



**Asher College
Sacramento Campus**

**Program Catalog & Student Handbook
January 1, 2012 – December 31, 2012**



**Accredited by the Accrediting Council for
Continuing Education and Training**

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



APPROVAL DISCLOSURE STATEMENT

MDDV, Inc. dba Asher College, Sacramento, is located at 1215 Howe Avenue, Suite 101, Sacramento, California CA 95825. Branch locations were added in 2010, Asher College, San Jose, 3031 Tisch Way Ste 1PW, San Jose, CA 95128-2530 and Asher College, Las Vegas, 255 E Warm Springs Road Suite 110, Las Vegas, NV, 89119-4275.

Asher College is a private institution. **Asher College, Sacramento, has received authorization pursuant to AB 48 (Private Postsecondary Education Act of 2009), to offer to the public and to provide postsecondary educational programs until December 15, 2013. This approval to operate means compliance with state standards as set forth in the Ed. Code.** The Act is administered by the Bureau for Private Postsecondary Education. The Bureau can be reached at: 2535 Capitol Oaks Drive, Ste 400, Sacramento, CA 95833. Phone 888.370.7589, Fax 916.263.1897.

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

The following programs are ACCET approved. Please note the number of weeks to complete each program is calculated with 24hrs a week (full time) of attendance. Asher College also has available ¾ times (18 hrs) and part time (12hrs):

COURSES	PROGRAM HOURS	WEEKS TO COMPLETE CALCULATED BY HOURS OF ATTENDANCE			
		24	18	12	QCH
PC Technician	306	13	17	26	21.75
IT Network Engineer	1002	42	56	83	65.55
Network and Database Administrator	906	37	50	75	63.15
IT Server Administrator (with Linux+)	933	38	52	78	63.25
Computer and Network Technician	941	39	52	78	65.3
Computer Specialist and Network Technician (with Linux+)	980	41	54	82	69.55
Medical Billing & Coding	936	39	52	78	67.11
Medical Administrative & Billing Specialist	626	26	35	52	43.88
Office Administrator	776	32	43	64	52.18
Pharmacy Technician	926	38	51	77	63.2

All courses are taught at 1215 Howe Avenue, Suite 101, Sacramento, CA 95825-2401. Instruction is in residence for all programs. The maximum class size depends on the classes and the course. In general, lab classes are a maximum of 12:1, and lecture classes are a maximum of 26:1. Students who successfully complete a course of study are awarded an appropriate certificate verifying that fact.

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



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

Program Catalog & Student Handbook

For All Classes Starting January 1, 2012 and Ending Prior to December 31, 2012

HISTORY/OWNERSHIP

MDDV, Inc. dba Asher College a California Corporation, was founded in 1998 and has been providing quality education since January 2, 1999, first as Asher College of Sacramento and then Asher College. The President is David Vice and the Vice President is Mike Dourgarian. Asher College originally provided instruction for computer careers to include networking and database management. In 2004, the institution expanded its program offerings to include allied health courses; the decision to add programs was predicated on meeting the growing labor market demands in the Sacramento area.

ADVISORY COMMITTEE

Asher College operates with an Advisory Committee made up of the following individuals:

- Mercedes Gonzales-Wise: Supervisor, Language World, 3555 Marconi Ave, Sacramento, CA. 95821
- Arlene Koch: President, Advanced Medical Software Solutions, 8322 Rambleton Way, Antelope, CA 95843
- Lena Vo: Pharmacy Tech Student, 7707 College Town Dr Apt 25, Sacramento, CA 95826
- Covelle Jude: President, Legacy Solutions, 1098 Melody Lane Ste 101, Roseville, Ca 95678
- Virginia Virgil: Billing Dept, Rapid Care Urgent Care Clinic, 4042 Flying 'C' Rd, Cameron Park, CA 95682

MISSION/OBJECTIVES

The mission of Asher College is to provide quality market driven education meeting the needs of individuals and corporate clients.

The objectives for Asher College are:

- Asher College will provide prompt, individual attention to students
- We will prepare students to apply learning to real-life situations
- Establishing a long-lasting relationship with graduates and alumni
- Obtaining feedback from industry professionals
- We will employ experienced and capable faculty members who are encouraged to bring their unique talents and sensibilities to the classrooms

FACILITIES

Asher College Sacramento has classrooms, a break/fix lab, a networking lab, and two interactive training rooms. The IT classroom seats 46 students and our lab accommodates up to 12 students at one time. The Medical classroom seats 47. Asher College is equipped with up to date computer hardware/software, as well as a library and lab areas where students can perform tasks expected on the job. Our student to instructor ratio is a maximum of 26 students per one instructor.

Academic resources are accessible on campus in the classrooms and online in the intranet. Students may access the classroom resources Monday through Thursday 8am to 9pm, Friday 8am to 6pm, Saturday 9am to 3pm, and the intranet 24 / 7. Resources are available on site.

RATIO OF STUDENTS

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

ADMISSIONS PROCESS

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

Asher College is ADA compliant and does not discriminate against students with special needs. In addition, Asher College does not discriminate on the basis of sex, race, ethnic origin or religion. See page 15 for Equal Opportunity information.

ENGLISH PROFICIENCY

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

ADMISSIONS REQUIREMENTS

A personal, on-campus interview with an admissions specialist is required before enrollment. All applicants must be at least 18 years of age and have graduated from high school or possess a high school equivalency diploma (GED). Asher College has some programs that require specific prerequisites regarding certifications and/or equivalent experience. Please refer to the *Program Description* section for these prerequisites.

ADMISSIONS PROCEDURES FOR STUDENTS WITH SPECIAL NEEDS

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

Completing the process may require assistance with:

- interview
- campus tour
- completion of any subsequent paperwork

Accommodations may include, but are not exclusive to:

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

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

ENTRANCE TEST REQUIREMENTS

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

If an applicant does not pass the entrance examination, the applicant must wait one week to retake the exam to attempt to pass a second time. If the applicant does not pass the second time, they must wait one calendar year before reapplying.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Asher College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Information Technology or Health Service Programs is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Asher College to determine if your certificate will transfer.

TRANSFERABILITY OF CREDIT TO ASHER COLLEGE

Students who believe they are sufficiently competent to receive clock hour credits in a particular subject may request credit for some classes through a challenge examination (without additional charges from Asher College) or an official transcript and a course syllabus from the institution where credit is to be received from. For courses accepted for credit; tuition will be prorated on a percentage of the course(s) accepted. Courses accepted for Transfer of Credit may affect financial aid.

Challenge exams must be completed prior to enrollment, at no additional charge, or by the first Friday after the student's first day of classes. Challenge examinations may contain oral, written and/or practical portions. Students failing the examination will not be allowed to take a second examination and will be expected to take the subject as a regularly scheduled class. A student must score 90% or above on the exam in order to receive credit, and the decision of the examining instructor is final. No more than 2 courses from a program's content may be earned through challenging classes.

Normally, it is the school's policy to accept credit hours earned in courses taken at accredited institutions provided that a grade of 2.0 (C) or above was earned. Transfer credit hours that are more than 5 years old generally are not accepted. Asher College reserves the right to accept or reject any or all credit hours earned at other institutions. Students may not transfer credit hours for courses taken at another institution and also receive credit for the same course taken at Asher College. Transfer credits must be directly applicable to courses required in the selected Asher College program. Official transcripts must be on file before transfer credit can be approved.

To apply for a transfer of credit, the student must request that an official transcript of all coursework taken at a non-Asher College institution be sent directly to the Asher College Admissions Specialist. Comprehensive course information is important for a thorough assessment of courses. Therefore, course descriptions and preferably course outlines/syllabi and student learning outcomes must be provided. The Admissions Specialist will notify the student in writing within 5 school days of receiving the above information of what courses can be accepted and which ones cannot.

If a student believes that their credit was not transferred properly, the student is encouraged to discuss the situation informally with the Admissions Specialist. If the inquiry is resolved by the parties, the matter is deemed closed. If the inquiry is not resolved at this level, the student may request an appeal to the IT or Health Services Program Director and then to the Campus Director. All appeals will be reviewed by Senior Management and if they are found to adhere to policy, the appeal will be granted.

TRANSFER OR ARTICULATION AGREEMENTS

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

Financial Information & Financial Assistance

FINANCIAL INFORMATION

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

- Pell Grants
- Federal Guaranteed Student Loans
- Federal Plus Loans
- National Loan Servicing Center

Students who receive loans to pay for their course of instruction are responsible for repaying the full amount of the loan, plus interest, less the amount of any refund. Defaulting on loans could result in damage to credit ratings, loss of eligibility for future student loans and other forms of financial aid, loss of deferment and monthly payment options, withholding of state and federal income tax refunds, initiation of court action, and garnishment of wages.

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

FEDERAL FINANCIAL ASSISTANCE

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

FINANCIAL AID DEPARTMENT

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

APPLICATION FOR FEDERAL FINANCIAL AID

To apply for Federal financial aid, a student must:

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

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

DEFINITION OF CLOCK TO CREDIT HOUR CONVERSION

For Academic Purposes:

Asher College is an ACCET approved institution and uses the following Carnegie clock-to-credit hour conversions for lecture and laboratory:

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

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

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

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

For Purposes of Title IV Federal Financial Aid:

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

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

VETERANS ASSISTANCE OR GI BILL

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

THE DAVID VICE SCHOLARSHIP PROGRAM

This program was established in honor of the Founder and President of Asher College. Students who are considered to have a high likelihood of success and a justified need for tuition assistance will be given the highest consideration. Funding for the David G. Vice Scholarship program is provided through the school's contributions. Awards will vary based on the student's specific situation. Recipients will have the scholarship proceeds disbursed to their tuition account after 80% of the program is completed.

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:

- 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
- 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:

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

The State created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who students were 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, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

- The school closed before the course of instruction was completed.
- 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.
- 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 cost.
- There was a material failure to comply with the Act or these Divisions 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.
- There was an inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

Asher College Policies

ATTENDANCE POLICY

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

Asher College requires 100% completion of the courses for graduation. Asher College encourages 100% attendance, and requires 90% cumulative hours for graduation.

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

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

Students are expected to call or e-mail the school if they are not able to attend the required hours for the week in order to obtain an excused absence. Students are encouraged to make up missed attendance.

At any time during the program a student can be placed on probation for violation of attendance. Attendance violation is defined as, including but are not limited to: unexcused absences, a pattern of low weekly attendance, (i.e. continually missing the required weekly hours) habitually logging in and leaving the campus (for more than ½ hour) without logging out.

If a student is not meeting the minimum requirement of 90% attendance, they can be placed on probation for 30. If a student does not meet the requirements at the end of the probation period the student's program can be terminated.

Attendance is checked on a weekly basis. Students who do not meet the agreed upon attendance minimums, (hours per week), will receive an e-mail reminder. Students who have an excused absence will remain in good standing. Students who have attendance issues as defined above are brought to the attention of the Program Director. The Program Director can counsel the student or institute probation.

TARDY POLICY

Students arriving late will make up the time by staying late or making up the time on another day.

SATISFACTORY ACADEMIC PROGRESS POLICY

Evaluation of student achievement is based on meeting the objectives for each course. Student progress is evaluated four times throughout the program. The evaluation periods are at approximately 2 weeks, 18 quarter credit hour, and 36 quarter credit hour and at the completion of the program. For the programs less than 36 quarter credit hours, the evaluations are approximately 2 weeks, one month, the approximate midpoint and the completion of the last module.

At the instructor's discretion other evaluations may occur as needed. Progress checks will be conducted by an instructor.

Students must complete all courses in the program, achieve a cumulative grade point average of at least 70% (2.0) and have 90% cumulative attendance to pass/complete the program.

For example a CNT student meeting SAP at the 18QCH evaluation will have a minimum of 419 hrs (90% of 465), they will have completed A+ Essential, A+ IT Technician, Network + and Career Success. The cumulative GPA must be over 70%.

A student can fail one course in the program and still maintain a cumulative grade point average of at least 70% and be allowed to continue their program while maintaining Satisfactory Academic Progress. The exception to this policy is any program that consists of only one course. In this case, students must score an average of 70% on unit exams to maintain satisfactory progress. Students who do not pass with 70% will be required to retake the program.

When students are not making Satisfactory Academic Progress a face to face appointment will be scheduled with the appropriate faculty member, instructor or program director.

All students must maintain Satisfactory Academic Progress while meeting the required standards for attendance and conduct.

GRADING POLICY/GRADUATION REQUIREMENTS

Method of Evaluation and Grading

The course grade is determined by averaging the highest score (up to 2 attempts) for each gradable element. Gradable elements include Unit exams, Homework and the Final exam (which is weighted double).

The course grade is calculated by dropping the lowest score of unit and final elements,(or only counting the final exam once if it is the lowest score) and averaging the remaining elements. Homework element is not dropped. An explanation of the process is below. The same grading scale applies to all Health Services and IT programs at Asher College.

Course Grades are determined by three (3) elements:

Unit Exams, Homework and a Final Exam.

Grade elements are weighted: Unit exams = 1 Unit, Homework = 1 unit,
Final Exam = 2 Units

Number Grade to Letter Grade Conversion: 900-1000 = A; 800-899 = B; 700-799 = C;
600-699 = D; Below 600 is a Fail=F.

Weighted Score = Score multiplied by Weight (This does not include the lowest score weight)

Course Grade = Total of the weighted scores (with the lowest unit or final score dropped) divided by the number of unit exams plus the homework grade plus the final exam (i.e., 5 unit exams, 1 homework grade, plus 1 final exam equals 7 total)

Program Grade = Average of all course grades within the program.

Example I:

Exam Type	Weighted Score	Weight	Course Grade
Unit 1	(850)	1	850
Unit 2	910	1	910
Unit 3	950	1	950
Homework	902	1	902
Course Final Exam	923	2	1846
Course Grade	4608	5	922

Note: Unit 1 test score is dropped as it is the lowest score.

$$\text{Weight} = 1+1+1+1+2=6$$

$$\text{Weighted Score} = 910+950+902+1846$$

$$\text{Course Grade} = (910+950+902+1846)/5 = 922 \text{ which is an A for the course}$$

Example II:

Exam Type	Weighted Score	Weight	Course Grade
Unit 1	935	1	935
Unit 2	915	1	915
Unit 3	978	1	978
Homework	810	1	810
Course Final Exam	(0)	2	0
Course Grade	3639	5	728

Note: The final exam score is dropped as it is the lowest score.

Since the final exam was the lowest score it was only counted once.

$$\text{Weight} = 1+1+1+1+1=5$$

$$\text{Weighted Score} = 935+915+978+810+0 = 3639$$

$$\text{Course Grade} = (935+915+978+810+0)/5 = 728 \text{ which is a C for the course.}$$

Example III: Homework

Exam Type	Weighted Score	Weight	Course Grade
Unit 1	935	1	935
Unit 2	915	1	915
Unit 3	978	1	978
Unit 4	(845)	1	845
Unit 5	910	1	910
Homework	900	1	900
Course Final Exam	875	2	1750
Course Grade	6388	7	912

Note: Unit 4 test score is dropped as it is the lowest score.

$$\text{Weight} = 1+1+1+1+1+2=7$$

$$\text{Weighted Score} = 935+915+978+910+900+1750 = 6388$$

$$\text{Course Grade} = (935+915+978+910+900)/7 = 914 \text{ which is an A- for the course.}$$

A student must have a 70% cumulative score on all exams. Students who do not pass an exam with 70% will be required to retake it. If the student fails to achieve a score of 70% after a second attempt, then this score would be dropped and the course grade will be calculated as indicated above. In the event, a student receives less than 70% on a second exam within the same course, then the student may begin the Individualized Education Plan process outlined in the section entitled Unsatisfactory Academic Progress Requirement / Probationary Status. The IEP process can begin at any time with the discretion of the Program Director.

GRADE POINT

The following system of grade points is used to evaluate a student's level of achievement:

A = 4.0 =	100 - 90%	Excellent
B = 3.0 =	89 - 80%	Good
C = 2.0 =	79 - 70%	Average
D = 1.0 =	69 - 60%	Below Average
F = 0 =	Below 59%	Failing

<i>I Incomplete:</i>	An incomplete grade may be given for incomplete class assignments and/or examinations only with permission from the instructor. The <i>I</i> grade will be converted to an F grade if the incomplete is not made up by the date specified by the instructor.
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MAKE-UP WORK

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

UNSATISFACTORY ACADEMIC PROGRESS REQUIREMENT / PROBATIONARY STATUS

ACADEMIC PROBATION:

If a student does not pass a course they may be allowed to move to the next module, at the discretion of the program director. Instructors and students will complete an Individualized Educational Plan (IEP) and meet at scheduled dates for progress checks. Student will be allowed to take each unit exam and final twice.

A student will be placed on academic warning when they cannot meet the above-described GPA for two (2) consecutive courses, for lack of progress and no/low attendance. Warning status is for 30 or 60 days.

A student will be placed on academic probation following academic warning when they do not meet the SAP standards during the 30 or 60 day warning process. This includes the failure to meet the above-described GPA for two (2) consecutive courses, for lack of progress and no/low attendance. Probation is for 30 or 60 days.

Unsatisfactory GPA, progress or attendance for an additional course result will be withdrawal.

ACADEMIC PROBATION REMOVAL:

Removal of academic probation requires that a student maintain satisfactory academic progress for at least one course.

ACADEMIC APPEAL PROCESS:

Students who are placed on a warning, probation and/or termination status for failure to maintain satisfactory academic progress may appeal. A written statement describing the extenuating circumstances must be submitted to the school Director within 5 days of the initiation of warning or probation. The student will be notified in writing of the result of the appeal within 5 days of receipt of appeal. If the student does not prevail in the appeal process the student will be terminated and/or not be readmitted. Students who are terminated may reapply after 6 months.

CLASS CALENDAR

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

Example: If a student begins the PCN program on January 3, 2011, at 18hours per week (52 weeks total), then the end date would be December 30, 2011.

Staff in-service days are the last Friday of each month. Scheduled holidays are as follows:

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

MAXIMUM PROGRAM COMPLETION TIME

Students are expected to complete their program within the maximum program completion time, which should not exceed 1 1/2 times the normal time frame. Asher College defines the normal time frame as the length of time it would take a student to complete the total program according to the Enrollment Agreement. For example, a program that is scheduled for 100 hours in length must be completed in 150 hours. Time spent on an approved leave of absence is not counted against the maximum program completion time.

REINSTATEMENT POLICY

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

The conditions of reentrance are as follows: A written statement describing the extenuating circumstances must be submitted to the School Director within five (5) days of the initiation of probation or termination. The student will be notified in writing of the result of the appeal within five (5) days of receipt of appeal. If the student does not prevail in the appeal process, the student will be terminated and/or not be readmitted. If a student prevails in the appeals process, and is reinstated, the student will be placed on probation. At the end of the first course after reinstatement, the following standards must be achieved: a cumulative GPA of 70% (2.0) and 90% cumulative attendance. If the student does not successfully complete probation by achieving the necessary grade or attendance, they will be terminated without the possibility of a second reinstatement. Students may reapply in six (6) months.

WITHDRAWAL POLICY

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

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

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

READMITTANCE APPEALS PROCESS

Reentrance to the School following withdrawal for any reason will be at the discretion of the School's Director and faculty. A student may petition in writing for reinstatement within six (6) months of dismissal. The Director and faculty will review the student's previous academic records and their current situation in making a decision regarding reinstatement. The student will be notified of the decision in a timely manner.

Students accepted for readmission are entitled to the same rights and privileges and are subject to the same regulations as any student. For readmitted students, grades will remain the same for courses completed in the prior year. Incomplete courses will have to be repeated from the beginning.

Students who do not prevail in the appeal process will not be readmitted. Students may reapply in Six (6) months.

SUMMARY OF TERMINATION / REINSTATEMENT POLICIES

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

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

LEAVE OF ABSENCE

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

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

STUDENT SERVICES

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

Asher College does not assume responsibility for student housing. The institution does not have dormitory facilities under its control, nor offers student housing assistance. According to rentals.com for Sacramento, Ca rental properties start at approximately \$450 per month.

CAREER SERVICES ASSISTANCE

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

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

The Career Services department provides the following services:

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

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

STUDENT GUIDANCE AND ADVISING

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

COMPLAINT/GRIEVANCE PROCEDURES

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

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

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

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

NOTICE TO STUDENTS: ACCET COMPLAINT PROCEDURE

This institution, Asher College is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and the institution to ensure that educational training programs of quality are provided. When problems arise, students should make every attempt through the formal complaint procedure within the institution to find a fair and reasonable solution. **(See Above)**

However, in the event that a student has exercised the channels available within the institution to resolve the problem(s) by way of the institution's formal student complaint procedure, and the problem(s) has (have) not been resolved, the student has the right and is encouraged to take the following steps:

1. Complaints should be in writing and mailed, faxed, or emailed to the ACCET office.
Complaints received by phone will be documented, and the complainant will be requested to submit the complaint in writing.
2. The letter of complaint must contain the following:
 - a. A detailed description of the problem(s);
 - b. The approximate date(s) that the problem(s) occurred;
 - c. The full name(s) and title(s) or position(s) of the individual(s) involved in the problem(s), including both institutional staff and/or other students who were involved;
 - d. Evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET;
 - e. The name and mailing address of the complainant; if the complaint specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved.
3. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g., the student's enrollment agreement, the syllabus or course outline, correspondence between the student and the institution).

4. **SEND TO:** ACCET
CHAIR COMPLAINT REVIEW COMMITTEE
1722 N Street, NW
Washington, DC 20036
Telephone: (202) 955-1113
Fax: (202) 955-1118 or (202) 955-5306
Website: www.accet.org

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

RETENTION OF STUDENTS FILES

Students file are retained on site for 5 year following a student's date of program completion.

ACADEMIC FREEDOM POLICY

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

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

EQUAL OPPORTUNITY IN EDUCATION AND EMPLOYMENT POLICY

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

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

STUDENT'S RIGHT TO CANCEL

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

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 enrollment agreement. You can do this by mail, hand delivery, fax or email. The written Notice of Cancellation, if sent by mail, must be properly addressed with postage prepaid.

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

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

WITHDRAWAL AND REFUNDS

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

The refund will be less a registration or administration fee not to exceed \$200.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

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

- The student notifies the institution of the desire to withdraw or the as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for 14 days.
- The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total tuition charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of 14 days of non-attendance. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

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

REFUND PROCEDURE

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

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

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

IF STUDENT WITHDRAWS (RETURN OF TITLE IV)

Students who receive Title IV aid (Federal Pell, Federal Subsidized and/or Federal Unsubsidized Stafford loans and PLUS loans) and withdraw from school are subject to the Return of Title IV aid regulations. (Federal law now requires that a student must "earn" the aid that they receive.) When a student withdraws from school, the school is required to determine the amount "earned" using the Return of Title IV regulations. This calculation is based on the number of hours the student attended divided by the number of hours for which the aid was disbursed. If the student completes 60% or more of the hours, all the aid has been earned. If a student completes 59% or less of the hours in a given payment period, the earned and unearned portion will be calculated.

- The "unearned" portion of the tuition will be returned to the appropriate Title IV program. The school will then bill the student for the amount of tuition that was returned in excess of the school's refund policy.
- The "unearned" portion of the aid that was disbursed directly to the student will also be calculated. If applicable, the student will owe repayment to the Title IV programs. The student will receive an overpayment letter and will be given 45 days to make the repayment of Title IV funds. The student will be ineligible for further Title IV aid until the funds are repaid or satisfactory payment arrangements have been made with the Department of Education.

Repayment of Pell Grant is also calculated for any student completing 59% or less of the hours in a given payment period.

REFUND DISTRIBUTION POLICY

Any student who has withdrawn or been dismissed is accorded all terms and conditions of the school's refund policy. If a refund is due on a student's account for which Title IV payments have been made, the school will deposit the refund to the student's Title IV account. The refund will not exceed the amount awarded to the student from the account. All students who receive Title IV funds and withdraw with a refund due will have the refund amount refunded according to the following refund distribution policy:

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

DELINQUENT TUITION PAYMENTS

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

PAYMENT METHODS AND TERMS FOR ALL PROGRAMS

Payment methods are:

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

Terms are dependent upon agreement with students and any third party participants.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

Bureau for Private Postsecondary Education

2535 Capitol Oaks Drive, Suite 400

Sacramento, CA 95833

www.bppe.ca.gov

Phone: 888-370-7589 Fax: 916-263-1897

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

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888.370.7589 or by completing a complaint form, which can be obtained on the Bureau's Internet Web site www.bppe.ca.gov.

PRIVACY OF EDUCATION RECORDS (FERPA)

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

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

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

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

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

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

SAFETY

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

1. Students & staff should report all criminal acts or other emergencies occurring on campus to the Front Office, which is located in the lobby. Incidents may be reported by phone at (916) 649-9600 or in person. The Front Office will write an incident report and if necessary, distribute it to the proper agencies, including, but not limited to, local fire and police departments. The management staff, as well as other appropriate administrators, will be informed of the incident as well.
2. Only staff members are authorized to have keys to buildings; no students are to have access to campus facilities without staff supervision.
3. Asher College has the authority to enforce the campus Student Code of Conduct, and, according to the Education Code, is the liaison with local police departments in all cases of criminal actions. Any action which is a violation of the criminal code of the State must be reported to the local police.
4. Campus programs which inform students and employees about being responsible for their own security and the security of others include but are not limited to: All Staff or All school e-mails and posted notices.

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

A copy of the Asher College annual on-campus crime report is available to all students, potential students and staff members upon request. You may request a copy from the office manager Monday –Thursday from 9:00am-6:00pm.

Campus Security Contact Information

Director: Scott King sking@asher.edu
Office: Front Office
Phone: 916-649-9600
Office Hours: 8am - 5pm

Asher College Students' Rules of Conduct

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

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

The Drug and Alcohol Abuse Prevention Program policy applies to all students and to all employees. The unlawful possession, use, or distribution of illicit drugs, controlled substances and alcohol are strictly prohibited at Asher College. Students or employees not complying with this standard will be subject to sanctions. Sanctions may include the immediate termination/probation from employment or in the case of a student, termination/probation from school.

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

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

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

Drug Advising

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

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

COPYRIGHT POLICY

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

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

VIOLATIONS AND PROHIBITIONS:

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

Specifically, users are prohibited from:

- Copying or reproducing any licensed software on Asher College computing equipment, except as expressly permitted by the software license
- Users may not use unauthorized copies of software on Asher College owned computers or on personal computers housed in the school's facilities.
- Copying, downloading, or uploading audio recordings, music, movies, videos, and other kinds of copyright-protected files electronically.
- Posting copyrighted material on an Asher College owned web site.
- Additionally, faculty, staff, administrators and students must:
 1. Fully read, understand, and abide by all terms of software license agreements.
 2. Where applicable, remove any copyrighted material downloaded from the Web after the evaluation period has expired.
 3. Not accept unlicensed software from any third party.
 4. Not install, nor direct others to install, illegal copies of computer software or unlicensed software onto any school-owned or operated computer system.

ENFORCEMENT:

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

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

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

RESPECT STUDENTS & STAFF

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

FEELING SICK?

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

NO ILLICIT MATERIALS

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

CELL PHONES

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

SYSTEM & NETWORK SECURITY

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

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

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

DRESS CODE

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

PERFUME & COLOGNE

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

SMOKING AREAS

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

Asher College Program Descriptions

For classes starting January 1, 2012 and ending prior to December 31, 2012

PC TECHNICIAN

CompTIA A+ is foundational for the certification track. Businesses see the CompTIA A+ certification as mandatory for their technicians.

PC Technician at Asher College is done in two parts. The Essentials class teaches the fundamentals of computer technology, networking and security, as well as the communication skills and professionalism now required of all entry-level IT professionals. The Practical Applications course covers more of a "hands-on" orientation focused on scenarios in which troubleshooting and tools must be applied to resolve problems.

Earning A+ certification ensures that you have the right skills for the job. CompTIA A+ certified technician is appropriate for Technical Support, Hardware Technician, and Support Technician and must also have excellent customer service and communication skills to work with clients.

PC Technician (306 hours) consists of the following courses:

- **220-701** A+ Essentials
- **220-702** A+ IT Practical

Prerequisites:	High School Diploma or GED
Program Clock Hours:	306
Academic Quarter Credit:	21.75
Financial Aid Quarter Credit:	15
Student Status:	Full time = 24 hours/week; ¾ Time = 18 hours/week; Part time = 12 hours/week
Course Length:	Full time = 13 weeks; ¾ time=17 weeks; Part time 26 weeks
Registration Fee:	\$200
Books & Supplies:	\$275
Exam Fee**	\$356
Tuition:	\$3619
STRF*	<u>to be determined, if applicable</u>
Total cost	\$4450

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

**Exam Fees are optional. Price without Exam Fees \$4104. Exam Fees payable to authorized testing centers are included in the above total.

IT NETWORK ENGINEER

***ELIGIBLE FOR OAD PROGRAM**

Microsoft Certified IT Professional (MCITP) Enterprise Administrator is the leading Microsoft Server 2008 certification. The certification validates that you have the comprehensive set of skills necessary to perform a particular role as a Network Engineer.

The IT Network Engineer graduate will be ready to implement medium-to-large enterprises using the latest advances in Windows Server 2008 technologies such as IPv6, Network Access Protection, IPSec, and new performance monitoring and event log tools. This certification sets you apart from other IT professionals.

You will be an expert at administering Windows Server 2008 Active directory, Network Infrastructure and Application Infrastructure roles and its features. You will learn to configure automatic installation procedures, leverage hardware resources, and use great built-in tools.

An IT Network Engineer professional is an appropriate candidate for Network Administrator, Network Analyst, Network Engineer and other Networking positions.

IT Network Engineer (ITNE 1002 hrs) program consists of the following courses:

- **70-680 MCTS** Windows 7, Configuring
- **CS** Career Success
- **70-640 MCTS** Windows Server 2008 Active Directory, Configuring
- **70-642 MCTS** Windows 2008 Network Infrastructure, Configuring
- **70-643 MCTS** Windows Server 2008 Applications Infrastructure, Configuring
- **70-647 PRO** Windows Server 2008 Enterprise Administrator
- **Advanced Career Development**

Choice of 2 electives from the following course:

- **640-822 ICND1** (Cisco Certified Entry Networking Technician)
- **640-816 ICND2** (Interconnecting Cisco networking devices)
- **70-432** Microsoft SQL Server 2008 - Implementation and Maintenance
- **SYO-301** Security +
- **N10-005** Network +

Prerequisites:	Network+ or equivalent experience, High School Diploma or GED
Academic Quarter Credit:	65.55
Financial Aid Quarter Credit:	50
Program Clock Hours:	1002
Student Status:	Full time = 24 hours/week; ¾ time = 18 hours/week; Part Time = 12 hours/week
Course Length:	Full time = 42 weeks; ¾ time = 56 weeks; Part time = 83 weeks.
Registration Fee:	\$200
Books & Supplies:	\$425
Exam Fee**	\$1372
Tuition:	\$13,998
STRF*	<u>to be determined, if applicable</u>
Total cost	\$15,995

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

**Exam Fees are optional. Price without Exam Fees \$14,623. Exam Fees payable to authorized testing centers are included in the above total.

IT SERVER ADMINISTRATOR (WITH LINUX+)

*ELIGIBLE FOR OAD PROGRAM

Microsoft Certified IT Professional (MCITP) Server Administrator is a leading Microsoft Server 2008 certification. The certification validates that you have the comprehensive set of skills necessary to perform a particular role, as a Systems Administrator.

The IT Server Administrator graduate will have the knowledge to administrate the operations and day-to-day management of an infrastructure of Windows Server 2008 R2 servers for an enterprise organization. Windows server administrators manage the infrastructure, Web, and IT application servers.

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

Linux+ consists of two exams are necessary to be certified: LX0-101 and LX0-102. LX0-101 covers system architecture; Linux Installation and package management; GNU and Unix commands; devices, Linux filesystems, and file system hierarchy standard. LX0-102 covers shells, scripting and data management; user interfaces and desktops; administrative tasks; essential system services; networking fundamentals; security.

IT Server Administrator graduates are an appropriate candidate for Network Administrator, Network Analyst, Network Engineer and other Networking positions.

IT Server Administrator (with Linux+) (ITSA- L 933 HRS): program consists of the following courses:

- **70-640 MCTS** Windows Server 2008 Active Directory, Configuring
- **CS** Career Success
- **70-642 MCTS** Windows 2008 Network Infrastructure, Configuring
- **70-646 MCTS** Windows Server 2008 Server Administrator
- **LXO-101 Comptia Linux+ Powered by LPI**
- **LXO-102 Comptia Linux+ Powered by LPI**
- **Career Success**
- **Advanced Career Development**

Choice of 2 electives from the following course:

- **640-822 ICND1** (Cisco Certified Entry Networking Technician)
- **640-816 ICND2** (Interconnecting Cisco networking devices)
- **70-432** Microsoft SQL Server 2008 - Implementation and Maintenance
- **SYO-301** Security +
- **N10-005** Network +

Prerequisites:	Network+ or equivalent experience, High School Diploma or GED
Academic Quarter Credit:	63.25
Financial Aid Quarter Credit:	46
Program Hours:	933
Student Status:	Full time = 24 hours/week; ¾ time = 18 hours/week; Part Time = 12 hours/week
Course Length:	Full time = 38 weeks; ¾ time = 52 weeks; Part time = 78 weeks.
Registration Fee:	\$200
Books & Supplies:	\$425
Exam Fee**	\$1222
Tuition:	\$14,253
STRF*	<u>to be determined, if applicable</u>
Total cost	\$16,100

*Additional fee charged by state for STRF

**Exam Fees are optional. Price without Exam Fees \$14,878. Exam Fees payable to authorized testing centers are included in the above total.

COMPUTER AND NETWORKING TECHNICIAN

*ELIGIBLE FOR OAD PROGRAM

The Computer and Networking Technician (CNT) program can result in three (3) CompTIA certifications and three (3) Microsoft Certified Technology Specialist (MCTS) certifications. CompTIA certifications are known among Information Technology professionals as foundational to an IT professional's career.

The Microsoft Certified Technology Specialist (MCTS) certifications provide the next step for the Microsoft operating systems. MCTS certifications are designed to validate your skills on the features and functionality of key technologies. You will be knowledgeable in several specific areas of Microsoft systems.

The Computer and Networking Technician graduate can advance their career by showing employers and clients that they have the skills to successfully implement, manage and troubleshoot network environments running on the Windows client/server platform.

The CNT program (941 hours) includes the following training courses:

- **220-701** CompTIA A+ Essentials
- **220-702** CompTIA A+ IT Technician
- **CS** Career Success
- **N10-005** CompTIA Network+
- **70-680** Windows 7
- **70-640** Configuring Windows Server 2008 Active Directory
- **Advanced Career Development**
- **70-642** Configuring Windows Server® 2008 Network Infrastructure

The CNT certification is appropriate for job roles including:

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

Prerequisites:	High School Diploma or GED
Academic Quarter Credit:	65.3
Financial Aid Quarter Credit:	47
Program Clock Hours:	941
Student Status:	Full time = 24 hours/week; ¾ time = 18 hours/week; Part Time = 12 hours/week
Course Length:	Full time = 39 weeks; ¾ time = 52 weeks; Part time = 78 weeks
Registration Fee:	\$200
Books & Supplies:	\$425
Exam Fee: **	\$1,059
Tuition:	\$14,266
STRF*	<u>to be determined, if applicable</u>
Total cost	\$15,950

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

** Exam Fees are optional. Price without Exam Fees \$14,891. Exam Fees payable to authorized testing centers are included in the above total.

COMPUTER SPECIALIST AND NETWORK TECHNICIAN (WITH LINUX+)

*ELIGIBLE FOR OAD PROGRAM

The Computer Specialist and Network Technician (with Linux+) program can result in five (5) CompTIA certifications and two (2) Microsoft Certified Technology Specialist (MCTS) certification. CompTIA certifications are known among Information Technology professionals as foundational to an IT professional's career.

The Microsoft Certified Technology Specialist (MCTS) certifications provide the next step for the Microsoft operating systems. MCTS certifications are designed to validate your skills on the features and functionality of key technologies. You will be knowledgeable in several specific areas of Microsoft systems.

Linux+ consists of two exams are necessary to be certified: LX0-101 and LX0-102. LX0-101 covers system architecture; Linux Installation and package management; GNU and Unix commands; devices, Linux filesystems, and file system hierarchy standard. LX0-102 covers shells, scripting and data management; user interfaces and desktops; administrative tasks; essential system services; networking fundamentals; security.

The CSNT program helps you advance your career by showing employers and clients that you have the skills to successfully implement, manage and troubleshoot network environments running on the Windows client/server platform.

Asher College of California's CSNT (980 hrs) program includes the following training courses:

- **220-701** CompTIA A+ Essentials
- **CS** Career Success
- **220-702** CompTIA A+ IT Technician
- **N10-005** CompTIA Network+
- **70-680** Windows 7
- **70-640** Configuring Windows Server 2008 Active Directory
- **LX0-101** Comptia Linux+ Powered by LPI
- **Advanced Career Development**
- **LX0-102** Comptia Linux+ Powered by LPI

The PCN/MCTS certification is appropriate for job roles including:

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

Prerequisites:	High School Diploma or GED
Academic Quarter Credit:	69.65
Financial Aid Quarter Credit:	49
Program Clock Hours:	980
Student Status:	Full time = 24 hours/week; ¾ time = 18 hours/week; Part Time = 12 hours/week
Course Length:	Full time = 41 weeks; ¾ time = 54 weeks; Part time = 80 weeks
Registration Fee:	\$200
Books & Supplies:	\$425
Exam Fee:	\$1255
Tuition:	\$14,670
STRF*	<u>to be determined, if applicable</u>
Total cost	\$16,550

*Additional fee charged by state for STRF

** Exam Fees are optional. Price without Exam Fees \$15,295. Exam Fees payable to authorized testing centers are included in the above total.

NETWORK AND DATABASE ADMINISTRATOR

*ELIGIBLE FOR OAD PROGRAM

Microsoft Certified IT Professional Database Administrator certification validates that you have the comprehensive set of skills necessary to manage, deploy, build, designing, and optimize databases and database servers.

You will also demonstrate expertise with Windows Server 2008 platform.

Network and Database Administrator (906 Hours) training program includes five courses:

- **70-680** Windows 7
- **CS** Career Success
- **70-640** Configuring Windows Server 2008 Active Directory
- **TS-SQL08F** SQL Server 2008 Foundations
- **ACD** Advanced Career Development
- **70-432** SQL Server 2008 Implementation and Maintaining a SQL Server
- **70-450** Designing, Optimizing and Maintaining a Database

MCITP Database Administrator Certification is appropriate for:

- Database Administrator
- Systems Analysis
- Quality Control

Prerequisites:	A+ or equivalent experience, thorough understanding of networking fundamentals, High School Diploma or GED
Academic Quarter Credit:	63.15
Financial Aid Quarter Credit:	45
Program Clock Hours:	906
Student Status:	Full time = 24 hours/week; ¾ time = 18 hours/week; Part Time = 12 hours/week
Course Length:	Full time = 37 weeks; ¾ time = 50 weeks; Part time = 75 weeks
Registration Fee:	\$200
Books & Supplies:	\$450
Exam Fee**	\$600
Tuition:	\$12,250
STRF*	<u>to be determined, if applicable</u>
Total cost	\$13,500

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

** Exam Fees are optional. Price without Exam Fees \$12,900. Exam Fees payable to authorized testing centers are included in the above total.

IT PROGRAMS & COURSE CHART

COMPUTER SPECIALIST & NETWORK TECHNICIAN with LINUX 980 clock hours						
Course	Lecture Hours Theory	Lab hours Hands on	Total Clock Hours	Academic QCH Breakdown	Financial Aid QCH Breakdown	
220-701	75	105	180	12.75	9	
220-702	54	72	126	9	6.3	
N10-005	72	66	138	10.5	6.9	
70-680	35	90	125	8	6.25	
70-640	35	140	185	11	9.25	
Linux +	96	84	180	13.8	9	
ACD	25	0	25	2.5	1.25	
TPI-CS	21	0	21	2.1	1.05	

COMPUTER AND NETWORK TECHNICIAN 941 clock hours						
Course	Lecture Hours Theory	Lab hours Hands on	Total Clock Hours	Academic QCH Breakdown	Financial Aid QCH Breakdown	
220-701	75	105	180	12.75	9	
220-702	54	72	126	9	6.3	
N10-005	72	66	138	10.5	6.9	
70-680	35	90	125	8	6.25	
70-640	35	140	185	11	9.25	
70-642	48	93	141	9.45	7.05	
ACD	25	0	25	2.5	1.25	
TPI-CS	21	0	21	2.1	1.05	

NETWORK & DATABASE ADMINISTRATOR 906 clock hours						
Course	Lecture Hours Theory	Lab hours Hands on	Total Clock Hours	Academic QCH Breakdown	Financial Aid QCH Breakdown	
70-680	35	90	125	8	6.25	
70-640	35	140	185	11	9.25	
TPI-CS	21	0	21	2.1	1.05	
TS-SQL	25	105	130	7.75	6.5	
70-432	102	108	210	15.6	10.5	
40-450	114	96	210	16.2	10.5	
ACD	25	0	25	2.5	1.25	

PC TECHNICIAN 306 clock hours						
Course	Lecture Hours Theory	Lab hours Hands on	Total Clock Hours	Academic QCH Breakdown	Financial Aid QCH Breakdown	
220-701	75	105	180	12.75	9	
220-702	54	72	126	9	6.3	

<u>IT SERVER ADMINISTRATOR with LINUX 933 clock hours</u>						
Course	Lecture Hours Theory	Lab hours Hands on	Total Clock Hours	Academic QCH Breakdown	Financial Aid QCH Breakdown	
Linux +	96	84	180	13.8	9	
TPI-CS	21	0	21	2.1	1.05	
70-640	35	140	185	11	9.25	
70-642	48	93	141	9.45	7.05	
70-646	42	84	126	8.4	6.3	
elective 1	50	75	125	8.75	6.25	
elective 2	25	105	130	7.75	6.25	
ACD	25	0	25	2.5	1.25	
<u>IT NETWORK ENGINEER 1002 clock hours</u>						
Course	Lecture Hours Theory	Lab hours Hands on	Total Clock Hours	Academic QCH Breakdown	Financial Aid QCH Breakdown	
70-680	35	90	125	8	6.25	
70-640	35	140	185	11	9.25	
TPI-CS	21	0	21	2.1	1.05	
70-642	48	93	141	9.45	7.05	
70-643	0	100	100	5		
70-647	0	100	100	5		
elective 1	50	75	125	8.75	6.25	
elective 2	25	105	130	7.75	6.25	
ACD	25	0	25	2.5	1.25	
<u>SECURITY + 125 clock hours</u>						
Course	Lecture Hours Theory	Lab hours Hands on	Total Clock Hours	Academic QCH Breakdown	Financial Aid QCH Breakdown	
SY0-301	50	75	125	8.75	6.25	
<u>Cisco Certified Network Administrator 250 clock hours</u>						
Course	Lecture Hours Theory	Lab hours Hands on	Total Clock Hours	Academic QCH Breakdown	Financial Aid QCH Breakdown	
640-822	45	90	125	9	6.25	
640-816	45	90	125	9	6.25	
<u>Network + 138 clock hours</u>						
Course	Lecture Hours Theory	Lab hours Hands on	Total Clock Hours	Academic QCH Breakdown	Financial Aid QCH Breakdown	
N10-005	72	66	138	10.5	6.9	

MEDICAL BILLING & CODING

Healthcare providers depend on Medical Billing & Coding Associates to generate revenue for their practice or facility. Coders protect patient health information by maintaining accurate records, following the guidelines for assigning proper diagnostic, procedure, and revenue codes.

Healthcare is expected to grow much faster than average compared to other occupations. Therefore opportunities for medical billing and coding specialists are expected to increase.

The Medical Billing & Coding training program equips you with the career knowledge to:

- Adhere to HIPAA, Federal and State regulations
- Utilize Microsoft Office Essentials
- Utilize software applications for data input of codes
- Assign a code to each diagnosis and procedure provided
- Bill insurance companies to receive proper reimbursements on claims

Asher College of California's Medical Billing & Coding Graduates are equipped to work for doctors, dentists, chiropractors, insurance companies, hospitals, skilled nursing facilities and more.

Medical Billing & Coding (936 Hours) consists of the following courses:

- **MOE-07** Microsoft Office Essentials 2007
- **CS** Career Success
- **TS-TF** Typing Fundamentals
- **MED02-04** Medical Law & Ethics
- **MED02-01** Medical Terminology
- **MED02-01** Anatomy & Physiology
- **ACD** Advanced Career Development
- **MED01-01** Medical Administrative Essentials
- **MED 02-07** Advanced Billing & Reimbursement
- **MED03-01** Physician Coding
- **MED03-02** Advanced Facility Coding

Prerequisites:	High School Diploma or GED
Academic Quarter Credit:	67.11
Financial Aid Quarter Credit:	46
Clock hours:	936 hours
Student Status:	Full time = 24 hours/week; ¾ time = 18 hours/week.; Part Time = 12 hours/week
Course Length:	Full time = 39 weeks. ¾ time = 52 weeks. Part time = 78 weeks
Registration Fee:	\$200
Books & Supplies:	\$840
Exam Fee: **	\$370
Tuition:	\$13,540
STRF*	<u>to be determined, if applicable</u>
Total cost	\$14,950

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

**Exam Fees payable to authorized testing centers are included in the above total.

MEDICAL ADMINISTRATIVE & BILLING SPECIALIST

Medical Administrative & Billing Specialists (MABS) perform a broad range of tasks to keep physicians' offices, clinics, hospitals and other types of medical facilities running smoothly.

They answer telephones, greet patients, update patient medical records, fill out insurance forms, handle insurance authorizations, schedule appointments, arrange for referrals, laboratory services, and much more.

Asher College MABS program also teaches Medical Billing. Medical Billing duties include accurately submitting claims and patient statements in order to receive the correct reimbursement for medical services rendered.

Asher College Medical Administrative & Billing Specialist will be able to:

- Adhere to HIPAA, Federal and State regulations
- Utilize Microsoft Office Essentials
- Accurately obtain & maintain patient data
- Perform computerized patient billing using Medisoft
- Perform Insurance Billing

Medical Administrative & Billing Specialist graduates typically begin their healthcare careers in entry-level positions such as Medical Records Technician, Medical Office Receptionist and Medical Front Office Assistant.

Medical Administrative & Billing Specialist (626 Hours) consists of the following courses:

- **MOE-07** Microsoft Office Essentials 2007
- **CS** Career Success
- **TS-TF** Typing Fundamentals
- **MED02-04** Medical Law & Ethics
- **MED02-01** Medical Terminology
- **MED01-01** Medical Administrative Essentials
- **ACD** Advanced Career Development
- **MED 02-01** Professional Billing
- **MED02-07** Advanced Billing & Reimbursement
- **PBS-001** Advanced Office Procedures

Prerequisites:	High School Diploma or GED
Academic Quarter Credit:	43.88
Financial Aid Quarter Credit:	31
Clock hours:	626 hours
Student Status:	Full time = 24 hours/week; ¾ time = 18 hours/week; Part Time = 12 hours/week
Course Length:	Full time = 26 weeks; ¾ time = 35 weeks; Part time = 52 weeks
Registration Fee:	\$200
Books & Supplies:	\$600
Tuition:	\$8,350
STRF*	<u>to be determined, if applicable</u>
Total cost	\$9,750

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

PHARMACY TECHNICIAN

Pharmacy Technicians assist pharmacists in providing patients with medication and healthcare products. Pharmacy Technicians have strong customer services skills and are able to multi-task in a fast-paced and demanding environment.

Pharmacy Technicians work in a variety of settings including hospitals, nursing homes, retail pharmacies (drugstore chains, grocery stores), insurance companies, mail-order and web-based pharmacies, pharmaceutical companies, wholesalers, and government agencies.

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

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

Students will have the knowledge required to sit for the national Pharmacy Technician Certification Board (PTCB) exam.

Asher College Pharmacy Technician program equips you with the career knowledge to:

- Adhere to HIPAA, Federal and State regulations
- Utilize Microsoft Office Essentials
- Fill prescriptions under the direct supervision of a pharmacist
- Utilize software applications relevant to the pharmacy

Pharmacy Technician (926 Hours) consists of the following courses:

- **MOE-07** Microsoft Office Essentials 2007
- **CS** Career Success
- **TS-TF** Typing Fundamentals
- **MED02-01** Medical Terminology
- **MED02-09** Pharmacy Practice Essentials'
- **MED02-10** Pharmacy Technician
- **ACD** Advanced Career Development
- **MED02-11** Pharmacy Law & Ethics
- **MED03-03** Pharmacology
- **MED03-04** Pharmacy Calculations
- **MED03-05** Advanced Pharmacy Practice

Asher College Pharmacy Technician graduates meet the requirements for the California State license from the State Board of Pharmacy. Other requirements for license are as follows:

1. A certified copy of your high school academic record (transcript) in which you graduated.
2. Or a certified copy of an official transcript of your General Educational Development (GED) test results. GED test results will only be accepted as official if they are earned through an official GED testing Center that is authorized by the State GED Office of the California Department of Education and the GED testing Service of the American Council on Education.
3. Complete a Live Scan Request form and take three copies to a Live Scan site for fingerprint scanning. <http://ag.ca.gov/fingerprints/publications/contact.pdf>
4. Completed application http://www.pharmacy.ca.gov/forms/tch_app_pkt.pdf

Prerequisites:	High School Diploma, or GED & ability to pass live scan fingerprinting for California licensing board
Academic Quarter Credit:	63.2
Financial Aid Quarter Credit:	46
Clock hours:	926 hours
Student Status:	Full time = 24hours/week; ¾ time = 18 hours/week; Part Time = 12 hours/week
Course Length:	Full time = 38 week; ¾ time = 51 weeks; Part time = 77 weeks
Registration Fee:	\$200
Books & Supplies:	\$550
Exam Fees:	\$141
Tuition:	\$12,059
STRF*	<u>to be determined, if applicable</u>
Total cost	\$12,950

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

OFFICE ADMINISTRATOR

Asher College of California's Office Administrator training program builds the skills needed in a professional office environment. You will develop an advanced knowledge of today's most current computer based operating system, Microsoft Office Applications.

The program also teaches you the communication and organizational skills to be successful in business and everyday life. Office Administrator duties include operating office equipment, sending email, creating presentations, using databases, writing correspondence; organizing, preparing, storing and distributing information, and handling fundamental accounting.

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

With the Office Administrator program you will get hands-on training with keyboarding, internet basics, Microsoft Office programs, technologies in the workplace and administrative office procedures. Included are office finances & management, computerized accounting "QuickBooks", and fundamentals of bookkeeping.

Office Administrator (776 Hours) consists of the following courses:

- **77-601** Microsoft Word 2007*
- **CS** Career Success
- **TS-TF** Typing Fundamentals
- **77-603** Microsoft PowerPoint 2007*
- **77-604** Microsoft Outlook 2007*
- **77-602** Microsoft Excel 2007*
- **ACD** Advanced Career Development
- **PBS-001** Advanced Office Procedures
- **PBS-002** Advanced Organizational Management
- **PBS-003** Bookkeeping Applications

Prerequisites:	High School Diploma or GED
Academic Quarter Credit:	52.18
Financial Aid Quarter Credit:	38
Clock hours:	776 hours
Student Status:	Full time = 24 hours/week; ¾ time = 18 hours/week; Part Time = 12 hours/week
Course Length:	Full time = 32 weeks; ¾ time = 43 weeks; Part time = 64 weeks.
Registration Fee:	\$200
Books & Supplies:	\$400
Exam Fee: **	\$405
Tuition:	\$8,945
STRF*	<u>to be determined, if applicable</u>
Total cost	\$9.950

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

** Exam Fees are optional. Price without Exam Fees \$9,050. Exam Fees payable to authorized testing centers are included in the above total.

HEALTH SERVICES PROGRAMS & COURSE CHART

MEDICAL BILLING & CODING 936 clock hours						
Course	Lecture Hours Theory	Lab hours Hands on	Total Clock Hours	Academic QCH Breakdown	Financial Aid QCH Breakdown	
MOE-07	31.5	53.5	85	5.82	4.25	
TPI-CS	21	0	21	2.1	1.05	
TS-TF	20	28	30	1.6	1.5	
MED02-04	22	18	40	3.1	2	
MED02-01	28.5	56.5	85	4.25	4.25	
MED02-02	70	50	120	9.56	6	
ACD	25	0	25	2.5	1.25	
MED01-01	38	42	80	5.9	4	
MED02-07	36	54	90	6.3	4.5	
MED03-01	97	98	195	14.6	9.75	
MED03-02	34	128	165	9.95	8.25	

MEDICAL ADMINISTRATIVE & BILLING SPECIALIST 626 clock hours						
Course	Lecture Hours Theory	Lab hours Hands on	Total Clock Hours	Academic QCH Breakdown	Financial Aid QCH Breakdown	
MOE-07	31.5	53.5	85	5.82	4.25	
TPI-CS	21	0	21	2.1	1.05	
TS-TF	20	28	30	1.6	1.5	
MED02-04	22	18	40	3.1	2	
MED02-01	28.5	56.5	85	4.25	4.25	
MED01-01	38	42	80	5.9	4	
ACD	25	0	25	2.5	1.25	
MED01-02a	25.5	64.5	90	5.78	4.5	
MED02-07	36	54	90	6.3	4.5	
PBS-001	22	58	80	5.1	4	

PHARMACY TECHNICIAN 926 clock hours						
Course	Lecture Hours Theory	Lab hours Hands on	Total Clock Hours	Academic QCH Breakdown	Financial Aid QCH Breakdown	
MOE-07	31.5	53.5	85	5.82	4.25	
TPI-CS	21	0	21	2.1	1.05	
TS-TF	2	28	30	1.6	1.5	
MED02-01	28.5	56.5	85	5.68	4.25	
MED02-09	39.5	50.5	90	6.48	4.5	
MED02-10	40.5	49.5	90	6.52	4.5	
ACD	25	0	25	2.5	1.25	
MED02-11	19	21	40	2.95	2	
MED03-03	36	79	115	7.55	5.75	
MED03-04	39	106	145	9.2	7.25	
MED03-05	56	144	200	12.8	10	
OFFICE ADMINISTRATION 776 clock hours						
Course	Lecture Hours Theory	Lab hours Hands on	Total Clock Hours	Academic QCH Breakdown	Financial Aid QCH Breakdown	
77-601	30	95	125	7.75	6.25	
TPI-CS	21	0	21	2.1	1.05	
TS-TF	20	28	30	1.6	1.5	
77-603	40	60	100	7	5	
77-604	30	70	100	6.5	5	
77-602	40	85	125	8.25	6.25	
ACD	25	0	25	2.5	1.25	
PBS-001	22	58	80	5.1	4	
PBS-002	27.5	52.5	80	5.38	4	
PBS-003	30	60	90	6	4.5	

Faculty and Administration

ASHER COLLEGE PRESIDENT



David Vice: David is the President/Owner of Asher College. He is currently a board member of the California Association of Private Post Secondary Schools. David also serves as a Commissioner for ACCET. He has completed many vocational school certificate programs. David has a BA degree in Business Management from the University of Wisconsin at Madison.

ASHER COLLEGE CAMPUS DIRECTOR



Scott King sking@asher.edu Scott has been with Asher College of Sacramento since 1999. He has a passion for helping people realize their educational and professional goals through career education. He has a BA in Psychology and Counseling. Scott is a leader in his church and is active in the community serving foster youth.

DIRECTOR OF ADMISSIONS



Linda Freeman lfreeman@asher.edu Linda has been with Asher College since 2005. She has 17 years experience in career training and vocational education. She is well versed in all aspects of the career training process. Linda has a B.S. in Education from Springfield College of Massachusetts. She has been involved in the acquisition of new campuses in San Jose and Las Vegas, as well as the training of staff in both campuses. Linda is a leader in her church and is active in several community service programs.

ADMISSIONS DEPARTMENT



Kim Gasper kgasper@asher.edu Kim has been with Asher College since January, 2007. She started off her career as a nursing assistant. In 1997 she began a new career as an Administrative Assistant at a Nuclear Physics Laboratory run by Stanford University and the Department of Energy. In May of 2000, she moved to Elk Grove and worked for six and a half years at a non-profit trade association as the Office Manager and Director of Membership. Kim enjoys working at Asher College because of her belief in education and her desire to help others.



Autumn Ordonez: aordonez@asher.edu Autumn joined Asher College team in May 2011 as an Admissions Specialist. Previous to Asher College Autumn worked as a Staffing Specialist with an international staffing agency for 8 years where she assisted people with job placement and career counseling. In Jan-2010 Autumn obtained a PHR (Professional Human Resources Certification). She also has 3 years previous medical billing experience with Sutter Health.

The most important thing to Autumn is connecting with people and providing them with the resources that will help create a better future for them. Her passion is helping people, from all walks of life, unleash their potential!



Megan Quirk: mquirk@asher.edu Megan earned a Bachelor of Arts in Marketing Communications from California Lutheran University. She has over 13 years of print and online advertising sales experience and over 2 ½ years of recruiting experience. Megan joined the Asher College Team in 2012. She is passionate about helping people obtain their goals and to live out their dreams. Megan enjoys running, working out, traveling and am a avid dog lover.

FINANCIAL AID



Elona Owens eowens@asher.edu Elona has been with Asher College since March 2007. She has over 30 years experience in the administrative and management field. Elona enjoys working with people.

VETERANS REPRESENTATIVE



Maria Johnson mjohnson@asher.edu: Maria has been with Asher College since 2010. After serving in the US Army as a Russian Interrogator, she returned to Administrative Support where she enjoys working with people. Maria has the following Certifications and is Master Certified as a Microsoft Office Specialist:

- Microsoft Word 2007
- Microsoft Excel 2007
- Microsoft Outlook 2007
- Microsoft Power Point 2007

DIRECTOR OF COMPLIANCE



Kathryn Johnson kjohnson@asher.edu : Kat has been with Asher College since January 2005. She has a back ground in customer service and enjoys working with students.

STUDENT SERVICES ADMINISTRATOR



Lisa Wrightsman: lwrightsman@asher.edu : Lisa has been with Asher College since 2010. She graduated from Sacramento State in 2005 with a BA in Communications with a concentration in Digital Video. She spent the last six (6) years exercising her communication skills in the fitness industry, and is now excited to utilize those skills with the staff at Asher College .



Katie Freeman: kfreeman@asher.edu: Katie started with Asher College as an intern in 2006. She has worked for Asher College as an administrative assistant summers and holidays for the past 5 years. In 2010 she accepted a soccer scholarship to Notre Dame College. In 2011 Katie graduated from NDC with a BA in Communications. Katie is now full time at Asher College and is excited to be a part of the Student Services Team. In her spare time she coaches an U17 competitive girl's soccer team.

DIRECTOR CAREER SERVICES -- IT



Kim Alexander kalexander@asher.edu: Kim has seven (7) years of experience in vocational education assisting graduates with Technical, Medical and Administrative career opportunities. She is a graduate of National Career Education. Kim has had the pleasure of assisting hundreds of graduates meet their career goals. Kim has experience as a Computer Network Technician and holds the following certifications:

- A+
- CNA (Certified Novel Administrator)
- NCCT Test Proctor
- Building Better Relationships with Employers

DIRECTOR OF CAREER SERVICES --HEALTH SERVICES



Justin Ward jward@asher.edu : Justin's background as a Pharmacy Technician allows him to connect with people of diverse backgrounds. With 10 years of experience in the medical field he is good at connecting with people. He excels with interviewing and writing skills as well. His medical know-how transcends Pharmacy and Insurance into Medical Administration - which helps turn students and graduates into successful employees.

- PTCB Certified Pharmacy Technician
- Microsoft Word 2007 Advanced User
- Free Candidate Referrals
- Creating, Cultivating, and Expanding Relationships with Employers

ADMINISTRATION



Heather Bermudez hbermudez@asher.edu : Heather has been with Asher College since 2003. Heather has several years of bookkeeping, administrative experience and financial aid administration.



Brandi King bking@asher.edu : Brandi has been with Asher College since 2007. She has a BA in Communications from California State University at Sacramento.



Audrey Ybarra aybarra@asher.edu : Audrey has been a part of the Asher College team since March of 2010. She is a graduate of the Office Administration program. She enjoys her job as Program Administrator for the Verizon Support Unit of Asher College . Audrey has the following certifications:

- Microsoft Word 2007
- Microsoft Excel 2007
- Microsoft Outlook 2007

INSTRUCTORS



Lee Masias lmacias@asher.edu : Lee has been with Asher College since 2010. He has experience as a Group Counselor/Facilitator and Instructor in the US Navy, as well as Technical Systems Analyst and Desktop Support experience in the POS and IT sectors. Lee is an alumnus of Asher College of Sacramento, and is currently working to upgrade his MCSA to MCITP. Lee has the following certifications and degrees:

- B.S. in Information Technology
- A+
- Network+
- Security +
- MCSA 2003
- MCTS Windows 7
- MCTS Active Directory
- MCTS Network Infrastructure



Bryan Hobbs bhobbs@asher.edu : Bryan has been with Asher College since early 2008. He has extensive experience as a Technician trouble shooting hardware issues and working with corporate clients.

- A+
- Network +
- MCSE 2003
- MCTS Microsoft Windows Vista: Configuration
- MCTS Server 2008 R2 Hyper-V: Virtualization
- MCTS Microsoft Server 2008 Infrastructure
- MCITP –Enterprise Administrator - Server 2008



Rob Peters: npeters@asher.edu Rob has been at Asher College since 2010. He brings with him 5 years' experience as an IT Administrator, and over 20 years' experience in senior management. Rob is a proud TechSkills of California graduate and has the following certifications:

- A+
- Network+
- Security+
- MCTS Windows 7 Configuration
- MCTS Server 2008 Network Infrastructure
- MCTS Server 2008 Active Directory
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SanVada Kitcher skitcher@asher.edu:

- A+
- N+
- MCTS Windows 7



John Sutliff jsutliff@asher.edu John has been with Asher College since 2005. He relocated to San Diego in the fall of 2005 where he worked for Asher College Corporate and returned to Sacramento in June of 2008. He has extensive experience in troubleshooting and finding information when needed. John is currently working to upgrade his MCSA and complete his MCSE. He has the following certifications:

- A+
- Network+
- MCP
- MCSA



Jack Zimmerman jzimmerman@asher.edu: Jack has been with Asher College since 2010. He has over ten (10) years of customer service and sales experience in the technology field. Jack is currently working toward his MCSA and has the following certifications:

- B.S. in Business California Polytechnic State University
- A+
- Network+
- MCTS Windows 7



Douglas Uhl duhl@asher.edu : Doug has been with Asher College since 2010. Doug was in civil service for twenty (20) years. He ran a family entertainment/skating center for 15 years. He also worked as a Desktop Support Specialist supporting a large number of clients for several years. He has been an avid speed skater and jet skier and enjoys extended trips on his motorcycle with his wife.

- A+
- N+
- MCTS -Vista
- MCTS-Server 2008
- MCTS- Server 2008 Active Directory
- MCTS Windows 7 Ent Desktop Support Tech



Bobbi Mattson: bmattson@asher.edu Bobbi has been with Asher College since 2010. She has five (5) years of field service experience. Bobbi is a licensed insurance agent in the state She is working towards her MCITP Database and Security.

- A+
- Security +
- MCTS Server 2008 Active Directory
- MCTS Server 2008 Infrastructure, Configuring



Nicholas Wilson: nwilson@asher.edu Nick has been with Asher College since 2012. He has over 16 year's personal experience with computer repair and small networks. Nick is currently working towards his MCITPE and CCNA. He has the following certifications:

- A+
- Network+
- MCTS Windows 7
- MCTS Server 2008 Active Directory



Matthew Goude: mgoude@asher.edu Matthew has been with Asher College since 2012. He has 8 years of customer service. He has a B.S. in Finance from the University of San Francisco. Matthew has the following certifications:

- A+



Seamus McCarthy: smccarthy@asher.edu Seamus has been with Asher College as a student since 2011 and as an employee since 2012. He has over 8 years experience as a Behavioral Health Para Professional working with a variety of populations as an advocate of independent living. He has one year of tech support/customer service in the technology field, and is currently working toward his PCN/MCTS. Seamus holds the following certifications:

- A+
- Network
- Windows7

DIRECTOR HEALTH SERVICES PROGRAM



Melanie Martin CPC mmartin@asher.edu Melanie has been with Asher College since 2005. She previously worked in retail management for 12 years, was the Office manager of a Medical Office for 2 years and was an Instructor at another school starting in 2001 before coming to Asher College of Sacramento in 2005. Melanie has the following certifications:

- National Certified Insurance and Coding Specialist NCCT Certification (National Center for Competency Testing)
- Certified Professional Coder CPC Certification with AAPC (American Academy of Professional Coders)
- Microsoft Office Specialist Certified Master 2003 & 2007
- Microsoft Word 2010, Excel 2010, PowerPoint 2010, and Outlook 2010

Melanie is a Subject Matter Expert in the following:

- Billing and Coding
- Microsoft Office Suite
- Medical Transcription
- Management Training
- QuickBooks and Bookkeeping

HEALTH SERVICES INSTRUCTORS



Nancy Del Mugnaio ndelmugnaio@asher.edu Nancy has been with Asher College since 2004. She has over 13 years experience in medical billing with companies such as Catholic Healthcare West. Nancy is a member of the River City Chapter of Medical Transcriptionists, and American Academy of Professional Billers and has the following certifications:

- National Certified Insurance and Coding Specialist NCCT Certification (National Center for Competency Testing)
- Certified Professional Coder CPC Certification with AAPC (American Academy of Professional Coders)
- Microsoft Word 2003
- Microsoft Excel 2003

Nancy is a Subject Matter Expert in the following:

- Coding and Billing
- Transcription
- Medical Administrative
- Microsoft Office Suite



Saria V. Fox sfox@asher.edu Saria, a former student in the Medical

Administrative Specialist Program, has been with Asher College since May 2009. She has worked in the field in which she studied (Kaiser Permanente). Saria has over eighteen (18) years of customer service experience and ten (10) of years experience in the commercial property management field. She was a volunteer tutor for the Laubach Literacy Program through the California Library Literacy Services. Saria has the following certifications:

- Microsoft Office Specialist Master 2003
- Microsoft Office Word, Outlook and PowerPoint 2007

Saria is a Subject Matter Professional in the following:

- Medical Administrative
- Billing and Coding
- Microsoft Office Suite



Ricardo Salas: rsalas@asher.edu Ricardo has been with Asher College

since 2011. He has five (5) years of Pharmacy experience with Kaiser Permanente. Ricardo has a BA in Psychology from UC Davis, and the following certifications:

- CPhT Certified Pharmacy Technician, National certification
- California State Pharmacy Technician Licensed
- Microsoft Word, PowerPoint, and Outlook 2010

Ricardo is a Subject Matter Expert in the following:

- Pharmacy Technology
- Pharmacology
- Drug calculations
- Medical Terminology



Thomas Johnson tjohnson@asher.edu Tom has been with Asher College since

2010. He is Master Certified as a Microsoft Office Specialist and has the following certifications:

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| <ul style="list-style-type: none"> • A+ • Network+ • Security+ • Microsoft Word 2007 • Microsoft Excel 2007 • Microsoft PowerPoint 2007 • Microsoft Access 2007 • Microsoft Outlook 2007 | <ul style="list-style-type: none"> • Microsoft Word 2010 • Microsoft Excel 2010 • Microsoft PowerPoint 2010 • Microsoft Outlook 2010 • Microsoft Access 2010 • MCTS Windows 7 • Intuit Quickbooks Certified |
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