



Asher College
Sacramento Campus

Program Catalog & Student Handbook
January 1, 2016 – December 31, 2016



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

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

A handwritten signature in blue ink, appearing to be "DK", is written above a horizontal line.

President Signature

ASHER COLLEGE
APPROVAL DISCLOSURE STATEMENT

MDDV, Inc. dba Asher College, Sacramento, is located at 1215 Howe Avenue, Suite 101, Sacramento, CA 95825. Branch locations are Asher College - Las Vegas, 255 E Warm Springs Road Suite 110, Las Vegas, NV, 89119-4275, and Asher College – Dallas, 16301 Quorum Dr Ste 140B, Addison, TX 75001-6873.

Asher College is a private institution. Asher College has received authorization pursuant to AB 48 (Private Postsecondary Education Act of 2009), to offer to the public and to provide postsecondary educational programs until December 15, 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;

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS	PROGRAM HOURS	WEEKS TO COMPLETE CALCULATED BY HOURS OF ATTENDANCE			QCH
		24 Hrs per week	18 Hrs per week	12 Hrs per week	
Associate of Applied Science Degree in Computer Network Technology	1265	66	79	105	97.72
Associate of Applied Science Degree in Computer Specialist and Networking Technology	1304	68	81	109	102.05
Associate of Applied Science Degree in IT Network Engineering	1336	69	83	111	98.95
Associate of Applied Science Degree in IT Server Administration	1331	69	83	110	98.95
Associate of Applied Science Degree in Network and Database Administration	1230	65	77	103	95.55
Associate of Applied Science Degree in Medical Billing and Coding	1285	67	80	107	100.91
Associate of Applied Science Degree in Health Information	1240	65	77	103	95.35
Associate of Applied Science Degree in Office Accounting	1330	69	83	111	98.33

WEEKS TO COMPLETE
CALCULATED BY HOURS OF
ATTENDANCE

CERTIFICATE ONLY PROGRAMS	PROGRAM HOURS	24 Hrs per week	18 Hrs per week	12 Hrs per week	QCH
Computer and Network Technician	941	39	52	78	65.32
Computer Specialist and Networking Technician	980	41	54	82	69.65
IT Network Engineer	1012	42	56	84	66.55
IT Server Administrator	1007	42	56	83	66.55
Network and Database Administrator	906	38	50	76	63.15
PC Support Specialist	635	27	35	53	45.68
Network Support Specialist	579	24	32	48	41.10
Tech Support Specialist	614	25	34	51	44.90
PC Technician	366	16	20	31	24.75
Medical Billing & Coding	961	40	53	80	68.51
Medical Records Specialist	671	28	36	56	46.75
Health Information Specialist	916	39	50	76	62.95
Office Administrator	776	32	43	65	52.18
Office Accounting Specialist	1006	42	56	84	65.93
Pharmacy Technician	926	39	51	77	63.20

All courses are taught at 1215 Howe Avenue, Suite 101,
Sacramento, CA, 95825-2401.

Instruction is in residence for Associate of Applied Science Degree and Certification programs. A component of the Associate of Applied Science Degree Program is eligible for Interactive Distance Learning.

The maximum class size depends on the classes and the course. In general, lab classes are 12:1, and lecture classes are 26:1. Students who successfully complete a course of study are awarded an appropriate degree or 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

HISTORY/OWNERSHIP

MDDV, Inc., dba Asher College, a California Corporation for profit, was founded in 1998 and has been providing quality education since January 2, 1999, first as TechSkills 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.

In 2012 and 2014 Asher College added the Associate of Applied Science Degree Programs.

ADVISORY COMMITTEE

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

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

MISSION/OBJECTIVES

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 provides prompt, individual attention to students
- Prepares students to apply learning to real-life situations
- Establishes a long-lasting relationship with graduates and alumni
- Obtains feedback from industry professionals
- Employs 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, Pharmacy Technician lab, an open lab area and two interactive training rooms with Smart Board capabilities. The break/fix and networking labs has computers and monitors to repair as well as stations to network. The IT classroom seats 46 students with computers and monitors, and our lab accommodates up to 12 students at one time. The Health Services classroom seats 47 with computers and monitors.

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

Asher College 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. Students have access to the internet library via the computers on campus. The intranet is accessed through the internet by the student with the ID number issued on the first day of class.

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 8pm, Saturday 8:30am to 4:30pm, and the intranet 24 / 7. Resources are available on site.

RATIO OF STUDENTS

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

ADMISSIONS PROCESS

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

The admissions advisor will explain and clarify institutional and regulatory verbiage that is a part of the enrollment process.

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 23 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 advisor 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 (HSE) or 6 credits from an approved university or college. 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 advisor will ask potential students what assistance they need to complete the admissions process.

Completing the process may require assistance with:

- Interview
- Campus tour
- Completion of any subsequent paperwork

Accommodations may include, but are not 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 HS Equivalent 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 may retake the exam the next day to attempt to pass a second time. If the applicant does not pass the second time, they must wait one calendar year before reapplying. A prospective student may be admitted without passing the entrance exam with the permission of the Campus Director.

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 Associate of Applied Science Degree or any certificate you earn in Information Technology, Health Service or Business Programs is also at the complete discretion of any institution to which you may seek transfer.

If the degree or certificate that you earn at this institution is not accepted at the institution to which you seek 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 quarter credits, Associate of Applied Science Degree or 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. No more than 33% of courses from the program's content may be acceptable for transfer. 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.

Exception: Any prior Asher College Courses may be accepted as a transfer from program to program.

Challenge exams must be completed prior to enrollment at no additional charge. 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 33% 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 will be reviewed by the program director.

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 Advisor. 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 Advisor will notify the student in writing within 5 school days of receiving the above information as to which 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 Advisor. 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
- Tuition Options

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 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)
- 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). 34CFR Section 668.8 (1) (2).

VETERANS ASSISTANCE OR GI BILL®

GI Bill®” is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at [The college is approved for certain program 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.](http://www.benefits.va.gov/gibill.”</u></i></p></div><div data-bbox=)

THE ASHER ADVANTAGE SCHOLARSHIP PROGRAM

All potential Asher College students are welcome to apply for the Asher Advantage Scholarship. Students who are considered to have a high likelihood of success and a justified need for tuition assistance will be given highest consideration. Justified need includes: student does not qualify for Financial Aid, gap in financing after all other resources have been exhausted or financial hardship. Funding for the Asher Advantage Scholarship program is provided through the schools contributions. Awards will vary based on the student’s specific situation. Recipients will have the scholarship proceeds dispensed to their tuition account after the completion of 80% of their program.

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 & Definitions

Satisfactory Academic Progress definition: Students must earn all quarter credits in the program, achieve a cumulative grade point average of at least 70% (2.0), have 80% attendance and meet the required standards for Attendance, Progress and Code of Conduct in order to graduate. Students will have up to 150% of the allotted time to complete the program. Students must adhere to Attendance and Code of Conduct Policies along with Academic standards to maintain Satisfactory Academic Progress.

For Example: Computer and Network Technician student meeting Satisfactory Academic Progress at the 18 Quarter Credit Hour mark will have a minimum 80% attendance and have a cumulative Grade Point Average over 70%. They will have completed PCS101, PCS201 and Career Success to earn a minimum of 18 quarter credits.

Students are issued a plan for their program by course with specific dates to test and to complete each course. At the scheduled course completion date the student will be awarded a grade or an I (incomplete). Students will have up to an additional 50% of days to change the I (incomplete) to a passing grade while working on the next course. Students who do not meet the Scheduled Completion Date may be terminated from the program.

If a students are not making Satisfactory Academic Progress, a face-to-face appointment will be scheduled with the appropriate faculty member, instructor or program director. Students not making SAP will be placed on warning for 4 weeks.

Scheduled Course Completion definition: Students are issued a plan for their program by course with specific dates to test and to complete each course. Each course will have a 100% date of completion and a 150% maximum date.

A grade of incomplete (I) will added to any course that is not completed by the specified 100% date.

An incomplete course (by the complete date) will be identified as an (I) (Incomplete) with 5 business days during the weekly Critical Care meeting.

- The student with an Incomplete (I) will be able to complete the course while working on the next course. A plan will be created in by the DOE / Sr. instructor with the student identifying the last possible date to complete with in the 150% maximum time frame (or sooner);
- Or a student may continue to work on the incomplete course without moving on within the 150% maximum allotted time (or sooner) with the understanding that this will affect progress and funding.

At the end of the 150% of allotted time the grade earned for the course will be entered.

Student Warning definition: A documented meeting that indicates an immediate or impending problem with the student's conduct, attendance, grades or academic progress. Students will be placed on Warning status for 4 weeks under the following circumstances:

- Unsatisfactory Progress – Students who do not test or progress in the program as designed.
- Unsatisfactory Attendance – 100% attendance is encouraged, 80% is required. Compliance with Attendance policy is required.
- Unsatisfactory GPA – 69% or lower for the program. A 2.0 or C (70%) is required
- Unsatisfactory Conduct

Warning status is designated by faculty and a detailed plan is created to guide a return to good standing. Failure to successfully complete a warning will result in probation.

Student Probation definition: A documented meeting to start a 4 week period in which a student's is given time to try to redeem poor attendance, failing grades, lack of progress or bad conduct. Students will be placed on probation status for 4 weeks following an unsuccessful warning as defined above. Probation status is designated by faculty. A plan is created with the student in order to ensure a return to good standing. Failure to successfully complete probation will result in termination.

Student Good Standing definition: Student understands the requirements for success and maintains a performance level in accordance with the necessary program enrollment agreement.

Return to Good Standing definition: A student has successfully fulfilled the requirements of a Warning or Probation and has maintained necessary performance levels by the end of the 4 week warning or probation.

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.

Students who successfully appeal a termination will be placed on academic probation for an evaluation period of 4 weeks. All documentation concerning probation, termination and appeals will be placed in the student's file.

MAXIMUM PROGRAM COMPLETION TIME

Students are expected to complete their program within the maximum program completion time, which should not exceed the time frame plus 50% time. 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, the Computer and Network Technician program at 18 hours a week is scheduled for 52 weeks in length must be completed in 78 weeks. Time spent on an approved leave of absence is not counted against the maximum program completion time.

Evaluation of student achievement is based on meeting the objectives for each course. Student progress is evaluated at various times throughout the program. The quarter credit value used for SAP purposes is defined by the Department of Education.

For programs less than 36 quarter credit hours, evaluations take place:

- At the end of the 2nd week after the first day on campus an evaluation is completed.
- Upon completion of the required attendance and earning $\frac{1}{2}$ of the quarter credits needed for graduation an evaluation is completed
- At completion of the last course an evaluation is completed.
- At the instructor's discretion other evaluations may occur as needed.
- Progress checks will be conducted by an instructor.

For programs longer than 36 quarter credit hours the evaluations take place:

- At the end of the 2nd week after the first day on campus an evaluation is completed.
- Upon completion of the required attendance and course content to earn the minimum of 18 quarter credit hours an evaluation is completed.
- Upon completion of the required attendance and course content to earn the minimum of 36 quarter credit hour an evaluation is completed.
- A final evaluation is done at the completion of the program.
- At the instructor's discretion other evaluations may occur as needed. Progress checks will be conducted by an instructor.

For programs longer than 50 quarter credit hours, evaluations take place:

- At the end of the 2nd week after the first day on campus an evaluation is completed.
- Upon completion of the required attendance and course content to earn the minimum of 18 quarter credit hours an evaluation is completed.
- Upon completion of the required attendance and course content to earn the minimum of 36 quarter credit hour an evaluation is completed.
- Upon completion of the required attendance and course content to earn the minimum of 50 quarter credit hour an evaluation is completed.
- A final evaluation is done at the completion of the program
- At the instructor's discretion other evaluations may occur as needed. Progress checks will be conducted by an instructor.

ATTENDANCE POLICY

Regular attendance is essential for academic progress and success in a career. Absences may jeopardize a student's ability to complete their program in a timely manner. 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 campus early on a given day(s), they should contact their instructor or any appropriate staff member. Students are encouraged to make up missed attendance. The instructor will assist in creating a makeup plan. Attendance is checked on a weekly basis.

Asher College requires completion of all courses for graduation. Asher College encourages 100% attendance, and requires 80% attendance 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 on campus. 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 campus if they are unable to attend the required hours for the week in order to obtain an excused absence.

At any time during the program a student will be placed on warning status and can result in probation status for violation of attendance.

Attendance violation is, including but not limited to:

- Ten (10) Unexcused absences
- Logging in and leaving the campus without logging out. If a student must leave campus, they are required to log out. The student can log in upon return. A student will be logged out if they cannot be located on campus.
- Asking another student to log them in or out.

If a student is in violation of Attendance, they will be placed on warning status. Failure to successfully return to good standing from warning will lead to probation. Failure to successfully return to good standing following probation will lead to program termination. See Warning and Probation definitions.

TARDY POLICY

Students arriving late will make up the time by staying late or making up the time on another day. Low attendance can result in warning or probation status or termination from the program as stated above.

EARLY DEPARTURE POLICY

Students leaving early will make up the time on another day. Low attendance can result in warning status, probation status or termination from the program as stated above.

GRADING POLICY

Gradable elements equal 100 points, Homework at 10%, Final at 40% and the Unit exams at 50%. The same grading scale applies to all Health Services and IT programs at Asher College.

Method of Evaluation and Grading:

Each unit and final exam can be taken twice. The highest score from each element is used in the calculation.

The number to letter grade conversion is below:

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

Example I: Student scores well in all areas

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

Example II: Scores are acceptable for units, the final is failed – the course is failed

Exam Type	Score	Average	Percentage	Calculation
Unit 1	72	76	50%	38
Unit 2	78			
Unit 3	78			
Homework	75	75	10%	7.5
Final Exam	50	50	40%	20
Course Grade				65.5 = D

Example III: Student did well in unit and final, did not turn in Homework.

Exam Type	Score	Average	Percentage	Calculation
Unit 1	83	84	50%	42
Unit 2	81			
Unit 3	87			
Unit 4	84			
Unit 5	85			
Homework	0	0	10%	0
Final Exam	90	90	40%	36
Course Grade				78 = C

Example IV: Students is taking a course with several units

Exam Type	Score	Average	Percentage	Calculation
Unit 1	91	90	50%	45
Unit 2	97			
Unit 3	84			
Unit 4	93			
Unit 5	89			
Unit 6	97			
Unit 7	84			
Unit 8	85			
Homework	90	9	10%	9
Final Exam	95	95	40%	38
Course Grade				92 = A

The program GPA is weighted based on Quarter Credit Hour by course. For example Typing Fundamentals will not carry the same weight as Medical Terminology.

- a. Numeric value of Letter Grade times the quarter credits of the course equal the weighted grade.
- b. Sum of QCH x Numeric value divided by total QCH of the program = GPA

Students may take each exam twice. A student must have a 70% or 2.0 cumulative GPA to graduate. Students who do not pass an exam with an acceptable score will begin the Individualized Education Plan process outlined in the section entitled Unsatisfactory Academic Progress Requirement Warning / Probationary Status.

The IEP process can begin at any time with the discretion of the Program Director.

Withdraw:	An incomplete course or program will be considered a withdraw
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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.

GRADUATION REQUIREMENTS

Graduation Requirements for Asher College are:

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

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 CNT program on January 5, 2016 at 18 hours a week (52 weeks or 366 days total), then the end date would be January 5, 2017.

Monthly staff in-service days are the first Friday of each month. Scheduled holidays are as follows:

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

UNSATISFACTORY ACADEMIC PROGRESS REQUIREMENT / WARNING AND PROBATION STATUS

Students will have informal evaluations all throughout the program and can be identified as at risk for warning and probation.

PROBATION FOR STUDENTS - INCLUDING TITLE IV: §34 CFR 668.34

Students who are making unsatisfactory progress, attendance or a have code of conduct violation will be placed on academic warning or probation for a 4 week period.

If a student on probation fails to achieve satisfactory progress by required attendance, required grade or be in compliance with the code of conduct by the end of the probationary 4 weeks, the student's enrollment will be terminated.

A student who is on warning or probation will be placed on a 4 week IEP (Individualized Education Plan) detailing counseling for the student, date, action taken and terms of warning or 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. Student will be allowed to take each unit exam and final twice.

A student will be placed on academic probation following academic warning when they do not meet the SAP standards at the end of the 4 week warning process.

ACADEMIC PROBATION REMOVAL:

Removal of academic probation requires that a student maintain satisfactory academic progress by the end of the 4 weeks of the probation.

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 Campus Director within 5 days if the initiation of probation or termination.
- 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.
- 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), progress as stated on the IEP and 80% cumulative attendance.
- If the student does not successfully complete probation by achieving the necessary grade, progress or attendance, they will be terminated without the possibility of a second reinstatement. Students may reapply in 6 months.

All documentation concerning probation, termination and appeals will be placed in the student's file.

WITHDRAWAL POLICY

In order to withdraw, the student must notify the school in writing or verbally 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 or verbally 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.

SUMMARY OF TERMINATION

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

INDEPENDENT STUDY, COOPERATIVE PROGRAMS, AND OJT POLICY

Asher College does offer independent distance education for multiple courses. Asher College does not offer cooperative programs, or on-the job training (OJT) programs in addition to what is already included in the curriculum for each respective program. Credit is also not granted by Asher College for previous participation in independent study, cooperative programs, or OJT programs. Students may access further professional development opportunities through the Career Services office.

LEAVE OF ABSENCE

A student must request a Leave of Absence in advance of the beginning date of the LOA, in writing or verbally and include the reason for Leave of Absence 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. The leave of absence may not exceed 180 days in any 12 month period or one-half their 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 signed by the student and specify a reason for the leave. The Campus Director 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 Health Services Program Director will decide if the student must restart the course or pick up from the point the student left off.

The PC Technician program is 366 clock hours and the students in this program may be eligible for a leave of absence for a total of one-half of the published program length. The PC Technician student is required to submit in writing or verbally and include the reason for the students' request for a leave of absence.

The remaining programs listed on page 3 are Title IV approved and Asher College adheres to §668.22(d) of the Department of Education regulations for Leave of Absence. The Campus Director may grant a leave of absence after determining that good cause is shown.

The Asher College policy states that the requests for an LOA are submitted in writing or verbally and include the reason for the student's request. Asher College will not assess the student any additional institutional charges, the student's need may not increase, and the student is not eligible for any additional Federal Student Aid. The LOA, together with additional leaves of absence may not exceed the total of 180 days in any 12 month period. The student returning from an LOA is required to resume training at the same point in the academic program as he or she began the LOA.

LOA's can only be granted after a student has attended school for a period of 90 days, unless approved by Campus Director.

The Campus Director may grant a leave of absence after determining that good cause is shown.

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

§668.22(d)

APPEALS PROCESS FOR REINSTATEMENT TITLE IV

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 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 6 months.

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 a student's part to follow procedures may result in the discontinuation of career services.

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 does it offer student housing assistance. According to rentals.com for Sacramento, Ca. rental properties start at approximately \$450 per month.

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.bppe.ca.gov

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.

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 to find a fair and reasonable solution through the institution's internal complaint procedure, which is required of ACCET accredited institutions. And frequently requires the submission of a written complaint. Refer to the institution's written complaint procedure which is published in the catalog. Note that ACCET will process complaints which involve ACCET standards and policies and, therefore are within the scope of the accrediting agency.

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

1. Complaints should be submitted in writing and mailed, 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. Name and location of the ACCET institution;
 - b. A detailed description of the alleged problem(s);
 - c. The approximate date(s) that the problem(s) occurred;
 - d. The name, and title/position of all individual(s) involved in the problem(s), including faculty, staff, and/or other students;
 - e. What was previously done to resolve the complaint along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET;
 - f. The name, email address, telephone number and mailing address of the complainant. If the complaint specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved.
 - g. The status of the complainant with the institution (e.g. current student, former student etc.)
3. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g., 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
Email: complaints@accet.org
Website: www.accet.org

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

ACADEMIC FREEDOM POLICY

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

The faculty of Asher College, 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.

RETENTION OF STUDENTS FILES

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

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, 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.

REFUND POLICIES

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

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.

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

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

- The Date of Determination (DOD) will be established based off the date of withdraw or termination request.
- If Federal Financial Aid is used then are Return to Title IV (R2T4) calculation will be calculated
- Pro rata refund calculation is a calculation that is based off the total number of days completed in a payment period divided by the total number of days in the payment period and stated as a percentage. If the total number of days completed is greater than 60%, then the school has earned 100% of the payment period (no refund will be granted for the payment period the refund calculation is being processed for). Any leaves of absence (LOA) will be deducted from the payment period the student is currently in.
- If the pro rata refund calculation is less than 60%, then the percent that was earned will be stated in a dollar amount and the unearned amount will be refunded back to the appropriate funding source.
- In California refunds will be processed within 45 days of the DOD.
- The calculation most beneficial to the student will be used.

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

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

For the purpose of determining the amount of the refund, the date of the withdrawal shall be deemed the last date of recorded attendance and / or content access.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to appropriate agency or student.

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 the student.

ACCET REFUND POLICY

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro-rated refund if you have completed 50 percent or less of the scheduled days in the current payment period in your program through the last day of attendance.

a. The institution may retain an administrative fee associated with withdrawal or termination not to exceed \$100.

b. During the first week of classes, tuition charges withheld will not exceed 10 percent (10%) of the stated tuition up to a maximum of \$1,000. When determining the number of weeks completed by the student, the institution will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.

b. After the first week and through fifty percent (50%) of the period of financial obligation, tuition charges retained will not exceed a pro rata portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed. (See example.)

c. After fifty percent (50%) of the period of financial obligation is completed, the institution may retain the full tuition.

Refund Computation Example

24 weeks of training; scheduled start on January 4th; scheduled completion on June 17th.

Student is financially obligated for the entire program, 24 weeks of training.

- Tuition is \$7500.
- Last date of attendance is February 24th.
- Date of determination based on the institution's attendance policy is March 8th.
- number of weeks student attended 8 weeks = 33.3%
- number of weeks financially obligated 24 weeks
- Pro rata portion completed based on 8 weeks = 33.3%
- 33.3% of \$7500 tuition = \$2500
- 10% of \$5000 (unearned) tuition = \$ 500
- Owed to institution = \$3000
- Refunded to student by April 7th = \$4500

When calculating a refund, the percentage of tuition retained by the institution is based on the portion of tuition attributed to the portion of the program the student was attending when the student dropped, not the tuition charge for the entire program listed on the enrollment agreement.

All extra costs, such as books, supplies, equipment, laboratory fees, rentals and any similar charges not included in the tuition price, must be clearly stated in the enrollment agreement. Such charges are not subject to the refund computation but are limited to those materials that are distributed and attributable to the portion of the program in which the student is enrolled. Non-refundable charges must be explicitly stated in the catalog.

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

CALIFORNIA REFUND INFORMATION

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

CA Education Code Title 3 Article 13 94919. Institutions Participating In Federal Student Financial Aid Programs

- An institution that participates in the federal student financial aid programs complies with this article by complying with applicable regulations of the federal student financial aid programs under Title IV of the federal Higher Education Act of 1965
- The institution shall advise each student that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.
- The institution shall also provide a pro rata refund of nonfederal student financial aid program moneys paid for institutional charges to students who have completed 60 percent or less of the period of attendance.
- Institutions shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

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

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 date of determination. For students receiving funding from a third party, tuition refunds are first applied toward repayment of third party funding.

The Campus Director will do a state refund/balance - owed calculation to be sent to the Financial Aid (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, 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)

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

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

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

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

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

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

The school must return this amount even if it didn't keep this amount of your Title IV program funds.

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

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

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

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

REFUND DISTRIBUTION POLICY

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

- 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.

PRIVACY OF EDUCATION RECORDS (FERPA)

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

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

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

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 a 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:

Reporting a Crime or Emergency at Asher College
Dial 911 for Emergency or 311 for Non – Emergency

Area Police/Fire Non - Emergency Numbers:

Sacramento County Sheriff's Department 916-874-5115 Non – Emergency
Sacramento Fire Department 916-808-1300 Non - Emergency

1. Students should report all criminal acts or other emergencies occurring on campus to a member of the Asher College Staff. Incidents may be reported by phone at (916) 649-9600 or in person. The Campus Security Authority will write an incident report and if necessary, distribute it to the proper agencies, including, but not limited to, local fire and police departments. The management staff, as well as other appropriate administrators, will be informed of the incident as well.
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 safety information and programs are available to help facilitate the education and awareness of students and employees with respect to campus safety, emergency evacuation, and local crime statistics.

The Student Code of Conduct and the State Penal Code prohibit the possession, use and sale of alcoholic beverages 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 any staff member Monday –Friday from 8:00am-6:00pm, or from our website at: <http://www.asher.edu/Career-College/disclosures.html>.

Campus Security Contact Information

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

Asher College Students' Code 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, plagiarism, unprofessional behavior, use of profanity, insubordination, harassment, violation of safety rules and use of or being under the influence of alcohol or drugs on campus.

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. Asher College will abide by all license and contractual agreements in the provision of resources and services to MDDV, Inc. dba Asher College.

Individuals who willfully disregard this policy and guidelines do so at their own risk and may be subject to personal liability. The school regards violation of this policy as a serious matter, and any such violation is without Asher College consent and is subject to loss or restriction of computing privileges and disciplinary action up to and including withdrawal of 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 to disconnect a user's account if the user represents a serious threat to system integrity or poses a liability to the school. Asher College may refer suspected violations of applicable law to appropriate law enforcement agencies.

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

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.

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.

NO ILLICIT MATERIALS

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

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.

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.

DRESS CODE

Asher College students dress in a manner that reflects employability standards. Students are to dress in a business casual professional manner. At minimum male students should wear slacks or dress denim and appropriate shirts with collar. Female students should wear dresses, skirts, slacks or dress denim and appropriate shirts/blouses. Dress denim is defined at Asher College as no holes, no sagging, no tears and fitting appropriately. Students may not wear hats, 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.

WEAPONS FREE ZONE

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

Associate of Applied Science Degree Program Descriptions

ASSOCIATE OF APPLIED SCIENCE DEGREE IN COMPUTER NETWORK TECHNOLOGY

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

The Associate of Applied Science Degree in Computer and Network Technology (AAS CNT) program can result in three (3) CompTIA certifications and one (1) Microsoft Certified Professional (MCP) certification. CompTIA certifications are known among Information Technology professionals as foundational to an IT professional's career.

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

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

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

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

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

The Associate of Applied Science Degree in Computer and Network Technology program includes the following courses:

PCS101 (Full time=7 weeks; ¾ time=9 weeks; Part Time=13 weeks)

Course Objectives:

HARDWARE

- Categorize storage devices and backup media
- Explain motherboard components, types and features
- Classify power supplies types and characteristics
- Explain the purpose and characteristics of CPU's and their features
- Explain cooling methods and devices
- Compare and contrast memory types, characteristics and their purpose
- Distinguish between the different display devices and their characteristics
- Install and configure peripherals and input devices
- Summarize the function and types of adapter cards
- Install, configure and optimize laptop components and features
- Install and configure printers

TROUBLESHOOTING, REPAIR AND MAINTENANCE

- Given a scenario, explain the troubleshooting theory
- Given a scenario, explain and interpret common hardware and operating system symptoms and their causes
- Given a scenario, determine the troubleshooting methods and tools for printers
- Given a scenario, explain and interpret common laptop issues and determine the appropriate basic troubleshooting method
- Given a scenario, integrate common preventative maintenance techniques

NETWORKING

- Compare and contrast the different Windows Operating Systems and their features
- Given a scenario, demonstrate proper use of user interfaces
- Explain the process and steps to install and configure the Windows OS
- Explain the basics of boot sequences, methods and startup utilities
- Summarize the basics of networking fundamentals, including technologies, devices and protocols
- Categorize network cables and connectors and their implementations
- Compare and contrast the different network types

SECURITY

- Explain the basic principles of security concepts and technologies
- Summarize the following security features

OPERATIONAL PROCEDURE

- Outline the purpose of appropriate safety and environmental procedures and given a scenario apply them
- Given a scenario, demonstrate the appropriate use of communication skills and professionalism in the workplace

CS100 Career Success (Full time=1 week; ¾ time=1 week; Part Time=2 weeks)

Course Objective

- Unit 1 What's Holding Me Back? – Am I seeing all there is to see? What am I missing, and why?
- Unit 2 Who Am I Listening To? – We realize that what may be “the truth” to others isn't necessarily our truth.
- Unit 3 Lock-On / Lock-Out – Sometimes, the absence of the truth may set you free.
- Unit 4 My Brain's Filter System – Discover the levels of the mind involved in the thought process and what they do.
- Unit 5 How My Mind Works – The three levels of the mind work together to make sure we act like we know we are.
- Unit 6 Free Flowing at a New Level – Stress comes when we try to behave differently than we know we are.
- Unit 7 Leaning in the Right Direction – Our habits and attitudes can keep us from getting to where we want to be.
- Unit 8 How My Beliefs are Formed – Thoughts accumulate to become beliefs, so it is important to control our thoughts.
- Unit 9 Building My Self-Image – Each of us builds a self-image with our own thoughts.
- Unit 10 My Future is Up to Me – We move toward and become like what we think about; our present thoughts determine our future.
- Unit 11 I'm Worth It! – Learn the importance of building high self-esteem, in yourself and in others around you.
- Unit 12 Make the Unfamiliar Familiar – Comfort zones can keep us safe, but they can also keep us from moving forward.
- Unit 13 The Next Time – Self-talk is utilized to change future performance, and we start by giving ourselves future goals with “The next time...”
- Unit 14 Putting Life on a Want-To – Motivation comes in two varieties: constructive (want-to) and restrictive (have-to), moving you forward or holding you back.
- Unit 15 Making the Pictures Match – The world outside must match the picture we have in our minds. When it doesn't, we have a problem.
- Unit 16 I Can See It! – Human beings need goals; it's a fact of life. We must dream big and give ourselves big goals.
- Unit 17 If It's to Be, It's Up to Me – When we visualize the new, we become dissatisfied with the old.
- Unit 18 My Better Future – If we demand to know the “how” first, we will back up our goals and not grow into our future.
- Unit 19 My Goals – My Vision – My Future – Create the vision of the way you want your future to look like before it actually happens.
- Unit 20 If I Want It, I Can Create It – By developing your personal efficacy, you will look forward and see success.
- Unit 21 Rites of Passage – One statement of fact can change your life forever.

PCS201 (Full time =9 weeks; ¾ time =11 weeks; Part Time=18 weeks)

Course Objectives

HARDWARE

- Given a scenario, install, configure and maintain personal computer components
- Given a scenario, detect problems, troubleshoot and repair/replace personal computer
- Given a scenario, install, configure, detect problems, troubleshoot and repair/replace laptop components
- Given a scenario, select and use the following tools
- Given a scenario, detect and resolve common printer issues

Operating Systems & Software

- Select the appropriate commands and options to troubleshoot and resolve problems
- Differentiate between Windows Operating System directory structures (Windows 2000, XP and Vista)
- Given a scenario, select and use system utilities / tools and evaluate the results
- Evaluate and resolve common issues

Networking

- Troubleshoot client-side connectivity issues using appropriate tools
- Install and configure a small office home office (SOHO) network

Securities

- Given a scenario, prevent, troubleshoot and remove viruses and malware
- Implement security and troubleshoot common issues

NET101 Introduction to Networking

(Full time=6 weeks; ¾ time=8 weeks; Part Time=11 weeks)

Course Objectives

- DOMAIN 1.0 Network Technologies
- DOMAIN 2.0 Network Media and Topologies
- DOMAIN 3.0 Network Devices
- DOMAIN 4.0 Network Management
- DOMAIN 5.0 Network Tools
- DOMAIN 6.0 Network Security

MOS101 Windows OS

(Full time=5 weeks; ¾ time=7 weeks; Part Time=10 weeks)

Course Objectives

- DOMAIN 1.0: Installing, Upgrading, and Migrating to Windows 7
- DOMAIN 2.0: Deploying Windows 7
- DOMAIN 3.0: Configuring Hardware and Applications
- DOMAIN 4.0: Configuring Network Applications
- DOMAIN 5.0: Configuring Access to Resources
- DOMAIN 6.0: Configuring Mobile Computing
- DOMAIN 7.0: Monitoring and Maintaining Systems that Run Windows 7
- DOMAIN 8.0: Configuring Backup and Recovery Options

NOS203 Network and Operational Security

(Full time=5 weeks; ¾ time=7 weeks; Part Time=10 weeks)

Course Objectives and Coverage

- DOMAIN 1.0: Systems Security
- DOMAIN 2.0: Network Infrastructure
- DOMAIN 3.0: Access Control
- DOMAIN 4.0: Assessments & Audits
- DOMAIN 5.0: Cryptography
- DOMAIN 6.0: Organizational Security

ACD200 Advanced Career Development

(Full time=1 week; $\frac{3}{4}$ time=1 week; Part Time=2 weeks)

Course Objectives

- Introduction to Career Services
- Goal Setting
- Advanced Résumé & Cover Letter
- Understanding the Hiring process
- Networking & social media
- Job searching & the Market
- Interview Prep & Salary Worth
- Understanding how to answer common questions
- mock interview & the follow up process

TF400 Typing Fundamentals

(Full time=1 week; $\frac{3}{4}$ time=2 weeks; Part Time=3 weeks)

Course Objectives

- Mastery of the keyboard by touch
- Ability to type greater than 35 wpm
- Ability to type memos and correspondence

MSO201 MS Essentials

(Full time=3 weeks; $\frac{3}{4}$ time=5 weeks; Part Time=7 weeks)

Course Objectives

- DOMAIN 1.0: Microsoft Word
- DOMAIN 2.0: Microsoft Excel
- DOMAIN 3.0: Microsoft Outlook

VMW001 Introduction to VM Ware

(Full time=1 week; $\frac{3}{4}$ time=1 week; Part Time=2 weeks)

Course Objectives

- Domain 1.0 Virtualization Concepts
- Domain 2.0 Creating Virtual Machines
- Domain 3.0 Managing Virtual Machines
- Domain 4.0 Virtual Machine Availability

AD001 Critical Thinking

(Full time=4.5 weeks; $\frac{3}{4}$ time=4.5 weeks; Part Time=4.5 weeks)

Course Objectives

- Lesson 1: The Structure of Arguments
- Lesson 2: Deduction: Truth and Validity
- Lesson 3: Deduction: Argument Forms
- Lesson 4: Induction: Generalizations
- Lesson 5: Induction: Evidence and Analogies
- Lesson 6: Formal Fallacies and Weak Induction
- Lesson 7: Informal Fallacies
- Lesson 8: Language and Logic
- Lesson 9: Reading Media
- Lesson 10: Bias and Viewpoints
- Lesson 11: Logic in Real Life
- Lesson 12: Using Your Voice

AD002 Business Communication

(Full time=4.5 weeks; $\frac{3}{4}$ time=4.5 weeks; Part Time=4.5 weeks)

Course Objectives

- Lesson 1: Introduction to Business Communications
- Lesson 2: Listening and Nonverbal Communication Skills
- Lesson 3: Communicating Across Cultures
- Lesson 4: Composing a Business Message
- Lesson 5: Communicating Routine Information
- Lesson 6: Communicating Bad News
- Lesson 7: Persuasive Communications
- Lesson 8: Introduction to Business Reports and Proposals
- Lesson 9: Composing Business Reports and Proposals
- Lesson 10: Formal Reports and Proposals
- Lesson 11: Oral Presentation Skills
- Lesson 12: Resume Writing and the Employment Interview

AD003 Business Math

(Full time=4.5 weeks; $\frac{3}{4}$ time=4.5 weeks; Part Time=4.5 weeks)

Course Objectives

- Lesson 1: Whole Numbers, Fractions and Decimals
- Lesson 2: Banking and Equations
- Lesson 3: Percentages and Statistics
- Lesson 4: Trade and Cash Discounts, Markup and Markdown
- Lesson 5: Payroll
- Lesson 6: Interest, Discount, Credit and Value
- Lesson 7: Annuities, Sinking Funds, Stocks and Bonds
- Lesson 8: Mortgages
- Lesson 9: Financial Statements
- Lesson 10: Inventory
- Lesson 11: Insurance and Taxes
- Lesson 12: Financial Statements

AD004 Introduction to Business

(Full time=4.5 weeks; $\frac{3}{4}$ time=4.5 weeks; Part Time=4.5 weeks)

Course Objectives

- Lesson 1: The Business Environment
- Lesson 2: Business Ethics and Social Responsibility
- Lesson 3: New Business Ventures in the US and International Markets
- Lesson 4: Managing the Business Enterprise
- Lesson 5: Managing and Motivating Employees
- Lesson 6: Marketing Processes
- Lesson 7: Product Pricing, Distribution, and Promotion
- Lesson 8: Productivity and Quality
- Lesson 9: Information Systems and Communication Technologies
- Lesson 10: Principles of Accounting
- Lesson 11: Banking and Finance
- Lesson 12: Financial and Risk Management

AD005 Principles of Management

(Full time=4.5 weeks; $\frac{3}{4}$ time=4.5 weeks; Part Time=4.5 weeks)

Course Objectives

- Lesson 1: Introduction to Management
- Lesson 2: Managing the Business Environment
- Lesson 3: Social Responsibility and Managerial Ethics
- Lesson 4: Decision Making
- Lesson 5: Planning and the Manager's Role
- Lesson 6: Strategic Management and Planning Techniques
- Lesson 7: Organizational Structure and Communications
- Lesson 8: Human Resource Management
- Lesson 9: The Psychology of Management
- Lesson 10: Motivating and Leading Others
- Lesson 11: Overview of Human Resource Management
- Lesson 12: Employee Recruitment and Placement
- Lesson 13: Controlling Organizational Performance
- Lesson 14: Operations Management

AD006 American Government

(Full time=4.5 weeks; $\frac{3}{4}$ time=4.5 weeks; Part Time=4.5 weeks)

Course Objectives:

- Apply informational literacy skills in the study of politics
- Analyze how the historical development of the United States affects contemporary political environment
- Explain how individual actors impact contemporary political environment
- Outline the institutional structures and how these structures interact with each other to explain the processes of government
- Apply understanding of government processes to analyze contemporary politics
- Analyze the formal and informal processes by which public policy is made

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

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

Prerequisites:	High School Diploma, HS Equivalent, or 6 college credits
Academic Quarter Credit:	97.72
Financial Aid Quarter Credit:	63
Student Status:	Full time = 24 hours/week; $\frac{3}{4}$ time = 18 hours/week; Part Time = 12 hours/week
Program Length:	Full time = 66 weeks; $\frac{3}{4}$ time = 79 weeks; Part time = 105 weeks
Registration Fee:	\$200
Books:	\$200
Tuition:	\$25,550
STRF*	<u>to be determined, if applicable</u>
Total cost	\$25,950

- For period of Attendance
- Estimate cost total program (\$25,950)

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

ASSOCIATE OF APPLIED SCIENCE DEGREE IN
COMPUTER SPECIALIST AND NETWORKING TECHNOLOGY

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

The Associate of Applied Science Degree in Computer Specialist and Networking Technology (AAS CSNT) program can result in four (4) CompTIA certifications and one (1) Microsoft Certified Professional (MCP) certification. CompTIA certifications are known among Information Technology professionals as foundational to an IT professional's career.

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

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

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

The Associate of Applied Science Degree in Computer Specialist and Networking Technology includes the following training courses:

PCS201 (Full time =7 weeks; $\frac{3}{4}$ time =9 weeks; Part Time=13 weeks)

Course Objectives:

HARDWARE

- Categorize storage devices and backup media
- Explain motherboard components, types and features
- Classify power supplies types and characteristics
- Explain the purpose and characteristics of CPU's and their features
- Explain cooling methods and devices
- Compare and contrast memory types, characteristics and their purpose
- Distinguish between the different display devices and their characteristics
- Install and configure peripherals and input devices
- Summarize the function and types of adapter cards
- Install, configure and optimize laptop components and features
- Install and configure printers

TROUBLESHOOTING, REPAIR AND MAINTENANCE

- Given a scenario, explain the troubleshooting theory
- Given a scenario, explain and interpret common hardware and operating system symptoms and their causes
- Given a scenario, determine the troubleshooting methods and tools for printers
- Given a scenario, explain and interpret common laptop issues and determine the appropriate basic troubleshooting method
- Given a scenario, integrate common preventative maintenance techniques

NETWORKING

- Compare and contrast the different Windows Operating Systems and their features
- Given a scenario, demonstrate proper use of user interfaces
- Explain the process and steps to install and configure the Windows OS
- Explain the basics of boot sequences, methods and startup utilities
- Summarize the basics of networking fundamentals, including technologies, devices and protocols
- Categorize network cables and connectors and their implementations
- Compare and contrast the different network types

SECURITY

- Explain the basic principles of security concepts and technologies
- Summarize the following security features

OPERATIONAL PROCEDURE

- Outline the purpose of appropriate safety and environmental procedures and given a scenario apply them
- Given a scenario, demonstrate the appropriate use of communication skills and professionalism in the workplace

CS100 Career Success (Full time=1 week; ¾ time=1 week; Part Time=2 weeks)

Course Objectives

- Unit 1 What's Holding Me Back? – Am I seeing all there is to see? What am I missing, and why?
- Unit 2 Who Am I Listening To? – We realize that what may be “the truth” to others, isn't necessarily our truth.
- Unit 3 Lock-On / Lock-Out – Sometimes, the absence of the truth may set you free.
- Unit 4 My Brain's Filter System – Discover the levels of the mind involved in the thought process and what they do.
- Unit 5 How My Mind Works – The three levels of the mind work together to make sure we act like we know we are.
- Unit 6 Free Flowing at a New Level – Stress comes when we try to behave differently than we know we are.
- Unit 7 Leaning in the Right Direction – Our habits and attitudes can keep us from getting to where we want to be.
- Unit 8 How My Beliefs are Formed – Thoughts accumulate to become beliefs, so it is important to control our thoughts.
- Unit 9 Building My Self-Image – Each of us builds a self-image with our own thoughts.
- Unit 10 My Future is Up to Me – We move toward and become like what we think about; our present thoughts determine our future.
- Unit 11 I'm Worth It! – Learn the importance of building high self-esteem, in yourself and in others around you.
- Unit 12 Make the Unfamiliar Familiar – Comfort zones can keep us safe, but they can also keep us from moving forward.
- Unit 13 The Next Time – Self-talk is utilized to change future performance, and we start by giving ourselves future goals with “The next time...”
- Unit 14 Putting Life on a Want-To – Motivation comes in two varieties: constructive (want-to) and restrictive (have-to), moving you forward or holding you back.
- Unit 15 Making the Pictures Match – The world outside must match the picture we have in our minds. When it doesn't, we have a problem.
- Unit 16 I Can See It! – Human beings need goals; it's a fact of life. We must dream big and give ourselves big goals.
- Unit 17 If It's to Be, It's Up to Me – When we visualize the new, we become dissatisfied with the old.
- Unit 18 My Better Future – If we demand to know the “how” first, we will back up our goals and not grow into our future.
- Unit 19 My Goals – My Vision – My Future – Create the vision of the way you want your future to look like before it actually happens.
- Unit 20 If I Want It, I Can Create It – By developing your personal efficacy, you will look forward and see success.
- Unit 21 Rites of Passage – One statement of fact can change your life forever.

PCS201 (Full time =9 weeks; ¾ time =11 weeks; Part Time=18 weeks)

Course Objectives

HARDWARE

- Given a scenario, install, configure and maintain personal computer components
- Given a scenario, detect problems, troubleshoot and repair/replace personal computer
- Given a scenario, install, configure, detect problems, troubleshoot and repair/replace laptop components
- Given a scenario, select and use the following tools
- Given a scenario, detect and resolve common printer issues

Operating Systems & Software

- Select the appropriate commands and options to troubleshoot and resolve problems
- Differentiate between Windows Operating System directory structures (Windows 2000, XP and Vista)
- Given a scenario, select and use system utilities / tools and evaluate the results
- Evaluate and resolve common issues

Networking

- Troubleshoot client-side connectivity issues using appropriate tools
- Install and configure a small office home office (SOHO) network

Securities

- Given a scenario, prevent, troubleshoot and remove viruses and malware
- Implement security and troubleshoot common issues

NET101 Introduction to Networking

(Full time=6 weeks; ¾ time=8 weeks; Part Time=11 weeks)

Course Objectives

- DOMAIN 1.0 Network Technologies
- DOMAIN 2.0 Network Media and Topologies
- DOMAIN 3.0 Network Devices
- DOMAIN 4.0 Network Management
- DOMAIN 5.0 Network Tools
- DOMAIN 6.0 Network Security

MOS101 Windows OS (Full time=5 weeks; ¾ time=7 weeks; Part Time=10 weeks)

Course Objectives

- DOMAIN 1.0: Installing, Upgrading, and Migrating to Windows 7
- DOMAIN 2.0: Deploying Windows 7
- DOMAIN 3.0: Configuring Hardware and Applications
- DOMAIN 4.0: Configuring Network Applications
- DOMAIN 5.0: Configuring Access to Resources
- DOMAIN 6.0: Configuring Mobile Computing
- DOMAIN 7.0: Monitoring and Maintaining Systems that Run Windows 7
- DOMAIN 8.0: Configuring Backup and Recovery Options

NOS203 Network and Operational Security

(Full time=5 weeks; ¾ time=7 weeks; Part Time=10 weeks)

Course Objectives and Coverage

- DOMAIN 1.0: Systems Security
- DOMAIN 2.0: Network Infrastructure
- DOMAIN 3.0: Access Control
- DOMAIN 4.0: Assessments & Audits
- DOMAIN 5.0: Cryptography
- DOMAIN 6.0: Organizational Security

ACD200 Advanced Career Development (Full time=1 week; ¾ time=1 week; Part Time=2 weeks)

Course Objectives

- Introduction to Career Services
- Goal Setting
- Advanced Résumé & Cover Letter
- Understanding the Hiring process
- Networking & social media
- Job searching & the Market
- Interview Prep & Salary Worth
- Understanding how to answer common questions
- mock interview & the follow up process

OSL201 Administering Linux Level 1 (Full Time=3 weeks; ¾ Time = 4 weeks; Part Time=6 weeks)

Course Objectives

- Determine and configure System Architecture
- Manage Linux Installation and Package Management.
- Install GNU and Unix Commands
- Manage Devices, Linux file systems File system Hierarchy Standard

OSL202 Administering Linux Level 2 (Full Time=4 weeks; ¾ Time = 6 weeks; Part Time=10 weeks)

- Determine and configure Shells, Scripting and Data Management
- Manage user interfaces and Desktops
- Customize Administrative Tasks
- Install Standard Essential System Services
- Manage Networking and Security in Linux

AD001 Critical Thinking (Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

Course Objectives

- Lesson 1: The Structure of Arguments
- Lesson 2: Deduction: Truth and Validity
- Lesson 3: Deduction: Argument Forms
- Lesson 4: Induction: Generalizations
- Lesson 5: Induction: Evidence and Analogies
- Lesson 6: Formal Fallacies and Weak Induction
- Lesson 7: Informal Fallacies
- Lesson 8: Language and Logic
- Lesson 9: Reading Media
- Lesson 10: Bias and Viewpoints
- Lesson 11: Logic in Real Life
- Lesson 12: Using Your Voice

AD002 Business Communication (Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

Course Objectives

- Lesson 1: Introduction to Business Communications
- Lesson 2: Listening and Nonverbal Communication Skills
- Lesson 3: Communicating Across Cultures
- Lesson 4: Composing a Business Message
- Lesson 5: Communicating Routine Information
- Lesson 6: Communicating Bad News
- Lesson 7: Persuasive Communications
- Lesson 8: Introduction to Business Reports and Proposals
- Lesson 9: Composing Business Reports and Proposals
- Lesson 10: Formal Reports and Proposals
- Lesson 11: Oral Presentation Skills
- Lesson 12: Resume Writing and the Employment Interview

AD003 Business Math

(Full time=4.5 weeks; $\frac{3}{4}$ time=4.5 weeks; Part Time=4.5 weeks)

Course Objectives

- Lesson 1: Whole Numbers, Fractions and Decimals
- Lesson 2: Banking and Equations
- Lesson 3: Percentages and Statistics
- Lesson 4: Trade and Cash Discounts, Markup and Markdown
- Lesson 5: Payroll
- Lesson 6: Interest, Discount, Credit and Value
- Lesson 7: Annuities, Sinking Funds, Stocks and Bonds
- Lesson 8: Mortgages
- Lesson 9: Financial Statements
- Lesson 10: Inventory
- Lesson 11: Insurance and Taxes
- Lesson 12: Financial Statements

AD004 Introduction to Business

(Full time=4.5 weeks; $\frac{3}{4}$ time=4.5 weeks; Part Time=4.5 weeks)

Course Objectives

- Lesson 1: The Business Environment
- Lesson 2: Business Ethics and Social Responsibility
- Lesson 3: New Business Ventures in the US and International Markets
- Lesson 4: Managing the Business Enterprise
- Lesson 5: Managing and Motivating Employees
- Lesson 6: Marketing Processes
- Lesson 7: Product Pricing, Distribution, and Promotion
- Lesson 8: Productivity and Quality
- Lesson 9: Information Systems and Communication Technologies
- Lesson 10: Principles of Accounting
- Lesson 11: Banking and Finance
- Lesson 12: Financial and Risk Management

AD005 Principles of Management

(Full time=4.5 weeks; $\frac{3}{4}$ time=4.5 weeks; Part Time=4.5 weeks)

Course Objectives

- Lesson 1: Introduction to Management
- Lesson 2: Managing the Business Environment
- Lesson 3: Social Responsibility and Managerial Ethics
- Lesson 4: Decision Making
- Lesson 5: Planning and the Manager's Role
- Lesson 6: Strategic Management and Planning Techniques
- Lesson 7: Organizational Structure and Communications
- Lesson 8: Human Resource Management
- Lesson 9: The Psychology of Management
- Lesson 10: Motivating and Leading Others
- Lesson 11: Overview of Human Resource Management
- Lesson 12: Employee Recruitment and Placement
- Lesson 13: Controlling Organizational Performance
- Lesson 14: Operations Management

AD006 American Government

(Full time=4.5 weeks; $\frac{3}{4}$ time=4.5 weeks; Part Time=4.5 weeks)

Course Objectives:

- Apply informational literacy skills in the study of politics
- Analyze how the historical development of the United States affects contemporary political environment
- Explain how individual actors impact contemporary political environment
- Outline the institutional structures and how these structures interact with each other to explain the processes of government
- Apply understanding of government processes to analyze contemporary politics
- Analyze the formal and informal processes by which public policy is made

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

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

Prerequisites:	High School Diploma, HS Equivalent, or 6 college credits
Academic Quarter Credit:	102.05
Financial Aid Quarter Credit:	65
Student Status:	Full time = 24 hours/week; ¾ time = 18 hours/week; Part Time = 12 hours/week
Program Length:	Full time = 68 weeks; ¾ time = 81 weeks; Part time = 109 weeks
Registration Fee:	\$200
Books:	\$200
Tuition:	\$26,050
STRF*	<u>to be determined, if applicable</u>
Total cost	\$26,450
	<ul style="list-style-type: none">• For period of Attendance• Estimate cost total program (\$26,950)

*Additional fee charged by state for STRF

ASSOCIATE OF APPLIED SCIENCE DEGREE IN IT NETWORK ENGINEERING

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

The Associate of Applied Science Degree in IT Networking Engineer (AAS ITNE) program can result in one (1) Microsoft Certified Professional certification, the Microsoft Certified Solution Expert certification and one (1) additional professional certification depending on the elective chosen.

Students who enroll in the AAS ITNE program will have the opportunity to learn Windows client and Windows Server operating system administration. Students will learn how to install, configure, and maintain the Windows 7 and Windows Server 2012 operating systems in a stand-alone, workgroup, and domain environment. Depending on the electives chosen, students may also learn PC hardware support skills, networking skills, routing skills, or IT security.

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

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

Associate of Applied Science Degree in IT Network Engineering program consists of the following courses:

MOS101 Windows OS (Full time=5 weeks; $\frac{3}{4}$ time=7 weeks; Part Time=10 weeks)

Course Objectives

- DOMAIN 1.0: Installing, Upgrading, and Migrating to Windows 7
- DOMAIN 2.0: Deploying Windows 7
- DOMAIN 3.0: Configuring Hardware and Applications
- DOMAIN 4.0: Configuring Network Applications
- DOMAIN 5.0: Configuring Access to Resources
- DOMAIN 6.0: Configuring Mobile Computing
- DOMAIN 7.0: Monitoring and Maintaining Systems that Run Windows 7
- DOMAIN 8.0: Configuring Backup and Recovery Options

CS100 Career Success

(Full time=1 week; $\frac{3}{4}$ time=1 week; Part Time=2 weeks)

- Unit 1 What's Holding Me Back? – Am I seeing all there is to see? What am I missing, and why?
- Unit 2 Who Am I Listening To? – We realize that what may be “the truth” to others isn't necessarily our truth.
- Unit 3 Lock-On / Lock-Out – Sometimes, the absence of the truth may set you free.
- Unit 4 My Brain's Filter System – Discover the levels of the mind involved in the thought process and what they do.
- Unit 5 How My Mind Works – The three levels of the mind work together to make sure we act like we know we are.
- Unit 6 Free Flowing at a New Level – Stress comes when we try to behave differently than we know we are.

- Unit 7 Leaning in the Right Direction – Our habits and attitudes can keep us from getting to where we want to be.
- Unit 8 How My Beliefs are Formed – Thoughts accumulate to become beliefs, so it is important to control our thoughts.
- Unit 9 Building My Self-Image – Each of us builds a self-image with our own thoughts.
- Unit 10 My Future is Up to Me – We move toward and become like what we think about; our present thoughts determine our future.
- Unit 11 I’m Worth It! – Learn the importance of building high self-esteem, in yourself and in others around you.
- Unit 12 Make the Unfamiliar Familiar – Comfort zones can keep us safe, but they can also keep us from moving forward.
- Unit 13 The Next Time – Self-talk is utilized to change future performance, and we start by giving ourselves future goals with “The next time...”
- Unit 14 Putting Life on a Want-To – Motivation comes in two varieties: constructive (want-to) and restrictive (have-to), moving you forward or holding you back.
- Unit 15 Making the Pictures Match – The world outside must match the picture we have in our minds. When it doesn’t, we have a problem.
- Unit 16 I Can See It! – Human beings need goals; it’s a fact of life. We must dream big and give ourselves big goals.
- Unit 17 If It’s to Be, It’s Up to Me – When we visualize the new, we become dissatisfied with the old.
- Unit 18 My Better Future – If we demand to know the “how” first, we will back up our goals and not grow into our future.
- Unit 19 My Goals – My Vision – My Future – Create the vision of the way you want your future to look like before it actually happens.
- Unit 20 If I Want It, I Can Create It – By developing your personal efficacy, you will look forward and see success.
- Unit 21 Rites of Passage – One statement of fact can change your life forever.

MAD202 Server Basics:

(Full time=8 weeks; $\frac{3}{4}$ time=10 weeks; Part Time=15 weeks)

Course Objectives

Install and Configure Servers

- Install servers
- Configure servers
- Configure local storage

Configure Server Roles and Features

- Configure file and share access
- Configure print and document services
- Configure servers for remote management

Configure Hyper-V

- Create and configure virtual machine settings
- Create and configure virtual machine storage
- Create and configure virtual networks

Deploy and Configure Core Network Services

- Configure IPv4 and IPv6 addressing
- Deploy and configure Dynamic Host Configuration Protocol (DHCP) service
- Deploy and configure DNS service

Install and Administer Active Directory

- Install domain controllers
- Create and manage Active Directory users and computers
- Create and manage Active Directory groups and organizational units (OUs)

Create and Manage Group Policy

- Create Group Policy objects (GPOs)
- Configure security policies
- Configure application restriction policies
- Configure Windows Firewall

MAD302 Server Administration

(Full time=6 weeks; ¾ time=8 weeks; Part Time=12 weeks)

Course Objectives

Deploy, Manage, and Maintain Servers

- Deploy and manage server images.
- Implement patch management.
- Monitor servers.

Configure File and Print Services

- Configure Distributed File System (DFS).
- Configure File Server Resource Manager (FSRM).
- Configure file and disk encryption.
- Configure advanced audit policies.

Configure Network Services and Access

- Configure DNS zones.
- Configure DNS records.
- Configure VPN and routing.
- Configure Direct Access.

Configure a Network Policy Server Infrastructure

- Configure Network Policy Server (NPS).
- Configure NPS policies.
- Configure Network Access Protection (NAP).

Configure and Manage Active Directory

- Configure service authentication.
- Configure Domain Controllers.
- Maintain Active Directory.
- Configure account policies.

Configure and Manage Group Policy

- Configure Group Policy processing.
- Configure Group Policy settings.
- Manage Group Policy objects (GPOs).
- Configure Group Policy preferences.

MAD403 Server Design (Full time=6 weeks; ¾ time=8 weeks; Part Time=12 weeks)

Course Objectives

Configure and Manage High Availability

- Configure Network Load Balancing (NLB).
- Configure failover clustering.
- Manage failover clustering roles.
- Manage Virtual Machine (VM) movement.

Configure File and Storage Solutions

- Configure advanced file services.
- Implement Dynamic Access Control (DAC).
- Configure and optimize storage.

Implement Business Continuity and Disaster Recovery

- Configure and manage backups.
- Recover servers.
- Configure site-level fault tolerance.

Configure Network Services

- Implement an advanced Dynamic Host Configuration Protocol (DHCP) solution.
- Implement an advanced DNS solution.
- Deploy and manage IPAM.

Configure the Active Directory Infrastructure

- Configure a forest or a domain.
- Configure trusts.
- Configure sites.
- Manage Active Directory and SYSVOL replication.

Configure Identity and Access Solutions

- Implement Active Directory Federation Services 2.1 (AD FSv2.1).
- Install and configure Active Directory Certificate Services (AD CS).
- Manage certificates.
- Install and configure Active Directory Rights Management Services (AD RMS).

MAD404 Server Intermediate

(Full time=5 weeks; ¾ time=7 weeks; Part Time=10 weeks)

Course Objectives

Plan and Deploy a Server Infrastructure

- Design an automated server installation strategy.
- Plan and implement a server deployment infrastructure.
- Plan and implement server upgrade and migration.
- Plan and deploy Virtual Machine Manager services.
- Plan and implement file and storage services.

Design and Implement Network Infrastructure Services

- Design and maintain a Dynamic Host Configuration Protocol (DHCP) solution.
- Design a name resolution solution strategy.
- Design and manage an IP address management solution.

Design and Implement Network Access Services

- Design a VPN solution.
- Design a Direct Access solution.
- Implement a scalable remote access solution.
- Design a network protection solution.
- Implement a network protection solution.

Design and Implement an Active Directory Infrastructure (Logical)

- Design a forest and domain infrastructure.
- Implement a forest and domain infrastructure.
- Design a Group Policy strategy.
- Design an Active Directory permission model.

Design and Implement an Active Directory Infrastructure (Physical)

- Design an Active Directory sites topology.
- Design a domain controller strategy.
- Design and implement a branch office infrastructure.

ACD200 Advanced Career Development

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

Course Objectives

- Introduction to Career Services
- Goal Setting
- Advanced Résumé & Cover Letter
- Understanding the Hiring process
- Networking & social media
- Job searching & the Market
- Interview Prep & Salary Worth
- Understanding how to answer common questions
- mock interview & the follow up process

MAD402 Server Advanced

(Full time=5 weeks; ¾ time=7 weeks; Part Time=10 weeks)

Course Objectives

Manage and Maintain a Server Infrastructure

- Design an administrative model.
- Design a monitoring strategy.
- Design an updates infrastructure.
- Implement automated remediation.

Plan and Implement a Highly Available Enterprise Infrastructure

- Plan and implement failover clustering.
- Plan and implement highly available network services.
- Plan and implement highly available storage solutions.
- Plan and implement highly available server roles.
- Plan and implement a business continuity and disaster recovery solution.

Plan and Implement a Server Virtualization Infrastructure

- Plan and implement virtualization hosts.
- Plan and implement virtualization guests.
- Plan and implement virtualization networking.
- Plan and implement virtualization storage.
- Plan and implement virtual guest movement.
- Manage and maintain a server virtualization infrastructure.

Design and Implement Identity and Access Solutions

- Design a Certificate Services infrastructure.
- Implement and manage a Certificate Services infrastructure.
- Implement and manage certificates.
- Design and implement a federated identity solution.
- Design and implement Active Directory Rights Management Services (AD RMS).

Elective: Choice of 1 elective from the following courses:

NOS203 Network and Operational Security

Course Objectives and Coverage

- DOMAIN 1.0: Systems Security
- DOMAIN 2.0: Network Infrastructure
- DOMAIN 3.0: Access Control
- DOMAIN 4.0: Assessments & Audits
- DOMAIN 5.0: Cryptography
- DOMAIN 6.0: Organizational Security

OSL201 Administering Linux Level 1

Course Objectives

- Determine and configure System Architecture
- Manage Linux Installation and Package Management.
- Install GNU and Unix Commands
- Manage Devices, Linux file systems File system Hierarchy Standard

OSL202 Administering Linux Level 2

- Determine and configure Shells, Scripting and Data Management
- Manage user interfaces and Desktops
- Customize Administrative Tasks
- Install Standard Essential System Services
- Manage Networking and Security in Linux

CNC100 Advanced Networking Level 1:

Course Objectives:

- Describe the operation of data networks
- Implement a small switched network
- Implement an IP addressing scheme and IP services to meet network requirements for a small branch office
- Implement a small routed network
- Explain and select the appropriate administrative tasks required for a WLAN
- Identify security threats to a network and describe general methods to mitigate those threats
- Implement and verify WAN links

CNC200 Advanced Networking Level 2:

Course Objectives:

- Configure, verify and troubleshoot a switch with VLANs and interswitch communications
- Implement an IP addressing scheme and IP services to meet network requirements in medium-size Enterprise branch office network
- Configure and troubleshoot basic operation and routing on Cisco devices
- Implement, verify, and troubleshoot NAT and ACLs in a medium-size Enterprise branch office network

AD001 Critical Thinking

(Full time=4.5 weeks; $\frac{3}{4}$ time=4.5 weeks; Part Time=4.5 weeks)

Course Objectives

- Lesson 1: The Structure of Arguments
- Lesson 2: Deduction: Truth and Validity
- Lesson 3: Deduction: Argument Forms
- Lesson 4: Induction: Generalizations
- Lesson 5: Induction: Evidence and Analogies
- Lesson 6: Formal Fallacies and Weak Induction
- Lesson 7: Informal Fallacies
- Lesson 8: Language and Logic
- Lesson 9: Reading Media
- Lesson 10: Bias and Viewpoints
- Lesson 11: Logic in Real Life
- Lesson 12: Using Your Voice

AD002 Business Communication

(Full time=4.5 weeks; $\frac{3}{4}$ time=4.5 weeks; Part Time=4.5 weeks)

Course Objectives

- Lesson 1: Introduction to Business Communications
- Lesson 2: Listening and Nonverbal Communication Skills
- Lesson 3: Communicating Across Cultures
- Lesson 4: Composing a Business Message
- Lesson 5: Communicating Routine Information
- Lesson 6: Communicating Bad News
- Lesson 7: Persuasive Communications
- Lesson 8: Introduction to Business Reports and Proposals
- Lesson 9: Composing Business Reports and Proposals
- Lesson 10: Formal Reports and Proposals
- Lesson 11: Oral Presentation Skills
- Lesson 12: Resume Writing and the Employment Interview

AD003 Business Math (Full time=4.5 weeks; $\frac{3}{4}$ time=4.5 weeks; Part Time=4.5 weeks)

Course Objectives

- Lesson 1: Whole Numbers, Fractions and Decimals
- Lesson 2: Banking and Equations
- Lesson 3: Percentages and Statistics
- Lesson 4: Trade and Cash Discounts, Markup and Markdown
- Lesson 5: Payroll
- Lesson 6: Interest, Discount, Credit and Value
- Lesson 7: Annuities, Sinking Funds, Stocks and Bonds
- Lesson 8: Mortgages
- Lesson 9: Financial Statements
- Lesson 10: Inventory
- Lesson 11: Insurance and Taxes
- Lesson 12: Financial Statements

AD004 Introduction to Business

(Full time=4.5 weeks; $\frac{3}{4}$ time=4.5 weeks; Part Time=4.5 weeks)

Course Objectives

- Lesson 1: The Business Environment
- Lesson 2: Business Ethics and Social Responsibility
- Lesson 3: New Business Ventures in the US and International Markets
- Lesson 4: Managing the Business Enterprise
- Lesson 5: Managing and Motivating Employees
- Lesson 6: Marketing Processes
- Lesson 7: Product Pricing, Distribution, and Promotion
- Lesson 8: Productivity and Quality
- Lesson 9: Information Systems and Communication Technologies
- Lesson 10: Principles of Accounting
- Lesson 11: Banking and Finance
- Lesson 12: Financial and Risk Management

AD005 Principles of Management

(Full time=4.5 weeks; $\frac{3}{4}$ time=4.5 weeks; Part Time=4.5 weeks)

Course Objectives

- Lesson 1: Introduction to Management
- Lesson 2: Managing the Business Environment
- Lesson 3: Social Responsibility and Managerial Ethics
- Lesson 4: Decision Making
- Lesson 5: Planning and the Manager's Role
- Lesson 6: Strategic Management and Planning Techniques
- Lesson 7: Organizational Structure and Communications
- Lesson 8: Human Resource Management
- Lesson 9: The Psychology of Management
- Lesson 10: Motivating and Leading Others
- Lesson 11: Overview of Human Resource Management
- Lesson 12: Employee Recruitment and Placement
- Lesson 13: Controlling Organizational Performance
- Lesson 14: Operations Management

AD006 American Government

(Full time=4.5 weeks; $\frac{3}{4}$ time=4.5 weeks; Part Time=4.5 weeks)

Course Objectives: Apply informational literacy skills in the study of politics

- Analyze how the historical development of the United States affects contemporary political environment
- Explain how individual actors impact contemporary political environment
- Outline the institutional structures and how these structures interact with each other to explain the processes of government
- Apply understanding of government processes to analyze contemporary politics
- Analyze the formal and informal processes by which public policy is made

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

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

Prerequisites:	A+, Network+ or equivalent experience required, High School Diploma or HS Equivalent or 6 college credits
Academic Quarter Credit:	98.95
Financial Aid Quarter Credit:	66
Student Status:	Full time = 24 hours/week; $\frac{3}{4}$ time = 18 hours/week; Part Time = 12 hours/week
Program Length:	Full time = 69 weeks; $\frac{3}{4}$ time = 83 weeks; Part time = 111 weeks.
Registration Fee:	\$200
Books:	\$200
Tuition:	\$26,550
STRF*	<u>to be determined, if applicable</u>
Total cost	\$26,950
	<ul style="list-style-type: none">• For period of Attendance• Estimate cost total program (\$26,950)

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

ASSOCIATE OF APPLIED SCIENCE DEGREE IN IT SERVER ADMINISTRATION

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

The Associate of Applied Science Degree in IT Server Administration (AAS ITSA) graduate will have the knowledge to administrate the operations and day-to-day management of an infrastructure of Windows Server 2008 R2 servers for an enterprise organization and the upgrade to Windows Server 2012. Windows server administrators manage infrastructure, Web, and IT application servers.

The AAS ITSA program can result in two (2) Microsoft Certified Solutions Associate certifications 2008 and 2012; and one (1) Microsoft Certified Solution Expert certification.

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

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

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

The Associate of Applied Science Degree in IT Server Administration consists of the following courses:

MOS101 Windows OS

(Full time=5 weeks; $\frac{3}{4}$ time=7 weeks; Part Time=10 weeks)

Course Objectives

- DOMAIN 1.0: Installing, Upgrading, and Migrating to Windows 7
- DOMAIN 2.0: Deploying Windows 7
- DOMAIN 3.0: Configuring Hardware and Applications
- DOMAIN 4.0: Configuring Network Applications
- DOMAIN 5.0: Configuring Access to Resources
- DOMAIN 6.0: Configuring Mobile Computing
- DOMAIN 7.0: Monitoring and Maintaining Systems that Run Windows 7
- DOMAIN 8.0: Configuring Backup and Recovery Options

CS100 Career Success

(Full time=1 week; $\frac{3}{4}$ time=1 week; Part Time=2 weeks)

Course Objectives

- Unit 1 What's Holding Me Back? – Am I seeing all there is to see? What am I missing, and why?
- Unit 2 Who Am I Listening To? – We realize that what may be “the truth” to others isn't necessarily our truth.
- Unit 3 Lock-On / Lock-Out – Sometimes, the absence of the truth may set you free.
- Unit 4 My Brain's Filter System – Discover the levels of the mind involved in the thought process and what they do.
- Unit 5 How My Mind Works – The three levels of the mind work together to make sure we act like we know we are.
- Unit 6 Free Flowing at a New Level – Stress comes when we try to behave differently than we know we are.

- Unit 7 Leaning in the Right Direction – Our habits and attitudes can keep us from getting to where we want to be.
- Unit 8 How My Beliefs are Formed – Thoughts accumulate to become beliefs, so it is important to control our thoughts.
- Unit 9 Building My Self-Image – Each of us builds a self-image with our own thoughts.
- Unit 10 My Future is Up to Me – We move toward and become like what we think about; our present thoughts determine our future.
- Unit 11 I’m Worth It! – Learn the importance of building high self-esteem, in yourself and in others around you.
- Unit 12 Make the Unfamiliar Familiar – Comfort zones can keep us safe, but they can also keep us from moving forward.
- Unit 13 The Next Time – Self-talk is utilized to change future performance, and we start by giving ourselves future goals with “The next time…”
- Unit 14 Putting Life on a Want-To – Motivation comes in two varieties: constructive (want-to) and restrictive (have-to), moving you forward or holding you back.
- Unit 15 Making the Pictures Match – The world outside must match the picture we have in our minds. When it doesn’t, we have a problem.
- Unit 16 I Can See It! – Human beings need goals; it’s a fact of life. We must dream big and give ourselves big goals.
- Unit 17 If It’s to Be, It’s Up to Me – When we visualize the new, we become dissatisfied with the old.
- Unit 18 My Better Future – If we demand to know the “how” first, we will back up our goals and not grow into our future.
- Unit 19 My Goals – My Vision – My Future – Create the vision of the way you want your future to look like before it actually happens.
- Unit 20 If I Want It, I Can Create It – By developing your personal efficacy, you will look forward and see success.
- Unit 21 Rites of Passage – One statement of fact can change your life forever.

MAD201 Server Basics (Full time=8 weeks; ¾ time=10 weeks; Part Time=16 weeks)

Course Objectives

- DOMAIN 1.0: Configuring Domain Name System (DNS) for Active Directory
- DOMAIN 2.0: Configuring the Active Directory Infrastructure
- DOMAIN 3.0: Configuring additional Active Directory Server roles
- DOMAIN 4.0: Creating and maintaining Active Directory objects
- DOMAIN 5.0: Maintaining the Active Directory Environment
- DOMAIN 6.0: Configuring Active Directory Certificate Services

MAD301 Server Intermediate (Full time=6 weeks; ¾ time=8 weeks; Part Time=12 weeks)

Course Objectives

- DOMAIN 1.0: Configuring IP Addressing and Services
- DOMAIN 2.0: Configuring Name Resolution
- DOMAIN 3.0: Configuring Network Access
- DOMAIN 4.0: Configuring File and Print Services

MAD401 Server Advanced (Full time=5 weeks; ¾ time=7 weeks; Part Time=10 weeks)

Course Objectives

- DOMAIN 1.0: Planning for Server Deployment
- DOMAIN 2.0: Planning for Server Management
- DOMAIN 3.0: Monitoring and Maintaining Servers
- DOMAIN 4.0: Planning Application and Data Provisioning
- DOMAIN 5.0: Planning for Business Continuity and High Availability

MAD405 Server Upgrade (Full time =6 weeks; ¾ time =8 weeks; Part Time = 11 weeks)

Course Objectives

Install and Configure Servers

- Install Servers.
- Configure servers.
- Configure local storage.

Configure Server Roles and Features

- Configure servers for remote management.

Configure Hyper-V

- Create and configure virtual machine settings.
- Create and configure virtual machine storage.
- Create and configure virtual networks.

Install and Administer Active Directory

- Install domain controllers.

Deploy, Manage, and Maintain Servers

- Monitor servers.

Configure Network Services and Access

- Configure Direct Access.

Configure a Network Policy Server Infrastructure

- Configure Network Access Protection (NAP).

Configure and Manage Active Directory

- Configure Domain Controllers.
- Maintain Active Directory

Configure and Manage Group Policy

- Configure Group Policy processing.

Configure and Manage High Availability

- Configure failover clustering.
- Manage failover clustering roles.
- Manage Virtual Machine (VM) movement.

Configure File and Storage Solutions

- Implement Dynamic Access Control (DAC).

Implement Business Continuity and Disaster Recovery

- Configure and manage backups.
- Configure site-level fault tolerance.

Configure Network Services

- Deploy and manage IPAM.

Configure Identity and Access Solutions

- Implement Active Directory Federation Services 2.1 (AD FSv2.1).

MAD404 Server Intermediate (Full time=5 weeks; ¾ time=7 weeks; Part Time=10 weeks)

Course Objectives

Plan and Deploy a Server Infrastructure

- Design an automated server installation strategy.
- Plan and implement a server deployment infrastructure.
- Plan and implement server upgrade and migration.
- Plan and deploy Virtual Machine Manager services
- Plan and implement file and storage services.

Design and Implement Network Infrastructure Services

- Design and maintain a Dynamic Host Configuration Protocol (DHCP) solution.
- Design a name resolution solution strategy.
- Design and manage an IP address management solution.

Design and Implement Network Access Services

- Design a VPN solution.
- Design a Direct Access solution.
- Implement a scalable remote access solution.
- Design a network protection solution.
- Implement a network protection solution.

Design and Implement an Active Directory Infrastructure (Logical)

- Design a forest and domain infrastructure.
- Implement a forest and domain infrastructure.
- Design a Group Policy strategy.
- Design an Active Directory permission model

Design and Implement an Active Directory Infrastructure (Physical)

- Design an Active Directory sites topology.
- Design a domain controller strategy.
- Design and implement a branch office infrastructure.

ACD200 Advanced Career Development

(Full time=1 weeks; $\frac{3}{4}$ time=1 week; Part Time=2 weeks)

Course Objectives

- Introduction to Career Services
- Goal Setting
- Advanced Résumé & Cover Letter
- Understanding the Hiring process
- Networking & social media
- Job searching & the Market
- Interview Prep & Salary Worth
- Understanding how to answer common questions
- mock interview & the follow up process

MAD402 Server Advanced

(Full time=5 weeks; $\frac{3}{4}$ time=7 weeks; Part Time=10 weeks)

Course Objectives

Manage and Maintain a Server Infrastructure

- Design an administrative model.
- Design a monitoring strategy.
- Design an updates infrastructure.
- Implement automated remediation.

Plan and Implement a Highly Available Enterprise Infrastructure

- Plan and implement failover clustering.
- Plan and implement highly available network services.
- Plan and implement highly available storage solutions.
- Plan and implement highly available server roles.
- Plan and implement a business continuity and disaster recovery solution.

Plan and Implement a Server Virtualization Infrastructure

- Plan and implement virtualization hosts.
- Plan and implement virtualization guests.
- Plan and implement virtualization networking.
- Plan and implement virtualization storage.
- Plan and implement virtual guest movement.
- Manage and maintain a server virtualization infrastructure.
- Design and Implement Identity and Access Solutions

Design a Certificate Services infrastructure.

- Implement and manage a Certificate Services infrastructure.
- Implement and manage certificates.
- Design and implement a federated identity solution.
- Design and implement Active Directory Rights Management Services (AD RMS).

AD001 Critical Thinking

(Full time=4.5 weeks; $\frac{3}{4}$ time=4.5 weeks; Part Time=4.5 weeks)

- Lesson 1: The Structure of Arguments
- Lesson 2: Deduction: Truth and Validity
- Lesson 3: Deduction: Argument Forms
- Lesson 4: Induction: Generalizations
- Lesson 5: Induction: Evidence and Analogies
- Lesson 6: Formal Fallacies and Weak Induction
- Lesson 7: Informal Fallacies
- Lesson 8: Language and Logic
- Lesson 9: Reading Media
- Lesson 10: Bias and Viewpoints
- Lesson 11: Logic in Real Life
- Lesson 12: Using Your Voice

AD002 Business Communication

(Full time=4.5 weeks; $\frac{3}{4}$ time=4.5 weeks; Part Time=4.5 weeks)

Course Objectives

- Lesson 1: Introduction to Business Communications
- Lesson 2: Listening and Nonverbal Communication Skills
- Lesson 3: Communicating Across Cultures
- Lesson 4: Composing a Business Message
- Lesson 5: Communicating Routine Information
- Lesson 6: Communicating Bad News
- Lesson 7: Persuasive Communications
- Lesson 8: Introduction to Business Reports and Proposals
- Lesson 9: Composing Business Reports and Proposals
- Lesson 10: Formal Reports and Proposals
- Lesson 11: Oral Presentation Skills
- Lesson 12: Resume Writing and the Employment Interview

AD003 Business Math (Full time=4.5 weeks; $\frac{3}{4}$ time=4.5 weeks; Part Time=4.5 weeks)

Course Objectives

- Lesson 1: Whole Numbers, Fractions and Decimals
- Lesson 2: Banking and Equations
- Lesson 3: Percentages and Statistics
- Lesson 4: Trade and Cash Discounts, Markup and Markdown
- Lesson 5: Payroll
- Lesson 6: Interest, Discount, Credit and Value
- Lesson 7: Annuities, Sinking Funds, Stocks and Bonds
- Lesson 8: Mortgages
- Lesson 9: Financial Statements
- Lesson 10: Inventory
- Lesson 11: Insurance and Taxes
- Lesson 12: Financial Statements

AD004 Introduction to Business

(Full time=4.5 weeks; $\frac{3}{4}$ time=4.5 weeks; Part Time=4.5 weeks)

Course Objectives

- Lesson 1: The Business Environment
- Lesson 2: Business Ethics and Social Responsibility
- Lesson 3: New Business Ventures in the US and International Markets
- Lesson 4: Managing the Business Enterprise
- Lesson 5: Managing and Motivating Employees
- Lesson 6: Marketing Processes
- Lesson 7: Product Pricing, Distribution, and Promotion
- Lesson 8: Productivity and Quality
- Lesson 9: Information Systems and Communication Technologies
- Lesson 10: Principles of Accounting
- Lesson 11: Banking and Finance
- Lesson 12: Financial and Risk Management

AD005 Principles of Management

(Full time=4.5 weeks; $\frac{3}{4}$ time=4.5 weeks; Part Time=4.5 weeks)

Course Objectives

- Lesson 1: Introduction to Management
- Lesson 2: Managing the Business Environment
- Lesson 3: Social Responsibility and Managerial Ethics
- Lesson 4: Decision Making
- Lesson 5: Planning and the Manager's Role
- Lesson 6: Strategic Management and Planning Techniques
- Lesson 7: Organizational Structure and Communications
- Lesson 8: Human Resource Management
- Lesson 9: The Psychology of Management
- Lesson 10: Motivating and Leading Others
- Lesson 11: Overview of Human Resource Management
- Lesson 12: Employee Recruitment and Placement
- Lesson 13: Controlling Organizational Performance
- Lesson 14: Operations Management

AD006 American Government

(Full time=4.5 weeks; $\frac{3}{4}$ time=4.5 weeks; Part Time=4.5 weeks)

Course Objectives

- Apply informational literacy skills in the study of politics
- Analyze how the historical development of the United States affects contemporary political environment
- Explain how individual actors impact contemporary political environment
- Outline the institutional structures and how these structures interact with each other to explain the processes of government
- Apply understanding of government processes to analyze contemporary politics
- Analyze the formal and informal processes by which public policy is made

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

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

Prerequisites:	A+. Network+ or equivalent experience required, High School Diploma or HS Equivalent or 6 college credits.
Academic Quarter Credit:	98.95
Financial Aid Quarter Credit:	66
Program Hours:	1331
Student Status:	Full time = 24 hours/week; $\frac{3}{4}$ time = 18 hours/week; Part Time = 12 hours/week
Program Length:	Full time = 69 weeks; $\frac{3}{4}$ time = 83 weeks; Part time = 110 weeks
Registration Fee:	\$200
Books:	\$200
Tuition:	\$26,550
STRF*	<u>to be determined, if applicable</u>
Total cost	\$26,950

- For period of Attendance
- Estimate cost total program (\$26,950)

*Additional fee charged by state for STRF

ASSOCIATE OF APPLIED SCIENCE DEGREE IN NETWORK AND DATABASE ADMINISTRATION

The Associate of Applied Science Degree in Network and Database Administration prepares the student with a comprehensive set of skills necessary to become employable as a SQL Server Database Administrator or SQL Server Database Developer.

The Associate of Applied Science Degree in IT Network and Database Administration (AAS NDBA) program can result in two (2) Microsoft Certified Professional certifications and one (1) Microsoft Certified Solutions Associate: Database Administrator certification.

Students who enroll in the AAS NDBA program will have the opportunity to learn Windows client and Windows Server operating system administration. Students will learn how to install, configure, and maintain the Windows 7 and Windows Server 2008. Students will also learn how to install, configure, and maintain SQL Server 2012 Database Servers, create databases and database objects; enter, modify, and delete data, and manage data and data transformations programmatically.

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

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

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

The Associate of Applied Science Degree in Network and Database Administration program includes the following courses:

MOS101 Windows OS

(Full time=5 weeks; $\frac{3}{4}$ time=7 weeks; Part Time=10 weeks)

Course Objectives

- DOMAIN 1.0: Installing, Upgrading, and Migrating to Windows 7
- DOMAIN 2.0: Deploying Windows 7
- DOMAIN 3.0: Configuring Hardware and Applications
- DOMAIN 4.0: Configuring Network Applications
- DOMAIN 5.0: Configuring Access to Resources
- DOMAIN 6.0: Configuring Mobile Computing
- DOMAIN 7.0: Monitoring and Maintaining Systems that Run Windows 7
- DOMAIN 8.0: Configuring Backup and Recovery Options

CS100 Career Success (Full time=1 week; $\frac{3}{4}$ time=1 week; Part Time=2 weeks)

Course Objectives

- Unit 1 What's Holding Me Back? – Am I seeing all there is to see? What am I missing, and why?
- Unit 2 Who Am I Listening To? – We realize that what may be “the truth” to others isn't necessarily our truth.
- Unit 3 Lock-On / Lock-Out – Sometimes, the absence of the truth may set you free.
- Unit 4 My Brain's Filter System – Discover the levels of the mind involved in the thought process and what they do.
- Unit 5 How My Mind Works – The three levels of the mind work together to make sure we act like we know we are.
- Unit 6 Free Flowing at a New Level – Stress comes when we try to behave differently than we know we are.

- Unit 7 Leaning in the Right Direction – Our habits and attitudes can keep us from getting to where we want to be.
- Unit 8 How My Beliefs are Formed – Thoughts accumulate to become beliefs, so it is important to control our thoughts.
- Unit 9 Building My Self-Image – Each of us builds a self-image with our own thoughts.
- Unit 10 My Future is Up to Me – We move toward and become like what we think about; our present thoughts determine our future.
- Unit 11 I'm Worth It! – Learn the importance of building high self-esteem, in yourself and in others around you.
- Unit 12 Make the Unfamiliar Familiar – Comfort zones can keep us safe, but they can also keep us from moving forward.
- Unit 13 The Next Time – Self-talk is utilized to change future performance, and we start by giving ourselves future goals with "The next time..."
- Unit 14 Putting Life on a Want-To – Motivation comes in two varieties: constructive (want-to) and restrictive (have-to), moving you forward or holding you back.
- Unit 15 Making the Pictures Match – The world outside must match the picture we have in our minds. When it doesn't, we have a problem.
- Unit 16 I Can See It! – Human beings need goals; it's a fact of life. We must dream big and give ourselves big goals.
- Unit 17 If It's to Be, It's Up to Me – When we visualize the new, we become dissatisfied with the old.
- Unit 18 My Better Future – If we demand to know the "how" first, we will back up our goals and not grow into our future.
- Unit 19 My Goals – My Vision – My Future – Create the vision of the way you want your future to look like before it actually happens.
- Unit 20 If I Want It, I Can Create It – By developing your personal efficacy, you will look forward and see success.
- Unit 21 Rites of Passage – One statement of fact can change your life forever.

MAD201 Server Basics (Full time=8 weeks; $\frac{3}{4}$ time=10 weeks; Part Time=16 weeks)

Course Objectives

- DOMAIN 1.0: Configuring Domain Name System (DNS) for Active Directory
- DOMAIN 2.0: Configuring the Active Directory Infrastructure
- DOMAIN 3.0: Configuring additional Active Directory Server roles
- DOMAIN 4.0: Creating and maintaining Active Directory objects
- DOMAIN 5.0: Maintaining the Active Directory Environment
- DOMAIN 6.0: Configuring Active Directory Certificate Services

MDB101 SQL Server 1 (Full time =5 weeks; $\frac{3}{4}$ time =7 weeks; Part Time =11 weeks)

Course Objectives

- Create Database Objects
- Create and alter tables using T-SQL syntax (simple statements).
- Create and alter views (simple statements).
- Design views.
- Create and modify constraints (simple statements).
- Create and alter DML triggers.

Work with Data

- Query data by using SELECT statements.
- Implement sub-queries.
- Implement data types.
- Implement aggregate queries.
- Query and manage XML data.

Modify Data

- Create and alter stored procedures (simple statements).
- Modify data by using INSERT, UPDATE, and DELETE statements.
- Combine datasets.
- Work with functions.

Troubleshoot & Optimize

- Optimize queries.
- Manage transactions.
- Evaluate the use of row-based operations vs. set-based operations.
- Implement error handling.

MDB102 SQL Server 2 (Full time =9 weeks; ¾ time =12 weeks; Part Time =17 weeks)

Course Objectives

Install and Configure

- Plan installation.
- Install SQL Server and related services.
- Implement a migration strategy.
- Configure additional SQL Server components.
- Manage SQL Server Agent.

Maintain Instances and Databases

- Manage and configure databases.
- Configure SQL Server instances.
- Implement a SQL Server clustered instance.
- Manage SQL Server instances.

Optimize and Troubleshoot

- Identify and resolve concurrency problems.
- Collect and analyze troubleshooting data.
- Audit SQL Server instances.

Manage Data

- Configure and maintain a backup strategy.
- Restore databases.
- Implement and maintain indexes.
- Import and export data.

Implement Security

- Manage logins and server roles.
- Manage database permissions.
- Manage users and database roles.
- Troubleshoot security.

Implement High Availability

- Implement Always On.
- Implement database mirroring.
- Implement replication.

ACD200 Advanced Career Development

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

Course Objectives

- Introduction to Career Services
- Goal Setting
- Advanced Résumé & Cover Letter
- Understanding the Hiring process
- Networking & social media
- Job searching & the Market
- Interview Prep & Salary Worth
- Understanding how to answer common questions
- mock interview & the follow up process

MDB103 SQL Server 3 (Full time =9 weeks; ¾ time =12 weeks; Part Time =18 weeks)

Course Objectives

Design and Implement a Data Warehouse

- Design and implement dimensions.
- Design and implement fact tables.

Extract and Transform Data

- Define connection managers.
- Design data flow.
- Implement data flow.
- Manage SSIS package execution.
- Implement script tasks in SSIS.

Load Data

- Design control flow.
- Implement package logic by using SSIS variables and parameters.
- Implement control flow.
- Implement data load options.
- Implement script components in SSIS.

Configure and Deploy SSIS Solutions

- Troubleshoot data integration issues.
- Install and maintain SSIS components.
- Implement auditing, logging, and event handling.
- Deploy SSIS solutions.
- Configure SSIS security settings.

Build Data Quality Solutions

- Install and maintain Data Quality Services.
- Implement master data management solutions.
- Create a data quality project to clean data.

AD001 Critical Thinking

(Full time=4.5 weeks; $\frac{3}{4}$ time=4.5 weeks; Part Time=4.5 weeks)

Course Objectives

- Lesson 1: The Structure of Arguments
- Lesson 2: Deduction: Truth and Validity
- Lesson 3: Deduction: Argument Forms
- Lesson 4: Induction: Generalizations
- Lesson 5: Induction: Evidence and Analogies
- Lesson 6: Formal Fallacies and Weak Induction
- Lesson 7: Informal Fallacies
- Lesson 8: Language and Logic
- Lesson 9: Reading Media
- Lesson 10: Bias and Viewpoints
- Lesson 11: Logic in Real Life
- Lesson 12: Using Your Voice

AD002 Business Communication

(Full time=4.5 weeks; $\frac{3}{4}$ time=4.5 weeks; Part Time=4.5 weeks)

Course Objectives

- Lesson 1: Introduction to Business Communications
- Lesson 2: Listening and Nonverbal Communication Skills
- Lesson 3: Communicating Across Cultures
- Lesson 4: Composing a Business Message
- Lesson 5: Communicating Routine Information
- Lesson 6: Communicating Bad News
- Lesson 7: Persuasive Communications
- Lesson 8: Introduction to Business Reports and Proposals
- Lesson 9: Composing Business Reports and Proposals
- Lesson 10: Formal Reports and Proposals
- Lesson 11: Oral Presentation Skills
- Lesson 12: Resume Writing and the Employment Interview

AD003 Business Math (Full time=4.5 weeks; $\frac{3}{4}$ time=4.5 weeks; Part Time=4.5 weeks)

Course Objectives

- Lesson 1: Whole Numbers, Fractions and Decimals
- Lesson 2: Banking and Equations
- Lesson 3: Percentages and Statistics
- Lesson 4: Trade and Cash Discounts, Markup and Markdown
- Lesson 5: Payroll
- Lesson 6: Interest, Discount, Credit and Value
- Lesson 7: Annuities, Sinking Funds, Stocks and Bonds
- Lesson 8: Mortgages
- Lesson 9: Financial Statements
- Lesson 10: Inventory
- Lesson 11: Insurance and Taxes
- Lesson 12: Financial Statements

AD004 Introduction to Business

(Full time=4.5 weeks; $\frac{3}{4}$ time=4.5 weeks; Part Time=4.5 weeks)

Course Objectives

- Lesson 1: The Business Environment
- Lesson 2: Business Ethics and Social Responsibility
- Lesson 3: New Business Ventures in the US and International Markets
- Lesson 4: Managing the Business Enterprise
- Lesson 5: Managing and Motivating Employees
- Lesson 6: Marketing Processes
- Lesson 7: Product Pricing, Distribution, and Promotion
- Lesson 8: Productivity and Quality
- Lesson 9: Information Systems and Communication Technologies
- Lesson 10: Principles of Accounting
- Lesson 11: Banking and Finance
- Lesson 12: Financial and Risk Management

AD005 Principles of Management

(Full time=4.5 weeks; $\frac{3}{4}$ time=4.5 weeks; Part Time=4.5 weeks)

Course Objectives

- Lesson 1: Introduction to Management
- Lesson 2: Managing the Business Environment
- Lesson 3: Social Responsibility and Managerial Ethics
- Lesson 4: Decision Making
- Lesson 5: Planning and the Manager's Role
- Lesson 6: Strategic Management and Planning Techniques
- Lesson 7: Organizational Structure and Communications
- Lesson 8: Human Resource Management
- Lesson 9: The Psychology of Management
- Lesson 10: Motivating and Leading Others
- Lesson 11: Overview of Human Resource Management
- Lesson 12: Employee Recruitment and Placement
- Lesson 13: Controlling Organizational Performance
- Lesson 14: Operations Management

AD006 American Government

(Full time=4.5 weeks; $\frac{3}{4}$ time=4.5 weeks; Part Time=4.5 weeks)

- Course Objectives Apply informational literacy skills in the study of politics
- Analyze how the historical development of the United States affects contemporary political environment
- Explain how individual actors impact contemporary political environment
- Outline the institutional structures and how these structures interact with each other to explain the processes of government
- Apply understanding of government processes to analyze contemporary politics
- Analyze the formal and informal processes by which public policy is made

The Associate of Applied Science Degree in Network and Database Administration is appropriate for basic management positions including:

- Network and Database Administrator
- Database Specialist
- Database and Data Warehousing Administrator
- Computer Systems and Database Administrator
- Database Administration and Management

Prerequisites:	A+, Network+ or equivalent experience required, High School Diploma or HS Equivalent or 6 college credits.
Academic Quarter Credit:	95.55
Financial Aid Quarter Credit:	61
Student Status:	Full time = 24 hours/week; ¾ time = 18 hours/week; Part Time = 12 hours/week
Program Length:	Full time = 65 weeks; ¾ time = 77 weeks; Part time = 103 weeks
Registration Fee:	\$200
Books:	\$200
Tuition:	\$24,550
STRF*	<u>to be determined, if applicable</u>
Total cost	\$24,950
	<ul style="list-style-type: none">• For period of Attendance• Estimate cost total program (\$24,950)

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

Asher College IT Certificate Program Descriptions

COMPUTER AND NETWORK TECHNICIAN

*ELIGIBLE FOR AAS PROGRAM

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

The Computer and Networking Technician (CNT) program can result in two (2) CompTIA certifications and two (2) Microsoft Certified Professional (MCP) certifications. CompTIA certifications are known among Information Technology professionals as foundational to an IT professional's career. In addition, the student will develop the keyboarding skills and technical skills needed to be an efficient worker in today's computerized workplace.

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

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

The CNT program includes the following courses:

PCS101 (Full time=7 weeks; ¾ time=9 weeks; Part Time=13 weeks)

Course Objectives:

HARDWARE

- Categorize storage devices and backup media
- Explain motherboard components, types and features
- Classify power supplies types and characteristics
- Explain the purpose and characteristics of CPU's and their features
- Explain cooling methods and devices
- Compare and contrast memory types, characteristics and their purpose
- Distinguish between the different display devices and their characteristics
- Install and configure peripherals and input devices
- Summarize the function and types of adapter cards
- Install, configure and optimize laptop components and features
- Install and configure printers

TROUBLESHOOTING, REPAIR AND MAINTENANCE

- Given a scenario, explain the troubleshooting theory
- Given a scenario, explain and interpret common hardware and operating system symptoms and their causes
- Given a scenario, determine the troubleshooting methods and tools for printers
- Given a scenario, explain and interpret common laptop issues and determine the appropriate basic troubleshooting method
- Given a scenario, integrate common preventative maintenance techniques

NETWORKING

- Compare and contrast the different Windows Operating Systems and their features
- Given a scenario, demonstrate proper use of user interfaces
- Explain the process and steps to install and configure the Windows OS
- Explain the basics of boot sequences, methods and startup utilities
- Summarize the basics of networking fundamentals, including technologies, devices and protocols
- Categorize network cables and connectors and their implementations
- Compare and contrast the different network types

SECURITY

- Explain the basic principles of security concepts and technologies
- Summarize the following security features

OPERATIONAL PROCEDURE

- Outline the purpose of appropriate safety and environmental procedures and given a scenario apply them
- Given a scenario, demonstrate the appropriate use of communication skills and professionalism in the workplace

CS100 Career Success (Full time=1 week; ¾ time=1 week; Part Time=2 weeks)

Course Objectives

- Unit 1 What's Holding Me Back? – Am I seeing all there is to see? What am I missing, and why?
- Unit 2 Who Am I Listening To? – We realize that what may be “the truth” to others isn't necessarily our truth.
- Unit 3 Lock-On / Lock-Out – Sometimes, the absence of the truth may set you free.
- Unit 4 My Brain's Filter System – Discover the levels of the mind involved in the thought process and what they do.
- Unit 5 How My Mind Works – The three levels of the mind work together to make sure we act like we know we are.
- Unit 6 Free Flowing at a New Level – Stress comes when we try to behave differently than we know we are.
- Unit 7 Leaning in the Right Direction – Our habits and attitudes can keep us from getting to where we want to be.
- Unit 8 How My Beliefs are Formed – Thoughts accumulate to become beliefs, so it is important to control our thoughts.
- Unit 9 Building My Self-Image – Each of us builds a self-image with our own thoughts.
- Unit 10 My Future is Up to Me – We move toward and become like what we think about; our present thoughts determine our future.
- Unit 11 I'm Worth It! – Learn the importance of building high self-esteem, in yourself and in others around you.
- Unit 12 Make the Unfamiliar Familiar – Comfort zones can keep us safe, but they can also keep us from moving forward.
- Unit 13 The Next Time – Self-talk is utilized to change future performance, and we start by giving ourselves future goals with “The next time...”
- Unit 14 Putting Life on a Want-To – Motivation comes in two varieties: constructive (want-to) and restrictive (have-to), moving you forward or holding you back.
- Unit 15 Making the Pictures Match – The world outside must match the picture we have in our minds. When it doesn't, we have a problem.
- Unit 16 I Can See It! – Human beings need goals; it's a fact of life. We must dream big and give ourselves big goals.
- Unit 17 If It's to Be, It's Up to Me – When we visualize the new, we become dissatisfied with the old.
- Unit 18 My Better Future – If we demand to know the “how” first, we will back up our goals and not grow into our future.
- Unit 19 My Goals – My Vision – My Future – Create the vision of the way you want your future to look like before it actually happens.
- Unit 20 If I Want It, I Can Create It – By developing your personal efficacy, you will look forward and see success.
- Unit 21 Rites of Passage – One statement of fact can change your life forever.

PCS201 (Full time =9 weeks; ¾ time =11 weeks; Part Time=18 weeks)

Course Objectives

HARDWARE

- Given a scenario, install, configure and maintain personal computer components
- Given a scenario, detect problems, troubleshoot and repair/replace personal computer
- Given a scenario, install, configure, detect problems, troubleshoot and repair/replace laptop components
- Given a scenario, select and use the following tools
- Given a scenario, detect and resolve common printer issues

Operating Systems & Software

- Select the appropriate commands and options to troubleshoot and resolve problems
- Differentiate between Windows Operating System directory structures (Windows 2000, XP and Vista)
- Given a scenario, select and use system utilities / tools and evaluate the results
- Evaluate and resolve common issues

Networking

- Troubleshoot client-side connectivity issues using appropriate tools
- Install and configure a small office home office (SOHO) network

Securities

- Given a scenario, prevent, troubleshoot and remove viruses and malware
- Implement security and troubleshoot common issues

NET101 Introduction to Networking

(Full time=6 weeks; $\frac{3}{4}$ time=8 weeks; Part Time=11 weeks)

Course Objectives

- DOMAIN 1.0 Network Technologies
- DOMAIN 2.0 Network Media and Topologies
- DOMAIN 3.0 Network Devices
- DOMAIN 4.0 Network Management
- DOMAIN 5.0 Network Tools
- DOMAIN 6.0 Network Security

MOS101 Windows OS

(Full time=5 weeks; $\frac{3}{4}$ time=7 weeks; Part Time=10 weeks)

Course Objectives

- DOMAIN 1.0: Installing, Upgrading, and Migrating to Windows 7
- DOMAIN 2.0: Deploying Windows 7
- DOMAIN 3.0: Configuring Hardware and Applications
- DOMAIN 4.0: Configuring Network Applications
- DOMAIN 5.0: Configuring Access to Resources
- DOMAIN 6.0: Configuring Mobile Computing
- DOMAIN 7.0: Monitoring and Maintaining Systems that Run Windows 7
- DOMAIN 8.0: Configuring Backup and Recovery Options

NOS203 Network and Operational Security

(Full time=5 weeks; $\frac{3}{4}$ time=7 weeks; Part Time=10 weeks)

Course Objectives and Coverage

- DOMAIN 1.0: Systems Security
- DOMAIN 2.0: Network Infrastructure
- DOMAIN 3.0: Access Control
- DOMAIN 4.0: Assessments & Audits
- DOMAIN 5.0: Cryptography
- DOMAIN 6.0: Organizational Security

TF400 Typing Fundamentals

(Full time=1 week; $\frac{3}{4}$ time=2 weeks; Part Time=3 weeks)

Course Objectives

- Mastery of the keyboard by touch
- Ability to type greater than 35 wpm
- Ability to type memos and correspondence

ACD200 Advanced Career Development

(Full time=1 week; $\frac{3}{4}$ time=1 week; Part Time=2 weeks)

Course Objectives

- Introduction to Career Services
- Goal Setting
- Advanced Résumé & Cover Letter
- Understanding the Hiring process
- Networking & social media
- Job searching & the Market
- Interview Prep & Salary Worth
- Understanding how to answer common questions
- mock interview & the follow up process

MSO201 MS Essentials (Full time=3 weeks; ¾ time=5 weeks; Part Time=7 weeks)

Course Objectives

- DOMAIN 1.0: Microsoft Word
- DOMAIN 2.0: Microsoft Excel
- DOMAIN 3.0: Microsoft Outlook

VMW001 Introduction to VM Ware (Full time=1 week; ¾ time=1 week; Part Time=2 weeks)

Course Objectives

- Domain 1.0 Virtualization Concepts
- Domain 2.0 Creating Virtual Machines
- Domain 3.0 Managing Virtual Machines
- Domain 4.0 Virtual Machine Availability

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, HS Equivalent or 6 College Credits
Academic Quarter Credit:	65.32
Financial Aid Quarter Credit:	47
Student Status:	Full time = 24 hours/week; ¾ time = 18 hours/week; Part Time = 12 hours/week
Program Length:	Full time = 39 weeks; ¾ time = 52 weeks; Part time = 78 weeks
Registration Fee:	\$200
Books:	\$200
Tuition:	\$19,550
STRF*	<u>to be determined, if applicable</u>
Total cost	\$19,950

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

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

COMPUTER SPECIALIST AND NETWORKING TECHNICIAN

*ELIGIBLE FOR AAS PROGRAM

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

The Computer Specialist and Networking Technician (CSNT) program can result in four (4) CompTIA certifications and one (1) Microsoft Certified Professional (MCP) certification. CompTIA certifications are known among Information Technology professionals as foundational to an IT professional's career.

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

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

The CSNT program includes the following courses:

PCS101 (Full time=7 weeks; ¾ time=9 weeks; Part Time=13 weeks)

Course Objectives:

HARDWARE

- Categorize storage devices and backup media
- Explain motherboard components, types and features
- Classify power supplies types and characteristics
- Explain the purpose and characteristics of CPU's and their features
- Explain cooling methods and devices
- Compare and contrast memory types, characteristics and their purpose
- Distinguish between the different display devices and their characteristics
- Install and configure peripherals and input devices
- Summarize the function and types of adapter cards
- Install, configure and optimize laptop components and features
- Install and configure printers

TROUBLESHOOTING, REPAIR AND MAINTENANCE

- Given a scenario, explain the troubleshooting theory
- Given a scenario, explain and interpret common hardware and operating system symptoms and their causes
- Given a scenario, determine the troubleshooting methods and tools for printers
- Given a scenario, explain and interpret common laptop issues and determine the appropriate basic troubleshooting method
- Given a scenario, integrate common preventative maintenance techniques

NETWORKING

- Compare and contrast the different Windows Operating Systems and their features
- Given a scenario, demonstrate proper use of user interfaces
- Explain the process and steps to install and configure the Windows OS
- Explain the basics of boot sequences, methods and startup utilities
- Summarize the basics of networking fundamentals, including technologies, devices and protocols
- Categorize network cables and connectors and their implementations
- Compare and contrast the different network types

SECURITY

- Explain the basic principles of security concepts and technologies
- Summarize the following security features

OPERATIONAL PROCEDURE

- Outline the purpose of appropriate safety and environmental procedures and given a scenario apply them
- Given a scenario, demonstrate the appropriate use of communication skills and professionalism in the workplace

CS100 Career Success

(Full time=1 week; $\frac{3}{4}$ time=1 week; Part Time=2 weeks)

Course Objectives

- Unit 1 What's Holding Me Back? – Am I seeing all there is to see? What am I missing, and why?
- Unit 2 Who Am I Listening To? – We realize that what may be “the truth” to others isn't necessarily our truth.
- Unit 3 Lock-On / Lock-Out – Sometimes, the absence of the truth may set you free.
- Unit 4 My Brain's Filter System – Discover the levels of the mind involved in the thought process and what they do.
- Unit 5 How My Mind Works – The three levels of the mind work together to make sure we act like we know we are.
- Unit 6 Free Flowing at a New Level – Stress comes when we try to behave differently than we know we are.
- Unit 7 Leaning in the Right Direction – Our habits and attitudes can keep us from getting to where we want to be.
- Unit 8 How My Beliefs are Formed – Thoughts accumulate to become beliefs, so it is important to control our thoughts.
- Unit 9 Building My Self-Image – Each of us builds a self-image with our own thoughts.
- Unit 10 My Future is Up to Me – We move toward and become like what we think about; our present thoughts determine our future.
- Unit 11 I'm Worth It! – Learn the importance of building high self-esteem, in yourself and in others around you.
- Unit 12 Make the Unfamiliar Familiar – Comfort zones can keep us safe, but they can also keep us from moving forward.
- Unit 13 The Next Time – Self-talk is utilized to change future performance, and we start by giving ourselves future goals with “The next time...”
- Unit 14 Putting Life on a Want-To – Motivation comes in two varieties: constructive (want-to) and restrictive (have-to), moving you forward or holding you back.
- Unit 15 Making the Pictures Match – The world outside must match the picture we have in our minds. When it doesn't, we have a problem.
- Unit 16 I Can See It! – Human beings need goals; it's a fact of life. We must dream big and give ourselves big goals.
- Unit 17 If It's to Be, It's Up to Me – When we visualize the new, we become dissatisfied with the old.
- Unit 18 My Better Future – If we demand to know the “how” first, we will back up our goals and not grow into our future.
- Unit 19 My Goals – My Vision – My Future – Create the vision of the way you want your future to look like before it actually happens.
- Unit 20 If I Want It, I Can Create It – By developing your personal efficacy, you will look forward and see success.
- Unit 21 Rites of Passage – One statement of fact can change your life forever.

PCS201

(Full time =9 weeks; $\frac{3}{4}$ time =11 weeks; Part Time=18 weeks)

HARDWARE

- Given a scenario, install, configure and maintain personal computer components
- Given a scenario, detect problems, troubleshoot and repair/replace personal computer
- Given a scenario, install, configure, detect problems, troubleshoot and repair/replace laptop components
- Given a scenario, select and use the following tools
- Given a scenario, detect and resolve common printer issues

Operating Systems & Software

- Select the appropriate commands and options to troubleshoot and resolve problems
- Differentiate between Windows Operating System directory structures (Windows 2000, XP and Vista)
- Given a scenario, select and use system utilities / tools and evaluate the results
- Evaluate and resolve common issues

Networking

- Troubleshoot client-side connectivity issues using appropriate tools
- Install and configure a small office home office (SOHO) network

Securities

- Given a scenario, prevent, troubleshoot and remove viruses and malware
- Implement security and troubleshoot common issues

NET101 Introduction to Networking

(Full time=6 weeks; $\frac{3}{4}$ time=8 weeks; Part Time=11 weeks)

Course Objectives

- DOMAIN 1.0 Network Technologies
- DOMAIN 2.0 Network Media and Topologies
- DOMAIN 3.0 Network Devices
- DOMAIN 4.0 Network Management
- DOMAIN 5.0 Network Tools
- DOMAIN 6.0 Network Security

MOS101 Windows OS (Full time=5 weeks; $\frac{3}{4}$ time=7 weeks; Part Time=10 weeks)

Course Objectives

- DOMAIN 1.0: Installing, Upgrading, and Migrating to Windows 7
- DOMAIN 2.0: Deploying Windows 7
- DOMAIN 3.0: Configuring Hardware and Applications
- DOMAIN 4.0: Configuring Network Applications
- DOMAIN 5.0: Configuring Access to Resources
- DOMAIN 6.0: Configuring Mobile Computing
- DOMAIN 7.0: Monitoring and Maintaining Systems that Run Windows 7
- DOMAIN 8.0: Configuring Backup and Recovery Options

NOS203 Network and Operational Security

(Full time=5 weeks; $\frac{3}{4}$ time=7 weeks; Part Time=10 weeks)

Course Objectives and Coverage

- DOMAIN 1.0: Systems Security
- DOMAIN 2.0: Network Infrastructure
- DOMAIN 3.0: Access Control
- DOMAIN 4.0: Assessments & Audits
- DOMAIN 5.0: Cryptography
- DOMAIN 6.0: Organizational Security

ACD200 Advanced Career Development

(Full time=1 week; $\frac{3}{4}$ time=1 week; Part Time=2 weeks)

Course Objectives

- Introduction to Career Services
- Goal Setting
- Advanced Résumé & Cover Letter
- Understanding the Hiring process
- Networking & social media
- Job searching & the Market
- Interview Prep & Salary Worth
- Understanding how to answer common questions
- mock interview & the follow up process

OSL201 Administering Linux Level 1

(Full time=3 weeks; ¾ Time=4 weeks; Part Time= 6 weeks)

Course Objectives

- Determine and configure System Architecture
- Manage Linux Installation and Package Management.
- Install GNU and Unix Commands
- Manage Devices, Linux file systems File system Hierarchy Standard

OSL202 Administering Linux Level 2

(Full time=4 weeks; ¾ Time=6 weeks; Part Time=10 weeks)

Course Objectives

- Determine and configure Shells, Scripting and Data Management
- Manage user interfaces and Desktops
- Customize Administrative Tasks
- Install Standard Essential System Services
- Manage Networking and Security in Linux

The CSNT 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, HS Equivalent or 6 College Credits
Academic Quarter Credit:	69.65
Financial Aid Quarter Credit:	49
Student Status:	Full time = 24 hours/week; ¾ time = 18 hours/week; Part Time = 12 hours/week
Program Length:	Full time = 41 weeks; ¾ time = 54 weeks; Part time = 82 weeks
Registration Fee:	\$200
Books:	\$200
Tuition:	\$20,550
STRF*	<u>to be determined, if applicable</u>
Total cost	\$20,950
	<ul style="list-style-type: none">• For period of Attendance• Estimate cost total program (\$20,950)

*Additional fee charged by state for STRF

IT NETWORK ENGINEER
*ELIGIBLE FOR AAS PROGRAM

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

The IT Networking Engineer (ITNE) program can result in one (1) Microsoft Certified Professional certification, one (1) Microsoft Certified Solution Expert certification and one (1) additional professional certification depending on the elective chosen.

Students who enroll in the ITNE program will have the opportunity to learn Windows client and Windows Server operating system administration. Students will learn how to install, configure, and maintain the Windows 7 and Windows Server 2012 operating systems in a stand-alone, workgroup, and domain environment. Depending on the electives chosen, students may also learn PC hardware support skills, networking skills, routing skills, or IT security.

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

The IT Network Engineer program consists of the following courses:

MOS101 Windows OS (Full time=5 weeks; $\frac{3}{4}$ time=7 weeks; Part Time=10 weeks)

Course Objectives

- DOMAIN 1.0: Installing, Upgrading, and Migrating to Windows 7
- DOMAIN 2.0: Deploying Windows 7
- DOMAIN 3.0: Configuring Hardware and Applications
- DOMAIN 4.0: Configuring Network Applications
- DOMAIN 5.0: Configuring Access to Resources
- DOMAIN 6.0: Configuring Mobile Computing
- DOMAIN 7.0: Monitoring and Maintaining Systems that Run Windows 7
- DOMAIN 8.0: Configuring Backup and Recovery Options

CS100 Career Success

(Full time=1 week; $\frac{3}{4}$ time=1 week; Part Time=2 week)

- Unit 1 What's Holding Me Back? – Am I seeing all there is to see? What am I missing, and why?
- Unit 2 Who Am I Listening To? – We realize that what may be “the truth” to others isn't necessarily our truth.
- Unit 3 Lock-On / Lock-Out – Sometimes, the absence of the truth may set you free.
- Unit 4 My Brain's Filter System – Discover the levels of the mind involved in the thought process and what they do.
- Unit 5 How My Mind Works – The three levels of the mind work together to make sure we act like we know we are.
- Unit 6 Free Flowing at a New Level – Stress comes when we try to behave differently than we know we are.
- Unit 7 Leaning in the Right Direction – Our habits and attitudes can keep us from getting to where we want to be.
- Unit 8 How My Beliefs are Formed – Thoughts accumulate to become beliefs, so it is important to control our thoughts.
- Unit 9 Building My Self-Image – Each of us builds a self-image with our own thoughts.
- Unit 10 My Future is Up to Me – We move toward and become like what we think about; our present thoughts determine our future.
- Unit 11 I'm Worth It! – Learn the importance of building high self-esteem, in yourself and in others around you.
- Unit 12 Make the Unfamiliar Familiar – Comfort zones can keep us safe, but they can also keep us from moving forward.
- Unit 13 The Next Time – Self-talk is utilized to change future performance, and we start by giving ourselves future goals with “The next time...”

- Unit 14 Putting Life on a Want-To – Motivation comes in two varieties: constructive (want-to) and restrictive (have-to), moving you forward or holding you back.
- Unit 15 Making the Pictures Match – The world outside must match the picture we have in our minds. When it doesn't, we have a problem.
- Unit 16 I Can See It! – Human beings need goals; it's a fact of life. We must dream big and give ourselves big goals.
- Unit 17 If It's to Be, It's Up to Me – When we visualize the new, we become dissatisfied with the old.
- Unit 18 My Better Future – If we demand to know the "how" first, we will back up our goals and not grow into our future.
- Unit 19 My Goals – My Vision – My Future – Create the vision of the way you want your future to look like before it actually happens.
- Unit 20 If I Want It, I Can Create It – By developing your personal efficacy, you will look forward and see success.
- Unit 21 Rites of Passage – One statement of fact can change your life forever.

MAD202 Server Basics: (Full time=8 weeks; $\frac{3}{4}$ time=10 weeks; Part Time=15 weeks)

Course Objectives

Install and Configure Servers

- Install servers
- Configure servers
- Configure local storage

Configure Server Roles and Features

- Configure file and share access
- Configure print and document services
- Configure servers for remote management

Configure Hyper-V

- Create and configure virtual machine settings
- Create and configure virtual machine storage
- Create and configure virtual networks

Deploy and Configure Core Network Services

- Configure IPv4 and IPv6 addressing
- Deploy and configure Dynamic Host Configuration Protocol (DHCP) service
- Deploy and configure DNS service

Install and Administer Active Directory

- Install domain controllers
- Create and manage Active Directory users and computers
- Create and manage Active Directory groups and organizational units (OUs)

Create and Manage Group Policy

- Create Group Policy objects (GPOs)
- Configure security policies
- Configure application restriction policies
- Configure Windows Firewall

MAD302 Server Administration

(Full time=6 weeks; $\frac{3}{4}$ time=8 weeks; Part Time=12 weeks)

Course Objectives

Deploy, Manage, and Maintain Servers

- Deploy and manage server images.
- Implement patch management.
- Monitor servers.

Configure File and Print Services

- Configure Distributed File System (DFS).
- Configure File Server Resource Manager (FSRM).
- Configure file and disk encryption.
- Configure advanced audit policies.

Configure Network Services and Access

- Configure DNS zones.
- Configure DNS records.
- Configure VPN and routing.
- Configure Direct Access.

Configure a Network Policy Server Infrastructure

- Configure Network Policy Server (NPS).
- Configure NPS policies.
- Configure Network Access Protection (NAP).

Configure and Manage Active Directory

- Configure service authentication.
- Configure Domain Controllers.
- Maintain Active Directory.
- Configure account policies.

Configure and Manage Group Policy

- Configure Group Policy processing.
- Configure Group Policy settings.
- Manage Group Policy objects (GPOs).
- Configure Group Policy preferences.

MAD403 Server Design (Full time=6 weeks; ¾ time=8 weeks; Part Time=12 weeks)

Course Objectives

Configure and Manage High Availability

- Configure Network Load Balancing (NLB).
- Configure failover clustering.
- Manage failover clustering roles.
- Manage Virtual Machine (VM) movement.

Configure File and Storage Solutions

- Configure advanced file services.
- Implement Dynamic Access Control (DAC).
- Configure and optimize storage.

Implement Business Continuity and Disaster Recovery

- Configure and manage backups.
- Recover servers.
- Configure site-level fault tolerance.

Configure Network Services

- Implement an advanced Dynamic Host Configuration Protocol (DHCP) solution.
- Implement an advanced DNS solution.
- Deploy and manage IPAM.

Configure the Active Directory Infrastructure

- Configure a forest or a domain.
- Configure trusts.
- Configure sites.
- Manage Active Directory and SYSVOL replication.

Configure Identity and Access Solutions

- Implement Active Directory Federation Services 2.1 (AD FSv2.1).
- Install and configure Active Directory Certificate Services (AD CS).
- Manage certificates.
- Install and configure Active Directory Rights Management Services (AD RMS).

MAD404 Server Intermediate

(Full time=5 weeks; ¾ time=7 weeks; Part Time=10 weeks)

Course Objectives

Plan and Deploy a Server Infrastructure

- Design an automated server installation strategy.
- Plan and implement a server deployment infrastructure.
- Plan and implement server upgrade and migration.
- Plan and deploy Virtual Machine Manager services.
- Plan and implement file and storage services.

Design and Implement Network Infrastructure Services

- Design and maintain a Dynamic Host Configuration Protocol (DHCP) solution.
- Design a name resolution solution strategy.
- Design and manage an IP address management solution.

Design and Implement Network Access Services

- Design a VPN solution.
- Design a Direct Access solution.
- Implement a scalable remote access solution.
- Design a network protection solution.
- Implement a network protection solution.

Design and Implement an Active Directory Infrastructure (Logical)

- Design a forest and domain infrastructure.
- Implement a forest and domain infrastructure.
- Design a Group Policy strategy.
- Design an Active Directory permission model.

Design and Implement an Active Directory Infrastructure (Physical)

- Design an Active Directory sites topology.
- Design a domain controller strategy.
- Design and implement a branch office infrastructure.

ACD200 Advanced Career Development

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

Course Objectives

- Introduction to Career Services
- Goal Setting
- Advanced Résumé & Cover Letter
- Understanding the Hiring process
- Networking & social media
- Job searching & the Market
- Interview Prep & Salary Worth
- Understanding how to answer common questions
- mock interview & the follow up process

MAD402 Server Advanced

(Full time=5 weeks; ¾ time=7 weeks; Part Time=10 weeks)

Course Objectives

Manage and Maintain a Server Infrastructure

- Design an administrative model.
- Design a monitoring strategy.
- Design an updates infrastructure.
- Implement automated remediation.

Plan and Implement a Highly Available Enterprise Infrastructure

- Plan and implement failover clustering.
- Plan and implement highly available network services.
- Plan and implement highly available storage solutions.
- Plan and implement highly available server roles.
- Plan and implement a business continuity and disaster recovery solution.

Plan and Implement a Server Virtualization Infrastructure

- Plan and implement virtualization hosts.
- Plan and implement virtualization guests.
- Plan and implement virtualization networking.
- Plan and implement virtualization storage.
- Plan and implement virtual guest movement.
- Manage and maintain a server virtualization infrastructure.

Design and Implement Identity and Access Solutions

- Design a Certificate Services infrastructure.
- Implement and manage a Certificate Services infrastructure.
- Implement and manage certificates.
- Design and implement a federated identity solution.
- Design and implement Active Directory Rights Management Services (AD RMS).

Elective: Choice of 1 elective from the following courses:

NOS203 Network and Operational Security

Course Objectives and Coverage

- DOMAIN 1.0: Systems Security
- DOMAIN 2.0: Network Infrastructure
- DOMAIN 3.0: Access Control
- DOMAIN 4.0: Assessments & Audits
- DOMAIN 5.0: Cryptography
- DOMAIN 6.0: Organizational Security

OSL201 Administering Linux Level 1

Course Objectives

- Determine and configure System Architecture
- Manage Linux Installation and Package Management.
- Install GNU and Unix Commands
- Manage Devices, Linux file systems File system Hierarchy Standard

OSL202 Administering Linux Level 2

- Determine and configure Shells, Scripting and Data Management
- Manage user interfaces and Desktops
- Customize Administrative Tasks
- Install Standard Essential System Services
- Manage Networking and Security in Linux

CNC100 Advanced Networking Level 1

Course Objectives:

- Describe the operation of data networks
- Implement a small switched network
- Implement an IP addressing scheme and IP services to meet network requirements for a small branch office
- Implement a small routed network
- Explain and select the appropriate administrative tasks required for a WLAN
- Identify security threats to a network and describe general methods to mitigate those threats
- Implement and verify WAN links

CNC200 Advanced Networking Level 2:

Course Objectives:

- Configure, verify and troubleshoot a switch with VLANs and interswitch communications
- Implement an IP addressing scheme and IP services to meet network requirements in medium-size Enterprise branch office network
- Configure and troubleshoot basic operation and routing on Cisco devices
- Implement, verify, and troubleshoot NAT and ACLs in a medium-size Enterprise branch office network

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

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

Prerequisites:	Network+ or equivalent experience required, High School Diploma or HS Equivalent or 6 college credits,
Academic Quarter Credit:	66.55
Financial Aid Quarter Credit:	50
Student Status:	Full time = 24 hours/week; ¾ time = 18 hours/week; Part Time = 12 hours/week
Program Length:	Full time = 42 weeks; ¾ time = 56 weeks; Part time = 84 weeks.
Registration Fee:	\$200
Books:	\$200
Tuition:	\$20,550
STRF*	<u>to be determined, if applicable</u>
Total cost	\$20,950

- For period of Attendance
- Estimate cost total program (\$20,950)

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

IT SERVER ADMINISTRATOR
*ELIGIBLE FOR AAS PROGRAM

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

The IT Server Administrator (ITSA) program can result in two (2) Microsoft Certified Professional certifications and one (1) Microsoft Certified Solution Expert certification.

Students who enroll in the ITSA program will have the opportunity to learn Windows client and Windows Server operating system administration. Students will learn how to install, configure, and maintain the Windows 7 and Windows Server 2008, and Windows Server 2012 operating systems in a stand-alone, workgroup, and domain environment.

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

The IT Server Administrator program consists of the following courses:

MOS101 Windows OS

Full time=5 weeks; $\frac{3}{4}$ time=7 weeks; Part Time=10 weeks)

Course Objectives

- DOMAIN 1.0: Installing, Upgrading, and Migrating to Windows 7
- DOMAIN 2.0: Deploying Windows 7
- DOMAIN 3.0: Configuring Hardware and Applications
- DOMAIN 4.0: Configuring Network Applications
- DOMAIN 5.0: Configuring Access to Resources
- DOMAIN 6.0: Configuring Mobile Computing
- DOMAIN 7.0: Monitoring and Maintaining Systems that Run Windows 7
- DOMAIN 8.0: Configuring Backup and Recovery Options

CS100 Career Success

(Full time=1 week; $\frac{3}{4}$ time=1 week; Part Time=2 weeks)

Course Objectives

- Unit 1 What's Holding Me Back? – Am I seeing all there is to see? What am I missing, and why?
- Unit 2 Who Am I Listening To? – We realize that what may be “the truth” to others isn't necessarily our truth.
- Unit 3 Lock-On / Lock-Out – Sometimes, the absence of the truth may set you free.
- Unit 4 My Brain's Filter System – Discover the levels of the mind involved in the thought process and what they do.
- Unit 5 How My Mind Works – The three levels of the mind work together to make sure we act like we know we are.
- Unit 6 Free Flowing at a New Level – Stress comes when we try to behave differently than we know we are.
- Unit 7 Leaning in the Right Direction – Our habits and attitudes can keep us from getting to where we want to be.
- Unit 8 How My Beliefs are Formed – Thoughts accumulate to become beliefs, so it is important to control our thoughts.
- Unit 9 Building My Self-Image – Each of us builds a self-image with our own thoughts.
- Unit 10 My Future is Up to Me – We move toward and become like what we think about; our present thoughts determine our future.
- Unit 11 I'm Worth It! – Learn the importance of building high self-esteem, in yourself and in others around you.
- Unit 12 Make the Unfamiliar Familiar – Comfort zones can keep us safe, but they can also keep us from moving forward.

- Unit 13 The Next Time – Self-talk is utilized to change future performance, and we start by giving ourselves future goals with “The next time...”
- Unit 14 Putting Life on a Want-To – Motivation comes in two varieties: constructive (want-to) and restrictive (have-to), moving you forward or holding you back.
- Unit 15 Making the Pictures Match – The world outside must match the picture we have in our minds. When it doesn’t, we have a problem.
- Unit 16 I Can See It! – Human beings need goals; it’s a fact of life. We must dream big and give ourselves big goals.
- Unit 17 If It’s to Be, It’s Up to Me – When we visualize the new, we become dissatisfied with the old.
- Unit 18 My Better Future – If we demand to know the “how” first, we will back up our goals and not grow into our future.
- Unit 19 My Goals – My Vision – My Future – Create the vision of the way you want your future to look like before it actually happens.
- Unit 20 If I Want It, I Can Create It – By developing your personal efficacy, you will look forward and see success.
- Unit 21 Rites of Passage – One statement of fact can change your life forever.

MAD201 Server Basics (Full time=8 weeks; ¾ time=10 weeks; Part Time=16 weeks)

Course Objectives

- DOMAIN 1.0: Configuring Domain Name System (DNS) for Active Directory
- DOMAIN 2.0: Configuring the Active Directory Infrastructure
- DOMAIN 3.0: Configuring additional Active Directory Server roles
- DOMAIN 4.0: Creating and maintaining Active Directory objects
- DOMAIN 5.0: Maintaining the Active Directory Environment
- DOMAIN 6.0: Configuring Active Directory Certificate Services

MAD301 Server Intermediate (Full time=6 weeks; ¾ time=8 weeks; Part Time=12 weeks)

Course Objectives

- DOMAIN 1.0: Configuring IP Addressing and Services
- DOMAIN 2.0: Configuring Name Resolution
- DOMAIN 3.0: Configuring Network Access
- DOMAIN 4.0: Configuring File and Print Services

MAD401 Server Advanced (Full time=5 weeks; ¾ time=7 weeks; Part Time=10 weeks)

Course Objectives

- DOMAIN 1.0: Planning for Server Deployment
- DOMAIN 2.0: Planning for Server Management
- DOMAIN 3.0: Monitoring and Maintaining Servers
- DOMAIN 4.0: Planning Application and Data Provisioning
- DOMAIN 5.0: Planning for Business Continuity and High Availability

MAD405 Server Upgrade (Full time =6 weeks; ¾ time =8 weeks; Part Time = 11 weeks)

Course Objectives

Install and Configure Servers

- Install Servers.
- Configure servers.
- Configure local storage.

Configure Server Roles and Features

- Configure servers for remote management.

Configure Hyper-V

- Create and configure virtual machine settings.
- Create and configure virtual machine storage.
- Create and configure virtual networks.

Install and Administer Active Directory

- Install domain controllers.

Deploy, Manage, and Maintain Servers

- Monitor servers.

Configure Network Services and Access

- Configure Direct Access.

Configure a Network Policy Server Infrastructure

- Configure Network Access Protection (NAP).

- Configure and Manage Active Directory
 - Configure Domain Controllers.
 - Maintain Active Directory
- Configure and Manage Group Policy
 - Configure Group Policy processing.
- Configure and Manage High Availability
 - Configure failover clustering.
 - Manage failover clustering roles.
 - Manage Virtual Machine (VM) movement.
- Configure File and Storage Solutions
 - Implement Dynamic Access Control (DAC).
- Implement Business Continuity and Disaster Recovery
 - Configure and manage backups.
 - Configure site-level fault tolerance.
- Configure Network Services
 - Deploy and manage IPAM.
- Configure Identity and Access Solutions
 - Implement Active Directory Federation Services 2.1 (AD FSv2.1).

MAD404 Server Intermediate (Full time=5 weeks; ¾ time=7 weeks; Part Time=10 weeks)

Course Objectives

Plan and Deploy a Server Infrastructure

- Design an automated server installation strategy.
- Plan and implement a server deployment infrastructure.
- Plan and implement server upgrade and migration.
- Plan and deploy Virtual Machine Manager services
- Plan and implement file and storage services.

Design and Implement Network Infrastructure Services

- Design and maintain a Dynamic Host Configuration Protocol (DHCP) solution.
- Design a name resolution solution strategy.
- Design and manage an IP address management solution.

Design and Implement Network Access Services

- Design a VPN solution.
- Design a Direct Access solution.
- Implement a scalable remote access solution.
- Design a network protection solution.
- Implement a network protection solution.

Design and Implement an Active Directory Infrastructure (Logical)

- Design a forest and domain infrastructure.
- Implement a forest and domain infrastructure.
- Design a Group Policy strategy.
- Design an Active Directory permission model

Design and Implement an Active Directory Infrastructure (Physical)

- Design an Active Directory sites topology.
- Design a domain controller strategy.
- Design and implement a branch office infrastructure.

ACD200 Advanced Career Development

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

Course Objectives

- Introduction to Career Services
- Goal Setting
- Advanced Résumé & Cover Letter
- Understanding the Hiring process
- Networking & social media
- Job searching & the Market
- Interview Prep & Salary Worth
- Understanding how to answer common questions
- mock interview & the follow up process

MAD402 Server Advanced

(Full time=5 weeks; ¾ time=7 weeks; Part Time=10 weeks)

Course Objectives

Manage and Maintain a Server Infrastructure

- Design an administrative model.
- Design a monitoring strategy.
- Design an updates infrastructure.
- Implement automated remediation.

Plan and Implement a Highly Available Enterprise Infrastructure

- Plan and implement failover clustering.
- Plan and implement highly available network services.
- Plan and implement highly available storage solutions.
- Plan and implement highly available server roles.
- Plan and implement a business continuity and disaster recovery solution.

Plan and Implement a Server Virtualization Infrastructure

- Plan and implement virtualization hosts.
- Plan and implement virtualization guests.
- Plan and implement virtualization networking.
- Plan and implement virtualization storage.
- Plan and implement virtual guest movement.
- Manage and maintain a server virtualization infrastructure.
- Design and Implement Identity and Access Solutions

Design a Certificate Services infrastructure.

- Implement and manage a Certificate Services infrastructure.
- Implement and manage certificates.
- Design and implement a federated identity solution.
- Design and implement Active Directory Rights Management Services (AD RMS).

The IT Server Administrator program is appropriate for job roles including:

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

Prerequisites:	Network+ or equivalent experience required, High School Diploma, HS Equivalent or 6 college credits
Academic Quarter Credit:	66.55
Financial Aid Quarter Credit:	50
Program Clock Hours:	1007
Student Status:	Full time = 24 hours/week; ¾ time = 18 hours/week; Part Time = 12 hours/week
Program Length:	Full time = 42 weeks; ¾ time = 56 weeks; Part time = 83 weeks.
Registration Fee:	\$200
Books:	\$200
Tuition:	\$20,550
STRF*	<u>to be determined, if applicable</u>
Total cost	\$20,950

- For period of Attendance
- Estimate cost total program (\$20,950)

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

NETWORK AND DATABASE ADMINISTRATOR

*ELIGIBLE FOR AAS PROGRAM

The Network and Database Administrator program prepares the student with a comprehensive set of skills necessary to become employable as a SQL Server Database Administrator or SQL Server Database Developer.

The IT Network and Database Administrator (NDBA) program can result in two (2) Microsoft Certified Professional certifications and one (1) Microsoft Certified Solutions Associate: Database Administrator certification.

Students who enroll in the NDBA program will have the opportunity to learn Windows client and Windows Server operating system administration. Students will learn how to install, configure, and maintain the Windows 7 and Windows Server 2008. Students will also learn how to install, configure, and maintain SQL Server 2012 Database Servers, create databases and database objects; enter, modify, and delete data, and manage data and data transformations programmatically.

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

The Network and Database Administrator training program includes the following courses:

MOS101 Windows OS

(Full time=5 weeks; $\frac{3}{4}$ time=7 weeks; Part Time=10 weeks)

Course Objectives

- DOMAIN 1.0: Installing, Upgrading, and Migrating to Windows 7
- DOMAIN 2.0: Deploying Windows 7
- DOMAIN 3.0: Configuring Hardware and Applications
- DOMAIN 4.0: Configuring Network Applications
- DOMAIN 5.0: Configuring Access to Resources
- DOMAIN 6.0: Configuring Mobile Computing
- DOMAIN 7.0: Monitoring and Maintaining Systems that Run Windows 7
- DOMAIN 8.0: Configuring Backup and Recovery Options

CS100 Career Success (Full time=1 week; $\frac{3}{4}$ time=1 week; Part Time=2 weeks)

Course Objectives

- Unit 1 What's Holding Me Back? – Am I seeing all there is to see? What am I missing, and why?
- Unit 2 Who Am I Listening To? – We realize that what may be “the truth” to others isn't necessarily our truth.
- Unit 3 Lock-On / Lock-Out – Sometimes, the absence of the truth may set you free.
- Unit 4 My Brain's Filter System – Discover the levels of the mind involved in the thought process and what they do.
- Unit 5 How My Mind Works – The three levels of the mind work together to make sure we act like we know we are.
- Unit 6 Free Flowing at a New Level – Stress comes when we try to behave differently than we know we are.
- Unit 7 Leaning in the Right Direction – Our habits and attitudes can keep us from getting to where we want to be.
- Unit 8 How My Beliefs are Formed – Thoughts accumulate to become beliefs, so it is important to control our thoughts.
- Unit 9 Building My Self-Image – Each of us builds a self-image with our own thoughts.
- Unit 10 My Future is Up to Me – We move toward and become like what we think about; our present thoughts determine our future.
- Unit 11 I'm Worth It! – Learn the importance of building high self-esteem, in yourself and in others around you.

- Unit 12 Make the Unfamiliar Familiar – Comfort zones can keep us safe, but they can also keep us from moving forward.
- Unit 13 The Next Time – Self-talk is utilized to change future performance, and we start by giving ourselves future goals with “The next time...”
- Unit 14 Putting Life on a Want-To – Motivation comes in two varieties: constructive (want-to) and restrictive (have-to), moving you forward or holding you back.
- Unit 15 Making the Pictures Match – The world outside must match the picture we have in our minds. When it doesn’t, we have a problem.
- Unit 16 I Can See It! – Human beings need goals; it’s a fact of life. We must dream big and give ourselves big goals.
- Unit 17 If It’s to Be, It’s Up to Me – When we visualize the new, we become dissatisfied with the old.
- Unit 18 My Better Future – If we demand to know the “how” first, we will back up our goals and not grow into our future.
- Unit 19 My Goals – My Vision – My Future – Create the vision of the way you want your future to look like before it actually happens.
- Unit 20 If I Want It, I Can Create It – By developing your personal efficacy, you will look forward and see success.
- Unit 21 Rites of Passage – One statement of fact can change your life forever.

MAD201 Server Basics (Full time=8 weeks; ¾ time=10 weeks; Part Time=16 weeks)

Course Objectives

- DOMAIN 1.0: Configuring Domain Name System (DNS) for Active Directory
- DOMAIN 2.0: Configuring the Active Directory Infrastructure
- DOMAIN 3.0: Configuring additional Active Directory Server roles
- DOMAIN 4.0: Creating and maintaining Active Directory objects
- DOMAIN 5.0: Maintaining the Active Directory Environment
- DOMAIN 6.0: Configuring Active Directory Certificate Services

MDB101 SQL Server 1 (Full time =5 weeks; ¾ time =7 weeks; Part Time = 11 weeks)

Course Objectives

- Create Database Objects
- Create and alter tables using T-SQL syntax (simple statements).
- Create and alter views (simple statements).
- Design views.
- Create and modify constraints (simple statements).
- Create and alter DML triggers.

Work with Data

- Query data by using SELECT statements.
- Implement sub-queries.
- Implement data types.
- Implement aggregate queries.
- Query and manage XML data.

Modify Data

- Create and alter stored procedures (simple statements).
- Modify data by using INSERT, UPDATE, and DELETE statements.
- Combine datasets.
- Work with functions.

Troubleshoot & Optimize

- Optimize queries.
- Manage transactions.
- Evaluate the use of row-based operations vs. set-based operations.
- Implement error handling.

MDB102 SQL Server 2 (Full time =9 weeks; ¾ time =12 weeks; Part Time =18 weeks)

Course Objectives

Install and Configure

- Plan installation.
- Install SQL Server and related services.
- Implement a migration strategy.
- Configure additional SQL Server components.
- Manage SQL Server Agent.

Maintain Instances and Databases

- Manage and configure databases.
- Configure SQL Server instances.
- Implement a SQL Server clustered instance.
- Manage SQL Server instances.

Optimize and Troubleshoot

- Identify and resolve concurrency problems.
- Collect and analyze troubleshooting data.
- Audit SQL Server instances.

Manage Data

- Configure and maintain a backup strategy.
- Restore databases.
- Implement and maintain indexes.
- Import and export data.

Implement Security

- Manage logins and server roles.
- Manage database permissions.
- Manage users and database roles.
- Troubleshoot security.

Implement High Availability

- Implement Always On.
- Implement database mirroring.
- Implement replication.

ACD200 Advanced Career Development

(Full time=1 week; $\frac{3}{4}$ time=1 week; Part Time=2 weeks)

Course Objectives

- Introduction to Career Services
- Goal Setting
- Advanced Résumé & Cover Letter
- Understanding the Hiring process
- Networking & social media
- Job searching & the Market
- Interview Prep & Salary Worth
- Understanding how to answer common questions
- mock interview & the follow up process

MDB103 SQL Server 3 (Full time =9 weeks; $\frac{3}{4}$ time =12 weeks; Part Time =18 weeks)

Course Objectives

Design and Implement a Data Warehouse

- Design and implement dimensions.
- Design and implement fact tables.

Extract and Transform Data

- Define connection managers.
- Design data flow.
- Implement data flow.
- Manage SSIS package execution.
- Implement script tasks in SSIS.

Load Data

- Design control flow.
- Implement package logic by using SSIS variables and parameters.
- Implement control flow.
- Implement data load options.
- Implement script components in SSIS.

Configure and Deploy SSIS Solutions

- Troubleshoot data integration issues.
- Install and maintain SSIS components.
- Implement auditing, logging, and event handling.
- Deploy SSIS solutions.
- Configure SSIS security settings.

Build Data Quality Solutions

- Install and maintain Data Quality Services.
- Implement master data management solutions.
- Create a data quality project to clean data.

The Network and Database Administrator program is appropriate for:

- Network and Database Administrator
- Database Specialist
- Database and Data Warehousing Administrator
- Computer Systems and Database Administrator
- Database Administration and Management

Prerequisites:	A+ and Network + or equivalent experience, thorough understanding of networking fundamentals required. High School Diploma, HS Equivalent or 6 College Credits
Academic Quarter Credit:	63.15
Financial Aid Quarter Credit:	45
Program Clock Hours:	906
Student Status:	Full time = 24 hours/week; $\frac{3}{4}$ time = 18 hours/week; Part Time = 12 hours/week
Program Length:	Full time = 38 weeks; $\frac{3}{4}$ time = 50 weeks; Part time = 76 weeks
Registration Fee:	\$200
Books:	\$200
Tuition:	\$19,050
STRF*	<u>to be determined, if applicable</u>
Total cost	\$19,450

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

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

PC TECHNICIAN

The PC Technician program prepares the student with a comprehensive set of skills necessary to become employable as an entry level Computer Technician or Help Desk Support Specialist.

The PC Technician (PCTech) program can result in one (1) CompTIA certification. It is worth noting that many corporations and government agencies require that their employees hold the CompTIA A+ certification as a condition for employment. In addition, the CompTIA A+ certification is recommended by other certifying agencies as the best way to demonstrate that the individual has learned the foundations of PC support and administration.

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

The PC Technician program includes the following courses:

PCS101 PC Support Level 1:

(Full time=7 weeks; ¾ time=9 weeks; Part Time=13 weeks)

Course Objectives:

HARDWARE

- Categorize storage devices and backup media
- Explain motherboard components, types and features
- Classify power supplies types and characteristics
- Explain the purpose and characteristics of CPU's and their features
- Explain cooling methods and devices
- Compare and contrast memory types, characteristics and their purpose
- Distinguish between the different display devices and their characteristics
- Install and configure peripherals and input devices
- Summarize the function and types of adapter cards
- Install, configure and optimize laptop components and features
- Install and configure printers

TROUBLESHOOTING, REPAIR AND MAINTENANCE

- Given a scenario, explain the troubleshooting theory
- Given a scenario, explain and interpret common hardware and operating system symptoms and their causes
- Given a scenario, determine the troubleshooting methods and tools for printers
- Given a scenario, explain and interpret common laptop issues and determine the appropriate basic troubleshooting method
- Given a scenario, integrate common preventative maintenance techniques

NETWORKING

- Compare and contrast the different Windows Operating Systems and their features
- Given a scenario, demonstrate proper use of user interfaces
- Explain the process and steps to install and configure the Windows OS
- Explain the basics of boot sequences, methods and startup utilities
- Summarize the basics of networking fundamentals, including technologies, devices and protocols
- Categorize network cables and connectors and their implementations
- Compare and contrast the different network types

SECURITY

- Explain the basic principles of security concepts and technologies
- Summarize the following security features

OPERATIONAL PROCEDURE

- Outline the purpose of appropriate safety and environmental procedures and given a scenario apply them
- Given a scenario, demonstrate the appropriate use of communication skills and professionalism in the workplace

PCS201 PC Support Level 2 (Full time = 9 weeks; ¾ time =11 weeks; Part Time=18 weeks)

Course Objectives:

HARDWARE

- Given a scenario, install, configure and maintain personal computer components
- Given a scenario, detect problems, troubleshoot and repair/replace personal computer
- Given a scenario, install, configure, detect problems, troubleshoot and repair/replace laptop components
- Given a scenario, select and use the following tools
- Given a scenario, detect and resolve common printer issues

Operating Systems & Software

- Select the appropriate commands and options to troubleshoot and resolve problems
- Differentiate between Windows Operating System directory structures (Windows 2000, XP and Vista)
- Given a scenario, select and use system utilities / tools and evaluate the results
- Evaluate and resolve common issues

Networking

- Troubleshoot client-side connectivity issues using appropriate tools
- Install and configure a small office home office (SOHO) network

Securities

- Given a scenario, prevent, troubleshoot and remove viruses and malware
- Implement security and troubleshoot common issues

The PCTech program is appropriate for job roles including:

- Desktop Support Specialist
- Technical Support Specialist
- Help Desk
- PC Technician

Prerequisites:	High School Diploma, HS Equivalent or 6 College Credits
Academic Quarter Credit:	24.75
Financial Aid Quarter Credit:	18
Student Status:	Full time = 24 hours/week; ¾ Time = 18 hours/week; Part time = 12 hours/week
Program Length:	Full time = 16 weeks; ¾ time=20 weeks; Part time 31 weeks
Registration Fee:	\$200
Books:	\$200
Tuition:	\$4,050
STRF*	<u>to be determined, if applicable</u>
Total cost	\$4450

- For period of Attendance
- Estimate cost total program (\$4450)

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

NETWORK SUPPORT SPECIALIST

Admission criteria for the Network Support Specialist Program are High School Diploma or HS Equivalent and a passing score of 265 on the Wonderlic Entrance Exam. Upon completion of the program the graduate will receive a certificate of completion.

The Network Support Specialist program prepares the student with a comprehensive set of skills necessary to become employable as a Network Administrator, Network Technician, and other Networking positions. The Network Support Specialist will be able to perform the fundamentals of Networking including tasks such as subnetting, OSI reference model, LAN networking devices, WAN Networking devices and TCP/IP. The graduate will demonstrate a skill of operational and organizational security and the basics of cryptography.

The Network Support Specialist Program (NSS) can result in two (2) CompTIA certification and two (2) Cisco certifications.

Students who enroll in the Network Support Specialist will have the opportunity to learn ICND1 and ICND2 which allows the technical competency to implement and manage Cisco Networking equipment.

The Network Support Specialist program prepares the student for employment with two (2) required courses for employment preparation, job search, and career development. These courses provide soft skills that are necessary for the graduate to obtain the job and pursue the career path of their choice.

The Network Support Specialist program includes the following courses:

NET101 Introduction to Networking

(Full time=6 weeks; $\frac{3}{4}$ time=8 weeks; Part Time=11 weeks)

Course Objectives

- DOMAIN 1.0 Network Technologies
- DOMAIN 2.0 Network Media and Topologies
- DOMAIN 3.0 Network Devices
- DOMAIN 4.0 Network Management
- DOMAIN 5.0 Network Tools
- DOMAIN 6.0 Network Security

CS100 Career Success (Full time=1 week; $\frac{3}{4}$ time=1 week; Part Time=2 weeks)

Course Objectives

- Unit 1 What's Holding Me Back? – Am I seeing all there is to see? What am I missing, and why?
- Unit 2 Who Am I Listening To? – We realize that what may be “the truth” to others isn't necessarily our truth.
- Unit 3 Lock-On / Lock-Out – Sometimes, the absence of the truth may set you free.
- Unit 4 My Brain's Filter System – Discover the levels of the mind involved in the thought process and what they do.
- Unit 5 How My Mind Works – The three levels of the mind work together to make sure we act like we know we are.
- Unit 6 Free Flowing at a New Level – Stress comes when we try to behave differently than we know we are.
- Unit 7 Leaning in the Right Direction – Our habits and attitudes can keep us from getting to where we want to be.
- Unit 8 How My Beliefs are Formed – Thoughts accumulate to become beliefs, so it is important to control our thoughts.
- Unit 9 Building My Self-Image – Each of us builds a self-image with our own thoughts.
- Unit 10 My Future is Up to Me – We move toward and become like what we think about; our present thoughts determine our future.
- Unit 11 I'm Worth It! – Learn the importance of building high self-esteem, in yourself and in others around you.
- Unit 12 Make the Unfamiliar Familiar – Comfort zones can keep us safe, but they can also keep us from moving forward.

- Unit 13 The Next Time – Self-talk is utilized to change future performance, and we start by giving ourselves future goals with “The next time...”
- Unit 14 Putting Life on a Want-To – Motivation comes in two varieties: constructive (want-to) and restrictive (have-to), moving you forward or holding you back.
- Unit 15 Making the Pictures Match – The world outside must match the picture we have in our minds. When it doesn't, we have a problem.
- Unit 16 I Can See It! – Human beings need goals; it's a fact of life. We must dream big and give ourselves big goals.
- Unit 17 If It's to Be, It's Up to Me – When we visualize the new, we become dissatisfied with the old.
- Unit 18 My Better Future – If we demand to know the “how” first, we will back up our goals and not grow into our future.
- Unit 19 My Goals – My Vision – My Future – Create the vision of the way you want your future to look like before it actually happens.
- Unit 20 If I Want It, I Can Create It – By developing your personal efficacy, you will look forward and see success.
- Unit 21 Rites of Passage – One statement of fact can change your life forever.

NOS203 Network & Operational Security

(Full time=5 weeks; $\frac{3}{4}$ time=7 weeks; Part Time=10 weeks)

Course Objectives:

- Explain the security function and purpose of network devices and technologies
- Explain and carry out risk mitigation concepts and principals and execute appropriate level responses
- Analyze and differentiate among types of malware as well as social engineering, wireless and application attacks
- Carry out and understand procedures to establish host, application and data security
- Explain the function and concepts of authentication services, authorization and access control
- Use and apply cryptography concepts, tools and products

CNC100 Advanced Networking Level 1

(Full time =6 weeks; $\frac{3}{4}$ time =8 weeks; Part Time =11 weeks)

Course Objectives:

- Describe the operation of data networks
- Implement a small switched network
- Implement an IP addressing scheme and IP services to meet network requirements for a small branch office
- Implement a small routed network
- Explain and select the appropriate administrative tasks required for a WLAN
- Identify security threats to a network and describe general methods to mitigate those threats
- Implement and verify WAN links

ACD200 Advanced Career Development

Full time=1 week; $\frac{3}{4}$ time=1 week; Part Time=2 weeks)

Course Objectives

- Introduction to Career Services
- Goal Setting
- Advanced Résumé & Cover Letter
- Understanding the Hiring process
- Networking & social media
- Job searching & the Market
- Interview Prep & Salary Worth
- Understanding how to answer common questions
- mock interview & the follow up process

CNC200 Advanced Networking Level 2

(Full time =5 weeks; $\frac{3}{4}$ time =7 weeks; Part Time =12 weeks)

Course Objectives:

- Configure, verify and troubleshoot a switch with VLANs and interswitch communications
- Implement an IP addressing scheme and IP services to meet network requirements in medium-size Enterprise branch office network
- Configure and troubleshoot basic operation and routing on Cisco devices
- Implement, verify, and troubleshoot NAT and ACLs in a medium-size Enterprise branch office network

The NSS program is appropriate for job roles including:

- Network Support Specialist
- Network Technician
- LAN/WAN Administrator
- Security Specialist

Prerequisites:	High School Diploma, HS Equivalent or 6 college credits
Academic Quarter Credit:	41.10
Financial Aid Quarter Credit:	28
Student Status:	Full time = 24 hours/week; $\frac{3}{4}$ Time = 18 hours/week; Part time = 12 hours/week
Program Length:	Full time = 24 weeks; $\frac{3}{4}$ time=32 weeks; Part time 48 weeks
Registration Fee:	\$200
Books:	\$200
Tuition:	\$9,600
STRF*	<u>to be determined, if applicable</u>
Total cost	\$10,000

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

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

PC SUPPORT SPECIALIST

Admission criteria for the PC Support Specialist Program are High School Diploma or HS Equivalent and a passing score of 265 on the Wonderlic Entrance Exam. Upon completion of the program the graduate will receive a certificate of completion.

The PC Support Specialist Program prepares the student with a comprehensive set of skills necessary to become employable as an entry level Computer Technician or Help Desk Support Specialist.

The PC Support Specialist (PCSS) program can result in two (2) CompTIA certifications. The CompTIA A+ certification is recommended by other certifying agencies as the best way to demonstrate that the individual has learned the foundations of PC support and repair, while the CompTIA Network + demonstrates the ability to network computers, printers, and tablets.

Students who enroll in the PCSS program will have the opportunity to learn PC hardware support skills. Students will also learn the basics of Microsoft office with Word, Excel and Outlook. They will gain the ability to design and implement small office-home office networks.

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

The PC Support Specialist program includes the following courses:

PCS101 PC Support Level 1

(Full time=7 weeks; $\frac{3}{4}$ time=9 weeks; Part Time=13 weeks)

Course Objectives:

HARDWARE

- Categorize storage devices and backup media
- Explain motherboard components, types and features
- Classify power supplies types and characteristics
- Explain the purpose and characteristics of CPU's and their features
- Explain cooling methods and devices
- Compare and contrast memory types, characteristics and their purpose
- Distinguish between the different display devices and their characteristics
- Install and configure peripherals and input devices
- Summarize the function and types of adapter cards
- Install, configure and optimize laptop components and features
- Install and configure printers

TROUBLESHOOTING, REPAIR AND MAINTENANCE

- Given a scenario, explain the troubleshooting theory
- Given a scenario, explain and interpret common hardware and operating system symptoms and their causes
- Given a scenario, determine the troubleshooting methods and tools for printers
- Given a scenario, explain and interpret common laptop issues and determine the appropriate basic troubleshooting method
- Given a scenario, integrate common preventative maintenance techniques

NETWORKING

- Compare and contrast the different Windows Operating Systems and their features
- Given a scenario, demonstrate proper use of user interfaces
- Explain the process and steps to install and configure the Windows OS
- Explain the basics of boot sequences, methods and startup utilities
- Summarize the basics of networking fundamentals, including technologies, devices and protocols
- Categorize network cables and connectors and their implementations
- Compare and contrast the different network types

SECURITY

- Explain the basic principles of security concepts and technologies
- Summarize the following security features

OPERATIONAL PROCEDURE

- Outline the purpose of appropriate safety and environmental procedures and given a scenario apply them
- Given a scenario, demonstrate the appropriate use of communication skills and professionalism in the workplace

CS100 Career Success

(Full time=1 week; $\frac{3}{4}$ time=1 week; Part Time=2 weeks)

Course Objectives

- Unit 1 What's Holding Me Back? – Am I seeing all there is to see? What am I missing, and why?
- Unit 2 Who Am I Listening To? – We realize that what may be “the truth” to others isn't necessarily our truth.
- Unit 3 Lock-On / Lock-Out – Sometimes, the absence of the truth may set you free.
- Unit 4 My Brain's Filter System – Discover the levels of the mind involved in the thought process and what they do.
- Unit 5 How My Mind Works – The three levels of the mind work together to make sure we act like we know we are.
- Unit 6 Free Flowing at a New Level – Stress comes when we try to behave differently than we know we are.
- Unit 7 Leaning in the Right Direction – Our habits and attitudes can keep us from getting to where we want to be.
- Unit 8 How My Beliefs are Formed – Thoughts accumulate to become beliefs, so it is important to control our thoughts.
- Unit 9 Building My Self-Image – Each of us builds a self-image with our own thoughts.
- Unit 10 My Future is Up to Me – We move toward and become like what we think about; our present thoughts determine our future
- Unit 11 I'm Worth It! – Learn the importance of building high self-esteem, in yourself and in others around you.
- Unit 12 Make the Unfamiliar Familiar – Comfort zones can keep us safe, but they can also keep us from moving forward.
- Unit 13 The Next Time – Self-talk is utilized to change future performance, and we start by giving ourselves future goals with “The next time...”
- Unit 14 Putting Life on a Want-To – Motivation comes in two varieties: constructive (want-to) and restrictive (have-to), moving you forward or holding you back.
- Unit 15 Making the Pictures Match – The world outside must match the picture we have in our minds. When it doesn't, we have a problem.
- Unit 16 I Can See It! – Human beings need goals; it's a fact of life. We must dream big and give ourselves big goals.
- Unit 17 If it's to Be, It's Up to Me – When we visualize the new, we become dissatisfied with the old.
- Unit 18 My Better Future – If we demand to know the “how” first, we will back up our goals and not grow into our future.
- Unit 19 My Goals – My Vision – My Future – Create the vision of the way you want your future to look like before it actually happens.
- Unit 20 If I Want It, I Can Create It – By developing your personal efficacy, you will look forward and see success.
- Unit 21 Rites of Passage – One statement of fact can change your life forever

PCS201 PC Support Level 2

(Full time = 9 weeks; $\frac{3}{4}$ time =11 weeks; Part Time=18 weeks)

Course Objectives

HARDWARE

- Given a scenario, install, configure and maintain personal computer components
- Given a scenario, detect problems, troubleshoot and repair/replace personal computer
- Given a scenario, install, configure, detect problems, troubleshoot and repair/replace laptop components
- Given a scenario, select and use the following tools
- Given a scenario, detect and resolve common printer issues

Operating Systems & Software

- Select the appropriate commands and options to troubleshoot and resolve problems
- Differentiate between Windows Operating System directory structures (Windows 2000, XP and Vista)
- Given a scenario, select and use system utilities / tools and evaluate the results
- Evaluate and resolve common issues

Networking

- Troubleshoot client-side connectivity issues using appropriate tools
- Install and configure a small office home office (SOHO) network

Securities

- Given a scenario, prevent, troubleshoot and remove viruses and malware
- Implement security and troubleshoot common issues

NET101 Introduction to Networking

(Full time=6 weeks; ¾ time=8 weeks; Part Time=11 weeks)

Course Objectives

- DOMAIN 1.0 Network Technologies
- DOMAIN 2.0 Network Media and Topologies
- DOMAIN 3.0 Network Devices
- DOMAIN 4.0 Network Management
- DOMAIN 5.0 Network Tools
- DOMAIN 6.0 Network Security

ACD200 Advanced Career Development

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

Course Objectives

- Introduction to Career Services
- Goal Setting
- Advanced Résumé & Cover Letter
- Understanding the Hiring process
- Networking & social media
- Job searching & the Market
- Interview Prep & Salary Worth
- Understanding how to answer common questions
- mock interview & the follow up process

MSO201 MS Essentials

(Full time=3 weeks; ¾ time=5 weeks; Part Time=7 weeks)

Course Objectives:

- Start Microsoft Word
- Identify features to open, move around, edit and print documents
- Start Microsoft Excel
- Open a workbook, apply data to the worksheet, create formulas
- Start Microsoft Outlook
- Open and send mail messages
- Identify and use calendar, make appointments
- Create new contacts, view & print schedules

The PC Support Specialist program is appropriate for job roles including:

- Computer Support Specialist
- Help Desk Administrator
- Desktop Support
- PC Support Specialist
- Customer Service Support Tech

Prerequisites:	High School Diploma, HS Equivalent or 6 college credits
Academic Quarter Credit:	45.68
Financial Aid Quarter Credit:	31
Student Status:	Full time = 24 hours/week; ¾ Time = 18 hours/week; Part time = 12 hours/week
Program Length:	Full time = 27 weeks; ¾ time=35 weeks; Part time 53 weeks
Registration Fee:	\$200
Books:	\$200
Tuition:	\$9,600
STRF*	<u>to be determined, if applicable</u>
Total cost	\$10,000

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

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

TECH SUPPORT SPECIALIST

Admission criteria for the Tech Support Specialist Program are High School Diploma or HS Equivalent and a passing score of 265 on the Wonderlic Entrance Exam. Upon completion of the program the graduate will receive a certificate of completion.

The Tech Support Specialist Program prepares the student with a comprehensive set of skills necessary to become employable as an entry level Network Administrator or Information System Technician.

The Tech Support Specialist (TSS) program can result in three (3) CompTIA certifications and one (1) Microsoft certification. The Tech Support Specialist will demonstrate the ability to network computers, printers, and tablets, and will have the essentials of operational and organizational security and cryptography. The Tech Support Specialist will also demonstrate the knowledge of system architecture, installation and package management, Linux filesystems and filesystem hierarchy standards.

The program contains two (2) required courses for employment preparation, job search, and career development. These courses provide soft skills that are necessary for the graduate to obtain the job and pursue the career path of their choice. The Tech Support Specialist program includes the following courses:

NET101 Introduction to Networking

(Full time=6 weeks; $\frac{3}{4}$ time=8 weeks; Part Time=11 weeks)

Course Objectives

- DOMAIN 1.0 Network Technologies
- DOMAIN 2.0 Network Media and Topologies
- DOMAIN 3.0 Network Devices
- DOMAIN 4.0 Network Management
- DOMAIN 5.0 Network Tools
- DOMAIN 6.0 Network Security

CS100 Career Success

(Full time=1 week; $\frac{3}{4}$ time=1 week; Part Time=2 weeks)

Course Objectives

- Unit 1 What's Holding Me Back? – Am I seeing all there is to see? What am I missing, and why?
- Unit 2 Who Am I Listening To? – We realize that what may be “the truth” to others isn't necessarily our truth.
- Unit 3 Lock-On / Lock-Out – Sometimes, the absence of the truth may set you free.
- Unit 4 My Brain's Filter System – Discover the levels of the mind involved in the thought process and what they do.
- Unit 5 How My Mind Works – The three levels of the mind work together to make sure we act like we know we are.
- Unit 6 Free Flowing at a New Level – Stress comes when we try to behave differently than we know we are.
- Unit 7 Leaning in the Right Direction – Our habits and attitudes can keep us from getting to where we want to be.
- Unit 8 How My Beliefs are Formed – Thoughts accumulate to become beliefs, so it is important to control our thoughts.
- Unit 9 Building My Self-Image – Each of us builds a self-image with our own thoughts.
- Unit 10 My Future is Up to Me – We move toward and become like what we think about; our present thoughts determine our future.
- Unit 11 I'm Worth It! – Learn the importance of building high self-esteem, in yourself and in others around you.
- Unit 12 Make the Unfamiliar Familiar – Comfort zones can keep us safe, but they can also keep us from moving forward.
- Unit 13 The Next Time – Self-talk is utilized to change future performance, and we start by giving ourselves future goals with “The next time...”

- Unit 14 Putting Life on a Want-To – Motivation comes in two varieties: constructive (want-to) and restrictive (have-to), moving you forward or holding you back.
- Unit 15 Making the Pictures Match – The world outside must match the picture we have in our minds. When it doesn't, we have a problem.
- Unit 16 I Can See It! – Human beings need goals; it's a fact of life. We must dream big and give ourselves big goals.
- Unit 17 If It's to Be, It's Up to Me – When we visualize the new, we become dissatisfied with the old.
- Unit 18 My Better Future – If we demand to know the "how" first, we will back up our goals and not grow into our future.
- Unit 19 My Goals – My Vision – My Future – Create the vision of the way you want your future to look like before it actually happens.
- Unit 20 If I Want It, I Can Create It – By developing your personal efficacy, you will look forward and see success.
- Unit 21 Rites of Passage – One statement of fact can change your life forever.

MOS101 Windows OS

(Full time=5 weeks; $\frac{3}{4}$ time=7 weeks; Part Time=10 weeks)

Course Objectives:

- Install, Upgrade, and Migrate to Windows 7
- Deploy Windows 7
- Configure Hardware and Applications
- Configure Network Applications
- Configure Access to Resources
- Configure Mobile Computing
- Monitor and Maintain Systems that Run Windows 7
- Configure Backup and Recovery Options

OSL201 Administering Linux Level 1

(Full time=3 weeks; $\frac{3}{4}$ Time=4 weeks; Part Time 6 weeks)

Course Objectives:

- Determine and configure System Architecture
- Manage Linux Installation and Package Management.
- Install GNU and Unix Commands
- Manage Devices, Linux file systems File system Hierarchy Standard

OSL202 Administering Linux Level 2

(Full time=4 weeks; $\frac{3}{4}$ Time=6 weeks; Part Time=10 weeks)

Course Objectives:

- Determine and configure Shells, Scripting and Data Management
- Manage user interfaces and Desktops
- Customize Administrative Tasks
- Install Standard Essential System Services
- Manage Networking and Security in Linux

ACD200 Advanced Career Development

(Full time=1 week; $\frac{3}{4}$ time=1 week; Part Time=2 weeks)

Course Objectives

- Introduction to Career Services
- Goal Setting
- Advanced Résumé & Cover Letter
- Understanding the Hiring process
- Networking & social media
- Job searching & the Market
- Interview Prep & Salary Worth
- Understanding how to answer common questions
- mock interview & the follow up process

NOS203 Network and Operational Security

(Full time=5 weeks; ¾ time=7 weeks; Part Time=10 weeks)

Course Objectives:

- Explain the security function and purpose of network devices and technologies
- Explain and carry out risk mitigation concepts and principals and execute appropriate level responses
- Analyze and differentiate among types of malware as well as social engineering, wireless and application attacks
- Carry out and understand procedures to establish host, application and data security
- Explain the function and concepts of authentication services, authorization and access control
- Use and apply cryptography concepts, tools and products

The Tech Support Specialist program is appropriate for job roles including:

- Desktop Support Specialist
- Tech Support Specialist
- Help Desk Support
- Data Center Specialist
- Computer Support Tech

Prerequisites:	High School Diploma, HS Equivalent or 6 College Credits
Academic Quarter Credit:	44.90
Financial Aid Quarter Credit:	30
Student Status:	Full time = 24 hours/week; ¾ Time = 18 hours/week; Part time = 12 hours/week
Program Length:	Full time = 25 weeks; ¾ time=34 weeks; Part time 51 weeks
Registration Fee:	\$200
Books:	\$200
Tuition:	\$9,600
STRF*	<u>to be determined, if applicable</u>
Total cost	\$10,000

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

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

ASSOCIATE OF APPLIED SCIENCE DEGREE COURSE CHART

Associate of Applied Science Degree in COMPUTER AND NETWORK TECHNOLOGY

Course	Lecture Hours Theory	Lab hours Hands on	Total Clock Hours	Academic QCH Breakdown	Financial Aid QCH Breakdown
PCS101	54	102	156	10.5	7.8
CS100	21	0	21	2.1	1.04
PCS201	75	135	210	14.25	10.5
NET101	72	66	138	10.5	6.9
MOS101	35	90	125	8	6.25
NOS203	35	90	125	8	6.25
ACD200	25	0	25	2.5	1.25
TF400	2	28	30	1.6	1.4
MSO201	31.5	53.5	85	5.82	4.25
VMW001	15	11	26	2.05	1.3
AD001	54	0	54	5.4	2.7
AD002	54	0	54	5.4	2.7
AD003	54	0	54	5.4	2.7
AD004	54	0	54	5.4	2.7
AD005	54	0	54	5.4	2.7
AD006	54	0	54	5.4	2.7

Associate of Applied Science Degree in COMPUTER SPECIALIST & NETWORKING TECHNOLOGY

Course	Lecture Hours Theory	Lab hours Hands on	Total Clock Hours	Academic QCH Breakdown	Financial Aid QCH Breakdown
PCS101	54	102	156	10.5	7.8
CS100	21	0	21	2.1	1.04
PCS201	75	135	210	14.25	10.5
NET101	72	66	138	10.5	6.9
MOS101	35	90	125	8	6.25
NOS203	35	90	125	8	6.25
ACD200	25	0	25	2.5	1.25
OSL201	38.5	33.5	72	5.52	3.6
OSL202	57.5	50.5	108	8.28	5.4
AD001	54	0	54	5.4	2.7
AD002	54	0	54	5.4	2.7
AD003	54	0	54	5.4	2.7
AD004	54	0	54	5.4	2.7
AD005	54	0	54	5.4	2.7
AD006	54	0	54	5.4	2.7

Associate of Applied Science Degree in IT NETWORK ENGINEERING					
Course	Lecture Hours Theory	Lab hours Hands on	Total Clock Hours	Academic QCH Breakdown	Financial Aid QCH Breakdown
MOS101	35	90	125	8	6.25
CS100	21	0	21	2.1	1.04
MAD202	35	150	185	11	9.25
MAD302	48	93	141	9.45	7.05
MAD403	45	95	140	9.25	7
MAD404	50	75	125	8.75	6.25
ACD200	25	0	25	2.5	1.25
MAD402	90	90	125	8	6.25
elective	25	100	125	7.5	6.25
AD001	54	0	54	5.4	2.7
AD002	54	0	54	5.4	2.7
AD003	54	0	54	5.4	2.7
AD004	54	0	54	5.4	2.7
AD005	54	0	54	5.4	2.7
AD006	54	0	54	5.4	2.7
Associate of Applied Science Degree in IT SERVER ADMINISTRATION					
Course	Lecture Hours Theory	Lab hours Hands on	Total Clock Hours	Academic QCH Breakdown	Financial Aid QCH Breakdown
MOS101	35	90	125	8	6.25
CS100	21	0	21	2.1	1.04
MAD201	35	150	185	11	9.25
MAD301	48	93	141	9.45	7.05
MAD401	35	90	125	8	6.3
MAD405	40	95	135	8.75	6.25
MAD404	50	75	125	8.75	6.25
ACD200	25	0	25	2.5	1.25
MAD402	35	90	125	8	6.25
AD001	54	0	54	5.4	2.7
AD002	54	0	54	5.4	2.7
AD003	54	0	54	5.4	2.7
AD004	54	0	54	5.4	2.7
AD005	54	0	54	5.4	2.7
AD006	54	0	54	5.4	2.7

Associate of Applied Science Degree in NETWORK & DATABASE ADMINISTRATION

Course	Lecture Hours Theory	Lab hours Hands on	Total Clock Hours	Academic QCH Breakdown	Financial Aid QCH Breakdown
MOS101	35	90	125	8	6.25
MAD201	35	140	185	11	9.25
CS100	21	0	21	2.1	1.04
MDB101	25	105	130	7.75	6.5
MDB102	102	108	210	15.6	10.5
MDB103	114	96	210	16.2	10.5
ACD200	25	0	25	2.5	1.25
AD001	54	0	54	5.4	2.7
AD002	54	0	54	5.4	2.7
AD003	54	0	54	5.4	2.7
AD004	54	0	54	5.4	2.7
AD005	54	0	54	5.4	2.7
AD006	54	0	54	5.4	2.7

ELECTIVE COURSE CHART

SECURITY +

Course	Lecture Hours Theory	Lab hours Hands on	Total Clock Hours	Academic QCH Breakdown	Financial Aid QCH Breakdown
NOS203	35	90	125	8	6.25

Cisco Certified Network Administrator

Course	Lecture Hours Theory	Lab hours Hands on	Total Clock Hours	Academic QCH Breakdown	Financial Aid QCH Breakdown
CNC100	45	90	125	9	6.25
CNC200	45	90	125	9	6.25

Linux +

Course	Lecture Hours Theory	Lab hours Hands on	Total Clock Hours	Academic QCH Breakdown	Financial Aid QCH Breakdown
OSL201	38.4	33.6	72	5.51	3.6
OSL202	57.6	50.4	108	8.28	5.4

IT CERTIFICATE PROGRAMS & COURSE CHART

<u>COMPUTER AND NETWORK TECHNICIAN</u>					
Course	Lecture Hours Theory	Lab hours Hands on	Total Clock Hours	Academic QCH Breakdown	Financial Aid QCH Breakdown
PCS101	54	102	156	10.5	7.8
CS100	21	0	21	2.1	1.04
PCS201	75	135	210	14.25	10.5
NET101	72	66	138	10.5	6.9
MOS101	35	90	125	8	6.25
NOS203	35	90	125	8	6.25
ACD	25	0	25	2.5	1.25
TF400	2	28	30	1.6	1.4
MSO201	31.5	53.5	85	5.82	4.25
VMW001	15	11	26	2.05	1.3
<u>COMPUTER SPECIALIST & NETWORK TECHNICIAN</u>					
Course	Lecture Hours Theory	Lab hours Hands on	Total Clock Hours	Academic QCH Breakdown	Financial Aid QCH Breakdown
PCS101	54	102	156	10.5	7.8
CS100	21	0	21	2.1	1.04
PCS201	75	135	210	14.25	10.5
NET101	72	66	138	10.5	6.9
MOS101	35	90	125	8	6.25
NOS203	35	90	125	8	6.25
OSL201	38.4	33.6	72	5.52	3.6
ACD200	25	0	25	2.5	1.25
OSL202	57.6	50.4	108	8.28	5.4
<u>NETWORK & DATABASE ADMINISTRATOR</u>					
Course	Lecture Hours Theory	Lab hours Hands on	Total Clock Hours	Academic QCH Breakdown	Financial Aid QCH Breakdown
MOS101	35	90	125	8	6.25
MAD201	35	140	185	11	9.25
CS100	21	0	21	2.1	1.05
MDB101	25	105	130	7.75	6.5
MDB102	102	108	210	15.6	10.5
MDB103	114	96	210	16.2	10.5
ACD200	25	0	25	2.5	1.25
<u>PC TECHNICIAN</u>					
Course	Lecture Hours Theory	Lab hours Hands on	Total Clock Hours	Academic QCH Breakdown	Financial Aid QCH Breakdown
PCS101	54	102	156	10.5	7.8
PCS201	75	135	210	14.25	10.5

<u>NETWORK SUPPORT SPECIALIST</u>					
Course	Lecture Hours	Lab hours	Total Clock Hours	Academic QCH Break down	FA QCH Break Down
NET101	72	69	138	10.5	6.9
CS100	21	0	21	2.1	1.04
NOS203	67	58	125	9.6	6.25
CNC100	45	90	135	9	6.75
ACD200	25	0	25	2.5	1.25
CNC200	45	90	135	9	6.75
<u>PC SUPPORT SPECIALIST</u>					
Course	Lecture Hours	Lab hours	Total Clock Hours	Academic QCH Break down	FA QCH Break Down
PCS101	54	72	156	10.5	7.8
CS100	21	0	21	2.1	1.04
PCS201	75	135	210	14.25	10.5
NET101	72	69	138	10.5	6.9
ACD	25	0	25	2.5	1.25
MSO201	31.5	53.5	85	5.82	4.25
<u>TECH SUPPORT SPECIALIST</u>					
Course Prefix	Lecture Hours	Lab hours	Total Clock Hours	Academic QCH Break down	FA QCH Break Down
NET101	72	69	138	10.5	6.9
CS100	21	0	21	2.1	1.04
MOS101	35	90	125	8	6.25
OSL201	38.4	33.6	72	5.51	3.6
OSL202	57.6	50.4	108	8.28	5.4
ACD200	25	0	25	2.5	1.25
NOS203	67	58	125	9.6	6.25

<u>IT SERVER ADMINISTRATOR</u>					
Course	Lecture Hours Theory	Lab hours Hands on	Total Clock Hours	Academic QCH Breakdown	Financial Aid QCH Breakdown
MOS101	35	90	125	8	6.25
CS100	21	0	21	2.1	1.04
MAD201	35	140	185	11	9.25
MAD301	48	93	141	9.45	7.05
MAD401	41	84	125	8	6.3
MAD405	40	95	135	8.75	6.25
MAD404	50	75	125	8.75	6.25
ACD200	25	0	25	2.5	1.25
MAD402	35	90	125	8	6.25
<u>IT NETWORK ENGINEER</u>					
Course	Lecture Hours Theory	Lab hours Hands on	Total Clock Hours	Academic QCH Breakdown	Financial Aid QCH Breakdown
MOS101	35	90	125	8	6.25
CS100	21	0	21	2.1	1.04
MAD202	35	150	185	11	9.25
MAD302	48	93	141	9.45	7.05
MAD403	45	95	125	9.25	7.00
MAD404	50	75	125	8.75	6.25
ACD200	25	0	25	2.5	1.25
MAD402	35	75	125	8	6.25
elective	25	100	125	7.5	6.25
<u>SECURITY +</u>					
Course	Lecture Hours Theory	Lab hours Hands on	Total Clock Hours	Academic QCH Breakdown	Financial Aid QCH Breakdown
NOS203	67	58	125	9.6	6.25
<u>Cisco Certified Network Administrator</u>					
Course	Lecture Hours Theory	Lab hours Hands on	Total Clock Hours	Academic QCH Breakdown	Financial Aid QCH Breakdown
CNC100	45	90	125	9	6.25
CNC200	45	90	125	9	6.25
<u>Linux +</u>					
Course	Lecture Hours Theory	Lab hours Hands on	Total Clock Hours	Academic QCH Breakdown	Financial Aid QCH Breakdown
OSL201	38.4	33.6	72	5.51	3.6
OSL202	57.6	50.4	108	8.28	5.4

Associate of Applied Science Degree Program Descriptions

ASSOCIATE OF APPLIED SCIENCE DEGREE IN MEDICAL BILLING AND CODING

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

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

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

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

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

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

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

The Associate of Applied Science Degree in Medical Billing and Coding program consists of the following courses:

MSO201 MS Essentials

Full time=3 weeks; $\frac{3}{4}$ time=5 weeks; Part Time=7 weeks)

Course Objectives

- 1.0: Microsoft Word
- 2.0: Microsoft Excel
- 3.0: Microsoft Outlook

CS100 Career Success Full time=1 week; $\frac{3}{4}$ time=1 week; Part Time=2 weeks)

Course Objectives

- Unit 1 What's Holding Me Back? – Am I seeing all there is to see? What am I missing, and why?
- Unit 2 Who Am I Listening To? – We realize that what may be “the truth” to others isn't necessarily our truth.
- Unit 3 Lock-On / Lock-Out – Sometimes, the absence of the truth may set you free.
- Unit 4 My Brain's Filter System – Discover the levels of the mind involved in the thought process and what they do.
- Unit 5 How My Mind Works – The three levels of the mind work together to make sure we act like we know we are.
- Unit 6 Free Flowing at a New Level – Stress comes when we try to behave differently than we know we are.
- Unit 7 Leaning in the Right Direction – Our habits and attitudes can keep us from getting to where we want to be.

- Unit 8 How My Beliefs are Formed – Thoughts accumulate to become beliefs, so it is important to control our thoughts.
- Unit 9 Building My Self-Image – Each of us builds a self-image with our own thoughts.
- Unit 10 My Future is Up to Me – We move toward and become like what we think about; our present thoughts determine our future.
- Unit 11 I'm Worth It! – Learn the importance of building high self-esteem, in yourself and in others around you.
- Unit 12 Make the Unfamiliar Familiar – Comfort zones can keep us safe, but they can also keep us from moving forward.
- Unit 13 The Next Time – Self-talk is utilized to change future performance, and we start by giving ourselves future goals with “The next time...”
- Unit 14 Putting Life on a Want-To – Motivation comes in two varieties: constructive (want-to) and restrictive (have-to), moving you forward or holding you back.
- Unit 15 Making the Pictures Match – The world outside must match the picture we have in our minds. When it doesn't, we have a problem.
- Unit 16 I Can See It! – Human beings need goals; it's a fact of life. We must dream big and give ourselves big goals.
- Unit 17 If It's to Be, It's Up to Me – When we visualize the new, we become dissatisfied with the old.
- Unit 18 My Better Future – If we demand to know the “how” first, we will back up our goals and not grow into our future.
- Unit 19 My Goals – My Vision – My Future – Create the vision of the way you want your future to look like before it actually happens.
- Unit 20 If I Want It, I Can Create It – By developing your personal efficacy, you will look forward and see success.
- Unit 21 Rites of Passage – One statement of fact can change your life forever.

TF400 Typing Fundamentals

(Full time=1 week; $\frac{3}{4}$ time=2 weeks; Part Time=3 weeks)

Course Objectives

- Mastery of the keyboard by touch
- Ability to type greater than 35 wpm
- Ability to type memos and correspondence

MED0204 Medical Law & Ethics

(Full time=3 weeks; $\frac{3}{4}$ time=3 weeks; Part Time=5 weeks)

Course Objectives

- Identify the fundamentals of HIPAA Privacy training.
- Identify HIPAA, as well as the concepts of administrative simplification.
- Identify how HIPAA training impacts the health care workforce and those in their care.
- Identify the concepts of covered entities.
- Identify how HIPAA impacts the insurance industry and its workforce.
- Identify the differences between Privacy and Security.
- Identify how HIPAA impacts preferred partner companies and re-pricing organizations, as well as other business associates

MED0201 Medical Terminology

(Full time=4 weeks; $\frac{3}{4}$ time=5 weeks; Part Time=7 weeks)

Course Objectives

- Become proficient using medical terms through word building exercises.
- Learn medical abbreviations and acronyms
- Learn proper spelling of all body systems medical
- Understand the relationship of medical terminology to anatomy & physiology
- Obtain knowledge of media terminology as it relates to other health care specialties

MED0202 Anatomy & Physiology

(Full time=5 weeks; $\frac{3}{4}$ time=7 weeks; Part Time=10 weeks)

Course Objectives

Upon completion, the student will have the necessary knowledge, of the twelve main sections of the human anatomy. This includes the structure and function of cells, tissues, and organs and of the physiological concepts and processes of the human body's systems. The student will also have the knowledge of the medical terminology necessary to perform proper diagnostic and procedure coding. Upon completion, the student will have the necessary knowledge, of the twelve main sections of the human anatomy. This includes the structure and function of cells, tissues, and organs and of the physiological concepts and processes of the human body's systems. The student will also have the knowledge of the medical terminology necessary to perform proper diagnostic and procedure coding.

MED0401 Electronic Health Records

(Full time=3 weeks; $\frac{3}{4}$ Time=4 weeks; Part Time=7 weeks)

Course Objectives

- Introduction to the Medical Field
- Administrative Responsibilities
- Financial Responsibilities
- Medical Records and Documentation

MED0207 Advanced Billing & Reimbursement

(Full time=4 weeks; $\frac{3}{4}$ time=5 weeks; Part Time=7 weeks)

Course Objectives

- DOMAIN 1.0: Career and Professionalism
- DOMAIN 2.0: Basics of Health Insurance
- DOMAIN 3.0: Coding Insurance Claims
- DOMAIN 4.0: Claim Submission
- DOMAIN 5.0: Receiving Payment and Problem Solving

MED0310 Physician Coding

(Full time=8 weeks; $\frac{3}{4}$ time=11 weeks; Part Time=16 weeks)

Course Objectives

- DOMAIN 1.0: CPT - E&M Services
- DOMAIN 2.0: CPT - Anesthesia, Integumentary and Musculoskeletal
- DOMAIN 3.0: CPT - Respiratory, Cardiovascular, Hemic and Lymphatic
- DOMAIN 4.0: CPT - Mediastinum, Diaphragm and Digestive
- DOMAIN 5.0: CPT - Urinary, Male and Female Genital, Maternity Care
- DOMAIN 6.0: CPT - Endocrine, Nervous System, Sense Organs
- DOMAIN 7.0: CPT - Radiology, Lab, Pathology, and Medicine
- DOMAIN 8.0: Coding Guidelines and Standards
- DOMAIN 9.0: ICD-9 Codes 001 – 289
- DOMAIN10.0: ICD-9 Codes 290 – 519
- DOMAIN11.0: ICD-9 Codes 520 - 739
- DOMAIN12.0: ICD-9 Codes 740 - 799
- DOMAIN13.0: ICD-9 Codes 800 - E999

ACD200 Advanced Career Development

(Full time=1 week; $\frac{3}{4}$ time=1 week; Part Time=2 weeks)

Course Objectives

- Introduction to Career Services
- Goal Setting
- Advanced Résumé & Cover Letter
- Understanding the Hiring process
- Networking & social media
- Job searching & the Market
- Interview Prep & Salary Worth
- Understanding how to answer common questions
- mock interview & the follow up process

MED0311 Advanced Facility Coding

(Full time=7 weeks; $\frac{3}{4}$ time=9 weeks; Part Time=14 weeks)

Course Objectives

- DOMAIN 1.0: Facilities
- DOMAIN 2.0: Revenue Cycle
- DOMAIN 3.0: Claim Requirements Basics
- DOMAIN 4.0: Procedure Coding
- DOMAIN 5.0: Diagnostic Coding
- DOMAIN 6.0: E/M Coding
- DOMAIN 7.0: Facility Modifiers
- DOMAIN 8.0: Level II Codes & DME
- DOMAIN 9.0: Ambulatory Surgery Centers
- DOMAIN 10.0: Encoder

AD001 Critical Thinking

(Full time=4.5 weeks; $\frac{3}{4}$ time=4.5 weeks; Part Time=4.5 weeks)

Course Objectives

- Lesson 1: The Structure of Arguments
- Lesson 2: Deduction: Truth and Validity
- Lesson 3: Deduction: Argument Forms
- Lesson 4: Induction: Generalizations
- Lesson 5: Induction: Evidence and Analogies
- Lesson 6: Formal Fallacies and Weak Induction
- Lesson 7: Informal Fallacies
- Lesson 8: Language and Logic
- Lesson 9: Reading Media
- Lesson 10: Bias and Viewpoints
- Lesson 11: Logic in Real Life
- Lesson 12: Using Your Voice

AD002 Business Communication

(Full time=4.5 weeks; $\frac{3}{4}$ time=4.5 weeks; Part Time=4.5 weeks)

Course Objectives

- Lesson 1: Introduction to Business Communications
- Lesson 2: Listening and Nonverbal Communication Skills
- Lesson 3: Communicating Across Cultures
- Lesson 4: Composing a Business Message
- Lesson 5: Communicating Routine Information
- Lesson 6: Communicating Bad News
- Lesson 7: Persuasive Communications
- Lesson 8: Introduction to Business Reports and Proposals
- Lesson 9: Composing Business Reports and Proposals
- Lesson 10: Formal Reports and Proposals
- Lesson 11: Oral Presentation Skills
- Lesson 12: Resume Writing and the Employment Interview

AD003 Business Math

(Full time=4.5 weeks; $\frac{3}{4}$ time=4.5 weeks; Part Time=4.5 weeks)

Course Objectives

- Lesson 1: Whole Numbers, Fractions and Decimals
- Lesson 2: Banking and Equations
- Lesson 3: Percentages and Statistics
- Lesson 4: Trade and Cash Discounts, Markup and Markdown
- Lesson 5: Payroll
- Lesson 6: Interest, Discount, Credit and Value
- Lesson 7: Annuities, Sinking Funds, Stocks and Bonds
- Lesson 8: Mortgages
- Lesson 9: Financial Statements
- Lesson 10: Inventory
- Lesson 11: Insurance and Taxes
- Lesson 12: Financial Statements

AD004 Introduction to Business

(Full time=4.5 weeks; $\frac{3}{4}$ time=4.5 weeks; Part Time=4.5 weeks)

Course Objectives

- Lesson 1: The Business Environment
- Lesson 2: Business Ethics and Social Responsibility
- Lesson 3: New Business Ventures in the US and International Markets
- Lesson 4: Managing the Business Enterprise
- Lesson 5: Managing and Motivating Employees
- Lesson 6: Marketing Processes
- Lesson 7: Product Pricing, Distribution, and Promotion
- Lesson 8: Productivity and Quality
- Lesson 9: Information Systems and Communication Technologies
- Lesson 10: Principles of Accounting
- Lesson 11: Banking and Finance
- Lesson 12: Financial and Risk Management

AD005 Principles of Management

(Full time=4.5 weeks; $\frac{3}{4}$ time=4.5 weeks; Part Time=4.5 weeks)

Course Objectives

- Lesson 1: Introduction to Management
- Lesson 2: Managing the Business Environment
- Lesson 3: Social Responsibility and Managerial Ethics
- Lesson 4: Decision Making
- Lesson 5: Planning and the Manager's Role
- Lesson 6: Strategic Management and Planning Techniques
- Lesson 7: Organizational Structure and Communications
- Lesson 8: Human Resource Management
- Lesson 9: The Psychology of Management
- Lesson 10: Motivating and Leading Others
- Lesson 11: Overview of Human Resource Management
- Lesson 12: Employee Recruitment and Placement
- Lesson 13: Controlling Organizational Performance
- Lesson 14: Operations Management

AD006 American Government

(Full time=4.5 weeks; $\frac{3}{4}$ time=4.5 weeks; Part Time=4.5 weeks)

Course Objectives

- Apply informational literacy skills in the study of politics
- Analyze how the historical development of the United States affects contemporary political environment
- Explain how individual actors impact contemporary political environment
- Outline the institutional structures and how these structures interact with each other to explain the processes of government
- Apply understanding of government processes to analyze contemporary politics
- Analyze the formal and informal processes by which public policy is made

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

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

Prerequisites:	High School Diploma or HS Equivalent
Academic Quarter Credit:	100.91
Financial Aid Quarter Credit:	64
Student Status:	Full time = 24 hours/week; $\frac{3}{4}$ time = 18 hours/week. Part Time = 12 hours/week
Program Length:	Full time = 67 weeks. $\frac{3}{4}$ time = 80 weeks. Part time = 107 weeks
Registration Fee:	\$200
Books:	\$200
Tuition:	\$23,550
STRF*	<u>to be determined, if applicable</u>
Total cost	\$23,950

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

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

ASSOCIATE OF APPLIED SCIENCE DEGREE IN HEALTH INFORMATION

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

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

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

In addition, the student will develop the keyboarding skills and technical skills needed to be an efficient worker in today's computerized workplace. Because Health Information Specialists are required to work more closely with data input, data management and analysis, students will also develop a fundamental understanding of database design and functions using Microsoft Access.

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

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

The Associate of Applied Science Degree in Health Information program consists of the following courses:

DL001 Digital Literacy

(Full time=3 weeks; $\frac{3}{4}$ time=3 weeks; Part Time=5 weeks)

Course Objectives

- How personal computers work, set up your computer system
- Starting and shutting down your computer
- Using a Mouse. Mouse types
- How to use the keyboard
- Getting to know Computer Operating Systems; Window's 7 and Window's XP
- Navigating through Window's 7 and Window's XP
- Configuring Files and Folders in Window's 7 and Window's XP
- Windows Explorer and File, Folders, and Disk Management
- Common computer technology
- Using the World Wide Web
- Connecting to the Internet; At Home on the Road
- Searching the Web
- Exploring search techniques, using search engines
- Researching websites
- Methods of communicating on the Internet
- Maintain and Troubleshoot your Desktop
- Installing new Software
- Protecting your Computer, security threats, keeping your computer secure
- Digital Technology, Media, Audio, Video; and the use for Career Opportunities
- USB configuration, and Installing a printer
- Introduction to Productivity Programs, Word Processors, Spreadsheet Programs, Presentation Programs, and Database Programs
- Resume writing using Word
- Social Networking, blogs, instant messaging
- Etiquette and Security in Social Networking

CS100 Career Success

(Full time=1 week; $\frac{3}{4}$ time=1 week; Part Time=2 weeks)

- Unit 1 What's Holding Me Back? – Am I seeing all there is to see? What am I missing, and why?
- Unit 2 Who Am I Listening To? – We realize that what may be “the truth” to others isn't necessarily our truth.
- Unit 3 Lock-On / Lock-Out – Sometimes, the absence of the truth may set you free.
- Unit 4 My Brain's Filter System – Discover the levels of the mind involved in the thought process and what they do.
- Unit 5 How My Mind Works – The three levels of the mind work together to make sure we act like we know we are.
- Unit 6 Free Flowing at a New Level – Stress comes when we try to behave differently than we know we are.
- Unit 7 Leaning in the Right Direction – Our habits and attitudes can keep us from getting to where we want to be.
- Unit 8 How My Beliefs are Formed – Thoughts accumulate to become beliefs, so it is important to control our thoughts.
- Unit 9 Building My Self-Image – Each of us builds a self-image with our own thoughts.
- Unit 10 My Future is Up to Me – We move toward and become like what we think about; our present thoughts determine our future.
- Unit 11 I'm Worth It! – Learn the importance of building high self-esteem, in yourself and in others around you.
- Unit 12 Make the Unfamiliar Familiar – Comfort zones can keep us safe, but they can also keep us from moving forward.
- Unit 13 The Next Time – Self-talk is utilized to change future performance, and we start by giving ourselves future goals with “The next time...”
- Unit 14 Putting Life on a Want-To – Motivation comes in two varieties: constructive (want-to) and restrictive (have-to), moving you forward or holding you back.
- Unit 15 Making the Pictures Match – The world outside must match the picture we have in our minds. When it doesn't, we have a problem.
- Unit 16 I Can See It! – Human beings need goals; it's a fact of life. We must dream big and give ourselves big goals.
- Unit 17 If It's to Be, It's Up to Me – When we visualize the new, we become dissatisfied with the old.
- Unit 18 My Better Future – If we demand to know the “how” first, we will back up our goals and not grow into our future.
- Unit 19 My Goals – My Vision – My Future – Create the vision of the way you want your future to look like before it actually happens.
- Unit 20 If I Want It, I Can Create It – By developing your personal efficacy, you will look forward and see success.
- Unit 21 Rites of Passage – One statement of fact can change your life forever.

MSO201 MS Essentials

(Full time=3 weeks; $\frac{3}{4}$ time=5 weeks; Part Time=7 weeks)

Course Objectives

- DOMAIN 1.0: Microsoft Word
- DOMAIN 2.0: Microsoft Excel
- DOMAIN 3.0: Microsoft Outlook

TF400 Typing Fundamentals

(Full time=1 week; $\frac{3}{4}$ time=2 weeks; Part Time=3 weeks)

Course Objectives

- Mastery of the keyboard by touch
- Ability to type greater than 35 wpm
- Ability to type memos and correspondence

MED0204 Medical Law & Ethics

(Full time=3 weeks; ¾ time=3 weeks; Part Time=5 weeks)

Course Objectives

- Identify the fundamentals of HIPAA Privacy training.
- Identify HIPAA, as well as the concepts of administrative simplification.
- Identify how HIPAA training impacts the health care workforce and those in their care.
- Identify the concepts of covered entities.
- Identify how HIPAA impacts the insurance industry and its workforce.
- Identify the differences between Privacy and Security.
- Identify how HIPAA impacts preferred partner companies and re-pricing organizations, as well as other business associates.

MED0201 Medical Terminology

(Full time=4 weeks; ¾ time=5 weeks; Part Time=7 weeks)

Course Objectives

- Become proficient using medical terms through word building exercises.
- Learn medical abbreviations and acronyms
- Learn proper spelling of all body systems medical
- Understand the relationship of medical terminology to anatomy & physiology
- Obtain knowledge of media terminology as it relates to other health care specialties

MED0401 Electronic Health Records

(Full time=3 weeks; ¾ Time=4 weeks; Part Time =7 weeks)

Course Objectives

- 1. Introduction to the Medical Field
- 2. Administrative Responsibilities
- 3. Financial Responsibilities
- 4. Medical Records and Documentation

MED0208 Health Information Billing and Coding

(Full time=7 weeks; ¾ time=9 weeks; Part Time=14 weeks)

Course Objectives:

- Career and Professionalism
- Health Insurance and Documentation
- Coding Insurance Claims
- Claims Submission
- Reimbursements
- Health Care Payers
- Hospital Billing
- Knowledge of ICD-9 and CPT codes
- HIPAA, Federal and state regulations

HIT001 Health Information Technology

(Full time=4 weeks; ¾ time=5 weeks; Part Time=8 weeks)

Course Objectives:

- Identify and describe the key elements of modern Health Care Systems
- Identify and describe the components required to effectively and accurately collect Health Care data
- Discuss the challenges associated with collecting and maintaining Electronic Health Records
- Document the clinical flow of acute care records
- Recognize medical code sets, including ICD-9, ICD-10, HCPCS/CPT-4, and describe where and how each are used
- Identify and describe common forms of reimbursement, including various forms of insurance and entitlements
- Describe the billing process
- Create a Uniform Bill
- Discuss the impact of coding on reimbursements

- Identify and discuss the impact of Health Information Management in alternate care settings, including physician's offices, ambulatory surgery, long-term care facilities, rehabilitation, hospice and home care
- Manage health records using a variety of file identification methodologies and chart locator systems - both physical and electronic
- Retrieve, aggregate, analyze and report on information collected based on requirements provided in common health care scenarios
- Discuss current trends and issues associated with the use of health information
- Identify and define key issues in confidentiality and compliance. Topics covered will include HIPPA, access to information, patient consent, release of information, and compliance with federal, corporate and facility regulations
- Identify and define key roles performed in the HIM Department
- Discuss ongoing training and development as it affects HIM employees

DB001 Introduction to Database

(Full time=4 weeks; $\frac{3}{4}$ time=5 weeks; Part Time=7 weeks)

Course Objectives:

- Define and explain the nature, purpose and scope of business data management
- Describe SQL and its significance as a database language
- Identify the key components of all database models: entitled, attributes and identifiers
- Define the term "relationship" in the context of database management
- Recognize relationships between database components and describe the advantages of a creating a sound relational structure
- Create an ERD
- Identify and define the levels of database normalization
- Recognize errors in normalization
- Create a simple database
- Create tables and set table constraints
- Use the SELECT statement to retrieve data from a database
- Use various DDL commands to modify existing tables
- Use various DML commands to modify and remove data from the database
- Understand database administration and its importance in maintaining secure and reliable information

ACD200 Advanced Career Development

(Full time=1 week; $\frac{3}{4}$ time=1 week; Part Time=2 weeks)

Course Objectives

- Introduction to Career Services
- Goal Setting
- Advanced Résumé & Cover Letter
- Understanding the Hiring process
- Networking & social media
- Job searching & the Market
- Interview Prep & Salary Worth
- Understanding how to answer common questions
- mock interview & the follow up process

MSE200 MS Excel

(Full time=6 weeks; $\frac{3}{4}$ time=7 weeks; Part Time=10 weeks)

Course Objectives

- DOMAIN 1.0: Creating and Manipulating Data
- DOMAIN 2.0: Formatting Data and Content
- DOMAIN 3.0: Creating and Modifying Formulas
- DOMAIN 4.0: Presenting Data Visually
- DOMAIN 5.0: Collaborating and Securing Data

AD001 Critical Thinking

(Full time=4.5 weeks; $\frac{3}{4}$ time=4.5 weeks; Part Time=4.5 weeks)

Course Objectives

- Lesson 1: The Structure of Arguments
- Lesson 2: Deduction: Truth and Validity
- Lesson 3: Deduction: Argument Forms
- Lesson 4: Induction: Generalizations
- Lesson 5: Induction: Evidence and Analogies
- Lesson 6: Formal Fallacies and Weak Induction
- Lesson 7: Informal Fallacies
- Lesson 8: Language and Logic
- Lesson 9: Reading Media
- Lesson 10: Bias and Viewpoints
- Lesson 11: Logic in Real Life
- Lesson 12: Using Your Voice

AD002 Business Communication

(Full time=4.5 weeks; $\frac{3}{4}$ time=4.5 weeks; Part Time=4.5 weeks)

Course Objectives

- Lesson 1: Introduction to Business Communications
- Lesson 2: Listening and Nonverbal Communication Skills
- Lesson 3: Communicating Across Cultures
- Lesson 4: Composing a Business Message
- Lesson 5: Communicating Routine Information
- Lesson 6: Communicating Bad News
- Lesson 7: Persuasive Communications
- Lesson 8: Introduction to Business Reports and Proposals
- Lesson 9: Composing Business Reports and Proposals
- Lesson 10: Formal Reports and Proposals
- Lesson 11: Oral Presentation Skills
- Lesson 12: Resume Writing and the Employment Interview

AD003 Business Math

(Full time=4.5 weeks; $\frac{3}{4}$ time=4.5 weeks; Part Time=4.5 weeks)

Course Objectives

- Lesson 1: Whole Numbers, Fractions and Decimals
- Lesson 2: Banking and Equations
- Lesson 3: Percentages and Statistics
- Lesson 4: Trade and Cash Discounts, Markup and Markdown
- Lesson 5: Payroll
- Lesson 6: Interest, Discount, Credit and Value
- Lesson 7: Annuities, Sinking Funds, Stocks and Bonds
- Lesson 8: Mortgages
- Lesson 9: Financial Statements
- Lesson 10: Inventory
- Lesson 11: Insurance and Taxes
- Lesson 12: Financial Statements

AD004 Introduction to Business

(Full time=4.5 weeks; $\frac{3}{4}$ time=4.5 weeks; Part Time=4.5 weeks)

Course Objectives

- Lesson 1: The Business Environment
- Lesson 2: Business Ethics and Social Responsibility
- Lesson 3: New Business Ventures in the US and International Markets
- Lesson 4: Managing the Business Enterprise
- Lesson 5: Managing and Motivating Employees
- Lesson 6: Marketing Processes
- Lesson 7: Product Pricing, Distribution, and Promotion
- Lesson 8: Productivity and Quality
- Lesson 9: Information Systems and Communication Technologies
- Lesson 10: Principles of Accounting
- Lesson 11: Banking and Finance
- Lesson 12: Financial and Risk Management

AD005 Principles of Management

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

Course Objectives

- Lesson 1: Introduction to Management
- Lesson 2: Managing the Business Environment
- Lesson 3: Social Responsibility and Managerial Ethics
- Lesson 4: Decision Making
- Lesson 5: Planning and the Manager's Role
- Lesson 6: Strategic Management and Planning Techniques
- Lesson 7: Organizational Structure and Communications
- Lesson 8: Human Resource Management
- Lesson 9: The Psychology of Management
- Lesson 10: Motivating and Leading Others
- Lesson 11: Overview of Human Resource Management
- Lesson 12: Employee Recruitment and Placement
- Lesson 13: Controlling Organizational Performance
- Lesson 14: Operations Management

AD006 American Government

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

Course Objectives:

- Apply informational literacy skills in the study of politics
- Analyze how the historical development of the United States affects contemporary political environment
- Explain how individual actors impact contemporary political environment
- Outline the institutional structures and how these structures interact with each other to explain the processes of government
- Apply understanding of government processes to analyze contemporary politics
- Analyze the formal and informal processes by which public policy is made

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

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

Prerequisites:	High School Diploma or HS Equivalent
Academic Quarter Credit:	95.35
Financial Aid Quarter Credit:	61
Student Status:	Full time = 24 hours/week; ¾ time = 18 hours/week; Part Time = 12 hours/week
Program Length:	Full time = 66 weeks; ¾ time = 77 weeks; Part time = 103 weeks.
Registration Fee:	\$200
Books:	\$200
Tuition:	\$22,550
STRF*	<u>to be determined, if applicable</u>
Total cost	\$22,950

- For period of Attendance
- Estimate cost total program (\$22,950)

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

Asher College Health Services Certificate

Program Descriptions

MEDICAL BILLING AND CODING

*ELIGIBLE FOR AAS PROGRAM

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

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

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

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

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

The Medical Billing and Coding program consists of the following courses:

MSO201 MS Essentials

(Full time=3 weeks; $\frac{3}{4}$ time=5 weeks; Part Time=7 weeks)

Course Objectives

- DOMAIN 1.0: Microsoft Word
- DOMAIN 2.0: Microsoft Excel
- DOMAIN 3.0: Microsoft Outlook

CS100 Career Success

(Full time=1 week; $\frac{3}{4}$ time=1 week; Part Time=2 weeks)

Course Objectives:

- Unit 1 What's Holding Me Back? – Am I seeing all there is to see? What am I missing, and why?
- Unit 2 Who Am I Listening To? – We realize that what may be “the truth” to others isn't necessarily our truth.
- Unit 3 Lock-On / Lock-Out – Sometimes, the absence of the truth may set you free.
- Unit 4 My Brain's Filter System – Discover the levels of the mind involved in the thought process and what they do.
- Unit 5 How My Mind Works – The three levels of the mind work together to make sure we act like we know we are.
- Unit 6 Free Flowing at a New Level – Stress comes when we try to behave differently than we know we are.
- Unit 7 Leaning in the Right Direction – Our habits and attitudes can keep us from getting to where we want to be.
- Unit 8 How My Beliefs are Formed – Thoughts accumulate to become beliefs, so it is important to control our thoughts.
- Unit 9 Building My Self-Image – Each of us builds a self-image with our own thoughts.
- Unit 10 My Future is Up to Me – We move toward and become like what we think about; our present thoughts determine our future.
- Unit 11 I'm Worth It! – Learn the importance of building high self-esteem, in yourself and in others around you.

- Unit 12 Make the Unfamiliar Familiar – Comfort zones can keep us safe, but they can also keep us from moving forward.
- Unit 13 The Next Time – Self-talk is utilized to change future performance, and we start by giving ourselves future goals with “The next time...”
- Unit 14 Putting Life on a Want-To – Motivation comes in two varieties: constructive (want-to) and restrictive (have-to), moving you forward or holding you back.
- Unit 15 Making the Pictures Match – The world outside must match the picture we have in our minds. When it doesn’t, we have a problem.
- Unit 16 I Can See It! – Human beings need goals; it’s a fact of life. We must dream big and give ourselves big goals.
- Unit 17 If It’s to Be, It’s Up to Me – When we visualize the new, we become dissatisfied with the old.
- Unit 18 My Better Future – If we demand to know the “how” first, we will back up our goals and not grow into our future.
- Unit 19 My Goals – My Vision – My Future – Create the vision of the way you want your future to look like before it actually happens.
- Unit 20 If I Want It, I Can Create It – By developing your personal efficacy, you will look forward and see success.
- Unit 21 Rites of Passage – One statement of fact can change your life forever.

TF400 Typing Fundamentals

(Full time=1 week; $\frac{3}{4}$ time=2 weeks; Part Time=3 weeks)

Course Objectives

- Mastery of the keyboard by touch
- Ability to type greater than 35 wpm
- Ability to type memos and correspondence

MED0204 Medical Law & Ethics

(Full time=3 weeks; $\frac{3}{4}$ time=3 weeks; Part Time=5 weeks)

Course Objectives

- Identify the fundamentals of HIPAA Privacy training.
- Identify HIPAA, as well as the concepts of administrative simplification.
- Identify how HIPAA training impacts the health care workforce and those in their care.
- Identify the concepts of covered entities.
- Identify how HIPAA impacts the insurance industry and its workforce.
- Identify the differences between Privacy and Security.
- Identify how HIPAA impacts preferred partner companies and re-pricing organizations, as well as other business associates

MED0201 Medical Terminology

(Full time=4 weeks; $\frac{3}{4}$ time=5 weeks; Part Time=7 weeks)

Course Objectives

- Become proficient using medical terms through word building exercises.
- Learn medical abbreviations and acronyms
- Learn proper spelling of all body systems medical
- Understand the relationship of medical terminology to anatomy & physiology
- Obtain knowledge of media terminology as it relates to other health care specialties

MED0202 Anatomy & Physiology

(Full time=5 weeks; $\frac{3}{4}$ time=7 weeks; Part Time=10 weeks)

Course Objectives

Upon completion, the student will have the necessary knowledge, of the twelve main sections of the human anatomy. This includes the structure and function of cells, tissues, and organs and of the physiological concepts and processes of the human body's systems. The student will also have the knowledge of the medical terminology necessary to perform proper diagnostic and procedure coding. Upon completion, the student will have the necessary knowledge, of the twelve main sections of the human anatomy. This includes the structure and function of cells, tissues, and organs and of the physiological concepts and processes of the human body's systems. The student will also have the knowledge of the medical terminology necessary to perform proper diagnostic and procedure coding.

MED0401 Electronic Health Records

(Full time=3 weeks; $\frac{3}{4}$ Time=4 weeks; Part Time =7 weeks)

Course Objectives

- Introduction to the Medical Field
- Administrative Responsibilities
- Financial Responsibilities
- Medical Records and Documentation

MED0207 Advanced Billing & Reimbursement

(Full time=4 weeks; $\frac{3}{4}$ time=5 weeks; Part Time=7 weeks)

Course Objectives

- DOMAIN 1.0: Career and Professionalism
- DOMAIN 2.0: Basics of Health Insurance
- DOMAIN 3.0: Coding Insurance Claims
- DOMAIN 4.0: Claim Submission
- DOMAIN 5.0: Receiving Payment and Problem Solving

MED0310 Physician Coding

(Full time=8 weeks; $\frac{3}{4}$ time=11 weeks; Part Time=16 weeks)

Course Objectives

- DOMAIN 1.0: CPT - E&M Services
- DOMAIN 2.0: CPT - Anesthesia, Integumentary and Musculoskeletal
- DOMAIN 3.0: CPT - Respiratory, Cardiovascular, Hemic and Lymphatic
- DOMAIN 4.0: CPT - Mediastinum, Diaphragm and Digestive
- DOMAIN 5.0: CPT - Urinary, Male and Female Genital, Maternity Care
- DOMAIN 6.0: CPT - Endocrine, Nervous System, Sense Organs
- DOMAIN 7.0: CPT - Radiology, Lab, Pathology, and Medicine
- DOMAIN 8.0: Coding Guidelines and Standards
- DOMAIN 9.0: ICD-9 Codes 001 – 289
- DOMAIN10.0: ICD-9 Codes 290 – 519
- DOMAIN11.0: ICD-9 Codes 520 - 739
- DOMAIN12.0: ICD-9 Codes 740 - 799
- DOMAIN13.0: ICD-9 Codes 800 - E999

ACD200 Advanced Career Development

(Full time=1 week; $\frac{3}{4}$ time=1 week; Part Time=2 weeks)

Course Objectives

- Introduction to Career Services
- Goal Setting
- Advanced Résumé & Cover Letter
- Understanding the Hiring process
- Networking & social media
- Job searching & the Market
- Interview Prep & Salary Worth
- Understanding how to answer common questions
- mock interview & the follow up process

MED0311 Advanced Facility Coding

(Full time=7 weeks; $\frac{3}{4}$ time=9 weeks; Part Time=14 weeks)

Course Objectives

- DOMAIN 1.0: Facilities
- DOMAIN 2.0: Revenue Cycle
- DOMAIN 3.0: Claim Requirements Basics
- DOMAIN 4.0: Procedure Coding
- DOMAIN 5.0: Diagnostic Coding
- DOMAIN 6.0: E/M Coding
- DOMAIN 7.0: Facility Modifiers
- DOMAIN 8.0: Level II Codes & DME
- DOMAIN 9.0: Ambulatory Surgery Centers
- DOMAIN 10.0: Encoder

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

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

Prerequisites:	High School Diploma or HS Equivalent or 6 college credits.
Academic Quarter Credit:	68.51
Financial Aid Quarter Credit:	47
Student Status:	Full time = 24 hours/week; $\frac{3}{4}$ time = 18 hours/week. Part Time = 12 hours/week
Program Length:	Full time = 40 weeks. $\frac{3}{4}$ time = 53 weeks. Part time = 80 weeks
Registration Fee:	\$200
Books	\$200
Tuition:	\$17,550
STRF*	<u>to be determined, if applicable</u>
Total cost	\$17,950

- For period of Attendance
- Estimate cost total program (\$17,950)

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

MEDICAL RECORDS SPECIALIST

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

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

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

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

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

The Medical Records Specialist program consists of the following courses:

DL001 Digital Literacy

(Full time=3 weeks; $\frac{3}{4}$ time=3 weeks; Part Time=5 weeks)

Course Objectives

- How personal computers work, set up your computer system
- Starting and shutting down your computer
- Using a Mouse. Mouse types
- How to use the keyboard
- Getting to know Computer Operating Systems; Window's 7 and Window's XP
- Navigating through Window's 7 and Window's XP
- Configuring Files and Folders in Window's 7 and Window's XP
- Windows Explorer and File, Folders, and Disk Management
- Common computer technology
- Using the World Wide Web
- Connecting to the Internet; At Home on the Road
- Searching the Web
- Exploring search techniques, using search engines
- Researching websites
- Methods of communicating on the Internet
- Maintain and Troubleshoot your Desktop
- Installing new Software
- Protecting your Computer, security threats, keeping your computer secure
- Digital Technology, Media, Audio, Video; and the use for Career Opportunities
- USB configuration, and Installing a printer
- Introduction to Productivity Programs, Word Processors, Spreadsheet Programs, Presentation Programs, and Database Programs
- Resume writing using Word
- Social Networking, blogs, instant messaging
- Etiquette and Security in Social Networking

MSO202 Microsoft Essentials Plus

(Full time=5 weeks; ¾ time=7 weeks; Part Time=11 weeks)

Course Objectives

- DOMAIN 1.0: Microsoft Word
- DOMAIN 2.0: Microsoft Excel
- DOMAIN 3.0: Microsoft Outlook
- DOMAIN 4.0 Microsoft Access

CS100 Career Success

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

Course Objectives

- Unit 1 What's Holding Me Back? – Am I seeing all there is to see? What am I missing, and why?
- Unit 2 Who Am I Listening To? – We realize that what may be “the truth” to others isn't necessarily our truth.
- Unit 3 Lock-On / Lock-Out – Sometimes, the absence of the truth may set you free.
- Unit 4 My Brain's Filter System – Discover the levels of the mind involved in the thought process and what they do.
- Unit 5 How My Mind Works – The three levels of the mind work together to make sure we act like we know we are.
- Unit 6 Free Flowing at a New Level – Stress comes when we try to behave differently than we know we are.
- Unit 7 Leaning in the Right Direction – Our habits and attitudes can keep us from getting to where we want to be.
- Unit 8 How My Beliefs are Formed – Thoughts accumulate to become beliefs, so it is important to control our thoughts.
- Unit 9 Building My Self-Image – Each of us builds a self-image with our own thoughts.
- Unit 10 My Future is Up to Me – We move toward and become like what we think about; our present thoughts determine our future.
- Unit 11 I'm Worth It! – Learn the importance of building high self-esteem, in yourself and in others around you.
- Unit 12 Make the Unfamiliar Familiar – Comfort zones can keep us safe, but they can also keep us from moving forward.
- Unit 13 The Next Time – Self-talk is utilized to change future performance, and we start by giving ourselves future goals with “The next time...”
- Unit 14 Putting Life on a Want-To – Motivation comes in two varieties: constructive (want-to) and restrictive (have-to), moving you forward or holding you back.
- Unit 15 Making the Pictures Match – The world outside must match the picture we have in our minds. When it doesn't, we have a problem.
- Unit 16 I Can See It! – Human beings need goals; it's a fact of life. We must dream big and give ourselves big goals.
- Unit 17 If It's to Be, It's Up to Me – When we visualize the new, we become dissatisfied with the old.
- Unit 18 My Better Future – If we demand to know the “how” first, we will back up our goals and not grow into our future.
- Unit 19 My Goals – My Vision – My Future – Create the vision of the way you want your future to look like before it actually happens.
- Unit 20 If I Want It, I Can Create It – By developing your personal efficacy, you will look forward and see success.
- Unit 21 Rites of Passage – One statement of fact can change your life forever.

TF400 Typing Fundamentals

(Full time=1 week; ¾ time=2 weeks; Part Time=3 weeks)

Course Objectives

- Mastery of the keyboard by touch
- Ability to type greater than 35 wpm
- Ability to type memos and correspondence

MED0204 Medical Law & Ethics

(Full time=3 weeks; $\frac{3}{4}$ time=3 weeks; Part Time=5 weeks)

Course Objectives

- Identify the fundamentals of HIPAA Privacy training.
- Identify HIPAA, as well as the concepts of administrative simplification.
- Identify how HIPAA training impacts the health care workforce and those in their care.
- Identify the concepts of covered entities.
- Identify how HIPAA impacts the insurance industry and its workforce.
- Identify the differences between Privacy and Security.
- Identify how HIPAA impacts preferred partner companies and re-pricing organizations, as well as other business associates

MED0201 Medical Terminology

(Full time=3 weeks; $\frac{3}{4}$ time=5 weeks; Part Time=7 weeks)

Course Objectives

- Become proficient using medical terms through word building exercises.
- Learn medical abbreviations and acronyms
- Learn proper spelling of all body systems medical
- Understand the relationship of medical terminology to anatomy & physiology
- Obtain knowledge of media terminology as it relates to other health care specialties

MED0401 Electronic Health Records

(Full time=3 weeks; $\frac{3}{4}$ Time=4 weeks; Part Time=7 weeks)

Course Objectives

- Introduction to the Medical Field
- Administrative Responsibilities
- Financial Responsibilities
- Medical Records and Documentation

MED0102 Professional Billing Concepts

(Full time=4 weeks; $\frac{3}{4}$ time=5 weeks; Part Time=7 weeks)

Course Objectives

- DOMAIN 1.0: Managed Care and Medical Insurance Basics
- DOMAIN 2.0: Fundamentals of Claims Processing
- DOMAIN 3.0: Coding Claims
- DOMAIN 4.0: Compliance
- DOMAIN 5.0: Charges and Payments
- DOMAIN 6.0: CMS-1500s
- DOMAIN 7.0: Contacts and Private Payers
- DOMAIN 8.0: Hospital Billing

ACD200 Advanced Career Development

(Full time=1 week; $\frac{3}{4}$ time=1 week; Part Time=2 weeks)

Course Objectives

- Introduction to Career Services
- Goal Setting
- Advanced Résumé & Cover Letter
- Understanding the Hiring process
- Networking & social media
- Job searching & the Market
- Interview Prep & Salary Worth
- Understanding how to answer common questions
- mock interview & the follow up process

MED 0207 Advanced Billing & Reimbursement
(Full time=4 weeks; ¾ time=5 weeks; Part Time=7 weeks)

Course Objectives

- DOMAIN 1.0: Career and Professionalism
- DOMAIN 2.0: Basics of Health Insurance
- DOMAIN 3.0: Coding Insurance Claims
- DOMAIN 4.0: Claim Submission
- DOMAIN 5.0: Receiving Payment and Problem Solving

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

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

Prerequisites:	High School Diploma, HS Equivalent or 6 College Credits
Academic Quarter Credit:	46.75
Financial Aid Quarter Credit:	33
Student Status:	Full time = 24 hours/week; ¾ time = 18 hours/week; Part Time = 12 hours/week
Program Length:	Full time = 28 weeks; ¾ time = 36 weeks; Part time = 56 weeks.
Registration Fee:	\$200
Books	\$200
Tuition:	\$11,850
STRF*	<u>to be determined, if applicable</u>
Total cost	\$12,250

- For period of Attendance
- Estimate cost total program (\$12,250)

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

HEALTH INFORMATION SPECIALIST

*ELIGIBLE FOR AAS PROGRAM

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

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

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

In addition, the student will develop the keyboarding skills and technical skills needed to be an efficient worker in today's computerized workplace. Because Health Information Specialists are required to work more closely with data input, data management and analysis, students will also develop a fundamental understanding of Spreadsheet design and functions using Microsoft Excel.

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

The Health Information Specialist program consists of the following courses:

DL001 Digital Literacy

(Full time=3 weeks; ¾ time=3 weeks; Part Time=5 weeks)

Course Objectives

- Students will be able to:
- How personal computers work, set up your computer system
- Starting and shutting down your computer
- Using a Mouse. Mouse types
- How to use the keyboard
- Getting to know Computer Operating Systems; Window's 7 and Window's XP
- Navigating through Window's 7 and Window's XP
- Configuring Files and Folders in Window's 7 and Window's XP
- Windows Explorer and File, Folders, and Disk Management
- Common computer technology
- Using the World Wide Web
- Connecting to the Internet; At Home on the Road
- Searching the Web
- Exploring search techniques, using search engines
- Researching websites
- Methods of communicating on the Internet
- Maintain and Troubleshoot your Desktop
- Installing new Software
- Protecting your Computer, security threats, keeping your computer secure
- Digital Technology, Media, Audio, Video; and the use for Career Opportunities
- USB configuration, and Installing a printer
- Introduction to Productivity Programs, Word Processors, Spreadsheet Programs, Presentation Programs, and Database Programs
- Resume writing using Word
- Social Networking, blogs, instant messaging
- Etiquette and Security in Social Networking

CS100 Career Success

(Full time=1 weeks; $\frac{3}{4}$ time=1 weeks; Part Time=2 weeks)

Course Objectives

- Unit 1 What's Holding Me Back? – Am I seeing all there is to see? What am I missing, and why?
- Unit 2 Who Am I Listening To? – We realize that what may be “the truth” to others isn't necessarily our truth.
- Unit 3 Lock-On / Lock-Out – Sometimes, the absence of the truth may set you free.
- Unit 4 My Brain's Filter System – Discover the levels of the mind involved in the thought process and what they do.
- Unit 5 How My Mind Works – The three levels of the mind work together to make sure we act like we know we are.
- Unit 6 Free Flowing at a New Level – Stress comes when we try to behave differently than we know we are.
- Unit 7 Leaning in the Right Direction – Our habits and attitudes can keep us from getting to where we want to be.
- Unit 8 How My Beliefs are Formed – Thoughts accumulate to become beliefs, so it is important to control our thoughts.
- Unit 9 Building My Self-Image – Each of us builds a self-image with our own thoughts.
- Unit 10 My Future is Up to Me – We move toward and become like what we think about; our present thoughts determine our future.
- Unit 11 I'm Worth It! – Learn the importance of building high self-esteem, in yourself and in others around you.
- Unit 12 Make the Unfamiliar Familiar – Comfort zones can keep us safe, but they can also keep us from moving forward.
- Unit 13 The Next Time – Self-talk is utilized to change future performance, and we start by giving ourselves future goals with “The next time...”
- Unit 14 Putting Life on a Want-To – Motivation comes in two varieties: constructive (want-to) and restrictive (have-to), moving you forward or holding you back.
- Unit 15 Making the Pictures Match – The world outside must match the picture we have in our minds. When it doesn't, we have a problem.
- Unit 16 I Can See It! – Human beings need goals; it's a fact of life. We must dream big and give ourselves big goals.
- Unit 17 If It's to Be, It's Up to Me – When we visualize the new, we become dissatisfied with the old.
- Unit 18 My Better Future – If we demand to know the “how” first, we will back up our goals and not grow into our future.
- Unit 19 My Goals – My Vision – My Future – Create the vision of the way you want your future to look like before it actually happens.
- Unit 20 If I Want It, I Can Create It – By developing your personal efficacy, you will look forward and see success.
- Unit 21 Rites of Passage – One statement of fact can change your life forever.

TF400 Typing Fundamentals

(Full time=1 week; $\frac{3}{4}$ time=2 weeks; Part Time=3 weeks)

Course Objectives

- Mastery of the keyboard by touch
- Ability to type greater than 35 wpm
- Ability to type memos and correspondence

MSO201 Microsoft Essentials

(Full time=3 weeks; $\frac{3}{4}$ time=5 weeks; Part Time=7 weeks)

Course Objectives

- DOMAIN 1.0: Microsoft Word
- DOMAIN 2.0: Microsoft Excel
- DOMAIN 3.0: Microsoft Outlook

MED0204 Medical Law & Ethics

(Full time=3 weeks; ¾ time=3 weeks; Part Time=5 weeks)

Course Objectives

- Identify the fundamentals of HIPAA Privacy training.
- Identify HIPAA, as well as the concepts of administrative simplification.
- Identify how HIPAA training impacts the health care workforce and those in their care.
- Identify the concepts of covered entities.
- Identify how HIPAA impacts the insurance industry and its workforce.
- Identify the differences between Privacy and Security.
- Identify how HIPAA impacts preferred partner companies and re-pricing organizations, as well as other business associates.

MED0201 Medical Terminology

(Full time=4 weeks; ¾ time=5 weeks; Part Time=7 weeks)

Course Objectives:

- Become proficient using medical terms through word building exercises.
- Learn medical abbreviations and acronyms
- Learn proper spelling of all body systems medical
- Understand the relationship of medical terminology to anatomy & physiology
- Obtain knowledge of media terminology as it relates to other health care specialties

MED0401 Electronic Health Records

(Full time=3 weeks; ¾ Time=4 weeks; Part Time=7 weeks)

Course Objectives

- Introduction to the Medical Field
- Administrative Responsibilities
- Financial Responsibilities
- Medical Records and Documentation

MED0208 Health Information Billing and Coding

(Full time=7 weeks; ¾ time=9 weeks; Part Time=14 weeks)

Course Objectives:

- Career and Professionalism
- Health Insurance and Documentation
- Coding Insurance Claims
- Claims Submission
- Reimbursements
- Health Care Payers
- Hospital Billing
- Knowledge of ICD-9 and CPT codes
- HIPAA, Federal and state regulations

HIT001 Health Information Technology

(Full time=4 weeks; ¾ time=5 weeks; Part Time=8 weeks)

Course Objectives:

- Identify and describe the key elements of modern Health Care Systems
- Identify and describe the components required to effectively and accurately collect Health Care data
- Discuss the challenges associated with collecting and maintaining Electronic Health Records
- Document the clinical flow of acute care records
- Recognize medical code sets, including ICD-9, ICD-10, HCPCS/CPT-4, and describe where and how each are used
- Identify and describe common forms of reimbursement, including various forms of insurance and entitlements
- Describe the billing process
- Create a Uniform Bill
- Discuss the impact of coding on reimbursements

- Identify and discuss the impact of Health Information Management in alternate care settings, including physician's offices, ambulatory surgery, long-term care facilities, rehabilitation, hospice and home care
- Manage health records using a variety of file identification methodologies and chart locator systems - both physical and electronic
- Retrieve, aggregate, analyze and report on information collected based on requirements provided in common health care scenarios
- Discuss current trends and issues associated with the use of health information
- Identify and define key issues in confidentiality and compliance. Topics covered will include HIPPA, access to information, patient consent, release of information, and compliance with federal, corporate and facility regulations
- Identify and define key roles performed in the HIM Department
- Discuss ongoing training and development as it affects HIM employees

DB001 Introduction to Database

(Full time=4 weeks; $\frac{3}{4}$ time=5 weeks; Part Time=7 weeks)

Course Objectives:

- Define and explain the nature, purpose and scope of business data management
- Describe SQL and its significance as a database language
- Identify the key components of all database models: entitled, attributes and identifiers
- Define the term "relationship" in the context of database management
- Recognize relationships between database components and describe the advantages of a creating a sound relational structure
- Create an ERD
- Identify and define the levels of database normalization
- Recognize errors in normalization
- Create a simple database
- Create tables and set table constraints
- Use the SELECT statement to retrieve data from a database
- Use various DDL commands to modify existing tables
- Use various DML commands to modify and remove data from the database
- Understand database administration and its importance in maintaining secure and reliable information

ACD200 Advanced Career Development

(Full time=1 week; $\frac{3}{4}$ time=1 week; Part Time=2 weeks)

Course Objectives

- Introduction to Career Services
- Goal Setting
- Advanced Résumé & Cover Letter
- Understanding the Hiring process
- Networking & social media
- Job searching & the Market
- Interview Prep & Salary Worth
- Understanding how to answer common questions
- mock interview & the follow up process

MSE200 MS Excel

(Full time=6 weeks; $\frac{3}{4}$ time=7 weeks; Part Time=10 weeks)

Course Objectives

- DOMAIN 1.0: Creating and Manipulating Data
- DOMAIN 2.0: Formatting Data and Content
- DOMAIN 3.0: Creating and Modifying Formulas
- DOMAIN 4.0: Presenting Data Visually
- DOMAIN 5.0: Collaborating and Securing Data

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

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

Prerequisites:	High School Diploma, HS Equivalent or 6 College Credits
Academic Quarter Credit:	62.95
Financial Aid Quarter Credit:	45
Student Status:	Full time = 24 hours/week; $\frac{3}{4}$ time = 18 hours/week; Part Time = 12 hours/week
Program Length:	Full time = 39 weeks; $\frac{3}{4}$ time = 50 weeks; Part time = 76 weeks.
Registration Fee:	\$200
Books	\$200
Tuition:	\$17,050
STRF*	<u>to be determined, if applicable</u>
Total cost	\$17,450

- For period of Attendance
- Estimate cost total program (\$17,450)

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

PHARMACY TECHNICIAN

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

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

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

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

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

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

The Pharmacy Technician program consists of the following courses:

MSO201 MS Essentials

(Full time=3 weeks; $\frac{3}{4}$ time=5 weeks; Part Time=7 weeks)

Course Objectives

- DOMAIN 1.0: Microsoft Word
- DOMAIN 2.0: Microsoft Excel
- DOMAIN 3.0: Microsoft Outlook

CS100 Career Success

(Full time=1 week; $\frac{3}{4}$ time=1 week; Part Time=2 weeks)

Course Objectives

- Unit 1 What's Holding Me Back? – Am I seeing all there is to see? What am I missing, and why?
- Unit 2 Who Am I Listening To? – We realize that what may be “the truth” to others isn't necessarily our truth.
- Unit 3 Lock-On / Lock-Out – Sometimes, the absence of the truth may set you free.
- Unit 4 My Brain's Filter System – Discover the levels of the mind involved in the thought process and what they do.
- Unit 5 How My Mind Works – The three levels of the mind work together to make sure we act like we know we are.
- Unit 6 Free Flowing at a New Level – Stress comes when we try to behave differently than we know we are.
- Unit 7 Leaning in the Right Direction – Our habits and attitudes can keep us from getting to where we want to be.
- Unit 8 How My Beliefs are Formed – Thoughts accumulate to become beliefs, so it is important to control our thoughts.
- Unit 9 Building My Self-Image – Each of us builds a self-image with our own thoughts.
- Unit 10 My Future is Up to Me – We move toward and become like what we think about; our present thoughts determine our future.

- Unit 11 I'm Worth It! – Learn the importance of building high self-esteem, in yourself and in others around you.
- Unit 12 Make the Unfamiliar Familiar – Comfort zones can keep us safe, but they can also keep us from moving forward.
- Unit 13 The Next Time – Self-talk is utilized to change future performance, and we start by giving ourselves future goals with “The next time...”
- Unit 14 Putting Life on a Want-To – Motivation comes in two varieties: constructive (want-to) and restrictive (have-to), moving you forward or holding you back.
- Unit 15 Making the Pictures Match – The world outside must match the picture we have in our minds. When it doesn't, we have a problem.
- Unit 16 I Can See It! – Human beings need goals; it's a fact of life. We must dream big and give ourselves big goals.
- Unit 17 If It's to Be, It's Up to Me – When we visualize the new, we become dissatisfied with the old.
- Unit 18 My Better Future – If we demand to know the “how” first, we will back up our goals and not grow into our future.
- Unit 19 My Goals – My Vision – My Future – Create the vision of the way you want your future to look like before it actually happens.
- Unit 20 If I Want It, I Can Create It – By developing your personal efficacy, you will look forward and see success.
- Unit 21 Rites of Passage – One statement of fact can change your life forever.

TF400 Typing Fundamentals

(Full time=1 week; $\frac{3}{4}$ time=2 weeks; Part Time=3 weeks)

Course Objectives

- Mastery of the keyboard by touch
- Ability to type greater than 35 wpm
- Ability to type memos and correspondence

MED0201 Medical Terminology

(Full time=4 weeks; $\frac{3}{4}$ time=5 weeks; Part Time=7 weeks)

Course Objectives:

- Become proficient using medical terms through word building exercises.
- Learn medical abbreviations and acronyms
- Learn proper spelling of all body systems medical
- Understand the relationship of medical terminology to anatomy & physiology
- Obtain knowledge of media terminology as it relates to other health care specialties

MED0209 Pharmacy Practice Essentials

(Full time=4 weeks; $\frac{3}{4}$ time=5 weeks; Part Time=8 weeks)

Course Objectives:

- Pharmacy and Healthcare
- Pharmacy Ethics and Standards
- Profession of Pharmacy
- Administrative Responsibilities

MED0210 Pharmacy Technology

(Full time=4 weeks; $\frac{3}{4}$ time=5 weeks; Part Time=8 weeks)

Course Objectives:

- Domain 1.0 Human Anatomy and Diseases of the Body Systems
- Domain 2.0: Drugs Ordered By Specialist and the Conditions They Treat
- Domain 3.0: Aseptic Techniques and Syringes
- Domain 4.0: Administration of Medications
- Domain 5.0: Over-the-Counter Medications

MED0211 Pharmacy Law & Ethics

(Full time=2 weeks; $\frac{3}{4}$ time=2 weeks; Part Time=3 weeks)

Course Objectives:

- Pharmacy Law and Time
- State and Federal Regulations
- State and Federal Regulatory Agencies
- DEA Number
- Regulatory Standard
- Drug Use Control
- Organizations in Pharmacy
- Law and Ethics in the Practice of Pharmacy
- Competency, Communication, and Ethics

MED0303 Pharmacology

(Full time=5 weeks; $\frac{3}{4}$ time=6 weeks; Part Time=9 weeks)

Course Objectives:

- Pharmacy Terminology
- Sciences dealing with the composition of drugs and their properties, reactions, and affects
- Drug Classification, indications and usage, toxic effects, adverse effects, brand names, generic names and how these drugs are supplied and stored
- Routes and Formulations, dosages and warnings

MED0304 Pharmacy Calculations

(Full time=6 weeks; $\frac{3}{4}$ time=8 weeks; Part Time=12 weeks)

Course Objectives:

- Mathematics Review of Calculations
- Systems of Measurement
- Conversions
- Interpretation of the Physician's Orders
- Manufactures Drug Labels
- Calculations of Drugs
- Rates and Routes of Administration

ACD200 Advanced Career Development

(Full time=1 week; $\frac{3}{4}$ time=1 week; Part Time=2 weeks)

Course Objectives

- Introduction to Career Services
- Goal Setting
- Advanced Résumé & Cover Letter
- Understanding the Hiring process
- Networking & social media
- Job searching & the Market
- Interview Prep & Salary Worth
- Understanding how to answer common questions
- mock interview & the follow up process

MED0305 Advanced Pharmacy Practice

(Full time=8 week; $\frac{3}{4}$ time=11 weeks; Part Time=16 weeks)

Course Objectives

- Medication Orders
- Pharmacy Application Software
- Identify drugs by generic/brand names, therapeutic class, dosage forms/strengths, dosage range/frequency, contraindications, mechanism of action, significant side effects, RX and DEA schedule, storage requirements, drug alternatives, and special patient information

The Pharmacy Technician program is appropriate for job roles including:

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

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

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

Other requirements for the license are as follows:

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

Prerequisites:	High School Diploma, or HS Equivalent & ability to pass live scan fingerprinting for California licensing board
Academic Quarter Credit:	63.20
Financial Aid Quarter Credit:	46
Student Status:	Full time = 24hours/week; ¾ time = 18 hours/week; Part Time = 12 hours/week
Program Length:	Full time = 39 week; ¾ time = 51 weeks; Part time = 77 weeks
Registration Fee:	\$200
Books:	\$200
Tuition:	\$16,550
STRF*	<u>to be determined, if applicable</u>
Total cost	\$16,950

- For period of Attendance
- Estimate cost total program (\$16,950)

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

Associate of Applied Sciences Degree **Program Description**

ASSOCIATES OF APPLIED SCIENCE DEGREE IN OFFICE ACCOUNTING

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

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

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

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

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

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

The Associate of Applied Science Degree in Office Accounting program consists of the following courses:

DL001 Digital Literacy

(Full time=3 weeks; $\frac{3}{4}$ time=3 weeks; Part Time=5 weeks)

Course Objectives

- How personal computers work, set up your computer system
- Starting and shutting down your computer
- Using a Mouse. Mouse types
- How to use the keyboard
- Getting to know Computer Operating Systems; Window's 7 and Window's XP
- Navigating through Window's 7 and Window's XP
- Configuring Files and Folders in Window's 7 and Window's XP
- Windows Explorer and File, Folders, and Disk Management
- Common computer technology
- Using the World Wide Web
- Connecting to the Internet; At Home on the Road
- Searching the Web
- Exploring search techniques, using search engines
- Researching websites
- Methods of communicating on the Internet
- Maintain and Troubleshoot your Desktop
- Installing new Software
- Protecting your Computer, security threats, keeping your computer secure
- Digital Technology, Media, Audio, Video; and the use for Career Opportunities

- USB configuration, and Installing a printer
- Introduction to Productivity Programs, Word Processors, Spreadsheet Programs, Presentation Programs, and Database Programs
- Resume writing using Word
- Social Networking, blogs, instant messaging
- Etiquette and Security in Social Networking

CS100 Career Success

(Full time=1 week; $\frac{3}{4}$ time=1 week; Part Time=2 weeks)

Course Objectives

- Unit 1 What's Holding Me Back? – Am I seeing all there is to see? What am I missing, and why?
- Unit 2 Who Am I Listening To? – We realize that what may be “the truth” to others isn't necessarily our truth.
- Unit 3 Lock-On / Lock-Out – Sometimes, the absence of the truth may set you free.
- Unit 4 My Brain's Filter System – Discover the levels of the mind involved in the thought process and what they do.
- Unit 5 How My Mind Works – The three levels of the mind work together to make sure we act like we know we are.
- Unit 6 Free Flowing at a New Level – Stress comes when we try to behave differently than we know we are.
- Unit 7 Leaning in the Right Direction – Our habits and attitudes can keep us from getting to where we want to be.
- Unit 8 How My Beliefs are Formed – Thoughts accumulate to become beliefs, so it is important to control our thoughts.
- Unit 9 Building My Self-Image – Each of us builds a self-image with our own thoughts.
- Unit 10 My Future is Up to Me – We move toward and become like what we think about; our present thoughts determine our future.
- Unit 11 I'm Worth It! – Learn the importance of building high self-esteem, in yourself and in others around you.
- Unit 12 Make the Unfamiliar Familiar – Comfort zones can keep us safe, but they can also keep us from moving forward.
- Unit 13 The Next Time – Self-talk is utilized to change future performance, and we start by giving ourselves future goals with “The next time...”
- Unit 14 Putting Life on a Want-To – Motivation comes in two varieties: constructive (want-to) and restrictive (have-to), moving you forward or holding you back.
- Unit 15 Making the Pictures Match – The world outside must match the picture we have in our minds. When it doesn't, we have a problem.
- Unit 16 I Can See It! – Human beings need goals; it's a fact of life. We must dream big and give ourselves big goals.
- Unit 17 If it's to Be, It's Up to Me – When we visualize the new, we become dissatisfied with the old.
- Unit 18 My Better Future – If we demand to know the “how” first, we will back up our goals and not grow into our future.
- Unit 19 My Goals – My Vision – My Future – Create the vision of the way you want your future to look like before it actually happens.
- Unit 20 If I Want It, I Can Create It – By developing your personal efficacy, you will look forward and see success.
- Unit 21 Rites of Passage – One statement of fact can change your life forever

TF400 Typing Fundamentals

(Full time=1 week; $\frac{3}{4}$ time=2 weeks; Part Time=3 weeks)

Course Objectives

- Mastery of the keyboard by touch
- Ability to type greater than 35 wpm
- Ability to type memos and correspondence

MSW100 MS Word

(Full time=5 weeks; $\frac{3}{4}$ time=7 weeks; Part Time=10 weeks)

Course Objectives

- Creating and Customizing Documents
- Formatting Content
- Working with Visual Content
- Organizing Content
- Reviewing Documents
- Sharing and Securing Content

MSE200 MS Excel

(Full time=6 weeks; $\frac{3}{4}$ time=7 weeks; Part Time=10 weeks)

Course Objectives

- Creating and Manipulating Data
- Formatting Data and Content
- Creating and Modifying Formulas
- Presenting Data Visually
- Collaborating and Securing Data

MSP300 MS PowerPoint

(Full time=4 weeks; $\frac{3}{4}$ time=6 weeks; Part Time=8 weeks)

Course Objectives

- Creating and Formatting Presentations
- Creating and Formatting Slide Content
- Working with Visual Content
- Collaborating on and Delivering Presentations

MSL400 MS Outlook

(Full time=4 weeks; $\frac{3}{4}$ time=6 weeks; Part Time=8 weeks)

Course Objectives

- Managing Messaging
- Managing Scheduling
- Managing Tasks
- Managing Contacts and Personal Information
- Organizing Information 5.0:

PBS101 Office Administration

(Full time=3 weeks; $\frac{3}{4}$ Time=4 weeks; Part Time= 7 weeks)

Course Objectives

- Professional Office Skills
- Verbal Communication
- Mail and Document Distribution
- Organizational Planning
- Records Management
- Office Equipment and Supplies
- Computer Technology
- Communications Equipment
- E-mail Etiquette and Guidelines
- Electronic Communications and the Internet
- Office and Web Publishing
- Business Writing
- Editing and Proofreading
- Basic Grammar Skills

PBS102 Office Management

(Full time=3 weeks; $\frac{3}{4}$ Time=4 weeks; Part Time=7 weeks)

Course Objectives

- Personal Professional Development
- Professional and Office Protocol
- Business Etiquette
- Business Ethics
- Business Law and legal Issues
- Human Resources
- Accounting Procedures and Analysis

ACC001 Introduction to Accounting

(Full time=5 weeks; $\frac{3}{4}$ time =7 weeks; Part Time = 11 weeks)

Course Objectives:

- Define and explain the nature, purpose and scope of accounting
- Explain and conceptualize the accounting cycle
- Prepare books of original entry and perform double entries
- Prepare ledgers, a simple cash book and the trial balance
- Prepare financial statements for a sole proprietor in accordance with the required format
- Identify and prepare the various types of cashbooks
- Compare the transactions that appear on both the cashbook and the bank statement
- Prepare a bank reconciliation statement
- Prepare a sales and purchases ledger control account
- Identify the various types of long term assets
- Distinguish between capital and revenue expenditure
- Apply the various methods of estimating depreciation expense
- Account for disposal of assets and
- Prepare a schedule of PPE
- Identify the various types accounting errors
- Correct both accounting errors affecting and not affecting the trial balance
- Prepare journal entries for correction of the accounting errors.

ACD200 Advanced Career Development

(Full time=1 week; $\frac{3}{4}$ time=1 week; Part Time=2 weeks)

Course Objectives

- Introduction to Career Services
- Goal Setting
- Advanced Résumé & Cover Letter
- Understanding the Hiring process
- Networking & social media
- Job searching & the Market
- Interview Prep & Salary Worth
- Understanding how to answer common questions
- mock interview & the follow up process

ACC101 QuickBooks Pro User

(Full time=6 weeks; $\frac{3}{4}$ time =8 weeks; Part Time =11 weeks)

Course Objective

- Accounting Applications
- Accounts and Accounting Systems
- Banking Transactions & Services
- Accounts Payable & Receivable
- Ledgers and Reports
- Financial Statements and Balances

AD001 Critical Thinking

(Full time=4.5 weeks; $\frac{3}{4}$ time=4.5 weeks; Part Time=4.5 weeks)

Course Objectives

- Lesson 1: The Structure of Arguments
- Lesson 2: Deduction: Truth and Validity
- Lesson 3: Deduction: Argument Forms
- Lesson 4: Induction: Generalizations
- Lesson 5: Induction: Evidence and Analogies
- Lesson 6: Formal Fallacies and Weak Induction
- Lesson 7: Informal Fallacies
- Lesson 8: Language and Logic
- Lesson 9: Reading Media
- Lesson 10: Bias and Viewpoints
- Lesson 11: Logic in Real Life
- Lesson 12: Using Your Voice

AD002 Business Communication

(Full time=4.5 weeks; $\frac{3}{4}$ time=4.5 weeks; Part Time=4.5 weeks)

Course Objectives

- Lesson 1: Introduction to Business Communications
- Lesson 2: Listening and Nonverbal Communication Skills
- Lesson 3: Communicating Across Cultures
- Lesson 4: Composing a Business Message
- Lesson 5: Communicating Routine Information
- Lesson 6: Communicating Bad News
- Lesson 7: Persuasive Communications
- Lesson 8: Introduction to Business Reports and Proposals
- Lesson 9: Composing Business Reports and Proposals
- Lesson 10: Formal Reports and Proposals
- Lesson 11: Oral Presentation Skills
- Lesson 12: Resume Writing and the Employment Interview

AD003 Business Math

(Full time=4.5 weeks; $\frac{3}{4}$ time=4.5 weeks; Part Time=4.5 weeks)

Course Objectives

- Lesson 1: Whole Numbers, Fractions and Decimals
- Lesson 2: Banking and Equations
- Lesson 3: Percentages and Statistics
- Lesson 4: Trade and Cash Discounts, Markup and Markdown
- Lesson 5: Payroll
- Lesson 6: Interest, Discount, Credit and Value
- Lesson 7: Annuities, Sinking Funds, Stocks and Bonds
- Lesson 8: Mortgages
- Lesson 9: Financial Statements
- Lesson 10: Inventory
- Lesson 11: Insurance and Taxes
- Lesson 12: Financial Statements

AD004 Introduction to Business

(Full time=4.5 weeks; $\frac{3}{4}$ time=4.5 weeks; Part Time=4.5 weeks)

Course Objectives

- Lesson 1: The Business Environment
- Lesson 2: Business Ethics and Social Responsibility
- Lesson 3: New Business Ventures in the US and International Markets
- Lesson 4: Managing the Business Enterprise
- Lesson 5: Managing and Motivating Employees
- Lesson 6: Marketing Processes
- Lesson 7: Product Pricing, Distribution, and Promotion
- Lesson 8: Productivity and Quality
- Lesson 9: Information Systems and Communication Technologies
- Lesson 10: Principles of Accounting
- Lesson 11: Banking and Finance
- Lesson 12: Financial and Risk Management

AD005 Principles of Management

(Full time=4.5 weeks; $\frac{3}{4}$ time=4.5 weeks; Part Time=4.5 weeks)

Course Objectives

- Lesson 1: Introduction to Management
- Lesson 2: Managing the Business Environment
- Lesson 3: Social Responsibility and Managerial Ethics
- Lesson 4: Decision Making
- Lesson 5: Planning and the Manager's Role
- Lesson 6: Strategic Management and Planning Techniques
- Lesson 7: Organizational Structure and Communications
- Lesson 8: Human Resource Management
- Lesson 9: The Psychology of Management

- Lesson 10: Motivating and Leading Others
- Lesson 11: Overview of Human Resource Management
- Lesson 12: Employee Recruitment and Placement
- Lesson 13: Controlling Organizational Performance
- Lesson 14: Operations Management

AD006 American Government

(Full time=4.5 weeks; $\frac{3}{4}$ time=4.5 weeks; Part Time=4.5 weeks)

Course Objectives:

- Apply informational literacy skills in the study of politics
- Analyze how the historical development of the United States affects contemporary political environment
- Explain how individual actors impact contemporary political environment
- Outline the institutional structures and how these structures interact with each other to explain the processes of government
- Apply understanding of government processes to analyze contemporary politics
- Analyze the formal and informal processes by which public policy is made

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

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

Prerequisites:	High School Diploma, HS Equivalent or 6 College Credits
Academic Quarter Credit:	98.33
Financial Aid Quarter Credit:	66
Student Status:	Full time = 24 hours/week; $\frac{3}{4}$ time = 18 hours/week; Part Time = 12 hours/week
Program Length:	Full time = 69 weeks; $\frac{3}{4}$ time = 83 weeks; Part time = 111 weeks.
Registration Fee:	\$200
Books:	\$200
Tuition:	\$23,550
STRF*	<u>to be determined, if applicable</u>
Total cost	\$23,950

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

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

Business Office Certificate Program Description

OFFICE ADMINISTRATOR

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

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

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

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

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

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

The Office Administrator program consists of the following courses:

MSW100 MS Word

(Full time=5 weeks; $\frac{3}{4}$ time=7 weeks; Part Time=10 weeks)

Course Objectives

- Creating and Customizing Documents
- Formatting Content
- Working with Visual Content
- Organizing Content
- Reviewing Documents
- Sharing and Securing Content

CS100 Career Success

(Full time=1 week; $\frac{3}{4}$ time=1 week; Part Time=2 weeks)

Course Objectives

- Unit 1 What's Holding Me Back? – Am I seeing all there is to see? What am I missing, and why?
- Unit 2 Who Am I Listening To? – We realize that what may be “the truth” to others isn't necessarily our truth.
- Unit 3 Lock-On / Lock-Out – Sometimes, the absence of the truth may set you free.
- Unit 4 My Brain's Filter System – Discover the levels of the mind involved in the thought process and what they do.
- Unit 5 How My Mind Works – The three levels of the mind work together to make sure we act like we know we are.
- Unit 6 Free Flowing at a New Level – Stress comes when we try to behave differently than we know we are.
- Unit 7 Leaning in the Right Direction – Our habits and attitudes can keep us from getting to where we want to be.
- Unit 8 How My Beliefs are Formed – Thoughts accumulate to become beliefs, so it is important to control our thoughts.
- Unit 9 Building My Self-Image – Each of us builds a self-image with our own thoughts.
- Unit 10 My Future is Up to Me – We move toward and become like what we think about; our present thoughts determine our future.

- Unit 11 I'm Worth It! – Learn the importance of building high self-esteem, in yourself and in others around you.
- Unit 12 Make the Unfamiliar Familiar – Comfort zones can keep us safe, but they can also keep us from moving forward.
- Unit 13 The Next Time – Self-talk is utilized to change future performance, and we start by giving ourselves future goals with “The next time...”
- Unit 14 Putting Life on a Want-To – Motivation comes in two varieties: constructive (want-to) and restrictive (have-to), moving you forward or holding you back.
- Unit 15 Making the Pictures Match – The world outside must match the picture we have in our minds. When it doesn't, we have a problem.
- Unit 16 I Can See It! – Human beings need goals; it's a fact of life. We must dream big and give ourselves big goals.
- Unit 17 If It's to Be, It's Up to Me – When we visualize the new, we become dissatisfied with the old.
- Unit 18 My Better Future – If we demand to know the “how” first, we will back up our goals and not grow into our future.
- Unit 19 My Goals – My Vision – My Future – Create the vision of the way you want your future to look like before it actually happens.
- Unit 20 If I Want It, I Can Create It – By developing your personal efficacy, you will look forward and see success.
- Unit 21 Rites of Passage – One statement of fact can change your life forever.

TF400 Typing Fundamentals

(Full time=1 week; $\frac{3}{4}$ time=2 weeks; Part Time=3 weeks)

Course Objectives

- Mastery of the keyboard by touch
- Ability to type greater than 35 wpm
- Ability to type memos and correspondence

MSE200 MS Excel

(Full time=6 weeks; $\frac{3}{4}$ time=7 weeks; Part Time=10 weeks)

Course Objectives

- Creating and Manipulating Data
- Formatting Data and Content
- Creating and Modifying Formulas
- Presenting Data Visually
- Collaborating and Securing Data

MSP300 MS PowerPoint

(Full time=4 weeks; $\frac{3}{4}$ time=6 weeks; Part Time=8 weeks)

Course Objectives

- Creating and Formatting Presentations
- Creating and Formatting Slide Content
- Working with Visual Content
- Collaborating on and Delivering Presentations

MSL400 MS Outlook

(Full time=4 weeks; $\frac{3}{4}$ time=6 weeks; Part Time=8 weeks)

Course Objectives

- Managing Messaging
- Managing Scheduling
- Managing Tasks
- Managing Contacts and Personal Information
- Organizing Information

PBS101 Office Administration

(Full time=3 weeks; $\frac{3}{4}$ Time=4 weeks; Part Time=7weeks)

Course Objectives

- Professional Office Skills
- Verbal Communication
- Mail and Document Distribution
- Organizational Planning
- Records Management
- Office Equipment and Supplies
- Computer Technology
- Communications Equipment
- E-mail Etiquette and Guidelines
- Electronic Communications and the Internet
- Office and Web Publishing
- Business Writing
- Editing and Proofreading
- Basic Grammar Skills

PBS102 Office Management

(Full time=3 weeks; $\frac{3}{4}$ Time=4 weeks; Part Time=7 weeks)

Course Objectives

- Personal Professional Development
- Professional and Office Protocol
- Business Etiquette
- Business Ethics
- Business Law and legal Issues
- Human Resources
- Accounting Procedures and Analysis

ACD200 Advanced Career Development

(Full time=1 week; $\frac{3}{4}$ time=1 week; Part Time=2 weeks)

Course Objectives

- Introduction to Career Services
- Goal Setting
- Advanced Résumé & Cover Letter
- Understanding the Hiring process
- Networking & social media
- Job searching & the Market
- Interview Prep & Salary Worth
- Understanding how to answer common questions
- mock interview & the follow up process

PBS003 Bookkeeping Applications

(Full time=4 weeks; $\frac{3}{4}$ time=5 weeks; Part Time=8 weeks)

Course Objective

- Accounting Applications
- Accounts and Accounting Systems
- DOMAIN 3.0: Banking Transactions & Services
- DOMAIN 4.0: Accounts Payable & Receivable
- DOMAIN 5.0: Ledgers and Reports
- DOMAIN 6.0: Financial Statements and Balances

The Office Administrator program is appropriate for job roles including:

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

Prerequisites:	High School Diploma, HS Equivalent or 6 College Credits
Academic Quarter Credit:	52.18
Financial Aid Quarter Credit:	38
Student Status:	Full time = 24 hours/week; $\frac{3}{4}$ time = 18 hours/week; Part Time = 12 hours/week
Program Length:	Full time = 32 weeks; $\frac{3}{4}$ time = 43 weeks; Part time = 65 weeks
Registration Fee:	\$200
Books:	\$200
Tuition:	\$12,050
STRF*	<u>to be determined, if applicable</u>
Total cost	\$12,450

- For period of Attendance
- Estimate cost total program (\$12,450)

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

OFFICE ACCOUNTING SPECIALIST

*ELIGIBLE FOR AAS PROGRAM

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

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

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

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

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

DL001 Digital Literacy

(Full time=3 weeks; ¾ time=3 weeks; Part Time=5 weeks)

Course Objectives

- How personal computers work, set up your computer system
- Starting and shutting down your computer
- Using a Mouse. Mouse types
- How to use the keyboard
- Getting to know Computer Operating Systems; Window's 7 and Window's XP
- Navigating through Window's 7 and Window's XP
- Configuring Files and Folders in Window's 7 and Window's XP
- Windows Explorer and File, Folders, and Disk Management
- Common computer technology
- Using the World Wide Web
- Connecting to the Internet; At Home on the Road
- Searching the Web
- Exploring search techniques, using search engines
- Researching websites
- Methods of communicating on the Internet
- Maintain and Troubleshoot your Desktop
- Installing new Software
- Protecting your Computer, security threats, keeping your computer secure
- Digital Technology, Media, Audio, Video; and the use for Career Opportunities
- USB configuration, and Installing a printer
- Introduction to Productivity Programs, Word Processors, Spreadsheet Programs, Presentation Programs, and Database Programs
- Resume writing using Word
- Social Networking, blogs, instant messaging
- Etiquette and Security in Social Networking

CS100 Career Success

(Full time=1 week; $\frac{3}{4}$ time=1 week; Part Time=2 weeks)

Course Objectives

- Unit 1 What's Holding Me Back? – Am I seeing all there is to see? What am I missing, and why?
- Unit 2 Who Am I Listening To? – We realize that what may be “the truth” to others isn't necessarily our truth.
- Unit 3 Lock-On / Lock-Out – Sometimes, the absence of the truth may set you free.
- Unit 4 My Brain's Filter System – Discover the levels of the mind involved in the thought process and what they do.
- Unit 5 How My Mind Works – The three levels of the mind work together to make sure we act like we know we are.
- Unit 6 Free Flowing at a New Level – Stress comes when we try to behave differently than we know we are.
- Unit 7 Leaning in the Right Direction – Our habits and attitudes can keep us from getting to where we want to be.
- Unit 8 How My Beliefs are Formed – Thoughts accumulate to become beliefs, so it is important to control our thoughts.
- Unit 9 Building My Self-Image – Each of us builds a self-image with our own thoughts.
- Unit 10 My Future is Up to Me – We move toward and become like what we think about; our present thoughts determine our future.
- Unit 11 I'm Worth It! – Learn the importance of building high self-esteem, in yourself and in others around you.
- Unit 12 Make the Unfamiliar Familiar – Comfort zones can keep us safe, but they can also keep us from moving forward.
- Unit 13 The Next Time – Self-talk is utilized to change future performance, and we start by giving ourselves future goals with “The next time...”
- Unit 14 Putting Life on a Want-To – Motivation comes in two varieties: constructive (want-to) and restrictive (have-to), moving you forward or holding you back.
- Unit 15 Making the Pictures Match – The world outside must match the picture we have in our minds. When it doesn't, we have a problem.
- Unit 16 I Can See It! – Human beings need goals; it's a fact of life. We must dream big and give ourselves big goals.
- Unit 17 If It's to Be, It's Up to Me – When we visualize the new, we become dissatisfied with the old.
- Unit 18 My Better Future – If we demand to know the “how” first, we will back up our goals and not grow into our future.
- Unit 19 My Goals – My Vision – My Future – Create the vision of the way you want your future to look like before it actually happens.
- Unit 20 If I Want It, I Can Create It – By developing your personal efficacy, you will look forward and see success.
- Unit 21 Rites of Passage – One statement of fact can change your life forever.

TF400 Typing Fundamentals

(Full time=1 week; $\frac{3}{4}$ time=2 weeks; Part Time=3 weeks)

Course Objectives

- Mastery of the keyboard by touch
- Ability to type greater than 35 wpm
- Ability to type memos and correspondence

MSW100 MS Word

(Full time=5 weeks; $\frac{3}{4}$ time=7 weeks; Part Time=10 weeks)

Course Objectives

- DOMAIN 1.0: Creating and Customizing Documents
- DOMAIN 2.0: Formatting Content
- DOMAIN 3.0: Working with Visual Content
- DOMAIN 4.0: Organizing Content
- DOMAIN 5.0: Reviewing Documents
- DOMAIN 6.0: Sharing and Securing Content

MSE200 MS Excel

(Full time=6 weeks; $\frac{3}{4}$ time=7 weeks; Part Time=10 weeks)

Course Objectives

- DOMAIN 1.0: Creating and Manipulating Data
- DOMAIN 2.0: Formatting Data and Content
- DOMAIN 3.0: Creating and Modifying Formulas
- DOMAIN 4.0: Presenting Data Visually
- DOMAIN 5.0: Collaborating and Securing Data

MSP300 MS PowerPoint

(Full time=4 weeks; $\frac{3}{4}$ time=6 weeks; Part Time=8 weeks)

Course Objectives

- DOMAIN 1.0: Creating and Formatting Presentations
- DOMAIN 2.0: Creating and Formatting Slide Content
- DOMAIN 3.0: Working with Visual Content
- DOMAIN 4.0: Collaborating on and Delivering Presentations

MSL400 MS Outlook

(Full time=4 weeks; $\frac{3}{4}$ time=6 weeks; Part Time=8 weeks)

Course Objectives

- DOMAIN 1.0: Managing Messaging
- DOMAIN 2.0: Managing Scheduling
- DOMAIN 3.0: Managing Tasks
- DOMAIN 4.0: Managing Contacts and Personal Information
- DOMAIN 5.0: Organizing Information

PBS101 Office Administration

(Full time=3 weeks; $\frac{3}{4}$ Time=4 weeks; Part Time=7 weeks)

- DOMAIN 1.0: Professional Office Skills
- DOMAIN 2.0: Verbal Communication
- DOMAIN 3.0: Mail and Document Distribution
- DOMAIN 4.0: Organizational Planning
- DOMAIN 5.0: Records Management
- DOMAIN 6.0: Office Equipment and Supplies
- DOMAIN 7.0: Computer Technology
- DOMAIN 8.0: Communications Equipment
- DOMAIN 9.0: E-mail Etiquette and Guidelines
- DOMAIN 10.0: Electronic Communications and the Internet
- DOMAIN 11.0: Office and Web Publishing
- DOMAIN 12.0: Business Writing
- DOMAIN 13.0: Editing and Proofreading
- DOMAIN 14.0: Basic Grammar Skills

PBS102 Office Management

(Full time=3 weeks; $\frac{3}{4}$ Time=4 weeks; Part Time=7 weeks)

Course Objectives:

- DOMAIN 1.0: Personal Professional Development
- DOMAIN 2.0: Professional and Office Protocol
- DOMAIN 3.0: Business Etiquette
- DOMAIN 4.0: Business Ethics
- DOMAIN 5.0: Business Law and legal Issues
- DOMAIN 6.0: Human Resources
- DOMAIN 7.0: Accounting Procedures and Analysis

ACC001 Introduction to Accounting

(Full time=5 weeks; $\frac{3}{4}$ time =7 weeks; Part Time =11 weeks)

Course Objectives:

- Define and explain the nature, purpose and scope of accounting
- Explain and conceptualize the accounting cycle
- Prepare books of original entry and perform double entries
- Prepare ledgers, a simple cash book and the trial balance
- Prepare financial statements for a sole proprietor in accordance with the required format
- Identify and prepare the various types of cashbooks
- Compare the transactions that appear on both the cashbook and the bank statement
- Prepare a bank reconciliation statement
- Prepare a sales and purchases ledger control account
- Identify the various types of long term assets
- Distinguish between capital and revenue expenditure
- Apply the various methods of estimating depreciation expense
- Account for disposal of assets and
- Prepare a schedule of PPE
- Identify the various types accounting errors
- Correct both accounting errors affecting and not affecting the trial balance
- Prepare journal entries for correction of the accounting errors.

ACD200 Advanced Career Development

(Full time=1 week; $\frac{3}{4}$ time=1 week; Part Time=2 weeks)

Course Objectives

- Introduction to Career Services
- Goal Setting
- Advanced Résumé & Cover Letter
- Understanding the Hiring process
- Networking & social media
- Job searching & the Market
- Interview Prep & Salary Worth
- Understanding how to answer common questions
- mock interview & the follow up process

ACC101 Quickbooks Pro User

(Full time=6 weeks; $\frac{3}{4}$ time =8 weeks; Part Time=11 weeks)

Course Objective

- DOMAIN 1.0: Accounting Applications
- DOMAIN 2.0: Accounts and Accounting Systems
- DOMAIN 3.0: Banking Transactions & Services
- DOMAIN 4.0: Accounts Payable & Receivable
- DOMAIN 5.0: Ledgers and Reports
- DOMAIN 6.0: Financial Statements and Balances

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

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

Prerequisites:	High School Diploma, HS Equivalent or 6 College Credits
Academic Quarter Credit:	65.93
Financial Aid Quarter Credit:	50
Student Status:	Full time = 24 hours/week; $\frac{3}{4}$ time = 18 hours/week; Part Time = 12 hours/week
Program Length:	Full time = 42 weeks; $\frac{3}{4}$ time = 56 weeks; Part time = 84 weeks.
Registration Fee:	\$200
Books:	\$200
Tuition:	\$17,550
STRF*	<u>to be determined, if applicable</u>
Total cost	\$17,950
For period of Attendance	
Estimate cost total program (\$17,950)	

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

ASSOCIATE OF APPLIED SCIENCE DEGREE

Asher College has the ability to add the 6 General Education courses to a completed eligible program for the student to earn the Associate of Applied Science Degree.

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

The General Education Courses are:

AD001 Critical Thinking

(Full time=4.5 weeks; $\frac{3}{4}$ time=4.5 weeks; Part Time=4.5 weeks)

Course Objectives

- Lesson 1: The Structure of Arguments
- Lesson 2: Deduction: Truth and Validity
- Lesson 3: Deduction: Argument Forms
- Lesson 4: Induction: Generalizations
- Lesson 5: Induction: Evidence and Analogies
- Lesson 6: Formal Fallacies and Weak Induction
- Lesson 7: Informal Fallacies
- Lesson 8: Language and Logic
- Lesson 9: Reading Media
- Lesson 10: Bias and Viewpoints
- Lesson 11: Logic in Real Life
- Lesson 12: Using Your Voice

AD002 Business Communication

(Full time=4.5 weeks; $\frac{3}{4}$ time=4.5 weeks; Part Time=4.5 weeks)

Course Objectives

- Lesson 1: Introduction to Business Communications
- Lesson 2: Listening and Nonverbal Communication Skills
- Lesson 3: Communicating Across Cultures
- Lesson 4: Composing a Business Message
- Lesson 5: Communicating Routine Information
- Lesson 6: Communicating Bad News
- Lesson 7: Persuasive Communications
- Lesson 8: Introduction to Business Reports and Proposals
- Lesson 9: Composing Business Reports and Proposals
- Lesson 10: Formal Reports and Proposals
- Lesson 11: Oral Presentation Skills
- Lesson 12: Resume Writing and the Employment Interview

AD003 Business Math

(Full time=4.5 weeks; $\frac{3}{4}$ time=4.5 weeks; Part Time=4.5 weeks)

Course Objectives

- Lesson 1: Whole Numbers, Fractions and Decimals
- Lesson 2: Banking and Equations
- Lesson 3: Percentages and Statistics
- Lesson 4: Trade and Cash Discounts, Markup and Markdown
- Lesson 5: Payroll
- Lesson 6: Interest, Discount, Credit and Value
- Lesson 7: Annuities, Sinking Funds, Stocks and Bonds
- Lesson 8: Mortgages
- Lesson 9: Financial Statements
- Lesson 10: Inventory
- Lesson 11: Insurance and Taxes
- Lesson 12: Financial Statements

AD004 Introduction to Business

(Full time=4.5 weeks; $\frac{3}{4}$ time=4.5 weeks; Part Time=4.5 weeks)

Course Objectives

- Lesson 1: The Business Environment
- Lesson 2: Business Ethics and Social Responsibility
- Lesson 3: New Business Ventures in the US and International Markets
- Lesson 4: Managing the Business Enterprise
- Lesson 5: Managing and Motivating Employees
- Lesson 6: Marketing Processes
- Lesson 7: Product Pricing, Distribution, and Promotion
- Lesson 8: Productivity and Quality
- Lesson 9: Information Systems and Communication Technologies
- Lesson 10: Principles of Accounting
- Lesson 11: Banking and Finance
- Lesson 12: Financial and Risk Management

AD005 Principles of Management

(Full time=4.5 weeks; $\frac{3}{4}$ time=4.5 weeks; Part Time=4.5 weeks)

Course Objectives

- Lesson 1: Introduction to Management
- Lesson 2: Managing the Business Environment
- Lesson 3: Social Responsibility and Managerial Ethics
- Lesson 4: Decision Making
- Lesson 5: Planning and the Manager's Role
- Lesson 6: Strategic Management and Planning Techniques
- Lesson 7: Organizational Structure and Communications
- Lesson 8: Human Resource Management
- Lesson 9: The Psychology of Management
- Lesson 10: Motivating and Leading Others
- Lesson 11: Overview of Human Resource Management
- Lesson 12: Employee Recruitment and Placement
- Lesson 13: Controlling Organizational Performance
- Lesson 14: Operations Management

AD006 American Government

(Full time=4.5 weeks; $\frac{3}{4}$ time=4.5 weeks; Part Time=4.5 weeks)

Course Objectives:

- Apply informational literacy skills in the study of politics
- Analyze how the historical development of the United States affects contemporary political environment
- Explain how individual actors impact contemporary political environment
- Outline the institutional structures and how these structures interact with each other to explain the processes of government
- Apply understanding of government processes to analyze contemporary politics
- Analyze the formal and informal processes by which public policy is made

Prerequisites:	Successful completion of as eligible Asher College Certificate Program(s)
Academic Quarter Credit:	32.4
Financial Aid Quarter Credit:	16
Student Status:	Full time = 24 hours/week; $\frac{3}{4}$ time = 18 hours/week; Part Time = 12 hours/week
Course Length:	Full time = 27 weeks; $\frac{3}{4}$ time = 27 weeks; Part time = 27weeks.
Administration Fee:	\$200
Books & Supplies:	\$200
Tuition:	<u>\$9,600</u>
Total cost	\$10,000

Associates in Applied Sciences Degree in MEDICAL BILLING & CODING

Course	Lecture Hours Theory	Lab hours Hands on	Total Clock Hours	Academic QCH Breakdown	Financial Aid QCH Breakdown
MSO201	31.5	53.5	85	5.82	4.25
CS100	21	0	21	2.1	1.04
TF400	2	28	30	1.6	1.5
MED0204	25	40	65	4.5	3.25
MED0201	28.5	56.5	85	5.68	4.25
MED0202	70	50	120	9.56	6
ACD200	25	0	25	2.5	1.25
MED0401	38	42	80	5.9	4
MED0207	36	54	90	6.3	4.5
MED0310	97	98	195	14.6	9.75
MED0311	34	131	165	9.95	8.25
AD001	54	0	54	5.4	2.7
AD002	54	0	54	5.4	2.7
AD003	54	0	54	5.4	2.7
AD004	54	0	54	5.4	2.7
AD005	54	0	54	5.4	2.7
AD006	54	0	54	5.4	2.7

Associates in Applied Sciences Degree in HEALTH INFORMATION

Course	Lecture Hours Theory	Lab hours Hands on	Total Clock Hours	Academic QCH Breakdown	Financial Aid QCH Breakdown
Digital Literacy	25	35	60	4.25	3
CS100	21	0	21	2.1	1.04
TF400	2	28	30	1.6	1.5
MSO201	31.5	53.5	85	5.82	4.25
MED0204	25	40	65	4.5	3.25
MED0401	38	42	80	5.9	4
MED0201	28.5	56.5	85	5.68	4.25
MED0208	46	119	165	10.55	8.25
HIT001	36	54	90	6.3	4.5
DB001	25	60	85	5.5	4.25
ACD200	25	0	25	2.5	1.25
MSE200	40	85	125	8.25	6.25
AD001	54	0	54	5.4	2.7
AD002	54	0	54	5.4	2.7
AD003	54	0	54	5.4	2.7
AD004	54	0	54	5.4	2.7
AD005	54	0	54	5.4	2.7
AD006	54	0	54	5.4	2.7

HEALTH SERVICES PROGRAMS & COURSE CHART

<u>MEDICAL BILLING & CODING</u>					
Course	Lecture Hours Theory	Lab hours Hands on	Total Clock Hours	Academic QCH Breakdown	Financial Aid QCH Breakdown
MSO201	31.5	53.5	85	5.82	4.25
CS100	21	0	21	2.1	1.04
TF400	2	28	30	1.6	1.5
MED0204	25	40	65	4.5	3.25
MED0201	28.5	56.5	85	5.68	4.25
MED0202	70	50	120	9.56	6
ACD200	25	0	25	2.5	1.25
MED0401	38	42	80	5.9	4
MED0207	36	54	90	6.3	4.5
MED0310	97	98	195	14.6	9.75
MED0311	34	131	165	9.95	8.25
<u>MEDICAL RECORDS SPECIALIST</u>					
Course	Lecture Hours Theory	Lab hours Hands on	Total Clock Hours	Academic QCH Breakdown	Financial Aid QCH Breakdown
DL001	25	35	60	4.25	3.0
MSO202	38	87	125	8.15	6.25
CS100	21	0	21	2.1	1.04
TF400	20	28	30	1.6	1.5
MED0204	25	40	65	4.5	3.0
MED0201	28.5	56.5	85	5.68	4.25
MED0401	38	42	80	5.9	4.0
MED0102	25.5	64.5	90	5.77	4.5
ACD200	25	0	25	2.5	1.25
MED0207	36	54	90	6.3	4.5
<u>PHARMACY TECHNICIAN</u>					
Course	Lecture Hours Theory	Lab hours Hands on	Total Clock Hours	Academic QCH Breakdown	Financial Aid QCH Breakdown
MSO201	31.5	53.5	85	5.82	4.25
CS100	21	0	21	2.1	1.04
TF400	2	28	30	1.6	1.5
MED0201	28.5	56.5	85	5.68	4.25
MED0209	39.5	50.5	90	6.48	4.5
MED0210	40.5	49.5	90	6.52	4.5
ACD200	25	0	25	2.5	1.25
MED0211	19	21	40	2.95	2
MED0303	36	79	115	7.55	5.75
MED0304	39	106	145	9.2	7.25
MED0305	56	144	200	12.8	10

<u>HEALTH INFORMATION SPECIALIST</u>					
Course	Lecture Hours Theory	Lab hours Hands on	Total Clock Hours	Academic QCH Breakdown	Financial Aid QCH Breakdown
DL001	25	35	60	4.25	3
CS100	21	0	21	2.1	1.04
TF400	2	28	30	1.6	1.5
MSO201	31.5	53.5	85	5.82	4.25
MED0204	25	40	65	4.5	3.25
MED0401	38	42	80	5.9	4
MED0201	28.5	56.5	85	5.68	4.25
MED0208	46	119	165	10.55	8.25
HIT001	36	54	90	6.3	4.5
DB001	25	60	85	5.5	4.25
ACD200	25	0	25	2.5	1.25
MSE200	40	85	125	8.25	6.25

BUSINESS OFFICE PROGRAMS & COURSE CHART

<u>Associates in Applied Sciences Degree in OFFICE ACCOUNTING</u>					
Course	Lecture Hours Theory	Lab hours Hands on	Total Clock Hours	Academic QCH Breakdown	Financial Aid QCH Breakdown
DL001	25	35	60	4.25	3
MSW100	30	95	125	7.75	6.25
CS100	21	0	21	2.1	1.04
TF400	2	28	30	1.6	1.5
MSE200	40	85	125	8.25	6.25
MSP300	40	60	100	7	5
MSL400	30	70	100	6.5	5
ACD200	25	0	25	2.5	1.25
PBS101	22	58	80	5.1	4
PBS102	27.5	52.5	80	5.38	4
ACC001	25	105	130	7.75	6.25
ACC101	25	105	130	7.75	6.25
AD001	54	0	54	5.4	2.7
AD002	54	0	54	5.4	2.7
AD003	54	0	54	5.4	2.7
AD004	54	0	54	5.4	2.7
AD005	54	0	54	5.4	2.7
AD006	54	0	54	5.4	2.7

<u>OFFICE ADMINISTRATION</u>					
Course	Lecture Hours Theory	Lab hours Hands on	Total Clock Hours	Academic QCH Breakdown	Financial Aid QCH Breakdown
MSW100	30	95	125	7.75	6.25
CS100	21	0	21	2.1	1.04
TF400	2	28	30	1.6	1.5
MSE200	40	85	125	8.25	6.25
MSP300	40	60	100	7	5
MSL400	30	70	100	6.5	5
ACD200	25	0	25	2.5	1.25
PBS101	22	58	80	5.1	4
PBS102	27.5	52.5	80	5.38	4
PBS003	30	60	90	6	4.5

<u>OFFICE ACCOUNTING SPECIALIST</u>					
Course	Lecture Hours Theory	Lab hours Hands on	Total Clock Hours	Academic QCH Breakdown	Financial Aid QCH Breakdown
DL001	25	35	60	4.25	3
MSW100	30	95	125	7.75	6.25
CS100	21	0	21	2.1	1.04
TF400	2	28	30	1.6	1.5
MSE200	40	85	125	8.25	6.25
MSP300	40	60	100	7	5
MSL400	30	70	100	6.5	5
ACD200	25	0	25	2.5	1.25
PBS101	22	58	80	5.1	4
PBS102	27.5	52.5	80	5.38	4
ACC001	25	105	130	7.75	6.25
ACC101	25	105	130	7.75	6.25

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 VICE-PRESIDENT



Mike Dourgarian: Mike Dourgarian is a workforce development consultant. He helps create solutions to match the talents of individuals to the needs of organizations. He formerly served as Franchise President for Manpower of Sacramento. As a second generation staffing veteran, he held management positions with Manpower for more than 30 years. He is also co-founder and co-owner of Asher College, a multi campus career college with a focus on IT and Healthcare job preparation.

Mike has served in several governance roles at Sutter Health, including the boards of Sutter Health – Sacramento Sierra Region, Sutter Care at Home and the Sutter Medical Center Foundation. He also serves on the Sacramento Works, Inc. board, and served four years as board chair.

Mr. Dourgarian graduated from Sacramento State with a bachelor's in business administration. In 2002, he was named by the School of Business as the recipient of the Distinguished Service Award, an award presented annually to alumni in recognition of achievement and community involvement.

ASHER COLLEGE CAMPUS DIRECTOR



Linda Freeman lfreeman@asher.edu: Linda has been with Asher College since 2005. She has 20+ years' experience in career training and vocational education. She is well versed in all aspects of the career training process. Linda has a B.S. in Education from Springfield College of Massachusetts. She has been involved in the acquisition of new campuses Las Vegas, as well as the training of staff in all campuses. Linda is a leader in her church and is active in several community service programs.

DIRECTOR OF EDUCATION



Orquedia "OC" Chavez: ochavez@asher.edu OC has been with Asher College since 2015. She has 15 years' experience in career training and vocational education. Her previous experience has been in program development, admissions, placement, and management of an adult training facility. OC has a Bachelor of Arts Degree from California State University, Hayward and a Master's Degree from UC Berkley. She has a passion for writing and for helping students meet their educational and career goals.

CORPORATE DIRECTOR OF ADMISSIONS & MARKETING



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

CORPORATE DIRECTOR OF COMPLIANCE



Kathryn Johnson kjohnson@asher.edu : Kat has been with Asher College since January 2005. She is based in Sacramento and travels to the other campuses. Kat has a background in customer service and enjoys working with students and staff.

DIRECTOR CAREER SERVICES



Kim Alexander kalexander@asher.edu: Kim has worked with graduates and students in vocational education since 2000 and as a part of Asher College since 2008. She loves assisting graduates with Technical, Medical and Administrative career opportunities. Kim is a graduate of National Career Education. She has had the pleasure of assisting hundreds of graduates meet their career goals. Kim has experience as a Computer Network Technician and holds the following certifications:

- A+
- CNA (Certified Novel Administrator)
- NCCT Test Proctor

Building Better Relationships with Employers

ADMISSIONS DEPARTMENT



Eddie Cook: ecook@asher.edu Eddie has been with Asher College since 2014. His experience includes Sales trainer and Hiring Manager for E-health Insurance, manager of business relations for FFP global, motivational speaker for local homeless shelters and the EDF wilderness firefighting. Eddie a father of 2 and enjoys playing softball and riding motorcycles. His knowledge of what cutting edge employers look for helps with the admissions process. Eddie is completely driven by the success of his student he strives for and expects nothing short of excellence.

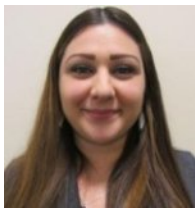


Tina Harris: tharris@asher.edu Tina has been with Asher College since January of 2016. She has been an Admissions Advisor since 1998 and loves what she does. Her previous experience has been in Accounting and Government Proposals as well as a Licensed Realtor for 15 years in the Bay Area and Sacramento. Tina is the mother of 2 grown children. She is dedicated to helping her students achieve successful careers and considers that her greatest reward.

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.



Bernadette Marron bmarron@asher.edu Bernadette has been with Asher College since December 2015. Her experience in Financial Aid goes back to 2006. Bernadette enjoys working with people and helping them find a way to fund their education.

ACCOUNTING



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 Lewis blewis@asher.edu Brandi has been with Asher College since 2013. She has several years' previous experience working as a bookkeeping assistant.

STUDENT SERVICES ADMINISTRATOR



Tishawna Holeman tholeman@asher.edu: Tishawna is a graduate of Asher College, with an Associate of Applied Science Degree in Office Accounting. As a facilitator of the Career Success Classes, Tishawna takes much joy in sitting side by side with students and watching them transform into productive, confident and employable students. Asher College Member since 2012



Vanessa Stephens vstephens@asher.edu Vanessa is an Asher College member since 2016. She has an Associate of Applied Science Degree in Early Childhood education from Merritt College. Vanessa enjoys family, friends and helping people to be the best they can be. Her favorite book is the Bible and favorite day is Sunday!

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

VETERANS REPRESENTATIVE



John Kanter jkanter@asher.edu John has been with Asher College since 2016. He is an Army Veteran serving for 7 years in Field Artillery. John was deployed twice during Operation Iraqi Freedom between 2003 and 2005. John is excited to be a part of the Asher College family supporting our Veterans as they reintegrate in the community or change careers.

INFORMATION SYSTEMS MANAGER



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 National University. Lee has the following certifications and degrees:

- M.S. in Management Information Systems
- B.S. in Information Technology
- A+
- Network+
- Security +
- MCSA 2003
- MCSA 2008

DIRECTOR OF IT PROGRAMS



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 Asher College graduate and has the following degree and certifications:

- A+ (700 series and 800 Series)
- Network+ (N10-004 and NET101)
- Security+
- Linux +
- MCP Windows 7 Configuration
- MCP Server 2008 Network Infrastructure
- MCP Server 2008 Active Directory
- MCP Server 2012 Upgrade to MCSA Server 2012
- MCITP-E Server 2008
- MCSA Server 2008
- MSCA Server 2012
- Associates of Applied Science Degree from Asher College

IT INSTRUCTORS



Sanvada Kitcher skitcher@asher.edu: Vada has been at Asher College since 2011. He has a background in computer repair and loves to interact with students. Vada served with the US Marine Corp.

- A+
- Network +
- MCP Windows 7
- MCP Active Directory
- MCP Network Infrastructure
- MCP Application Infrastructure
- MCP Enterprise Administrator
- Security +



Bruce Alexander: balexander@asher.edu Bruce has been at Asher College since 2013. He brings with him 14 years' experience of a program manager at HP. He loves working with people and enjoys teaching.

- MCP Windows 7
- MCP Active Directory
- MCP Network Infrastructure
- MCP Application Infrastructure
- MCP Enterprise Administrator
- Security +
- Linux +



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

- A+
- Network+
- MCP
- MCSA



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+
- MCP -Vista
- MCTS-Server 2008
- MCTS- Server 2008 Active Directory
- MCP Windows 7 Ent Desktop Support Tech
- Associate of Applied Science Degree in Computer and Networking Technology



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
- Security +



Brian Hieronimus bhieronimus@asher.edu Brian began working for Asher in 2012. He has an extensive background as a Middle School teacher which helps him to communicate with students in a positive and professional manner. Brian served In the US Army for 6 years as an NBC NCO. He has the following credentials and certificates:

- Bachelor Degree in Liberal Studies from CSU Sacramento
- Single subject teaching credential in Science from National University
- A+,
- Network+
- Security+
- Windows 7
- 2008 Active Directory
- Linux+
- MCITP: Enterprise desktop support technician
- Active directory Network and Infrastructure
- Active directory Server Administrator
- CCNA
- SUSE CLA
- LPI-1
- Data center tech specialist

DIRECTOR HEALTH SERVICES PROGRAM



Melanie Martin CPC mmartin@asher.edu Melanie has been with Asher College since 2006. She has been in the education industry for over 15 years. Previously she worked in retail management for 12 years, was the Office manager of a Medical Office for 2 years and was an Instructor/Branch Manager at another school starting in 2001 before coming to Asher College of Sacramento in 2006. Melanie held office with the Sacramento local chapter of AAPC for four consecutive years (2013-2016). Melanie completed her Associates of Applied Science in both Medical Billing/Coding and Office Accounting Specialist.

Melanie has the following certifications:

- Certified Professional Coder CPC Certification with AAPC (American Academy of Professional Coders)
- Microsoft Office Specialist 2003 & 2007 & 2010

Melanie is a Subject Matter Expert in the following:

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

HEALTH SERVICES INSTRUCTORS



Steffani Sweetman ssweetman@asher.edu Steffani has been and Instructor with Asher College since 2014 and an active Advisory Board member since 2013. She has 10 years + experience working in retail pharmacy. Steffani was a Senior Pharmacy Technician with Walgreens Pharmacy for 7 years and a Lead Technician with CVS Pharmacy for 2 years. She spends all spare time with her 4 amazing, beautiful children, going to the park, movies and shows, and all are active members of their church and giving back to the community. She graduated from the Pharmacy Tech program at Institute of Technology in 2004. She is a subject matter expert in the following:

- Exceptional customer service and people skills
- Retail Pharmacy environment
- Pharmacy Policies, practices, procedures.
- Expert at solving insurance problems

Steffani was awarded the 'Pharmacy Technician of the Year' for American Pharmacy Purchasing Alliance (APPA) Pharmaceutical Industry Awards 2016.



Christopher Anderson canderson@asher.edu Chris has been with Asher College since 2015. He holds a Bachelor's Degree in Information Technology. Chris began his teaching career in 2011. Prior that that he has 23 years' experience with computers, and has worked for 15 years directly as L2 and L3 Engineering position with Hewlett-Packard. Chris enjoys spending time with his family, volunteering, and fishing. Chris has the following certifications:

- Microsoft Certified Systems Engineer (MCSE NT4.0)
- Cisco Certified Network Associate (CCNA)
- CompTIA (A+, Server+, Linux+, Storage+)
- LPIC-1 (Linux)
- Red Hat Certified Systems Administrator (RHCSA)



Chanda Schultz cschultz@asher.edu Chanda has been with Asher College since 2016. She had 25 years background in Healthcare (primarily Home Health and d Hospice). Most of her health care career has been as an Accounts Receivable Manager with HCS-D Coding Certification. Chanda loves gardening, traveling and she is a self- described foodie! She loves her family, friends and helping people.