



**Asher College
San Jose Campus**

**Program Catalog & Student Handbook
January 1, 2015 – December 31, 2015**



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

3031 Tisch Way, Suite 1PW • San Jose, CA 95128 •
408.983.0310
www.asher.edu

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

A handwritten signature in black 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 - San Jose, 3031 Tisch Way Ste 1PW, San Jose, CA 95128-2530, Asher College - Las Vegas, 255 E Warm Springs Road Suite 110, Las Vegas, NV, 89119-4275, and Asher Career Institute – 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. Please note the number of weeks to complete each program is calculated with 24 hours a week (full time) of attendance, 18 hours a week (¾ times) and 12 hours a week (part time):

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS	PROGRAM HOURS	WEEKS TO COMPLETE CALCULATED BY HOURS OF ATTENDANCE			
		24	18	12	QCH
Associate of Applied Science Degree in Computer Network Technology	1265	66	79	106	97.70
Associate of Applied Science Degree Program-emphasis in Computer Specialist and Networking Technology (with Linux+)	1304	68	81	109	102.05
Associate of Applied Science Degree Program in IT Network Engineering	1336	69	83	111	98.95
Associate of Applied Science Degree Program in IT Server Administration	1331	69	83	111	98.95
Associate of Applied Science Degree Program in Network and Database Administration	1230	99	79	105	95.55
Associate of Applied Science Degree Program in Medical Billing and Coding	1285	66	80	107	100.91
Associate of Applied Science Degree Program in Health Information	1240	65	78	103	94.85
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	18	12	QCH
Computer and Network Technician	941	39	52	79	65.30
Computer Specialist and Networking Technician (with Linux+)	980	41	54	82	69.65
IT Network Engineer	1012	42	56	84	66.55
IT Server Administrator	1007	42	56	84	66.55
Network and Database Administrator	906	37	50	75	63.15
PC Support Specialist	575	24	32	48	42.68
Network Support Specialist	579	24	32	48	42.7
Tech Support Specialist	614	26	34	51	46.5
PC Technician	306	13	17	26	21.75
Medical Billing & Coding	961	39	53	80	68.51
Medical Records Specialist	671	28	37	56	46.75
Health Information Specialist	916	38	51	76	62.45
Office Administrator	776	32	43	64	52.18
Office Accounting Specialist	1006	42	56	84	65.93

All courses are taught at 3031 Tisch Way, Suite 1PW, San Jose, CA, 95128.

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 diploma 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.



3031 TISCH WAY, SUITE 1PW • SAN JOSE, CA 95128
PHONE: 408-983-0310 • FAX: 408-985-5621

Program Catalog & Student Handbook

HISTORY/OWNERSHIP

MDDV, Inc., dba Asher College, a California Corporation, was founded in 1998 and has been providing quality education since January 2, 1999, first as 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 Advisory Committee made up of the following individuals:

- Alicia Schwemer: Volunteer Coordinator, Vitas Hospice Services, 670 North McCarthy Blvd, Suite 220, Milpitas, CA 95035
- Jennifer Lawson: Coding Analyst II, Palo Alto Medical Foundation, 795 El Camino Real, Palo Alto, CA 94301; Secretary, AAPC Golden Gate Chapter
- DiAna Olguin: Coding Analyst II, Palo Alto Medical Foundation, 795 El Camino Real, Palo Alto, CA 94301; Secretary, AAPC Golden Gate Chapter
- Ann Hu: Billing Coordinator, Five Branches Health Clinic, 3031 Tisch Way Suite 5PW, San Jose, CA 95128
- Dan Devou: Director of Client Services, Metro Medical Billing, Inc., P.O. Box 1034, Morgan Hill, CA 95038
- Joseph Thurman: Vice President of BC Networks, 3031 Tisch Way #600, San Jose, CA 95128
- Derek Jackson: Project Manager (PPM), CH Reynolds, 1281 Wayne Ave, San Jose, CA 95131
- Arman Eghbali: Vice President of Engineering Services, IT Management Consulting, 5201 Great America Parkway #320, Santa Clara, CA 95054

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
- We prepare students to apply learning to real-life situations
- We establish long-lasting relationship with graduates and alumni
- We obtain feedback from industry professionals
- We employ experienced and capable faculty members who are encouraged to bring their unique talents and sensibilities to the classrooms

FACILITIES

Asher College San Jose has classrooms, a break/fix lab, a networking lab, and two interactive training rooms. The large classroom seats 56 students and our lab accommodates up to 12 students at one time. The quiet study classroom seats 10. Asher College is equipped with up to date computer hardware/software, as well as a library and lab areas where students can perform tasks expected on the job. Our student to instructor ratio is a maximum of 26 students per one instructor.

Academic resources are accessible on campus in the classrooms and online in the intranet. Students may access the classroom resources Monday through Thursday 8am to 9pm, Friday 8am to 5pm, Saturday 9am to 3pm, and the intranet 24 / 7. Resources are available on site.

RATIO OF STUDENTS

Maximum number of students in the classroom for this program is 56 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.

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 21 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, possess a high school equivalency diploma (GED), or have 9 college credits.

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 the potential student what assistance they need to complete the admissions process.

Completing the process may require assistance with:

- Interview
- Campus tour
- Completion of any subsequent paperwork

Accommodations may include, but are not exclusive to:

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

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

ENTRANCE TEST REQUIREMENTS

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

If an applicant does not pass the entrance examination, the applicant 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 any institution to which you may seek to transfer. Acceptance of the Associate of Applied Science Degree or any certificate you earn in Information Technology or Health Service 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 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,) or by the first Friday after the student's first day of classes. Challenge examinations may contain oral, written and/or practical portions. Students failing the examination will not be allowed to take a second examination and will be expected to take the subject as a regularly scheduled class. A student must score 90% or above on the exam in order to receive credit, and the decision of the examining instructor is final. No more than 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 or grant applications from this department. Appointments are recommended.

APPLICATION FOR FEDERAL FINANCIAL AID

To apply for Federal financial aid, a student must:

- Complete the Free Application for Federal Student Aid (FAFSA)
- 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

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

THE ASHER ADVANTAGE SCHOLARSHIP PROGRAM

Students who are considered to have a high likelihood of success and a justified need for tuition assistance will be given the highest consideration. Funding for the Asher Advantage Scholarship program is provided through the schools contributions. Awards will vary based on the students' specific situation. Recipients will have the scholarship proceeds dispersed 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

Student Evaluations definition:

Students must earn all quarter credits in the program, achieve a cumulative grade point average of at least 70% (2.0) and have 80% attendance to graduate.

Evaluations for 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 A+220-801, A+ 220-802, N10-005a Network + and Career Success to earned a minimum of 18 quarter credits.

If a student is 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.

All students must maintain Satisfactory Academic Progress, which includes the required standards for Attendance, Progress and Code of Conduct.

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. 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 and a detailed plan is created to guide to 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.

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.

TARDY POLICY

Students arriving late will make up the time by staying late or making up the time on another day. Less than 80% attendance will result in warning status, probation status or termination from the program as stated above.

EARLY DEPARTURE POLICY

Students leaving early will make up the time on another day. Less than 80% attendance will result in warning status, probation status or termination from the program as stated above.

SATISFACTORY ACADEMIC PROGRESS POLICY TITLE IV: §34 CFR 668.34

Evaluation of student achievement is based on meeting the objectives for each course. Student progress is evaluated at various times throughout the program to insure Satisfactory Academic Progress. 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 complete.
- Upon completion of the required attendance and earning ½ of the quarter credits needed for graduation an evaluation is completed
- And the 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 complete.
- 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.

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
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 = F

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

A student must have a 70% score on all exams. Students who do not pass an exam with 70% will be required to retake it. In the event, a student receives less than 70% on a second exam within the same course, then the student 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.

[I] Incomplete:	An incomplete grade may be given for incomplete class assignments and/or examinations
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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.

MAXIMUM PROGRAM COMPLETION TIME

Students are expected to complete their program within the maximum program completion time, which should not exceed 1 1/2 times the normal time frame. Asher College defines the normal time frame as the length of time it would take a student to complete the total program according to the Enrollment Agreement. For example, the Computer and Network Technician program at 18 hours a week is scheduled for 364 days in length must be completed in 546 days. Time spent on an approved leave of absence is not counted against the maximum program completion time.

GRADUATION REQUIREMENTS

Graduation Requirements for Asher College are:

- Completion of the course work to earn the quarter credits required.
- C and above for all courses and the overall program
- **Completion** of Career Success with a passing score.
- **Completion of Advanced Career Development with a passing score.**
- 80% of attendance days
- 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, 2015, at 18hours per week (52 weeks or 366 days total), then the end date would be January 5, 2016.

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
- Day after Thanksgiving
- Christmas Eve
- 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, failure of 2 courses
- 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 306 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.

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 do this, 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 how and where to conduct career searches
- Career Services Assistance is concentrated in but not limited to the Southern Nevada region

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

STUDENT 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 San Jose, CA, rental properties start at approximately \$650 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 well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. Faculty members of Asher College recognize the special responsibilities placed upon them. They devote their energies to developing and improving their teaching and professional competence with a commitment to intellectual honesty. In the exchange of ideas or criticism, they show due respect for the opinion of others.

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

RETENTION OF STUDENTS FILES

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

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

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

The refund will be less a registration fee not to exceed \$100.00, (and less any deduction for equipment not returned in good condition,) within 45 days of withdrawal. Students who have completed more than 60% of the period of attendance for which they were charged, the tuition is considered earned and the student 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. This calculation is based off of a 60% pro rata refund calculation.
- Pro rata refund calculation is a calculation that is based off the total number of days completed in a payment period divided by the total number of days in the payment period and stated as a percentage. If the total number of days completed is greater than 60%, then the school has earned 100% of the payment period (no refund will be granted for the payment period the refund calculation is being processed for). Any leaves of absence (LOA) will be added on to the end of 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 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 is accorded all terms and conditions of the school's refund policy. If a refund is due on a student's account for which Title IV payments have been made, the school will deposit the refund to the student's Title IV account. The refund will not exceed the amount awarded to the student from the account. All students who receive Title IV funds and withdraw with a refund due will have the refund amount refunded according to the following refund distribution policy:

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

DELINQUENT TUITION PAYMENTS

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

PAYMENT METHODS AND TERMS FOR ALL PROGRAMS

Payment methods are:

- 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:

San Jose Police	408-277-8900 Non – Emergency
San Jose Fire Department	408-794-7000 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 (408) 983-0310 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: Sunita Rangwala srangwala@asher.edu

Office: Front Office

Phone: 408-983-0310

Office Hours: Monday – Friday 8am-5pm

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. Individual probation, suspension or termination is evaluated on a case by case basis by the Campus Director. **Violations include but are not limited to dishonesty, cheating, unprofessional behavior, solicitation, use of profanity, insubordination, harassment, violation of safety rules and use of or being under the influence of alcohol or drugs on school property.**

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

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

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

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

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

Drug Advising

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

- **New Life Recovery Center**
782 Park Ave Ste 1
San Jose, CA 95126
Phone (866) 894-6572
www.newliferecovery.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 its consent and is subject to loss or restriction of computing privileges and disciplinary action up to and including withdrawal for students from the program.

VIOLATIONS AND PROHIBITIONS:

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

Specifically, users are prohibited from:

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

ENFORCEMENT:

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

The school reserves the right to authorize removal of any illegal copyright material or 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 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 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 result in termination from Asher College.

FEELING SICK?

If you don't feel well please don't 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. This 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

Use only designated smoking areas and no smoking within 25' of a 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 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 will also learn key skills in creating and managing virtual machines.

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. And they will have an introduction to the world of Virtual Machine.

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

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

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

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

- **220-801** A+
- **CS** Career Success
- **220-802** A+
- **N10-005a** Network+
- **N10-005b** Network+
- **70-680** Windows 7, Configuring
- **70-640** Configuring Windows Server 2008 Active Directory
- **ACD** Advanced Career Development
- **TF- Typing Fundamentals**
- **MOE-10** Microsoft Office Essentials
- **VMW-001** Introduction to VM Ware
- **AD-001** Critical Thinking
- **AD-002** Business Communication
- **AD-003** Business Math
- **AD-004** Introduction to Business
- **AD-005** Principles of Management
- **AD-006** American Government

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 or GED
Academic Quarter Credit:	97.7
Financial Aid Quarter Credit:	63
Program Clock Hours:	1265
Student Status:	Full time = 24 hours/week; ¾ time = 18 hours/week; Part Time = 12 hours/week
Course Length:	Full time = 66 weeks; ¾ time = 79 weeks; Part time = 106 weeks
Registration Fee:	\$200
Books & Supplies:	\$1,949
Exam Fee: **	\$965
Tuition:	\$22,436
STRF*	<u>to be determined, if applicable</u>
Total cost	\$25,550

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

** Exam Fees are optional. Price without Exam Fees \$24,585. Exam Fees payable to authorized testing centers is included in the above total.

**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 /Information Technology Services Administrator or Manager.

The Associate of Applied Science Degree in Computer Specialist and Networking Technology (AAS CSNT) program can result in three (3) 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.

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:

- **220-801** A+
- **CS** Career Success
- **220-802** A+
- **N10-005a** Network+
- **N10-005b** Network+
- **70-680** Windows 7, Configuring
- **70-640** Configuring Windows Server 2008 Active Directory
- **ACD** Advanced Career Development
- **LXO-10X** CompTIA Linux+ Powered by LPI
- **AD-001** Critical Thinking
- **AD-002** Business Communication
- **AD-003** Business Math
- **AD-004** Introduction to Business
- **AD-005** Principles of Management
- **AD-006** American Government

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 or GED
Academic Quarter Credit:	102.05
Financial Aid Quarter Credit:	65
Program Clock Hours:	1304
Student Status:	Full time = 24 hours/week; ¾ time = 18 hours/week; Part Time = 12 hours/week
Course Length:	Full time = 68 weeks; ¾ time = 81 weeks; Part time = 109 weeks
Registration Fee:	\$200
Books & Supplies:	\$1,784
Exam Fee:	\$1,341
Tuition:	\$22,625
STRF*	<u>to be determined, if applicable</u>
Total cost	\$25,950

*Additional fee charged by state for STRF

** Exam Fees are optional. Price without Exam Fees \$24,609. Exam Fees payable to authorized testing centers are included in the above total.

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:

- **70-680** Windows 7, Configuring
- **CS** Career Success
- **70-410** Windows Server 2012 Installation
- **70-411** Windows Administrating Server 2012
- **70-412** Windows Server 2012 Advanced Configuration
- **70-413** Designing a Server 2012 Infrastructure
- **ACD** Advanced Career Development
- **70-414** Advanced Server 2012 Infrastructure
- **Elective**
- **AD-001** Critical Thinking
- **AD-002** Business Communication
- **AD-003** Business Math
- **AD-004** Introduction to Business
- **AD-005** Principles of Management
- **AD-006** American Government

Choice of 1 elective from the following course:

- **100-101** ICND1
- **200-101** ICND2
- **70-642** Sequel Server Administrator 2012
- **SYO-401** Security +
- **LXO-10X** CompTIA Linux+ Powered by LPI

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 GED
Academic Quarter Credit:	98.95
Financial Aid Quarter Credit:	66
Program Clock Hours:	1336
Student Status:	Full time = 24 hours/week; ¾ time = 18 hours/week; Part Time = 12 hours/week
Course Length:	Full time = 69 weeks; ¾ time = 83 weeks; Part time = 111 weeks.
Registration Fee:	\$200
Books & Supplies:	\$2,358
Exam Fee**	\$1,050
Tuition:	\$23,342
STRF*	<u>to be determined, if applicable</u>
Total cost	\$26,950

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

**Exam Fees are optional. Price without Exam Fees \$25,900. Exam Fees payable to authorized testing centers are included in the above total.

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:

- **70-680** Windows 7, Configuring
- **CS** Career Success
- **70-640** Windows Server 2008 Active Directory, Configuring
- **70-642** Windows 2008 Network Infrastructure, Configuring
- **70-646** Windows Server 2008 Server Administrator
- **70-417** Upgrade to MCSA Windows 2012
- **70-413** Windows 2012 Designing Server Infrastructure
- **ACD** Advanced Career Development
- **70-414** Windows 2012 Advanced Server Infrastructure
- **AD-001** Critical Thinking
- **AD-002** Business Communication
- **AD-003** Business Math
- **AD-004** Introduction to Business
- **AD-005** Principles of Management
- **AD-006** American Government

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 GED
Academic Quarter Credit:	98.95
Financial Aid Quarter Credit:	66
Program Hours:	1331
Student Status:	Full time = 24 hours/week; ¾ time = 18 hours/week; Part Time = 12 hours/week
Course Length:	Full time = 69 weeks; ¾ time = 83 weeks; Part time = 111 weeks
Registration Fee:	\$200
Books & Supplies:	\$2,381
Exam Fee**	\$1,050
Tuition:	\$22,919
STRF*	<u>to be determined, if applicable</u>
Total cost	\$26,550

*Additional fee charged by state for STRF

**Exam Fees are optional. Price without Exam Fees \$25,500. Exam Fees payable to authorized testing centers are included in the above total.

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:

- **70-680** Windows 7, Configuring
- **CS** Career Success
- **70-640** Windows Server 2008 Active Directory, Configuring
- **70-461** Querying SQL Server 2012
- **ACD** Advanced Career Development
- **70-462** Administering SQL Server 2012
- **70-463** Implementing a Data Warehouse with SQL Server 2012
- **AD-001** Critical Thinking
- **AD-002** Business Communication
- **AD-003** Business Math
- **AD-004** Introduction to Business
- **AD-005** Introduction to Management
- **AD-006** American Government

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 GED
Academic Quarter Credit:	95.55
Financial Aid Quarter Credit:	61
Program Clock Hours:	1230
Student Status:	Full time = 24 hours/week; ¾ time = 18 hours/week; Part Time = 12 hours/week
Course Length:	Full time = 64 weeks; ¾ time = 77 weeks; Part time = 102 weeks
Registration Fee:	\$200
Books & Supplies:	\$1,829
Exam Fee**	\$750
Tuition:	\$22,171
STRF*	<u>to be determined, if applicable</u>
Total cost	\$24,950

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

** Exam Fees are optional. Price without Exam Fees \$24,200. Exam Fees payable to authorized testing centers are included in the above total.

Asher College IT Certificate Program Descriptions

CNT 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.

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. And 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:

- **220-801** A+
- **CS** Career Success
- **220-802** A+
- **N10-005a** Network+
- **N10-005b** Network+
- **70-680** Windows 7, Configuring
- **70-640** Configuring Windows Server 2008 Active Directory
- **ACD** Advanced Career Development
- **TF- Typing Fundamentals**
- **MOE-10** Microsoft Office Essentials
- **VMW-001** Introduction to VM Ware

The CNT certification is appropriate for job roles including:

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

Prerequisites:	High School Diploma or GED
Academic Quarter Credit:	65.3
Financial Aid Quarter Credit:	47
Program Clock Hours:	941
Student Status:	Full time = 24 hours/week; $\frac{3}{4}$ time = 18 hours/week; Part Time = 12 hours/week
Course Length:	Full time = 39 weeks; $\frac{3}{4}$ time = 52 weeks; Part time = 78 weeks
Registration Fee:	\$200
Books & Supplies:	\$899
Exam Fee: **	\$965
Tuition:	\$17,486
STRF*	<u>to be determined, if applicable</u>
Total cost	\$19,550

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

** Exam Fees are optional. Price without Exam Fees \$18,585. Exam Fees payable to authorized testing centers are included in the above total.

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 three (3) 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.

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:

- **220-801** A+
- **CS** Career Success
- **220-802** A+
- **N10-005a** Network+ Subnetting
- **N10-005b** Network+ Management
- **70-680** Windows 7, Configuring
- **70-640** Windows Server 2008 Active Directory, Configuring
- **ACD** Advanced Career Development
- **LX0-10X** CompTIA Linux+ Powered by LPI

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 or GED
Academic Quarter Credit:	69.65
Financial Aid Quarter Credit:	49
Program Clock Hours:	980
Student Status:	Full time = 24 hours/week; $\frac{3}{4}$ time = 18 hours/week; Part Time = 12 hours/week
Course Length:	Full time = 41 weeks; $\frac{3}{4}$ time = 54 weeks; Part time = 80 weeks
Registration Fee:	\$200
Books & Supplies:	\$734
Exam Fee:	\$1,341
Tuition:	\$17,675
STRF*	<u>to be determined, if applicable</u>
Total cost	\$19,950

*Additional fee charged by state for STRF

** Exam Fees are optional. Price without Exam Fees \$18,609. Exam Fees payable to authorized testing centers are included in the above total.

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:

- **70-680** Windows 7, Configuring
- **CS** Career Success
- **70-410** Windows Server 2012 Installation
- **70-411** Administering Windows Server 2012
- **70-412** Configuring Windows Server 2012 Advanced Services
- **70-413** Designing a Windows Server 2012 Infrastructure
- **ACD** Advanced Career Development
- **70-414** Designing an Advanced Windows Server 2012 Infrastructure
- **Elective**

Choice of one (1) elective from the following courses:

- **100-101** ICND1
- **70-462** Administering SQL Server 2012
- **SY0-401** Security +
- **LX0-10X** CompTIA Linux+ Powered by LPI

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 GED
Academic Quarter Credit:	66.55
Financial Aid Quarter Credit:	50
Program Clock Hours:	1002
Student Status:	Full time = 24 hours/week; $\frac{3}{4}$ time = 18 hours/week; Part Time = 12 hours/week
Course Length:	Full time = 42 weeks; $\frac{3}{4}$ time = 56 weeks; Part time = 83 weeks.
Registration Fee:	\$200
Books & Supplies:	\$1,308
Exam Fee**	\$1,050
Tuition:	\$17,392
STRF*	<u>to be determined, if applicable</u>
Total cost	\$19,950

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

**Exam Fees are optional. Price without Exam Fees \$18,900. Exam Fees payable to authorized testing centers are included in the above total.

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:

- **70-680** Windows 7, Configuring
- **CS** Career Success
- **70-640** Windows Server 2008 Active Directory, Configuring
- **70-642** Windows 2008 Network Infrastructure, Configuring
- **70-646** Windows Server 2008 Server Administrator
- **70-417** Upgrade to MCSA Windows Server 2012
- **70-413** Designing a Windows Server 2012 Infrastructure
- **ACD** Advanced Career Development
- **70-414** Advanced Windows Server 2012 Infrastructure

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 or GED
Academic Quarter Credit:	66.55
Financial Aid Quarter Credit:	50
Program Clock Hours:	1007
Student Status:	Full time = 24 hours/week; ³/₄ time = 18 hours/week; Part Time = 12 hours/week
Course Length:	Full time = 42 weeks; ³/₄ time = 56 weeks; Part time = 84 weeks.
Registration Fee:	\$200
Books & Supplies:	\$1,331
Exam Fee**	\$1,050
Tuition:	\$16,969
STRF*	<u>to be determined, if applicable</u>
Total cost	\$19,550

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

**Exam Fees are optional. Price without Exam Fees \$18,500. Exam Fees payable to authorized testing centers are included in the above total.

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:

- **70-680** Windows 7, Configuring
- **CS** Career Success
- **70-640** Windows Server 2008 Active Directory, Configuring
- **70-461** Querying SQL Server 2012
- **ACD** Advanced Career Development
- **70-462** Administering SQL Server 2012
- **70-463** Implementing a Data Warehouse with SQL Server 2012

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 required, High School Diploma or GED
Academic Quarter Credit:	63.15
Financial Aid Quarter Credit:	45
Program Clock Hours:	906
Student Status:	Full time = 24 hours/week; ³/₄ time = 18 hours/week; Part Time = 12 hours/week
Course Length:	Full time = 37 weeks; ³/₄ time = 50 weeks; Part time = 75 weeks
Registration Fee:	\$200
Books & Supplies:	\$779
Exam Fee**	\$750
Tuition:	\$17,221
STRF*	<u>to be determined, if applicable</u>
Total cost	\$18,950

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

** Exam Fees are optional. Price without Exam Fees \$18,200. Exam Fees payable to authorized testing centers are included in the above total.

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:

- **220-801** A+
- **220-802** A+

The PC Tech program is appropriate for job roles including:

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

Prerequisites:	High School Diploma or GED
Program Clock Hours:	306
Academic Quarter Credit:	21.75
Financial Aid Quarter Credit:	15
Student Status:	Full time = 24 hours/week; ¾ Time = 18 hours/week; Part time = 12 hours/week
Course Length:	Full time = 13 weeks; ¾ time=17 weeks; Part time 26 weeks
Registration Fee:	\$200
Books & Supplies:	\$275
Exam Fee**	\$388
Tuition:	\$3,587
STRF*	<u>to be determined, if applicable</u>
Total cost	\$4,450

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

**Exam Fees are optional. Price without Exam Fees \$4,062. Exam Fees payable to authorized testing centers are included in the above total.

NETWORK SUPPORT SPECIALIST

Admission criteria for the Network Support Specialist Program are High School Diploma or GED 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:

- **N10-005a** Network+ Subnetting
- **N10-005b** Network+ Management
- **CS** Career Success
- **SY0-401** Security +
- **100-101** ICND1
- **ACD** Advanced Career Development
- **200-101** ICND2

The NSS program is appropriate for job roles including:

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

Prerequisites:	High School Diploma or GED
Program Clock Hours:	579
Academic Quarter Credit:	42.7
Financial Aid Quarter Credit:	28
Student Status:	Full time = 24 hours/week; ¾ Time = 18 hours/week; Part time = 12 hours/week
Course Length:	Full time = 24 weeks; ¾ time=32 weeks; Part time 48 weeks
Registration Fee:	\$200
Books & Supplies:	\$601
Exam Fee**	\$879
Tuition:	\$8,320
STRF*	<u>to be determined, if applicable</u>
Total cost	\$10,000

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

**Exam Fees are optional. Price without Exam Fees \$9,121. Exam Fees payable to authorized testing centers are included in the above total.

PC SUPPORT SPECIALIST

Admission criteria for the PC Support Specialist Program are High School Diploma or GED 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:

- **220-801** A+
- **220-802** A+
- **CS** Career Success
- **N10-005a** Network+ Subnetting
- **N10-005b** Network+ Management
- **ACD** Advanced Career Development
- **MOE-10** Microsoft Office Essentials

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 or GED
Program Clock Hours:	575
Academic Quarter Credit:	42.68
Financial Aid Quarter Credit:	28
Student Status:	Full time = 24 hours/week; ¾ Time = 18 hours/week; Part time = 12 hours/week
Course Length:	Full time = 24 weeks; ¾ time=32 weeks; Part time 48 weeks
Registration Fee:	\$200
Books & Supplies:	\$695
Exam Fee**	\$665
Tuition:	\$8,440
STRF*	<u>to be determined, if applicable</u>
Total cost	\$10,000

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

**Exam Fees are optional. Price without Exam Fees \$9,335. Exam Fees payable to authorized testing centers are included in the above total.

TECH SUPPORT SPECIALIST

Admission criteria for the Tech Support Specialist Program are High School Diploma or GED 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:

- **N10-005a** Network+ Subnetting
- **N10-005b** Network+ Management
- **CS** Career Success
- **70-680** Windows 7
- **LX0-10X** Linux+
- **ACD** Advanced Career Specialist
- **SY0-401** Security +

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 or GED
Program Clock Hours:	614
Academic Quarter Credit:	46.5
Financial Aid Quarter Credit:	30
Student Status:	Full time = 24 hours/week; ¾ Time = 18 hours/week; Part time = 12 hours/week
Course Length:	Full time = 26 weeks; ¾ time=34 weeks; Part time 51 weeks
Registration Fee:	\$200
Books & Supplies:	\$657
Exam Fee**	\$1,105
Tuition:	\$8,038
STRF*	<u>to be determined, if applicable</u>
Total cost	\$10,000

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

**Exam Fees are optional. Price without Exam Fees \$8,895. Exam Fees payable to authorized testing centers are included in the above total.

ASSOCIATE OF APPLIED SCIENCE DEGREE COURSE CHART

**Associate of Applied Science Degree in COMPUTER AND NETWORK TECHNOLOGY
1265 clock hours**

Course	Lecture Hours Theory	Lab hours on	Hands	Total Clock Hours	Academic QCH Breakdown	Financial Aid QCH Breakdown
220-801	54		72	126	9	6.3
CS	21		0	21	2.1	1.05
220-802	75		105	180	12.75	9
N10-005a	22		20	42	3.2	2.1
N10-005b	50		49	96	7.3	4.8
70-680	35		90	125	8	6.25
70-640	35		140	185	11	9.25
ACD	25		0	25	2.5	1.25
TF	2		28	30	1.6	1.5
MOE-10	31.5		53.5	85	5.82	4.25
VMW-001	15		11	26	2.05	1.3
Critical Thinking-001	54		0	54	5.4	2.7
Business Communication-002	54		0	54	5.4	2.7
Business Math-003	54		0	54	5.4	2.7
Intro to Business-004	54		0	54	5.4	2.7
Principles of Mgt-005	54		0	54	5.4	2.7
American Gov't - 006	54		0	54	5.4	2.7

Associate of Applied Science Degree in COMPUTER SPECIALIST & NETWORK TECHNOLOGY 1304 clock hours

Course	Lecture Hours Theory	Lab hours Hands on	Hands	Total Clock Hours	Academic QCH Breakdown	Financial Aid QCH Breakdown
220-801	75		105	180	12.75	9
ACD	25		0	25	2.5	1.25
220-802	54		72	126	9	6.3
N10-005a	22		20	42	3.2	2.1
N10-005b	50		49	96	7.3	4.8
70-680	35		90	125	8	6.25
70-640	35		140	185	11	9.25
CS	21		0	21	2.1	1.05
Linux +	96		84	180	13.8	9
Critical Thinking-001	54		0	54	5.4	2.7
Business Communication-002	54		0	54	5.4	2.7
Business Math-003	54		0	54	5.4	2.7
Intro to Business-004	54		0	54	5.4	2.7
Principles of Mgt-005	54		0	54	5.4	2.7
American Gov't -006	54		0	54	5.4	2.7

Associate of Applied Science Degree in IT NETWORK ENGINEERING 1326 clock hours

Course	Lecture Hours Theory	Lab hours Hands on	Total Clock Hours	Academic QCH Breakdown	Financial Aid QCH Breakdown
70-680	35	90	125	8	6.25
CS	21	0	21	2.1	1.05
70-410	35	150	185	11	9.25
70-411	48	93	141	9.45	7.05
70-412	45	95	125	8.25	7.00
70-413	50	75	125	8.75	6.25
ACD	25	0	25	2.5	1.25
70-414	35	75	125	8.75	6.25
elective	25	105	130	7.75	6.25
Critical Thinking-001	54	0	54	5.4	2.7
Business Communication-002	54	0	54	5.4	2.7
Business Math-003	54	0	54	5.4	2.7
Intro to Business-004	54	0	54	5.4	2.7
Principles of Mgt-005	54	0	54	5.4	2.7
American Gov't -006	54	0	54	5.4	2.7

Associate of Applied Science Degree in IT SERVER ADMINISTRATION 1331 clock hours

Course	Lecture Hours Theory	Lab hours Hands on	Total Clock Hours	Academic QCH Breakdown	Financial Aid QCH Breakdown
70-680	35	90	125	8	6.25
CS	21	0	21	2.1	1.05
70-640	35	140	185	11	9.25
70-642	48	93	141	9.45	7.05
70-646	41	84	125	8.4	6.3
70-417	50	75	125	8.75	6.25
70-413	50	75	125	8.75	6.25
ACD	25	0	25	2.5	1.25
70-414	35	75	125	8.75	6.25
Critical Thinking-001	54	0	54	5.4	2.7
Business Communication-002	54	0	54	5.4	2.7
Business Math-003	54	0	54	5.4	2.7
Intro to Business-004	54	0	54	5.4	2.7
Principles of Mgt-005	54	0	54	5.4	2.7
American Gov't -006	54	0	54	5.4	2.7

Associate of Applied Science Degree in NETWORK & DATABASE ADMINISTRATION
1230 clock hours

Course	Lecture Hours Theory	Lab hours Hands on	Total Clock Hours	Academic QCH Breakdown	Financial Aid QCH Breakdown
70-680	35	90	125	8	6.25
70-640	35	140	185	11	9.25
CS	21	0	21	2.1	1.05
70-461	25	105	130	7.75	6.5
70-462	102	108	210	15.5	10.5
40-463	114	96	210	16.2	10.5
ACD	25	0	25	2.5	1.25
Critical Thinking-001	54	0	54	5.4	2.7
Business Communication-002	54	0	54	5.4	2.7
Business Math-003	54	0	54	5.4	2.7
Intro to Business-004	54	0	54	5.4	2.7
Principles of Mgt-005	54	0	54	5.4	2.7
American Gov't -006	54	0	54	5.4	2.7

ELECTIVE COURSE CHART

SECURITY + 125 clock hours

Course	Lecture Hours Theory	Lab hours Hands on	Total Clock Hours	Academic QCH Breakdown	Financial Aid QCH Breakdown
SY0-401	50	75	125	8.75	6.25

Cisco Certified Network Administrator 250 clock hours

Course	Lecture Hours Theory	Lab hours Hands on	Total Clock Hours	Academic QCH Breakdown	Financial Aid QCH Breakdown
640-822	45	90	125	9	6.25
640-816	45	90	125	9	6.25

Linux + clock hours 125

Course	Lecture Hours Theory	Lab hours Hands on	Total Clock Hours	Academic QCH Breakdown	Financial Aid QCH Breakdown
LINUX +	50	75	125	8.75	6.25

IT CERTIFICATE PROGRAMS & COURSE CHART

COMPUTER AND NETWORK TECHNICIAN 941 clock hours					
Course	Lecture Hours Theory	Lab hours Hands on	Total Clock Hours	Academic QCH Breakdown	Financial Aid QCH Breakdown
220-801	75	105	180	12.75	9
220-802	54	72	126	9	6.3
N10-005a	22	20	42	3.2	2.1
N10-005b	50	49	96	7.3	4.8
70-680	35	90	125	8	6.25
70-640	35	140	185	11	9.25
ACD	25	0	25	2.5	1.25
CS	21	0	21	2.1	1.05
TF	2	28	30	1.6	1.5
MOE-10	31.5	53.5	85	5.82	4.25
VMW-001	15	11	26	2.05	1.3
COMPUTER SPECIALIST & NETWORK TECHNICIAN 980 clock hours					
Course	Lecture Hours Theory	Lab hours Hands on	Total Clock Hours	Academic QCH Breakdown	Financial Aid QCH Breakdown
220-801	75	105	180	12.75	9
220-802	54	72	126	9	6.3
N10-005a	22	20	42	3.2	2.1
N10-005b	50	49	96	7.3	4.8
70-680	35	90	125	8	6.25
70-640	35	140	185	11	9.25
Linux +	96	84	180	13.8	9
ACD	25	0	25	2.5	1.25
CS	21	0	21	2.1	1.05
NETWORK & DATABASE ADMINISTRATOR 906 clock hours					
Course	Lecture Hours Theory	Lab hours Hands on	Total Clock Hours	Academic QCH Breakdown	Financial Aid QCH Breakdown
70-680	35	90	125	8	6.25
70-640	35	140	185	11	9.25
CS	21	0	21	2.1	1.05
70-461	25	105	130	7.75	6.5
70-462	102	108	210	15.6	10.5
40-463	114	96	210	16.2	10.5
ACD	25	0	25	2.5	1.25
PC TECHNICIAN 306 clock hours					
Course	Lecture Hours Theory	Lab hours Hands on	Total Clock Hours	Academic QCH Breakdown	Financial Aid QCH Breakdown
220-801	75	105	180	12.75	9
220-802	54	72	126	9	6.3

NETWORK SUPPORT SPECIALIST 579 clock hours					
Course	Lecture Hours	Lab hours	Total Clock Hours	Academic QCH Break down	FA QCH Break Down
N10-005a	22	20	42	3.2	2.1
N10-005b	50	49	96	7.3	4.8
CS	21	0	21	2.1	1.05
SY0-003	67	58	125	9.6	6.25
100-101	45	90	135	9	6.75
ACD	25	0	25	2.5	1.25
200-101	45	90	135	9	6.75
PC SUPPORT SPECIALIST 575 hrs					
Course	Lecture Hours	Lab hours	Total Clock Hours	Academic QCH Break down	FA QCH Break Down
220-801	54	72	126	9	6.3
CS	21	0	21	2.1	1.05
220-802	75	105	180	12.75	9
N10-005a	22	20	42	3.2	2.1
N10-005b	50	49	96	7.3	4.8
ACD	25	0	25	2.5	1.25
MOE-10	31.5	53.5	85	5.82	4.25
TECH SUPPORT SPECIALIST 614 Hours					
Course Prefix	Lecture Hours	Lab hours	Total Clock Hours	Academic QCH Break down	FA QCH Break Down
N10-005a	22	20	42	3.2	2.1
N10-005b	50	49	96	7.3	4.8
CS	21	0	21	2.1	1.05
70-680	35	90	125	8	6.25
LX0-101	96	84	180	13.8	9
ACD	25	0	25	2.5	1.25
SY0-003	67	58	125	9.6	6.25

IT SERVER ADMINISTRATOR 1007 clock hours					
Course	Lecture Hours Theory	Lab hours Hands on	Total Clock Hours	Academic QCH Breakdown	Financial Aid QCH Breakdown
70-680	35	90	125	8	6.25
CS	21	0	21	2.1	1.05
70-640	35	140	185	11	9.25
70-642	48	93	141	9.45	7.05
70-646	41	84	125	8.4	6.3
70-417	50	75	125	8.75	6.25
70-413	50	75	125	8.75	6.25
ACD	25	0	25	2.5	1.25
70-414	35	75	125	8.75	6.25
IT NETWORK ENGINEER 1002 clock hours					
Course	Lecture Hours Theory	Lab hours Hands on	Total Clock Hours	Academic QCH Breakdown	Financial Aid QCH Breakdown
70-680	35	90	125	8	6.25
CS	21	0	21	2.1	1.05
70-410	35	150	185	11	9.25
70-411	48	93	141	9.45	7.05
70-412	45	95	125	8.25	7.00
70-413	50	75	125	8.75	6.25
ACD	25	0	25	2.5	1.25
70-414	35	75	125	8.75	6.25
elective	25	105	130	7.75	6.25
SECURITY + 125 clock hours					
Course	Lecture Hours Theory	Lab hours Hands on	Total Clock Hours	Academic QCH Breakdown	Financial Aid QCH Breakdown
SY0-401	50	75	125	8.75	6.25
Cisco Certified Network Administrator 250 clock hours					
Course	Lecture Hours Theory	Lab hours Hands on	Total Clock Hours	Academic QCH Breakdown	Financial Aid QCH Breakdown
640-822	45	90	125	9	6.25
640-816	45	90	125	9	6.25
Linux + clock hours					
Course	Lecture Hours Theory	Lab hours Hands on	Total Clock Hours	Academic QCH Breakdown	Financial Aid QCH Breakdown
LINUX +	50	75	125	8.75	6.25

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, working in the office of a doctor, dentist or chiropractor; for an insurance company; or for a facility such as a clinic, hospital, or skilled nursing center.

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

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

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

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

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

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

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

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

- **MOE-10** Microsoft Office Essentials 2010
- **CS** Career Success
- **TF** Typing Fundamentals
- **MED02-04a** Medical Law & Ethics
- **MED02-01** Medical Terminology
- **MED02-02** Anatomy & Physiology
- **MED01-01** Medical Administrative Essentials
- **MED 02-07** Advanced Billing & Reimbursement
- **MED03-01** Physician Coding
- **ACD** Advanced Career Development
- **MED03-02** Advanced Facility Coding
- **AD-001** Critical Thinking
- **AD-002** Business Communication
- **AD-003** Business Math
- **AD-004** Introduction to Business
- **AD-005** Principles of Management
- **AD-006** American Government

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 GED
Academic Quarter Credit:	100.91
Financial Aid Quarter Credit:	63
Clock hours:	1285 hours
Student Status:	Full time = 24 hours/week; ¾ time = 18 hours/week.; Part Time = 12 hours/week
Course Length:	Full time = 66 weeks. ¾ time = 79 weeks. Part time = 105 weeks
Registration Fee:	\$200
Books & Supplies:	\$2,890
Exam Fee: **	\$465
Tuition:	\$19,395
STRF*	<u>to be determined, if applicable</u>
Total cost	\$22,950

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

**Exam Fees are optional. Price without Exam Fees \$22,485. Exam Fees payable to authorized testing centers are included in the above total.

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:

- **DL-001** Digital Literacy
- **MOE-10A** Microsoft Office Essentials
- **CS** Career Success
- **TF** Typing Fundamentals
- **MED02-04a** Medical Law and Ethics
- **MED04-01** Electronic Health Records
- **MED02-01** Medical Terminology
- **MED02-08** Health Information Billing and Coding
- **HIT-001** Health Information Technology
- **DB-001** Introduction to Database
- **ACD** Advanced Career Development
- **77-885** Access
- **AD-001** Critical Thinking
- **AD-002** Business Communication
- **AD-003** Business Math
- **AD-004** Introduction to Business
- **AD-005** Principles of Management
- **AD-006** American Government

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 GED
Academic Quarter Credit:	94.85
Financial Aid Quarter Credit:	62
Clock hours:	1240 hours
Student Status:	Full time = 24 hours/week; ¾ time = 18 hours/week; Part Time = 12 hours/week
Course Length:	Full time = 65 weeks; ¾ time = 27 weeks; Part time =103weeks.
Registration Fee:	\$200
Books & Supplies:	\$2,429
Exam Fee**:	\$263
Tuition:	\$20,058
STRF*	<u>to be determined, if applicable</u>
Total cost	\$22,950

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

**Exam Fees are optional. Price without Exam Fees \$22,687. Exam Fees payable to authorized testing centers are included in the above total.

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.

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

The Medical Billing and Coding program consists of the following courses:

- **MOE-10** Microsoft Office Essentials 2010
- **CS** Career Success
- **TF** Typing Fundamentals
- **MED02-04a** Medical Law & Ethics
- **MED02-01** Medical Terminology
- **MED02-02** Anatomy & Physiology
- **MED01-01** Medical Administrative Essentials
- **MED 02-07** Advanced Billing & Reimbursement
- **MED03-01** Physician Coding
- **ACD** Advanced Career Development
- **MED03-02** Advanced Facility Coding

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 GED
Academic Quarter Credit:	68.51
Financial Aid Quarter Credit:	47
Clock hours:	961 hours
Student Status:	Full time = 24 hours/week; $\frac{3}{4}$ time = 18 hours/week.; Part Time = 12 hours/week
Course Length:	Full time = 40 weeks. $\frac{3}{4}$ time = 53 weeks. Part time = 70 weeks
Registration Fee:	\$200
Books & Supplies:	\$1,840
Exam Fee: **	\$465
Tuition:	\$14,445
STRF*	<u>to be determined, if applicable</u>
Total cost	\$16,950

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

**Exam Fees are optional. Price without Exam Fees \$16,485. Exam Fees payable to authorized testing centers are included in the above total.

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:

- **DL-001** Digital Literacy
- **MOE-10a** Microsoft Office Essentials
- **CS** Career Success
- **TF** Typing Fundamentals
- **MED02-04a** Medical Law and Ethics
- **MED04-01** Electronic Health Records
- **MED02-01** Medical Terminology
- **MED01-02a** Professional Billing Concepts
- **ACD** Advanced Career Development
- **MED02-07** Advanced Billing & Reimbursement

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 or GED
Academic Quarter Credit:	46.75
Financial Aid Quarter Credit:	33
Clock hours:	671 hours
Student Status:	Full time = 24 hours/week; $\frac{3}{4}$ time = 18 hours/week; Part Time = 12 hours/week
Course Length:	Full time = 28 weeks; $\frac{3}{4}$ time = 38 weeks; Part time = 56 weeks.
Registration Fee:	\$200
Books & Supplies:	\$1,234
Exam Fees**:	\$161
Tuition:	\$10,155
STRF*	<u>to be determined, if applicable</u>
Total cost	\$11,750

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

**Exam Fees are optional. Price without Exam Fees \$11,589. Exam Fees payable to authorized testing centers are included in the above total.

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 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

The Health Information Specialist program consists of the following courses:

- **DL-001** Digital Literacy
- **MOE-10a** Microsoft Office Essentials
- **CS** Career Success
- **TF** Typing Fundamentals
- **MED02-04a** Medical Law and Ethics
- **MED04-01** Electronic Health Records
- **MED02-01** Medical Terminology
- **MED02-08** Health Information Billing and Coding
- **HIT-001** Health Information Technology
- **DB-001** Introduction to Database
- **ACD** Advanced Career Development
- **77-885** Access

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 or GED
Academic Quarter Credit:	62.45
Financial Aid Quarter Credit:	45
Clock hours:	916 hours
Student Status:	Full time = 24 hours/week; $\frac{3}{4}$ time = 18 hours/week; Part Time = 12 hours/week
Course Length:	Full time = 38 weeks; $\frac{3}{4}$ time = 50 weeks; Part time = 76 weeks.
Registration Fee:	\$200
Books & Supplies:	\$1,379
Exam Fees**:	\$263
Tuition:	\$15,108
STRF*	<u>to be determined, if applicable</u>
Total cost	\$16,950

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

**Exam Fees are optional. Price without Exam Fees \$16,687. Exam Fees payable to authorized testing centers are included in the above total.

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:

- **DL-001** Digital Literacy
- **77-881** Microsoft Word 2010*
- **CS** Career Success
- **TF** Typing Fundamentals
- **77-882** Microsoft Excel 2010*
- **77-883** Microsoft PowerPoint 2010*
- **77-884** Microsoft Outlook 2010*
- **ACD** Advanced Career Development
- **PBS-001** Advanced Office Procedures
- **PBS-002** Advanced Organizational Management
- **AC-001** Introduction to Accounting
- **PBS-003a** Quickbooks *
- **AD-001** Critical Thinking
- **AD-002** Business Communication
- **AD-003** Business Math
- **AD-004** Introduction to Business
- **AD-005** Principles of Management
- **AD-006** American Government

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 or GED
Academic Quarter Credit:	98.33
Financial Aid Quarter Credit:	66
Clock hours:	1330 hours
Student Status:	Full time = 24 hours/week; ¾ time = 18 hours/week; Part Time = 12 hours/week
Course Length:	Full time = 69 weeks; ¾ time = 83 weeks; Part time = 111 weeks.
Registration Fee:	\$200
Books & Supplies:	\$1,974
Exam Fee: **	\$608
Tuition:	\$20,168
STRF*	<u>to be determined, if applicable</u>
Total cost	\$22,950

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

** Exam Fees are optional. Price without Exam Fees \$22,342.

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

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:

- **77-881** Microsoft Word 2010*
- **CS** Career Success
- **TF** Typing Fundamentals
- **77-882** Microsoft Excel 2010*
- **77-883** Microsoft PowerPoint 2010*
- **77-884** Microsoft Outlook 2010*
- **PBS-001** Office Procedures
- **PBS-002** Organizational Management
- **ACD** Advanced Career Development
- **PBS-003** Bookkeeping Applications

The Office Administrator program is appropriate for job roles including:

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

Prerequisites:	High School Diploma or GED
Academic Quarter Credit:	52.18
Financial Aid Quarter Credit:	38
Clock hours:	776 hours
Student Status:	Full time = 24 hours/week; $\frac{3}{4}$ time = 18 hours/week; Part Time = 12 hours/week
Course Length:	Full time = 32 weeks; $\frac{3}{4}$ time = 43 weeks; Part time = 64 weeks.
Registration Fee:	\$200
Books & Supplies:	\$885
Exam Fee: **	\$405
Tuition:	\$10,460
STRF*	<u>to be determined, if applicable</u>
Total cost	\$11,950

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

** Exam Fees are optional. Price without Exam Fees \$11,545. Exam Fees payable to authorized testing centers are included in the above total.

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:

- **DL-001** Digital Literacy
- **77-881** Microsoft Word 2010*
- **CS** Career Success
- **TF** Typing Fundamentals
- **77-882** Microsoft Excel 2010*
- **77-883** Microsoft PowerPoint 2010*
- **77-884** Microsoft Outlook 2010*
- **ACD** Advanced Career Development
- **PBS-001** Advanced Office Procedures
- **PBS-002** Advanced Organizational Management
- **AC-001** Introduction to Accounting
- **PBS-003a** Quickbooks *

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 or GED
Academic Quarter Credit:	65.93
Financial Aid Quarter Credit:	50
Clock hours:	1006 hours
Student Status:	Full time = 24 hours/week; $\frac{3}{4}$ time = 18 hours/week; Part Time = 12 hours/week
Course Length:	Full time = 42 weeks; $\frac{3}{4}$ time = 56 weeks; Part time = 84 weeks.
Registration Fee:	\$200
Books & Supplies:	\$924
Exam Fee: **	\$608
Tuition:	\$15,218
STRF*	<u>to be determined, if applicable</u>
Total cost	\$16,950

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

** Exam Fees are optional. Price without Exam Fees \$16,342.

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

Associates in Applied Sciences Degree in MEDICAL BILLING & CODING 1285 clock hours					
Course	Lecture Hours Theory	Lab hours Hands on	Total Clock Hours	Academic QCH Breakdown	Financial Aid QCH Breakdown
MOE-10	31.5	53.5	85	5.82	4.25
CS	21	0	21	2.1	1.05
TF	2	28	30	1.6	1.5
MED02-04a	25	40	65	4.5	3.25
MED02-01	28.5	56.5	85	4.25	4.25
MED02-02	70	50	120	9.56	6
ACD	25	0	25	2.5	1.25
MED01-01	38	42	80	5.9	4
MED02-07	36	54	90	6.3	4.5
MED03-01	97	98	195	14.6	9.75
MED03-02	34	131	165	9.95	8.25
Critical Thinking-001	54	0	54	5.4	2.7
Business Communication-002	54	0	54	5.4	2.7
Business Math-003	54	0	54	5.4	2.7
Intro to Business-004	54	0	54	5.4	2.7
Principles of Mgt-005	54	0	54	5.4	2.7
American Gov't -006	54	0	54	5.4	2.7
Associates in Applied Sciences Degree in HEALTH INFORMATION 1240 HOURS					
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
TPI-CS	21	0	21	2.1	1.05
TS-TF	2	28	30	1.6	1.5
MOE-10	31.5	53.5	85	5.82	4.25
MED02-04a	25	40	65	4.5	3.25
MED01-01	38	42	80	5.9	4
MED02-01	28.5	56.5	85	5.67	4.25
MED02-08	46	119	165	10.55	8.25
HIT-001	36	54	90	6.3	4.5
INTRO TO DB	25	60	85	5.5	4.25
ACD	25	0	25	2.5	1.25
77-885	30	95	125	7.75	6.25
Critical Thinking-001	54	0	54	5.4	2.7
Business Communication-002	54	0	54	5.4	2.7
Business Math-003	54	0	54	5.4	2.7
Intro to Business-004	54	0	54	5.4	2.7
Principles of Mgt-005	54	0	54	5.4	2.7
American Gov't -006	54	0	54	5.4	2.7

HEALTH SERVICES PROGRAM S & COURSE CHART

MEDICAL BILLING & CODING 961 clock hours					
Course	Lecture Hours Theory	Lab hours Hands on	Total Clock Hours	Academic QCH Breakdown	Financial Aid QCH Breakdown
MOE-10	31.5	53.5	85	5.82	4.25
CS	21	0	21	2.1	1.05
TF	2	28	30	1.6	1.5
MED02-04a	25	40	65	4.5	3.25
MED02-01	28.5	56.5	85	5.68	4.25
MED02-02	70	50	120	9.56	6
ACD	25	0	25	2.5	1.25
MED01-01	38	42	80	5.9	4
MED02-07	36	54	90	6.3	4.5
MED03-01	97	98	195	14.6	9.75
MED03-02	34	131	165	9.95	8.25
MEDICAL RECORDS SPECIALIST 671 HOURS					
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	3.0
MOE-10A	38	87	125	8.15	6.25
CS	21	0	21	2.1	1.05
TF	20	28	30	1.6	1.5
MED02-04a	25	40	65	4.5	3.0
MED02-01	28.5	56.5	85	5.68	4.25
MED04-01	38	42	80	5.9	4.0
MED01-02a	25.5	64.5	90	5.77	4.5
ACD	25	0	25	2.5	1.25
MED02-07	36	54	90	6.3	4.5
HEALTH INFORMATION SPECIALIST 916HOURS					
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
TPI-CS	21	0	21	2.1	1.05
TS-TF	2	28	30	1.6	1.5
MOE-10	31.5	53.5	85	5.82	4.25
MED02-04	25	40	65	4.5	3.25
MED01-01	38	42	80	5.9	4
MED02-01	28.5	56.5	85	5.67	4.25
MED02-08	46	119	165	10.55	8.25
HIT-001	36	54	90	6.3	4.5
INTRO TO DB	25	60	85	5.5	4.25
ACD	25	0	25	2.5	1.25
77-885	30	95	125	7.75	6.25

BUSINESS OFFICE PROGRAM S & COURSE CHART

Associates in Applied Sciences Degree in OFFICE ACCOUNTING 1330 clock hours					
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
77-881	30	95	125	7.75	6.25
CS	21	0	21	2.1	1.05
TF	2	28	30	1.6	1.5
77-882	40	85	125	8.25	6.25
77-883	40	60	100	7	5
77-884	30	70	100	6.5	5
ACD	25	0	25	2.5	1.25
PBS-001	22	58	80	5.1	4
PBS-002	27.5	52.5	80	5.38	4
AC-001	25	105	130	7.75	6.25
AC-101	25	105	130	7.75	6.25
Critical Thinking-001	54	0	54	5.4	2.7
Business Communication-002	54	0	54	5.4	2.7
Business Math-003	54	0	54	5.4	2.7
Intro to Business-004	54	0	54	5.4	2.7
Principles of Mgt-005	54	0	54	5.4	2.7
American Gov't -006	54	0	54	5.4	2.7

OFFICE ADMINISTRATION 776 clock hours					
Course	Lecture Hours Theory	Lab hours Hands on	Total Clock Hours	Academic QCH Breakdown	Financial Aid QCH Breakdown
77-881	30	95	125	7.75	6.25
CS	21	0	21	2.1	1.05
TF	2	28	30	1.6	1.5
77-882	40	85	125	8.25	6.25
77-883	40	60	100	7	5
77-884	30	70	100	6.5	5
ACD	25	0	25	2.5	1.25
PBS-001	22	58	80	5.1	4
PBS-002	27.5	52.5	80	5.38	4
PBS-003	30	60	90	6	4.5
OFFICE ACCOUNTING SPECIALIST 1006 clock hours					
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
77-881	30	95	125	7.75	6.25
CS	21	0	21	2.1	1.05
TF	2	28	30	1.6	1.5
77-882	40	85	125	8.25	6.25
77-883	40	60	100	7	5
77-884	30	70	100	6.5	5
ACD	25	0	25	2.5	1.25
PBS-001	22	58	80	5.1	4
PBS-002	27.5	52.5	80	5.38	4
AC-001	25	105	130	7.75	6.25
AC-101	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 CAMPUS DIRECTOR



Sunita Rangwala: srangwala@asher.edu Sunita has been with Asher College since February 2010. She graduated from a Medical School and has a Degree in Medicine from India. Sunita has over 10 years' experience in the medical field. She has been actively teaching in vocational education for the last 6 years and enjoyed working as a Director of Education in Post-Secondary Vocational School. She actively participates in local AAPC chapter meetings and ensures that the students are current with updates in the field. She regularly holds CPC exam prep workshops for students getting ready to take the certification exam. Sunita is passionate about her students' success and hosts a variety of lectures and webinars to benefit the students. Sunita is also the acting Health Services Program Director for the San Jose campus. She has the following certifications:

- CPC
- MOE Specialist
- NCMA
- NCPT
- CPTI

Sunita's Professional Affiliations:

- AAPC
- AMBA

ADMISSIONS ADVISORS



Cynthia Nanquil cnanquil@asher.edu Cynthia Nanquil received her Bachelor of Arts in Psychology with a minor in Sociology from San Jose State University. Her past work experience includes counseling a diverse student demographic in a school setting and takes pride in helping students accomplish their educational goals. Away from work, Cynthia has a passion for music and art. She enjoys attending cultural events and spending time with family and friends.



Gene Murden gmurden@asher.edu Right out of high school, Gene enlisted in the United States Air Force, and received an Honorable Discharge for his service. He then put himself through school at De Anza College and San Jose State. Gene has worked in education for over 12 years as an Outreach Officer, Motivational Speaker, Program Counselor, and Admissions Representative. He has experience with the EOP (Educational Opportunity Program), created and hosted the Black and Latino Student Conference, and is a strong believer in opening doors for others, and second chances.

STUDENT SERVICES ADMINISTRATOR, VETERANS REPRESENTATIVE



Lindsay Dale ldale@asher.edu: Lindsay joined the Asher College team in February 2011. She has 10 years' experience working in higher education, including procurement and campus retail. Lindsay has enjoyed working in the academic world, and has been a member of the California Association of College Stores, and served on the national advisory committee for the Independent College Bookstore Association. Lindsay is currently on the Dean's List and President's List for her coursework in Business Management.

IT INSTRUCTORS



John Farquharson jfarquharson@asher.edu John has been with Asher College since 2003. He enjoys working with students. John's past experience has been with Cisco and Motorola for 20 years. He has the following certifications:

- CCNA
- MCP
- MCSE
- MCDBA
- MCSA
- MCTS: Windows Server 2008 Network Infrastructure



Mohamed Hassan mhassan@asher.edu Mohamed Hassan has over 10+ years of experience in the IT and Project Management industry. He holds a B.S degree in Network and Communication Management, M.S degree in IT Project Management and currently he is a Ph.D researcher pursuing a doctoral degree at North Central University. Mohamed brings several years of experience having worked for Dell, Google, Kerio Technologies, and recently he was the Head of IT and Project Management for an e-Government project in Dubai, UAE. Mohamed is an avid learner with a sincere passion for teaching; he enjoys reading and writing and believes that there is nothing called perfect knowledge nor I know it all.

HEALTH SERVICES INSTRUCTOR



Ivan E. Wood, Jr. iwood@asher.edu: Ivan became a student at TechSkills of California, San Jose, in December of 2010, studying both the Medical Administration Specialist and Medical Billing and Coding programs. He became an intern at Planned Parenthood from August 2010 to March 2011, joining the Asher College instructor team in April 2011. Ivan is a member of the American Medical Billing Association and AAPC. He has the following certifications:

- CMRS
- Health Information Technology (HIT)
- Microsoft Outlook
- Microsoft Word

Ivan's professional affiliations:

- AAPC
- AMBA

HEALTH SERVICES INSTRUCTOR ASSISTANT



Andy Huizar ahuizar@asher.edu: Andy began his Asher College career as a student in the Medical Billing and Coding program. Andy became a leader in the Health Services department through his participation in the Student Leadership Team and by leading campus workshops and lectures, and continues to be a role model for students as a member of our coaching team.