Las Vegas Campus

Student Handbook & Program Catalog

December 1, 2025 – December 31, 2026

Accredited by the Accrediting Council for Continuing Education and Training
December, 2023 – December 30, 2028

Pharmacy Program accredited by American Society of Hospital Pharmacists (ASHP)

Licensed by the Nevada Commissions on Postsecondary Education

NAC394.381(6)(a) October 1, 2025 -September 30, 2027

* 6029 W. Charleston Blvd * Las Vegas, NV * 89146-1116 * 702-836-9900
www.asher.edu

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

_____
President, Signature

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GENERAL INFORMATION

ASHER COLLEGE ACCREDITATION INFORMATION

NAC 394.381 (6)(l); NRS. 394.441

ACCET APPROVAL

The Accrediting Council for Continuing Education and Training (ACCET) has approved Asher College through December 30, 2028.

ASHP APPROVAL

Asher College Las Vegas is accredited with American Society of Hospital Pharmacists (ASHP) for the accreditation of our Pharmacy Technician and Associate of Applied Science degree in Pharmacy Technology.

APPROVAL DISCLOSURE STATEMENT

Asher College is a private institution. MDDV, Inc. dba Asher College, Sacramento, is located at 1215 Howe Avenue, Suite 101, Sacramento, CA 95825. Branch locations are Asher College - Las Vegas, 6029 W. Charleston Blvd, Las Vegas, NV, 89146, and Asher College – Dallas, 9330 LBJ Freeway Suite 650, Dallas, TX 75243. Asher College is a Quarter Credit Hour Non-Standard Term Institution. www.asher.edu

Asher College is licensed by the Commission for Private Postsecondary Education (CPE), in Nevada. www.asher.edu

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

Asher College is not pending petition in bankruptcy; nor operating as a debtor in possession. Asher College has not filed a petition within the preceding five years or has had a petition in bankruptcy filed against it within the preceding five years that has resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

All courses for the Las Vegas Campus are delivered at 6029 W. Charleston Blvd, Las Vegas, NV, 89146.

Asher College is approved for Hybrid (Blended) and Interactive Distance Learning (IDL) educational delivery. Students enrolled for Hybrid delivery have an on-campus attendance obligation. The maximum class size depends on the classes and the course. In general, lab classes are a maximum of 12:1, and on-campus events are a maximum of 26:1. **The General Education portion of the Associates of Applied Science Degrees are provided as IDL only.**

All students are welcome and encouraged to come and participate in On-Campus labs or activities. Students who successfully complete a course of study are awarded an Associate of Applied Science Degree or Certificate of Completion verifying that fact.

ACCET APPROVED PROGRAMS

WEEKS TO COMPLETE CALCULATED BY HOURS OF ATTENDANCE

***Eligible Career Pathway Programs (ECPP)**

	ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS	Modality	Program Hours	QCH	Full Time (Weeks)	3/4 Time (Weeks)	Half Time (Weeks)
	Associate of Applied Science Degree in Business Administration	Hybrid	1240	95	82	88	103
	Associate of Applied Science Degree in Cloud and Computer Security	Hybrid	1510	107.5	76	93	125
	Associate of Applied Science Degree in Computer Network Technology	Hybrid	1380	99.5	71	86	115
	Associate of Applied Science Degree in Computer Operations and Security	Hybrid	1510	107.5	76	92	125
	Associate of Applied Science Degree in Health Information	Hybrid	1245	91.5	67	78	104
	Associate of Applied Science Degree in Medical Billing and Coding	Hybrid	1380	100	72	86	115
	Associate of Applied Science Degree in Network and Computer Systems	Hybrid	1510	107.5	76	93	125
	Associate of Applied Science Degree in Office Accounting	Hybrid	1395	98	72	85	117
	Associate of Applied Science Degree in Pharmacy Technology	Hybrid	1470	100.5	75	89	119
	CERTIFICATE PROGRAMS						
*	**Cloud and Computer Security Specialist**	Hybrid	1180	80.5	49	66	98
*	**Computer and Network Technician**	Hybrid	1050	72.5	44	59	88
*	**Computer Operations and Security Specialist**	Hybrid	1180	80.5	49	65	98
*	**Medical Billing & Coding**	Hybrid	1050	73	45	59	88
*	**Network and Computer Systems Administration**	Hybrid	1180	80.5	49	66	98
*	**Office Accounting Specialist**	Hybrid	1065	71	45	58	90
	PC Support Specialist	Hybrid	685	47.5	29	38	57
	Pharmacy Technician	Hybrid	1140	73.5	48	62	92

- **Hybrid:** Attendance on campus is required.
- **General Education (GE):** The GE portion of all AAS Degree programs is taught in the IDL delivery model.

GRADUATION REQUIREMENTS

Graduation Requirements for Asher College are:

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

Asher College will award students an appropriate degree or certificate who successfully complete a program of study verifying that fact.

About Asher College

NAC 394.381(6)(b); 38 CFR 21.4254(b)(2)

History/Ownership

MDDV, Inc. dba Asher College, a California Corporation, was founded in 1998 and has been providing quality education since January 2, 1999. The President is David Vice.

Asher College is located at 1215 Howe Avenue, Suite 101, Sacramento, CA 95825. Branch locations were added in 2010, Asher College, 6029 W Charleston Blvd, Las Vegas, NV 89146-1116 and in 2012, Asher College, 9330 LBJ Freeway, Dallas, TX 75243.

Asher College originally provided instruction for computer careers to include networking and database management. In 2004, the institution expanded its program offerings to include allied health courses. In 2012, Asher College expanded to Associate Degree Programs. The decision to add programs was predicated on meeting the growing labor market demands.

Mission/Objectives

Our mission is to propel Asher College students into new careers through quality, market-driven career education to serve the Greater Sacramento, Las Vegas, and Dallas areas.

Asher College accomplishes this mission by:

- **Providing prompt, individual attention to students.**
- **Preparing students to apply learning to real-life situations.**
- **Establishing a long-lasting relationship with graduates and alumni.**
- **Supporting our Veteran Population.**
- **Obtaining feedback from industry professionals.**
- **Employing experienced and capable faculty members, encouraging them to bring their unique talents and sensibilities to the classrooms.**

ADVISORY COMMITTEE

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

Health Services Advisory Board

- Betty Wolfe, CPC, RHIT, Clinical Data Analyst, CTR Optimum Care Specialty Care
- Christina Collins, CPC, CANPC Asher College Alumna, Coder, Coding Specialist II US Anesthesia Partners
- Jacki Beverford, CCS, CPC, CPCO, CPMA, CHONC, COBGC, US Anesthesia Partners
- Stephan Flores, CPC-A, Asher College Alumna Coder, US Anesthesia Partners
- Tracy McMillen, CPC-A, CRC, Asher College Alumna Risk Adjustment Coder United Health Care

Information Technology /Office Programs Advisory Board

- Pat Nailor, Chief Sales Officer, Brydan Solutions
- Frank Lore, It Manager, Brydan Solutions
- James Koch, Senior IT Recruiter, TEK Systems
- Vicki Tyler, Senior Business Recruiter, Office 1 Staffing
- Dana Hawkins, Senior Technician, System Support

Pharmacy Technology Advisory Board

- Dr. Susan Monahan Pharmacist- Private Consultant
- Jacob Robinson Pharmacy Technician-Sav-On Pharmacy
- Krystal Satran Pharmacist -Walgreens
- Micaela Benito Pharmacy Technician-Nelis Air Force base satellite pharmacy
- Tanya Yu Pharmacist-Target/CVS pharmacy

LAS VEGAS CAMPUS INFORMATION

ASHER COLLEGE CURRICULUM DELIVERY

Asher College uses a hybrid (blended) to deliver instruction for all programs. The hybrid delivery model has an on-campus attendance obligation during each week of a student's program.

All General Education courses for the Associates of Applied Science degree programs are taught in IDL delivery. General Education courses are delivered from the main campus 1215 Howe Ave, Sacramento, CA 95825. Our server is based at the TierPoint Milwaukee Data Center, 3701 W Burnham St, Milwaukee, WI 53215 https://www.tierpoint.com/data-centers/wisconsin/mke/.

Engagement in on campus activities has shown to be critical for creating the most conducive and supportive environment for our students' success. In our experience, the most successful students attend on campus instruction 2 to 3 times per week. Students are monitored by Academic Activities and Regular Substantive Interaction with faculty. Academic Activities are defined as labs, events, assignments, homework, unit exams and final exams.

Asher College's implementation of Hybrid methodology includes video events, webinars, one-on-one virtual meetings using Microsoft Teams or Zoom, discussion boards and other virtual solutions. The live virtual events are scheduled weekly and posted for students to access through the Asher College Student Portal. Students may choose from the list of available live virtual events and register for one which is convenient for their schedule.

Live academic events are generalized into 5 areas:

- Lectures = specific to curriculum
- Workshop = specific to a course
- Roundtable = facilitator engaging students to share information on the course
- Tutorial = PowerPoint Presentation with interaction
- Tutoring = one on one

If a student cannot attend a live virtual event, they may watch the recorded event and schedule a one-on-one meeting with an instructor to receive credit for the event attendance. The one-on-one meetings allow the instructor to answer student questions and verify that the student has understood the key concepts to be conveyed in the events. When discussion boards are used, student participation is required. Students are provided an evaluation rubric that outlines what constitutes satisfactory participating in the discussion.

Students who fail to show Satisfactory Academic Progress by completing their Academic Activities and Regular Substantive Interaction with their instructors are placed on Academic Warning. Students who do not return to good standing by meeting the Academic Warning obligations could face further action including escalation to Academic Probation or Dismissal (Termination) from the program.

Students are provided any physical course material needed prior to beginning a course and have access to all lesson plans and digital course material for any currently enrolled course or previously taken course through the student portal. Asher College provides access to all lessons and other materials to the student if the student has fully paid for the educational program.

NAC 394.381 (6)(I); 38 CFR 21.4254(B)(10)

FACILITIES DESCRIPTION

Asher College-Las Vegas has classrooms, a break/fix lab, a networking lab and 2 interactive training rooms. The IT classroom seats 50 students, and our lab will accommodate up to 20 students at one time. The break/fix and networking labs has computers and monitors to repair as well as stations to network. The Health Services classroom seats 50.

Asher College also has a 2 event or conference rooms that accommodate 22 to 45 students each and a computer lab to support the ECPP. Adjustable height desks are available for students with disabilities.

The pharmacy technician lab is equipped with Pioneer RX pharmacy software which is an actual software designed and intended to be used by retail pharmacies. Students use this software to practice processing prescriptions. The Pharmacy lab also features racks of actual (used) medicine bottles, labels and empty prescription containers, compounding area and supplies, patient counseling area, locked cabinets, and pharmacy reference books. Student can practice their skills in a mock pharmacy lab on-campus giving them real-life training experience.

Asher College provides up to date computer hardware/software, as well as lab areas where students can perform tasks expected on the job. Students access the Asher College intranet through the internet using their student ID number issued on the first day of class.

NAC 394.381(6)(C)

Academic resources are accessible on campus in the classrooms and online in the intranet. Students may access the classroom resources Monday through Thursday 9am to 8pm, Friday 9am to 6pm, Saturday 9am to 2pm, and the intranet 24 / 7.

LIBRARY

Students have access to the internet library via the computers on campus; books for reference are also available in the classrooms.

RATIO OF STUDENTS

Maximum number of students in the classroom for all programs is 50 and for lab work is 12. The maximum student**:** instructor ratio is 26 to 1.

HOUSING SERVICES

Asher College does not assume responsibility for student housing. The institution does not have dormitory facilities under its control, nor does it offer student housing assistance. According to rentcafe.com for Las Vegas NV. rental rates average approximately $1460 per month (https://www.rentcafe.com/average-rent-market-trends/us/nv/las-vegas/). Asher College will refer a student to other agencies regarding housing, personal advice, etc.

PROGRAM ADMISSIONS

ADMISSIONS PROCESS

PROGRAM ADMISSIONS REQUIREMENTS

NAC 394.381(6)(D) & NAC 394.607

When the student is interested in pursuing admission, they must meet the following requirements:

1. The prospective student must meet with an Admissions Advisor and Financial Aid Representative or Veteran School Certifying Official to explore programs and eligibility.
2. **Pass Entrance Exam: Prospective students must pass the EduReady Assessment entrance exam to show proficiency in English and Mathematics with a score of 75 or above. If they fail the exam the first time, prospective students can take it again on the next business day. If they fail a second time, the student may not enroll. After 30 days, the student may reattempt the exam.**

   Prospective students enrolling in the Pharmacy Technician or AAS Pharmacy Technology programs will pass the Wonderlic entrance exam prior to enrollment (Minimum Scores: Verbal - 200 / Quantitative – 140).
3. **Provide Proof of Eligibility:** The prospective student must present proof of eligibility (POE) such as a high school diploma, high school transcripts with a graduation date, a GED® or their equivalent.

   Other equivalents are a certificate or other official completion documentation demonstrating that the student has passed a state-authorized examination, such as the Test Assessing Secondary Completion (TASC) or the High School Equivalency Test (HiSET)

   Additionally, Asher College accepts the following as Proof of Eligibility:

   - An associate degree.
   - A bachelor's degree.
   - Passing an Ability to Benefit Test (ATB) prior to July 1, 2012.
   - Enrollment in an Eligible Career Pathways Program (ECPP)
   - Foreign high school or college documentation evaluated by an approved translation service.
   - 18 years of age or has a parent or legal guardian be present to sign the Admissions paperwork on behalf of the student.
4. Asher College does not have a vaccination policy.

Following completion of the prior steps, if the prospective student meets the admissions requirements, as demonstrated through the interview, entrance exam, and the ability to meet the financial obligations, they are eligible for admission.

Asher College will deny admission to any prospective student not meeting these requirements; the prospective student's lobby form and additional paperwork are filed in the deny folder at the campus.

ENGLISH PROFICIENCY

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

PROCESS OVERVIEW ***NRS 394.441***

Provide students and other interested persons with a current and complete catalog or brochure containing information describing the programs offered, objectives of the program, length of the program, schedule of tuition, fees and all other charges and expenses necessary for completion of the course of study, policies concerning cancellations and refunds, an explanation of the Account for Student Indemnification and other material facts concerning the institution and the program or course of instruction that are likely to affect the decision of the student to enroll therein, together with any other disclosures specified by the Administrator or defined in the regulations of the Commission. The information must be provided before signing an agreement to enroll.

(b) Provide each student who satisfactorily completes the training with appropriate educational credentials indicating:

(1) That the course of instruction or study has been satisfactorily completed by the student; and

(2) If the training does not lead to a degree, the number of hours of instruction or credits required of the student to complete the training.

(c) Unless otherwise authorized by the Commission, maintain adequate records at the licensed facility to reflect the attendance, progress and performance of each student at the facility.

(d) Provide each student with a current and complete copy of the agreement to enroll, dated and signed by the student or the student's guardian and an officer of the institution which must:

(1) Include a statement that the student or the student's guardian and the officer of the institution have reviewed each section of the agreement and had the opportunity to ask questions.

(2) Be printed in at least 10-point font; and

(3) Include a cancellation policy that:

(i) Provides that an agreement to enroll may be cancelled not later than 3 days after signing the agreement: and

(ii) Contains clear language explaining the process to cancel an agreement to enroll.

(e) For each program offered at the institution that does not lead to a degree, collect and maintain information concerning:

(1) The number of students enrolled in the program and the number and names of students who have obtained employment in related fields, with their locations of placement.

(2) The number of:

(i) Students enrolled in the program.

(ii) Students who have graduated rom the program; and

(iii) Graduates who have obtained employment in fields related to the instruction offered in the program, with the average compensation of such graduates.

(3) For each such program offered to prepare students for a licensing examination:

(i) The number of students enrolled in the program.

(ii) The number of such students who have graduated from the program; and

(iii) The number of such graduates who have passed the examination.

(f) Select, from the information collected pursuant to the information relating to any 6- month period within the 18-month period preceding its next date for enrollment. The information for the period selected must be set forth in written form and posted conspicuously at the institution.

(g) Include a disclosure page or prominent link to the disclosure page on the main page of the Internet website of the postsecondary educational institution.

(h) Include a statement indicating where a person can access the complaint policy of the postsecondary educational institution in the catalog or brochure of the institution or on the main page of the Internet website of the postsecondary educational institution.

The admissions process consists of an exchange of information between the applicant and Asher College. Asher College maintains a staff of admissions advisors to facilitate an applicant's enrollment. An admissions advisor conducts a personal interview with each applicant to assess individual career goals and training needs. After the advisor assesses the applicant's goals, the advisor will enroll the applicant as an IDL or Hybrid student in the desired program, selecting one of our scheduled start dates that is convenient for the student.

Asher College is ADA compliant and does not discriminate against students with special needs. In addition, Asher College does not discriminate based on sex, race, ethnic origin or religion (see Equal Opportunity information). With the approval of the prospective student, Asher College randomly records Admissions Interviews, seeking to ensure our Advisors do not misrepresent the nature of our educational programs.

Asher College follows a standardized process for all potential students regardless of whether they are an individual or a third party funded enrollment in a Certificate or Associate Degree program:

1. Asher College Admissions Advisors obtain inquiries from the internet, community events, agencies, job fairs, print media, telephone inquiry, referral, and walk-ins.
2. The Admissions Advisors can schedule an appointment in person or virtually (internally known as an Admissions Interview). The Admissions Advisors will also tentatively schedule an appointment to meet with a financial aid officer should the student decide they want to explore their options after the Admissions interview. These appointments can be completed virtually.
3. When a prospective student arrives at Asher College or attends a virtual meeting, they complete an application (internally referred to as a "lobby form"). Once completed, the Office Administrator provides it to the Admissions Advisor.
4. The Admissions Advisor begins the interview with the Interview Pathways Presentation.
5. During the Interview the Admissions Advisor discusses the following with the prospective student:
    - Individual needs and career goals.
    - Student's career and educational background.
    - The Asher College culture and mindset.
    - Asher's blended learning model, instructional methods, and class structure.
    - Hybrid delivery model Pros and Cons
    - The need of a computer at home.
    - A description of Soft-Skills and Career Services at Asher.
    - Requirements for admissions, and the dedication and commitment required of students.

- An overview of the programs, certifications, testing and career opportunities the Admissions Advisor feels is most appropriate to help the prospect achieve their career goals, while also taking into consideration their past education or employment.
- A tour of the facility and an introduction to faculty members and students.

6. The Admissions Advisor will then answer any other questions the prospective student may ask.
7. If the meeting is in person, the Admissions Advisor presents the prospective student with a folder containing the Admissions Advisor's business card; marketing material on the program the student is interested in; and a personalized proposal with start dates, end dates, program details and course descriptions; the proposal also includes tuition unless the prospect is working with an outside agency that has additional paperwork the advisor must send to the prospective student's counselors. For virtual meetings, the material is sent by email.
8. The Advisor then offers an Admissions Interview Tour Recap with links to our disclosures and discusses the next steps to enrollment (i.e. entrance exam, ability to meet financial obligations, scholarship application, weekly hours commitment etc.)
9. Next, if the prospective student would like to explore financial aid eligibility, we introduce the prospective student to a Financial Aid (FA) Representative, or if they are a veteran, the School Certifying Official (SCO). The Admissions Advisor will schedule a follow up appointment, in person or virtually, providing a checklist of items to bring at the next meeting if a FA representative or SCO is not available; or the prospective student is not ready to meet with them.
10. The prospective student can take an entrance exam on campus or virtually and the Admissions Advisor reminds the prospect that all instruction is in English. If Asher College cannot administer or the student does not have the time to take the entrance exam, the Advisor will schedule the prospective student for the exam prior to enrollment.

Once the prospective student has successfully completed the steps above, they can pursue enrollment paperwork. If the student is working with an agency, the agency must provide approval to the Admissions Advisor before proceeding with the enrollment. With the paperwork signed, the Advisor schedules the student for an academic and classroom orientation, beginning their certificate or degree program.

HYBRID PREPAREDNESS

For a prospective student to enroll in Hybrid delivery for their program, they must:

1. Successfully complete a personal interview with their Admission Advisor to determine if the prospective student can benefit from distance education.
2. Students acknowledge they have the following:
    a. Laptop computer and internet access that can be utilized to complete courseware, discussions, assignments, and exams. Minimum hardware and software specifications will be provided to prospective students prior to enrollment. Chrome Books and Macs are not compatible with Asher College Learning Management System (LMS).
    b. Minimum hardware and software for video conferencing.
    c. Ability to use email as the primary method of institutional correspondence.
    d. Ability to browse the Internet, utilize online accounts, and configure basic browser settings to permit use of course materials.

If the student does not have a computer that meets the requirements, the student must complete all their course work on campus.

ECPP ENROLLMENT PROCESS

The ECPP allows Ability to Benefit (ATB) Students to concurrently enroll in an Adult Education school, which may lead to a High School Diploma (or equivalent), and a post-Secondary school offering Career Pathway Programs.

Before enrollment, a prospective ATB student who is not a high school graduate or has not passed the GED and is seeking admission into an ATB eligible program must take and pass an independently administered, nationally standardized test recognized and approved by the United States Department of Education (DOE) that measures basic skills in reading and arithmetic.

Students who pass the ATB and enroll in an ECPP, must follow all the policies and procedures in this catalog.

ADMISSIONS PROCEDURES FOR STUDENTS WITH SPECIAL NEEDS

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

- Interview
- Campus tour
- Completion of any subsequent paperwork

Accommodations may include, but are not limited to:

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

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

VA CERTIFICATION NOTICE

To begin school, all prior academic credits (including military credit) must be evaluated. VA beneficiary Students must also provide their current Certificate of Eligibility. The transcript evaluation must be completed, and your Certificate of Eligibility must be received prior to enrollment.

Failure to provide the required documents will delay enrollment.

VA Beneficiary students will sign a Certification Notice indicating that they have read and understood the statements below:

- I must request that all my unofficial college transcripts (including military credit via Joint Service Transcripts – JST or through the Community College of the Air Force) be provided to the Asher College School Certifying Official (SCO).
- Official transcripts will be required if credits are accepted.
- After all my transcripts are on file at Asher College, my prior credit will be evaluated and, if applicable, credit will be granted towards my program.
- When the prior academic credit evaluation has been completed, I will be notified in person of the results.

CERTIFICATION AND LICENSING

Industry certification exams offered with an Asher College program are optional. Certifying entities include CompTIA, Microsoft, Cisco, Intuit, AAPC (Medical Coding), PTCE (Pharmacy Technician) and National Health Career Association (NHA).

The measures taken to prepare graduates for their optional certifications include providing students with:

- Individual courses containing labs which help students experience practical use of the course materials, multiple unit exams and a final exam.
- Test prep materials to test a student's knowledge to better ensure they are prepared to take an exam.
- Test vouchers and registration for graduates to include providing the location and time of their exam.
- On-site (on campus) testing stations offering multiple certifications including CompTIA, Microsoft, Cisco, Intuit and NHA.

ANNUAL NOTIFICATIONS FOR ALL ASHER COLLEGE STUDENTS

Asher College annually notifies students of the following:

- Voter Registration, Nevada: https://www.nvsos.gov/sosvoterservices/Registration/Step0.aspx
- Annual Safety Report: https://asher.edu/disclosures/
- Electronic Notification Authorization renewal https://asher.edu/disclosures/
- FERPA (Family Educational Rights and Privacy Act
- Title IX video link https://youtu.be/v3RFZ0SglsQ

ELIGIBLE CAREER PATHWAYS PROGRAM (ECPP)

ECPP OVERVIEW

Asher College has developed ECPPs which:

1. Concurrently enroll students in connected adult education and eligible postsecondary programs.
2. Provides students with counseling and supportive services to identify and attain academic and career goals.
3. Provides structured course sequences that are articulated and contextualized and allow students to advance to higher levels of education and employment.
4. Provides opportunities for acceleration for students to attain recognized postsecondary credential including degree industry relevant certifications.
5. Is organized to meet the needs of adults.
6. Is aligned with the educational and skills needs of the regional economy.
7. Has been developed and implemented in collaboration with partners in business, workforce development, and economic development.

CAREER PATHWAY PROGRAMS

Asher College has identified the following Eligible Career Pathway Programs, which align with the needs of industries in the Sacramento, Dallas, and Las Vegas geographic areas:

- Computer Network Technician
- Computer Information Specialist
- Health Information Specialist
- Medical Billing and Coding
- Office Accounting Specialist

ECPP PARTICIPATION REQUIREMENTS & CONCURRENT DISMISSAL

ATB students who fail to participate in either the Adult Education or Vocational component of their ECPP program for consecutive 14 days will be dismissed from their ECPP. Participation for the Adult Education program is defined as completing any education activity. Whereas participation in the Vocational program is defined by the Asher College Satisfactory Academic Progress (SAP) and Attendance polies.

Dismissal from either the Adult Education or the Vocational component of the ECPP program for any reason shall result in dismissal from the other component of the program.

ECPP ADULT EDUCATION COMPUTER WORK SPACE

Asher College provides ATB Students with an on campus ECPP Computer area to work through their Adult Education curriculum if they prefer to use our facility. **ATB students are only required to use the ECPP Computer Workspace to complete their Adult Education Final exams.**

The ECPP Adult Education component is offered online by an approved service provider and is self-directed. Students may work on the Adult Education curriculum off campus via the internet, though they are highly encouraged to attend at least 6 hours weekly in the ECPP Computer Workspace.

Asher College's ECPP Computer Workspace hours of availability are provided to each student at their orientation and posted inside and outside the lab.

Restriction: ATB students are not allowed to work on Vocational Program material in the ECPP Computer Workspace; the ECPP Computers will prevent students from accessing the Asher College Student login webpage.

ATB STUDENT NOTIFICATION

- ATB Students must concurrently enroll in an Adult Education Program offered by a licensed adult education service provider and not by Asher College.
- ATB Students will abide by all ECPP specific requirements listed in this student catalog and handbook to promote the completion of a high school diploma and a vocational program.
- Asher College does not guarantee ATB student's will receive a high school diploma (or its equivalent), earn any industry certifications that are part of their vocational program or graduate from Asher College.
- Completing the Vocational component of the program is not a condition for receiving a high school diploma.
- Upon successful completion of the Adult Education component of the program the student may request a copy of their transcript directly from the adult education vendor.

TRANSFER OF CREDIT

REF: ACCET DOC 16.1

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Asher College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the credits, degree, or certificate you earn at Asher College is also at the complete discretion of the institution to which you may seek to transfer.

If the credits, degree, or certificate that you earn at Asher College are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at Asher College will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Asher College to determine if your credits, degree, or certificate will transfer.

Asher College will assist the student requesting transfer of credit to another institution by providing guidance, counseling, syllabi, or course outline. The student or other institutions on behalf of the student may request a copy of the student's Official Asher Transcript at no charge.

Submit Transcript Requests online at: https://www.asher.edu/career-services/transcript-request/

TRANSFER OF CREDIT (TOC) TO ASHER COLLEGE

NAC 394.381 (6)(J)

Prospective students may request a review of prior obtained credits for transferability to Asher College; all Transfer of Credit requests are reviewed. Transfer credits are only credited to required courses within the selected Asher College program.

It is the school's policy to accept credit hours earned in courses taken at accredited institutions provided that the student earned a grade of 2.0 (C) or above; up to date Vendor Certifications are also accepted for credit for courses offering a Vendor Examination. **Asher College will only approve Transfer of Credit(s) if the student provides *Official Transcripts* before enrollment for evaluation.**

Asher College prorates tuition on a percentage and will apply credit to no more than 33% by Quarter Credit Hours (QCH) of the program's courses. Courses accepted for Transfer of Credit may affect financial aid.

Exceptions

- **Asher College may accept any prior Courses taken at our institution as a transfer of credit from program to program**.
- Asher College accepts all courses that qualify for credit from institutions which have closed prior to the student completing their program at the closed institution.
- Approved by the Campus Director when credits exceed 33% of the program.

Experiential Learning Credit

Asher College does not accept credit for prior experiential learning.

Application Process for TOC

- The prospective student must request a TOC.
- The prospective student must have the non-Asher College institution send the ***Official Transcript*** directly to the Asher College.
- Asher College will provide the prospective student with a printout of the results showing the accepted course(s) along with a financial breakdown within 5 school days of the prospective student submitting the above information.

CHALLENGE EXAMS FOR CREDIT

Students who believe they are sufficiently competent to receive clock hour credits in a subject may request credit for some classes through a Challenge Examination without additional charges from Asher College; **prospective students must complete Challenge Exams prior to enrollment**.

The Challenge Exam may contain oral, written and/or practical portions. To receive credit, a prospective student must score at least an 80% on the exam; the decision of the examining instructor is final.

TOC APPEAL PROCESS

If a prospective student disagrees with the TOC results, the prospect is first encouraged to discuss the situation informally with the Admissions Advisor. If the student is still unsatisfied after this discussion, they may appeal the decision to the Campus Director providing a written explanation and either a course description or course syllabus demonstrating how the external course is comparable to the Asher College course.

Senior Management will review all appeals and make a final decision. **Asher College reserves the right to accept or reject any or all credit hours earned at other institutions.**

VETERAN REQUIREMENTS

38 USC 3675(B)(2)

All VA students 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 School Certifying Official (SCO). VA beneficiaries must provide all transcripts of educational training that is above High School level. Unofficial transcripts are acceptable only if no credit is transferable from the outside institution. Courses accepted for prior credit may affect federal financial aid and Veteran Administration (VA) certification.

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. Asher College will retain and evaluate this documentation to determine if the VA beneficiary is eligible to transfer prior earned credits to the program of study.

To begin school, all prior academic credits (including military credit) must be evaluated. You must also provide your current Certificate of Eligibility.

CANCELLATION AND REFUND POLICY

NEVADA REFUNDS BY POSTSECONDARY EDUCATIONAL INSTITUTIONS

NRS 394.449 ***REQUIREMENTS OF POLICY FOR REFUNDS BY POSTSECONDARY EDUCATIONAL INSTITUTIONS.***

CANCELLATION POLICY:

Students may cancel their enrollment within 3 business days of signing the document and will be eligible for all monies paid for tuition and fees.

Process for Cancelling an enrollment agreement.

Student will need to go to the campus registrar in person and complete a program cancellation form. Any monies paid for tuition and fees will be refunded by check within 15 days from the date of cancellation.

Asher College accepts a cancel for a student who never attends classes after enrolling and informs the staff of their desire to cancel within the first 7 days following the start date of the enrollment.

Asher College accepts a cancel for a student who never attends class at the institution after enrolling and does not inform the institution. (No Show Cancel)

REFUND POLICY:

1. That if the institution has substantially failed to furnish the training program agreed upon in the enrollment agreement, the institution shall refund to a student all the money the student has paid.
2. That if a student cancels his or her enrollment before the start of the training program, the institution shall refund to the student all the money the student has paid, minus 10 percent of the tuition agreed upon in the enrollment agreement or $150, whichever is less, and that if the institution is accredited by a regional accrediting agency recognized by the United States Department of Education, the institution may also retain any amount paid as a nonrefundable deposit to secure a position in the program upon acceptance so long as the institution clearly disclosed to the applicant that the deposit was nonrefundable before the deposit was paid.
3. That if a student withdraws or is expelled by the institution after the start of the training program and before the completion of more than 60 percent of the program, the institution shall refund to the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or $150, whichever is less.
4. That if a student withdraws or is expelled by the institution after completion of more than 60 percent of the training program, the institution is not required to refund the student any money and may charge the student the entire cost of the tuition agreed upon in the enrollment agreement.
5. If a refund is owed pursuant to subsection 1, the institution shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:
    a. Date of cancellation by a student of his or her enrollment.
    b. Date of termination by the institution of the enrollment of a student.
    c. Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or
6. Last day of attendance of a student, whichever is applicable.

7. Books, educational supplies, or equipment for individual use are not included in the policy for refund required by subsection 1, and a separate refund must be paid by the institution to the student if those items were not used by the student. Disputes must be resolved by the Administrator for refunds required by this subsection on a case-by-case basis.
8. For the purposes of this section:
    a. The period of a student's attendance must be measured from the first day of instruction as set forth in the enrollment agreement through the student's last day of actual attendance, regardless of absences.
    b. The period of time for a training program is the period set forth in the enrollment agreement.
    c. Tuition must be calculated using the tuition and fees set forth in the enrollment agreement and does not include books, educational supplies or equipment that is listed separately from the tuition and fees.
9. Substantially "failed to furnish" includes cancelling or changing a training program agreed upon in the enrollment agreement without:
    a. Offering the student a fair chance to complete the same program or another program with a demonstrated possibility of placement equal to or higher than the possibility of placement of the program in which the student is enrolled within approximately the same period at no additional cost; or
    b. Obtaining the written agreement of the student to the specified changes and a statement that the student is not being coerced or forced into accepting the changes,
    c. unless the cancellation or change of a program is in response to a change in the requirements to enter an occupation.

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

ACCET Cancellation and Refund Policy

Reference: ACCET Document 31

Cancellation and refund policies comply with applicable federal and state laws and regulations and ACCET policies. Written policies covering cancellation and refund policies pertaining to cancellations, withdrawals, and terminations are clearly stated to prospective students before enrollment, consistently followed, and publicly available.

ACCET accredited institutions seek to promote good will using explicitly stated fair and equitable cancellation and refund practices pertaining to cancellations, withdrawals, and terminations that take into consideration:

- The legitimate reasons why an applicant or student may not be able to either start or complete the training; and
- The reasonable expenses incurred by the institution.

General Requirements

1. The institution has a fair and equitable, clearly defined, and uniformly administered cancellation and refund policy for cancellations, withdrawals, and terminations (dismissals).
2. The requirements established in this policy are the minimum acceptable standards for making refunds. Many institutions incorporate more generous policies and procedures, which the Commission encourages.
3. If the institution is required to be licensed by the state and the state mandates a cancellation and refund policy, the institution demonstrates compliance with that policy as well as with any unique requirements of ACCET's policy**. The institution compares the state's policy with ACCET's in each instance of cancellation or withdrawal and follow the policy that is more lenient towards the student.** The written refund policies of the state and ACCET are provided to students in the enrollment agreement, along with notification that a comparison will be made and the policy that is most beneficial to the student will be used.
4. The institution provides (in English) a prospective student with enrollment agreements required for vocational programs and/or enrollment documents required for other types of programs/courses which include the cancellation and refund policy, along with all program costs, including tuition, fees, and any other costs. The student must verify and attest in writing that he or she understands the content. The institution's enrollment documents (including enrollment agreements and catalogs, as applicable) are to be provided in a language the student understands. If these enrollment documents are not translated into a student's native language, the student must sign an attestation that s/he was provided the enrollment documents and given ample opportunity to review and understand the terms and conditions of enrollment, including the institution's refund policy, prior to signing the enrollment documents.
5. The institution does not require written notification of cancellation or withdrawal, unless required by federal or state laws or regulations. In addition, an institution must not require notification of cancellation or withdrawal in person as a condition for making refunds, nor charge any penalty for failure to notify the institution in writing. An institution must not impose additional requirements for refund processing.
6. The institution does not obligate a student for more than twelve (12) months at a time. Refund computations must apply to the stated charges attributable to the given period of financial obligation.

7. The institution treats students fairly and equitably relative to tuition, other charges, and refunds. In no event is a student treated differently with respect to charges and refunds based on the source of funding or the timing of disbursements or payments. Except as noted below, the students is not treated differently based solely on their visa status.
8. The institution completes and documents refund calculations for each student who cancels, withdraws, or is withdrawn from training. This documentation is sufficient to demonstrate that refunds are timely and accurate, including but not limited to documentation regarding:
    - Start date.
    - Last date of attendance (LDA).
    - Date of determination (DOD).
    - Charges to the student.
    - Total amount paid.
    - Weeks earned and resulting percentage of program completed.
    - Calculation of refund.

REFUND DUE DATES

1. If an applicant never attends class (no-show) or cancels the contract prior to the class start date, all refunds due must be made within forty-five (45) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier.
2. For an enrolled student, the refund due is calculated using the last date of attendance (LDA) and be paid within forty-five (45) calendar days from the documented date of determination (DOD). The date of determination is the date the student gives written or verbal notice of withdrawal to the institution or the date the institution terminates (dismisses) the student, by applying the institution's attendance, conduct, or Satisfactory Academic Progress policy. If a student provides advanced notice of withdrawal such that the 45-day window for refund processing ends before the last date of attendance, the refund is paid within forty-five (45) calendar days from the last date of attendance.

CHARGES OTHER THAN TUITION

All extra costs, such as books, supplies, equipment, laboratory fees, rentals and any similar charges not included in the tuition price, must be clearly stated in the enrollment agreement. Non-refundable charges must be explicitly itemized in the catalog and the enrollment agreement. Charges that are non-refundable must be limited to those materials that are distributed and attributable to the portion of the program attended by the student.

CANCELLATIONS

1. **Rejection of Applicant:** If an applicant is rejected for enrollment by an institution, or if a prospective international student has his/her visa application rejected, a full refund of all monies paid must be made to the applicant, less a maximum application/registration fee of $200 if such charges are clearly itemized in the enrollment agreement as non-refundable.
2. **Program Cancellation:** If an institution cancels a program after a student's enrollment, the institution must refund all monies paid by the student.
3. **Cancellation Prior to the Start of Class or No Show:** If an applicant accepted by the institution cancels prior to the start of scheduled classes or never attends class (no-show), the institution must refund all monies paid, less a maximum application/registration fee of $200**,** if such charges are clearly itemized

in the enrollment agreement as being non-refundable, and any actual housing costs incurred by the institution.

4. **Cancellation After the Start of Class (Optional Student Trial Period):** An institution may consider a withdrawal as a cancellation or no show (for example, within the first week of the program) provided this process is fully delineated in writing as part of the refund policy and provided to all students at or before enrollment. A student who is considered a cancellation or no show under such a policy must have all charges refunded and all payments returned to the individual or the applicable funding source less the maximum allowable application/registration fee of $150, if such charges are clearly itemized in the enrollment agreement as being non-refundable.

   Cancellations processed in accordance with this trial period section are not treated as a start by ACCET and, therefore, do not negatively impact the institution's completion rate.

WITHDRAWAL OR TERMINATION (DISMISSAL) AFTER THE START OF CLASS AND AFTER THE CANCELLATION PERIOD

1. Avocational program less than 300 clock hours (or the credit hour equivalent):

   For short-term avocational programs such as workshops, seminars, and similar programs, an institution must establish a refund policy in accordance with all guidelines outlined above in this document in order to promote good will through a fair and equitable policy.

2. All Vocational Programs and avocational programs 300 clock hours or greater:

   For all other programs, an institution must establish, at a minimum, the following refund policy:

   a. Refund amounts must be based on a student's last date of attendance (LDA). When determining the number of weeks completed by the student, the institution may consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.

   b. During the first week of classes, tuition charges withheld must not exceed 10 percent (10%) of the stated tuition up to a maximum of $1,000.

   c. After the first week and through fifty percent (50%) of the period of financial obligation, tuition charges retained must not exceed a pro rata portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed, up to a maximum of $1,000. (See example.) Institutions that do not retain any unearned tuition may assess an administrative fee associated with withdrawal or termination (dismissal) not to exceed $150.

   d. After fifty percent (50%) of the period of financial obligation is completed by the student, the institution may retain the full tuition for that period.

   e. While ACCET requires that tuition be listed on the enrollment agreement, some states require that an institution list the tuition for an entire program on an enrollment agreement even when the institution only financially obligates the student for a portion of the entire program. When calculating a refund, the percentage of tuition retained by the institution must be based on the portion of the program the student was attending through his or her last date of attendance when the student dropped, not the tuition charged for the entire program listed on the enrollment agreement.

REFUND COMPUTATION EXAMPLE

(Avocational Programs More than 300 Clock Hours and All Vocational Programs)

- The student enrolled in a 48-week program, starting on January 4th and scheduled to complete on December 10th.
- There are two periods of financial obligation of 24 weeks each.
- The total tuition is $15,000. Tuition for each period is $7,500.
- The last date of attendance (LDA) for the student is February 24th.
- The date of determination is March 8th.

Number of weeks student attended	8 weeks	= 33.3%
Number of weeks financially obligated	24 weeks	
Pro rata portion completed based on	8 weeks	= 33.3%
33.3% of $7,500 tuition		= $2,500 (earned tuition)
10% of unearned tuition ($7,500-$2,500 = $5,000 unearned)		= $ 500
Owed to institution		= $3,000
Student payment		= $7,500
Refunded to student by April 22nd		= $4,500

VOCATIONAL PROGRAMS

In addition to the requirements outlined above, an institution which offers vocational programs must also comply with the following:

1. The cancellation and refund policy and all program costs including tuition, fees, and any other costs must be delineated in the institution's catalog. Any non-refundable fees and charges must be clearly itemized as such.
2. An institution which participates in the Title IV programs must establish a Return of Title IV Funds policy which is in compliance with federal regulations and must also comply with federal regulations, as applicable, in the areas of attendance, leave of absence, etc. Federal regulations may differ from ACCET policy, and if stricter, take precedence.

DEFINITIONS

Cancellation: A student who never attends classes at the institution after enrolling and informs the institution, except as noted in the section entitled "Cancellation After the Start of Class (Optional Student Trial Period)."
No Show: A student who never attends class at the institution after enrolling and does not inform the institution. Note that the ACCET policy treats no shows identical to cancellations.
Withdrawal: A student who attends at least one class at the institution but does not complete his/her program.
Termination (Dismissal: A type of withdrawal initiated by the institution due to failure to meet one or more institutional policies.
Period of Financial Obligation: The portion of the program for which the student is legally obligated to pay, which may be less than the full program and may not, under any circumstances, exceed a period of 12 months.
Last Date of Attendance (LDA: The final date the student attends class.
Date of Determination (DOD: The date the student notifies the school of his or her withdrawal, or the date the institution terminates or administratively withdraws the student.

ASHER COLLEGE STUDENT'S RIGHT TO CANCEL

NAC 394.381(6)(c); NRS.394.449

NOTIFICATION REQUIREMENTS

A notice of cancellation may be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

CANCELATION AND REFUNDS

Students may cancel their enrollment within 3 business days of signing the document and will be eligible for all monies paid for tuition and fees. Students will need to go to the campus registrar in person and complete a program cancellation form. Any monies paid for tuition and fees will be refunded by check within 15 days from the date of cancellation.

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later.

If the Enrollment Agreement is cancelled, the school will refund the student any money they paid, less the registration fee (not to exceed $150.00) and books/equipment not returned in good condition within 15 days after the notice of cancellation is received.

A full refund will be made to any student who cancels the enrollment contract within 7 calendar days after the start date. After the end of the cancellation period, you also have the right to Withdraw at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance.

WITHDRAWAL AND REFUNDS

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. Books and equipment not returned in good condition in 15 days will be charged to the student.

Your refund will be less the registration fee (not to exceed $150.00) and books/equipment not returned in good condition within 15 days of determination of withdrawal. If you have completed more than 60% of the period of attendance for which you were charged, the tuition is considered earned and you will receive no refund.

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

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

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

- The Date of Determination (DOD) is based off the date of withdraw.
- Last Day of Attendance (LDA) is the Last Day of Recorded Attendance and/or content access.
- If Federal Financial Aid is used, then are Return to Title IV (R2T4) calculation will be calculated. This calculation is based off a 60% pro rata refund calculation.
- Pro rata refund calculation is a calculation that is based off the total number of days completed in a payment period divided by the total number of days in the payment period and stated as a percentage. If the total number of days completed is greater than 60%, then the school has earned 100% of the payment period (no refund will be granted for the payment period the refund calculation is being processed for). Any leaves of absence (LOA) will be deducted from the payment period the student is currently in.
- If the pro rata refund calculation is less than 60%, then the percent that was earned will be stated in a dollar amount and the unearned amount will be refunded back to the appropriate funding source.
- **In Nevada refunds will be processed within 15 days of the DOD.**
- **The calculation most beneficial to the student will be used.**

RETURN OF TITLE IV

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

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

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

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

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

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

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

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

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

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

REFUND PROCEDURE

REFERENCE: ACCET DOC 31.1

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

Refunds are issued through the Director of Asher College when a student withdraws from all classes. The issuance of refunds is not contingent upon notification of withdrawal by the student. All refunds are mailed within 15 days of the date of determination. For students receiving funding from a third party, tuition refunds are first applied toward repayment of third-party funding.

The Campus Director will submit a state refund/balance to the Corporate Financial Aid (FA) Director. The FA Director will complete a refund calculation based on the ACCET and Nevada Regulations. In addition, the FA Director will complete a return to Title IV calculation and determine if the student either owes the school or is due a refund. The FA Director will submit the calculations to the office manager and Campus Director for approval. **The calculation amount that benefits the student the most is the one used.**

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

REFUND DISTRIBUTION POLICY

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

Any amount of the refund more than the unpaid balance of the loan ***shall*** be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount ***shall*** be paid the student.

All students who receive Title IV funds and withdraw with a refund due will have the refund amount refunded according to the following refund distribution policy:

- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Federal PLUS Loan
- Federal Pell Grant
- FSEOG
- Other Student Financial Aid Programs
- Other Federal State, Private, or Institutional Sources of Aid
- The student

ACCOUNT FOR STUDENT INDEMNIFICATION **NRS 394.553**

1. The Account for Student Indemnification is hereby created in the State General Fund. The existence of the Account does not create a right in any person to receive money from the Account. The Administrator shall administer the Account in accordance with regulations adopted by the Commission.
2. Except as otherwise limited by subsection 3, the money in the Account may be used to indemnify any student or enrollee who has suffered damage as a result of:
   (a) The discontinuance of operation of a postsecondary educational institution licensed in this state; or
   (b) The violation by such an institution of any provision of NRS 394.383 to 394.560, inclusive, or the regulations adopted pursuant thereto.
3. If a student or enrollee is entitled to indemnification from a surety bond pursuant to NRS 394.480, the bond must be used to indemnify the student or enrollee before any money in the Account may be used for indemnification.
4. In addition to the expenditures made for indemnification pursuant to subsection 2, the Administrator may use the money in the Account to pay extraordinary expenses incurred to investigate claims for indemnification or resulting from the discontinuance of the operation of a postsecondary educational institution licensed in this state. Money expended pursuant to this subsection must not exceed, for each institution for which indemnification is made, 15 percent of the total amount expended for indemnification pursuant to subsection 2 or $10,000, whichever is less.
5. No expenditure may be made from the Account if the expenditure would cause the balance in the Account to fall below $10,000.
6. Interest and income earned on the money in the Account, after deducting any applicable charges, must be credited to the Account.
7. The money in the Account does not lapse to the State General Fund at the end of any fiscal year.

FINANCIAL AID

FINANCIAL AID DEPARTMENT

RESPONSIBILITIES

The Financial Aid (FA) Department will discuss financial options with prospective students prior to enrolling into Asher College. Financial aid personnel can answer questions and provide information about financial aid programs, the application process, and related deadlines. This practice enables applicants to evaluate their options for tuition financing.

All students should meet with a FA Representative, we recommend scheduling an appointment. Students can obtain loan and grant applications from the FA department. Some students using FA may be required to submit further documents for verification. Prospective students must submit verification paperwork to the FA office within 14 days of requested date.

FINANCIAL AID PROFESSIONAL JUDGEMENT

Professional judgment (PJ) is the ability of a financial aid administrator to assess a student's financial aid due to special or unusual circumstances or dependency status.

Some examples of special circumstances are elementary or secondary school tuition, medical or dental or nursing home expenses not covered by insurance, unusually high childcare costs, being homeless or a dislocated worker, recent unemployment of a family member, or other changes in the family's income or assets. Use of Professional judgment is neither limited to nor required for the situations mentioned.

TFC CREDIT CORP FUNDING

TFC Credit Corp. will process and manage Asher student notes. TFC will collect the monies due from students including sending past due notices, sending collection letters, and making telephone calls.

PAYMENT METHODS AND TERMS FOR ALL PROGRAMS

Payment methods are:

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

Terms are dependent upon agreement with students and any third-party participants. Students are issued a receipt when paid at the campus.

TITLE IV FEDERAL FINANCIAL AID

Title IV makes Federal Financial Assistance (FFA) available to students. Students may use assistance received from FFA programs for educational purposes only.

FOR PURPOSES OF TITLE IV FEDERAL FINANCIAL AID

34CFR SECTION 668.8 (1)(2)

Definition of Clock Hour to Credit Conversion

For Purposes of Title IV Federal Financial Aid: Asher College measures our programs for financial aid purpose in Quarter Credit Hours as follows:

Quarter Credit hours definition of credit hour: Measures credit hour in terms of the amount of time in which a student is engaged in academic activity (courseware, labs, hands on, lectures) are 20 clock hours:1; that is a minimum of 20 hours to award 1 quarter credit.

For Academic Purposes: Asher College is approved by Accrediting Council for Continuing Education and Training. ACCET uses the following Carnegie Method for clock-to-credit hour conversions for lecture and laboratory:

- **Lecture Hours:** Instructional hours consisting of theory or new principles.
- **Lecture Credit Hours:** Quarter Credits – Must teach a minimum of 10 Lecture hours to award 1 quarter credit (divide lecture hours by 10).
- **Laboratory Hours:** Instructional hours used to develop and reinforce practical skills and knowledge of a previously introduced theory/principle, consisting of supervised student practice.
- **Laboratory Credit Hours:** Quarter Credits – Must teach a minimum of 20 laboratory hours to award 1 quarter credit (divide laboratory hours by 20).

Credit Hour Calculation

Asher College calculates Lecture and Laboratory credit hour conversions, rounding down to the nearest half credit hour. Asher College adds the total for the credit hours for lecture, and Lab to determine the total credit hours for a class.

ECPP Clock Hours

Credit or clock hours associated with the adult education coursework cannot be incorporated into a student's Title IV enrollment status, regardless of whether the institution considers the adult education coursework to be remedial.

FINANCIAL AID PROGRAMS

Asher College participates in the following Federal, State and Private financial aid programs:

- Federal Pell Grants are a subsidy the U.S. federal government provides for students who need it to pay for college.
- Unsubsidized Federal Stafford Loans are guaranteed by the U.S. Department of Education.
- Subsidized Federal Stafford Loans are guaranteed by the U.S. Department of Education.
- Federal PLUS Loans are offered to parents of students enrolled at least half time, or graduate and professional students, at participating and eligible post-secondary institutions.
- Federal Supplemental Educational Opportunity Grants (FSEOG) are for undergraduate students with exceptional financial need.
- TFC Credit Corps originating, servicing, and managing tuition receivable and institutional loan programs for post-secondary institutions.

RESOURCES

Free Application for Federal Student Aid (FAFSA)

APPLICATION FOR FEDERAL FINANCIAL AID

To apply for Federal Financial Aid, a student must:

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

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

Some FA students may be required to submit further documents for verification. Asher College requires verification paperwork to be submitted to the FA office within 14 days of requested date. Additional information on eligibility requirements and alternate financing options is available from the Financial Aid Department.

ECPP TITLE IV ELIGIBILITY

Students without a High School (HS) diploma or GED may be eligible to enroll at Asher College by:

- Passing an independently administered Department of Education approved Ability to Benefit exam.
- Concurrently enrolling in a licensed Adult Education program and an approved Vocational program.
- Student must meet all eligibility requirements for FA, (except HS diploma) while enrolled in an ECPP.

ECPP Financial Aid Restrictions

- The ECPP may not include the cost of the adult education component in the student's Cost of Attendance (COA).
- The ECPP may not pay for the cost of the adult education component using Title IV aid; the only costs that can be included in the COA are those associated with the Title IV eligible postsecondary program component.

LOAN REPAYMENT RESPONSIBILITY

Students, who receive loans to pay for their course of instruction are responsible for repaying the full amount of the loan, plus interest, less the amount of any refund. Students who have received federal student financial aid funds are entitled to a refund of the monies not paid from federal student financial aid program funds.

Defaulting on loans could result in damage to credit ratings, loss of eligibility for future student loans and other forms of financial aid, loss of deferment and monthly payment options, withholding of state and federal income tax refunds, initiation of court action, and garnishment of wages.

Students with a credit balance will receive notification and a check no more than 14 days from the date of the created credit balance. Students can sign an authorization to hold and roll over a Federal Student Aid (FSA) credit balance to the next payment period.

OTHER FINANCIAL ASSISTANCE OPTIONS

VETERANS ASSISSTANCE OR GI BILL®

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA. More information about education benefits offered by VA is available at the official U.S. government website at ***www.benefits.va.gov/gibill***."

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

(PL 115-407 SECTION 103, 104) (TITLE 38 USC 3679 (E)

Asher College does not impose any penalty, including assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds while awaiting payment of VA funds under chapter 31 and 33.

Asher College requires veteran students to submit a Certificate of Eligibility (COE) for entitlement to educational assistance before the first day of class. Students must submit a written request to use such entitlement. Students must provide additional information necessary for the proper certification of enrollment by the educational institution. Asher College may also require additional payment or impose a fee for the amount that is the difference between the amount of the student's financial obligation and the amount of the anticipated or actual VA education benefit disbursement.

THE ASHER ADVANTAGE SCHOLARSHIP PROGRAM

The Asher College has the Asher Advantage scholarship, and it is available to all prospective students. The scholarship committee is made up of campus specific staff and management who meet to approve or disapprove scholarship applications. The Asher Advantage scholarships are based on eligibility and require prospective students to fill out a FASFA and Scholarship Request Form. Las Vegas can approve per quarter 12 scholarships up to $20,000.

Once the student has completed 80% of their program, Asher College disperses scholarship awards to the student's tuition account. Scholarship has no cash value and cash is never disbursed to the student in place of the scholarship. At the 80% completion point of the program, the student must have a 2.75 GPA or better for the scholarship to be awarded. https://asher.edu/financial-aid/

INDEPENDENT STUDY, COOPERATIVE PROGRAMS, AND OJT POLICY

Asher College does not offer cooperative or on-the job training (OJT) programs. Credit is also not granted by Asher College for previous participation in independent study, cooperative programs, or OJT programs. Students may access further professional development opportunities through the Career Services office.

SATISFACTORY ACADEMIC PROGRESS (SAP)

GENERAL ELEMENTS OF SATISFACTORY ACADEMIC PROGRESS

SAP POLICY TITLE IV: §34 CFR 668.34; 38 CFR 21.4253 (D)(1)(III); 38 CFR 21.4254 (B)(7); NAC 394.381(6)(E)

Asher College applies the Satisfactory Academic Progress policy to all students regardless of financial assistance status or enrollment status (i.e., Full, Three-Quarter, or Half time). Students must adhere to Attendance and Academic Standards to maintain Satisfactory Academic Progress.

The Department of Education defines quarter credit value used for SAP purposes. Evaluation of student achievement and progress is based on meeting the objectives for each course. Student progress, GPA, and attendance is evaluated at various times throughout the program. Asher College notifies Students of their GPA every other month with an unofficial copy of their transcript and by evaluations based on the time frames listed below. Instructors conduct progress or evaluation checks.

STUDENT SECHEDULE, RATE OF PURSUIT AND SAP

Students who are Enrolled as Full Time (FT) students are expected to dedicate about 24 hours per week while students enrolled Three-Quarter Time (3QT) and Half Time (HT) are expected to dedicate about 18 hours and 12 hours respectively. These are estimates only. Some students may expect to dedicate more hours based on their own familiarity with the subject matter.

The Student Schedule outlines the Rate of Pursuit through each course that the student is expected to follow and is used to track SAP. The Student Schedule reflects Unit Exam, Course Final dates and outlines the Rate of Pursuit for the entire program. Students are issued new schedules following a Leave of Absence (LOA) or Change in Status (COS); i.e., changing from FT to 3QT.

GRADUATION REQUIREMENTS

Graduation Requirements for Asher College are:

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

Asher College will award students an appropriate degree or certificate who successfully complete a program of study verifying that fact.

REFERENCE: ACCET DOCUMENT 18

QUALITATIVE STANDARD

Students must earn all quarter credits in the program, 80% Schedule days, 80% attendance days, and achieve a cumulative "C" grade point average by graduation. A "C" grade point average is equivalent to a minimum of a 2.0 on a 4.0 scale, or a 70% on a 100% scale. All students must also meet the required standards for Progress and Code of Conduct to graduate.

QUANTITATIVE STANDARD

Asher College's Quantitative Standard is Academic Quarter Credit Hours (QCH). Asher College calculates the Rate of Pursuit by dividing the cumulative number of hours the student has completed by the cumulative number of hours the student has attempted.

INCREMENTS FOR EVALUATION

For shorter programs

- By the end of the 2nd week after the first day on campus.
- Upon completion of the required attendance days and earning ½ of the quarter credits needed for graduation.
- At completion of the last course.
- As needed at the instructor's discretion.

For longer programs

- By the end of the 2nd week after the first day on campus.
- Upon completion of the required attendance days and course content as identified as the 2nd disbursement.
- Upon completion of the required attendance days and course content as identified as the 3rd disbursement.
- At the beginning of the last course.
- At the completion of the program.
- As needed at the instructor's discretion.

For degree programs

- By the end of the 2nd week after the first day on campus.
- Upon completion of the required attendance days and course content as identified as the 2nd disbursement.
- Upon completion of the required attendance days and course content as identified as the 3rd disbursement.
- At the beginning of the last course prior to the start of General Education Courses.
- At the completion of the program.
- As needed at the instructor's discretion.

MAXIMUM TIME FRAME

Asher College provides students the opportunity to use a maximum program completion time of 150% of the scheduled program time measured in both Credit Hours and Weeks.

Example: The Computer Network Technician program is 65 credits over a 71-week period. Based on a 150% Max Timeframe, a student would have to complete the program within: 99 attempted credits (63*150%); and 106 weeks (71 x 150%)

EVALUATION OF SAP STANDARDS

Each evaluation includes an assessment and notification to the student of the qualitative (e.g. grade point average) and quantitative measure of the Student's Rate of Pursuit (PACE). Asher College authorizes faculty to conduct informal evaluations in addition to the scheduled evaluations all throughout a student's program, identifying students at risk for academic warning or probation.

If a student does not pass a course, they will be required to retake the course. However, at the discretion of the Director of Education/Program Manager, they may be allowed to move to the next module first.

CONSEQUENCES OF FAILURE TO MEET SAP STANDARDS

Consequences

Students are informed of their responsibility to maintain the requirements and performance levels for success in accordance with the necessary program enrollment agreement.

The Instructor, Program Manager or Director of Education will notify any student not making Satisfactory Academic Progress via email and attempt to contact them as well in person or by phone. The appropriate faculty member will then schedule a face-to-face appointment placing the student on Academic Warning, escalating to Academic Probation, or recommending for Dismissal.

Students who fail the course but still have a GPA over 2.0 will have the opportunity for a retake. Students who have 2 F's will be terminated.

Students who do not successfully complete academic warning will be placed on academic probation by DOE's or Instructors. Students who fail academic probation will be terminated with the opportunity to appeal the termination. Students who fail the appeal process will be terminated.

§34 CFR 668.34

A student who has not achieved the required GPA, or who is not successfully completing his or her educational program at the required credit progress, is no longer eligible to receive assistance under the title IV, HEA programs.

Academic Warning

Status given to a student indicating an immediate or impending problem with the student due to poor attendance, failing grades, lack of progress or bad conduct.

Asher College places students on an Academic Warning status under the following circumstances:

- Unsatisfactory Progress – Not testing or progressing in the program as scheduled.
- Unsatisfactory Attendance – Not maintaining 80% of cumulative attendance.
- Unsatisfactory GPA – Cumulative GPA less than 2.0 (i.e. less than a C or 70%)
- Unsatisfactory Conduct – Not abiding by the Code of Conduct or other policies.

Failure to successfully complete the terms of the Academic Warning or return to Good Standing at the end of the Academic Warning will result in an escalation to Academic Probation.

Academic Probation

Academic Probation is status assigned to a student after the student fails to meet SAP standards, successfully appeals and, if applicable, has had financial aid reinstated.

Asher College places students on an Academic Probation after unsuccessfully adhering to the terms of an Academic Warning caused by poor attendance, failing grades, lack of progress or bad conduct or violating the Asher College Academic Honesty Policy.

Failure to successfully return to Good Standing at the end of the Academic Probation period will result in dismissal from the program and potentially the loss of Title IV financial aid eligibility.

Removal of academic probation requires that a student return to meeting the Qualitative and Quantitative requirements of SAP by the end of the 4-week Academic Probation.

Appeals

Students who are dismissed for failing to maintain Satisfactory Academic Progress may appeal. Reentrance to Asher College following dismissal for any reason will be at the discretion of the Campus Director. Students who do not prevail in the appeal process will not be readmitted and may reapply in 6 months.

To appeal, a student must provide a written statement why they failed to meet SAP standards and what has changed in their situation that will allow them to meet SAP standards. Appeals must be submitted to the Campus Director within **3 days** of the initiation of the unsatisfactory status or dismissal. Before the Appeal may be granted, an appropriate faculty member must create an Individualized Education Plan (IEP) with the student. The Campus Director will notify the student in writing of the result of the Appeal within **3 days**.

Readmitted Students

If a student is readmitted, the student is placed on Academic Probation status. At the end of probationary period, the instructor will evaluate the student's progress and meet with the student. **Failure to show progress is grounds for immediate dismissal from the program without the option to appeal again.**

Readmitted students are entitled to the same rights and privileges and subject to the same regulations as any student. Their grades will remain the same for courses completed in the prior year. Students will not receive credit for any work completed in an Incomplete course and will have to restart the course from the beginning.

Academic Plan

The IEP process can begin at any time with the discretion of the Campus Director or Director of Education. An Individualized Education Plan (IEP) is a written academic plan that a faculty member creates along with the student that, if followed, will ensure the student is able to meet Asher College's SAP standards. An IEP details the counseling for the student along with action items and completion dates.

Students will receive an IEP under the following conditions:

- Extra assistance needed for the course.
- Student placed on Academic Warning Status.
- Student escalated to Academic Probation Status; and
- in conjunction with a successful appeal.

SUMMARY OF TERMINATION (DISMISSAL) POLICIES

Students who do not meet the standards described in the sections related to Financial Obligations, Satisfactory Academic Progress (SAP), Attendance, Leave of Absence, Conduct, or Academic Honesty included within this catalog are subject to dismissal. Examples include, but are not limited to, the following:

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

ECPP Concurrent Termination (Dismissal)

Dismissal from either the Adult Education or the Vocational component of the ECPP program for any reason will result in dismissal from the other component of the program.

ADDITIONAL ELEMENTS OF SAP

§34 CFR 668.34

FINANCIAL AID WARNING, PROBATION AND APPEALS

Financial Aid Warning

Financial aid warning is a status assigned to a student who fails to make Satisfactory Academic Progress at an institution that evaluates academic progress at the end of each payment period.

A student on Financial Aid Warning may continue to receive assistance under the Title IV, HEA programs for one payment period despite a determination that the student is not making Satisfactory Academic Progress. Financial Aid Warning status may be assigned without an appeal or other action by the student. This status may only be used by schools that check SAP at the end of each payment period and only for students who were making SAP in the prior payment period for which they were enrolled or who were in the first payment period of their program.

An evaluation will happen at the conclusion of the payment period and if SAP remains unsatisfactory, the student will be dismissed from their program.

Financial Aid Probation

Financial aid probation means a status assigned by an institution to a student who fails to make Satisfactory Academic Progress and who has appealed and has had eligibility for aid reinstated.

A student on financial aid probation may receive Title IV, HEA program funds for one payment period. While a student is on financial aid probation, the student to fulfill specific terms and conditions specified in an Individualized Education Plan (IEP). At the end of one payment period on financial aid probation, the student must meet the Asher College's Satisfactory Academic Progress standards or meet the requirements of the IEP developed by the appropriate faculty member and the student to qualify for further Title IV, HEA program funds.

Financial Aid Appeal

An Appeal is the process by which a student who is not meeting Asher College's Satisfactory Academic Progress standards petitions for reconsideration of eligibility for Title IV.

A student may reestablish his or her eligibility to receive assistance under the Title IV, HEA programs by following the Academic Appeal process in the previous section and returning to Good Standing by the end of the 4-week Probation status period.

DISBURSEMENT OF TITLE IV WITH UNSATISFACTORY SAP

A student not making SAP under this policy may nevertheless receive disbursement of Title IV, HEA program funds under the following provisions:

1. For the payment period following the payment period in which the student did not make satisfactory academic progress, the institution may:
    - Place the student on Financial Aid Warning, and disburse Title IV, HEA program funds to the student; or
    - Place a student directly on Financial Aid Probation and disburse Title IV, HEA program funds to the student.
2. For the payment period following a payment period during which a student was on Financial Aid Warning, the institution may place the student on Financial Aid Probation, and disburse Title IV, HEA program funds to the student if:
    - The institution evaluates the student's progress and determines that student did not make satisfactory academic progress during the payment period the student was on financial aid warning.
    - The student appeals the determination; and
    - The institution determines that the student should be able to meet the institution's satisfactory academic progress standards by the end of the subsequent payment period; or
    - The institution develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress standards by a specific point in time.
3. A student on financial aid probation for a payment period may not receive title IV, HEA program funds for the subsequent payment period unless the student makes satisfactory academic progress, or the institution determines that the student met the requirements specified by the institution in the academic plan for the student.

INCOMPLETE GRADES

Students are issued a plan for their program by course with specific dates on which to test and complete each course. Each course has a 100% date and a 150% maximum date of completion. Any student not done with all coursework and exams by the 100% date receives an Incomplete, "I" grade**.** At the end 150% maximum date, the instructor enters the earned grade for the course up to that point.

Instructors will identify any Incomplete grades within 5 days during the weekly Critical Care meeting:

- The appropriate faculty member will create a plan with the student identifying the last possible date to complete with in the 150% maximum time frame (or sooner).
- While working on the following course, the student will continue working on the incomplete course until the 150% maximum date.
- A student may also continue working on the incomplete course within the 150% maximum allotted time (or sooner) without moving to the following course. This may affect progress and funding and the student understands they should consult with FA before making the choice to not work on the courses concurrently.

COURSE REPETITIONS

Students who fail a course will have the opportunity to retake under the following guidelines:

- If the student falls below a 2.0 the student will be on Academic Warning and Financial Aid Warning.
- The student must meet the 150% of time for the payment period to complete the course and earn the required credits for eligibility.
- The student must raise their GPA to at least 2.0 to be eligible for graduation.

VA Student Course Repetition Notice

Please Note: The Department of Veteran Affairs does not permit re-certification of courses successfully completed in the past.

REENROLLED STUDENTS

Re-Enroll after 180 Days

Asher College considers a student who withdraws from an Asher College program without completing and reentering more than 180 days after withdrawal, as a new enrollment. Transfer of credit may apply if the program or courses are the same.

VA BENEFICIARY STUDENTS

38 USC 3675A(B)(1)

VA students are evaluated monthly 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 "CONSEQUENCES OF FAILURE TO MEET SAP STANDARDS" in the General Elements of SAP in the above section. **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), they will be placed on Academic 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**.

38 USC 3684

Asher College must report enrollment and any interruption or dismissal (termination) without delay of the education of the eligible person or Veteran to the VA.

ATTENDANCE POLICY - HYBRID PROGRAMS

REFERENCE: ACCET DOC 35.1; NAC 394.381(6)(F); 38 CFR 21.4253 (D)(1)(IV); 38 CFR 21.4254 (B)(5)

ATTENDANCE OBLIGATION AND TERMS

Students who enroll in an Asher College program attend campus a minimum of one day a week for the duration of the program. ***In our experience the most successful students attend on campus instruction 3 to 4 times per week, regardless of modality of instruction.*** Students who do not meet their attendance obligation have the ability make it up the following week. Coordinate with your instructor or any appropriate staff member to discuss when to make up any missed attendance.

Asher College checks attendance on a weekly basis for students. Regular attendance is essential for academic progress and success in a career. Asher College is open 6 days a week, with evening hours to support our students. Absences may jeopardize a student's ability to complete their program in a timely manner.

Asher College's attendance policy adheres to all Federal, State and ACCET regulations.

MINIMUM STANDARDS FOR COMPLETION/GRADUATION

Asher College requires completion of all courses for graduation. Asher College encourages 100% attendance and requires 80% attendance for graduation.

ATTENDANCE MONITORING FOR HYBRID STUDENTS

Students log in and out using the sign-in stations located on campus. The computers track the amount of time a student spends on campus. This information is stored in the student database from which attendance reports are generated. If a student does not log in, instructors will ensure the student manually sign the attendance roster and initial the roster for confirmation. Students are required to sign-out whenever they leave campus for any reason.

Asher College will place students on Academic Warning for attendance violations. Failure to successfully return to good standing from Academic Warning will lead to Academic Probation. Failure to successfully return to good standing following academic probation will lead to program dismissal.

Minimum Attendance Definitions

- Part-Time each week =8 hours on campus
- Three Quarter Time each week =12 hours on campus
- Full Time each week=16 hours on campus

Attendance Violations

- Unexcused absences.
- Falling below 80% of attendance.
- Student must log-out if they leave campus for any reason. Faculty will log out any student if the student cannot be located on campus.
- Multiple Auto-Log Outs from not signing out when leaving.

Immediate Academic Probation

The following actions violate the Asher College Academic Honesty Policy resulting in Academic Probation:

- Logging in and immediately leaving the campus without logging out for any reason.
- Someone other than the student logging the student in or out.

Tardy and Early Departure

Students arriving late make up the time by staying later or making up the time on another day. Students leaving early make up the time on another day.

Excused Absences

Students are expected to call or e-mail the campus or instructor if they are unable to attend the required hours for the week to obtain an excused absence. Excused absences will count as absences in the calculation of attendance rates and will not increase the maximum number of allowable absences; students must still meet an overall attendance rate of 80%.

MAXIMUM CONSECUTIVE DAYS ABSENT

Per Department of Education Regulations, Asher College must Dismiss students from their program who have and unexcused absence for fourteen (14) consecutive days. This is tracked by Academic Activities and Regular Substantive Interaction with faculty.

MAKE-UP WORK

Students are responsible for completing all required assignments and examinations by the end of the course. If the student has not completed all required assignments, they will receive an "Incomplete" grade at the 100% completion date. Students have until 150% of course completion date to submit any remaining coursework. At the 150% date, no additional assignments are accepted, and the course grade is calculated based on the scores of all completed coursework.

Instructors will help the student create an Individualized Education Plan (IEP) to support the student complete the course assignments; only assignments approved for the course are accepted for credit.

NOTIFICATION

Students can access their attendance records through their Student Portal. Asher College will also follow up with students not making their rate of pursuit, academic activities, substantive interactions, or attendance for the week via email, phone call or text.

VA ATTENDANCE NOTIFICATION

Students using VA benefits are monitored on a weekly basis for attendance**. You are required to meet and maintain your attendance requirements. The goal is 100% of your attendance requirement. Asher College requires 80% attendance during any 4-week period. If you fail to maintain 80% attendance requirement a student can be placed on Academic Probation.**

1. If at the end of the Academic Probation period, the student is not meeting minimum satisfactory attendance requirements, ***the School Certifying Officer (SCO) will terminate certification.*** VA education benefit certification can be reinstated if the student subsequently demonstrates satisfactory academic requirements.

In the event a student is placed on Academic 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 5 business days of a decision at such time the resolution will be final."

This practice is in place for two reasons:

- To assist the student with staying on track in his/her program; and

To ensure that VA directives are being met.

Break Pay

The VA no longer authorizes break pay (effective August 1, 2011). If a VA student is going to be absent beyond 14 consecutive days, they must request a Leave of Absence (LOA). VA students will not receive VA benefits during Leaves of Absence.

Military Deployments

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.

LEAVE OF ABSENCE

REFERENCE: ACCET DOC 36

CONDITIONS FOR GRANTING A LEAVE OF ABSENCE (LOA)

A Leave of Absence (LOA) is a temporary break in a student's attendance during which they are continuously enrolled.

A leave of absence may be granted for emergency situations such as a serious illness, debilitating injury, or death in the immediate family. LOA's can only be granted after a student has attended school for a period of 90 days, unless approved by the Campus Director.

REQUESTING A LEAVE OF ABSENCE

A student must submit, sign and date a written request for a leave of absence in advance of the beginning date of the leave of absence, unless unforeseen circumstances prevent the student from doing so. The written request must specify a reason for the leave. **If a student does not request a leave of absence within fourteen (14 consecutive days of absence, the student will be dismissed.**

The student must attest to understanding the procedures and implications for returning or failing to return to their course of study.

§668.22(D

A possible consequence of not returning from an LOA is the student's grace period for a Title IV loan may be exhausted. For example, a 2-month LOA (without returning will remove 2 months from the 6-month grace period.

APPROVAL

Asher College **will not assess** the student any additional charges due to a leave of absence. The Campus Director approves or disapproves LOA's after determining that good cause is shown. The Director of Education or appropriate Program Manager will decide if the student must restart the course or pick up from the point the student left off.

ALLOWABLE LENGTH

The leave of absence may not exceed 180 days in any 12-month period or one-half of the published program length, whichever is shorter. Multiple LOA's are permitted provided the total of the leaves does not exceed this limit.

An approved leave of absence may be extended for an additional period by the Campus Director or Director of Education provided that the extension request meets all the above requirements, and the total length of the leave of absence does not exceed the specified limit.

ECPP LEAVE OF ABSENCE

ATB Students taking a Leave of Absence (LOA) from the Vocational component of their program are permitted to continue participating in the Adult Education portion of their program while on LOA.

GRADING POLICY

NAC 394.381(6)(E)(1)

GRADING BREAKDOWN

The grading scale applies to all Program Departments. GPA is calculated by weighting the numeric value of the course grade with the courses QCH for the program. Homework is defined as work outside of class and is not counted in any course hours. Resident and General Education Instructors provide coursework grades and feedback within 5 business days of student submittal.

MOE100 MS Essentials=This course has 2 finals, that are added together and divided by 2 for the final score.

Gradable coursework elements equal 100% broken down by:

- Homework 10%
- Unit Exams 50%
- Finals 40%

METHOD OF EVALUATION AND GRADING

Example I: Student passes all graded activities.

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

Example II: Student's passes unit exams, no homework submitted, and failed final.

Exam Type	Score	Average	Percentage	Calculation
unit 1	59	56	50%	28
unit 2	50			
Unit 3	60			
Homework	85	85	10%	9
Final Exam	55	55	40%	22
Course Grade				59 =F

EXAM RETAKE POLICY

Students may take each unit and final exam twice. Asher College uses the highest score from each occurrence in the calculation. Students may take exams on or before the scheduled date; a missed exam is awarded zero points (0%). Students who do not pass an exam with a passing score will begin the Individualized Education Plan (IEP) process. **The IEP process can begin at any time with the discretion of the instructor.**

MAKE-UP WORK

Students are responsible for completing all required assignments and examinations by the end of the course. If the student has not completed all required assignments, they will receive an "Incomplete" grade at the 100% completion date. Students have until 150% of course completion date to submit any remaining coursework. At the 150% date, no additional assignments are accepted, and the course grade is calculated based on the scores of all completed coursework.

Instructors will help the student create an Individualized Education Plan (IEP) to support the student complete the course assignments; only assignments approved for the course are accepted for credit.

ECPP COURSEWORK

UNDER NO CIRCUMSTANCES will any Asher College staff or the ECPP Computer Lab monitor provide tutoring or address any questions regarding the Adult Education course materials from the ATB students.

METHOD OF CALCULATING PROGRAM GRADE POINT AVERAGE (GPA):

Asher College uses Quarter Credit Hours (QCH) by course to create a weighted cumulative program GPA. For example, Typing Fundamentals (2.0 QCH) will not carry the same weight as Medical Terminology (5.5 QCH). A student must have a 2.0 (70%) cumulative GPA to graduate.

Grade Point Conversion:

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

Cumulative GPA calculation example:

Program:	**PC Support Specialist**			
Course	**Letter Grade**	**Grade Pts**	**QCH Earned**	**Weighted Grade**
PCS110	B	3	10.5	31.5
CD101	A	4	2.5	10
PCS111	C	2	14	28
NET102	D	1	12.5	12.5
CD201	A	4	2.5	10
MOE100	A	4	5.5	22
TOTAL			47.5	114
Program GPA			**114.0 ÷ 47.5 =**	**2.4**

STUDENT SUPPORT

STUDENT SERVICES

STUDENT GUIDANCE AND ADVISING

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

ECPP COUNSELING AND SUPPORTIVE SERVICES

Counseling and supportive services are a key component of the ECPP. Counseling will outline the education and training that must be completed as well as credentials that must be earned that may help a student to reach their identified career goals. Supportive services are an important tool in addressing life issues that may occur during an ATB Student's participation in an ECPP. Ongoing assessments may identify an ATB student's need for assistance in a variety of areas such as childcare, transportation, and financial aid. Asher College may refer students to outside counseling or other supportive services as deemed necessary.

Asher College has faculty and staff who conduct academic advising, career counseling, and student coaching to support the ATB student's educational and career advancement. Additionally, an appointed ECPP Coordinator provides a single point of contact for all ATB Students and helps the other staff members with identifying the needs of the ATB students.

CAREER DEVELOPMENT SERVICES

CAREER SERVICES ASSISTANCE

NAC 394.381 (6)(d)

Asher College employs a Career Services department who assists students with resume development, interview skills and career search techniques. We provide career assistance and planning services to all graduates in good standing. Additionally, our Career Development department will provide referrals to other agencies to facilitate the career search process.

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

SERVICES PROVIDED

The Career Services department provides:

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

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

ASHER COLLEGE VALUES & CULTURE

THE ASHER A'S

ATTITUDE

I have a positive and solution-oriented attitude every day that assures my education and career success.

ATTENDANCE

To be early is to be on time, to be on time is to be late, and to be late is unacceptable. I take personal pride in my attendance because I know it is a direct reflection of my commitment and investment in my career.

APPEARANCE

I am dressed professionally because it shows everyone that I am committed to my career.

ACADEMICS

If I know how, I will always have a job. If I know why, I am in charge of my own destiny.

ACCOUNTABILITY

My actions and my choices are well thought out and I take ownership of all consequences.

Student Rights and Privacy

Academic Freedom Policy

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

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

Protection of Information

Asher College protects and safeguards student information. (Information is any record containing nonpublic personal information about a student, whether in paper, electronic, or other form, that is handled or maintained by Asher College).

Asher College employees are trained, evaluated, and monitored to ensure the protection of student information.

Privacy of Education Records (FERPA

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

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

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

§ NAC 394.441 (3)

RETENTION OF STUDENTS FILES

Students' files are retained on site for 5 years following a student's date of program completion. Should the campus ever close, transcripts will be transferred the Nevada Commission of Postsecondary Education and maintained indefinitely. **Students may access their academic file, at Asher College by scheduling an appointment, Monday through Friday from 9am to 5pm.**

Transcripts are released upon request from the student, and include the following information:

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

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

EQUAL OPPORTUNITY IN EDUCATION AND EMPLOYMENT

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

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

SAFETY

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

Reporting a Crime or Emergency at Asher College:

- **Dial 911 for Emergency**
- **311 for Non – Emergency**
- Area Police/Fire Non - Emergency Numbers:
  - Clark County (Las Vegas) Police 702-828-3111 Non – Emergency
  - Las Vegas Fire Department 702-383-2888 Non – Emergency

Students should report all criminal acts or other emergencies occurring on campus to a member of the Asher College Staff. Incidents may be reported by phone at **(702 836-9900** or in person. The Campus Security Authority will write an incident report and if necessary, distribute it to the proper agencies, including, but not limited to, local fire and police departments. The management staff, as well as other appropriate administrators, will be informed of the incident as well.

Only staff members are authorized to have access to buildings; no students are to have access to campus facilities without staff supervision.

Asher College has the authority to enforce the campus Student Code of Conduct, and, according to the Education Code, is the liaison with local police departments in all cases of criminal actions. Any action that is a violation of the criminal code of the State must be reported to the local police.

Campus safety information and programs are available to help facilitate the education and awareness of students and employees with respect to campus safety, emergency evacuation, and local crime statistics.

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

A copy of the Asher College annual on-campus crime report is available to all students, potential students, and staff members upon request. You may request a copy from the office manager Monday–Friday from 8:00am-6:00pm, or from our website at: **http://www.asher.edu/Career-College/disclosures.html**

Campus Security Contact Information:

Campus Director:	Anne Buzak	**(abuzak@asher.edu)**
Director of Education:	James Smith	**(jsmith@asher.edu)**
Office:	Front Office	
Phone:	702-836-9900	
Office Hours:	8am - 5pm	

COMPLAINT & GRIEVANCE PROCEDURES

NOTICE TO STUDENTS: ACCET COMPLAINT PROCEDURE

REFERENCE: ACCET DOCUMENT 49.1

ACCET Document 49.1 – Notice to Students: ACCET Complaint Procedure

This institution is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and the institution to ensure that quality educational training programs are provided. When issues or problems arise, students should make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure, which is required of ACCET-accredited institutions and frequently requires the submission of a written complaint. Refer to the institution's written complaint procedure, which is published in the institution's catalog or otherwise available from the institution, upon request. Note that ACCET will process complaints that involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency.

If a student has used the institution's formal student complaint procedure, and the issue has not been resolved, the student has the right and is encouraged to submit a complaint to ACCET in writing via the online form on the ACCET website (https://accet.org/about-us/contact-us).

The online form will require the following information:

1. Name and location of the ACCET institution.
2. A detailed description of the alleged problem(s).
3. The approximate date(s) that the problem(s) occurred.
4. The names and titles/positions of all persons involved in the problem(s), including faculty, staff, and/or other students.
5. What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET.
6. The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved.
7. The status of the complainant with the institution (e.g., current student, former student).

Please include copies of any relevant supporting documentation (e.g., student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution).

Note: Complainants will receive an acknowledgment of receipt within 15 business days.

Online Complaint Submission Form

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

NOTICE TO STUDENT: COMPLAINT POLICY NEVADA CAMPUS

If the student has any complaints, questions or problems which cannot be resolved with the school, write or call: **NV Commission on Postsecondary Education, 1860 E. Sahara, Las Vegas, NV 89104,** www.cpe.nv.gov

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

Commission on Postsecondary Education
2800 E. St. Louis Avenue
Las Vegas, NV 89104
702-486-7330 www.cpe.nv.gov

As a prospective student, review this catalog prior to signing an Enrollment Agreement. The Enrollment Agreement requires you to acknowledge that you received a copy of the catalog. You are encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an Enrollment Agreement.

ASHER COLLEGE COMPLAINT & GRIEVANCE POLICY

Asher College maintains an open-door policy. Students should first address any concerns with their instructor. If the student is not satisfied with the result of that conversation, the student should then escalate their concern to the Director of Education.

If the concern is still not resolved, the student is encouraged to request a meeting or should submit the concern in writing with the Campus Director within 10 business days of addressing the concern with faculty. The Campus Director will provide the student with a response within 5 business days.

STUDENT CODE OF CONDUCT

NAC 394.381 (6)(G); (CFR-21.4253 (1)(III); CFR 21.4254 (7)

RESPECT STUDENTS & STAFF

Please treat others the way you want to be treated. We trust our students to use their good common sense and good judgment in helping us to maintain a pleasant classroom environment.

Asher College requires students to meet certain **employability standards**. We expect students to always behave in a professional manner like those of a work environment. Disruptive behavior has no place in classroom or on the job.

Violation of this policy includes but are not limited to dishonesty, cheating, unprofessional behavior, use of profanity, insubordination, harassment, violation of safety rules and use of or being under the influence of alcohol or drugs on campus.

VISITORS AND CHILDREN ON CAMPUS

Children are not allowed to accompany a student on campus. If a student brings a child to the campus, they will be reminded of the school policy and asked to take the child home. Visitors are required to check in at the front desk upon arrival. Asher College assumes no liability for injuries incurred by minors or unregistered visitors while on campus.

THREATENING BEHAVIOR

If you feel unsafe, you should report your concerns to an appropriate faculty or staff member immediately.

The following list is not all-inclusive and should be used as a guide should you feel a person is engaging in threatening, violent, or potentially violent behavior:

- Endangering or causing physical harm to any person on college grounds or to oneself or causing reasonable apprehension of harm.
- Words, actions, or behaviors that reflect a malicious intention to instill fear, cause physical or mental harm, or violate the sense of safety and security in another person.
- Results in destruction to property.

This description is meant to be viewed by what any reasonable person would find threatening, violent, and/or potentially violent, but threatening behavior is determined by how the receiving person interprets the intent of the threat regardless of the medium used to convey the threat if the person can carry out the threat, or the explicit nature of the threat.

Sexual Violence

Consent to sexual activity requires of both persons an affirmative, conscious, and voluntary agreement to engage in sexual activity.

Sexual Violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the person's age, use of drugs or alcohol, or because an intellectual or other disability prevents the person from having the capacity to give consent). Several different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. https://asher.edu/disclosures/

Harassment

Sexual Harassment is any unwelcome or unwanted sexual advance, request for sexual favors, or other unwelcome conduct of a sexual nature, whether verbal, physical, graphic, or otherwise. Specific examples of sexual harassment by an individual may include, but are not limited to, making written, verbal, physical, and/or visual contact of a sexual nature when the conduct or speech is so severe, persistent, or pervasive, and unwelcome, as to undermine others' educational experiences and thus deny or limit equal access to Asher College resources.

Stalking is repeated conduct (e.g., following, monitoring, observing, surveilling, threatening, communicating, or interfering with property) directed at a complainant, of a sexual or romantic nature or motivation, that would cause a reasonable person to fear for their safety, or the safety of others, or to suffer substantial emotional distress.

ILLICIT MATERIALS

Pornography, 'hate group' Web sites or anything else generally considered offensive will not be tolerated. Asher College may dismiss students for viewing these sites.

DRESS CODE

Students must wear professional attire while on campus as outlined below. Faculty will ask a student to leave if it is determined that dress code issues are impacting another student's ability to concentrate on their learning activities.

Professional Appearance

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

Perfume, Cologne & Personal Hygiene

Clothing should be clean and free of odor. Hair is always to be clean and neat, in natural tones without excessive ornamentation. Facial hair must be clean and neatly trimmed. Please minimize the use of perfumes and cologne; many people are sensitive to the smell. Exposure to these smells can lead to respiratory problems, headaches, and itchy / watery eyes.

ILLNESS

If you do not feel well, please do not expose your fellow students; be considerate, stay home and get well. Contact your instructor or Student Services to let them know the length of time you will not be on campus. Students enrolled in the Hybrid delivery model will coordinate with their instructors to make up attendance lost due to illness.

SYSTEM & NETWORK SECURITY

Asher College reserves the right to monitor network use for operational needs and to ensure compliance with applicable laws and school policies. Students may not attempt to circumvent user authentication or security of any host, network, or account ("cracking"), or attempt to interfere with service to any user, host, or network ("denial of service attacks").

Restriction includes, but not limited:

- Accessing data not intended for the student.
- Logging into a server or account not expressly authorized to access.
- Probing the security of other networks (such as running a SATAN scan or similar tool).
- "Flooding" of networks or attempts to "crash" a host.
- Deliberate attempts to overload a service.

Students may not use any kind of program/script/command or send messages of any kind designed to interfere with a user's terminal session, via any means, locally or by the Internet**. Students who violate systems or network security may incur criminal or civil liability.**

COPYRIGHT POLICY

Asher College respects the copyright protections given by federal law to owners of digital materials and software. Asher College will abide by all license and contractual agreements in the provision of resources and services to MDDV, Inc. dba Asher College. Individuals who willfully disregard this policy and guidelines do so at their own risk and may be subject to personal liability. It is against the school's policy for students to use school equipment or services to access, use, copy or otherwise reproduce, or make available to others any copyright-protected materials or software except as permitted under copyright law or specific license.

The school regards violation of this policy as a serious matter, and any such violation is without Asher College consent and is subject to loss or restriction of computing privileges and disciplinary action up to and including dismissal of students from the program.

Prohibitions

- Copying or reproducing any licensed software on Asher College computing equipment, except as expressly permitted by the software license.
- Users may not use unauthorized copies of software on Asher College owned computers or on personal computers housed in the school's facilities.
- Copying, downloading, or uploading audio recordings, music, movies, videos, and other kinds of copyright-protected files electronically.
- Posting copyrighted material on an Asher College owned web site.

Requirements

Faculty, staff, administrators, and students must:

- Fully read, understand, and abide by all terms of software license agreements.
- If applicable, remove any copyrighted material from the Web after the evaluation period has expired.
- Not accept unlicensed software from any third party.
- Not install, nor direct others to install, illegal copies of computer software or unlicensed software onto any school-owned or operated computer system.

Enforcement

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

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

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

DRUG, ALCOHOL, TOBACCO AND FIREARM POLICY

Asher College maintains a drug and alcohol-free environment, prohibiting the unlawful possession, use, or distribution of illicit or non–prescribed prescription drugs by anyone on campus premises or coming to under the influence of these substances. Anyone thought or found to be under the influence of drugs or alcohol will be asked to leave the campus; failure to leave may result in dismissal from the college or law enforcement involvement.

Violations of state, federal or local regulations with respect to illegal drugs, legal drugs or alcohol are subject to criminal prosecution and campus disciplinary actions including dismissal.

Drug and Alcohol Abuse Prevention

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

BRIDGE COUNSELING ASSOCIATES:

1640 Alta Drive, Suite 4, Las Vegas, NV 89106
Phone: (702) 474-6450
Fax: (702) 474-6463
https://bridgecounseling.org

Smoking Areas

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

Weapons Free Zone

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

CELL PHONE USAGE

Cell Phone use is not permitted within the building; please, go outside to make and take calls. Cell phones are not allowed in the classroom or hands-on lab unless they are turned off or set to a silent or vibrate mode.

LUNCH AND BREAKS

Asher College has a break room for snacks and meals. Under the law, employees are entitled to a 30-minute meal break if working more than 8 continuous hours in a day and a 10-minute break for every 4 hours of work. We request that students mirror the workplace for lunch and breaks.

REPORTING REQUIREMENTS

Students who witness unlawful or unsafe violations of the code of conduct are obligated to report the incident to a faculty or staff member and free to do so without concern for retaliation. You may make reports via email, phone, or surrogate.

Retaliation

Retaliation includes conduct that threatens, intimidates, harasses, coerces or in any other way seeks to discourage a person from making a good faith report of any Code of Conduct violations. Retaliation can be committed by any person or group of persons, not just the respondent or complainant.

All persons reporting prohibited conduct are entitled to protection from any form of retaliation following a report that is made in good faith, even if the report is later not proven. Asher College will take immediate and responsive action on any report of retaliation and will pursue disciplinary action as appropriate.

CONSEQUENCES

After appropriate due process in which evidence is collected and evaluated, the Campus Director or Director of Education at each campus will make the determination as to whether a student, has violated the Asher College Code of Conduct.

Disruptive behavior of any kind, such as threatening behavior, sexual violence, harassment, profanity, or viewing inappropriate material is unacceptable and grounds for immediate removal from campus; if deemed necessary for the safety of students and staff, law enforcement may be contacted. Asher College faculty and staff will act swiftly to preserve the safety and security of all persons on the premises.

Depending on the severity of the incident, Asher College may place a student on Academic Warning, automatically escalate to Academic Probation, Suspension or Dismiss a student from their program all together.

Students may appeal a decision in accordance with the Asher College Appeal Policy.

Academic Honesty Policy

Academic Honesty ***NAC 394.381 (6)(g)***

Academic Honesty is about ensuring the integrity of an Asher College education. Asher College expects faculty, staff, and students to adhere to the fundamental principles of truth and honesty. Academic dishonesty robs students of the opportunity to learn for themselves, develop their skills and build their confidence; the long-term impact is immeasurable.

Definitions

Attendance Fraud

Attendance Fraud is any deceitful action related to fabricating attendance hours on campus. This includes, but not limited to:

- Logging In and leaving campus attempting to accrue attendance hours.
- Allowing a surrogate to Log In a student into the system.
- Not Logging Out of the system when leaving campus for any reason.
- Adjusting a student's attendance hours for time not spent on campus.

The classroom is the only authorized location for conducting coursework.

Academic Dishonesty

Academic Dishonesty is intentional deception designed to improve a student's grade.

- **Plagiarism** is using someone else's ideas, concepts, or work **without** providing credit or using proper citation.
    - As a rule of thumb, assignments requiring research should not have material more than 20% from external sources in addition to properly citing the external sources.
    - IDL coursework which possesses 40% or more non-cited material is considered plagiarism.
    - **Using any form of AI (artificial intelligence, ChatGPT, Gemini, Grok, etc..) to formulate answers to coursework is plagiarism.**
-
- **Cheating** is a result of attempting to gain credit for assignments or tests through dishonest, deceptive, or fraudulent means. Cheating includes, but not limited to:
    - Not being the author of your own work; this includes instructors providing exam answers.
    - Taking an exam for another student or allowing a surrogate to take an examination for you.
    - Copying another student's assignments or examination answers.
    - Providing another student with your assignment or exam answers.
    - Previously graded course work from another institution or Asher College without the instructor's permission.

Reporting Requirements

Students

Student witnessing academic dishonesty, are obligated to report the incident to a faculty or staff member. Witnessing a faculty or staff member conducting academic dishonestly is a reportable offense. Please notify the Director of Education or Campus Director immediately. You may make reports via email, phone, or surrogate.

Faculty and Staff

Faculty and Staff witnessing Academic Dishonesty, will bring the offending student(s) directly to the Campus Director or Director of Education.

Retaliation

Retaliation includes conduct that threatens, intimidates, harasses, coerces or in any other way seeks to discourage a person from making a good faith report of any Code of Conduct violations. Retaliation can be committed by any person or group of persons, not just the respondent or complainant.

All persons reporting prohibited conduct are entitled to protection from any form of retaliation following a report that is made in good faith, even if the report is later not proven. Asher College will take immediate and responsive action on any report of retaliation and will pursue disciplinary action as appropriate.

CONSEQUENCES

Students

After appropriate due process in which evidence is collected and evaluated, the Campus Director or Director of Education at each campus will make the determination as to whether a student, has violated the Asher College Academic Honesty Policy. Students determined to have engaged in Attendance Fraud or Academic Dishonesty:

- **Shall be immediately placed on Academic Probation.**
- Students in the vocational courses will receive an "F" in their current course and must restart the course.
- Students in an IDL course will lose his/her off-campus privilege and be dropped from the current course.
- Asher College reserves the right to dismiss any student from their program who is determined to have violated the Asher College Academic Honesty Policy.

Students may appeal any decision in accordance with the Asher College Appeal Policy.

Faculty and Staff

The Campus Director or appropriate Corporate Director will discipline Faculty or Staff members who are determined to have violated the Asher College Academic Honesty Policy.

CLASS SESSIONS AND SCHEDULE

IMPORTANT PROGRAM DATES

NAC 394.381(c)

STUDENT PROGRAM DATES

Asher College utilizes an open enrollment policy with classes beginning every other Monday. Program end dates are calculated prior to enrollment and vary by student depending on the start date, program selected, and hours per week attendance obligation.

Example: The program dates for a student starting the CNT program on January 7, 2024 at a ¾ Time Rate of Pursuit (51 weeks or 357 days total) will have an end date of December 30, 2024. If another student starts on the same day with the same program but enrolls for Half Time (77 weeks or 539 days total), they will have an end date of June 29, 2025.

General Education Course Start Dates

The online General Education courses begin every first Monday of the Month; if that day is a holiday, the start day is the next day.

CAMPUS CALENDAR EVENTS

All-Staff Meeting

Monthly staff in-service meetings are held the second Friday of each month.

Constitution Day

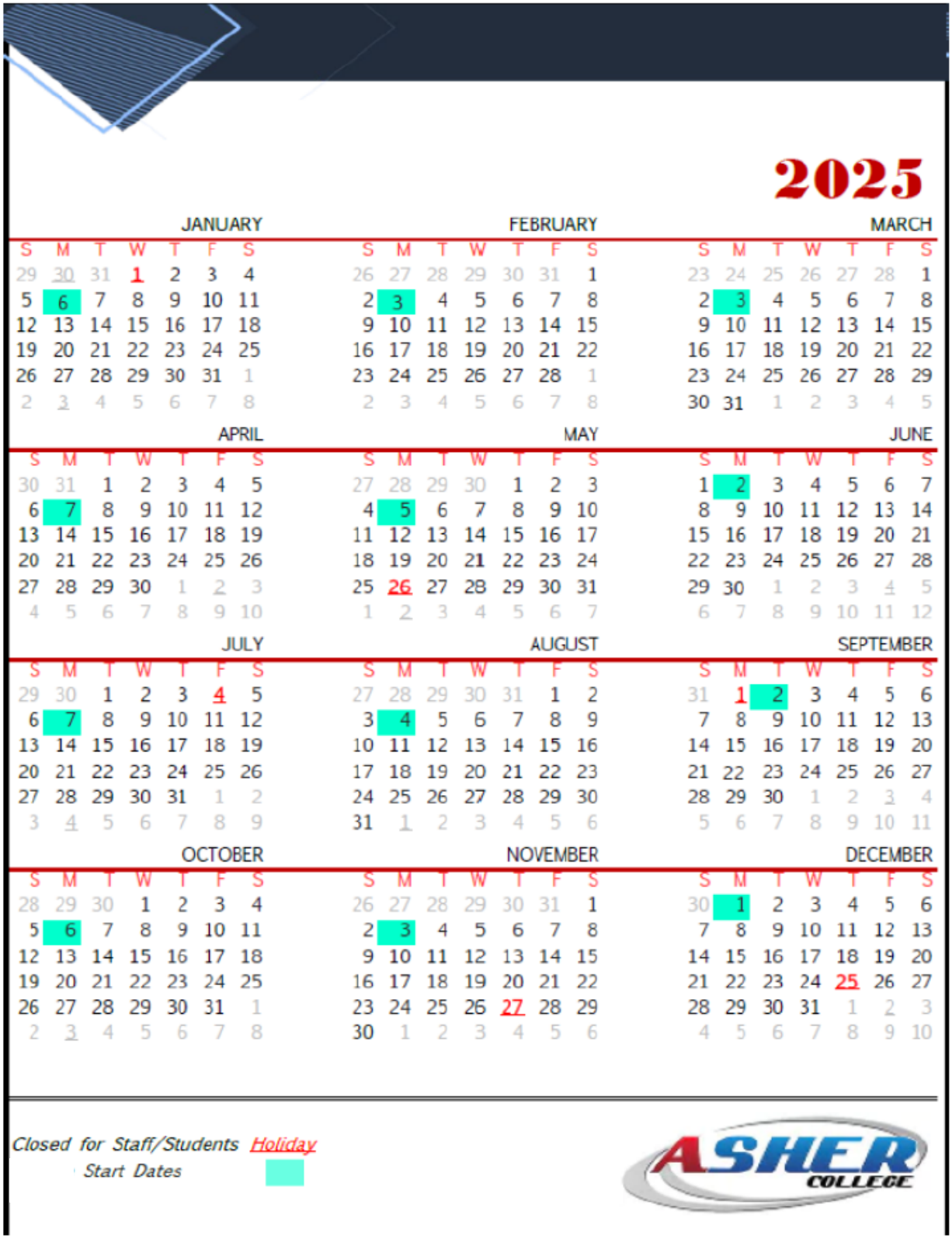
Asher College recognizes September 17 as Constitution Day and celebrates this at the campus.

HOLIDAY SCHEDULE

Asher College closes campus for the following holidays:

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

ASHER COLLEGE CALENDAR



PROGRAMS DESCRIPTIONS AND CHARTS

NAC 394.441; 38 CFR 21.4253; 38 CFR 21.4254

BUSINESS PROGRAMS

Associate of Applied Sciences Degree Program Description in B.A.

ASSOCIATES OF APPLIED SCIENCE DEGREE IN BUSINESS ADMINISTRATION

The Associate of Applied Science Degree in Business Administration (AAS-BA) program prepares students to become employable in Business Administration and Management. The AAS-BA program provides students with a knowledge of basic computer fundamentals, Microsoft Office applications and includes a strong introduction to modern accounting theories and principles.

Students also become proficient at operating office equipment, sending email, writing correspondence, organizing, preparing, and storing and distributing information. Students develop the communication and organizational skills to be successful in business and everyday life. The program includes an introduction to entrepreneurship, marketing, and project management.

The program contains two required professional and employment preparation courses. These courses provide soft skills necessary for the graduate to obtain the job and pursue the career path of their choice.

AAS graduates demonstrate that they are ready for supervisory responsibilities based on the additional investment made in their general education. These skills will help students to develop a deeper understanding of the impact our government has on business, how businesses function and the role of management.

Asher College's implementation of hybrid methodology includes live video events, webinars, one-on-one virtual meetings, discussion boards and other virtual solutions. The hybrid model has an on-campus attendance obligation during each week of a student's program.

The modular courses for AAS BA as well as General Education courses are delivered by IDL delivery. Students are monitored by Academic Activities and Regular Substantive Interaction with faculty.

The AAS-BA degree program is appropriate for basic supervisory or management positions including:

- Administrative Coordinator
- Administrative Director
- Administrative Manager
- Administrative Officer
- Administrative Specialist
- Administrator
- Business Administrator
- Business Manager
- Facilities Manager
- Office Manager

AAS-BA Courses

DL101 Digital Literacy
(Full Time = 2 weeks; ¾ Time = 3 weeks; Half Time = 5 weeks)
MOE100 MS Essentials
(Full Time = 4 weeks; ¾ Time = 5 weeks; Half Time = 7 weeks)
CD101 Career Success
(Full Time = 1 week; ¾ Time = 1 week; Half Time = 2 weeks)
PCS100 Computer Fundamentals
(Full Time = 5 weeks; ¾ Time = 7 weeks; Half Time = 10 weeks)
TF100 Typing Fundamentals
(Full Time = 1 week; ¾ Time = 2 weeks; Half Time = 3 weeks)
ACC110 Introduction to Accounting
(Full Time = 8 weeks; ¾ Time = 10 weeks; Half Time = 15 weeks)
GE102 Business Communication
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Half Time = 4.5 weeks)
GE103 Business Math
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Half Time = 4.5 weeks)
GE104 Introduction to Business
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Half Time = 4.5 weeks)
GE105 Principles of Management
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Half Time = 4.5 weeks)
BUS101 Business Law and Ethics
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Half Time = 4.5 weeks)
BUS102 Principles of Marketing
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Half Time = 4.5 weeks)
BUS103 Human Resources
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Half Time = 4.5 weeks)
BUS104 Entrepreneurship
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Half Time = 4.5 weeks)
BUS105 Introduction to Project Management
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Half Time = 4.5 weeks)
CD201 Advanced Career Development
(Full Time = 1 week; ¾ Time = 1 week; Half Time = 2 weeks)
GE107 Introduction to Psychology
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Half Time = 4.5 weeks)
GE101 Critical Thinking
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Half Time = 4.5 weeks)
GE106 American Government
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Half Time = 4.5 weeks)
GE108 Leadership
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Half Time = 4.5 weeks)

Associate of Applied Science Degree in Business Administration									
Classification of Instruction Programs (CIP):52.0201				Standard Occupational Classification (SOC):11-3012.00					
Associate of Applied Science Degree in Business Administration	**Course Number**	**Lecture Hours**		**Laboratory Hours**		**Externship Hours**		**Total Hours**	**Quarter Credits**
Course Title		**Clock**	**Credit**	**Clock**	**Credit**	**Clock**	**Credit**	**Clock**	**Credit**
Digital Literacy	DL101	30	3	30	1.5	0	0	60	4.5
MS Essentials	MOE100	25	2.5	60	3	0	0	85	5.5
Career Success	CD101	25	2.5	0	0	0	0	25	2.5
Computer Fundamentals	PCS100	60	6	60	3	0	0	120	9
Typing Fundamentals	TF100	10	1	20	1	0	0	30	2
Introduction to Accounting	ACC110	30	3	150	7.5	0	0	180	10.5
Business Communications	GE102	35	3.5	20	1	0	0	55	4.5
Business Math	GE103	35	3.5	20	1	0	0	55	4.5
Introduction to Business	GE104	35	3.5	20	1	0	0	55	4.5
Principles of Management	GE105	35	3.5	20	1	0	0	55	4.5
Business Law & Ethics	BUS101	35	3.5	20	1	0	0	55	4.5
Principles of Marketing	BUS102	35	3.5	20	1	0	0	55	4.5
Human Resources	BUS103	35	3.5	20	1	0	0	55	4.5
Entrepreneurship	BUS104	35	3.5	20	1	0	0	55	4.5
Introduction to Project Management	BUS105	35	3.5	20	1	0	0	55	4.5
Advanced Career Development	CD201	25	2.5	0	0	0	0	25	2.5
Introduction to Psychology	GE107	35	3.5	20	1	0	0	55	4.5
Critical Thinking	GE101	35	3.5	20	1	0	0	55	4.5
American Government	GE106	35	3.5	20	1	0	0	55	4.5
Leadership	GE108	35	3.5	20	1	0	0	55	4.5
TOTALS		**660**	**66**	**580**	**29**	**0**	**0**	**1240**	**95**

AAS-BA Program Data & Costs

Prerequisites:	High School Diploma, HS Equivalent or Proof of Eligibility	
Academic Quarter Credit:	95 QCH	
Student Status:	Full time =	24 hours/week
	¾ time =	18 hours/week
	Half Time =	12 hours/week
Program Length:	Full time =	82 week
	¾ time =	88 weeks
	Half Time =	103 weeks

ASSOCIATES OF APPLIED SCIENCE DEGREE IN OFFICE ACCOUNTING

The Associates of Applied Science Degree in Office Accounting (AAS-OA) program prepares students to become employable as a team leader or supervisor in a professional office environment where bookkeeping skills are a key job requirement.

The AAS-OA program may result in (4x) Microsoft Certifications for Word, Excel, Outlook, and PowerPoint as well as a Certification in QuickBooks.

Students receive a strong introduction to modern accounting theories and principles and the application of those theories through practical bookkeeping tasks using QuickBooks. They also learn how to send email, create presentations, use databases, write correspondence as well as develop the communication and organizational skills to be successful in business and everyday life.

In addition, Students will learn the fundamentals of computing, acquire skills to work more efficiently with the Windows operating system, become proficient at operating office equipment and develop the keyboarding and technical skills needed to work efficiently in today's computerized workplace.

The program contains two required professional and employment preparation courses. These courses provide soft skills necessary for the graduate to obtain the job and pursue the career path of their choice.

AAS graduates demonstrate that they are ready for supervisory responsibilities based on the additional investment made in their general education. These skills will help students to develop a deeper understanding of the impact our government has on business, how businesses function and the role of management.

Asher College's implementation of Hybrid methodology includes live video events, webinars, one-on-one virtual meetings, discussion boards and other virtual solutions. The hybrid model has an on-campus attendance obligation during each week of a student’s program.

All General Education courses for the Associates of Applied Science degree programs are taught in IDL delivery. Students are monitored by Academic Activities and Regular Substantive Interaction with faculty.

The AAS-OA degree program is appropriate for basic supervisory or management positions including:

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

AAS-OA Courses

DL101 Digital Literacy
(Full Time = 2 weeks; ¾ Time = 3 weeks; Half Time= 5 weeks)
CD101 Career Success
(Full Time = 1 week; ¾ Time = 1 week; Half Time= 2 weeks)
MSW101 MS Word
(Full Time = 6 weeks; ¾ Time = 7 weeks; Half Time= 10 weeks)
TF100 Typing Fundamentals
(Full Time = 1 week; ¾ Time = 2 weeks; Half Time= 3 weeks)
MSE102 MS Excel
(Full Time = 6 weeks; ¾ Time = 8 weeks; Half Time= 12 weeks)
MSP102 MS PowerPoint
(Full Time = 4 weeks; ¾ Time = 5 weeks; Half Time= 8 weeks)
MSL102 MS Outlook
(Full Time = 4 weeks; ¾ Time = 5 weeks; Half Time= 8 weeks)
PBS111 Office Administration
(Full Time = 4 weeks; ¾ Time = 5 weeks; Half Time= 7 weeks)
PBS112 Office Management
(Full Time = 3 weeks; ¾ Time = 4 weeks; Half Time= 6 weeks)
ACC110 Introduction to Accounting
(Full Time = 8 weeks; ¾ Time = 10 weeks; Half Time= 15 weeks)
CD201 Advanced Career Development
(Full Time = 1 week; ¾ Time = 1 week; Half Time= 2 weeks)
ACC102 QuickBooks
(Full Time = 5 weeks; ¾ Time = 7 weeks; Half Time= 12 weeks)

General Education Courses *GE Electives may be taken in the place of the corresponding eligible course

GE101 Critical Thinking ***Eligible for Elective GE107***
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Half Time = 4.5 weeks)
GE102 Business Communication
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Half Time = 4.5 weeks)
GE103 Business Math
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Half Time = 4.5 weeks)
GE104 Introduction to Business
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Half Time = 4.5 weeks)
GE105 Principles of Management ***Eligible for Elective GE108***
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Half Time = 4.5 weeks)
GE106 American Government
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Half Time = 4.5 weeks)

Associate of Applied Science Degree in Office Accounting									
Classification of Instruction Programs (CIP):52.0302				Standard Occupational Classification (SOC):43-3031.00					
Associate of Applied Science Degree in Office Accounting	**Course Number**	**Lecture Hours**		**Laboratory Hours**		**Externship Hours**		**Total Hours**	**Quarter Credits**
Course Title		**Clock**	**Credit**	**Clock**	**Credit**	**Clock**	**Credit**	**Clock**	**Credit**
Digital Literacy	DL101	30	3	30	1.5	0	0	60	4.5
Career Success	CD101	25	2.5	0	0	0	0	25	2.5
MS Word	MSW101	35	3.5	90	4.5	0	0	125	8
Typing Fundamentals	TF100	10	1	20	1	0	0	30	2
MS Excel	MSE102	45	4.5	100	5	0	0	145	9.5
MS PowerPoint	MSP102	40	4	50	2.5	0	0	90	6.5
MS Outlook	MSL102	30	3	60	3	0	0	90	6
Office Administration	PBS111	25	2.5	60	3	0	0	85	5.5
Office Management	PBS112	30	3	50	2.5	0	0	80	5.5
Introduction to Accounting	ACC110	30	3	150	7.5	0	0	180	10.5
Advanced Career Development	CD201	25	2.5	0	0	0	0	25	2.5
QuickBooks Pro User	ACC102	30	3	100	5	0	0	130	8
Critical Thinking	GE101	35	3.5	20	1	0	0	55	4.5
Business Communications	GE102	35	3.5	20	1	0	0	55	4.5
Business Math	GE103	35	3.5	20	1	0	0	55	4.5
Introduction to Business	GE104	35	3.5	20	1	0	0	55	4.5
Principles of Management	GE105	35	3.5	20	1	0	0	55	4.5
American Government	GE106	35	3.5	20	1	0	0	55	4.5
TOTALS		**565**	**56.5**	**830**	**41.5**	**0**	**0**	**1395**	**98**

AAS-OA Program Data & Costs

Prerequisites: High School Diploma, HS Equivalent or Proof of Eligibility

Academic Quarter Credit: 98 QCH

Student Status:
- Full time = 24 hours/week
- ¾ time = 18 hours/week
- Half Time = 12 hours/week

Program Length:
- Full time = 72 weeks
- ¾ time = 85 weeks
- Half Time = 117 weeks

Business Certificate Program Description

OFFICE ACCOUNTING SPECIALIST

- Eligible for transfer into the Associate of Applied Science Degree program.

The Office Accounting Specialist (OAS) program prepares students to become employable in a professional office environment where bookkeeping skills are a key job requirement.

The OAS program may result in (4x) Microsoft Certifications for Word, Excel, Outlook, and PowerPoint as well as a Certification in QuickBooks.

Students receive a strong introduction to modern accounting theories and principles and the application of those theories through practical accounting tasks using QuickBooks. They also learn how to send email, create presentations, use databases, write correspondence as well as develop the communication and organizational skills to be successful in business and everyday life.

In addition, Students will learn the fundamentals of computing, acquire skills to work more efficiently with the Windows operating system, become proficient at operating office equipment and develop the keyboarding and technical skills needed to work efficiently in today's computerized workplace.

The program contains two required professional and employment preparation courses. These courses provide soft skills necessary for the graduate to obtain the job and pursue the career path of their choice.

Asher College's implementation of Hybrid methodology includes live video events, webinars, one-on-one virtual meetings, discussion boards and other virtual solutions. The hybrid model has an on-campus attendance obligation during each week of a student's program. Students are monitored by Academic Activities and Regular Substantive Interaction with faculty.

The OAS certification is appropriate for job roles including:

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

OAS Courses

DL101 Digital Literacy
(Full Time = 2 weeks; ¾ Time = 3 weeks; Half Time = 5 weeks)
CD101 Career Success
(Full Time = 1 week; ¾ Time = 1 week; Half Time = 2 weeks)
MSW101 MS Word
(Full Time = 6 weeks; ¾ Time = 7 weeks; Half Time= 10 weeks)
TF100 Typing Fundamentals
(Full Time = 1 week; ¾ Time = 2 weeks; Half Time= 3 weeks)
MSE102 MS Excel
(Full Time = 6 weeks; ¾ Time = 8 weeks; Half Time= 12 weeks)
MSP102 MS PowerPoint
(Full Time = 4 weeks; ¾ Time = 5 weeks; Half Time= 8 weeks)

MSL102 MS Outlook
(Full Time = 4 weeks; ¾ Time = 5 weeks; Half Time= 8 weeks)
PBS111 Office Administration
(Full Time = 4 weeks; ¾ Time = 4 weeks; Half Time = 7 weeks)
PBS112 Office Management
(Full Time = 3 weeks; ¾ Time = 4 weeks; Half Time = 6 weeks)
ACC110 Introduction to Accounting
(Full Time = 8 weeks; ¾ Time = 10 weeks; Half Time= 15 weeks)
CD201 Advanced Career Development
(Full Time = 1 week; ¾ Time = 1 week; Half Time = 2 weeks)
ACC102 QuickBooks
(Full Time = 6 weeks; ¾ Time = 8 weeks; Half Time = 12 weeks)

Office Accounting Specialist									
Classification of Instruction Programs (CIP):52.0302				Standard Occupational Classification (SOC):43-3031.00					
Office Accounting Specialist	**Course Number**	**Lecture Hours**		**Laboratory Hours**		**Externship Hours**		**Total Hours**	**Quarter Credits**
Course Title		**Clock**	**Credit**	**Clock**	**Credit**	**Clock**	**Credit**	**Clock**	**Credit**
Digital Literacy	DL101	30	3	30	1.5	0	0	60	4.5
Career Success	CD101	25	2.5	0	0	0	0	25	2.5
MS Word	MSW101	35	3.5	90	4.5	0	0	125	8
Typing Fundamentals	TF100	10	1	20	1	0	0	30	2
MS Excel	MSE102	45	4.5	100	5	0	0	145	9.5
MS PowerPoint	MSP102	40	4	50	2.5	0	0	90	6.5
MS Outlook	MSL102	30	3	60	3	0	0	90	6
Office Administration	PBS111	25	2.5	60	3	0	0	85	5.5
Office Management	PBS112	30	3	50	2.5	0	0	80	5.5
Introduction to Accounting	ACC110	30	3	150	7.5	0	0	180	10.5
Advanced Career Development	CD201	25	2.5	0	0	0	0	25	2.5
QuickBooks Pro User	ACC102	30	3	100	5	0	0	130	8
TOTALS		**355**	**35.5**	**710**	**35.5**	**0**	**0**	**1065**	**71**

OAS Program Data & Costs

Prerequisites:	High School Diploma, HS Equivalent or Proof of Eligibility	
Academic Quarter Credit:	71 QCH	
Student Status:	Full time =	24 hours/week
	¾ time =	18 hours/week
	Half Time =	12 hours/week
Program Length:	Full time =	45 weeks
	¾ time =	58 weeks
	Half Time =	90 weeks

HEALTH SERVICES (H.S.) PROGRAMS

Associate of Applied Science Degree Program Descriptions in H.S.

ASSOCIATE OF APPLIED SCIENCE DEGREE IN HEALTH INFORMATION

The Associate of Applied Science Degree in Health Information (AAS-HI) program prepares students 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 AAS-HI 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, students develop the keyboarding and technical skills needed to be an efficient worker in today's computerized workplace.

The program contains two required professional and employment preparation courses. These courses provide soft skills necessary for the graduate to obtain the job and pursue the career path of their choice.

AAS graduates demonstrate that they are ready for supervisory responsibilities based on the additional investment made in their general education. These skills will help students to develop a deeper understanding of the impact our government has on business, how businesses function and the role of management.

Asher College's implementation of Hybrid methodology includes live video events, webinars, one-on-one virtual meetings, discussion boards and other virtual solutions. The hybrid model has an on-campus attendance obligation during each week of a student's program.

All General Education courses for the Associates of Applied Science degree programs are taught in IDL delivery. Students are monitored by Academic Activities and Regular Substantive Interaction with faculty.

Graduates who desire to pursue CEHRS (Electronic Health Record Specialist Certification) CMAA (Medical Administrative Assistant Certification) or CBCS (Certified Billing and Coding Specialist) will have the opportunity and support to prepare and test.

The AAS-HI degree 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

AAS-HI Courses

DL101 Digital Literacy
(Full Time = 2 weeks; ¾ Time = 3 weeks; Half Time = 5 weeks)
CD101 Career Success
(Full Time = 1 week; ¾ Time = 1 week; Half Time = 2 weeks)
MOE100 MS Essentials
(Full Time = 4 weeks; ¾ Time = 5 weeks; Half Time = 7 weeks)
TF100 Typing Fundamentals
(Full Time = 1 week; ¾ Time = 2 weeks; Half Time = 3 weeks)
PBS111 Office Administration
(Full Time = 4 weeks; ¾ Time = 5 weeks; Half Time = 7 weeks)
HS204 Medical Law & Ethics
(Full Time = 3 weeks; ¾ Time = 4 weeks; Half Time = 5 weeks)
HS201 Medical Terminology
(Full Time = 4 weeks; ¾ Time = 5 weeks; Half Time = 7 weeks)
HS202 Human Anatomy & Physiology
(Full Time = 5 weeks; ¾ Time = 7 weeks; Half Time = 10 weeks)
HS401 Electronic Health Records
(Full Time = 3 weeks; ¾ Time = 4 weeks; Half Time = 6 weeks)
HS208 Health Information Billing and Coding
(Full Time = 7 weeks; ¾ Time = 9 weeks; Half Time = 14 weeks)
CD201 Advanced Career Development
(Full Time = 1 week; ¾ Time = 1 week; Half Time = 2 weeks)
HIT101 Health Information Technology
(Full Time = 4 weeks; ¾ Time = 5 weeks; Half Time = 8 weeks)

General Education Courses *GE Electives may be taken in the place of the corresponding eligible course

GE101 Critical Thinking ***Eligible for Elective GE107***
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Half Time = 4.5 weeks)
GE102 Business Communication
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Half Time = 4.5 weeks)
GE103 Business Math
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Half Time = 4.5 weeks)
GE104 Introduction to Business
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Half Time = 4.5 weeks)
GE105 Principles of Management ***Eligible for Elective GE108***
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Half Time = 4.5 weeks)
GE106 American Government
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Half Time = 4.5 weeks)

Associate of Applied Science Degree in Health Information									
Classification of Instruction Programs (CIP):51.0707				Standard Occupational Classification (SOC):29-9021.00					
Associate of Applied Science Degree in Health Information	**Course Number**	**Lecture Hours**		**Laboratory Hours**		**Externship Hours**		**Total Hours**	**Quarter Credits**
Course Title		**Clock**	**Credit**	**Clock**	**Credit**	**Clock**	**Credit**	**Clock**	**Credit**
Digital Literacy	DL101	30	3	30	1.5	0	0	60	4.5
Career Success	CD101	25	2.5	0	0	0	0	25	2.5
MS Essentials	MOE100	25	2.5	60	3	0	0	85	5.5
Typing Fundamentals	TF100	10	1	20	1	0	0	30	2
Office Administration	PBS111	25	2.5	60	3	0	0	85	5.5
Medical Law & Ethics	HS204	25	2.5	40	2	0	0	65	4.5
Medical Terminology	HS201	25	2.5	60	3	0	0	85	5.5
Human Anatomy & Physiology	HS202	70	7	50	2.5	0	0	120	9.5
Electronic Health Records	HS401	40	4	40	2	0	0	80	6
HIA Billing & Coding	HS208	45	4.5	120	6	0	0	165	10.5
Advanced Career Development	CD201	25	2.5	0	0	0	0	25	2.5
Health Information Technology	HIT101	30	3	60	3	0	0	90	6
Critical Thinking	GE101	35	3.5	20	1	0	0	55	4.5
Business Communications	GE102	35	3.5	20	1	0	0	55	4.5
Business Math	GE103	35	3.5	20	1	0	0	55	4.5
Introduction to Business	GE104	35	3.5	20	1	0	0	55	4.5
Principles of Management	GE105	35	3.5	20	1	0	0	55	4.5
American Government	GE106	35	3.5	20	1	0	0	55	4.5
TOTALS		**585**	**58.5**	**660**	**33**	**0**	**0**	**1245**	**91.5**

AAS-HI Program Data & Costs

Prerequisites: High School Diploma or HS Equivalent

Academic Quarter Credit: 91.5 QCH

Student Status:
- Full time = 24 hours/week
- ¾ time = 18 hours/week
- Half Time = 12 hours/week

Program Length:
- Full time = 67 weeks
- ¾ time = 78 weeks
- Half Time = 104 weeks

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 students 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 AAS-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, students develop the keyboarding and technical skills needed to be an efficient worker in today's computerized workplace.

The program contains two required professional and employment preparation courses. These courses provide soft skills necessary for the graduate to obtain the job and pursue the career path of their choice.

AAS graduates demonstrate that they are ready for supervisory responsibilities based on the additional investment made in their general education. These skills will help students to develop a deeper understanding of the impact our government has on business, how businesses function and the role of management.

Asher College's implementation of Hybrid methodology includes live video events, webinars, one-on-one virtual meetings, discussion boards and other virtual solutions. The hybrid model has an on-campus attendance obligation during each week of a student's program.

All General Education courses for the Associates of Applied Science degree programs are taught in IDL delivery. Students are monitored by Academic Activities and Regular Substantive Interaction with faculty.

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

The AAS-MBC degree program is appropriate for basic supervisory or management positions including:

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

AAS-MBC Courses

HS204 Medical Law & Ethics
(Full Time = 3 weeks; ¾ Time = 4 weeks; Half Time = 5 weeks)
CD101 Career Success
(Full Time = 1 week; ¾ Time = 1 week; Half Time = 2 weeks)
MOE100 MS Essentials
(Full Time = 4 weeks; ¾ Time = 5 weeks; Half Time = 7 weeks)
TF100 Typing Fundamentals
(Full Time = 1 week; ¾ Time = 2 weeks; Half Time = 3 weeks)
HS201 Medical Terminology
(Full Time = 4 weeks; ¾ Time = 5 weeks; Half Time = 7 weeks)
HS202 Anatomy & Physiology
(Full Time = 5 weeks; ¾ Time = 7 weeks; Half Time = 10 weeks)
HS401 Electronic Health Records
(Full Time = 3 weeks; ¾ Time = 4 weeks; Half Time = 6 weeks)
HS207 Advanced Billing & Reimbursement
(Full Time = 4 weeks; ¾ Time = 5 weeks; Half Time = 8 weeks)
HS320 Physician Coding
(Full Time = 10 weeks; ¾ Time = 13 weeks; Half Time= 19 weeks)
CD201 Advanced Career Development
(Full Time = 1 week; ¾ Time = 1 week; Half Time= 2 weeks)
HS321 Advanced Facility Coding
(Full Time = 9 weeks; ¾ Time = 12 weeks; Half Time= 18 weeks)

General Education Courses *GE Electives may be taken in the place of the corresponding eligible course

GE101 Critical Thinking ***Eligible for Elective GE107***
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Half Time = 4.5 weeks)
GE102 Business Communication
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Half Time = 4.5 weeks)
GE103 Business Math
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Half Time = 4.5 weeks)
GE104 Introduction to Business
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Half Time = 4.5 weeks)
GE105 Principles of Management ***Eligible for Elective GE108***
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Half Time = 4.5 weeks)
GE106 American Government
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Half Time = 4.5 weeks)

Associate of Applied Science Degree in Medical Billing and Coding									
Classification of Instruction Programs (CIP): 51.0714				Standard Occupational Classification (SOC):43-6013.00					
Associate of Applied Science Degree in Medical Billing and Coding	**Course Number**	**Lecture Hours**		**Laboratory Hours**		**Externship Hours**		**Total Hours**	**Quarter Credits**
Course Title		**Clock**	**Credit**	**Clock**	**Credit**	**Clock**	**Credit**	**Clock**	**Credit**
Medical Law & Ethics	HS204	25	2.5	40	2	0	0	65	4.5
Career Success	CD101	25	2.5	0	0	0	0	25	2.5
MS Essentials	MOE100	25	2.5	60	3	0	0	85	5.5
Typing Fundamentals	TF100	10	1	20	1	0	0	30	2
Medical Terminology	HS201	25	2.5	60	3	0	0	85	5.5
Human Anatomy & Physiology	HS202	70	7	50	2.5	0	0	120	9.5
Electronic Health Records	HS401	40	4	40	2	0	0	80	6
Advanced Billing & Reimbursement	HS207	40	4	50	2.5	0	0	90	6.5
Advanced Physicians Coding	HS320	60	6	170	8.5	0	0	230	14.5
Advanced Career Development	CD201	25	2.5	0	0	0	0	25	2.5
Advanced Facility Coding	HS321	70	7	145	7	0	0	215	14
Critical Thinking	GE101	35	3.5	20	1	0	0	55	4.5
Business Communications	GE102	35	3.5	20	1	0	0	55	4.5
Business Math	GE103	35	3.5	20	1	0	0	55	4.5
Introduction to Business	GE104	35	3.5	20	1	0	0	55	4.5
Principles of Management	GE105	35	3.5	20	1	0	0	55	4.5
American Government	GE106	35	3.5	20	1	0	0	55	4.5
TOTALS		**625**	**62.5**	**755**	**37.5**	**0**	**0**	**1380**	**100**

AAS-MBC Program Data & Costs

Prerequisites: High School Diploma or HS Equivalent
Academic Quarter Credit: 100 QCH
Student Status: Full time = 24 hours/week
¾ time = 18 hours/week
Half Time = 12 hours/week
Program Length: Full time = 72 weeks
¾ time = 86 weeks
Half Time = 115 weeks

AMERICAN SOCIETY OF HEALTH-SYSTEM PHARMACISTS (ASHP) ACCREDITED

The Associate of Applied Science Degree in Pharmacy Technology (AAS-PT) program prepares students 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. Graduates will qualify to work as a Pharmacy Technician in both retail drug store and hospital pharmacies.

The AAS-PT 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

Pharmacy Technician job responsibilities 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 two required professional and employment preparation courses. These courses provide soft skills necessary for the graduate to obtain the job and pursue the career path of their choice.

AAS graduates demonstrate that they are ready for supervisory responsibilities based on the additional investment made in their general education. These skills will help students to develop a deeper understanding of the impact our government has on business, how businesses function and the role of management.

Asher College's implementation of Hybrid methodology includes live video events, webinars, one-on-one virtual meetings, discussion boards and other virtual solutions. The hybrid model has an on-campus attendance obligation during each week of a student's program.

All General Education courses for the Associates of Applied Science degree programs are taught in IDL delivery. Students are monitored by Academic Activities and Regular Substantive Interaction with faculty.

AAS-PT Program Admissions Disclosure –

NEVADA REQUIREMENTS FOR THE PHARMACY TECHNICIAN LICENSE: NAC 639.256; NRS 639.070, 639.1371

Successful completion of a criminal background check is required prior to acceptance into the program. The cost of the criminal background check is included in the cost of the program. Background checks may disqualify students from becoming Pharmacy Technicians in Nevada. A background check could include research into criminal activity, driving offenses such as a DUI, evidence of fraud, and a history of drug-related offenses. If a prospective student is denied admission due to a criminal history finding that was not disclosed prior to enrollment, the prospective student will be responsible for the cost of the background check and will be invoiced for the amount specified in the enrollment contract.

All students are prepared for the National Pharmacy Technician Certification Exam.

The AAS-PT degree program is appropriate for job roles including:

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

AAS-PT Courses

HS202 Human Anatomy & Physiology
(Full Time = 5 weeks; ¾ Time = 7 weeks; Half Time = 10 weeks)
CD101 Career Success
(Full Time = 1 week; ¾ Time = 1 week; Half Time = 2 weeks)
MOE100 MS Essentials
(Full Time = 4weeks; ¾ Time = 5 weeks; Half Time = 7 weeks)
TF100 Typing Fundamentals
(Full Time = 1 week; ¾ Time = 2 weeks; Half Time = 3 weeks)
PHT100 Introduction to Pharmacy
(Full Time = 5 weeks; ¾ Time = 7 weeks; Half Time = 11 weeks)
PHT111 Pharmacy Practice
(Full Time = 4 weeks; ¾ Time = 5 weeks; Half Time = 8 weeks)
PHT202 Pharmacology
(Full Time = 4 weeks; ¾ Time = 6 weeks; Half Time = 9 weeks)
PHT212 Pharmacy Calculations
(Full Time = 8 weeks; ¾ Time = 11 weeks; Half Time= 16 weeks)
PHT310 Pharmacy Laboratory Skills
(Full Time = 8 weeks; ¾ Time = 11 weeks; Half Time = 16 weeks)
CD201 Advanced Career Development
(Full Time = 1 week; ¾ Time = 1 week; Half Time = 2 weeks)
PHT311 Pharmacy Externship
130 Hours

General Education Courses *GE Electives may be taken in the place of the corresponding eligible course

GE101 Critical Thinking ***Eligible for Elective GE107***
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Half Time = 4.5 weeks)
GE102 Business Communication
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Half Time = 4.5 weeks)
GE103 Business Math
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Half Time = 4.5 weeks)
GE104 Introduction to Business
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Half Time = 4.5 weeks)
GE105 Principles of Management ***Eligible for Elective GE108***
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Half Time = 4.5 weeks)
GE106 American Government
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Half Time = 4.5 weeks)

Associate of Applied Science Degree in Pharmacy Technology									
Classification of Instruction Programs (CIP):51.0805				Standard Occupational Classification (SOC):29-2052.00					
Associate of Applied Science Degree in Pharmacy Technology	**Course Number**	**Lecture Hours**		**Laboratory Hours**		**Externship Hours**		**Total Hours**	**Quarter Credits**
Course Title		**Clock**	**Credit**	**Clock**	**Credit**	**Clock**	**Credit**	**Clock**	**Credit**
Human Anatomy & Physiology	HS202	70	7	50	2.5	0	0	120	9.5
Career Success	CD101	25	2.5	0	0	0	0	25	2.5
MS Essentials	MOE100	25	2.5	60	3	0	0	85	5.5
Typing Fundamentals	TF100	10	1	20	1	0	0	30	2
Introduction to Pharmacy	PHT100	50	5	80	4	0	0	130	9
Pharmacy Practice	PHT111	10	1	80	4	0	0	90	5
Pharmacology	PHT202	35	3.5	80	4	0	0	115	7.5
Pharmacy Calculations	PHT212	65	6.5	125	6	0	0	190	12.5
Pharmacy Laboratory Skills	PHT310	70	7	130	6.5	0	0	200	13.5
Advanced Career Development	CD201	25	2.5	0	0	0	0	25	2.5
Pharmacy Externship	PHT311	0	0	0	0	130	4	130	4
Critical Thinking	GE101	35	3.5	20	1	0	0	55	4.5
Business Communications	GE102	35	3.5	20	1	0	0	55	4.5
Business Math	GE103	35	3.5	20	1	0	0	55	4.5
Introduction to Business	GE104	35	3.5	20	1	0	0	55	4.5
Principles of Management	GE105	35	3.5	20	1	0	0	55	4.5
American Government	GE106	35	3.5	20	1	0	0	55	4.5
TOTALS		**595**	**59.5**	**745**	**37**	**130**	**4**	**1470**	**100.5**

AAS-PT Program Data & Costs

Prerequisites: High School Diploma, or HS Equivalent & ability to pass live scan fingerprinting for Nevada licensing board

Academic Quarter Credit: 100.5 QCH

Financial Aid Quarter Credit: 73

Student Status:
- Full time = 24hours/week
- ¾ time = 18 hours/week
- Half Time = 12 hours/week

Program Length:
- Full time = 75 week
- ¾ time = 89 weeks
- Half Time = 119 weeks

Nevada State Board of Pharmacy Regulations (NRS 639.070, 639.1371) (NAC 639.25) require at least one drug test 60 days prior to the start of the Externship.

NAC 639.240(2)

A person applying for registration as a Pharmaceutical Technician must:

- Be 18 years of age or older.
- Be a high school graduate or the equivalent.
- Not have been convicted of a felony or a misdemeanor that involves moral turpitude, dishonesty or the unlawful possession, sale or use of drugs.
- Have no history of drug abuse; and
- Have complied with one of the following requirements:

- Is licensed or registered as a pharmaceutical technician in a state that licenses or registers pharmaceutical technicians, if the requirements for registration in that state are equivalent to the requirements of this State, and the successful completion of at least 240 hours of employment as a pharmaceutical technician in a pharmacy in that state, which must be verified by the managing pharmacist of the pharmacy.
- Completed 1,500 hours in Nevada as a registered pharmaceutical technician-in-training.
- Graduated from a school accredited by the American Society of Health System Pharmacists (ASHP) and have completed 350 hours in Nevada as a registered pharmaceutical technician-in-training; or
- Graduated from a school in another state that is not accredited by ASHP and have passed the Pharmacy Technician Certification Board's (PTCB) national examination.
- The successful completion of a program of training for pharmaceutical technicians conducted by a branch of the Armed Forces of the United States, the Indian Health Service of the United States Department of Health and Human Services or the United States Department of Veterans Affairs
- Application and instructions for fingerprints: https://bop.nv.gov/Services/newapps/Pharmacy_Technicians/Trainees/

YOU MUST COMPLETE THE FOLLOWING BEFORE WE CAN PROCESS YOUR APPLICATION FOR A REGISTRATION:
1. Each person required to submit fingerprints pursuant to NRS 639.127 or NRS 639.1371 must submit a complete set of fingerprints by contacting a local law enforcement agency for fingerprinting. Please provide a copy of these instructions to the fingerprint official to ensure that all fields on the fingerprint card contain the required/authorized information needed for processing. The following fields MUST be completed: • Name of person fingerprinted • Signature of person fingerprinted • Residence of person fingerprinted • Date and Signature of official taking fingerprints • Employer/applicant name and address • Date of birth • Place of birth • Sex • Race • Height • Weight • Eyes • Hair

2. The following fields MUST be LEFT BLANK on the fingerprint card for completion by the Board: • ORI • Reason fingerprinted

3. Each person required to submit fingerprints must complete and sign the Nevada Department of Public Safety's Fingerprint Background Waiver Form and return it together with the completed fingerprint card and a cashier's check or money order in the amount of $40.25 made payable to "Nevada State Board of Pharmacy" to the Board's Reno office at the address above. The Form must indicate "Nevada State Board of Pharmacy" as the requesting agency. The Fingerprint Background Waiver Form can be found at the link above.

PHARMACY TECHNICIAN – CERTIFIED PHAMACY TECHNICIAN (CPhT EXAM

The cost to apply for CPhT Certification and take the PTCE is $129. Beginning January 2020, candidates must complete a PTCB-Recognized Education/Training Program OR equivalent work experience in order to be eligible. The PTCE is a computer-based exam with 90 multiple-choice questions (80 scored questions and 10 unscored questions). Unscored questions are randomly placed throughout the exam and are not identified. Be prepared to commit 2 hours for the exam (5-minute tutorial, 1 hour and 50-minute exam and 5-minute post-exam survey).

Your unofficial exam result will be presented on the screen immediately following the post-exam survey. You may also receive a printed copy of the unofficial exam result at the test site. Official exam results will be posted to your PTCB Account within two to three weeks.

Most Pharmacy employment includes **RANDOM DRUG TESTING. **

Asher College Health Services Certificate Program Descriptions

MEDICAL BILLING AND CODING

- Eligible for transfer into the Associate of Applied Science Degree program.

The Medical Billing and Coding (MBC) program prepares students 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 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, students develop the keyboarding and technical skills needed to be an efficient worker in today's computerized workplace.

The program contains two required professional and employment preparation courses. These courses provide soft skills necessary for the graduate to obtain the job and pursue the career path of their choice.

Asher College's implementation of Hybrid methodology includes live video events, webinars, one-on-one virtual meetings, discussion boards and other virtual solutions. The hybrid model has an on-campus attendance obligation during each week of a student's program. Students are monitored by Academic Activities and Regular Substantive Interaction with faculty.

Graduates who desire to pursue CPC Certification (Certified Professional Coder) will have the opportunity and support to prepare and test.
The MBC certification is appropriate for job roles including:

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

MBC Courses

HS204 Medical Law & Ethics
(Full Time = 3 weeks; ¾ Time = 4 weeks; Half Time = 5 weeks)
CD101 Career Success
(Full Time = 1 week; ¾ Time = 1 week; Half Time = 2 weeks)
MOE100 MS Essentials
(Full Time = 4 weeks; ¾ Time = 5 weeks; Half Time = 7 weeks)
TF100 Typing Fundamentals
(Full Time = 1 week; ¾ Time = 2 weeks; Half Time = 3 weeks)
HS201 Medical Terminology
(Full Time = 4 weeks; ¾ Time = 5 weeks; Half Time = 7 weeks)
HS202 Anatomy & Physiology
(Full Time = 5 weeks; ¾ Time = 7 weeks; Half Time = 10 weeks)
HS401 Electronic Health Records
(Full Time = 3 weeks; ¾ Time = 4 weeks; Half Time = 6 weeks)

HS207 Advanced Billing & Reimbursement
(Full Time = 4 weeks; ¾ Time = 5 weeks; Half Time = 8 weeks)
HS320 Physician Coding
(Full Time = 10 weeks; ¾ Time = 13 weeks; Half Time= 19 weeks)
CD201 Advanced Career Development
(Full Time = 1 week; ¾ Time = 1 week; Half Time= 2 weeks)
HS321 Advanced Facility Coding
(Full Time = 9 weeks; ¾ Time = 12 weeks; Half Time= 18 weeks)

Medical Billing & Coding									
Classification of Instruction Programs (CIP):51.0714				Standard Occupational Classification (SOC):43-6013.00					
Medical Billing & Coding	**Course Number**	**Lecture Hours**		**Laboratory Hours**		**Externship Hours**		**Total Hours**	**Quarter Credits**
Course Title		**Clock**	**Credit**	**Clock**	**Credit**	**Clock**	**Credit**	**Clock**	**Credit**
Medical Law & Ethics	HS204	25	2.5	40	2	0	0	65	4.5
Career Success	CD101	25	2.5	0	0	0	0	25	2.5
MS Essentials	MOE100	25	2.5	60	3	0	0	85	5.5
Typing Fundamentals	TF100	10	1	20	1	0	0	30	2
Medical Terminology	HS201	25	2.5	60	3	0	0	85	5.5
Human Anatomy & Physiology	HS202	70	7	50	2.5	0	0	120	9.5
Electronic Health Records	HS401	40	4	40	2	0	0	80	6
Advanced Billing & Reimbursement	HS207	40	4	50	2.5	0	0	90	6.5
Advanced Physicians Coding	HS320	60	6	170	8.5	0	0	230	14.5
Advanced Career Development	CD201	25	2.5	0	0	0	0	25	2.5
Advanced Facility Coding	HS321	70	7	145	7	0	0	215	14
TOTALS		**415**	**41.5**	**635**	**31.5**	**0**	**0**	**1050**	**73**

MBC Program Data & Costs

Prerequisites: High School Diploma or HS Equivalent or Proof of Eligibility.
Academic Quarter Credit: 73 QCH
Student Status: Full time = 24 hours/week
¾ time = 18 hours/week
Half Time = 12 hours/week
Program Length: Full time = 45 weeks
¾ time = 59 weeks
Half Time = 88 weeks

PHARMACY TECHNICIAN

- Eligible for transfer into the Associate of Applied Science Degree program.

AMERICAN SOCIETY OF HEALTH-SYSTEM PHARMACISTS (ASHP) ACCREDITED

The Pharmacy Technician (PT) program prepares students 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. Graduates will qualify to work as a Pharmacy Technician in both retail drug store and hospital pharmacies.

The PT 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

Pharmacy Technician job responsibilities 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 two required professional and employment preparation courses. These courses provide soft skills necessary for the graduate to obtain the job and pursue the career path of their choice.

The PT program is available via Hybrid delivery. Asher College's implementation of Hybrid methodology includes live video events, webinars, one-on-one virtual meetings, discussion boards and other virtual solutions. The hybrid model has an on-campus attendance obligation during each week of a student's program. Students are monitored by Academic Activities and Regular Substantive Interaction with faculty.

All students are prepared for the National Pharmacy Technician Certification Exam.

The PT degree program is appropriate for job roles including:

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

PT Program Admissions Disclosure –

NEVADA REQUIREMENTS FOR THE PHARMACY TECHNICIAN LICENSE: NAC 639.256; NRS 639.070, 639.1371

SUCCESSFUL COMPLETION OF A CRIMINAL BACKGROUND CHECK IS REQUIRED PRIOR TO ACCEPTANCE INTO THE PROGRAM. THE COST OF THE CRIMINAL BACKGROUND CHECK IS INCLUDED IN THE COST OF THE PROGRAM. BACKGROUND CHECKS MAY DISQUALIFY STUDENTS FROM BECOMING PHARMACY TECHNICIANS IN NEVADA. A BACKGROUND CHECK COULD INCLUDE RESEARCH INTO CRIMINAL ACTIVITY, DRIVING OFFENSES SUCH AS A DUI, EVIDENCE OF FRAUD, AND A HISTORY OF DRUG-RELATED OFFENSES. IF A PROSPECTIVE STUDENT IS DENIED ADMISSION DUE TO A CRIMINAL HISTORY FINDING THAT WAS NOT DISCLOSED PRIOR TO ENROLLMENT, THE PROSPECTIVE STUDENT WILL BE RESPONSIBLE FOR THE COST OF THE BACKGROUND CHECK AND WILL BE INVOICED FOR THE AMOUNT SPECIFIED IN THE ENROLLMENT CONTRACT.

PT Courses

HS202 Human Anatomy & Physiology

(Full Time = 5 weeks; ¾ Time = 7 weeks; Half Time = 10 weeks)

CD101 Career Success

(Full Time = 1 week; ¾ Time = 1 week; Half Time = 2 weeks)

MOE100 MS Essentials

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

TF100 Typing Fundamentals

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

PHT100 Introduction to Pharmacy

(Full Time = 5 weeks; ¾ Time = 7 weeks; Half Time = 11 weeks)

PHT111 Pharmacy Practice

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

PHT202 Pharmacology

(Full Time = 4 weeks; ¾ Time = 6 weeks; Half Time = 9 weeks)

PHT212 Pharmacy Calculations

(Full Time = 8 weeks; ¾ Time = 11 weeks; Half Time= 16 weeks)

PHT310 Pharmacy Laboratory Skills

(Full Time = 8 weeks; ¾ Time = 11 weeks; Half Time = 16 weeks)

CD201 Advanced Career Development

(Full Time = 1 week; ¾ Time = 1 week; Half Time = 2 weeks)

PHT311 Pharmacy Externship

130 Hours

Pharmacy Technician									
Classification of Instruction Programs (CIP):51.0805				Standard Occupational Classification (SOC):29-2052.00					
Pharmacy Technician	**Course Number**	**Lecture Hours**		**Laboratory Hours**		**Externship Hours**		**Total Hours**	**Quarter Credits**
Course Title		**Clock**	**Credit**	**Clock**	**Credit**	**Clock**	**Credit**	**Clock**	**Credit**
Human Anatomy & Physiology	HS202	70	7	50	2.5	0	0	120	9.5
Career Success	CD101	25	2.5	0	0	0	0	25	2.5
MS Essentials	MOE100	25	2.5	60	3	0	0	85	5.5
Typing Fundamentals	TF100	10	1	20	1	0	0	30	2
Introduction to Pharmacy	PHT100	50	5	80	4	0	0	130	9
Pharmacy Practice	PHT111	10	1	80	4	0	0	90	5
Pharmacology	PHT202	35	3.5	80	4	0	0	115	7.5
Pharmacy Calculations	PHT212	65	6.5	125	6	0	0	190	12.5
Pharmacy Laboratory Skills	PHT310	70	7	130	6.5	0	0	200	13.5
Advanced Career Development	CD201	25	2.5	0	0	0	0	25	2.5
Pharmacy Externship	PHT311	0	0	0	0	130	4	130	4
TOTALS		**385**	**38.5**	**625**	**31**	**130**	**4**	**1140**	**73.5**

PT Program Data & Costs

Prerequisites:	High School Diploma, or HS Equivalent & ability to pass live scan fingerprinting for Nevada licensing board	
Academic Quarter Credit:	73.5 QCH	
Student Status:	Full time =	24hours/week
	¾ time =	18 hours/week
	Half Time =	12 hours/week
Program Length:	Full time =	48 week
	¾ time =	62 weeks
	Half Time =	92 weeks

PT Program Admissions Disclosure

NAC 639.256; NRS 639.070, 639.1371

Successful completion of a criminal background check is required prior to acceptance into the program. The cost of the criminal background check **is included** in the cost of the program. If a prospective student is denied admission due to a criminal history finding that was not disclosed prior to enrollment, the prospective student will be responsible for the cost of the background check and will be invoiced for the amount specified in the enrollment contract.

Nevada State Board of Pharmacy Regulations (NRS 639.070, 639.1371) (NAC 639.25) require at least one drug test 60 days prior to the start of the Externship.

NAC 639.240(2)

A person applying for registration as a Pharmaceutical Technician must:

- Be 18 years of age or older.
- Be a high school graduate or the equivalent.
- Not have been convicted of a felony or a misdemeanor that involves moral turpitude, dishonesty or the unlawful possession, sale or use of drugs.
- Have no history of drug abuse; and
- Have complied with one of the following requirements:
- Is licensed or registered as a pharmaceutical technician in a state that licenses or registers pharmaceutical technicians, if the requirements for registration in that state are equivalent to the requirements of this State, and the successful completion of at least 240 hours of employment as a pharmaceutical technician in a pharmacy in that state, which must be verified by the managing pharmacist of the pharmacy.
- Completed 1,500 hours in Nevada as a registered pharmaceutical technician-in-training.
- Graduated from a school accredited by the American Society of Health System Pharmacists (ASHP) and have completed 350 hours in Nevada as a registered pharmaceutical technician-in-training; or
- Graduated from a school in another state that is not accredited by ASHP and have passed the Pharmacy Technician Certification Board's (PTCB) national examination.

- The successful completion of a program of training for pharmaceutical technicians conducted by a branch of the Armed Forces of the United States, the Indian Health Service of the United States Department of Health and Human Services or the United States Department of Veterans Affairs
- Application and instructions for fingerprints: https://bop.nv.gov/Services/newapps/Pharmacy_Technicians/Trainees/

YOU MUST COMPLETE THE FOLLOWING BEFORE WE CAN PROCESS YOUR APPLICATION FOR A REGISTRATION:
1. Each person required to submit fingerprints pursuant to NRS 639.127 or NRS 639.1371 must submit a complete set of fingerprints by contacting a local law enforcement agency for fingerprinting. Please provide a copy of these instructions to the fingerprint official to ensure that all fields on the fingerprint card contain the required/authorized information needed for processing. The following fields MUST be completed: • Name of person fingerprinted • Signature of person fingerprinted • Residence of person fingerprinted • Date and Signature of official taking fingerprints • Employer/applicant name and address • Date of birth • Place of birth • Sex • Race • Height • Weight • Eyes • Hair

2. The following fields MUST be LEFT BLANK on the fingerprint card for completion by the Board: • ORI • Reason fingerprinted

3. Each person required to submit fingerprints must complete and sign the Nevada Department of Public Safety's Fingerprint Background Waiver Form and return it together with the completed fingerprint card and a cashier's check or money order in the amount of $40.25 made payable to "Nevada State Board of Pharmacy" to the Board's Reno office at the address above. The Form must indicate "Nevada State Board of Pharmacy" as the requesting agency. The Fingerprint Background Waiver Form can be found at the link above.

PHARMACY TECHNICIAN – CERTIFIED PHAMACY TECHNICIAN (CPhT EXAM

The cost to apply for CPhT Certification and take the PTCE is $129. Beginning January 2020, candidates must complete a PTCB-Recognized Education/Training Program OR equivalent work experience in order to be eligible. The PTCE is a computer-based exam with 90 multiple-choice questions (80 scored questions and 10 unscored questions). Unscored questions are randomly placed throughout the exam and are not identified. Be prepared to commit 2 hours for the exam (5-minute tutorial, 1 hour and 50-minute exam and 5-minute post-exam survey).

Your unofficial exam result will be presented on the screen immediately following the post-exam survey. You may also receive a printed copy of the unofficial exam result at the test site. Official exam results will be posted to your PTCB Account within two to three weeks.

Most Pharmacy employment includes **RANDOM DRUG TESTING. **

INFORMATION TECHNOLOGY (I.T.) PROGRAMS

Associate of Applied Science Degree Program Descriptions in I.T.

ASSOCIATE OF APPLIED SCIENCE DEGREE IN COMPUTER OPERATIONS AND SECURITY

The Associate of Applied Science Degree in Computer Operations and Security (AAS-COS) program prepares students to become employable as a Computer and Information Systems Security Administrator or Manager.

Students who enroll in the AAS-COS program can learn PC hardware support skills, gain the ability to design and implement small office-home office networks and learn how to install, configure, and maintain a variety of Windows operating systems in a stand-alone, workgroup, and domain environment.

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.

The AAS-COS program can result in CompTIA certifications. Certifications are foundational to an IT professional's career.

The program contains two required professional and employment preparation courses. These courses provide soft skills necessary for the graduate to obtain the job and pursue the career path of their choice.

AAS graduates demonstrate that they are ready for supervisory responsibilities based on the additional investment made in their general education. These skills will help students to develop a deeper understanding of the impact our government has on business, how businesses function and the role of management.

Asher College's implementation of Hybrid methodology includes live video events, webinars, one-on-one virtual meetings, discussion boards and other virtual solutions. The hybrid model has an on-campus attendance obligation during each week of a student's program.

All General Education courses for the Associates of Applied Science degree programs are taught in IDL delivery. Students are monitored by Academic Activities and Regular Substantive Interaction with faculty.

The AAS-COS degree program is appropriate for basic supervisory or management positions including:

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

AAS-COS Courses

PCS110 PC Support Level 1
(Full Time = 6 weeks; ¾ Time = 9 weeks; Half Time= 13 weeks)
CD101 Career Success
(Full Time = 1 week; ¾ Time = 1 week; Half Time= 2 weeks)
PCS111 PC Support Level 2
(Full Time = 9 weeks; ¾ Time = 11 weeks; Half Time= 17 weeks)
VMW101 Introduction to VM Ware
(Full Time = 1 week; ¾ Time = 1 week; Half Time= 2 weeks)
NET103 Introduction to Networking
(Full Time = 8 weeks; ¾ Time = 11 weeks; Half Time= 16 weeks)
TF100 Typing Fundamentals
(Full Time = 1 week; ¾ Time = 2 weeks; Half Time= 3 weeks)
SEC102 Network and Operational Security
(Full Time = 8 weeks; ¾ Time = 11 weeks; Half Time= 16 weeks)
MOS102 Windows OS
(Full Time = 5 weeks; ¾ Time = 7 weeks; Half Time= 10 weeks)
CFO100 Cloud Fundamentals
(Full Time = 2 weeks; ¾ Time = 2 weeks; Half Time= 3 weeks)
CD201 Advanced Career Development
(Full Time = 1 week; ¾ Time = 1 week; Half Time= 2 weeks)
OSL200 Administering Linux
(Full Time = 8 weeks; ¾ Time = 10 weeks; Half Time= 14 weeks)

General Education Courses **GE Electives may be taken in the place of the corresponding eligible course*

GE101 Critical Thinking **Eligible for Elective GE107*
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Half Time = 4.5 weeks)
GE102 Business Communication
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Half Time = 4.5 weeks)
GE103 Business Math
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Half Time = 4.5 weeks)
GE104 Introduction to Business
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Half Time = 4.5 weeks)
GE105 Principles of Management **Eligible for Elective GE108*
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Half Time = 4.5 weeks)
GE106 American Government
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Half Time = 4.5 weeks)

Associate of Applied Science Degree in Computer Operations and Security									
Classification of Instruction Programs (CIP):11.1003		Standard Occupational Classification (SOC):15-1232.00							
Associate of Applied Science Degree in Computer Operations and Security	**Course Number**	**Lecture Hours**		**Laboratory Hours**		**Externship Hours**		**Total Hours**	**Quarter Credits**
Course Title		**Clock**	**Credit**	**Clock**	**Credit**	**Clock**	**Credit**	**Clock**	**Credit**
PC Support Level 1	PCS110	55	5.5	100	5	0	0	155	10.5
PC Support Level 2	PCS111	75	7.5	130	6.5	0	0	205	14
VMWare	VMW101	5	0.5	20	1	0	0	25	1.5
Career Success	CD101	25	2.5	0	0	0	0	25	2.5
Introduction to Networking	NET103	60	6	130	6.5	0	0	190	12.5
Typing Fundamentals	TF100	10	1	20	1	0	0	30	2
Windows OS	MOS102	35	3.5	90	4.5	0	0	125	8
Network & Operational Security	SEC102	60	6	130	6.5	0	0	190	12.5
Cloud Fundamentals	CFO100	10	1	30	1.5	0	0	40	2.5
Advanced Career Development	CD201	25	2.5	0	0	0	0	25	2.5
Administering Linux	OSL200	70	7	100	5	0	0	170	12
Critical Thinking	GE101	35	3.5	20	1	0	0	55	4.5
Business Communications	GE102	35	3.5	20	1	0	0	55	4.5
Business Math	GE103	35	3.5	20	1	0	0	55	4.5
Introduction to Business	GE104	35	3.5	20	1	0	0	55	4.5
Principles of Management	GE105	35	3.5	20	1	0	0	55	4.5
American Government	GE106	35	3.5	20	1	0	0	55	4.5
TOTALS		**640**	**64**	**870**	**43.5**	**0**	**0**	**1510**	**107.5**

AAS-COS Program Data & Costs

Prerequisites: High School Diploma, HS Equivalent, or Proof of Eligibility
Academic Quarter Credit: 107.5 QCH
Student Status: Full time = 24 hours/week
¾ time = 18 hours/week
Half Time = 12 hours/week
Program Length: Full time = 76 weeks
¾ time = 92 weeks
Half Time = 125 weeks

ASSOCIATE OF APPLIED SCIENCE DEGREE IN NETWORK AND COMPUTER SYSTEMS

The Associate of Applied Science Degree in Network and Computer Systems (AAS-NCS) program prepares students to become employable as a Computer and Information Systems Security Administrator or Manager.

Students who enroll in the AAS-NCS program can learn PC hardware support skills, gain the ability to design and implement small office-home office networks and learn how to install, configure, and maintain a variety of Windows operating systems in a stand-alone, workgroup, and domain environment.

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. The AAS-NCS program can result in CompTIA and Cisco certifications. Certifications are foundational to an IT professional's career.

The program contains two required professional and employment preparation courses. These courses provide soft skills necessary for the graduate to obtain the job and pursue the career path of their choice.

AAS graduates demonstrate that they are ready for supervisory responsibilities based on the additional investment made in their general education. These skills will help students to develop a deeper understanding of the impact our government has on business, how businesses function and the role of management.

Asher College's implementation of Hybrid methodology includes live video events, webinars, one-on-one virtual meetings, discussion boards and other virtual solutions. The hybrid model has an on-campus attendance obligation during each week of a student's program.

All General Education courses for the Associates of Applied Science degree programs are taught in IDL delivery. Students are monitored by Academic Activities and Regular Substantive Interaction with faculty.

The AAS-NCS degree program is appropriate for basic supervisory or management positions including:

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

AAS-NCS Courses:

PCS110 PC Support Level 1
(Full Time = 6 weeks; ¾ Time = 9 weeks; Half Time= 13 weeks)
CD101 Career Success
(Full Time = 1 week; ¾ Time = 1 week; Half Time= 2 weeks)
PCS111 PC Support Level 2
(Full Time = 9 weeks; ¾ Time = 11 weeks; Half Time= 17 weeks)
NET103 Introduction to Networking
(Full Time = 8 weeks; ¾ Time = 11 weeks; Half Time= 16 weeks)
SEC102 Network and Operational Security
(Full Time = 8 weeks; ¾ Time = 11 weeks; Half Time= 16 weeks)
MOS102 Windows OS
(Full Time = 5 weeks; ¾ Time = 7 weeks; Half Time= 10 weeks)
CNC101 Advanced Networking Level 1
(Full Time = 6 weeks; ¾ Time = 7 weeks; Half Time= 11 weeks)

CD201 Advanced Career Development
(Full Time = 1 week; ¾ Time = 1 week; Half Time= 2 weeks)
CNC102 Advanced Networking Level 2
(Full Time = 6 weeks; ¾ Time = 8 weeks; Half Time= 11 weeks)

General Education Courses ***GE Electives may be taken in the place of the corresponding eligible course***

GE101 Critical Thinking ***Eligible for Elective GE107***
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Half Time = 4.5 weeks)
GE102 Business Communication
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Half Time = 4.5 weeks)
GE103 Business Math
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Half Time = 4.5 weeks)
GE104 Introduction to Business
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Half Time = 4.5 weeks)
GE105 Principles of Management ***Eligible for Elective GE108***
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Half Time = 4.5 weeks)
GE106 American Government
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Half Time = 4.5 weeks)

Associate of Applied Science Degree in Network and Computer Systems									
Classification of Instruction Programs (CIP):11.1002				Standard Occupational Classification (SOC):15-1244.00					
Associate of Applied Science Degree in Network and Computer Systems	**Course Number**	**Lecture Hours**		**Laboratory Hours**		**Externship Hours**		**Total Hours**	**Quarter Credits**
Course Title		**Clock**	**Credit**	**Clock**	**Credit**	**Clock**	**Credit**	**Clock**	**Credit**
PC Support Level 1	PCS110	55	5.5	100	5	0	0	155	10.5
PC Support Level 2	PCS111	75	7.5	130	6.5	0	0	205	14
Introduction to Networking	NET103	60	6	130	6.5	0	0	190	12.5
Career Success	CD101	25	2.5	0	0	0	0	25	2.5
Windows OS	MOS102	35	3.5	90	4.5	0	0	125	8
Network & Operational Security	SEC102	60	6	130	6.5	0	0	190	12.5
Advanced Networking Level 1	CNC101	50	5	80	4	0	0	130	9
Advanced Career Development	CD201	25	2.5	0	0	0	0	25	2.5
Advanced Networking Level 2	CNC102	45	4.5	90	4.5	0	0	135	9
Critical Thinking	GE101	35	3.5	20	1	0	0	55	4.5
Business Communications	GE102	35	3.5	20	1	0	0	55	4.5
Business Math	GE103	35	3.5	20	1	0	0	55	4.5
Introduction to Business	GE104	35	3.5	20	1	0	0	55	4.5
Principles of Management	GE105	35	3.5	20	1	0	0	55	4.5
American Government	GE106	35	3.5	20	1	0	0	55	4.5
TOTALS		**640**	**64**	**870**	**43.5**	**0**	**0**	**1510**	**107.5**

AAS-NCS Program Data & Costs

Prerequisites:	High School Diploma, HS Equivalent, or Proof of Eligibility	
Academic Quarter Credit:	107.5 QCH	
Student Status:	Full time =	24 hours/week
	¾ time =	18 hours/week
	Half Time =	12 hours/week
Program Length:	Full time =	76 weeks
	¾ time =	92 weeks
	Half Time =	125 weeks

ASSOCIATE OF APPLIED SCIENCE DEGREE IN CLOUD AND COMPUTER SECURITY

The Associate of Applied Science Degree in Cloud and Computer Security (AAS-CCS) program prepares students to become employable as a Computer and Information Systems Security Administrator or Manager.

Students who enroll in the AAS-CCS program can learn PC hardware support skills, gain the ability to design and implement small office-home office networks and learn how to install, configure, and maintain a variety of Windows operating systems in a stand-alone, workgroup, and domain environment.

AAS-CCS program can result in CompTIA and Amazon Web Service (AWS) certifications. Certifications are foundational to an IT professional's career. Students will be able to implement a small-switched network, implement an IP addressing service, configure and trouble shoot basic operation on AWS Platform.

The program contains two required professional and employment preparation courses. These courses provide soft skills necessary for the graduate to obtain the job and pursue the career path of their choice.

AAS graduates demonstrate that they are ready for supervisory responsibilities based on the additional investment made in their general education. These skills will help students to develop a deeper understanding of the impact our government has on business, how businesses function and the role of management.

Asher College's implementation of Hybrid methodology includes live video events, webinars, one-on-one virtual meetings, discussion boards and other virtual solutions. The hybrid model has an on-campus attendance obligation during each week of a student's program.

All General Education courses for the Associates of Applied Science degree programs are taught in IDL delivery. Students are monitored by Academic Activities and Regular Substantive Interaction with faculty.

The AAS-CCS degree program is appropriate for basic supervisory or management positions including:

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

AAS-CCS Courses:

PCS110 PC Support Level 1
(Full Time = 6 weeks; ¾ Time = 9 weeks; Half Time = 13 weeks)
PCS111 PC Support Level 2
(Full Time = 9 weeks; ¾ Time = 11 weeks; Half Time = 17 weeks)
NET103 Introduction to Networking
(Full Time = 8 weeks; ¾ Time = 11 weeks; Half Time= 16 weeks)
CD101 Career Success
(Full Time = 1 week; ¾ Time = 1 week; Half Time = 2 weeks)
MOS102 Windows OS
(Full Time = 5 weeks; ¾ Time = 7 weeks; Half Time = 10 weeks)
SEC102 Network and Operational Security
(Full Time = 8 weeks; ¾ Time = 11 weeks; Half Time= 16 weeks)

AWS101 AWS Cloud
(Full Time = 6 weeks; ¾ Time = 7 weeks; Half Time = 12 weeks)
CD201 Advanced Career Development
(Full Time = 1 week; ¾ Time = 1 week; Half Time = 2 weeks)
AWS102 AWS Cloud Operations
(Full Time = 6 weeks; ¾ Time = 8 weeks; Half Time = 12 weeks)

General Education Courses **GE Electives may be taken in the place of the corresponding eligible course*

GE101 Critical Thinking **Eligible for Elective GE107*
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Half Time = 4.5 weeks)
GE102 Business Communication
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Half Time = 4.5 weeks)
GE103 Business Math
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Half Time = 4.5 weeks)
GE104 Introduction to Business
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Half Time = 4.5 weeks)
GE105 Principles of Management **Eligible for Elective GE108*
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Half Time = 4.5 weeks)
GE106 American Government
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Half Time = 4.5 weeks)

Associate of Applied Science Degree in Cloud and Computer Security									
Classification of Instruction Programs (CIP):11.0902				Standard Occupational Classification (SOC):15-1231.00					
Associate of Applied Science Degree in Cloud and Computer Security	**Course Number**	**Lecture Hours**		**Laboratory Hours**		**Externship Hours**		**Total Hours**	**Quarter Credits**
Course Title		**Clock**	**Credit**	**Clock**	**Credit**	**Clock**	**Credit**	**Clock**	**Credit**
PC Support Level 1	PCS110	55	5.5	100	5	0	0	155	10.5
PC Support Level 2	PCS111	75	7.5	130	6.5	0	0	205	14
Introduction to Networking	NET103	60	6	130	6.5	0	0	190	12.5
Career Success	CD101	25	2.5	0	0	0	0	25	2.5
Windows OS	MOS102	35	3.5	90	4.5	0	0	125	8
Network & Operational Security	SEC102	60	6	130	6.5	0	0	190	12.5
Cloud Practitioner	AWS101	50	5	80	4	0	0	130	9
Advanced Career Development	CD201	25	2.5	0	0	0	0	25	2.5
Solutions Architect	AWS102	45	4.5	90	4.5	0	0	135	9
Critical Thinking	GE101	35	3.5	20	1	0	0	55	4.5
Business Communications	GE102	35	3.5	20	1	0	0	55	4.5
Business Math	GE103	35	3.5	20	1	0	0	55	4.5
Introduction to Business	GE104	35	3.5	20	1	0	0	55	4.5
Principles of Management	GE105	35	3.5	20	1	0	0	55	4.5
American Government	GE106	35	3.5	20	1	0	0	55	4.5
TOTALS		**640**	**64**	**870**	**43.5**	**0**	**0**	**1510**	**107.5**

AAS-CCS Program Data & Costs

Prerequisites:	High School Diploma, HS Equivalent, or Proof of Eligibility	
Academic Quarter Credit:	107.5 QCH	
Student Status:	Full time =	24 hours/week
	¾ time =	18 hours/week
	Half Time =	12 hours/week
Program Length:	Full time =	76 weeks
	¾ time =	92 weeks
	Half Time =	125 weeks

ASSOCIATE OF APPLIED SCIENCE DEGREE IN COMPUTER NETWORK TECHNOLOGY

The Associate of Applied Science Degree in Computer Network Technology (AAS-CNT) program prepares students to become employable as a Computer Support Specialist or Manager.

The AAS-CNT program can result in four (4x) CompTIA certifications. CompTIA certifications foundational to an IT professional's career. In addition, students develop the keyboarding skills and technical skills needed to be an efficient worker in today's 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, and workgroup**.** Students will also learn key skills in creating and managing virtual machines.

The third elective option is an introduction to creating web pages using HTML5 and Cascading Style Sheets (CCS).

The program contains two required professional and employment preparation courses. These courses provide soft skills necessary for the graduate to obtain the job and pursue the career path of their choice.

AAS graduates demonstrate that they are ready for supervisory responsibilities based on the additional investment made in their general education. These skills will help students to develop a deeper understanding of the impact our government has on business, how businesses function and the role of management.

Asher College's implementation of Hybrid methodology includes live video events, webinars, one-on-one virtual meetings, discussion boards and other virtual solutions. The hybrid model has an on-campus attendance obligation during each week of a student's program.

All General Education courses for the Associates of Applied Science degree programs are taught in IDL delivery. Students are monitored by Academic Activities and Regular Substantive Interaction with faculty.

The AAS-CNT degree program 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

AAS-CNT Courses

PCS110 PC Support Level 1
(Full Time = 6 weeks; ¾ Time = 9 weeks; Half Time= 13 weeks)
VMW101 Introduction to VM Ware
(Full Time = 1 week; ¾ Time = 1 week; Half Time= 2 weeks)
CD101 Career Success
(Full Time = 1 week; ¾ Time = 1 week; Half Time= 2 weeks)
PCS111 PC Support Level 2
(Full Time = 9 weeks; ¾ Time = 11 weeks; Half Time= 17 weeks)

NET103 Introduction to Networking
(Full Time = 8 weeks; ¾ Time = 11 weeks; Half Time= 16 weeks)
SEC102 Network and Operational Security
(Full Time = 8 weeks; ¾ Time = 11 weeks; Half Time= 16 weeks)
TF100 Typing Fundamentals
(Full Time = 1 week; ¾ Time = 2 weeks; Half Time= 3 weeks)
MOE100 MS Essentials
(Full Time = 4 weeks; ¾ Time = 5 weeks; Half Time= 7 weeks)
MOS102 Windows OS
(Full Time = 5 weeks; ¾ Time = 7 weeks; Half Time= 10 weeks)
CD201 Advanced Career Development
(Full Time = 1 week; ¾ Time = 1 week; Half Time= 2 weeks)

General Education Courses **GE Electives may be taken in the place of the corresponding eligible course*

GE101 Critical Thinking **Eligible for Elective GE107*
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Half Time = 4.5 weeks)
GE102 Business Communication
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Half Time = 4.5 weeks)
GE103 Business Math
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Half Time = 4.5 weeks)
GE104 Introduction to Business
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Half Time = 4.5 weeks)
GE105 Principles of Management **Eligible for Elective GE108*
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Half Time = 4.5 weeks)
GE106 American Government
(Full Time = 4.5 weeks; ¾ Time = 4.5 weeks; Half Time = 4.5 weeks)

Associate of Applied Science Degree in Computer Network Technology									
Classification of Instruction Programs (CIP):11.1006				Standard Occupational Classification (SOC):15-1232.00					
Associate of Applied Science Degree in Computer Network Technology	**Course Number**	**Lecture Hours**		**Laboratory Hours**		**Externship Hours**		**Total Hours**	**Quarter Credits**
Course Title		**Clock**	**Credit**	**Clock**	**Credit**	**Clock**	**Credit**	**Clock**	**Credit**
Computer Fundamentals	PCS100	60	6	60	3	0	0	120	9
PC Support Level 1	PCS110	55	5.5	100	5	0	0	155	10.5
PC Support Level 2	PCS111	75	7.5	130	6.5	0	0	205	14
Career Success	CD101	25	2.5	0	0	0	0	25	2.5
Introduction to Networking	NET103	60	6	130	6.5	0	0	190	12.5
VMWare	VMW101	5	0.5	20	1	0	0	25	1.5
Typing Fundamentals	TF100	10	1	20	1	0	0	30	2
MS Essentials	MOE100	25	2.5	60	3	0	0	85	5.5
Advanced Career Development	CD201	25	2.5	0	0	0	0	25	2.5
Network & Operational Security	SEC102	60	6	130	6.5	0	0	190	12.5
Critical Thinking	GE101	35	3.5	20	1	0	0	55	4.5
Business Communications	GE102	35	3.5	20	1	0	0	55	4.5
Business Math	GE103	35	3.5	20	1	0	0	55	4.5
Introduction to Business	GE104	35	3.5	20	1	0	0	55	4.5
Principles of Management	GE105	35	3.5	20	1	0	0	55	4.5
American Government	GE106	35	3.5	20	1	0	0	55	4.5
TOTALS		**610**	**61**	**770**	**38.5**	**0**	**0**	**1380**	**99.5**

AAS-CNT Program Data & Costs

Prerequisites:	High School Diploma, HS Equivalent, or Proof of Eligibility	
Academic Quarter Credit:	99.5 QCH	
Student Status:	Full time =	24 hours/week
	¾ time =	18 hours/week
	Half Time =	12 hours/week
Program Length:	Full time =	71 weeks
	¾ time =	86 weeks
	Half time =	115 weeks

Asher College IT Certificate Program Descriptions

COMPUTER AND NETWORK TECHNICIAN

- Eligible for transfer into the Associate of Applied Science Degree program.

The Computer and Networking Technician (CNT) program prepares students to become employable as a Computer Support Specialist.

The CNT program can result in four (4x) CompTIA Certifications. CompTIA certifications foundational to an IT professional's career. In addition, students develop the keyboarding skills and technical skills needed to be an efficient worker in today's 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, and workgroup**.** Students will also learn key skills in creating and managing virtual machines.

The program contains two required professional and employment preparation courses. These courses provide soft skills necessary for the graduate to obtain the job and pursue the career path of their choice.

Asher College's implementation of Hybrid methodology includes live video events, webinars, one-on-one virtual meetings, discussion boards and other virtual solutions. The hybrid model has an on-campus attendance obligation during each week of a student's program. Students are monitored by Academic Activities and Regular Substantive Interaction with faculty.

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

CNT Courses

PCS 100 Computer Fundamentals
(Full Time = 5 weeks; ¾ Time = 7 weeks; Half Time = 10 weeks)
PCS110 PC Support Specialist Level 1
(Full Time = 6 weeks; ¾ Time = 9 weeks; Half Time = 13 weeks)
PCS111 PC Support Specialist Level 2
(Full Time = 9 weeks; ¾ Time = 11 weeks; Half Time = 17 weeks)
CD101 Career Success
(Full Time = 1 week; ¾ Time = 1 week; Half Time = 2 weeks)
NET103 Introduction to Networking
(Full Time = 8 weeks; ¾ Time = 11 weeks; Half Time= 16 weeks)
SEC102 Network and Operational Security
(Full Time = 8 weeks; ¾ Time = 11 weeks; Half Time= 16 weeks)
VMW101 Introduction to VM Ware
(Full Time = 1 week; ¾ Time = 1 week; Half Time = 2 weeks)

TF100 Typing Fundamentals
(Full Time = 1 week; ¾ Time = 2 weeks; Half Time = 3 weeks)
MOE100 MS Essentials
(Full Time = 4 weeks; ¾ Time = 5 weeks; Half Time = 7 weeks)
CD201 Advanced Career Development
(Full Time = 1 week; ¾ Time = 1 week; Half Time = 2 weeks)

Computer and Network Technician									
Classification of Instruction Programs (CIP):11.1006				Standard Occupational Classification (SOC):15-1232.00					
Computer and Network Technician	**Course Number**	**Lecture Hours**		**Laboratory Hours**		**Externship Hours**		**Total Hours**	**Quarter Credits**
Course Title		**Clock**	**Credit**	**Clock**	**Credit**	**Clock**	**Credit**	**Clock**	**Credit**
Computer Fundamentals	PCS100	60	6	60	3	0	0	120	9
PC Support Level 1	PCS110	55	5.5	100	5	0	0	155	10.5
PC Support Level 2	PCS111	75	7.5	130	6.5	0	0	205	14
Career Success	CD101	25	2.5	0	0	0	0	25	2.5
Introduction to Networking	NET103	60	6	130	6.5	0	0	190	12.5
VMWare	VMW101	5	0.5	20	1	0	0	25	1.5
Typing Fundamentals	TF100	10	1	20	1	0	0	30	2
MS Essentials	MOE100	25	2.5	60	3	0	0	85	5.5
Advanced Career Development	CD201	25	2.5	0	0	0	0	25	2.5
Network & Operational Security	SEC102	60	6	130	6.5	0	0	190	12.5
TOTALS		**400**	**40**	**650**	**32.5**	**0**	**0**	**1050**	**72.5**

CNT Program Data & Costs

Prerequisites: High School Diploma, HS Equivalent or Proof of Eligibility
Academic Quarter Credit: 72.5 QCH
Student Status: Full time = 24 hours/week
¾ time = 18 hours/week
Half Time = 12 hours/week
Program Length: Full time = 44 weeks
¾ time = 59 weeks
Half Time = 88 weeks

COMPUTER OPERATIONS AND SECURITY SPECIALIST

- Eligible for transfer into the Associate of Applied Science Degree program.

The Computer Operations and Security Specialist (COSS) program prepares students to become employable as a Computer and Information Systems Security Administrator.

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

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.

The COSS program can result in Four (4X) CompTIA Certifications. Certifications are foundational to an IT professional's career.

The program contains two required professional and employment preparation courses. These courses provide soft skills necessary for the graduate to obtain the job and pursue the career path of their choice.

Asher College's implementation of Hybrid methodology includes live video events, webinars, one-on-one virtual meetings, discussion boards and other virtual solutions. The hybrid model has an on-campus attendance obligation during each week of a student's program. Students are monitored by Academic Activities and Regular Substantive Interaction with faculty.

The COSS certification is appropriate for job roles including:

- Computer Support Specialist
- Desktop Support Specialist
- Jr. Network Administrator
- Network Operations analyst
- Technical Support Specialist
- Network Technician
- Help Desk
- PC technician

COSS Courses

PCS110 PC Support Level 1
(Full Time = 6 weeks; ¾ Time = 9 weeks; Half Time= 13 weeks)
CD101 Career Success
(Full Time = 1 week; ¾ Time = 1 week; Half Time= 2 weeks)
PCS111 PC Support Level 2
(Full Time = 9 weeks; ¾ Time = 11 weeks; Half Time= 17 weeks)
VMW101 Introduction to VM Ware
(Full Time = 1 week; ¾ Time = 1 week; Half Time= 2 weeks)
NET103 Introduction to Networking
(Full Time = 8 weeks; ¾ Time = 11 weeks; Half Time= 16 weeks)
TF100 Typing Fundamentals
(Full Time = 1 week; ¾ Time = 2 weeks; Half Time= 3 weeks)
SEC102 Network and Operational Security
(Full Time = 8 weeks; ¾ Time = 11 weeks; Half Time= 16 weeks)

MOS102 Windows OS
(Full Time = 5 weeks; ¾ Time = 7 weeks; Half Time= 10 weeks)
CFO100 Cloud Fundamentals
(Full Time = 2 weeks; ¾ Time = 2 weeks; Half Time= 3 weeks)
CD201 Advanced Career Development
(Full Time = 1 week; ¾ Time = 1 week; Half Time= 2 weeks)
OSL200 Administering Linux
(Full Time = 8 weeks; ¾ Time = 10 weeks; Half Time= 14 weeks)

Computer Operations and Security Specialist									
Classification of Instruction Programs (CIP):11.1003				Standard Occupational Classification (SOC):15-1232.00					
Computer Operations and Security Specialist	**Course Number**	**Lecture Hours**		**Laboratory Hours**		**Externship Hours**		**Total Hours**	**Quarter Credits**
Course Title		**Clock**	**Credit**	**Clock**	**Credit**	**Clock**	**Credit**	**Clock**	**Credit**
PC Support Level 1	PCS110	55	5.5	100	5	0	0	155	10.5
PC Support Level 2	PCS111	75	7.5	130	6.5	0	0	205	14
VMWare	VMW101	5	0.5	20	1	0	0	25	1.5
Career Success	CD101	25	2.5	0	0	0	0	25	2.5
Introduction to Networking	NET103	60	6	130	6.5	0	0	190	12.5
Typing Fundamentals	TF100	10	1	20	1	0	0	30	2
Windows OS	MOS102	35	3.5	90	4.5	0	0	125	8
Network & Operational Security	SEC102	60	6	130	6.5	0	0	190	12.5
Cloud Fundamentals	CFO100	10	1	30	1.5	0	0	40	2.5
Advanced Career Development	CD201	25	2.5	0	0	0	0	25	2.5
Administering Linux	OSL200	70	7	100	5	0	0	170	12
TOTALS		**430**	**43**	**750**	**37.5**	**0**	**0**	**1180**	**80.5**

COSS Program Data & Costs

Prerequisites: High School Diploma, HS Equivalent or Proof of Eligibility
Academic Quarter Credit: 80.5 QCH
Student Status: Full time = 24 hours/week
¾ time = 18 hours/week
Half Time = 12 hours/week
Program Length: Full time = 49 weeks
¾ time = 65 weeks
Half Time = 98 weeks

NETWORK AND COMPUTER SYSTEMS ADMINISTRATION

- Eligible for transfer into the Associate of Applied Science Degree program.

The Network and Computer Systems Administration (NCSA) program prepares students to become employable as a Computer and Information Systems Security Administrator.

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

The NCSA program can result in Three (3X) CompTIA and Cisco certifications. Certifications are foundational to an IT professional's career. 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.

The program contains two required professional and employment preparation courses. These courses provide soft skills necessary for the graduate to obtain the job and pursue the career path of their choice.

Asher College's implementation of Hybrid methodology includes live video events, webinars, one-on-one virtual meetings, discussion boards and other virtual solutions. The hybrid model has an on-campus attendance obligation during each week of a student's program. Students are monitored by Academic Activities and Regular Substantive Interaction with faculty.

The NCSA certification is appropriate for job roles including:

- Computer Support Specialist
- Desktop Support Specialist
- Jr. Network Administrator
- Network Operations Analyst
- Technical Support Specialist
- Network Technician
- Help Desk
- PC technician

NCSA Courses

PCS110 PC Support Level 1
(Full Time = 6 weeks; ¾ Time = 9 weeks; Half Time= 13 weeks)
CD101 Career Success
(Full Time = 1 week; ¾ Time = 1 week; Half Time= 2 weeks)
PCS111 PC Support Level 2
(Full Time = 9 weeks; ¾ Time = 11 weeks; Half Time= 17 weeks)
NET103 Introduction to Networking
(Full Time = 8 weeks; ¾ Time = 11 weeks; Half Time= 16 weeks)
SEC102 Network and Operational Security
(Full Time = 8 weeks; ¾ Time = 11 weeks; Half Time= 16 weeks)
MOS102 Windows OS
(Full Time = 5 weeks; ¾ Time = 7 weeks; Half Time= 10 weeks)
CNC101 Advanced Networking Level 1
(Full Time = 6 weeks; ¾ Time = 7 weeks; Half Time= 11 weeks)
CD201 Advanced Career Development
(Full Time = 1 week; ¾ Time = 1 week; Half Time= 2 weeks)
CNC102 Advanced Networking Level 2
(Full Time = 6 weeks; ¾ Time = 8 weeks; Half Time= 11 weeks)

Network and Computer Systems Administration									
Classification of Instruction Programs (CIP): 11.1002						Standard Occupational Classification (SOC):			15-1244.00
Network and Computer Systems Administration	**Course Number**	**Lecture Hours**		**Laboratory Hours**		**Externship Hours**		**Total Hours**	**Quarter Credits**
Course Title		**Clock**	**Credit**	**Clock**	**Credit**	**Clock**	**Credit**	**Clock**	**Credit**
PC Support Level 1	PCS110	55	5.5	100	5	0	0	155	10.5
PC Support Level 2	PCS111	75	7.5	130	6.5	0	0	205	14
Introduction to Networking	NET103	60	6	130	6.5	0	0	190	12.5
Career Success	CD101	25	2.5	0	0	0	0	25	2.5
Windows OS	MOS102	35	3.5	90	4.5	0	0	125	8
Network & Operational Security	SEC102	60	6	130	6.5	0	0	190	12.5
Advanced Networking Level 1	CNC101	50	5	80	4	0	0	130	9
Advanced Career Development	CD201	25	2.5	0	0	0	0	25	2.5
Advanced Networking Level 2	CNC102	45	4.5	90	4.5	0	0	135	9
TOTALS		**430**	**43**	**750**	**37.5**	**0**	**0**	**1180**	**80.5**

NCSA Program Data & Costs

Prerequisites:	High School Diploma, HS Equivalent or Proof of Eligibility	
Academic Quarter Credit:	80.5 QCH	
Student Status:	Full time =	24 hours/week
	¾ time =	18 hours/week
	Half Time =	12 hours/week
Program Length:	Full time =	49 weeks
	¾ time =	65 weeks
	Half Time =	98 weeks

CLOUD AND COMPUTER SECURITY SPECIALIST

- Eligible for transfer into the Associate of Applied Science Degree program.

The Cloud and Computer Security Specialist (CCSS) program prepares students to become employable as a Computer and Information Systems Security Administrator.

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

The CCSS program can result in Three (3X) CompTIA and Amazon Web Services Certifications. Certifications are foundational to an IT professional's career. Students will be able to implement a small-switched network, implement an IP addressing service, configure and trouble shoot basic operation on AWS Platform.

The program contains two required professional and employment preparation courses. These courses provide soft skills necessary for the graduate to obtain the job and pursue the career path of their choice.

Asher College's implementation of Hybrid methodology includes live video events, webinars, one-on-one virtual meetings, discussion boards and other virtual solutions. The hybrid model has an on-campus attendance obligation during each week of a student's program. Students are monitored by Academic Activities and Regular Substantive Interaction with faculty.

The CCSS certification is appropriate for job roles including:

- Computer Support Specialist
- Desktop Support Specialist
- Network Operations Specialist
- Technical Support Specialist
- Network Technician
- Help Desk
- PC technician

CCSS Courses

PCS110 PC Support Level 1
(Full Time = 6 weeks; ¾ Time = 9 weeks; Half Time = 13 weeks)
PCS111 PC Support Level 2
(Full Time = 9 weeks; ¾ Time = 11 weeks; Half Time = 17 weeks)
NET103 Introduction to Networking
(Full Time = 8 weeks; ¾ Time = 11 weeks; Half Time= 16 weeks)
CD101 Career Success
(Full Time = 1 week; ¾ Time = 1 week; Half Time = 2 weeks)
MOS102 Windows OS
(Full Time = 5 weeks; ¾ Time = 7 weeks; Half Time = 10 weeks)
SEC102 Introduction to Networking
(Full Time = 8 weeks; ¾ Time = 11 weeks; Half Time= 16 weeks)
AWS101 Cloud Practitioner
(Full Time = 6 weeks; ¾ Time = 7 weeks; Half Time = 12 weeks)
CD201 Advanced Career Development
(Full Time = 1 week; ¾ Time = 1 week; Half Time = 2 weeks)
AWS102 Solutions Architect
(Full Time = 6 weeks; ¾ Time = 8 weeks; Half Time = 12 weeks)

Cloud and Computer Security Specialist									
Classification of Instruction Programs (CIP): 11.0902				Standard Occupational Classification (SOC):15-1231.00					
Cloud and Computer Security Specialist	**Course Number**	**Lecture Hours**		**Laboratory Hours**		**Externship Hours**		**Total Hours**	**Quarter Credits**
Course Title		**Clock**	**Credit**	**Clock**	**Credit**	**Clock**	**Credit**	**Clock**	**Credit**
PC Support Level 1	PCS110	55	5.5	100	5	0	0	155	10.5
PC Support Level 2	PCS111	75	7.5	130	6.5	0	0	205	14
Introduction to Networking	NET103	60	6	130	6.5	0	0	190	12.5
Career Success	CD101	25	2.5	0	0	0	0	25	2.5
Windows OS	MOS102	35	3.5	90	4.5	0	0	125	8
Network & Operational Security	SEC102	60	6	130	6.5	0	0	190	12.5
Cloud Practitioner	AWS101	50	5	80	4	0	0	130	9
Advanced Career Development	CD201	25	2.5	0	0	0	0	25	2.5
Solutions Architect	AWS102	45	4.5	90	4.5	0	0	135	9
TOTALS		**430**	**43**	**750**	**37.5**	**0**	**0.00**	**1180**	**80.5**

CCSS Program Data & Costs

Prerequisites: High School Diploma, HS Equivalent or Proof of Eligibility
Academic Quarter Credit: 80.5 QCH
Student Status: Full time = 24 hours/week
¾ time = 18 hours/week
Half Time = 12 hours/week
Program Length: Full time = 49 weeks
¾ time = 66 weeks
Half Time = 98 weeks

PC SUPPORT SPECIALIST

The PC Support Specialist (PCSS) program prepares students to become employable as an entry level Computer Technician or Help Desk Support Specialist.

The PCSS program can result in two (2x) 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 CIS program can learn PC hardware support skills, gain the ability to design and implement small office-home office networks. Students will also learn the basics of Microsoft office with Word, Excel, and Outlook.

The program contains two required professional and employment preparation courses. These courses provide soft skills necessary for the graduate to obtain the job and pursue the career path of their choice.

Asher College's implementation of Hybrid methodology includes live video events, webinars, one-on-one virtual meetings, discussion boards and other virtual solutions. The hybrid model has an on-campus attendance obligation during each week of a student's program. Students are monitored by Academic Activities and Regular Substantive Interaction with faculty.

The PCSS certification is appropriate for job roles including:

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

PCSS Courses

PCS110 PC Support Level 1
(Full Time = 6 weeks; ¾ Time = 9 weeks; Half Time = 13 weeks)
PCS111 PC Support Level 2
(Full Time = 9 weeks; ¾ Time = 11 weeks; Half Time = 17 weeks)
CD101 Career Success
(Full Time = 1 week; ¾ Time = 1 week; Half Time = 2 weeks)
NET103 Introduction to Networking
(Full Time = 8 weeks; ¾ Time = 11 weeks; Half Time= 16 weeks)
CD201 Advanced Career Development
(Full Time = 1 week; ¾ Time = 1 week; Half Time = 2 weeks)
MOE100 MS Essentials
(Full Time = 4 weeks; ¾ Time = 5 weeks; Half Time = 7 weeks)

PC Support Specialist										
Classification of Instruction Programs (CIP): 47.0104						Standard Occupational Classification (SOC): 49-2011.00				
PC Support Specialist	**Course Number**	**Lecture Hours**		**Laboratory Hours**		**Externship Hours**		**Total Hours**	**Quarter Credits**	**FA**
Course Title		**Clock**	**Credit**	**Clock**	**Credit**	**Clock**	**Credit**	**Clock**	**Credit**	**Credit**
PC Support Level 1	PCS110	55	5.5	100	5	0	0	155	10.5	7.75
PC Support Level 2	PCS111	75	7.5	130	6.5	0	0	205	14	10.25
Career Success	CD101	25	2.5	0	0	0	0	25	2.5	1.25
Introduction to Networking	NET103	60	6	130	6.5	0	0	190	12.5	9.5
Advanced Career Development	CD201	25	2.5	0	0	0	0	25	2.5	1.25
MS Essentials	MOE100	25	2.5	60	3	0	0	85	5.5	4.25
TOTALS		**265**	**26.5**	**420**	**21**	**0**	**0**	**685**	**47.5**	**34**

PCSS Program Data & Costs

Prerequisites: High School Diploma, HS Equivalent or Proof of Eligibility
Academic Quarter Credit: 47.5 QCH
Financial Aid Quarter Credit: 34
Student Status: Full time = 24 hours/week
¾ Time = 18 hours/week
Half Time = 12 hours/week
Program Length: Full time = 29 weeks
¾ time = 38 weeks
Half Time = 57 weeks

PROGRAM TUITION AND FEE SCHEDULE

38 CFR 21.4254; NRS 394.441

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS	Modality	REG FEE	BOOKS	TUITION	TOTAL
Associate of Applied Science Degree in Business Administration	Hybrid	$150	$1,057	$26,243	$27,450
Associate of Applied Science Degree in Cloud and Computer Security	Hybrid	$150	$620	$31,600	$32,370
Associate of Applied Science Degree in Computer Network Technology	Hybrid	$150	$755	$28,365	$29,270
Associate of Applied Science Degree in Computer Operations and Security	Hybrid	$150	$709	$31,511	$32,370
Associate of Applied Science Degree in Health Information	Hybrid	$150	$1,391	$25,429	$26,970
Associate of Applied Science Degree in Medical Billing and Coding	Hybrid	$150	$1,741	$28,829	$30,720
Associate of Applied Science Degree in Network and Computer Systems	Hybrid	$150	$550	$31,670	$32,370
Associate of Applied Science Degree in Office Accounting	Hybrid	$150	$1,001	$31,069	$32,220
Associate of Applied Science Degree in Pharmacy Technology	Hybrid	$150	$1,111	$29,209	$30,470
CERTIFICATE PROGRAMS					
Cloud and Computer Security Specialist	Hybrid	$150	$620	$26,930	$27,700
Computer and Network Technician	Hybrid	$150	$755	$23,695	$24,600
Computer Operations and Security Specialist	Hybrid	$150	$709	$26,041	$26,900
Medical Billing & Coding	Hybrid	$150	$1,741	$23,559	$25,450
Network and Computer Systems Administration	Hybrid	$150	$550	$27,000	$27,700
Office Accounting Specialist	Hybrid	$150	$1,001	$23,799	$24,950
PC Support Specialist	Hybrid	$150	$518	$13,832	$14,500
Pharmacy Technician	Hybrid	$150	$1,111	$21,939	$23,200

PAYMENT METHODS AND TERM FOR ALL PROGRAMS

Payment methods are:

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

Terms are dependent upon agreement with students and any third-party participants. Students are issued a receipt when paid at the campus.

COURSE LISTING AND DESCRIPTIONS (ALPHABETICAL BY TYPE)

NAC 394.441; 38 CFR 21.4253; 38 CFR 21.4254

BUSINESS COURSES

ACC110 Introduction to Accounting

Students will be able to define and explain the nature, purpose and scope of accounting, explain and conceptualize the accounting cycle and prepare books of original entry and perform double entries. Students will be able to prepare ledgers, a simple cash book and the trial balance, and prepare financial statements for a sole proprietor in accordance with the required format. Students will be able to distinguish between capital and revenue expenditure and prepare journal entries for correction of the accounting errors. Students will be able to prepare a bank reconciliation statement.

Prerequisite(s): PBS100 Office Administration

ACC102 QuickBooks

Students will be able to work within the QuickBooks application by posting payments, accounts received, create bank deposits and review ledgers and reports. Students will be able to post with paper-based and electronic records. The associated industry exam is Intuit QuickBooks Certified User certification exam. Certification: QuickBooks Certification

Prerequisite(s): ACC100 Introduction to Accounting

BUS101 Business Law and Ethics

Students will be able to recognize the legal implications of negligent or intentional civil acts and criminal acts. They will be able to analyze legal issues pertaining to business. Student will be able to discuss various legal subjects that relate to the business world.

Prerequisite(s): GE104 Introduction to Business

BUS102 Principles of Marketing

Students will be able to define marketing research, its various forms, and the organized steps in the marketing research process. They will be able to define the various types of market segmentation, including demographic and psychographic and identify the stages of the product life cycle and explain the importance to the marketer of consumer goods and services. Student will be able to analyze and apply strategies of effective pricing. Students will be able to discuss consumer ethics and identify and discuss current ethical dilemmas.

Prerequisite(s): GE104 Introduction to Business

BUS103 Human Resources

Students will be able to identify human resources policies, procedures and disciplinary actions and describe variable pay and benefits designed to support an organizations strategy. Student will be able to emphasize the legal concerns of the selection process in recruiting and how to locate and attract good candidate and identify and measure job performance with organizational strategies. They will be able to demonstrate the designing of effective training programs, dealing with employee career issues.

Prerequisite(s): GE104 Introduction to Business

BUS104 Entrepreneurship

Students will be able to support a business plan by creating viable marketing, organizational and financial plans by recognizing and applying the tools necessary to create sustainable and viable businesses. Student will be able to identify and exploit innovative business ideas and market opportunities, evaluate the benefits and limitations of various funding sources and turn market opportunities into a business plan.

Prerequisite(s): GE104 Introduction to Business

BUS105 Introduction to Project Management

Students will be able to recognize issues in a realistic project scenario, produce a project proposal and discuss the implementation of a proposed plan. Student will employ work breakdown structures (WBS) in a project application and demonstrate the use of appropriate network scheduling techniques.

Prerequisite(s): GE105 Principles of Management or GE108 Leadership

MOE100 MS Essentials

Students will be able to perform essential functions in Word, Excel & Outlook. They will learn to navigate the software and create documents, workbooks, and emails while using Microsoft's tools and short-cuts. Students identify features to open, navigate, edit and print documents in Word, format data in a spreadsheet and create formulas in Excel, and manage messages, tasks, and appointments in Outlook, resulting in the entry-level skills necessary to use these programs in the work environment.

MOE100 MS Essentials=This course has 2 finals, that are added together and divided by 2 for the final score.

Prerequisite(s): NA

MSW101 MS Word

Students will be able to format, organize and work with visual content using graphic elements such as charts and tables, and share and secure content, allowing students to create and edit professional-looking documents. This course will prepare students to earn the Microsoft Office Specialist: Word Associate (2019) Certification.

Prerequisite(s): NA

MSE102 MS Excel

Students will be able to create and edit professional-looking spreadsheets for a variety of purposes and situations including, but not limited to data entry, data formatting, data manipulation, family budgets, creating formulas and formatting numerical reports. This course will prepare students to earn the Microsoft Office Specialist: Excel Associate (2019) Certification.

Prerequisite(s): MSW101 MS Word

MSP102 MS PowerPoint

Students will be able to generate more complex slide shows, such as product plans, reports, and marketing materials with sophisticated data presented in visual formats. Students will be proficient with PowerPoint features that will enable them to collaborate on and deliver presentations. This course will prepare students to earn the Microsoft Office Specialist: PowerPoint Associate (2019) Certification.

Prerequisite(s): MSE102 Microsoft Excel

MSL102 MS Outlook

Students will be able to specialize formatting message content, create contact records and groups, tasks, scheduling meetings and appointments from incoming messages, and sharing schedules to facilitate communication with other Outlook users. This course will prepare students to earn the Microsoft Office Specialist: Outlook Associate (2019) Certification.

Prerequisite(s): MSP102 MS PowerPoint

PBS111 Office Administration

Student will be able to commentate effectively, handle incoming phone calls, creating emails using proper email etiquette and guidelines and public speaking. Students will learn how to utilize various pieces of office equipment which will allow them to properly distribute documents, file, handle paper and electronic records, and process incoming and outgoing mail with confidentiality.

Prerequisite(s): MSW101 MS Word or MOE100 Microsoft Office Essentials

PBS112 Office Management

Student will be able to strengthen leadership skills and will be able to demonstrate different leadership traits and styles and set professional development goals. Students will be able to process basic HR duties, financial responsibilities, presentation skills, and planning meeting, events, and travel arrangements.

Prerequisite(s): PBS111 Office Administration

GENERAL EDUCATION COURSES

GE101 Critical Thinking

Students will be able to comprehend, analyze, and create inductive and deductive arguments. This course presents a variety of topics essential to a student's development in critical thinking in additions to arguments, such as informal fallacies, modes of persuasion, perspective and bias, language and meaning, culminating in the development of reasonable strategies for belief formation. *This is an elective course. Students may substitute for GE107 Introduction to Psychology.

Prerequisite(s): Successful completion of the certificate level courses

GE102 Business Communication

Students will be able to develop all types of business communication including letters, memos, electronic communication, written reports, oral presentations, and interpersonal communication. The course also includes topics of resumes, application letters, interviewing tips, and employment follow-up documents.

Prerequisite(s): Successful completion of the certificate level courses

GE103 Business Math

Students will be able to apply 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.

Prerequisite(s): Successful completion of the certificate level courses

GE104 Introduction to Business

Students will be able to understand business in an increasingly global society with 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.

Prerequisite(s): Successful completion of the certificate level courses.

GE105 Principles of Management*

Students will be able to apply effective management principles to today's dynamic business environment. Students will gain an understanding of the Principles of Management within the dimensions of the planning-organizing-leading-controlling (P-O-L-C) framework. Topics include roles of personality and values in determining work behaviors, setting goals and objectives, and communication within organizations. In addition, students will define organizational culture, structure and change while examining the role of strategic human resource management (SHRM). *This is an elective course. Students may substitute for GE108 Leadership.

Prerequisite(s): Successful completion of the certificate level courses.

GE106 American Government

Students will be able to understand the intricacies of the Constitution, the complexities of federalism, the meanings of civil liberties, and the conflicts over civil rights. This course explains how people are socialized to politics, acquire and express opinions, and participate in political life; describes interest groups, political parties, and elections—the intermediaries that link people to government and politics; details the branches of government and how they operate; and shows how policies are made and affect people's lives. Nevada Constitution is a part of this course.

Prerequisite(s): Successful completion of the certificate level courses.

GE107 Introduction to Psychology*

Students will be able to intelligently discuss intrinsic and extrinsic motivation and understand theories of motivation proposed for instincts, drive reduction, self-efficacy, and social motives. In this course students will learn about the history and understand the score of study in the field of industrial and organizational psychology. *This is an elective course. Students may substitute for GE101 Critical Thinking.

Prerequisite(s): Successful completion of the certificate level courses.

GE108 Leadership*

Students will be able to understand and apply leadership's crucial skill areas; those related to the foundational elements, conceptual elements, human elements, technical elements, and political elements of effective leadership. Students will hone their skill bases in these areas through assessing their own level of competence in each skill and practicing the skills to improve their leadership effectiveness. * This is an elective course. Students may substitute for GE105 Principles of Management.

Prerequisite(s): Successful completion of the certificate level courses.

HEALTH SERVICES COURSES

HIT101 Health Information Technology

Student will be able to document the clinical flow of acute care records, create uniform bill, retrieve, aggregate, analyze and report on information collected based on requirements provided in common health care scenarios. They will be able to manage health records using a variety of file identification methodologies and chart locator systems - both physical and electronic.

Prerequisite(s): HS208 Health Information Billing and Coding

HS201 Medical Terminology

Students will be able to proficiently use medical terms, medical abbreviations and acronyms and the relationship of medical Terminology to Anatomy and Physiology. Students will be able to use the proper spelling of medical systems and medical terminology as it relates to other health care specialties.

Prerequisite(s): HS204 Medical Law and Ethics

HS202 Anatomy & Physiology

Students will know the twelve main sections of the human anatomy including structure and function of cells, tissues, and organs. Students will understand physiological concepts and processes of the human body's systems and the medical terminology necessary to perform proper diagnostic and procedure coding.

Prerequisite(s): HS201 Medical Terminology

HS204 Medical Law & Ethics

Students will be able to identify the fundamentals of HIPAA Privacy training, differences between Privacy and Security, as well as the concepts of administrative simplification. Students will be able to use HIPAA training as it impacts the health care workforce and those in their care. Students will be able to identify how HIPAA impacts the insurance industry and its workforce.

Prerequisite(s): NA

HS207 Advanced Billing & Reimbursement

Students will be able to create statements, track claims and process a billing claim through the life of the claim. Students will be able to understand diagnostic and procedural codes necessary for billing, post payments and itemize statements.

Prerequisite(s): HS401 Electronic Health Records

HS208 Health Information Billing and Coding

Students will be able to process health insurance documentation, claims submission, code insurance claims, and process reimbursements. Students will be able to use ICD-9 and CPT codes and HIPAA Federal and state regulations for hospital billing.

Prerequisite(s): HS201 Medical Terminology

HS320 Advanced Physicians Coding

Students will be able to identify the specific coding rules for Musculoskeletal, Respiratory, Cardiovascular, Hemic and Lymphatic systems, Urinary, Male and Female Genital, and Maternity Care and all other systems.

Prerequisite(s): HS207 Advanced Billing & Reimbursement

HS321 Advanced Facility Coding

Students will be able to use the principal diagnosis and understand correct coding initiatives for a patient. Student will be able to use coding for admission and discharging of a patient, understand common pricing systems and Medicare rules pertaining to payment systems. They will be able to use ancillary service codes and the coding rules regarding bundling services and interim billing, claim requirement basics related to billing processes and process the steps of the hospital revenue cycle.

Prerequisite(s): HS320 Advanced Physician Coding

HS401 Electronic Health Records

Students will be able to use key medical terminology and medical information regarding the medical field, administrative responsibilities, financial responsibilities and medical records and documentation.

Prerequisite(s): HS202 Human Anatomy and Physiology

PHT100 Introduction to Pharmacy

Students will be able to create a foundation for pharmacy practice and an overview of the history of medicine and pharmacy, pharmacy technician duties, tasks and responsibilities, a discourse on effective communication, customer service, and patient care, a detailed explanation of legal requirements, pharmacy law and ethics matters, a review of medical terminology and abbreviations used in pharmacy practice, an overview of the various dosage formulations and routes of administration and a guide to referencing and drug information resources.

Prerequisite(s): NA

PHT111 Pharmacy Practice

Students will be able to understand contemporary pharmacy practice which includes community-based and health-system based pharmacy operations. It also explores the role of technology in the pharmacy and an overview of inventory management and insurance and third-party billing. It emphasizes a review of over-the-counter products and an introduction of non-sterile, or extemporaneous compounding, aseptic techniques and preparation of sterile products.

Prerequisite(s): PHT100 Introduction to Pharmacy

PHT202 Pharmacology

Students will be able to comprehend pharmacology, including anatomy and physiology. Content includes a review of anatomy, physiology, and pharmacology by body system, related to the skin, the eyes and ears, the gastrointestinal system, the musculoskeletal system, the respiratory system, the cardiovascular system, the immune system, the renal system, the endocrine system, the reproductive system, and the nervous system.

Prerequisite(s): PHT111 Pharmacy Practice

PHT212 Pharmacy Calculations

Students will be able to properly perform pharmacy and dosage calculations. It includes a review of basic math skills necessary to perform advanced pharmacy calculations, an overview of the various systems of measurement applicable in pharmacy practice, dosage calculations, concentration and dilutions, allegations, parenteral preparations and introduction to business math.

Prerequisite(s): PHT202 Pharmacology

PHT310 Pharmacy Laboratory Skills

Students will be able to develop and practice pharmacy technician skills with hands-on opportunities in a simulated pharmacy environment. The course deals with the proper interpretation of the prescription and medication orders, pharmacy application software (Apothesoft-Rx Software), drug information, Rx and DEA schedule, storage requirements, drug alternatives, special patient information, compounding and proper dispensing of drugs and medicines, workplace safety and infection control, and strategies to prevent medication errors.

Prerequisite(s): PHT212 Pharmacy Calculations

PHT311 Pharmacy Externship

Students will be able to develop their pharmacy skills in a practical or working pharmacy field environment under professional supervision. It provides students with opportunities to apply professional skills learned in the classroom since they will directly interact with clients/patients and other health care professionals. A licensed or staff pharmacist or pharmacy manager evaluates the student's performance at the site.

Prerequisite(s): PHT310 Pharmacy Laboratory Skills

IT COURSES

AWS101 Cloud Practitioner

Students will be able to gain an overall understanding of Amazon web-service cloud computing concepts, global infrastructure, core services, security, architecture, pricing, and support. The associated industry exam is CLF-C02: Certification: AWS Cloud Practitioner

Prerequisite(s): NA

AWS102 Solutions Architect

Students will be able to design and deploy dynamically scalable, highly available, fault-tolerant, and reliable applications on AWS. They will be able to select the appropriate AWS services to develop and deploy an application based on given requirements and implement cost-control strategies. The associated industry exam is SAA-C03: Certification: AWS Solutions Architect.

Prerequisite(s): AWS101 Cloud Practitioner

CFO100 Cloud Fundamentals

Students will be able to demonstrate foundational-level knowledge on the considerations and benefits of adopting cloud services in general and the Software as a Service (SaaS) cloud model. They will also understand cloud concepts, core Microsoft 365 services and concepts: security, compliance, privacy, and trust in Microsoft 365. The associated industry exam is MS-900, Microsoft 365 Fundamentals. Certification: Microsoft 365 Certified: Fundamentals

Prerequisite(s): NA

CNC101 Advanced Networking Level 1

Students will understand the operation of Cisco data networks, implement a switched network, and an IP addressing scheme and services to meet network requirements for a small branch office. The student will understand the administrative tasks required for a WLAN, implement and verify WAN links, and learn to identify and mitigate security threats to a network. This course has no industry exam but is part one of the two Asher courses that prepare for the Cisco CCNA certification.

Prerequisite(s): NET102 Introduction to Networking

CNC102 Advanced Networking Level 2

Student will be able to configure and troubleshoot basic operation and routing on Cisco devices, verify and troubleshoot a switch with VLANs and Interswitch communications, implement an IP addressing scheme and IP services to meet network requirements on a medium-size enterprise branch office network. Skills developed in this course include network fundamentals and access, IP connectivity and services, security fundamentals, automation, and programmability. The associated industry exam is Cisco 200-301 Certification: Cisco Certified Network Associate (CCNA)

Prerequisite(s): CNC101 Advanced Networking Level 1

MOS102 Windows OS

Students will be able to deploy and maintain Windows 10 on a single computer, configure system connectivity, & manage devices and data. The associated industry exam is MD-100, Windows 10. (Microsoft)

NET103 Introduction to Networking

Students will learn to design and implement networks, configure, manage, and maintain essential network devices, use devices such as switches and routers to segment network traffic and create resilient networks, implement network security, standards, and protocols, troubleshoot network problems and identify the benefits and drawbacks of existing network configurations, and support the creation of virtualized networks. The associated industry exam is CompTIA N10-008 CompTIA Network

Prerequisite(s): PCS111 PC Support Level 2

OSL200 Administering Linux

Students will be able to use a Linux operating system to determine and configure System Architecture, manage Linux installation and package management, and install GNU and Unix commands. Students will also spend time managing devices, Linux file systems and Hierarchy Standard. Configuring Shells, Scripting and Data Management are also included in this course along with managing user interfaces, customizing administrative tasks and managing networking and security. The associated industry exam is LX0-004. Certification: CompTIA, Linux+

Prerequisite(s): NA

PCS100 Computer Fundamentals

Students will be able to identify and explain the basics of computing, IT infrastructure, software development, security concepts, and database use. The associated industry exam is FC0-U61. Certification: CompTIA IT Fundamentals (ITF+).

Prerequisite(s): NA

PCS110 PC Support Level 1

Students will learn about computer and mobile device hardware, including storage devices, backup media, power supplies, CPU's, memory, display devices, adapter cards, cooling methods, install and configure peripherals, and maintenance. They will gain hands-on experience using networking technology, hardware, virtualization, cloud computing, and network troubleshooting. The associated industry exam is 220-1001. Certification*: CompTIA A+ (*when paired with successfully completing the CompTIA 220-1002 exam.)

Prerequisite(s): NA

PCS111 PC Support Level 2

Students will continue to build on their PCS110 knowledge by expanding their understanding of operating systems, networking, security, and software troubleshooting. The associated industry exam is CompTIA 220-1002. Certification*: CompTIA A+ (*when paired with successfully completing the CompTIA 220-1001 exam.)

Prerequisite(s): PCS110 PC Support Level 1

SEC102 Network and Operational Security

Students will be able to apply cybersecurity risk mitigation concepts to execute appropriate level security responses. They will practice analyzing and differentiating malware, social engineering, wireless and application attacks along with the use and application of cryptography concepts, tools and products. This foundational course also includes procedures to establish host, application and data security along with authentication services, authorization and access control. The associated industry exam is SY0-601. Certification: CompTIA, Security+

Prerequisite(s): NET103 Introduction to Networking

VMW101 Introduction to VM Ware

Students will be able to create virtual machines and manage virtual computers which contain multiple operating systems. Students will be taught the foundational knowledge and practice using Virtual Machines.

Prerequisite(s): NA

PROFESSIONAL SKILLS COURSES

DL101 Digital Literacy

Students will be able to log on and off a computer, use a mouse and create and use passwords. Student will know how to use the file hierarchy, libraries and to locate files on a computer. They will know how to use the Drive lettering system and can delete and restore files. Students will be able to use the internet for searches and navigate web pages.

Prerequisite(s): NA

TF100 Typing Fundamentals

Students will type a minimum of 35 words per minute. They will learn keystroke fundamentals, keyboard by touch, and proper 10-key form.

Prerequisite(s): NA

SOFT SKILLS COURSES

CS101 Career Success

Student will be able to maximize their potential by being mindful of how self-talk impacts their habits, attitude, beliefs and expectations. Students also learn strategies to eliminate procrastination and achieve goals. Each student will complete a DISC profile to better understand their preferred communication style, how it relates to their own personal and professional development and how their DiSC style relates to others.

Prerequisite(s): NA

CD201 Advanced Career Development

Students will be able to search for a job within their field of study, conduct themselves professionally in a job interview and provide a resume tailored to each job position applied for. This course is designed for three particular points of views; those looking to change careers, those looking to advance their career and those who are entrepreneurs and want to start their own business. Career Services will put your career goals first, it is time you did as well.

Prerequisite(s): Students must have completed 80% of their program.

FACULTY AND ADMINISTRATION

CAMPUS ADMINISTRATION AND STAFF

Name	Job Title	Credentials/Education
David Vice	President	BA - Business Management (University of Wisconsin)
Anne Buzak	Campus Director	Certificate in Merchandising and Design (Fashion Merchandising Institute)
James Smith	Director of Education	AAS - Computer Information Track II (Asher College), AAS - IT Network Engineering (Asher College), BS - Cloud Computing (Western Governors University), A+, Network+, Security+, Linux+, CCNA, MCP
Lisa Hanson	Student Services Coordinator	Bachelor of Arts in Psychology, California Teaching Credential, Master of Education
Stephanie Harris-Smalley	Office Administrator	10 Years of Customer Service
Brianna Guevara	Career Services Adviser	AAS Communications
Jennifer O'Connor	Career Services Adviser	6+ Years of Customer Service
Debbie Uso	Financial Aid Specialist	AAS Medical Assisting; Bachelor of Science Business; 25+ Years in Financial Aid
Rachel Conner	Financial Aid Specialist	25 + Years of Accounting
Delbert Alston-Lennox	Admissions Representative	AAS Human Resources
Samantha Brown	Admissions Representative	25 Years in Hospitality
Nicholas Novick	Admissions Representative	Bachelor of Science - Business Administration

Campus Faculty

Name	Job Title	Credentials/Education
Megan Taunt	Business Instructor	BA English Literature (University of Phoenix), Microsoft Office Word, Microsoft Office PowerPoint, Microsoft Office Excel, Microsoft Office Outlook, QuickBooks Certified User
Denease Thomas	Health Services Instructor	CPC Certified Professional Coder, CRC Certified Risk Adjustment Coder, RA Risk Adjustment, Medical Terminology Certified, HIPPA Certified
Daryl Kirkland	IT Instructor	AAS - Computer Applications Technology (Grand Rapids College), BA - Communications (Nevada State University), A+, Network+, Security+, Linux+, Server+
Michael Liguori	IT Instructor	BA - Psychology (Saint Leo University), A+, Network+, Security+, Linux+, Server+, MCP, ITIL Foundations
Janet Manning	IT Lab Tech	AAS-Computer Operations and Security (Asher College) A+, Network+, Security+, Linux+
Ryan McMahon	IT Instructor	AAS - Computer Information Track I (Asher College), ITF+, A+, Network+, Security+, Linux+, Server+
Jarvis Herbert	IT Lab Tech	AAS - Computer Operations and Security (Asher College), A+, Network+, Security+, Linux+, Server+
Collin Pruett	MBC Lab Tech	AAS - Medical Billing and Coding (Asher College), CPC-A (Certified Professional Coder Apprentice), HIPAA
Logan Winter	Pharmacy Technician Instructor	AA - Psychology (College of Southern Nevada), CPhT, Basic Life Support (American Heart Association), Vaccination Certified (American Pharmacists Association)