



**Asher College  
Sacramento Campus**

**VA Addendum  
Catalog March 1, 2018 – December  
31, 2020**



**Accredited by the Accrediting Council for  
Continuing Education and Training  
December 2018-December 2023**

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

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

President Signature

1215 Howe Ave Suite 101 \*Sacramento Ca 95825-2401\*  
916.649.9600  
[www.asher.edu](http://www.asher.edu)

# Associate of Applied Science Degree Program Descriptions

## ASSOCIATE OF APPLIED SCIENCE DEGREE IN COMPUTER NETWORK TECHNOLOGY

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

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

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

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

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

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

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

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

#### **PCS110r PC Support Level 1**

(Full time=6 weeks;  $\frac{3}{4}$  time=9 weeks; Part Time=13 weeks)

#### **CD101 Career Success**

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

#### **PCS111r PC Support Level 1**

(Full time =9 weeks;  $\frac{3}{4}$  time =11 weeks; Part Time=17 weeks)

#### **NET102 Introduction to Networking**

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

#### **VMW101 Introduction to VM Ware**

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

#### **TF100 Typing Fundamentals**

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

#### **MOE100r MS Essentials**

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

**MOS102 Windows OS**

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

**CD201 Advanced Career Development**

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

**\*\*SEC101 Network and Operational Security\*\***

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

**\*\*CS101 Introduction to Coding\*\***

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

**GE101 Critical Thinking**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

**GE102 Business Communication**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

**GE103 Business Math**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

**GE104 Introduction to Business**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

**GE105 Principles of Management**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

**GE106 American Government**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

Elective **\*\*SEC101 or CS101\*\*** Network and Operational Security can be replaced by Introduction to Coding.

**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
- Computer Technician
- Help Desk
- Computer User Support Specialist

<b>Prerequisites:</b>	<b>High School Diploma, HS Equivalent, or 6 college credits</b>
<b>Academic Quarter Credit:</b>	<b>91</b>
<b>Financial Aid Quarter Credit:</b>	<b>63</b>
<b>Student Status:</b>	<b>Full time = 24 hours/week; ¾ time = 18 hours/week; Part Time = 12 hours/week</b>
<b>Program Length:</b>	<b>Full time = 65 weeks; ¾ time = 78 weeks; Part time = 104 weeks</b>
<b>Registration Fee:</b>	<b>\$200</b>
<b>Books:</b>	<b>\$200</b>
<b>Tuition:</b>	<b>\$27,300</b>
<b>STRF*</b>	<b><u>to be determined, if applicable</u></b>
<b>Total cost</b>	<b>\$27,700</b>

- For period of Attendance
- Estimate cost total program (\$27,700)

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

**ASSOCIATE OF APPLIED SCIENCE DEGREE IN**  
**COMPUTER INFORMATION**

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

The Associate of Applied Science Degree in Computer Information (AAS CI) program can result in CompTIA, Microsoft and Cisco certifications, depending on the elective track selected. Certifications are known among Information Technology professionals as foundational to an IT professional's career.

Students who enroll in the AAS CIS 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 AAS CI program offers 2 elective tracks:**

In Track I students will be able to install, configure, and manage systems running Linux operating systems using either RedHat or Debian kernels. In addition, the student will be able to create Virtual Machines and manage Virtual Computers.

In Track II students will be able to implement a small switched network, implement an IP addressing service, configure and trouble shoot basic operation and routing on Cisco devices.

AAS CI 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 Information includes the following training courses:**

**PCS110r PC Support Level 1**

(Full time =6 weeks; ¾ time =9 weeks; Part Time=13 weeks)

**CD101 Career Success**

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

**PCS111r PC Support Level 2**

(Full time =9 weeks; ¾ time =11 weeks; Part Time=17 weeks)

**NET102 Introduction to Networking**

(Full time=5 weeks; ¾ time=7 weeks; Part Time=11 weeks)

**MOS102 Windows OS**

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

**\*\*SEC101 Network and Operational Security\*\***

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

**\*\*CS101 Introduction to Coding\*\***

(Full time=5 weeks; ¾ time=7 weeks; Part Time=10 weeks) 45

**CD201 Advanced Career Development**

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

**GE101 Critical Thinking**

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

**GE102 Business Communication**

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

**GE103 Business Math**

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

**GE104 Introduction to Business**

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

**GE105 Principles of Management**

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

**GE106 American Government**

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

**ELECTIVE TRACK I\*****TF100 Typing Fundamentals:**

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

**CFO100 Cloud Fundamentals**

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

**VMW101 Introduction to VM Ware:**

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

**OSL210 Administering Linux Level 1**

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

**OSL211 Administering Linux Level 2**

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

**ELECTIVE TRACK II\*\*****CNC101 Advanced Networking Level 1:**

(Full time =6 weeks;  $\frac{3}{4}$  time =7 weeks; Part Time = 11 weeks)

**CNC102 Advanced Networking Level 2:**

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

Elective **\*\*SEC101 or CS101\*\*** Network and Operational Security can be replaced by Introduction to Coding.

**The Associate of Applied Science Degree in Computer Information is appropriate for basic supervisory or management positions including:**

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

Prerequisites:	High School Diploma, HS Equivalent, or 6 college credits
Academic Quarter Credit:	100
Financial Aid Quarter Credit:	69
Student Status:	Full time = 24 hours/week; $\frac{3}{4}$ time = 18 hours/week; Part Time = 12 hours/week
Program Length:	Full time = 71 weeks; $\frac{3}{4}$ time = 85 weeks; Part time = 113 weeks
Registration Fee:	\$200
Books:	\$200
Tuition:	\$27,800
STRF*	<u>to be determined, if applicable</u>
Total cost	\$28,200

- For period of Attendance
- Estimate cost total program (\$28,200)

\*Additional fee charged by state for STRF

## ASSOCIATE OF APPLIED SCIENCE DEGREE IN IT NETWORK ENGINEERING

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

The Associate of Applied Science Degree in IT Networking Engineer (AAS ITNE) program can result in Microsoft Certified Solutions Expert (MSCE): Cloud Platform and Infrastructure certification and Cisco Certified Network Associate (CCNA) certification. Certifications are known among Information Technology professionals as foundational to an IT professional's career.

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 10 and Windows Server 2012 R2 (which is a different release than just Windows Server 2012) operating systems in a stand-alone, workgroup, and domain environment. The CCNA courses allows the technical competency to implement and manage Cisco Networking equipment.

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:**

#### **MOS102 Windows OS**

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

#### **CD101 Career Success**

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

#### **MAD100 Server Basics:**

(Full time=7 weeks;  $\frac{3}{4}$  time=10 weeks; Part Time=15 weeks)

#### **MAD200 Server Administration**

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

#### **MAD400 Server Design**

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

#### **CD201 Advanced Career Development**

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

#### **CNC101 Advanced Networking Level 1:**

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

#### **CNC102 Advanced Networking Level 2:**

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

**GE101 Critical Thinking**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

**GE102 Business Communication**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

**GE103 Business Math**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

**GE104 Introduction to Business**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

**GE105 Principles of Management**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

**GE106 American Government**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

**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

<b>Prerequisites:</b>	<b>A+, Network+ or equivalent experience required, High School Diploma or HS Equivalent or 6 college credits</b>
<b>Academic Quarter Credit:</b>	<b>95.5</b>
<b>Financial Aid Quarter Credit:</b>	<b>68</b>
<b>Student Status:</b>	<b>Full time = 24 hours/week; ¾ time = 18 hours/week; Part Time = 12 hours/week</b>
<b>Program Length:</b>	<b>Full time = 69 weeks; ¾ time = 84 weeks; Part time = 112 weeks.</b>
<b>Registration Fee:</b>	<b>\$200</b>
<b>Books:</b>	<b>\$200</b>
<b>Tuition:</b>	<b>\$28,300</b>
<b>STRF*</b>	<b><u>to be determined, if applicable</u></b>
<b>Total cost</b>	<b>\$28,700</b>
	<ul style="list-style-type: none"> <li>• For period of Attendance</li> <li>• Estimate cost total program (\$28,700)</li> </ul>

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



## ASSOCIATE OF APPLIED SCIENCE DEGREE IN IT SERVER ADMINISTRATION

The Associate of Applied Science Degree in IT Server Administration prepares the student with a comprehensive set of skills necessary to perform a 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 2012 R2 servers for an enterprise organization. Windows server administrators manage infrastructure, Web, and IT application servers.

The AAS ITSA program can result in the Microsoft Certified Solutions Associate (MCSA) certification, CompTIA Linux + and Security + Certification. Certifications are known among Information Technology professionals as foundational to an IT professional's career.

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:**

#### **MOS102 Windows OS**

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

#### **CD101 Career Success**

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

#### **MAD100 Server Basics**

(Full time=7 weeks;  $\frac{3}{4}$  time=10 weeks; Part Time=15 weeks)

#### **MAD200 Server Administration**

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

#### **MAD400 Server Design:**

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

#### **VMW101 Introduction to VM Ware:**

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

#### **CFO100 Cloud Fundamentals**

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

#### **OSL210 Administering Linux Level 1:**

(Full Time=4 weeks;  $\frac{3}{4}$  Time = 5 weeks; Part Time=8 weeks)

**OSL211 Administering Linux Level 2:**

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

**CD201 Advanced Career Development**

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

**\*\*SEC101 Network and Operational Security\*\***

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

**\*\*CS101 Introduction to Coding\*\***

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

**GE101 Critical Thinking**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

**GE102 Business Communication**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

**GE103 Business Math**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

**GE104 Introduction to Business**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

**GE105 Principles of Management**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

**GE106 American Government**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

Elective **\*\*SEC101 or CS101\*\* Network and Operational Security can be replaced by Introduction to Coding.**

**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

<b>Prerequisites:</b>	<b>A+. Network+ or equivalent experience required, High School Diploma or HS Equivalent or 6 college credits.</b>
<b>Academic Quarter Credit:</b>	<b>93.5</b>
<b>Financial Aid Quarter Credit:</b>	<b>66</b>
<b>Student Status:</b>	<b>Full time = 24 hours/week; ¾ time = 18 hours/week; Part Time = 12 hours/week</b>
<b>Program Length:</b>	<b>Full time = 69 weeks; ¾ time = 82 weeks; Part time = 112 weeks</b>
<b>Registration Fee:</b>	<b>\$200</b>
<b>Books:</b>	<b>\$200</b>
<b>Tuition:</b>	<b>\$28,300</b>
<b>STRF*</b>	<b><u>to be determined, if applicable</u></b>
<b>Total cost</b>	<b>\$28,700</b>
• For period of Attendance	
• Estimate cost total program (\$28,700)	

**\*Additional fee charged by state for STRF**

## Asher College IT Certificate Program Descriptions

### COMPUTER AND NETWORK TECHNICIAN

\*ELIGIBLE FOR AAS PROGRAM

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

The Computer and Networking Technician (CNT) program can result in 3 CompTIA certifications and 1 Microsoft Certified Professional (MCP) certifications. CompTIA certifications are known among Information Technology professionals as foundational to an IT professional's career. In addition, the student will develop the keyboarding skills and technical skills needed to be an efficient worker in today's computerized workplace.

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

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

#### **The CNT program includes the following courses:**

##### **PCS110r PC Support Specialist Level 1**

(Full time=6 weeks; ¾ time=9 weeks; Part Time=13 weeks)

##### **CD101 Career Success**

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

##### **PCS111r PC Support Specialist Level 2**

(Full time =9 weeks; ¾ time =11 weeks; Part Time=17 weeks)

##### **NET102 Introduction to Networking**

(Full time=5 weeks; ¾ time=7 weeks; Part Time=11 weeks)

##### **VMW101 Introduction to VM Ware**

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

##### **MOE100r MS Essentials**

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

##### **TF100 Typing Fundamentals**

(Full time=1 week; ¾ time=2 weeks; Part Time=3 weeks)

##### **MOS102 Windows OS**

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

##### **CD201 Advanced Career Development**

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

##### **\*\*SEC101 Network and Operational Security\*\***

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

##### **\*\*CS101 Introduction to Coding\*\***

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

**Elective \*\*SEC101 or CS101\*\* Network and Operational Security can be replaced by Introduction to Coding.**

**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

*\*May be transferred into the Associate of Applied Science Degree program.*

<b>Prerequisites:</b>	<b>High School Diploma, HS Equivalent or 6 College Credits</b>
<b>Academic Quarter Credit:</b>	<b>64</b>
<b>Financial Aid Quarter Credit:</b>	<b>46</b>
<b>Student Status:</b>	<b>Full time = 24 hours/week; 3/4 time = 18 hours/week; Part Time = 12 hours/week</b>
<b>Program Length:</b>	<b>Full time = 38 weeks; 3/4 time = 51 weeks; Part time = 77 weeks</b>
<b>Registration Fee:</b>	<b>\$200</b>
<b>Books:</b>	<b>\$200</b>
<b>Tuition:</b>	<b>\$19,900</b>
<b>STRF*</b>	<b><u>to be determined, if applicable</u></b>
<b>Total cost</b>	<b>\$20,300</b>

- For period of Attendance
- Estimate cost total program (\$20,300)

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

## **COMPUTER INFORMATION SPECIALIST**

\*ELIGIBLE FOR AAS PROGRAM

The Computer Information Specialist 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 Information Specialist (CIS) program can result in CompTIA, Cisco and Microsoft certifications depending on the elective track. Certifications are known among Information Technology professionals as foundational to an IT professional's career.

### **The CIS program offers 2 elective tracks:**

In Track I students will be able to install, configure, and manage systems running Linux operating systems using either RedHat or Debian kernels. Added to this, students will be able to create Virtual Machines and manage Virtual Computers.

In Track II students will be able to implement a small switched network, implement an IP addressing service, configure and trouble shoot basic operation and routing on Cisco devices.

Students who enroll in the CIS 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 CIS program includes the following courses:**

**PCS110r PC Support Level 1**

(Full time=6 weeks; ¾ time=9 weeks; Part Time=13 weeks)

**CD101 Career Success**

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

**PCS111r PC Support Level 2**

(Full time =9 weeks; ¾ time =11 weeks; Part Time=17 weeks)

**NET102 Introduction to Networking**

(Full time=5 weeks; ¾ time=7 weeks; Part Time=11 weeks)

**MOS102 Windows OS**

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

**\*\*SEC101 Network and Operational Security\*\***

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

**\*\*CS101 Introduction to Coding\*\***

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

**CD201 Advanced Career Development**

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

**ELECTIVE TRACK I\***

**TF100 Typing Fundamentals:**

(Full time=1 week; ¾ time=2 weeks; Part Time=3 weeks)

**CFO100 Cloud Fundamentals**

(Full time=2 week; ¾ time=2 weeks; Part Time=3 weeks)

**VMW101 Introduction to VM Ware:**

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

**OSL210 Administering Linux Level 1:**

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

**OSL211 Administering Linux Level 2**

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

**ELECTIVE TRACK II\*\***

**CNC101 Advanced Networking Level 1:**

(Full time =6 weeks; ¾ time =7 weeks; Part Time = 11 weeks)

**CNC102 Advanced Networking Level 2**

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

Elective **\*\*SEC101 or CS101\*\* Network and Operational Security** can be replaced by Introduction to Coding.

**The CIS 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

*\*May be transferred into the Associate of Applied Science Degree program.*

<b>Prerequisites:</b>	<b>High School Diploma, HS Equivalent or 6 College Credits</b>
<b>Academic Quarter Credit:</b>	<b>73</b>
<b>Financial Aid Quarter Credit:</b>	<b>52</b>
<b>Student Status:</b>	<b>Full time = 24 hours/week; <math>\frac{3}{4}</math> time = 18 hours/week; Part Time = 12 hours/week</b>
<b>Program Length:</b>	<b>Full time = 44 weeks; <math>\frac{3}{4}</math> time = 58 weeks; Part time = 87 weeks</b>
<b>Registration Fee:</b>	<b>\$200</b>
<b>Books:</b>	<b>\$200</b>
<b>Tuition:</b>	<b>\$21,550</b>
<b>STRF*</b>	<b><u>to be determined, if applicable</u></b>
<b>Total cost</b>	<b>\$21,950</b>
	<ul style="list-style-type: none"><li>• For period of Attendance</li><li>• Estimate cost total program (\$21,950)</li></ul>

**\*Additional fee charged by state for STRF**

## **IT NETWORK ENGINEER**

\*ELIGIBLE FOR AAS PROGRAM

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

The IT Networking Engineer (ITNE) program can Microsoft Certified Solutions Expert (MSCE): Cloud Platform and Infrastructure certification and Cisco Certified Network Associate (CCNA) certification. Certifications are known among Information Technology professionals as foundational to an IT professional's career.

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 10 and Windows Server 2012 R2 (which is a different release than just Windows Server 2012) operating systems in a stand-alone, workgroup, and domain environment. The CCNA courses allows the technical competency to implement and manage Cisco Networking equipment.

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:**

#### **MOS102 Windows OS**

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

#### **CD101 Career Success**

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

#### **MAD100 Server Basics:**

Full time=7 weeks;  $\frac{3}{4}$  time=10 weeks; Part Time=15 weeks)

#### **MAD200 Server Administration**

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

#### **MAD300 Server Design**

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

#### **MAD400 Server Design and Infrastructure**

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

#### **CD201 Advanced Career Development**

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



**CNC101 Advanced Networking Level 1: 9.4 QCH**  
(Full time =5 weeks; ¾ time =7 weeks; Part Time = 11 weeks)

**CNC102 Advanced Networking Level 2: 9.4 QCH**  
(Full time =6 weeks; ¾ time =8 weeks; Part Time=11 weeks)

**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

*\*May be transferred into the Associate of Applied Science Degree program.*

<b>Prerequisites:</b>	<b>Network+ or equivalent experience required, High School Diploma or HS Equivalent or 6 college credits,</b>
<b>Academic Quarter Credit:</b>	<b>68.5</b>
<b>Financial Aid Quarter Credit:</b>	<b>51</b>
<b>Student Status:</b>	<b>Full time = 24 hours/week; ¾ time = 18 hours/week; Part Time = 12 hours/week</b>
<b>Program Length:</b>	<b>Full time = 42 weeks; ¾ time = 57 weeks; Part time = 85 weeks.</b>
<b>Registration Fee:</b>	<b>\$200</b>
<b>Books:</b>	<b>\$200</b>
<b>Tuition:</b>	<b>\$21,550</b>
<b>STRF*</b>	<b><u>to be determined, if applicable</u></b>
<b>Total cost</b>	<b>\$21,950</b>

- For period of Attendance
- Estimate cost total program (\$21,950)

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

## **IT SERVER ADMINISTRATOR**

\*ELIGIBLE FOR AAS PROGRAM

The IT Server Administrator 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 the Microsoft Certified Solutions Associate (MCSA) certification, CompTIA Linux + and Security + Certification. Certifications are known among Information Technology professionals as foundational to an IT professional's career.

Students who enroll in the ITSA program will have the knowledge to administrate the operations and day-to-day management of an infrastructure of Windows Server 2012 R2 servers for an enterprise organization. Windows server administrators manage infrastructure, Web, and IT application servers.

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:**

### **MOS102 Windows OS**

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

### **CD101 Career Success**

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

**MAD100 Server Basics**

(Full time=7 weeks; ¾ time=10 weeks; Part Time=15 weeks)

**MAD200 Server Administration**

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

**MAD300 Server Design**

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

**VMW101 Introduction to VM Ware:**

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

**CFO100 Cloud Fundamentals**

(Full time=2 week; ¾ time=2 weeks; Part Time=3 weeks)

**OSL210 Administering Linux Level 1:**

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

**OSL211 Administering Linux Level 2:**

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

**CD201 Advanced Career Development**

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

**\*\*SEC101 Network and Operational Security\*\***

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

**\*\*CS101 Introduction to Coding\*\***

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

Elective **\*\*SEC101 or CS101\*\* Network and Operational Security** can be replaced by **Introduction to Coding**.

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

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

*\*May be transferred into the Associate of Applied Science Degree program.*

<b>Prerequisites:</b>	<b>Network+ or equivalent experience required, High School Diploma, HS Equivalent or 6 college credits</b>
<b>Academic Quarter Credit:</b>	<b>66.5</b>
<b>Financial Aid Quarter Credit:</b>	<b>50</b>
<b>Student Status:</b>	<b>Full time = 24 hours/week; ¾ time = 18 hours/week; Part Time = 12 hours/week</b>
<b>Program Length:</b>	<b>Full time = 42 weeks; ¾ time = 55 weeks; Part time = 85 weeks.</b>
<b>Registration Fee:</b>	<b>\$200</b>
<b>Books:</b>	<b>\$200</b>
<b>Tuition:</b>	<b>\$21,550</b>
<b>STRF*</b>	<b><u>to be determined, if applicable</u></b>
<b>Total cost</b>	<b>\$21,950</b>

- For period of Attendance
- Estimate cost total program (\$21,950)

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

## **PC TECHNICIAN**

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

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

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

### **The PC Technician program includes the following courses:**

#### **PCS110 PC Support Level 1:**

(Full time=6 weeks; ¾ time=9 weeks; Part Time=13 weeks)

#### **PCS111 PC Support Level 2**

(Full time = 9 weeks; ¾ time =11 weeks; Part Time=17 weeks)

### **The PCTech program is appropriate for job roles including:**

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

<b>Prerequisites:</b>	<b>High School Diploma, HS Equivalent or 6 College Credits</b>
<b>Academic Quarter Credit:</b>	<b>24.5</b>
<b>Financial Aid Quarter Credit:</b>	<b>18</b>
<b>Student Status:</b>	<b>Full time = 24 hours/week; ¾ Time = 18 hours/week; Part time = 12 hours/week</b>
<b>Program Length:</b>	<b>Full time = 15 weeks; ¾ time=20 weeks; Part time 30 weeks</b>
<b>Registration Fee:</b>	<b>\$200</b>
<b>Books:</b>	<b>\$200</b>
<b>Tuition:</b>	<b>\$4,050</b>
<b>STRF*</b>	<b><u>to be determined, if applicable</u></b>
<b>Total cost</b>	<b>\$4450</b>

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

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

## **NETWORK SUPPORT SPECIALIST**

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

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

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

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

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

**The Network Support Specialist program includes the following courses:**

### **NET102 Introduction to Networking**

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

### **CD101 Career Success**

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

### **SEC101 Network & Operational Security**

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

### **CNC101 Advanced Networking Level 1**

(Full time =6 weeks;  $\frac{3}{4}$  time =7 weeks; Part Time =11 weeks)

### **CD201 Advanced Career Development**

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

### **CNC102 Advanced Networking Level 2**

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

**The NSS program is appropriate for job roles including:**

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

<b>Prerequisites:</b>	<b>High School Diploma, HS Equivalent or 6 college credits</b>
<b>Academic Quarter Credit:</b>	<b>40.5</b>
<b>Financial Aid Quarter Credit:</b>	<b>28</b>
<b>Student Status:</b>	<b>Full time = 24 hours/week; <math>\frac{3}{4}</math> Time = 18 hours/week; Part time = 12 hours/week</b>
<b>Program Length:</b>	<b>Full time = 24 weeks; <math>\frac{3}{4}</math> time=31 weeks; Part time 47 weeks</b>
<b>Registration Fee:</b>	<b>\$200</b>
<b>Books:</b>	<b>\$200</b>
<b>Tuition:</b>	<b>\$11,600</b>
<b>STRF*</b>	<b><u>to be determined, if applicable</u></b>
<b>Total cost</b>	<b>\$12,000</b>

- For period of Attendance
- Estimate cost total program (\$12,000)

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

## **PC SUPPORT SPECIALIST**

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

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

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

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

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

### **The PC Support Specialist program includes the following courses:**

#### **PCS110 PC Support Level 1**

(Full time=6 weeks;  $\frac{3}{4}$  time=9 weeks; Part Time=13 weeks)

#### **CD101 Career Success**

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

#### **PCS111 PC Support Level 2**

(Full time = 9 weeks;  $\frac{3}{4}$  time =11 weeks; Part Time=17 weeks)

#### **NET102 Introduction to Networking**

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

#### **CD201 Advanced Career Development**

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

#### **MOE100 MS Essentials**

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

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

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

#### **Prerequisites: High School Diploma, HS Equivalent or 6 college credits**

<b>Academic Quarter Credit:</b>	<b>44.5</b>
<b>Financial Aid Quarter Credit:</b>	<b>31</b>
<b>Student Status:</b>	<b>Full time = 24 hours/week; <math>\frac{3}{4}</math> Time = 18 hours/week; Part time = 12 hours/week</b>
<b>Program Length:</b>	<b>Full time = 26 weeks; <math>\frac{3}{4}</math> time=34 weeks; Part time 52 weeks</b>
<b>Registration Fee:</b>	<b>\$200</b>
<b>Books:</b>	<b>\$200</b>
<b>Tuition:</b>	<b>\$11,600</b>
<b>STRF*</b>	<b><u>to be determined, if applicable</u></b>
<b>Total cost</b>	<b>\$12,000</b>

- For period of Attendance
- Estimate cost total program (\$12,000)

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

## TECH SUPPORT SPECIALIST

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

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

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

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

### **The Tech Support Specialist program includes the following courses:**

#### **NET102 Introduction to Networking**

(Full time=5 weeks; ¾ time=7 weeks; Part Time=11 weeks)

#### **CD101 Career Success**

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

#### **MOS102 Windows OS**

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

#### **OSL210 Administering Linux Level 1**

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

#### **OSL211 Administering Linux Level 2**

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

#### **CD201 Advanced Career Development**

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

#### **SEC101 Network and Operational Security**

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

### **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

<b>Prerequisites:</b>	<b>High School Diploma, HS Equivalent or 6 College Credits</b>
<b>Academic Quarter Credit:</b>	<b>42.5</b>
<b>Financial Aid Quarter Credit:</b>	<b>30</b>
<b>Student Status:</b>	<b>Full time = 24 hours/week; ¾ Time = 18 hours/week; Part time = 12 hours/week</b>
<b>Program Length:</b>	<b>Full time = 25 weeks; ¾ time=33 weeks; Part time 51 weeks</b>
<b>Registration Fee:</b>	<b>\$200</b>
<b>Books:</b>	<b>\$200</b>
<b>Tuition:</b>	<b>\$11,600</b>
<b>STRF*</b>	<b><u>to be determined, if applicable</u></b>
<b>Total cost</b>	<b>\$12,000</b>

- For period of Attendance
- Estimate cost total program (\$12,000)

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

# Associate of Applied Science Degree Program Descriptions

## ASSOCIATE OF APPLIED SCIENCE DEGREE IN MEDICAL BILLING AND CODING

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

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

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

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

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

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

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

**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:**

### **MOE100r MS Essentials**

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

### **CD101 Career Success**

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

### **TF100 Typing Fundamentals**

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

### **HS204 Medical Law & Ethics**

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

### **HS201 Medical Terminology**

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

### **HS202 Anatomy & Physiology**

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

### **HS401 Electronic Health Records**

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



**HS207 Advanced Billing & Reimbursement**

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

**HS310 Physician Coding**

(Full time=8 weeks; ¾ time=11 weeks; Part Time=16 weeks)

**CD201 Advanced Career Development**

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

**HS311 Advanced Facility Coding**

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

**GE101 Critical Thinking**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

**GE102 Business Communication**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

**GE103 Business Math**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

**GE104 Introduction to Business**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

**GE105 Principles of Management**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

**GE106 American Government**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

**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

<b>Prerequisites:</b>	<b>High School Diploma or HS Equivalent</b>
<b>Academic Quarter Credit:</b>	<b>93.5</b>
<b>Financial Aid Quarter Credit:</b>	<b>64</b>
<b>Student Status:</b>	<b>Full time = 24 hours/week; ¾ time = 18 hours/week. Part Time = 12 hours/week</b>
<b>Program Length:</b>	<b>Full time = 68 weeks. ¾ time = 81 weeks. Part time = 107 weeks</b>
<b>Registration Fee:</b>	<b>\$200</b>
<b>Books:</b>	<b>\$200</b>
<b>Tuition:</b>	<b>\$25,300</b>
<b>STRF*</b>	<b><u>to be determined, if applicable</u></b>
<b>Total cost</b>	<b>\$25,700</b>
	<ul style="list-style-type: none"> <li>▪ For period of Attendance</li> <li>▪ Estimate cost total program (\$25,700)</li> </ul>

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

## ASSOCIATE OF APPLIED SCIENCE DEGREE IN HEALTH INFORMATION

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

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

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

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

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:**

#### **DL101 Digital Literacy**

(Full time=2 weeks;  $\frac{3}{4}$  time=3 weeks; Part Time=5 weeks)

#### **CD101 Career Success**

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

#### **MOE100r MS Essentials**

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

#### **TF100 Typing Fundamentals**

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

#### **PBS111 Office Administration:**

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

#### **HS204 Medical Law & Ethics**

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

#### **HS201 Medical Terminology**

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

#### **HS202 Human Anatomy & Physiology:**

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

#### **HS401 Electronic Health Records**

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

#### **HS208 Health Information Billing and Coding**

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

**CD201 Advanced Career Development**

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

**HIT101 Health Information Technology**

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

**GE101 Critical Thinking**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

**GE102 Business Communication**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

**GE103 Business Math**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

**GE104 Introduction to Business**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

**GE105 Principles of Management**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

**GE106 American Government**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

**The Associate of Applied Science Degree in Health Information program 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

<b>Prerequisites:</b>	<b>High School Diploma or HS Equivalent</b>
<b>Academic Quarter Credit:</b>	<b>91.5</b>
<b>Financial Aid Quarter Credit:</b>	<b>62</b>
<b>Student Status:</b>	<b>Full time = 24 hours/week; ¾ time = 18 hours/week; Part Time = 12 hours/week</b>
<b>Program Length:</b>	<b>Full time = 66 weeks; ¾ time = 78 weeks; Part time =103 weeks.</b>
<b>Registration Fee:</b>	<b>\$200</b>
<b>Books:</b>	<b>\$200</b>
<b>Tuition:</b>	<b>\$23,550</b>
<b>STRF*</b>	<b><u>to be determined, if applicable</u></b>
<b>Total cost</b>	<b>\$23,950</b>

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

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

# Asher College Health Services Certificate Program Descriptions

## MEDICAL BILLING AND CODING

\*ELIGIBLE FOR AAS PROGRAM

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

The Medical Billing and Coding (MBC) program provides students with the career knowledge to:

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

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

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

**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:**

### **MOE100r MS Essentials**

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

### **CD101 Career Success**

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

### **TF100 Typing Fundamentals**

(Full time=1 week; ¾ time=2 weeks; Part Time=3 weeks)

### **HS204 Medical Law & Ethics**

(Full time=3 weeks; ¾ time=4 weeks; Part Time=5 weeks)

### **HS201 Medical Terminology**

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

### **HS202 Anatomy & Physiology**

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

### **HS401 Electronic Health Records**

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

### **HS207 Advanced Billing & Reimbursement**

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

### **HS310 Physician Coding**

(Full time=8 weeks; ¾ time=11 weeks; Part Time=16 weeks)

### **CD201 Advanced Career Development**

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

### **HS311 Advanced Facility Coding**

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

**The Medical Billing and Coding program is appropriate for job roles including:**

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

*\*May be transferred into the Associate of Applied Science Degree program.*

<b>Prerequisites:</b>	<b>High School Diploma or HS Equivalent or 6 college credits.</b>
<b>Academic Quarter Credit:</b>	<b>66.5</b>
<b>Financial Aid Quarter Credit:</b>	<b>48</b>
<b>Student Status:</b>	<b>Full time = 24 hours/week; ¾ time = 18 hours/week. Part Time = 12 hours/week</b>
<b>Program Length:</b>	<b>Full time = 41 weeks. ¾ time = 54 weeks. Part time = 80 weeks</b>
<b>Registration Fee:</b>	<b>\$200</b>
<b>Books</b>	<b>\$200</b>
<b>Tuition:</b>	<b>\$19,050</b>
<b>STRF*</b>	<b><u>to be determined, if applicable</u></b>
<b>Total cost</b>	<b>\$19,450</b>
	<ul style="list-style-type: none"><li>• For period of Attendance</li><li>• Estimate cost total program (\$19,450)</li></ul>

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

## MEDICAL RECORDS SPECIALIST

The Medical Records Specialist (MRS) program prepares the student with a comprehensive set of skills necessary to become employable as a Medical Records Specialist working in the office of a doctor, dentist or chiropractor; for an insurance company; or for a facility such as a clinic, hospital or skills nursing center.

The Medical Records Specialist (MRS) program provides students with the career knowledge to:

- Adhere to HIPAA, Federal and State regulations concerning confidentiality in the medical field
- Accurately obtain & maintain patient data
- Perform common electronic patient billing tasks
- Perform common electronic insurance billing tasks

In addition, the student will develop the keyboarding skills and technical skills needed to be an efficient worker in today's computerized workplace. Students also work extensively with Medical Record Management software, Optum-Care Tracker, to learn the skills needed to input, manage, store and secure computerized patient records.

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

### **The Medical Records Specialist program consists of the following courses:**

#### **DL101 Digital Literacy**

(Full time=2 weeks;  $\frac{3}{4}$  time=3 weeks; Part Time=5 weeks)

#### **MPA100r Medical Productivity Applications**

(Full time=4 weeks;  $\frac{3}{4}$  time=6 weeks; Part Time=9 weeks)

#### **CD101 Career Success**

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

#### **TF100 Typing Fundamentals**

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

#### **HS204 Medical Law & Ethics**

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

#### **HS201 Medical Terminology**

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

#### **HS401 Electronic Health Records**

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

#### **HS102 Professional Billing Concepts**

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

#### **CD201 Advanced Career Development**

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

#### **HS207 Advanced Billing & Reimbursement**

(Full time=4 weeks;  $\frac{3}{4}$  time=5 weeks; Part Time=8 weeks)

**The Medical Records Specialist program is appropriate for job roles including:**

- Medical Records Specialist
- Medical I Records Technician
- Medical Records ClerkHS202
- Admissions Representative
- Medical Claims Specialist
- Medical Office Receptionist
- Reimbursement Specialist

<b>Prerequisites:</b>	<b>High School Diploma, HS Equivalent or 6 College Credits</b>
<b>Academic Quarter Credit:</b>	<b>46.5</b>
<b>Financial Aid Quarter Credit:</b>	<b>32</b>
<b>Student Status:</b>	<b>Full time = 24 hours/week; ¾ time = 18 hours/week; Part Time = 12 hours/week</b>
<b>Program Length:</b>	<b>Full time = 26 weeks; ¾ time = 35 weeks; Part time = 53 weeks.</b>
<b>Registration Fee:</b>	<b>\$200</b>
<b>Books</b>	<b>\$200</b>
<b>Tuition:</b>	<b>\$13,050</b>
<b>STRF*</b>	<b><u>to be determined, if applicable</u></b>
<b>Total cost</b>	<b>\$13,450</b>

- For period of Attendance
- Estimate cost total program (\$13,450)

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

## HEALTH INFORMATION SPECIALIST

\*ELIGIBLE FOR AAS PROGRAM\_

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

The Health Information Specialist (HIS) program provides students with the career knowledge to:

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

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

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:**

#### **DL101 Digital Literacy**

(Full time=2 weeks; ¾ time=3 weeks; Part Time=5 weeks)

#### **CD101 Career Success**

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

#### **MOE100r MS Essentials**

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

#### **TF100 Typing Fundamentals**

(Full time=1 week; ¾ time=2 weeks; Part Time=3 weeks)

#### **PBS111 Office Administration:**

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

#### **HS204 Medical Law & Ethics**

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

#### **HS201 Medical Terminology**

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

#### **HS202 Human Anatomy & Physiology:**

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

#### **HS401 Electronic Health Records**

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

#### **HS208 Health Information Billing and Coding**

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

#### **CD201 Advanced Career Development**

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

#### **HIT101 Health Information Technology**

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



**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

*\*May be transferred into the Associate of Applied Science Degree program.*

<b>Prerequisites:</b>	<b>High School Diploma, HS Equivalent or 6 College Credits</b>
<b>Academic Quarter Credit:</b>	<b>64.5</b>
<b>Financial Aid Quarter Credit:</b>	<b>45</b>
<b>Student Status:</b>	<b>Full time = 24 hours/week; ¾ time = 18 hours/week; Part Time = 12 hours/week</b>
<b>Program Length:</b>	<b>Full time = 39 weeks; ¾ time = 51 weeks; Part time = 76 weeks.</b>
<b>Registration Fee:</b>	<b>\$200</b>
<b>Books</b>	<b>\$200</b>
<b>Tuition:</b>	<b>\$18,050</b>
<b>STRF*</b>	<b><u>to be determined, if applicable</u></b>
<b>Total cost</b>	<b>\$18,450</b>

- For period of Attendance
- Estimate cost total program (\$18,450)

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

## **PHARMACY TECHNICIAN**

The Pharmacy Technician (PharmTech) program prepares the student with a comprehensive set of skills necessary to become employable as a Pharmacy Technician working in a variety of settings including hospitals, nursing homes, retail pharmacies (drugstore chains, grocery stores), insurance companies, mail-order and web-based pharmacies, pharmaceutical companies, wholesalers, and government agencies.

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

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

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

The Pharmacy Technician (PharmTech) program provides students with the career knowledge to:

- Adhere to HIPAA, Federal and State regulations concerning confidentiality in the medical field
- Fill prescriptions under the direct supervision of a pharmacist
- Utilize software applications relevant to the pharmacy
- Understand Brand and Generic Medications, as well as OTC-Over the Counter
- Classifications of Drugs and scheduled drugs

### **The Pharmacy Technician program consists of the following courses:**

#### **MOE100 MS Essentials**

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

#### **CD101 Career Success**

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

#### **TF100 Typing Fundamentals**

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

#### **HS201 Medical Terminology**

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

#### **PHT209 Pharmacy Practice Essentials**

(Full time=4 weeks;  $\frac{3}{4}$  time=5 weeks; Part Time=8 weeks)

#### **PHT210 Pharmacy Technology**

(Full time=4 weeks;  $\frac{3}{4}$  time=5 weeks; Part Time=8 weeks)

#### **PHT211 Pharmacy Law & Ethics**

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

#### **PHT303 Pharmacology**

(Full time=4 weeks;  $\frac{3}{4}$  time=6 weeks; Part Time=9 weeks)

#### **PHT304 Pharmacy Calculations**

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

## CD201 Advanced Career Development

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

## PHT305 Advanced Pharmacy Practice

(Full time=8 week; ¾ time=11 weeks; Part Time=16 weeks)

**The Pharmacy Technician program is appropriate for job roles including:**

- Pharmacy Technician
- Pharmacy Clerk
- Pharmacy Assistant
- Medication Technician
- Central Fill Technician
- Insurance Representative

Asher College Pharmacy Technician graduates meet the requirements for the California State license from the State Board of Pharmacy by exceeding the minimum of 240 hour's instruction required. The curriculum covers the training specified by the State Board of Pharmacy 16 CCR § 1793.6.

Background checks may disqualify students from becoming a Pharmacy Technician in California. A background check could include research into criminal activity, driving offences such as a DUI, evidence of fraud and history of drug related offences.

Other requirements for the license are as follows:

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

Prerequisites:	High School Diploma, or HS Equivalent & ability to pass live scan fingerprinting for California licensing board
Academic Quarter Credit:	63.5
Financial Aid Quarter Credit:	46
Student Status:	Full time = 24hours/week; ¾ time = 18 hours/week; Part Time = 12 hours/week
Program Length:	Full time = 39 week; ¾ time = 51 weeks; Part time = 77 weeks
Registration Fee:	\$200
Books:	\$200
Tuition:	\$14,100
STRF*	<u>to be determined, if applicable</u>
Total cost	\$14,500

- For period of Attendance
- Estimate cost total program (\$14,500)

# 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:**

#### **DL101 Digital Literacy**

(Full time=2 weeks;  $\frac{3}{4}$  time=3 weeks; Part Time=5 weeks)

#### **CD101 Career Success**

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

#### **TF100 Typing Fundamentals**

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

#### **MSW101r MS Word**

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

#### **MSE101r MS Excel**

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

#### **MSP101r MS PowerPoint**

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

#### **MSL101r MS Outlook**

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

#### **PBS111 Office Administration**

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

#### **PBS112 Office Management**

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

#### **ACC101 Introduction to Accounting**

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

**CD201 Advanced Career Development**

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

**ACC102 QuickBooks Pro User**

(Full time=5 weeks; ¾ time =7 weeks; Part Time =12 weeks)

**GE101 Critical Thinking**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

**GE102 Business Communication**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

**GE103 Business Math**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

**GE104 Introduction to Business**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

**GE105 Principles of Management**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

**GE106 American Government**

(Full time=4.5 weeks; ¾ time=4.5 weeks; Part Time=4.5 weeks)

**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

<b>Prerequisites:</b>	<b>High School Diploma, HS Equivalent or 6 College Credits</b>
<b>Academic Quarter Credit:</b>	<b>95.5</b>
<b>Financial Aid Quarter Credit:</b>	<b>67</b>
<b>Student Status:</b>	<b>Full time = 24 hours/week; ¾ time = 18 hours/week; Part Time = 12 hours/week</b>
<b>Program Length:</b>	<b>Full time = 69 weeks; ¾ time = 83 weeks; Part time = 111 weeks.</b>
<b>Registration Fee:</b>	<b>\$200</b>
<b>Books:</b>	<b>\$200</b>
<b>Tuition:</b>	<b>\$24,550</b>
<b>STRF*</b>	<b><u>to be determined, if applicable</u></b>
<b>Total cost</b>	<b>\$24,950</b>
	<ul style="list-style-type: none"> <li>• For period of Attendance</li> <li>• Estimate cost total program (\$24,950)</li> </ul>

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

# **Business Office Certificate Program Description**

## **OFFICE ADMINISTRATOR**

The Office Administrator (OA) program prepares the student with a comprehensive set of skills necessary to become employable in a professional office environment.

The Office Administrator (OA) program provides students with an advanced knowledge of current Windows operating systems and Microsoft Office applications. Students also learn the communication and organizational skills to be successful in business and everyday life.

Students become proficient at operating office equipment, sending email, creating presentations, using databases, writing correspondence; organizing, preparing, storing and distributing information, and handling fundamental accounting.

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

In addition, the student will develop the keyboarding skills and technical skills needed to be an efficient working in today's computerized workplace. Students will learn the basics of working on the Internet and receive an introduction to bookkeeping fundamentals using QuickBooks.

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

### **The Office Administrator program consists of the following courses:**

#### **MSW101r MS Word**

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

#### **CD101 Career Success**

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

#### **TF100 Typing Fundamentals**

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

#### **MSE101r MS Excel**

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

#### **MSP101r MS PowerPoint**

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

#### **MSL101r MS Outlook**

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

#### **PBS111 Office Administration**

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

#### **PBS112 Office Management**

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

#### **CD201 Advanced Career Development**

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

#### **PBS113 Bookkeeping Applications**

(Full time=4 weeks;  $\frac{3}{4}$  time=5 weeks; Part Time=9 weeks)

**The Office Administrator program is appropriate for job roles including:**

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

<b>Prerequisites:</b>	<b>High School Diploma, HS Equivalent or 6 College Credits</b>
<b>Academic Quarter Credit:</b>	<b>54</b>
<b>Financial Aid Quarter Credit:</b>	<b>39</b>
<b>Student Status:</b>	<b>Full time = 24 hours/week; ¾ time = 18 hours/week; Part Time = 12 hours/week</b>
<b>Program Length:</b>	<b>Full time = 34 weeks; ¾ time = 44 weeks; Part time = 65 weeks</b>
<b>Registration Fee:</b>	<b>\$200</b>
<b>Books:</b>	<b>\$200</b>
<b>Tuition:</b>	<b>\$13,050</b>
<b>STRF*</b>	<b><u>to be determined, if applicable</u></b>
<b>Total cost</b>	<b>\$13,050</b>

- For period of Attendance
- Estimate cost total program (\$13,050)

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

## **OFFICE ACCOUNTING SPECIALIST**

\*ELIGIBLE FOR AAS PROGRAM

The Office Accounting Specialist (OAS) program prepares the student with a comprehensive set of skills necessary to become employable in a professional office environment where bookkeeping skills are a key job requirement.

The Office Accounting Specialist (OAS) program provides students with an advanced knowledge of current Windows operating systems and Microsoft Office applications. The program includes a strong introduction to modern Accounting theories and principles. Students then apply that theory to practical bookkeeping tasks using Quickbooks.

Students also become proficient at operating office equipment, sending email, creating presentations, using databases, writing correspondence; organizing, preparing, and storing and distributing information. Students develop the communication and organizational skills to be successful in business and everyday life.

In addition, the student will develop the keyboarding skills and technical skills needed to be an efficient working in today's computerized workplace. Students will learn the fundamentals of computing; acquire skills to work more efficiently with the Windows operating system, and learn Microsoft Office products including Word, Excel, Outlook and PowerPoint.

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

**The Office Accounting Specialist program consists of the following courses:**

### **DL101 Digital Literacy**

(Full time=2 weeks;  $\frac{3}{4}$  time=3 weeks; Part Time=5 weeks)

### **CD101 Career Success**

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

### **TF100 Typing Fundamentals**

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

### **MSW101r MS Word**

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

### **MSE101r MS Excel**

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

### **MSP101r MS PowerPoint**

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

### **MSL101r MS Outlook**

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

### **PBS111 Office Administration**

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

### **PBS112 Office Management**

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

### **ACC100 Introduction to Accounting**

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

### **CD201 Advanced Career Development**

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

### **ACC102 Quickbooks Pro User**

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



**The Office Accounting Specialist program is appropriate for job roles including:**

- Bookkeeping Assistant
- Accounting Assistant
- Accounting Associate
- Accounting Clerk
- Administrative Specialist

*\*May be transferred into the Associate of Applied Science Degree program.*

<b>Prerequisites:</b>	<b>High School Diploma, HS Equivalent or 6 College Credits</b>
<b>Academic Quarter Credit:</b>	<b>68.5</b>
<b>Financial Aid Quarter Credit:</b>	<b>50</b>
<b>Student Status:</b>	<b>Full time = 24 hours/week; ¾ time = 18 hours/week; Part Time = 12 hours/week</b>
<b>Program Length:</b>	<b>Full time = 42 weeks; ¾ time = 56 weeks; Part time = 84 weeks.</b>
<b>Registration Fee:</b>	<b>\$200</b>
<b>Books:</b>	<b>\$200</b>
<b>Tuition:</b>	<b>\$18,550</b>
<b>STRF*</b>	<b><u>to be determined, if applicable</u></b>
<b>Total cost</b>	<b>\$18,950</b>
	<b>For period of Attendance</b>
	<b>Estimate cost total program (\$18,950)</b>

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

## **PRIOR CREDIT EVALUATION**

All previous education and training of students receiving VA benefits will be evaluated, credit granted when appropriate, the program length reduced proportionately, and the student notified. Tuition will be prorated on a percentage of the course(s) accepted. Courses accepted for prior credit may affect federal financial aid and VA certification.

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. **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. Unofficial transcripts are acceptable for VA education benefits (GI Bill) student files ONLY.

The VA student must complete a *Prior Academic Credit Evaluation Form* and submit transcripts for both military service **and** for all coursework taken at a non-Asher College institution to the Asher College School Certifying Official (SCO). The SCO will notify the student in person and in writing within 5 school days of receiving the above information of the prior credit evaluation findings. If a student believes that their credit was not evaluated properly, the student is encouraged to discuss the situation informally with their Admissions Specialist and SCO. 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 Director and then to the Campus Director, respectively.

***Note: If the VA student fails to provide the SCO with the Prior Credit Evaluation Form, both military and college transcripts, and Certificate of Eligibility within 30 days of the program start date, the SCO will terminate certification until the proper paperwork is submitted.***

## **ATTENDANCE POLICY FOR VA STUDENTS**

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.

VA students' attendance will be monitored on a weekly basis. **If the student is not meeting 80% attendance during any 4-week period, they will be placed on attendance probation for the next 4 weeks.**

If at the end of the attendance probation period, the student is still not meeting minimum satisfactory attendance requirements, **the SCO will terminate certification.** VA education benefit certification can be reinstated if the student subsequently demonstrates satisfactory attendance requirements.

In the event a student is placed on probation for attendance a second time, **the SCO will terminate certification.** Students can appeal this decision in writing to the Campus Director. The student will be notified within 14 business days of a decision at such time the resolution will be final.

**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.**

If a student is caught logging in and then leaving the campus, the student will be placed on probation for misconduct for 4 weeks. If the student fails to comply with this policy during this probationary period, **the SCO will terminate certification.** If the student maintains satisfactory conduct during this probation period, the student's probation status will be lifted and certification will be reinstated.

In the event a student is placed on probation for misconduct a second time, **the SCO will terminate certification.** Students can appeal this decision in writing to the Campus Director. The student will be notified within 14 business days of a decision at such time the resolution will be final.

### **BREAKPAY**

The VA no longer authorizes break pay (effective August 1, 2011). If a VA student is going to be absent beyond 14 consecutive days, he/she must request a leave of absence per to the Leave of Absence policy in the *Program Catalog and Student Handbook*. **VA students will not receive VA benefits during leaves of absence.**

### **MILITARY DEPLOYMENT**

Active Duty/Selected Reserve VA students **must** provide the SCO copies of their orders for military training/deployment for their GI Bill file. The VA will be notified of deployment and pay the student per VA policy.

### **SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY**

VA students are evaluated on a monthly basis for attendance and SAP. Successful VA students will have completed all courses in the program with a cumulative GPA of 70% or higher, earning all the required quarter credits for graduation and have 80% of attendance.

The following steps will be taken for VA students not meeting this requirement:

1. The student will be placed on academic warning and begin the Individualized Educational Plan (IEP) process outlined in the section entitled Unsatisfactory Academic Progress Requirement / Probationary Status in the Program Catalog and Student Handbook. ***Exception: If a VA student does not pass a course, they may not be allowed to move to the next module.*** The IEP process can begin at any time at the discretion of the Program Director. This period will last for 30 calendar days.
2. If a VA student still does not meet the minimum academic requirement of 70% grade point average (GPA), he/she will be placed on probation for 30 calendar days and the VA will be notified.
3. However, if at the end of the probation period the student's GPA still does not meet the minimum satisfactory academic requirement, **the SCO will terminate certification.**

*(This page intentionally left blank)*



1215 Howe Avenue  
Sacramento, CA 95825

I have received a copy of the Asher College VA Catalog Addendum which contains the policies, regulations, course completion requirements, and costs for the specific program for which I am enrolled.

I have read and understand the following policies:

           **Prior Credit Evaluation**  
(initial)

           **Attendance Policy for VA Students**  
(initial)

           **Break Pay**  
(initial)

           **Military Deployment**  
(initial)

           **Satisfactory Academic Progress (SAP) Policy**  
(initial)

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Social Security or File Number \_\_\_\_\_

Enrolled by \_\_\_\_\_

Date \_