** Drawing is one of the fundamental skills a graphic design artist must have. Even with digital substitutes such as drawing tablets and Adobe Illustrator, hand drawn sketch remains one of the most powerful, efficient, and quick ways to visualize designs and communicate ideas. In this class the students will get to learn about and practice in the following key areas: principles of good drawing, fundamental techniques, and composition guidelines. The knowledge and skills acquired in this class will be applicable to both hand drawn and digitally created sketches and drawings.

**ART102g - Drawing II:** In this class, students will further develop their drawing skills after having acquired a solid understanding of the principles and communication techniques involved in traditional drawing from Drawing I. Using the human face and figure as the emphasized subject, students will learn new drawing techniques while refining what they have learned in Drawing I.

**ART103g - Drawing III:** In this class, students will further develop their drawing skills after having acquired a solid understanding of the principles techniques involved in depicting organic matters such as muscle and hair from Drawing II. Using a variety of mammal animals as the emphasized subjects, students will learn new drawing techniques while refining what they have learned in Drawing II.

**ART111g - Typography I:** Typography, or the art of designing with type, is one of the cornerstones of a graphic designer's skill set. This class will cover multiple aspects of typography including stroke weight, syntax, legibility, and structure. Students will learn to apply fundamental concepts to their typographical designs.

**ART112g - Typography II:** In this class, students will learn to apply fundamental concepts while also being exposed to current and new trends of typography in media, time, and motion. Several educational case studies to be explored in this class will offer students a keen insight into the typographic design process.

**ART130g - Introduction to Watercolor:** Watercolor painting is an art form with a very long history and found within many different cultures. Mastery of this form of expression will help expand an artist's practical skill set while honing other abilities essential to other fine arts disciplines. In this class, students will learn about techniques and composition principles



associated with watercolor painting. They will also be given the opportunity to apply them to painting projects.

**ART140g - Introduction to Ink Art:** In this class, students will learn basic ink art techniques from both Western (pen based) and Eastern (brush based) approaches to foster an appreciation of the aesthetics of two fundamentally distinct disciplines that will help them develop their own personal style.

**ART150g - History of Graphic Design:** This course surveys the history of graphic design, covering its evolution from the 19th century to the present day. Students will learn about how historical, societal, political, cultural, and economical factors have helped shape and influence the development of styles of graphic design in the decades during the last two centuries. This will in turn provide the students with a better grasp of current trends and predict what the future holds for graphic design.

**ART160g - Graphic Design Theory:** This course will explore the complex theories underlying the discipline of graphic design, covering topics that include communication models, visual representation as a system of signs, cognitive approaches to design, modernism, postmodernism, and the social, cultural, and material contexts of contemporary graphic design. Upon successful completion of this course, the student will be able to apply theory in a modern graphic design practice to improve their work.

**ART180g - Logo Design and Branding:** Brand identity design deals with the visual aspects of a company or organization's identity. Graphic design artists are often tasked with finding a quick and effective way to express a company or organization's values through a symbolic image. In this course students will learn about the design process of creating a logo and developing a brand identity, a skill set that is useful to market both themselves and their clients.

**ART190g - Portfolio:** The purpose of this course is to help graduating Graphic Design students develop a body of professional quality design work designed to showcase their strengths and creativity and help them launch professional careers. As it is a graduating class, students are expected to have successfully completed most courses in the Computer Graphic Design curriculum, so they can apply the skills taught in the other courses into developing their portfolios. Students are expected to be well rounded enough and offer both traditional and digital work samples in their portfolio in order to receive a Passing grade.

**COM100g - Computer Basics:** Computer skills are indispensable for the modern graphic design artist. It can be used during any stage of the design process, from the rapid production of proof of concept to explore ideas during the creative process to the final layout and actual production of a completed design. As new graphic designers entering the field are expected to be well versed in application packages such as Photoshop, Illustrator, etc., a fundamental understanding of how computers work will help reduce the learning curve when mastering a new software package that is essential to the craft. In this class the student will learn the basics of operating a personal computer, skills that will be applicable to virtually all the software tools they will be learning to use.

**COM201g - Dreamweaver I:** The modern graphic design artists often find themselves working in web design related projects. Those with a working knowledge of a web design and development application, such as Dreamweaver, will have a competitive edge by offering clients





a one-stop solution that offers both graphic design and web development. Having an understanding of the underlying technical requirements of web development also enables the graphic designer to make a visual approach that complements rather than taxes the functional side of web pages. This course will provide a basic understanding of the methods and techniques of developing simple but professional looking web pages. Topics to be covered in this course include text, CSS, links, images, tables, HTML, tags and code, page layout, and CSS troubleshooting.

**COM202g - Dreamweaver II:** In this course, students will build upon the skills they have acquired in Dreamweaver I which allow them to build web pages and learn to build websites for mobile device, bring their pages to life with interactivity / forms / multimedia, manage websites, and unleash the power of Dreamweaver with reusable page elements, templates, and customization. The student will learn about the concepts related to server-side programming.

**COM211g - Photoshop:** In this class, students will learn the basics of digital imaging using Adobe Photoshop, the industry standard tool for manipulating digital images. Photoshop is a powerful photo editing program that is a great way to get more out of your photos. Students will learn to use programs, tools, layers, and palettes to improve and edit photo composites and original artwork, transforming them into concept design elements. By the end of this class, the students will be familiar with Photoshop enough to tackle its more sophisticated features, which will be explored in the Photoshop II class.

**COM212g - Premiere Pro:** In this class, students will continue what they have started in premiere pro, and will learn about the more advanced features in Premiere pro. Premiere is a powerful editing program that helps Video artists to get more out of their artworks. Many of the program's tools along with Video techniques will be discussed..

**COM221g - Illustrator I:** In this class, students will learn the basics of digital drawing using Adobe Illustrator, the industry standard illustration application for print, multimedia, and online graphics that offers graphic designers the tools needed to get professional quality results in print publishing, multimedia graphics, web pages, and online content. Topics that will be covered in this class include: familiarizing with the work area, acquiring techniques for selecting artwork, using shapes to create artwork, transforming artwork, using drawing tools to create an illustration, using color and patterns to enhance signage, and adding type to a poster. Students who complete this course successfully will be able to proceed to learn about Illustrator's other advanced features in the follow-up course, Illustrator II.

**COM222g - Illustrator II:** In this class, students will continue to build upon what they have learned in Illustrator I and learn about advanced features and tools available in Adobe Illustrator, the industry standard illustration software application. Topics covered in this class include: layers, blending colors and shapes, brushes, effects, graphic styles, perspective, symbols, cross-application functionalities, and web content prep. By the end of the course, students should be comfortable creating graphic design contents using Illustrator due to their familiarity with many of the software's tools and features.

**COM231g - InDesign I:** In this course, students will learn the basics of digital desktop publishing using Adobe InDesign, a powerful tool that enables graphic design artists to create digital/online content for tablet devices and printed works like books, brochures, flyers, newspapers, and posters from a personal computer. The main topics to be covered in this course



include document setup, objects manipulation, text flow and editing, typography, and colors. Students who complete this course successfully will be able to proceed to learn about InDesign's other features in the follow-up course, InDesign II.

**COM232g - InDesign II:** In this class, students will continue to build upon what they have learned in InDesign I and learn about other features and tools available in Adobe InDesign, the industry standard desktop publication software. Topics covered in this class include: styles, graphics importation and modification, tables creation, transparency, printing, exporting, PDF file creation with form fields, fixed-layout EPUB creation and reflow able EPUB creation. By the end of the course, students should become well versed with the major InDesign features and tools to create visually striking online content and printed materials.

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

Standard Occupational Classification (SOC) Code 25-3011

#### **Objectives:**

- Students can communicate in English accurately and fluently
- They can share opinions and information productively. In addition, cultural information stimulates cross-cultural comparison and discussion.
- Students typically categorize new vocabulary, to reflect how the mind organizes new words. Then they internalize the new vocabulary by using it in a personalized way.
- They can speak, read, write and communicate in English in a better way

#### **Program Description:**

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

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

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

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

Beginning level: 300 total hours, 15 weeks

Intermediate level: 300 total hours, 15 weeks

Advanced level: 200 total hours, 10 weeks

Total hours: 800 total hours, 40 weeks



**Sequence and Frequency of Lessons or Class Sessions:** Classes meet 20 hours per week (M-F).

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

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

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

**Grammar:** Interchange Third Edition has a graded grammar syllabus:

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

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

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

**Vocabulary:** Vocabulary development plays a key role in Interchange Third Edition. Productive vocabulary (vocabulary students are encouraged to use) is presented mainly in Word Powers and Snapshots. Receptive vocabulary is introduced primarily in Readings, and Listening. In Word



Powers, students typically categorize new vocabulary, to reflect how the mind organizes new words. Then they internalize the new vocabulary by using it in a personalized way.

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

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

**Reading:** In the Reading exercises students read a variety of text types for different purposes. For example, they skim the texts for main ideas, scan them for specific information, or read them carefully for details. Then they complete exercises that help develop reading strategies and skills, such as inference and guessing meaning from context. They also discuss their opinions about the readings.

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

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

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

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

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

**Auto CAD and SolidWorks (Direct, Hybrid, & Online)****Standard Occupational Classification (SOC) Code 17-3010**

**Course Description:** This training provides instruction in drawing construction with CAD for architectural drafting based on conventional drafting techniques (basic, intermediate, and advanced levels), a review of basic math skills applicable to CAD, architectural terminology, drafting standards and methods, computer fundamentals, employment literacy, as well as occupational safety guidelines.

This course is also an introduction to the 3D modeler SolidWorks and will take you to advance level of drawing. The course will focus on parts, assemblies and drawings. Topics will include sketching in SolidWorks, creating relationships, parametric constraints, 3D tools, configurations, associative 2D part drawings, design tables, and assemblies. Students gain the knowledge and skills they need to confidently pursue their career goals for gainful employment.

**Objectives:** After successful completion of the course, the trainee would have acquired the following skills:

- Draw various types of drawing
- Draw any 2D view of the object
- Draw 3D view of the object
- Be able to render all type of drawings
- Be able to draw detail drawing. Plan project budget, quality, and communications.
- Learn to model Part using basic and advance 2D/3D tools
- Learn to Create and Modify model by effective commands
- Learn to create whole 3D object by professional

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

**Program Information:** Certificate Program Length: 110 Hours - 12 Weeks

**ACS-101 Introduction to AutoCAD and Participant Experience Assessment**

Topic A: Basic Commands, Entry and Mouse/Keyboard Functions

Topic B: Creating Basic Geometry

Topic C: Points and Lines

Topic D: Circles, Arcs and Polygons

**ACS-102 Editing and Manipulating**

Topic A: Using Object Snaps

Topic B: Zoom and Pan Features



Topic C: Copy, Offset, Rotate  
Topic D: Erase, Trim, Extend, & Grips  
Topic E: Fillets and Chamfers  
Topic F: Creating Blocks

### **ACS-103 Attributes and Properties**

Topic A: Layers, Line types and Colors  
Topic B: Inserting & Text properties

### **ACS-104 Detailing**

Topic A: Adding Dimensions  
Topic B: Adding Notes

### **ACS-105 Outputs**

Topic A: Saving and Opening Files  
Topic B: Printing

### **ACS-106 Introduction to SolidWorks**

Topic A: Introduction to parts drawing  
Topic B: The Solid-Works interface  
Topic C: Sketch planes  
Topic D: 2D sketching and constraints

### **ACS-107 Part Modeling**

Topic A: 2D sketching and editing  
Topic B: Creating geometric relationships  
Topic C: Part modeling

### **ACS-108 Introduction to 3D modeling**

Topic A: 3D operations  
Topic B: Hole wizard and Simple holes  
Topic C: Viewing, shading, zooms and pans  
Topic D: Editing sketches and feature definitions  
Topic E: Using the feature manager and rollback

### **ACS-109 Introduction to configuration tools**

Topic A: Introduction to table design.  
Topic B: Part configurations and design tables  
Topic C: Creating assemblies



Topic D: Exploded assemblies

### **ACS-110 Essential Tools & Techniques**

Topic A: Part editing in assembly

Topic B: Creating 2D orthographic drawings

Topic C: Section views, auxiliaries, enlarged

Topic D: Drawings of assemblies and Bill of Materials

Topic E: Introduction to lofts and sweeps

Topic F: Introduction to Photo-Works rendering

### **Object Oriented Programming and SQL (Direct, Hybrid, & Online)**

Standard Occupational Classification (SOC) Code 15-1252

**Course Description:** In this program students will have a choice of both SQL and one of the Object-Oriented Programming (C#, VB.NET Or ASP.NET) Or 2 of the Object-Oriented Programming classes. In addition, students have a choice of learning basic of Microsoft Office that includes Excel, Word, Power Point, Access, Outlook etc., and the basic concepts of relational databases and the powerful SQL language. This course provides the essential skills for data entry using Excel sheet and create, edit and manipulate database information. In SQL Students will learn how to retrieve row and column data from tables with the select statement, create reports of sorted and restricted data, employ SQL functions to generate and retrieve customized data, display data from multiple tables using the ANSI SQL 99 JOI. In ASP.Net students will learn Web Application Basics, ASP.NET Application Fundamentals, The Page Rendering Model, Custom Rendered Controls, Web Parts, and Managing Configuration in ASP.NET. In Visual Basic Programming for .Net will introduce students to distributed computing and the evolution of .NET technology. Students will learn about all of the latest software applications for web server administration in a .NET environment.

C# is a modern, object-oriented programming language intended to create simple yet robust programs, designed specifically to take advantage of CLI features. In this program, students gain the skills to exploit the capabilities of C# and of the .NET Framework to develop programs useful for a broad range of desktop and Web applications. Students gain the knowledge and skills they need to confidently pursue their career goals for gainful employment.

**Objective:** Upon successful completion of this course, students will be able to:

- Integrate unmanaged code and libraries in C#.
- Define available technologies in the implementation of ASP.Net.
- Define and manipulate data in a database.
- Develop disaster recovery and backup solutions

**Admission Requirements:** Aberdeen College accepts students with one of the following qualifications: a High School Diploma, passing the General Education Development (GED) test,



passing the California High School Proficiency Examination (CHSPE), or passing the Wonderlic Basic Skills Test (WBST) (Page 31 for explanation). The applicants should also have reached compulsory age to be accepted by Aberdeen College. The compulsory age is 16 years old and above as defined by the State of California Department of Education.

**Program Information:** Length: 110 Hours, 12 Weeks

**SQL Training Lessons:**

1. SQL Server Basics
2. Client-Server database architecture and SQL Server architecture
3. Installing MS SQL Server (2008, 2012 or earlier)
4. Tables, relational databases, SQL and database objects
5. Design and develop MS SQL Server databases and tables
6. Referencing objects in SQL Server databases
7. Obtaining information from database tables
8. SQL Server security
9. Understanding Tables and Databases
10. Creating databases wizard
11. Maintenance plan wizard Databases
12. Using Transact-SQL
13. Database manipulation: characteristics and deletions
14. Working with tables, Indexes and Views
15. Structures Creating and working with indexes
16. Indexes and table architecture
17. Creating views (including using view manager)
18. Database Diagrams, The Query Analyzer and SQL Basics
19. Working with diagrams
20. Diagramming for pubs database
21. Server connectivity and Screen management
22. Working with queries
23. SQL essentials (select, create table, insert, delete, update)





24. Data Transformation Services (DTS), Back Ups/Restores, Users, Roles, Logins and Analysis Manager
25. Creating, importing and exporting DTS
26. Creating, scheduling backups and restores
27. Authentication types, users, roles, security plans
28. Configuring DSN, loading analysis manager and working with cubes
29. Creating, scheduling backups and restores
30. Authentication types, users, roles, security plans
31. Configuring DSN, loading analysis manager and working with cubes
32. Creating and working with triggers
33. Replication model and types of replication
34. Merge replication

### **Object Oriented Programming Training Lessons**

Students will also have a choice of one of object-oriented programming (c#, vb.net or asp.net) language.

1. The .NET Framework
2. C# - Language Fundamentals
3. OOPS Part I – Making Classes and objects, Boxing and UnBoxing
4. OOPS Part II – Inheritance, Polymorphism, Overloading
5. Array, Indexers and Collections
6. String and String Builder
7. Structs
8. Interfaces
9. Introduction to Exceptions
10. Introduction to Delegates and Events
11. Revision of C# and Introduction to Exception and Delegates
12. Exceptions Details
13. Delegates and Events Details



14. Windows App/Web Application using ADO.NET
15. Web Services - SOAP, WSDL, ASP.NET Web Services
16. Streams
17. Assemblies and Versioning
18. Attributes and Reflection
19. Threads
20. .NET and .COM

### **Project Management Professional (PMP)® (Direct, Hybrid, & Online)**

Standard Occupational Classification (SOC) Code 11-1020

**Program Description:** If you are taking this program, you probably have some professional exposure to the duties of a project manager, or you may be considering embarking on a career in professional project management. Your ability as a project manager to demonstrate best practices in project management—both on the job and through professional certification—is becoming the standard to compete in today’s fast-paced and highly technical workplace. In this course, you will apply the generally recognized practices of project management acknowledged by the Project Management Institute (PMI)® to successfully manage projects. Project managers who have proven skills and experience can find exciting, high-visibility opportunities in a wide range of fields. This course is specifically designed to provide you with the proven, practical body of project management knowledge and skills that you need to demonstrate project management mastery on the job. Additionally, this course can be a significant part of your preparation for the Project Management Professional (PMP)® Certification Exam. The skills and knowledge you gain in this course will help you avoid making costly mistakes and increase your competitive edge in the project management profession.

**Program Objectives:** Upon successful completion of this program, students will be able to apply the generally recognized practices of project management acknowledged by the Project Management Institute (PMI) to successfully manage projects. They will:

- Get started with project management fundamentals.
- Identify organizational influences and project life cycle.
- Work with project management processes.
- Initiate a project.
- Plan a project.
- Plan for project time management.
- Plan project budget, quality, and communications.
- Plan for risk, procurements, and stakeholder management.
- Execute a project.
- Manage project work, scope, schedules, and cost.
- Control a project.
- Close a project.



**Program Information:** Length: 110 Hours, 6 Weeks

**Lesson 1: Getting Started with Project Management**

Topic A: Components of Project Management

Topic B: Project Management and Business

**Lesson 2: Project Management and the Organization**

Topic A: Identify Organizational Influences

Topic B: Project Stakeholders and Governance

Topic C: The Project Team

Topic D: The Project Life Cycle

**Lesson 3: Working with Project Management Processes**

Topic A: Project Management Processes and Knowledge Areas

Topic B: Identify Project Information

**Lesson 4: Initiating a Project**

Topic A: Develop a Project Charter

Topic B: Identify Project Stakeholders

**Lesson 5: Planning a Project**

Topic A: Develop a Project Management Plan

Topic B: Plan Scope Management

Topic C: Collect Project Requirements

Topic D: Define Project Scope

Topic E: Create a WBS

**Lesson 6: Planning for Project Time Management**

Topic A: Plan Schedule Management

Topic B: Define Project Activities

Topic C: Sequence Project Activities

Topic D: Estimate Activity Resources

Topic E: Estimate Activity Durations

Topic F: Develop a Project Schedule

**Lesson 7: Planning Project Budget, Quality, and Communications**

Topic A: Plan Project Cost Management

Topic B: Estimate Project Costs

Topic C: Determine the Project Budget

Topic D: Plan Quality Management

Topic E: Plan Human Resource Management



Topic F: Plan Communications Management

**Lesson 8: Planning for Risk, Procurements, and Stakeholder Management**

Topic A: Plan Risk Management

Topic B: Identify Risks

Topic C: Perform Qualitative Risk Analysis

Topic D: Perform Quantitative Risk Analysis

Topic E: Plan for Risk Response

Topic F: Plan Project Procurements

Topic G: Plan Stakeholder Management

**Lesson 9: Executing a Project**

Topic A: Direct and Manage Project Work

Topic B: Perform Quality Assurance

Topic C: Acquire Project Team

Topic D: Develop Project Team

Topic E: Manage a Project Team

Topic F: Manage Communications

Topic G: Conduct Procurements

Topic H: Manage Stakeholder Engagement

**Lesson 10: Managing Project Work, Scope, Schedules, and Cost**

Topic A: Monitor and Control Project Work

Topic B: Perform Integrated Change Control

Topic C: Validate Project Scope

Topic D: Control Project Scope

Topic E: Control the Project Schedule

Topic F: Control Project Costs

**Lesson 11: Controlling the Project**

Topic A: Control Project Quality

Topic B: Control Communications

Topic C: Control Project Risks

Topic D: Control Project Procurements

Topic E: Control Stakeholder Engagement

**Lesson 12: Closing a Project**

Topic A: Close Project or Phase

Topic B: Close Procurements

**Adobe Photoshop/Adobe Premiere Pro (Direct, Hybrid, Online)**

Standard Occupational Classification (SOC) Code 27-4011



**Course Description:** Adobe Photoshop has long helped graphic designers bring their visions to life in advertisements, magazine layouts, billboards, and virtually every other medium. Whether you create images professionally or just want professional results, you can count on Adobe Photoshop for the ultimate creative control. At the end of this course, the learner will be able to create and edit images, retouch and correct adjustments.

You will get a thorough overview of the interface, tools, features, and production flow for Premiere Pro. The course is an ideal combination of instructor-led demonstration and hands-on practice to introduce you to Adobe Premiere Pro software, a revolutionary 64-bit nonlinear video-editing application. You will learn powerful real-time video and audio editing tools that give you precise control over virtually every aspect of your production.

**Program Information:** Length: 120 Hours, 6 Weeks

**Program Objectives:** At the end of this course, the student will possess image editing skills using the following features of Photoshop imaging-editing software:

- Work with image editing and graphic design features
- Use the more advanced features of Adobe Photoshop
- Use basic Photoshop skills and concepts to develop effective graphics for both web and print media.

### 1- Work Environment

- Looking at the Work Area
- Working in 64 and 32 bit modes
- Customizing Preferences & Keyboard Shortcuts
- Using the tools & Tool Options

### 2- Working With Selections

- About selecting & selection tools
- Rectangular & Oval selections
- Lasso tool, Magnetic Lasso Tool, Polygonal Lasso Tool
- Magic Wand
- Quick Selection Tool
- Feathering - softening selection edges
- Selecting by Color

### Adobe Premiere Pro Objectives:

- Identify web page content that is appropriate for the target audience.
- Identify techniques for basic usability tests.



- Identify elements of the Adobe Dreamweaver interface (such as insert bar, assets panel, files panel).
- Identify basic principles of website usability, readability and accessibility.

### **1- Adobe Premiere Pro Introduction**

- Nonlinear editing in Adobe Premiere Pro
- Expanding the workflow
- Touring the Adobe Premiere Pro interface

### **2- Setting up a Project**

- Setting up a project
- Setting up a sequence

### **3- Importing Media**

- Importing assets
- Working with the Media Browser
- Importing images
- The media cache
- Capturing the videotape

### **4- Organizing Media**

- The Project panel
- Working with bins
- Organizing media with content analysis
- Monitoring footage
- Modifying clips

### **5- Adding Transitions**

- What are transitions?
- Edit points and handles
- Adding video transitions
- Using A/B mode to fine-tune a transition
- Adding audio transitions

### **6- Working with Clips and Markers**

- Program Monitor controls
- Controlling resolution
- Using markers
- Using Sync Lock and Track Lock
- Finding gaps in the Timeline



- Moving clips
- Extracting and deleting segments

### **7- Essentials of Video Editing**

- Using the Source Monitor
- Navigating the Timeline
- Essential editing commands

### **8- Advanced Editing Techniques**

- Four-point editing
- Retiming clips
- Replacing clips and footage
- Nesting sequences
- Regular trimming
- Advanced trimming
- Trimming in the Program Monitor panel

### **9- Putting Clips in Motion**

- Adjusting the Motion effect
- Changing clip position, size, and rotation
- Working with keyframe interpolation
- Using other motion-related effects

### **10- Multi-camera Editing**

- The multi-camera process
- Creating a multi-camera sequence
- Switching multiple cameras
- Finalizing multi-camera editing
- Additional multi-camera editing tips

### **11- Editing and Mixing Audio**

- Setting up the interface to work with audio
- Examining audio characteristics
- Adjusting audio volume
- Adjusting audio gain
- Normalizing audio
- Creating a split edit
- Adjusting audio levels in a sequence
- Working with the Audio Mixer

### **12- Sweetening Sound**



- Sweetening sound with audio effects
- Adjusting EQ
- Applying effects in the Audio Mixer
- Cleaning up noisy audio

### **13- Adding Video Effects**

- Working with effects
- Key framing effects
- Effects presets
- Frequently used effects

### **14- Color Correction and Grading**

- Color-oriented workflow
- An overview of color-oriented effects
- Fixing exposure problems
- Fixing color balance
- Specials color effects
- Creating a look

### **15- Exploring Compositing Techniques**

- What is an alpha channel?
- Using compositing in your projects
- Working with the Opacity effect
- Working with alpha-channel transparencies
- Color keying a green screen shot
- Using mattes

### **16- Creating Titles**

- An overview of the Title window
- Video typography essentials
- Creating titles
- Stylizing text
- Working with shapes and logos
- Making text roll and crawl

### **17- Managing Your Projects**

- The File menu
- Using the Project Manager
- Final project management steps
- Importing projects or sequences
- Managing collaboration
- Managing your hard drives





## 18- Exporting Frames, Clips, and Sequences

- Overview of export options
- Exporting single frames
- Exporting a master copy
- Working with Adobe Media Encoder
- Exchanging with other editing applications
- Recording to tape

### COURSE TEXTBOOKS

#### English as a Second Language - ESL

ESL (Beginner Level)				
Name of Book	Author	Publisher	ISBN	Cost in US\$
<i>Teacher's Edition Interchange Third Edition Level 1</i>	Jack C. Richards with Jonathan Hull and Susan Proctor	<i>Cambridge University Press</i>	978-0-521-60180-1	\$42
<i>Student Book with Audio CD Level 1 Student's Book</i>	Jack C. Richards with Jonathan Hull and Susan Proctor	<i>Cambridge University Press</i>	978-0-521-60171-9	\$25
<i>Level 1 Workbook One</i>	Jack C. Richards with Jonathan Hull and Susan Proctor	<i>Cambridge University Press</i>	978-0-521-60177-1	\$14
<i>Basic English Grammar 3<sup>rd</sup> Edition</i>	Betty Schramper Azar Stacy A. hagen	<i>Pearson Longman</i>	0-13-184937-9	\$53

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



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

### **Massage Therapy Program**

<b>Name of Book</b>	<b>Author</b>	<b>Publisher</b>	<b>ISBN</b>	<b>Cost</b>
<i>Theory &amp; Practice of Therapeutic Massage , 5<sup>th</sup> Edition</i>	Mark F.Beck	<i>Milady</i>	9781435485242	82.37
<i>Trail Guide to the Body &amp; Trail Guide to the Body, 4<sup>th</sup> Edition,</i>	Andrew Biel	<i>Books of Discovery</i>	9780982663400	49.98
<i>Fundamentals of Anatomy and Physiology, 3<sup>rd</sup> Edition</i>	Donald C. Rizzo	<i>Cengage</i>	9781435438712	69.82
<i>The Balanced Body: A Guide to Deep Tissue and Neuromuscular Therapy with CDROM, 3rd edition</i>	Donald Scheumann	<i>Lippincott Williams &amp; Wilkins</i>	9780781763080	63.62
<i>A Massage Therapist's Guide to Pathology, 5<sup>th</sup></i>	Ruth Werner	<i>Lippincott Williams &amp; Wilkins</i>	9781608319107	52.75
<i>Stedman's Medical Dictionary for the Health Professions and Nursing, 7<sup>th</sup> Edition</i>	Stedman	<i>Lippincott Williams &amp; Wilkins</i>	9781608316922	36.89
<i>Medical Conditions and Massage Therapy: A Decision Tree Approach (LWW Massage Therapy and Bodywork Educational Series)</i>	Tracy Walton	<i>Lippincott Williams &amp; Wilkins</i>	9780781769228	59.24
<i>Massage: A Career at Your Fingertips</i>	Martin Ashley JD LMT	<i>Enterprise Publishing</i>	9780964466258	25.95



<i>Kinesiology: The Mechanics and Pathomechanics of Human Movement</i>	Carol A Oatis, PT, PhD	<i>Lippincott Williams &amp; Wilkins</i>	978078177422 2	85.15
<i>Basic Clinical Massage Therapy: Integrating Anatomy and Treatment Second Edition</i>	Clay, James H. and David M. Pounds	<i>Lippincott Williams &amp; Wilkins</i>	978078175677 8	58.11
<i>Traditional Chinese Medicine: An Authoritative Comprehensive Guide</i>	Henry Lu	<i>Basic Health Publications</i>	978159120132 8	19.95
<i>Kinesiology For Manual Therapies</i>	Nancy Dail, Tim Agnew and RT. Floyd	<i>McGraw Hill</i>	978- 0073402079	82.72
<i>Reflexology: the Definitive Practitioner's Manual</i>	Beryl Crane	<i>Thorson's</i>	978186204121 57	19.99

### **Computer Graphic Design**

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



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

### **AutoCAD & Solidworks**

<b>Name of Book</b>	<b>Author</b>	<b>Publisher</b>	<b>ISBN</b>	<b>Cost in US\$</b>
<i>SOLIDWORKS 2021 for Designers, 19th Edition</i>	Prof. Sham Tickoo, Purdue University Northwest, USA	CADCIM Technologies, USA	978-1640571037	54..00
<i>AutoCAD 2021: A Problem - Solving Approach, Basic and Intermediate, 27th Edition</i>	Prof. Sham Tickoo, Purdue University Northwest, USA	CADCIM Technologies, USA	978-1640570917	60.00

### **Object Oriented Programming & SQL**

<i>Learning Object-Oriented Programming</i>	Gastón C. Hillar	Amazon	978-1785289637	49.00
<i>SQL QuickStart Guide: The Simplified Beginner's Guide to Managing, Analyzing, and Manipulating Data With SQL</i>	Walter Shields	Amazon	978-1945051753	22.49

### **Project Management Professionals (PMP)**

<i>A Guide to the Project Management Body of Knowledge (PMBOK Guide) 6th Edition</i>	PMI	Amazon	978-1628251845	68.29
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<i>PMP Exam Prep, Sixth Edition: Rita's Course in a Book for Passing the PMP Exam Sixth Edition</i>	Rita Mulcahy	<i>Amazon</i>	<i>978-1932735185</i>	<i>89.93</i>
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### EQUIPMENT LISTS FOR EACH PROGRAM

#### English as a Second Language - ESL

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

#### Medical Assistant / Medical Biller

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

#### Massage Therapy

Item	Description	Used	Rented	Leased	Owned
PC	Each classroom is equipped with a PC				Yes
Monitor	Each Classroom is equipped with a large monitor or projection equipment				Yes
Keyboard	Each Classroom equipped with PC				Yes
Mouse	Each Classroom equipped with PC, software and accessories				Yes
Printer	A variety of Printers				Yes
Copier	Canon Image Runner Copier				Yes
Projector	Projection and Presentation Software				Yes



Television	Westinghouse Large Flat Screen TV				Yes
Massage Table	Ironman Astoria Massage Table w/ Warming Pad				Yes
Heat Therapy Unit	Infrarex Hand Held Heat Therapy Unit				Yes
Ice Massage Tool	Fabrication Industries CryoCup Ice Massage tool				Yes
Heat	Fabrication Enterprises Prossage Heat				Yes
Gel	Fabrication Enterprises Bio Freeze Gel				Yes
Massage Tool	Acuforce 3.0 Massage Tool Weighted Physical Therapy				Yes
Physical Therapy Tool	Acuforce Massage Star XL Weighted Physical Therapy Tool				Yes
Massage Chair	StrongLite Ergo-Pro Massage Chair				Yes
Anatomical Charts	Trigger Points, Reflexology, Anatomical, etc.				Yes

### **Computer Graphic Design**

<b>Description</b>	<b>Rented</b>	<b>Leased</b>	<b>Owned</b>
Drawing and Painting tools and supplies			Yes
Computer, Monitor and accessories			Yes
Software	Yes		
Projection equipment			Yes
Copier/ Printer			Yes

### **Adobe Photoshop/ Adobe Premiere Pro**

<b>Description</b>	<b>Rented</b>	<b>Leased</b>	<b>Owned</b>
Computer, Monitor and accessories			YES
Books & Study Materials			YES
Projection equipment			YES
Copier/ Printer			YES

### **MS Office**

<b>Description</b>	<b>Rented</b>	<b>Leased</b>	<b>Owned</b>
Computer, Monitor and accessories			YES
Books & Study Materials			YES



Projection equipment			YES
Copier/ Printer			YES

### **Computerized Accounting 1 and Computerized Accounting 2 (Quickbooks)**

Description	Rented	Leased	Owned
Computer, Monitor and accessories			YES
Books & Study Materials			YES
Projection equipment			YES
Copier/ Printer			YES

### **AutoCAD and SolidWorks**

Description	Rented	Leased	Owned
Computer, Monitor and accessories			YES
Books & Study Materials			YES
Projection equipment			YES
Copier/ Printer			YES

### **Object Oriented Programming and SQL**

Description	Rented	Leased	Owned
Computer, Monitor and accessories			YES
Books & Study Materials			YES
Projection equipment			YES
Copier/ Printer			YES

### **Project Management Professional (PMP)**

Description	Rented	Leased	Owned
Computer, Monitor and accessories			YES
Books & Study Materials			YES
Projection equipment			YES
Copier/ Printer			YES

## **ACADEMIC CALENDAR 2022**

<b>Winter Quarter 2022</b>	
Student Registration and Orientation	Jan 02-05
Beginning of Quarter/First Day of Classes	Jan 06
Last day to add classes or register late	Jan 10



Martin Luther King, Jr. Day – Academic Holiday * Monday classes will meet on Saturday, Jan 22 for make-up session	Jan 17
Last day to drop classes	Jan 18
Presidents’ Day – Academic Holiday	Feb 21
Last day to withdraw from classes with a passing grade “WP”	Feb 21
Last day of classes	Mar 13
Final Examinations	March 09-13
End of Quarter	March 13

<b>Spring Quarter 2022</b>	
Student Registration and Orientation	March 23-27
Beginning of Quarter/First Day of Classes	Mar 30
Last day to add classes or register late	Apr 03
Last day to drop classes	Apr 10
Last day to withdraw from classes with a passing grade “WP”	May 08
Memorial Day – Academic Holiday	May 30
Last day of classes	Jun 05
Final Examinations	Jun 01-05
End of Quarter	Jun 05

<b>Summer Quarter 2022</b>	
Student Registration and Orientation	Jun 15-19
Beginning of Quarter/First Day of Classes	Jun 22
Last day to add classes or register late	Jun 26
Independence Day – Academic Holiday	Jul 04
Last day to drop classes	Jul 03
Last day to withdraw from classes with a passing grade “WP”	Jul 31
Last day of classes	Aug 28
Final Examinations	Aug 24 – 28
End of Quarter	Aug 28

<b>Fall Quarter 2022</b>	
Student Registration and Orientation	Sep 08-11
Beginning of Quarter/First Day of Classes	Sep 14





Last day to add classes or register late	Sep 18
Last day to drop classes	Sep 25
Columbus Day/Indigenous People's Day – Academic Holiday	Oct 10
Last day to withdraw from classes with a passing grade “WP”	Oct 23
Veterans Day – Academic Holiday * Friday classes will meet on Saturday, Nov 7 for make-up session	Nov 12
Last day of classes	Nov 13
Final Examinations	Nov 09-13



<b>ACADEMIC CALENDAR 2023</b>
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<b>Winter Quarter 2023</b>	
Student Registration and Orientation	Jan 04-08
Beginning of Quarter/First Day of Classes	Jan 11
Last day to add classes or register late	Jan 15
Martin Luther King, Jr. Day – Academic Holiday * Monday classes will meet on Saturday, Jan 21 for make-up session	Jan 16
Last day to drop classes	Jan 22
Presidents' Day – Academic Holiday	Feb 20
Last day to withdraw from classes with a passing grade “WP”	Feb 19
Last day of classes	Mar 19
Final Examinations	March 15-19
End of Quarter	March 19

<b>Spring Quarter 2023</b>	
Student Registration and Orientation	Mar 29-Apr 02
Beginning of Quarter/First Day of Classes	Apr 05
Last day to add classes or register late	Apr 09
Last day to drop classes	Apr 16
Last day to withdraw from classes with a passing grade “WP”	May 14
Memorial Day – Academic Holiday	May 29
Last day of classes	Jun 18
Final Examinations	Jun 14-18
End of Quarter	Jun 18

<b>Summer Quarter 2023</b>	
Student Registration and Orientation	Jun 28- Jul 02
Beginning of Quarter/First Day of Classes	Jul 06
Last day to add classes or register late	Jul 09
Independence Day – Academic Holiday * Tuesday classes will meet on Saturday, Jul 8 for make-up session	Jul 04
Last day to drop classes	Jul 09



Last day to withdraw from classes with a passing grade “WP”	Aug 06
Last day of classes	Sep 03
Final Examinations	Aug 30 –Sep 03
End of Quarter	Sep 03

<b>Fall Quarter 2023</b>	
Student Registration and Orientation	Sep13-17
Beginning of Quarter/First Day of Classes	Sep 20
Last day to add classes or register late	Sep 24
Last day to drop classes	Oct 01
Columbus Day/Indigenous People’s Day – Academic Holiday	Oct 09
Last day to withdraw from classes with a passing grade “WP”	Oct 29
Veterans Day – Academic Holiday * Friday classes will meet on Saturday, Nov 11 for make-up session	Nov 10
Last day of classes	Nov 19
Final Examinations	Nov 15-19
End of Quarter	Nov 19