



HEALTH SERVICES CAREER TRAINING PROGRAMS

Medical Records Specialist

Pharmacy Technician

Health Information Specialist***

Medical Coding and Billing***

*****Associate of Applied Science also available for these programs**

PROGRAM INFORMATION

Classroom:

- Flexible morning, afternoon, evening & weekend classes
- Hands-on learning environment for future employability
- Prompt individual instruction

Course Elements:

- **Read it** - Textbook / **Watch it**- Audio/Visual Activities
- **Do it**- Focused Lab Activities, Onsite Hands-on labs
- Small Group lectures in hands-on environment
- Curriculum-Based Lectures from Certified Instructors
- Lectures and on-site activities with Industry professionals
- One-on-one tutoring on your schedule *based on YOUR* needs

On-site Attendance Requirements per week:

20 hours per week

School Hours:

- Mon.-Thurs. from 8:00am – 9:00pm
- Fri. from 8:00am – 8:00pm
- Sat. from 8:30am – 4:30pm

Additional Career Elements:

- Career Success Series
- Advanced Career Development Series
- Career Service Activities & Open Labs
- Soft Skills for networking yourself
- Résumé Development
- Advanced Career Search



Asher College is accredited by The Accrediting Council for Education and Training (ACCET).

ACCET was founded in 1974 for the purpose of improving continuing education and training and has been officially recognized by the U.S. Department of Education since 1978 as a “reliable authority” as to the quality of education and training provided by the institutions they accredit. In 1998, ACCET became the only recognized accrediting agency to be certified as an ISO 9001-Quality Management System, under the international standards established by the International Organization for Standardization, and continues to hold that unique status.

Accreditation serves the interests of companies, agencies, and the public through the establishment of standards, policies, and procedures in conjunction with objective third-party professional evaluations designed to identify and inspire sound education and training practices. When such a process is matched by an institution’s commitment to high standards and accountability, a partnership for quality becomes reality.

For more information, visit www.accet.org.



ASSOCIATE OF APPLIED SCIENCE DEGREE

The Associate of Applied Science Degree program allows graduates to obtain gainful employment or to advance in their chosen career.

Individuals who complete one of Asher College's approved Certificate Programs in IT, Health Services or Business can transfer those credits into our Associate's Degree Program.

This course of study prepares our graduates for a career that not only requires a specialized technical skill set but also essential business management skills.

Our degree program consists of six additional online courses. Each course begins the first Monday of every month and ends on the first Sunday of the following month. The curriculum is delivered in online presentations, text, video lectures, and audio files. Students will also interact through collaborative discussion forums and assignments will be due each week.

GENERAL EDUCATION COURSE DESCRIPTIONS

American Government

This course introduces students to the fundamentals of American government and politics, focusing on the historical evolution of government and governmental policies, major institutions and processes.

Students who complete this course will be able to analyze how the historical development of the United States affects contemporary political environments.

Business Communications

This course provides the foundations of all types of business communication including letters, memos, electronic communications, written reports, oral presentations, and interpersonal communication. The course also includes the topics of résumé, application letters, interviewing tips, and employment follow-up documents.

Students who complete this course will be able to evaluate elements of effective business communications, use the English language appropriately in business communications and write an effective business message.

Business Math

This course applies math fundamentals to business applications. Topics include a basic math review, business statistics, profit calculations, payroll, banking, interest calculations, insurance, taxes, and other business topics.

Students who complete this course will be able to solve equations, analyze business problems using percentages and statistical concepts and apply mathematical concepts to business problems.

Critical Thinking

This introductory-level course presents a variety of topics essential to a student's development in critical thinking. Students are introduced to concepts essential to the comprehension, analysis, and creation of arguments: induction, deduction, informal fallacies, Aristotelian and symbolic logic, modes of persuasion, perspective and bias, language and meaning, culminating in the development of reason.

Students who complete this course will be able to analyze the processes of logical reasoning to interpret arguments, evaluate the quality of reasoning behind arguments, interpretations, and/or beliefs and create well-reasoned arguments.

Introduction to Business

This course provides students with an overview of business in an increasingly global society serving as an introduction to business terminology, concepts, environments, systems, strategies, and current issues. Topics include an overview of the business environment, business ethics, entrepreneurship, global business, management, marketing, production, information systems, and financial elements of business.

Students who complete this course will have a solid business foundation for more detailed and higher-level study in subsequent courses.

Principles of Management

This course introduces students to management philosophies in today's changing world. It includes globalization, ethics, diversity, customer service, and innovation from a managerial perspective.

Students who complete this course will be able to analyze the impact of an organization's culture, environment, and design on management, and apply theories of leadership and motivation to effectively manage others.

THANK YOU FOR YOUR INTEREST IN ASHER COLLEGE

**WE BELIEVE OUR SYSTEM OF COMPUTER
TRAINING IS THE MOST EFFICIENT &
EFFECTIVE METHOD AVAILABLE &
WE INVITE YOU TO COMPARE.**

The advantages of Asher College system over traditional classroom training are as

- ▶ **Instructor Assisted Hands-on Training Lab:** Allows the students to learn at their own pace and develop proficiency related to Medical Offices. The student isn't held up or left behind as in a traditional classroom setting.
- ▶ **Microsoft, Optum/Care Tracker (Electronic Medical Records (EMR) and Practice Management (PM) Software):** Asher College trains with industry recognized software giving our students the opportunity to get relevant hands on experience with application software used in real medical offices.
- ▶ **Hours:** Our lab is open Monday through Thursday from 8:00am to 9:00pm, Friday from 8:00am to 8:00pm, and Saturdays from 8:30am to 4:30pm. Class time and content is tailored to each individual's needs.
- ▶ **Certified Instructors:** We have instructors in the lab at all times to assist students providing guidelines and direction. Questions are answered promptly.
- ▶ **Retention Rate:** At Asher College, students can schedule their courses in segments allowing for greater total retention as opposed to sitting in a classroom for an entire day. At Asher College the goal is to put people through training that teaches them the applications they will need to apply in the work environment.
- ▶ **Group Study Sessions:** Our instructors lead small group study sessions on those topics that are best suited for each specific course.
- ▶ **Practice Tests:** Students have access to numerous audio, visual, and hands on resources in association with simulated exams. This gives the students comprehension and confidence they need to pass their exams and apply their knowledge in the health care industry.
- ▶ **Educational Resources:** Asher College students have access to numerous educational resources and learning tools to assist in their success. Our focused education provides detailed preparation for their career goals because they learn in a hands on environment with clear career objectives.
- ▶ **Career Services:** From resumes to interviewing skills to the job search, we assist you every step of the way!

Asher College looks forward to working with you to develop a training plan customized for you and your career goals.

1215 Howe Ave Ste 101 Sacramento, Ca 95825 916.649.9600

www.Asher.edu

Health Services
Educational Offerings



**BUILD THE SKILLS TO
BUILD YOUR CAREER**

FIND THAT JOB

**FINANCING YOUR
EDUCATION**



The Health Services industry is experiencing a strong demand for Medical Coders and Billers, Medical Records and Health Information Specialists, and Pharmacy Technicians. Asher College comprehensive education programs enable our Students to learn the skills to get these jobs!

Asher College offers Health Services training program that build Core Skills, then it progresses to Advanced Skills. This step by step skill building enables our Students to quickly enter the Health Services industry, and continue to advance their careers once they are on the job. In addition, Asher College offers programs that add high-level Professional Skills, which enable the graduates to move on to even higher levels of salary and job responsibilities.

At Asher College, we know that attaining a new or better career is the ultimate goal for our Students. That's why all of our Health Services training programs include job placement services. Asher College employs 2 full time Career Services Directors who help our students with resume development, while developing relationships with employers in the field allowing our students access to jobs that are sometimes not advertised.

Asher College is committed to making education affordable for our Students. We strive to offer comprehensive education that is unmatched, and we do so at a cost that is far less than traditional training providers typically charge. Asher College offers a variety of financing options, all designed to make career education possible. **Financial Aid is available for those who qualify. Asher College also accepts the Montgomery GI Bill.**

USE YOUR EDUCATION ASSISTANCE BENEFITS

Through our ACCET (Accrediting Council for Continuing Education and Training) Accrediting body, Asher College offers access to accredited certificate programs. This gives eligible students the opportunity to use their employer's education assistance benefits or their active military education assistance benefits to pay for all or part of their training.

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CAREER SERVICES

CAREER SUCCESS:

What are employers looking for? This course gives our students Best Practices to create and improve the habits that will lead to successfully planning and executing both personal and professional goals. Results have shown that students who implement these tools and techniques are more engaged, with heightened self-confidence and self-motivation. They also learn to become more sensitive to the behavior of other people, more flexible, creative, open minded, and more accountable in all aspects of their lives and careers.

ADVANCED CAREER DEVELOPMENT:

At the beginning of our programs, each student will meet with the Director of Career Services to start planning for their success. As students near the completion of their program, they will be signed up for the Advanced Career Development Series of classes that meet on a weekly basis for eight consecutive weeks.

This interactive series covers specific career topics such as defining your career goals, enhancing your job search skills, building and using your network, improved resume submission techniques, portfolio development, the hiring process, and more. It also operates as a support and accountability group that gives the participants an opportunity to share ideas and resources.



A JOB READY GRADUATE

- I can prove I have the skills and knowledge to perform the job based on my certifications and program completion.**
- I can prove I have desirable work habits based on my program completion goal and attendance at Asher College.**
- I have the confidence and initiative to win a good job offer because I can present my ability to an employer.**

Weekly Hours Chart

TIME	MON 8-9	TUE 8-9	WED 8-9	THUR 8-9	FRI 8-8	SAT 8:30 - 4:30
8AM -9AM						
9AM-10AM						
10AM-11AM						
11AM-12PM						
12PM-1PM						
1PM-2PM						
2PM-3PM						
3PM-4PM						
4PM-5PM						
5PM-6PM						
6PM-7PM						
7PM-8PM						
8PM-9PM						

WORKSHEET: A.) Fill out the boxes that you cannot come to school with an X. B.) Based on the remaining boxes, what are realistic times for you to spend in a minimum of 3 hours blocks? Write an S in those boxes. Looking at the boxes with an S in them, Can you commit to 15 or 20 hours per week?





Dress Code

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

Students dress should reflect high standards of personal self-image so that each student may share in promoting a positive learning environment, leading to strong employment opportunities. The number of employers we have visiting our campus each week is increasing and we want Asher College students to continue to be the preferred choice for our employers. Please contact your admissions advisor should you need assistance with adhering to the dress code.

Asher College is a **Perfume Free Environment**. It is very important that each of us do our part in making sure we **do not** wear **Perfume, Cologne, and Fragrant Lotions or Fragrant Powders** to school. No matter how subtle your choice of scent is, this will have an effect on others with allergies.

We are very optimistic and excited for the growth in the opportunities for our school and our students as we move towards our career together.



www.asher.edu



PC CLINIC

Drop off Thursdays from 2pm -5pm
CALL TODAY FOR APPOINTMENT



COMPUTER ISSUES?

Have one of our supervised,
experienced PC Repair Student
Technicians take a look at it for
FREE!!

**Installations
Maintenance
Troubleshooting
Recommendations**

FOLLOW



US ON

**ASHER
COLLEGE**



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PLUS**



1215 Howe Avenue Sacramento, CA 95825

Preparing our Students for Employment Since 1998.
Financial Aid Available for Those Who Qualify





Do you know someone who is ready to change their lives?

Tell them about your experience at Asher College!

Our staff is dedicated to getting our students market driven training that can change their lives. Let us help you help your friends and family with a rewarding career.

Our flexible schedule can accommodate students from 8am to 9pm, Monday through Thursday ~ 8am to 8pm on Friday and even 8:30am to 4:30pm on Saturday.

Call us at 916-649-9600 or introduce them to us today!

Your Name: _____ Your Program: _____

Their name: _____ Phone #: _____

Email Address: _____

Relationship: (Friend, family etc.) _____

They would be a good fit here because:
