



**ABERDEEN
COLLEGE**

Catalog

Main Campus Address

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Branch Campus Address

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January 3, 2011 to December 31, 2012



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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, quality education, hands-on training and dedicated faculty and staff create caring, friendly atmosphere for learning. Aberdeen College provides training for technical, health aid careers and offers English as a Second Language in small classes with personalized attention.

All information in this school 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 both the Aberdeen College Main and Branch Campuses. 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 school personnel prior to enrolling or signing enrollment agreements.

Catalog Revisions and Supplements

Aberdeen College reserves the right to change when necessary without prior notice. Aberdeen College also provides a catalog supplement including tuition information current list of faculty and supervisory administrative staff, and class schedules. Further information on technical program class schedules. Further information on technical program class schedules is provided in the catalog supplement, which is revised periodically.

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 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 men and women who have the desire and discipline to improve their lives through learning new skills and knowledge in the Health Claims Examiner/Medical Biller, Medical Office Specialist, Business Administrative Technology and English as a second language (ESL) Program.

Aberdeen College prepares students for job opportunities in Medical Office Specialist and Business Administrative Technology, in accordance with the following objectives:

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

Instructional Methodology

Learning occurs by lecture, demonstration, question and answer, practice and study groups. The Aberdeen College methodology is communicative, with the primary focus on student expression.

Instructors follow a similar teaching format, which divides the class time into six sections: Warm-Up, review, presentation, practice, production, and conclusion.

1. The warm-up is to get the students to start thinking in and using English. During or after the warm-up,
2. The teacher should briefly review the previous lessons.
3. After the review, the teacher introduces the students to the target they will be studying in the presentation phase of the lesson.
4. Next, the class moves on to the practice phase, which provides students with structured, controlled practice of the target.
5. Once the target has been practiced thoroughly, the lesson transitions into the production phase, which allows the students to practice the target in a less controlled, open-ended manner.
6. Finally, classes must have a conclusion phase in which the teacher checks for understanding of the target and summarizes what was achieved in the lesson. In all of the classes; the teacher/student talk ratio should be 20% (teacher talk) to 80% (student talk). Homework and tests/quizzes are given regularly.

BPPE Approval Disclosures

Aberdeen College is a private institution and is approved to operate by the Bureau for Private Postsecondary Education (BPPE) under section 94909(a)(2).

Ownership & Management

Aberdeen College is a private institution. It is organized and operated as a California For-profit Corporation. The corporate officers of Aberdeen College are as follows:

<u>Chief Executive Officer:</u>	<u>Ashley Yi</u>	<u>Chief Academic Officer:</u>	<u>Oh Hyung Kim</u>
<u>Chief Operating Officer:</u>	<u>Kim, Oh Hyung</u>	<u>Director of Admissions</u>	<u>Kim, Ji-Hye</u>



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 school 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 answered by the institution may be directed to the Bureau for Private Postsecondary Education (BPPE), 2535 Capitol Oaks Drive, Suite 400, Sacramento California, 95833, or by calling (916) 431-6959, Fax Number: (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 School 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 BPPE 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.”

Address where classes are Held

Aberdeen College Classes are held in facilities and uses equipment that fully comply with all federal, state and local ordinances and regulations, including fire safety, building safety, handicapped access and health requirements.

Aberdeen College’s main campus is located minutes from public transportation at 3807 Wilshire Boulevard, #1220, Los Angeles, CA 90010. This facility houses computer laboratories, general purpose classrooms, a learning resource center, a student lounge and administrative offices. Laboratories are furnished with modern equipment.

The branch campus is located at: 1636 Wilshire Blvd. #402, Los Angeles, CA 90017. The telephone number is (213) 483-7765 and Fax is (213) 402-2827. This facility includes computer laboratories, general purpose classrooms, a student lounge area, library and administrative offices.



2. 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 a High School Diploma, General Education Development (GED) or Applicants who have passed the California High School Proficiency Examination (CHSPE). The applicants with high, School Diploma, GED or CHSPE should have reached compulsory age to accept by Aberdeen College. The compulsory age is 16 years old and above as defined by the State of California Department of Education.

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

Applicants with a high school diploma or GED must receive a passing score of 18 on the Wonderlic Test.

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 tour of the catalog, catalog supplement, consumer information including tuition and fees, current schedules of program start dates and a list of faculty.

Admission to ESL Diploma Programs

ESL Program applicants holding a high school diploma or GED who are not native speakers of English are given written and oral English, placement tests and will be placed at a level corresponding to the scores achieved on the placement tests.

Transfer Credit Evaluation

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

- The maximum number of credits accepted for transfer credits permitted by the California Bureau for Private Postsecondary and Education (BPPE) at the time of admission.
- Transcript copies must be forwarded to the Chief Academic Officer for evaluation.
- Courses under consideration must have a grade of "C" or higher.
- Only those courses that are substantially comparable to Aberdeen College courses will be considered for evaluation.

Students with Mental or Physical Disabilities

The admissions requirement and procedures for students with mental or physical handicaps are the College Campus complies with all federal, state, and local ordinances and regulations in regard to handicapped access.

Articulation Agreements

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



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.

3. ACADEMIC POLICIES

Policy and Program Modification

In keeping with the school philosophy of an immediate response to the needs of students and future employers, the school 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 and program as needed.

Hours of Operation

Campus Administrative Office Hours

Monday through Friday **10:00 AM to 5:00 PM**

Instruction Days and Hours at Main and Branch Campuses:

Monday through Friday	
Day classes	9:00 AM to 1:00 PM
Afternoon classes (if applicable)	1:30 PM to 5:30 PM
Evening classes	6:00 PM to 10:00 PM

Class Size

In order to maintain Aberdeen College’s, high educational standards, instruction is in residence with a facility occupancy level of 29 students at any one time. The maximum lecture class for the programs is 10 to 12 students

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.**



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 school provides special consideration for holidays of all religious beliefs. Student should contact a member of school administration if you wish to make other arrangements.

The following Legal holidays are recognized:

1. New Year's Day
2. Martin Luther King's Birthday Holiday
3. CEO's Day
4. Memorial Day
5. Independence Day
6. Labor Day
7. Thanksgiving Day, and the day after

Course Challenge Examination

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

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

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

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

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 school 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 school 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.

4. PROGRAMS ABERDEEN COLLEGE OFFERS:

Certificate Programs

Medical Office Specialist	One Year
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Diploma Programs

English as a Second Language - Advanced	One Year
English as a Second Language - Intermediate	One Year
English as a Second Language - Basic	One Year

Health Claims Examiner/Medical Biller	One Year
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Associate Degree Programs

Business Administrative Technology	Two Years
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5. PROFESSIONAL POSITION REQUIREMENTS

Aberdeen College’s educational programs are designed to lead to positions in professional, occupational, trade, or career fields that do NOT require licensure in California

If you seek positions in a career field that requires any license, certificate, permit, or similar credential that a person must hold to lawfully engage in a profession, occupation, trade, or career field, please find a Continuing educational program that is designed to obtain licensure. Prospective students are entitled to receive notice to that effect and a list of the requirements for eligibility for licensure established by the state, including any applicable course requirements for licensure established by the state, including any applicable course requirements established by the state.



6. COLLEGE FACULTY

Certificate Program

Medical Office Specialist

Mary Sims has an A.S. Medical Office, B.S. Health Information Management, M.S. Business Management, and is a PhD. Candidate at Phillips College; Director & Instructor for Medical Billing/Coding classes at LA Wings Learning Academy; Instructor for Complete Express Medical Billing Services.

Diploma Programs

Health Claims Examiner/Medical Biller –

Mary Sims has an A.S. Medical Office, B.S. Health Information Management, M.S. Business Management, and is a PhD. Candidate at Phillips College; Director & Instructor for Medical Billing/Coding classes at LA Wings Learning Academy; Instructor for Complete Express Medical Billing Services.

English as a Second Language

Advanced ESL

Jeffrey A. Bell has a M.B.A., B.A. Psychology, and is PHR, TESOL certified with over seven years teaching ESL, in addition to more than 20 years experience in Organization and Professional development is also an experienced curriculum and class developer, business consultant and Human Resource Generalist.

Intermediate ESL

Jeffrey A. Bell has a M.B.A., B.A. Psychology, and is PHR, TESOL certified with over seven years teaching ESL, in addition to more than 20 years experience in Organization and Professional development is also an experienced curriculum and class developer, business consultant and Human Resource Generalist.

Beginning ESL

Mi Kyeung Kim has a B.A. in English, over ten years administration experience and more than five years experience as an Academic Director ESL and instructor.

Associate Degree Program

Business Administrative Technology - Edward Johnson

M.A. Organizational Management, B.S. Business Administration, Certified Management and Project Management Professional; Experienced Management Consultant, Marketing, Finance and Investor Relations Manager and Analyst, Audit, Billing, Accounts Receivable and Payable management.



7. 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, advisement, and appropriate support services when indicated. Students are responsible for identifying their needs to each instructor no later than the first day of the course. For any other problems, they should contact the Chief Academic Officer.

Withdrawal Policy

Students have the right to withdraw from a course of instruction at any time. In order to withdraw, the student must complete an official withdrawal form and file it with the School'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 re-admission will be entitled to the same rights and privileges and are subject to the same regulations as any student. Students will not be entitled to appeal if they are terminated for exceeding the maximum program completion length.

Withdrawal and Refunds

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

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

If Students withdraws from the course of instruction after the period allowed for cancellation and prior to having completed 60% of his/her program, the College will remit a refund, if applicable, less a registration fee not to exceed \$100, within thirty (30) days following the withdrawal. Students are obligated to pay only for educational services rendered (including fees associated with those services), and for unreturned books,



materials or equipment. Students will be charged tuition based on the number of quarter credit hours he/she attended, multiplied by the hourly tuition rate as shown on the student’s enrollment agreement. The amount the student has paid for tuition will be subtracted from the amount of tuition the student owes. Charges for unreturned books, materials, and equipment will be deducted from the amount of the refund. If the amount that the student has paid is more than the amount that the student owes for the time he/she attended, then a refund will be made within thirty days (30) of the withdrawal. If the amount that the student owes is more than the amount that the student has already paid, then the student will have to make arrangements with the college to pay it.

The exact amount of prorated refund will be based on the formula listed below. The following table provides the estimated amount of refund at each point of withdrawal:

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

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

Hypothetical refund example:

Tuition for Quarter (12 units @\$120/unit)	\$1,440
Divided by 120 (Hours in quarter)	÷120
	Hourly cost
	\$12
Multiply by 60 (actual hours attended in term through last day attended)	×60
Tuition earned through pro-rated attendance	\$720
Add Registration fee	+\$100
	Total amount owed
	\$820
Minus amount paid by student for the current term	(\$1,440)
	Amount overpaid
	\$620
	Amount to be refunded
	\$620

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

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

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

Determination of the Withdrawal Date

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



Cancellation of Agreement

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

Cancellation shall occur when you have given written **Notice of Cancellation** at the address of the School 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 given two Notice of Cancellation forms to use at the first day of class, 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
3807 Wilshire Blvd. #1220
Los Angeles, CA 90010

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

If you cancel this agreement, the school will refund you any money that you paid, less any deduction for 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 fifth business day following the first class you attend.

If the School has given you any equipment, including books or other materials, you shall return them to the School 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 School 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 school, or by not attending class.



8. STUDENT RESPONSIBILITIES

Academic and Progress Requirement

Students who fail a course, or whose cumulative fall or spring term grade point average falls below C will be placed on academic probation. In this circumstance, the student will receive written correspondence from the Registrar outlining a plan of study designed to improve his or her 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. The student is required to follow this plan of study until he or she is 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:

- Students with a GPA of 1.75 or lower, after completion of their first quarter with less than 24 hours completed, will be on academic probation.
- Students whose cumulative GPA is between 1.76 and 1.80 after the completion of 24 credit hours will be on academic probation.
- Students on academic probation will be required to meet with the registrar before the beginning of the following quarter or withdrawal will result.

Student Code of Conduct

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

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



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**.

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 school may also lead to dismissal from school and/or probation.



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 school.

Expulsion

The following practices are causes for expulsion:

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

Reinstatement Policy

Students who have been terminated for failing to maintain satisfactory academic progress may be reinstated through the appeal process. Upon reinstatement, the student will be placed on probation. At the end of the first module after reinstatement, the following standards must be achieved: a cumulative GPA of 70% and 85% cumulative attendance.

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 85% 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.



9. FINANCIAL POLICIES

Student Budget

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

Table with 4 columns: TUITION TABLE, Beginning ESL, Intermediate ESL, Advanced ESL. Rows include Tuition, Registration Fee, STRF* Non-refundable Charge, Books and Supplies, and total charges for current period, entire program, and upon enrollment.

Table with 4 columns: TUITION TABLE, Health Claims Examiner/Medical Biller, Medical Office Specialist, Business Administrative Technology AS Degree. Rows include Tuition, Registration Fee, STRF* Non-refundable Charge, Books and Supplies, and total charges for current period, entire program, and upon enrollment.

Optional Fees

Table with 2 columns: Fee Name, Amount. Rows include Course Challenge Fee (\$100), Returned Check (\$35), Transcript Fee - Regular (\$10), and Transcript - Rush Request (less than 7 days) (\$25).



10. EXPLANATION OF FEES

Tuition and Fees

The **Enrollment Agreement** obligates the student and the school for the entire program of instruction. The student's financial obligations will be calculated in accordance with the school's refund policy in the contract and this school catalog. Registration, tuition and book/supply costs for each program are listed below. The Aberdeen Catalog is available at no charge and will be provided to each enrollee prior to enrollment. The College will work with each student to determine the best financial arrangement to meet their obligation for tuition. The college provides a voluntary prepayment plan to students and their families to help reduce the costs upon entry into training. Details are available through the financial representative.

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

Payment Methods

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

Tuition

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

Registration Fee

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

Student Tuition Recovery Fund (STRF)

California Private Postsecondary Education Act of 2009 requires institutions to collect a fee from every new student to be remitted into the California Student Tuition Recovery Fund (STRF). The Fund is administered by the State of California's Bureau for Private Postsecondary Education. For more information and the requirements for filing a claim, see section 25 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 37 for more details.

11. 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 school 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 Post Secondary and Vocational Education. Read the section on grievance procedures carefully.

12. 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.).



13. 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, work place etiquette, time management skills, and successfully navigating the work place.

14. STUDENT TUITION RECOVERY FUND DISCLOSURES

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

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

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

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

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

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

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

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

Questions regarding the STRF may be directed to:

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



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

“The transferability of credits you earn at Aberdeen College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in our Health Claims Examiner/Medical Biller, Medical Office Specialist, English as a Second Language, or Business Administrative Technology, is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Aberdeen College to determine if your credits, degree, diploma or certificate will transfer.”

16. 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, handicapped access and health. Both campuses are located within easy reach of public transportation.

Aberdeen College **main campus** is at 3807 Wilshire Boulevard, Los Angeles, California, 90010. The 2,195 square feet of Aberdeen’s Main Campus Facilities include an administrative office and file room, three general purpose classrooms, a student lounge, library, and a learning resource laboratory furnished with modern equipment representative of the industry.

The **branch campus** is located at 1636 Wilshire Blvd. #402, Los Angeles, CA 90017. The 2,800 square feet of at Aberdeen’s Branch Campus facility includes an administrative office, three general purpose classrooms, a student lounge area, and a library with computers with internet access.

Parking

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

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.



17. LIBRARY FACILITIES

The nearest Public Library is located at 694 S. Oxford Street. The hours are currently Monday and Wednesday from 10AM to 5:30PM and Tuesday and Thursday from 12:30PM to 8PM. 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 libraries.

The main Aberdeen College library is located on the twelfth floor at the main campus address, and the branch library is located at the branch address. Library hours are during weekdays are the same at both locations: 9AM to 5PM. Times are posted outside of the Library entrance. Libraries are also available on weekends by appointment.

Both Aberdeen College libraries have computer stations with internet access, spacious study tables and contain 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 school 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.



18. STUDENT SERVICES AND POLICIES

Student Orientation

During orientation, a school 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 school can be improved. Suggestions should be directed to the school'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 school can be improved. Suggestions should be directed to the school's President.

Current Student Information

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

Telephone

Emergency calls will be transmitted to the student as received.

Student Activities and Programs

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

Study Groups

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

Plagiarism

Students are cautioned that all College instructors require that each student 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 school 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 school at any time, with appropriate notice to the school. Special arrangements will be made for groups. Anyone, who disrupts the smooth operation of the school, may be asked to leave the premises immediately. Students are not allowed to bring children into the classrooms/laboratories without approval from the administration.

19. HOUSING INFORMATION

While Aberdeen College does not maintain dormitory facilities and has no responsibility to find or assist a student in finding housing, information on housing is available in the Admissions office. Costs vary for students as some live alone and others share housing with friends or relatives. Living modestly, one should expect to pay between \$1,500 and \$2,400 for living expenses including rent.

20. ENGLISH PROFICIENCY

Students are required to speak English, when an instructional setting necessitates the use of English for educational or communication purposes. All classes at Aberdeen College are taught in English.

21. EXPERIENTIAL CREDIT

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

22. FINANCIAL AID

At the present time, Aberdeen College is unable to offer federal financial aid to students.



23. 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 school 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 to maintain satisfactory academic progress, students must:

- The minimum cumulative grade point average attempted at Aberdeen College is 3.0 for the graduate 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 70%. 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 take a re-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

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.

Grade	Points
A	4.0
B	3.5
C	3.0
D	2.5
F	0.0
I	Incomplete*
WP	Withdraw Passing
WF	Withdraw Failing

* 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. 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 school's Chief Academic Officer.

Audit to Credit

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

Academic Achievement Recognition

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

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

24. DISTANCE EDUCATION

Aberdeen College does not currently offer Distance Education classes.



25. 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.

Definition of Grievance

A grievance is a complaint arising out of any alleged, unauthorized, or unjustified act or decision by a student, faculty member, administrator, or staff person, which in any way adversely affects the status, rights or privileges of a member of the student body.

The burden of proof shall rest with the complainant. If a student has a grievance, and wishes it to be recognized as such, a written complaint must be submitted to Aberdeen College's petition form, or in letter format. The written grievance must clearly state the student's name, the nature of the complaint, the name(s) of all parties directly involved in the complaint, and any appropriate documentary evidence.

Steps toward Resolution

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

Procedures for Official Hearings

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

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

Recourse after Grievance Hearing

If students have exhausted these procedures, and the problems have not been resolved, they have the right to contact the Bureau for Private Postsecondary Education. In contacting the Bureau with a grievance, students are encouraged to follow the following guidelines:

1. Contact the Bureau for Private Postsecondary Education offices by mail. A written follow-up letter must 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 must be signed

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



26. STUDENT RECORDS AND TRANSCRIPTS

Student Records

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

Transcripts

The school retains academic transcripts indefinitely.

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

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

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



Family Educational Rights and Privacy Act of 1974, as amended

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

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



27. PROGRAM DESCRIPTION DETAILS

Medical Office Specialist (Certificate Program)

OBJECTIVE

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

PROGRAM INFORMATION

Length	Approximately 4 quarters
Total Credit Hours:	480
Education Requirements:	High School Diploma or GED
Entrance Examination:	Successful Passage of College level Examination Program (CLEP)

OPPORTUNITIES

Students who successfully complete this Medical Office Management program can expect to obtain employment in health care institutions, clinics, both large or small, medical offices or health maintenance organizations. Job titles for the medical clerical worker include medical administrative assistant or manager, front office medical clerk, medical secretary, medical records clerk, medical receptionist, medical insurance/billing clerk.

ENTRANCE REQUIREMENTS

Students must obtain a passing score 18 on the school’s Wonderlic Entrance Exam and be interviewed by the admissions department.

EQUIPMENT

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

Course Number	Course Title	Quarter Credit Hours
CP500	Operating Systems	40
OS501	Keyboarding & Typing	40
OS510	MS Office I	40
OS520	MS Office II	40
MS500	Medical Terminology, Anatomy and Physiology I	40
MS501	Medical Terminology, Anatomy and Physiology II	40
MB533	Medical Billing	40
MA510	Medical Assistant I	40
MA521	Medical Assistant II	40
EP	Employment Preparation	40
EP501	Medical Assistant Internship	80
EX500		
Total:		480



English as a Second Language (Diploma Program)

English as a Second Language - Advanced	One Year
English as a Second Language - Intermediate	One Year
English as a Second Language - Basic	One Year

Intensive ESL Program Objective

The Philosophy of Aberdeen’s ESL Program is that English is best learned when speaking and writing 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 them 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.

PROGRAM INFORMATION

Length	Approximately 4 quarters
Total Credit Hours:	800
Education Requirements:	High School Diploma or GED
Entrance Examination:	Successful Passage of College level Examination Program (CLEP)

Sequence and Frequency of Lessons or Class Sessions

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

Beginning, Intermediate, Advanced Level ESL program lengths are 40 weeks or 800 total hours.

All potential students must take a level placement test to determine the proper level to start class. The placement test is based on the Aberdeen Series.

SYLLABUS AND APPROACH

Aberdeen 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

Instructional Mode or Method

The classroom activities include intensive discussions of English vocabulary, grammar, varied exercises, and the taking of sample tests in a standard classroom setting: Lecture, Demonstration, Internet, Question and Answer and Practice.

General Teaching Guidelines

1. Review the previous days' material during or immediately following the warm-up.
2. Outline on the board what is going to be accomplished that day.
3. Prepare the appropriate number of practice exercises and production activities for the target.
4. Focus on accuracy during the practice exercises and fluency during the production activities.
5. Assign homework to reinforce the target.
6. Summarize what was accomplished in class.

**Topics Covered / Skills to be Learned**

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. Aberdeen's students ability to listen to spoken English, read or write a composition are enhanced through drills, classroom discussions, and exercises. The measurement of the student's English progress is made each week by means of timed practice tests.

Grammar

Aberdeen course syllabus reviews and expands on the basic grammar structures by viewing meaning, form, and use as the three interacting dimensions of language. First, students notice the new grammar in context in the Conversations or Perspectives. Second, they learn and practice using the grammar forms in a controlled way. Third, students soon move on to freer tasks that lead toward fluency. Throughout the course, Aberdeen students acquire new communicative competence by using grammar as a means to an end: such as how to introduce themselves, or agree and disagree.

Vocabulary

Vocabulary development plays a key role in English mastery. Productive vocabulary is vocabulary that students are encouraged to use. Receptive vocabulary is introduced primarily in Readings, and Listening. In Writing and speaking exercises, students typically categorize new vocabulary reflecting how the mind organizes new words. Then they internalize the new vocabulary by using it in a personalized way.

Speaking

Speaking skills are central focus of Aberdeen's ESL program. We emphasize natural, conversational language. Discussion, Role Play, and Speaking exercises, as well as activities, provide speaking opportunities that systematically build oral fluency. In addition, conversations illustrate different speaking strategies, such as how to open and close conversations, ask follow-up questions, take turns, and use filler words. Other exercises offer fun, personalized speaking practice and opportunities to share opinions.

Pronunciation

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

Listening

The listening syllabus emphasizes task-based listening activities and incorporates both top-down processing skills and bottom-up processing skills. 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 provide follow-up listening tasks. Additional listening practice is provided for homework assignments.

Reading

Reading exercises require students to 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 share and discuss their opinions.

Writing

Writing exercises require students to write on a variety of real-world subjects that review the themes, vocabulary, and grammar in each unit. Students typically look at writing models before they begin writing; they use their experiences and ideas in their writing, and then share what they wrote with their classmates.



Health Claims Examiner/Medical Biller (Diploma Program)

Objective

The Health Claims Examiner/Medical Biller (HCE/MB) program is designed to provide students with the knowledge and skills necessary to work successfully as an Entry-level Claims Examiner or Medical Biller in a Medical Office, Clinic, HMO, other Health Care Setting, Insurance Company, or Independent Billing Company.

PROGRAM INFORMATION

Length	Approximately 4 quarters
Total Credit Hours:	800
Education Requirements:	High School Diploma or GED
Entrance Examination:	Successful Passage of College level Examination Program (CLEP)

HCE/MB students develop their knowledge and skills through a variety of media. A majority of time is spent becoming proficient in completing and processing various health claim forms utilized in the insurance industry.

Students become familiar with and use industry-related reference materials such as: the Physicians' Current Procedural Terminology (CPT), International Classification of Diseases (ICD.9.CM) and HCFA Common Procedure Coding Systems (HCPCS). Students gain practical experience by processing insurance claims including verification of coverage and contract interpretation. Students are introduced to the computer and have the opportunity to manipulate industry-related software and familiarize themselves with today's computerized work environment.

The training program is divided into eight learning units called modules. Students must complete all eight modules and can start with any one module, then continue their rotation until all eight modules have been completed. Each module stands alone and is not dependent upon previous training. Upon successful completion of all eight modules, students participate in a 160-hour externship. Completion of the program is acknowledged by the awarding of a diploma.

Opportunities

Upon completion of the program, students will be prepared as entry-level health claims examiners or medical billers. Health Claims Examiner/Medical Biller graduates may also secure a job in other areas within this field, such as Claims Processor, Dental Biller, or Insurance Biller.

Entrance Requirements

Students must obtain a passing score of 18 on the school's Wonderlic Entrance Exam and be interviewed by the admissions department.

Equipment

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



Module Number	Module Title	Clock Hours
Module 1	Introduction to Insurance	80
Module 2	Terminology and Anatomy	80
Module 3	Medical Billing Theory	80
Module 4	Medical Billing Practical	80
Module 5	Health Claims Examining Theory	80
Module 6	Health Claims Examining Practical	80
Module 7	Health Claims Examining Clinical	80
Module 8	Dental Claims Examining	80
	Externship	160
	Health Claims Examiner / Medical Biller Program Total	800

Module Descriptions

Module 1 Introduction to Insurance

This module is designed to introduce the student to the Medical Office and the numerous responsibilities of the Medical Biller. Lectures will include terminology appropriate for medical billing, managed care, legal and ethical issues such as fraudulent claims and the Right to Privacy Act, general office procedures including mail, supplies, and the use of office equipment, customer service/corresponding techniques, data entry, key boarding skills and basic computer knowledge. Also included is continued discussion on job search preparation, interviewing techniques, and writing of resumes.

Module 2 Terminology and Anatomy

This module is designed to introduce the student to basic human anatomy with an emphasis on medical terminology utilized in medical billing; also included are word roots, combining forms, prefixes, suffixes and pronunciation. Patient case studies are used to reinforce the use of correct terminology. Students will continue to develop customer service, keyboarding, data entry, and job preparation skills.

Module 3 Medical Billing Theory

This module focuses on the use of medical reference books, including ICD-9-CM, CPT and HCPCS. Students become familiar with the use of the Physician's Desk Reference (PDR) and the medical dictionary in relationship to medical billing. A variety of commonly used forms are introduced. Students also discuss managed care, cost containment programs, Medicare, Medicaid/Medi-Cal, Worker's Compensation, and fraud guidelines. Students will continue to develop customer service, keyboarding, data entry, and job preparation skills.

Module 4 Medical Billing Practical

Students must complete Module 3 or have Program Directors approval prior to entering Module 4. Lecture will be a continuation of Medical Billing Theory. Students will continue to complete the medical billing forms located in the Computerized Medical Biller Workbook. The four most common used types of medical reports will also be introduced (triage reports, operative reports, diagnostic reports and medical history reports)/.

There will also be a brief introduction to contract interpretation. Students will continue to develop customer service, keyboarding, data entry, and job preparation skills.

**Module 5 Health Claims Examining Theory**

This module is designed to introduce the student to the role of the insurance company, its effect on US economy, and the function of each department within the insurance company. Discussion will also include the general context of a contract, eligibility requirements for medical coverage, the three most common coverage types, third party liability, pre-existing condition limitations, and cost containment plans relating to hospital services. Emphasis is placed on completing the standard form utilized for facility billing (UB-92) and claim preparation for reimbursement. Students will continue to develop customer service, keyboarding, data entry, and job preparation skills.

Module 6 Health Claims Examining Practical

Students must complete Module 5/Health Claims Examining Theory or have Program Director's approval prior to entering Module 6. This module is a continuation of the hands-on claims process. The student will learn to calculate Usual, Customary, and Reasonable (UCR) fees for professional services rendered by physicians for inpatient or outpatient care. They will also be introduced to the guidelines relating to office surgery, inpatient and multiple surgeries, assistant surgeon's charges, and the rules relating to calculating anesthesia benefits.

Students will continue to develop customer service, keyboarding, data entry, and job preparation skills.

Module 7 Health Claims Examining Clinical

Students must complete Module 5 and 6 or have Program Director's approval prior to entering Module 7. Students receive hands-on training through simulated work activities calculating Coordination of Benefits (COB) for a variety of insurance plans. Students learn to adjudicate claims involving Medicare Part A and Part B. Lectures will also include contract provisions for ambulance expenses and durable medical equipment. Podiatric surgery guidelines and adjustments are also addressed. Students will continue to develop customer service, keyboarding, data entry, and job preparation skills.

Module 8 Dental Claims Examining

In this module, the student will be introduced to basic anatomy of the oral cavity, tooth structure, and the supporting anatomical structures. Spelling, pronunciation and definitions of dental terms are discussed including abnormalities, preventative, and restorative procedures. Students complete standard dental forms and match the description of services with the appropriate ADA codes. Evaluation of information from case histories for completion of dental insurance forms for claims processing is discussed. Students will continue to develop customer service, keyboarding, data entry, and job preparation skills.

Externship

Upon successful completion of all classroom training, Health Claims Examiner/Medical Biller students participate in a 160-hour externship. The externship enables students to have the opportunity to demonstrate and reinforce the knowledge and skills presented and practiced throughout the training program. Externs work under the direct supervision of qualified personnel at the externship site and under general supervision of college staff. Externs are evaluated by supervisory personnel and the evaluations are placed in the student's permanent record. Students must complete their externship training to fulfill graduation requirements.



Business Administrative Technology, Associate of Applied Science

Objective

The Associate Degree program is designed to prepare graduates for employment in a variety of positions in today's technology-driven workplaces. In addition to accounting fundamentals, electronic communications, internet research, and electronic file management, the Business Administrative Technology develops effective communication skills. It introduces, develops, and reinforces academics with an emphasis in the use of word processing, spreadsheet, presentation, and database applications software.

Students are provided with opportunities to retrain and upgrade present knowledge and skills in the area of administrative technology.

PROGRAM INFORMATION

Length	Approximately 8 quarters
Total Units:	96
Education Requirements:	High School Diploma or GED
Entrance Examination:	Successful Passage of College level Examination Program (CLEP)

GENERAL EDUCATION COURSE REOUIREMENTS (CORE)

Area I - Humanities/ Fine Arts

- ENG 1101 Composition & Rhetoric
- ENG 1102 Literature and Composition
- SPC 1101 Fundamentals of Speech

Area II- Social/Behavioral Sciences

- PSY 1101 Introduction to Psychology

Area III-Natural Sciences/Mathematics

- MAT 1111 College Algebra

OCCUPATIONAL COURSE REOUIREMENTS

- SCT 100 Introduction to Microcomputers
- BUS 1130 Document Processing
- BUS 1150 Database Applications
- BUS 1240 Office Procedures
- BUS 1140 Word Processing
- BUS 2210 Applied Office Procedures
- BUS 1120 Business Document Proofreading and Editing
- BUS 1170 Electronic Communications Applications
- BUS 1160 Desktop Publishing
- BUS 2110 Advanced Word Processing
- BUS 2120 Spreadsheet Applications
- BUS 2150 Presentation Applications
- ACC 1101 Principles of Accounting I
- ACC 1102 Principles of Accounting II

**ENG 1101 Composition and Rhetoric**

Exploring the analysis of literature and articles about issues in the humanities and in society, students practice various modes of writing, ranging from exposition to argumentation and persuasion. The course includes a review of standard grammatical and stylistic usage in proofreading and editing. An introduction to library resources lays the foundation for research. Topics include: writing analysis and practice; revision; and research. Students write a research paper using library resources and using a formatting and documentation style appropriate to the purpose and audience.

ENG 1102 Literature and Composition

Emphasizing the student's ability to read literature analytically and meaningfully and to communicate clearly students analyze the form and content of literature in historical and philosophical contexts. Topics include: reading and analysis of fiction, poetry, and drama; research; and writing about literature.

SPC 1101 Public Speaking

Introduces the fundamentals of oral communication through topics including: selection and organization of materials; preparation and delivery of individual and group presentations; analysis of ideas presented by others; and professionalism.

PSY 1101 Introduction to Psychology

This course emphasizes the basics of psychology. Topics include: science of psychology; social environments; life stages• physiology and behavior; personality; emotions and motives; conflicts, stress, and anxiety; abnormal behavior; and perception, learning, and intelligence.

MAT 1111 College Algebra

This course emphasizes techniques of problem solving using algebraic concepts. Topics include fundamental concepts of algebra; equations and inequalities; functions and graphs; systems of equations; optional topics including sequences, series, and probability; and analytic geometry.

SCT 100 Introductions to Microcomputers

Introducing the fundamental concepts and operations necessary to use Microcomputers, emphasis is placed on basic functions and familiarity with computer use. Topics include computer terminology, Introduction to the Windows environment, introduction to networking, introduction to word processing, introduction to spreadsheets, and introduction to databases.

BUS 1120 Business Document Proofreading and Editing

Emphasizing proper proofreading and editing as applied to business documents, topics include: applying proofreading techniques and proofreader's marks with business documents; proper content, clarity, and conciseness in business documents; and business document formatting.

BUS 1130 Document Processing

Emphasizes use of database management software packages to access, manipulate, and create file data. Topics include: database concepts structuring databases, entering data, organizing data, and managing databases.

BUS 1140 Word Processing

Emphasizes an intensive use of word processing software to create and revise business documents. Topics include: creating, organizing, and formatting content; collaborating on documents; formatting and managing documents.

BUS 1150 Database Fundamentals



Emphasizes use of database management software packages to access, manipulate, and create file data. Topics include data entry, data access, data manipulation, database creation, and file documentation.

BUS 1240 Office Procedures

Emphasizes essential skills required for the business office. Topics include: office protocol, time management, telecommunications and telephone techniques, office equipment, workplace mail, records management, travel/meeting arrangements, electronic mail and workplace documents.

BUS 2210 Applied Office Procedures

This course serves as a capstone course and focuses on applying knowledge and skills learned in all prior COURSES taken in the program. Topics include: communications skills, telecommunications skills, records management skills, office equipment /supplies, and integrated programs/applications.

BUS 1170 Electronic Communication Applications

Providing an overview of, electronic communications as used in an office setting, topics include: e-mail fundamentals and management, using the Internet, system user security, and wireless/mobile computing and emerging technologies.

BUS 1160 Desktop Publishing

Emphasizing intensive use of desktop publishing (DTP) software to create publications such as letterheads, resumes, fliers, posters, brochures, reports, newsletters, and business cards, topics include: DTP concepts, operation of DTP software, publication page layout basic graphic design, and practical applications.

BUS 2110 Advanced Word Processing

Course provides instruction in advanced word processing. Topics include: advanced features of formatting and organizing content, advanced features of collaborating on documents and customizing word processing software.

BUS 2120 Spreadsheet Fundamentals

Instructs students how to use electronic spreadsheet software in business applications. Students become proficient in creating and modifying spreadsheets in a business environment and in printing files that meet business standards. Topics include: spreadsheet concepts, data entry and modification, analyzing data, charts and graphs, formatting data and content and managing workbooks.

BUS 2150 Presentation Applications

This course provides a study of creating, modifying and delivering presentations. Topics include: creating a presentation, formatting content, collaborating with others, managing a presentation, creating output and delivering a presentation.



ACC 1101 Principles of Accounting I

Introduces the basic concepts of the complete accounting cycle and provides the student with the necessary skills to maintain a set of books for a sole proprietorship. Topics include accounting vocabulary and concepts, the accounting cycle and accounting for a personal service business, the accounting cycle and accounting for a merchandising enterprise, and cash control. Laboratory work demonstrates theory presented in class.

ACC 1102 Principles of Accounting II

Applies the basic principles of accounting to specific account classifications and subsidiary record accounting to topics include receivables, inventory, plant assets, payroll, payables, partnerships and sales tax returns. Laboratory work demonstrates theory presented in class.



ESL Course Text Books

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

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

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



Health Claims Examiner/Medical Biller Course Text Books

Name of Book	Author	Publisher	ISBN	Cost
Guide to Health Claims Examining 2 nd Edition	Prentice Hall Pearson	ICDC Publishing Inc	978-0-132-19389-4	\$53.96
Medical Terminology: An Anatomy and Physiology systems Approach, 2 nd Edition	Fremgen, Bonnie F. Frucht, Suzanne S	Prentice Hall Pearson	978-0-130-31182-5	\$66.88
Medical Billing and coding demystified, 1 st Edition	Burgos, Marilyn	Mcgraw-Hill Professional	978-0-071-47220-3	\$20.85
Medical Billing101, 1 st Edition	Michelle M, Rimmer	Thomson Delmar Learning-Cengage	978-1-418-03975-2	\$67.40
Practice of Health Claims Examining, The	Prentice Hall Pearson	ICDC Publishing Inc	978-0-813-81424-7	\$40.84
Clinical Skills for Healthcare Assistants	Paula Ingram: Irene Lavery	Wiley	978-0-470-51071-1	\$35.14
Applied Dental Materials, 9 th Edition	John F. McCabe (Newcastle Unive)	Wiley-Blackwell	978-1-405-13961-8	\$80.74

Medical Office Specialist

Name of Book	Author	Publisher	ISBN	Cost
Administrative procedures for medical assisting with student CD	Booth	Career Education Mcgraw	978-0-073-26127-0	\$103.74
Clinical procedures for medical assistants-Text and virtual medical office package 7 th Edition	Saunders-Elsevier	Bonewi-West	978-1-416-05514-3	\$107.35
Illustrated Guide to Medical Terminology 1 st Edition	Juanita Davies	Thomson Delmar Learning Cengage	978-1-401-87919-8	\$54.10
Anatomy and Physiology Revealed Version 2.0 CD	Ohio 2008	Mcgraw-Hill	978-0-073-37807-7	\$42.75
Cas Studies for the medical office 4 th Edition	Sanderson, Susan M	Mcgraw-Hill	978-0-173-25480-7	\$61.28
Computers in the Medical office with student CD-Rom	Sanderson 2005	Career Education	978-0-072-97411-9	\$77.90

**Business Administrative Technology Associate of Applied Science Texts**

Name of Book	Author	Publisher	ISBN	Cost
Student's Book of College English	Skwire, David Wiener, Harveys	Longman Pearson	978-0-321-440150	\$89.68
A Companion to English Renaissance Literature and culture	Michael Hattaway	Wiley Blackwell	978-1-405-106269	\$50.30
Public Speaking in American English	Grass Hemmert, Nancy	Allyn and Bacon-Pearson	978-0-205-430994	\$79.99
An introduction to Applied Cognitive Psychology, 1 st Ed	Esgate, Anthony	Psychology Press-Taylor and Francis	978-1-841-693187	\$37.95
Fundamentals of Database Management Systems	Mark L Gillenson	Wiley	978-0-471-262978	\$126.30
Performing with computer application	Iris Blanc	Course Technology-Cengage	978-0-619-055967	\$93.05
Administrative Procedures in the electronic office 1 st ed	Sander, Rosanne Bryce	Prentice Hall Pearson	978-0-130-194725	\$87.59
The practical Guide to project management documentation	John Rakos	Wiley	978-0-471-693093	\$80.75
Advanced Electronic Communication System	Tomasi Wayne	Prentice Hall-Pearson	978-0-130-453501	\$130.91
Desktop Publishing Activities 1 st ed	Iris blanc	Course Technology Cengage	978-0-538-677905	\$49.35
Business Applications with Microsoft word Advanced document processing 15 th ed	Susie Vanhuss connie Forde Donna Woo	South-Western Educational Published Cengage	978-0-538-725491	\$83.55
Real Options Analysis Course: Business Cases and software applications	Jonathan Mun	Wiley	978-0-471-430018	\$284.05
A Guide to the Microsoft window presentation foundation	Charles Petzold	Microsoft Press	978-0-735-619579	\$50.99
Accounting Principals	Jerry J weygandt (University of Wisconsin)	Wiley	978-0-470-317549	\$196.60
Intermediate Accounting: Principles and Analysis 2 nd ed	Terry D Wardfield	Wiley	978-0-471-737933	\$188.05



ESL Equipment List				
Name	Used	Rented	Leased	Owned
White Board				YES
Tape Recorder				YES
Television				YES
Projector				YES

Health Claims Examiner/Medical Biller Equipment List				
Name	Used	Rented	Leased	Owned
Billing Procedural Coding References				YES
Medical Office Software				YES
Word Processing Software				YES
Medical Claims Software				YES
Anatomical Charts				YES
Anatomical Models				YES
Anatomical Software				YES
Personal Computers				YES

Medical Office Specialist List				
Name	Used	Rented	Leased	Owned
MS WORD Software				YES
Computer				YES
Mouse				YES
Key Board				YES
White Board				YES
Television				YES
Projector				YES
Medical Software				YES
Monitor				YES

Business Administrative Technology Equipment List				
Name	Used	Rented	Leased	Owned
Computer				YES
Printer				YES
White Board				YES
Printer				YES
Mouse				YES
Monitor				YES
Key Board				YES
Television				YES



28. CALENDAR

Winter Quarter 2011-2012	
Student registration and orientation	Nov 21-Nov 23
Beginning of Quarter and first day of classes	Nov 28
Last day to add classes or register late	Dec 2
Last day to drop classes	Dec 9
Last day to withdraw classes with a passing grade "WP"	Dec 16
Winter Vacation	Dec 19-Jan 2
Martin Luther King Day - Academic Holiday	Jan 16
Last day of classes	Feb 24
Presidents' Day	Feb 20
Final examinations	Feb 21-Feb 24
End of quarter	Feb 24

Spring Quarter 2012	
Student registration and orientation	Feb 27-Mar 2
Beginning of quarter and first day of classes	Mar 5
Last day to add class or register late	Mar 9
Last day to drop classes	Mar 16
Last day to withdraw classes with a passing grade "WP"	Mar 23
Easter Vacation	Mar 26- Apr 6
Last day of classes	May 25
Final examinations	May 21-May 25
End of quarter	May 25

Summer Quarter 2012	
Student registration and orientation	May 29 - Jun 1
Beginning of quarter and first day of classes	Jun 4
Last day to add class or register late	Jun 8
Last day to drop classes	Jun 15
Last day to withdraw classes with a passing grade "WP"	Jul 22
Independence Day - Academic Holiday	Jul 4
Last day of classes	Aug 10
Final examinations	Aug 6-Aug 10
End of quarter	Aug 10



Fall Quarter 2012	
Student registration and orientation	Sep 4 - Sep 16
Beginning of quarter and first day of classes	Sep 10
Last day to add class or register late	Sep 14
Last day to drop classes	Sep 21
Last day to withdraw classes with a passing grade "WP"	Sep 28
Columbus Day	Oct 8
Veteran's Day	Nov 12
Last day of classes	Nov 16
Final Examinations Begin	Nov 13 - Nov 16
End of quarter	Nov 16

Winter Quarter 2013	
Student registration and orientation	Nov 26-Nov 30
Beginning of Quarter and first day of classes	Dec 3
Last day to add classes or register late	Dec 7
Last day to drop classes	Dec 14
Last day to withdraw classes with a passing grade "WP"	Dec 21
Winter Vacation	Dec 24-Jan 4
Martin Luther King Day - Academic Holiday	Jan 21
Last day of classes	Feb 22
Presidents' Day	Feb 18
Final examinations	Feb 19-Feb 22
End of quarter	Feb 22

Spring Quarter 2013	
Student registration and orientation	Feb 25-Mar 1
Beginning of quarter and first day of classes	Mar 4
Last day to add class or register late	Mar 8
Last day to drop classes	Mar 15
Last day to withdraw classes with a passing grade "WP"	Mar 22
Easter Vacation	Mar 25-Apr 5
Last day of classes	May 24
Final examinations	May 20-May 24
End of quarter	May 24



Summer Quarter 2013	
Student registration and orientation	May 28-May 31
Beginning of quarter and first day of classes	Jun 3
Last day to add class or register late	Jun 7
Last day to drop classes	Jun 14
Last day to withdraw classes with a passing grade "WP"	Jun 21
Independence Day - Academic Holiday	Jul 4
Last day of classes	Aug 9
Final examinations	Aug 5- Aug 9
End of quarter	Aug 9

Fall Quarter 2013	
Student registration and orientation	Sep 3 - Sep 6
Beginning of quarter and first day of classes	Sep 9
Last day to add class or register late	Sep 13
Last day to drop classes	Sep 20
Last day to withdraw classes with a passing grade "WP"	Sep 27
Columbus Day	Oct 14
Veteran's Day	Nov 11
Last day of classes	Nov 15
Final Examinations Begin	Nov 12 - Nov 15
End of quarter	Nov 15

Winter Quarter 2013-2014	
Student registration and orientation	Nov 25-Nov 29
Beginning of Quarter and first day of classes	Dec 2
Last day to add classes or register late	Dec 6
Last day to drop classes	Dec 13
Last day to withdraw classes with a passing grade "WP"	Dec 20
Winter Vacation	Dec 23-Jan 3
Martin Luther King Day - Academic Holiday	Jan 20
Last day of classes	Feb 21
Presidents' Day	Feb 17
Final examinations	Feb 18-Feb 21
End of quarter	Feb 21