



## 2017 Catalog

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CAMTC School Approval Code:

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## 1. GENERAL INFORMATION

### **Welcome**

Your decision to join an active and diverse student body is an important step on your Journey to advancing your education and improving your career opportunities. Our programs, quality education, hands-on training and dedicated faculty and staff create caring, friendly atmosphere for learning. Aberdeen College provides training for computer graphic arts, technical, health aid careers in small classes with personalized attention.

All information in this school catalog is current and is certified as true by the Chief Academic Officer of Aberdeen College. Please use this catalog to learn more about Aberdeen College and the opportunities available to enhance and enrich your educational experiences.

This catalog applies to all Aberdeen College programs. The policies and procedures described herein apply equally to all students enrolled at any Aberdeen College location and are intended to serve as a guide to Aberdeen College programs, policies and procedures. It includes information about courses of study, services, regulations and requirements.

California statute requires that a student who successfully completes a course of study be awarded an appropriate Degree /Diploma/Certificate of Completion verifying this fact. Prospective enrollees are encouraged to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements.

### **Catalog Revisions and Supplements**

The Aberdeen College catalog is revised annually. Aberdeen College reserves the right to make changes when necessary without prior notice. In addition to the annual catalog, Aberdeen College may also provide a catalog supplement from time to time between those annual revisions that may include current tuition information, a current list of faculty and supervisory administrative staff, and class schedules. Further information on program class schedules may also be provided in the catalog supplement. The current catalog is made available for download on the Aberdeen College website (aberdeenusa.com). The Aberdeen Catalog is available at no charge and will be provided to each enrollee prior to enrollment. Copies of the catalog are freely available to students, prospective students and to the general public upon request. Contact the office for a copy.

### **College Website**

Aberdeen College maintains a website with the most current information about our school including: school catalog, School Performance Fact Sheets, Student brochures, annual reports, and links to the BPPE website. The website can be accessed at <http://www.aberdeenusa.com>.

### **Mission Statement**

Aberdeen College's mission is to meet the educational and vocational needs of diverse students in the shortest time possible in a supportive, caring atmosphere. Further, the mission is to provide technical skills and knowledge necessary for employment and career advancement.



Mission success is measured by meeting or exceeding student, employer, and community expectations, and is shown by continued referrals and recommendations, employment of our students and pride in the accomplishments of Aberdeen College in the local and international community.

### **Academic Freedom**

Aberdeen College stands for academic freedom in the tradition of democratic spirit, and to encourage creative thinking of the students as well as the faculty members of Aberdeen College. Therefore, the students and the faculty members are assured of the following academic freedoms without fear of interference or penalty from the administration:

- Freedom of discussion in the classroom expressing a variety of views and opinions on the subject matter being taught.
- Freedom to express views on social, political, scientific, philosophical, ideological, or religious concerns in or outside of the classrooms, as long as they believe it would advance understanding in their specialized subject of study.

### **Educational Philosophy and Objectives**

Aberdeen College is committed to provide an educational environment that enhances students' ability to fulfill their career goals and encourages the development of the total person and provides direction for students seeking further education. Aberdeen College strives to provide the highest caliber education to men and women who have the desire and discipline to improve their lives through learning new skills and knowledge in Computer Graphic Design, Computer Office Specialist, Health Claims Examiner/Medical Biller, Massage Therapy, Massage Therapy II, and Medical Office Specialist programs.

Aberdeen College prepares students for job opportunities in Computer Graphic Design, Computer Office Specialist, Health Claims Examiner/Medical Biller, Massage Therapy, and Medical Office Specialist in accordance with the following objectives:

- To provide the technical skills and knowledge necessary for employment and career advancement.
- To develop professional attitudes, work habits, self-discipline, and confidence and communication skills required for work and living.
- To integrate general educational courses that fosters a lifelong interest in professional and humanistic learning.
- To provide all students with an opportunity to obtain a quality education in the creative, technical, or allied health program of their choice.
- To increase student awareness and sensitivity to other cultures through a supportive environment.

### **BPPE Approval Disclosures**

Aberdeen College is a private institution and is approved to operate by the Bureau for Private Postsecondary Education (BPPE) under section 94909(a)(2). "Approval" means compliance with state standards as set forth in the California Private Postsecondary Education Acts of 2009.

Aberdeen College is not currently accredited by an accreditation agency recognized by the United States Department of Education. A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California.



Aberdeen College does not offer visa services to international students at this time.

### **Ownership & Management**

Aberdeen College is a private institution, organized and operated as a California for-profit Corporation.

The management of Aberdeen College are as follows:

Chief Executive Officer: Oh Hyung Kim

Chief Operations Officer: Ashley Yi

Director of Administration: Mi Ran Kim

Academic Dean: Edward Ju

### **History**

International College of English Studies (ICES) was incorporated in 1995 as a private institution. During the BPPVE sunset, Aberdeen University, Inc. purchased ICES and the name was changed to Aberdeen College.

### **Crime Statistics Report**

No criminal offenses or arrests have occurred in the following categories on the school premises from 2009 to the present: murder, manslaughter, arson, forcible and non-forcible sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, liquor law violations, drug abuse violations, weapons possessions, evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability. This information was reported to the Department of Education in the crime statistics report.

### **Questions**

“Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education (BPPE):

Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento California, 95833

P.O. Box 980818, West Sacramento, CA 95798-0818

Web site Address: [www.bppe.ca.gov](http://www.bppe.ca.gov)

Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897

(916) 431-6959 or by fax (916) 263-1897

### **Review Documents before Signing**

“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.”

### **Filing a Complaint**

“A student or any member of the public may **file** a complaint about this institution with the Bureau for Private Postsecondary Education by calling Toll Free (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau’s website: [www.bppe.ca.gov](http://www.bppe.ca.gov).”



### **Address where classes are Held**

Aberdeen College classes are held in campus facilities and use equipment that fully comply with all federal, state and local ordinances and regulations, including fire safety, building safety, handicapped access and health requirements. Class sessions will be held at the campus addresses listed below.

Aberdeen College's campus is located minutes from public transportation at **1216 Menlo Avenue #206, Los Angeles, CA 90006**. This facility houses an administrative office with a file room, general purpose classrooms, a library, and a student lounge. Classrooms are furnished with modern equipment.

Our branch campus is located at **3434 West 6<sup>th</sup> Street, # 200, Los Angeles, CA 90020**.

## **2. PROGRAMS ABERDEEN COLLEGE OFFERS:**

### **Diploma Programs**

Health Claims Examiner/Medical Biller (800 Class Hours)

### **Certificate Programs**

Computer Office Specialist (1000 Hours)

Computer Graphic Design (900 Hours)

Medical Office Specialist (480 Class Hours)

Massage Therapy (600 Scheduled Supervised Hours)

Massage Therapy II (300 Scheduled Supervised Hours)

## **3. PROFESSIONAL POSITION REQUIREMENTS**

Unless otherwise stated, Aberdeen College's educational programs are designed to lead to positions in professional, occupational, trade, or career fields that do NOT require licensure in California

If you seek positions in a career field that requires any license, certificate, permit, or similar credential that a person must hold to lawfully engage in a profession, occupation, trade, or career field, please find a continuing educational program that is designed to obtain licensure. Prospective students are entitled to receive notice to that effect and a list of the requirements for eligibility for licensure established by the state, including any applicable course requirements for licensure established by the state, including any applicable course requirements established by the state.





## 4. COLLEGE FACULTY

### **Massage Therapy Program**

**Chang Y. Yoo** earned a Master of Science Degree in Oriental Medicine from Samra Oriental Medicine University. He also has a B.A. degree in Philosophy from Sung Ryan Kwan University in Seoul Korea. He successfully completed the Medical NCO course in the US Army's Academy of Health Science in Fort Sam Houston Texas. He is also a certified Emergency Medical Technician and is certified by the State of California Acupuncture Committee to practice Acupuncture. Further, he is certified as a Massage Therapy Technician by the California Massage Therapy Council. He brings a great wealth of experience in a variety of disciplines including massage therapy.

### **Computer Graphic Design Program**

**Seung Yeon Oh** has a Master's Degree of Fine Art from Sejong University in Seoul, Korea. She has also obtained her teaching credential in Korea, and a certificate from the Chinese Art Institute in China. Through the 1990s she has had an awards-winning career in art contests in Korea, including a Solo Exhibition and several group exhibitions. After working as a gallery curator for two years, in 2012 she began teaching at several locations in the Lost Angeles area, including Glendale Community College CSE, Pasadena City College Extension, Art & Craft Studio at La Crescenta, and THMC Church.

### **Medical Office Specialist**

**Buhupinder Kaur Singh** is an experienced medical assistant and California state-licensed phlebotomist. She started working as a medical assistant in 2001 for the American Red Cross, and began working as a Phlebotomist in 2007 for the Talbert Medical Center. She is also an experienced medical assistant and phlebotomy instructor, having taught at Mission Career College and Angeles College. Miss Singh is also certified in CPR and Basic Life Support.

### **Computer Office Specialist**

**Edward Ju** has an MS degree in Information and Operations Management with an emphasis in Information Systems from University of Southern California and a Bachelor's Degree in Business Administration with an emphasis in Information Systems from University of Southern California as well. In addition to his teaching experience both in a classroom setting at Horizon Institute and in office settings as a freelance consultant/trainer, he also brings several years' worth of industry experience, having previously worked at EarthLink and e-commerce startups, including one located in Silicon Valley.



**Zhejun Xuan** has a BA degree in Software Engineering from Jinan University (China). He has worked as a teaching assistant for computer courses at Horizon Institute for 3 years and also brings industry experience as a PC adviser and tutor who is experienced in systems/network design and implementation, plus training end users on MS Office, Photoshop, Illustrator, etc.

## **5. ADMISSIONS, ACCEPTANCE OF CREDITS**

### **Application Requirements for ALL Programs**

- a. Submit an application for review.
- b. Submit a transcript.
- c. Pay the registration fee.
- d. Pay all required fees.
- e. Submit all required paperwork to the Admissions Department.

### **Admissions Criteria and Procedures**

Aberdeen College accepts students with one of the following qualifications: a High School Diploma, passing the General Education Development (GED) test, passing the California High School Proficiency Examination (CHSPE), or passing the Wonderlic Basic Skills Test (WBST) with a minimum score of 200 in Verbal and 210 in Quantitative sections. The applicants should also have reached compulsory age to be accepted by Aberdeen College. The compulsory age is 16 years old and above as defined by the State of California Department of Education.

### **Admission to the Diploma and Certificate (NON-DEGREE) Programs**

The first step in the admissions process is an informational interview with an admission representative. The applicant and his or her family are given a tour of the campus. Students are given tour of the catalog, catalog supplement, consumer information including tuition and fees, current schedules of program start dates and a list of faculty.

### **Transfer Credit Evaluation**

Credits earned at other institutions will be evaluated using the following criteria:

- The maximum number of credits accepted for transfer credits permitted by the California Bureau for Private Postsecondary and Education (BPPE) at the time of admission.
- Transcript copies must be forwarded to the Chief Academic Officer for evaluation.
- Courses under consideration must have a grade of “C” or higher.
- Only those courses that are substantially comparable to Aberdeen College courses will be considered for evaluation.

### **Students with Mental or Physical Disabilities**

Admissions requirements and procedures for students with mental or physical handicaps comply with all federal, state, and local ordinances and regulations in regard to handicapped access to College Campuses.



**Course Challenge Examination**

Students may challenge courses by taking examinations designed to verify the student’s knowledge of the subject matter. In order to earn credits by challenged examinations, students must first obtain the “Petition for Credit Examination” approval from the Registrar, who will assign a faculty member to administer the challenge examination. Students must also pay the course challenge examination fee prior to taking the examination.

Petition for Credit by Examination will be granted to regularly enrolled students to obtain credit by challenge examination in subject matters in which they are qualified through non-traditional education or experience, and for which credit has not yet previously been granted for any similar or advanced course. The examination may include written, oral technical skills, or a combination of each, and will be sufficiently comprehensive to determine that the student possesses essentially the same knowledge and/or skills as those students who successfully completed a similar course offered at Aberdeen College. The letter grade of “P” will be awarded to those who pass the course challenge examination. However, those students who fail will not receive a grade, and there will be no record of the non-passing of the course challenge examination on the student’s permanent record.

Credit by challenge examination shall not be allowed for the purpose of earning a higher grade for courses previously taken. The only way to earn a higher grade for earlier attended courses is to repeat the course and pay the normal course unit fee.

**6. ACADEMIC POLICIES**

**Articulation Agreements**

Aberdeen College does not currently have articulation or transfer agreements with other institutions.

**Policy and Program Modification**

In keeping with the school philosophy of an immediate response to the needs of students and future employers, the school reserves the right to modify the course content, structure, and schedule without additional charges to the student and within the regulatory guidelines. Information contained in the Program s becomes an official part of the catalog. The College reserves the right to amend the catalog or programs as needed.

**Hours of Operation Campus**

**Administrative Office Hours**

Monday through Friday

**10:00 AM to 6:00 PM**

**Instruction Days and Hours:**

Monday through Friday

Day classes

**9:00 AM to 1:00 PM**

Afternoon classes (if applicable)

**1:00 PM to 6:00 PM**

Evening classes

**6:00 PM to 10:00 PM**



### **Class Size**

In order to maintain Aberdeen College's high educational standards, instruction is in residence with a facility occupancy level of 29 students at any one time. The maximum lecture class for the programs is 10 to 20 students

### **Books and Supplies**

An itemized cost of books, supplies, used in instruction included in the total cost of the program is located in the back of this catalog. The student must provide additional supplies such as notebooks, notepaper, highlighters, pens, pencils and erasers etc.

### **Class Scheduling**

The College publishes the class schedule prior to the beginning of each term of study. The class schedule lists every section of each class to be offered for the impending term, including the class name and number, days, time, instructor, meeting dates, and units.

### **Holidays:**

The school provides special consideration for holidays of all religious beliefs. Student should contact a member of school administration if you wish to make other arrangements. The following Legal holidays are recognized:

- |                                |  |
|--------------------------------|--|
| 1. New Year's Day              | 6. Labor Day                           |
| 2. Martin Luther King, Jr. Day | 7. Veterans Day                        |
| 3. Presidents Day              | 8. Columbus Day                        |
| 4. Memorial Day                | 9. Thanksgiving Day, and the day after |
| 5. Independence Day            |  |

### **Length of Programs/Courses**

Each curriculum's description indicates a standard program and/or course length. Hours are devoted to lecture and research dependent upon the educational requirements of the program, and these hours are converted to quarter units. Emphasis is placed on the practical application of skills for the given profession. All programs require that a student attend full time either days or evenings. Approved programs and courses utilize clock hour credits.

### **Program Measurement**

Aberdeen College measures its programs in quarter credit hours/units to allow for comparison with other postsecondary institutions and clock hours to allow measurement of the programs on this basis where required.

### **Clock hours are defined as follows:**

A clock hour is a period of 50 minutes in which lecture, demonstrations, lab work, examination, and similar class activities are conducted.

### **Graduation Requirements**

Success is dependent upon the student's individual efforts, abilities and application to the requirements of the College. To be eligible for graduation, a student must:



- Complete all required classroom classes with at least a cumulative grade point average of 2.0.
- Meet the specific grade and other program requirements for specific classes (if applicable)
- Meet the Satisfactory Progress requirement
- Meet all financial or other obligations to the College.

A certificate of completion or a degree will be issued to students upon successful completion of all academic requirements. Successful completion of all courses listed in the program section requires a minimum cumulative grade point average of 2.0 or above.

### **Add/Drop**

Students wishing to add or drop a course after registration must obtain a “Request for Course Change” form from the Registrar, and secure a signature from the instructor teaching the course. Changes must be made by the deadline for program changes not posted in the academic calendar. Courses dropped in this manner will **not** be recorded on the student’s permanent record.

For dropped courses, refunds are calculated from the date the *ADD/DROP* form is postmarked, if mailed, or received by the Registrar. **Failure to officially drop a course will result in full tuition charges for the course.**

### **Repetitions**

Repetition of courses for which substandard work has not been recorded shall be permitted only upon advance petition of the student, and with the permission of the college CEO, or designee based on a finding that circumstances exist which justify such repetition. In such repetition, under special circumstances, the student’s permanent academic record shall be annotated in such a manner that all work remains legible. Grades awarded for repetition under special circumstances shall not be counted in calculating a student’s grade point average.

Students may petition for approval to repeat courses up in which substandard grades (less than “D”) were awarded. Students may repeat the same course only once for this purpose. Upon completion of a course repetition, the best grade earned will be computed in the grade point average, and the student academic record so annotated. No specific course or categories of courses shall be exempt from course repetition.

### **Leave of Absence**

Students may be granted one leave of absence (LOA) per 12-month period for certain specific and acceptable reasons. Students may also request an administrative leave when a course that is needed is not available. A LOA shall be reasonable in duration, not to exceed 120 calendar days. All LOA’s must be in writing and addressed to the Chief Academic Officer. The request must be accompanied by written documentation from the appropriate person and/or agency. The Chief Academic Officer will approve or deny the request in writing.

If a student fails to return on the scheduled return date, he/she shall be terminated from the training program. One subsequent leave of absence may be granted if the leave of absence does not exceed 30 days and the school determines that it is necessary due to unforeseen circumstances. Subsequent leaves of absence may be granted for jury duty, military reasons, or circumstances covered under the *Family and Medical Leave Act of 1993*. The school must document the reason for each subsequent leave of absence.



### **Effects of a Leave of Absence on Satisfactory Academic Progress**

Students who are contemplating a leave of absence should be cautioned that one or more of the following factors might affect their eligibility to graduate within the maximum program Completion time:

- Students returning from a leave of absence are not guaranteed that the course required to maintain their normal progression in their training program will be available at the time they reenter.
- They may have to wait for the appropriate course to be offered.
- They may be required to repeat the entire course from which they elected to withdraw prior to receiving a final grade.

## **7. ACADEMIC AND PROGRESS STANDARD**

### **Academic Progress Requirement**

All students must maintain satisfactory academic progress in order to remain eligible to continue as students in the college. All students are considered to be making satisfactory progress when they begin school and during any probationary period. This includes, but is not limited to: meeting minimum standards for grades, work projects, etc.

### **Requirements**

Students must show satisfactory academic progress. In order for students to maintain satisfactory academic progress:

- The minimum cumulative grade point average attempted at Aberdeen College is 2.0 for all programs.
- Units of credit that are transferred from other institutions must be at least a 3.0 average on a 4.0 scale.

### **Grading Policies**

Evaluation of student achievement will be based on meeting the objectives for each class. At the beginning of each class, the instructor will provide the student with a syllabus identifying the objectives and grade determination criteria. Students must achieve a cumulative grade point average of at least 2.0. A student who fails a class is permitted to continue in her/his studies as long as satisfactory progress is maintained. In a course in which a failing grade has been received, a student who has feasible reasons may ask the professor to grant permission to retake an examination, or complete a reassignment of sufficient quality to raise the grade to a passing score. If the grade is raised to a passing grade, the student receives credit for the course, but no grade points are counted into the calculation of the student's GPA. If the student repeats a course after having received an F grade initially, the previous F grade remains factored into the GPA, as does the new grade.

### **Grade Point Average (GPA)**

The following systems of grade points are used to evaluate a student's level of achievement. A student's general standing is the result of the total number of grade points earned, divided by the total number of semester hours taken.



GRADING SYSTEM AND GRADE POINTS								
A	93-100	4.00	C	73-76	2.00	CR	Credit	0.00
A-	90-92	3.67	C-	70-72	1.67	I	Incomplete	0.00
B+	87-89	3.33	D+	67-69	1.33	P	Pass Challenge	0.00
B	83-86	3.00	D	63-66	1.00	IP	In Progress	0.00
B-	80-82	2.67	D-	60-62	0.67	WP	Withdraw Pass	0.00
C+	77-79	2.33	F	Below 60	0.0	WF	Withdraw Fail	0.00

\* An incomplete grade may be given for incomplete class assignments and/or examinations only with permission from the instructor. The “I” grade will be converted to an “F” grade if the incomplete is not made up within one week after the following classes begin.

**Make-up work**

Absences from class cannot be made up. However, students will be required to make up all assignments, examinations or other work missed as the result of any excused or unexcused absence. Upon returning to the College, the student must immediately arrange to meet with the instructor regarding missed requirements. If the instructor approves, the student must make up assignments within five (5) days and examinations within two (2) days of returning from an absence. The instructor may assign additional outside assignments if deemed necessary. All arrangements are subject to the approval by the school’s Chief Academic Officer.

**Audit to Credit**

Once registered as an auditor, a student may not change to credit status unless such a change is requested prior to the deadline for adding a course specified in the academic calendar. A student, who is enrolled in a course for credit, may not change to audit status after the last day of class to add or drop courses.

**Academic Achievement Recognition**

To encourage academic excellence and progress, Aberdeen College offers honors to full time students who earn a grade point average of 3.7 or better. These students are recognized by being placed on the Dean’s List, and automatically become members of the Honor Society.

At graduation, awards are presented to those students who have demonstrated outstanding scholastic achievement, leadership and service.



## 8. DISTANCE EDUCATION

Aberdeen College does not currently offer Distance Education classes.

## 9. STUDENT RIGHTS

**Non-Discrimination Statement** Aberdeen College, in compliance with **Title IV** of the *Civil Rights Act of 1964*, **Title IX** of the *Education Amendments of 1972* (which includes sexual harassment), Section 503/504 of the *Rehabilitation Act of 1973*, the *Vietnam Era Veterans Readjustment Assistance Act*, and the *Age Discrimination Act of 1975*, does not discriminate on the basis of race, sex, color, age, religion, national origin, or handicap in any of its policies, procedures or practices. If any student wishes to file a complaint covered by the above stated regulations, she/he must follow the grievance procedures. All inquiries regarding this policy may be addressed to the CEO who serves as the Affirmative Action Officer.

Aberdeen College makes its programs and services accessible to and usable by individuals defined as handicapped in Section 504 of the *Rehabilitation Act of 1973*. The College provides evaluation of individual needs, advisement, and appropriate support services when indicated. Students are responsible for identifying their needs to each instructor no later than the first day of the course. For any other problems, they should contact the Chief Academic Officer.

### **Withdrawal Policy**

Students have the right to withdraw from a course of instruction at any time. In order to withdraw, the student must complete an official withdrawal form and file it with the School's Academic Officer.

### **Appeals Process**

Re-admission to the College following withdrawal for any reason will be at the discretion of the College's Academic Committee. Students may petition in writing for reinstatement within one year of dismissal. The petition must be filed at least two weeks before the beginning of a module. The Committee will review the student's previous academic admission records and his/her current situation in making a decision for reinstatement. The student will then be notified of the Committee's decision. Students accepted for readmission will be entitled to the same rights and privileges and are subject to the same regulations as any student. Students will not be entitled to appeal if they are terminated for exceeding the maximum program completion length.

### **Withdrawal and Refunds**

The difference in tuition resulting from a reduction in the number of units registered will be refunded to the student in accordance with the posted refund schedule. Conversely, the student will pay the difference in tuition when the number of units is increased.





After the deadline for program changes, students may drop a course only with the permission of the instructor of the course, and will receive a “W” grade. After the end of the deadline for program changes, all requests for dropping courses must be in writing and approved by the Registrar in order to receive a “W” grade. Students who do not officially drop a registered course, and do not attend the course, are subject to a failing “WF” grade.

If Students withdraws from the course of instruction after the period allowed for cancellation and prior to having completed 60% of his/her program, the College will remit a refund, if applicable, less a registration fee not to exceed \$100, within thirty (30) days following the withdrawal. Students are obligated to pay only for educational services rendered (including fees associated with those services), and for unreturned books, materials or equipment. Students will be charged tuition based on the number of quarter credit hours he/she attended, multiplied by the hourly tuition rate as shown on the student’s enrollment agreement. The amount the student has paid for tuition will be subtracted from the amount of tuition the student owes. Charges for unreturned books, materials, and equipment will be deducted from the amount of the refund. If the amount that the student has paid is more than the amount that the student owes for the time he/she attended, then a refund will be made within thirty days (30) of the withdrawal. If the amount that the student owes is more than the amount that the student has already paid, then the student will have to make arrangements with the college to pay it.

The exact amount of prorated refund will be based on the formula listed below. The following table provides the estimated amount of refund at each point of withdrawal:

Percent of Attendance	10	20	30	40	50	60	Over 60
Tuition Refund	90	80	70	60	50	40	0

A student attending an academic quarter and enrolled in the minimum 12 units per term would be attending three 40 hour courses for a total of 120 hours. If the student cancels at the midpoint of 60 hours the example below would be the refund that he/she would be entitled to receive. (Example)

**Hypothetical refund example**

Tuition for Quarter (12 units @\$120/unit)	\$1440.00
Divided by 120 (Hours in the quarter)	÷120
Hourly cost	\$12.00
Multiply by 60 (actual hours attended in term through last day attended)	×60
Tuition earned through pro-rated attendance	\$720
Add Registration fee	+100.00
Total amount owed	820.00
Minus amount paid by student for the current term	(1440.00)
Amount overpaid	\$620.00
Amount to be refunded	\$620.00

**Note:** If a student has completed more than 60% of the scheduled hours in the current term (actual hours attended divided by hours in the quarter), then he/she will owe the full amount of tuition charged for the term including, unreturned equipment, books, materials and copy charges. The student will not be entitled to a refund.



For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs:

- You notify the Registrar's office of your withdrawal.
- The School terminates your enrollment.
- You fail to attend classes for ten (10) consecutive school days.

### **Determination of the Withdrawal Date**

The student's withdrawal is the last date of academic attendance as determined by the institution from its attendance records. The withdrawal date for a student who does not return from an approved leave of absence is set retroactively to the last date of attendance, as determined by the institution's attendance records.

### **Cancellation of Agreement**

You have 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 for a course of instruction including any equipment such as books, materials and supplies or any other goods related to the instruction offered in the Agreement

Cancellation shall occur when you have given written **Notice of Cancellation** at the address of the School shown on the top of the front page of the Agreement. You can do this by mail, hand delivery, or telegram. The written Notice of Cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.

You will be provided two Notice of Cancellation forms on the first day of class to use as you deem necessary, but you can use any written notice that you wish. However expressed, it is effective if it shows that you no longer wish to be bound by the Agreement.

To cancel the contract with Aberdeen College, mail or deliver a signed and dated copy of this NOTICE OF CANCELLATION, or any other written notice, or send a telegram to:

Aberdeen College 3807 Wilshire Blvd. #1220 Los Angeles, CA 90010

**TEL: 213-381-7765 FAX: 213-381-7746**

If you cancel this agreement, the school will refund you any money that you paid, less any deduction for equipment not timely returned in good condition, within 30 days after your notice of cancellation is received. Students who have not visited the College facility prior to enrollment will have the opportunity to cancel without penalty, if notice of cancellation is given before midnight of the fifth business day following the first class you attend.

If the School has given you any equipment, including books or other materials, you shall return them to the School within 30 days following the date of your Notice of Cancellation. If you fail to return this equipment, including books, or other materials, in good condition within the 30-day period, the School may deduct its documented cost for the equipment from any refund that may be due to you. Once you



pay for the equipment, it is yours to keep without further obligation.

**Remember that you must cancel in writing.** You do not have the right to cancel by telephone message to the school, or by not attending class.

## **10. STUDENT RESPONSIBILITIES**

### **Academic and Progress Requirement**

Students who fail a course, or whose cumulative fall or spring term grade point average falls below 2.0 will be placed on academic probation. In these circumstances, students will receive written correspondence from the Registrar outlining a plan of study designed to improve their academic performance. Such a plan of study may include a reduction in non-academic activities, special tutoring, remedial work in reading and writing, or such other provisions as may seem appropriate in each case. Each student is required to follow their plan of study until they are removed from probation. The student is automatically removed from probation upon successfully completing an academic term in which none of the conditions listed in the first sentence of this statement occurs.

### **Probationary Status**

The following provisions describe Academic Probation:

- Any student whose Cumulative GPA falls below 2.0 will be on academic probation.
- Students on academic probation will be required to meet with the registrar before the beginning of the following quarter or withdrawal will result.

### **Student Code of Conduct**

Please maintain the following behaviors and those described elsewhere in the Catalog. Acceptable professional conduct for Aberdeen College students include:

1. Dishonesty is the most serious violation of student conduct.
2. Accept assigned duties and responsibilities.
3. Cheating is the unauthorized use of study aids, examination files, and other related materials and receiving unauthorized assistance during any academic exercise.
4. Demonstrate a well-rounded personality and professional competence while completing their graduation requirements.
5. Demonstrate initiative and productivity.
6. Demonstrate sensitivity, compassion and a caring attitude towards your peers and patients.
7. Demonstrate strong ethical character.
8. Fabrication is the falsification or invention of any information in an academic setting.
9. Follow the College Rules of Conduct which are based on the California Administrative Code.
10. Food or drink is **NOT** permitted in the classrooms, unless designated by the school Director, the instructor or the Registrar.
11. Maintain professional grooming and personal hygiene at all times.
12. Treat people as you would like to be treated.



Violation of this Code of conduct may lead to dismissal from the College and/or probation. All disciplinary matters will come before the administration, which will review the complaint, interview the person(s) involved and make a determination of the action. Results may include: dismissal of the charge, dismissal of the student, probation or suspension for a specified period of time. The finding will become part of the student's permanent file, possibly affecting a recommendation from Aberdeen College. The College reserves the right to dismiss any student for whom it feels continuation would be a detriment to the student, fellow students and/or the school.

### **Sexual Harassment**

Aberdeen College intends to provide a work and learning environment that is pleasant, healthful, comfortable, and free from intimidation, hostility, or any other offenses that might interfere with work performance. Harassment of any sort – verbal, physical, and visual – **will not be tolerated**.

#### **General Definition of Sexual Harassment:**

Sexual harassment consists of overt activity of a sexual nature that has a substantial adverse effect on a person in the workplace. Such overt activity may include, but is not limited to the following:

- Demands for sexual favors, accompanied by threats concerning an individual's employment status.
- Demands for sexual favors, accompanied by promises of preferential treatment concerning an individual's employment status.
- Verbal, written or graphic communication of a sexual nature.
- Patting, pinching, or unnecessary contact with another employee's body.

All employees, and particularly supervisors, have a responsibility for keeping the work environment free of harassment. Any employee, who becomes aware of an incident of harassment, whether by witnessing the incident, or being told of it, must report it to their immediate supervisor, or any management representative with whom they feel comfortable. When management becomes aware that harassment might exist, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the company to do so.

Students should immediately report, in writing or orally, any incident in which he/she believes sexual harassment has occurred. Complaints should be presented to the student's instructor. If the problem recurs, or if for any reason the student does not wish to discuss the problem with his/her instructor, contact a member of management.

### **Substance Abuse Prevention Policy**

As a matter of policy, Aberdeen College has adopted and implemented a program that prohibits the manufacture and unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property and at any University activity. Any violation of this policy will result in appropriate disciplinary actions, up to and including expulsion, even for a first offense. Where it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities will be notified.

Drug use and alcohol abuse have harmed society through major health and safety problems and contributed to the deterioration of the nuclear family. The administration, staff and faculty are dedicated to providing education, awareness, treatment referrals, along with the legally mandated



reporting and criminal sanctions.

### **Unsatisfactory Financial Progress Requirement**

Violation of any of the conditions set forth in the signed Enrollment Agreement may lead to dismissal from the College and/or probation. Failure to meet all financial obligations to the school may also lead to dismissal from school and/or probation.

### **Attendance Policy**

Consistent attendance is essential to the overall effectiveness of the training a student receives at Aberdeen College. This process is as important as learning, since future employers emphasize punctuality and attendance as top job requirements. Students are required to attend all scheduled classes regularly and punctually.

Students are required to call the registrar as soon as practical on the first day of absence and give an estimate of the duration of the absence.

### **Attendance Probation**

Aberdeen College recognizes that there are times when a student is unable to attend class, arrives late or leaves early. The attendance policy allows for these circumstances, while ensuring that each student attends class a sufficient amount of time to master the subject material. A student will be placed on attendance probation if he or she is below 85% attendance in any given class. Frequent tardiness and/or unexcused absences are cause for placing a student on probationary status.

### **Re-entry Policy**

Students who have been terminated for violating the attendance policy may be re-entered through the appeal process.

### **Summary of Termination/Reinstatement Policies**

Those who fail to maintain the required policies described under the sections related to satisfactory academic/attendance progress requirements, leave of absence, conduct, dress code, substance abuse and/or financial obligations included within this catalog may be subject to termination. Examples include, but are not limited to, the following:

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

### **Expulsion**

The following practices are causes for expulsion:

- **Cheating** – The unauthorized use of study aids, examination files, and other related materials, and receiving unauthorized assistance during any academic exercise.
- **Fabrication** – The falsification or invention of any information in an academic exercise.
- **Facilitating Academic Dishonesty** – The intentional helping or attempting to help another student to commit an act of academic dishonesty.
- **Plagiarism** – The intentional or conscience representation of words, ideas, or work of others as



one’s own in any academic exercise.

**Reinstatement Policy**

Students who have been terminated for failing to maintain satisfactory academic progress may be reinstated through the appeal process. Upon reinstatement, the student will be placed on probation. At the end of the first module after reinstatement, the following standards must be achieved: a cumulative GPA of 2.0 and 85% cumulative attendance.

**11. FINANCIAL POLICIES**

**Student Budget**

In addition to the direct cost of your education, it is important that you develop a budget to identify other financial obligations that you may incur when attending school. These expenses may include transportation, childcare, personal expenses, etc. The College’s student service representative will assist you with this budget.

**Tuition and Fees**

Tuition Table	Health Claims Examiner/Medical Biller	Medical Office Specialist	Massage Therapy	Massage Therapy II	Computer Office Specialist	Computer Graphic Design
Tuition	\$ 6,000	\$ 11,000	\$5,000	\$2,500	\$8,000	\$7,000
Registration Fee	\$ 100	\$ 100	\$100	\$100	\$100	\$100
STRF	\$0.00	\$ 0.00	\$0.00	\$0.00	\$0.00	\$0.00
Books and Supplies	\$ 400	\$ 500	\$888	\$250	\$1,550	\$1,045
Estimated total charges for period of attendance	<b>\$6,500</b>	<b>\$11,600</b>	<b>\$5,988</b>	<b>\$2,850</b>	<b>\$9,650</b>	<b>\$8,145</b>
Estimated total charges for entire educational Program	<b>\$6,500</b>	<b>\$11,600</b>	<b>\$5,988</b>	<b>\$2,850</b>	<b>\$9,650</b>	<b>\$8,145</b>
Total Charges the Student is required upon Enrollment	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>	<b>\$2,850</b>	<b>\$100</b>	<b>\$100</b>

**Optional Fees**

Course Challenge Fee	\$ 100
Returned Check Fee	\$ 35
Transcript Fee-Regular	\$ 10
Transcript Fee-Rush (less than 7 days)	\$ 25



## **12. EXPLANATION OF FEES**

### **Tuition and Fees**

The **Enrollment Agreement** obligates the student and the school for the entire program of instruction. The student's financial obligations will be calculated in accordance with the school's refund policy in the contract and this school catalog. Registration, tuition and book/supply costs for each program are listed above. The Aberdeen Catalog is available at no charge and will be provided to each enrollee prior to enrollment. Tuition is due in full at the beginning of each quarter, before classes begin.

Students must pay the required registration fee and tuition before the beginning of each quarter. Tuition does not cover the cost of registration, books, and other related expenses. Students are responsible for acquiring the textbooks. Some courses require more than one textbook.

### **Payment Methods**

Aberdeen College accepts payment the form of Cash, Personal Checks, Money Orders, Traveler's or Cashier's Checks.

### **Tuition**

This is the base amount the student will pay for the program of study. It is the number of units necessary for graduation, multiplied by the cost per unit.

### **Registration Fee**

This is a non-refundable fee for administrative and office costs.

### **Student Tuition Recovery Fund (STRF)**

California Private Postsecondary Education Act of 2009 requires institutions to collect a fee from every new student to be remitted into the California Student Tuition Recovery Fund (STRF). The Fund is administered by the State of California's Bureau for Private Postsecondary Education. For more information and the requirements for filing a claim, see section 16 of this catalog titled "STUDENT TUITION RECOVERY FUND DISCLOSURES".

### **Books**

An itemized list of the textbooks used for each program is listed below and is included in the course syllabus that each student receives for their particular course of study.

### **Course Challenge Fee**

A \$100 fee per course will be charged for any course challenged by students. If the challenge test is not passed, then the student will be required to take the course for credit, and the fee paid for the challenge test will be applied toward the tuition of the class.



### **Returned Check**

A \$35 fee will be charged if a check is returned for insufficient funds. This fee is added to the amount of the returned check, and the total payment must be made by cashier's check or money order.

### **Transcript Fee**

Aberdeen College will provide a transcript of the student's academic record upon written request by the student. Students are allowed one transcript at no charge. There will be a \$10.00 fee for each additional transcript. Processing will be within seven (7) business days of receipt. If a student needs a transcript on a rush basis (less than 7 days), the administrative fee will be \$25, and the transcript will be produced and mailed within two (2) business days of written request receipt. See section 37 for more details.

## **13. LOANS - STUDENT RESPONSIBILITIES AND RIGHTS**

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

### **Student Responsibilities**

- 1 In addition to the requirements described in this catalog under sections on attendance, satisfactory progress etcetera, students are expected to follow standards of conduct and ethical consideration generally found in the professional workplace.
- 2 Read and understand all forms that you are asked to sign and keep copies of them.
- 3 It is the student's responsibility to compare and choose the College they wish to attend. Tuition must be paid regardless of any future complaints or problems, unless discharged by a court of law.
- 4 Pay all installment payments on time.

### **Student Rights**

- 1 Know what financing is available. For all loans you receive, you have the right to know the total amount that must be repaid, the monthly payment amount, the late penalty charge, the payback procedures, and the length of time you have to repay the loan, and when repayment is to begin.
- 2 Know the criteria for satisfactory progress and when you are not meeting these criteria.
- 3 You may stop school at any time and receive a refund for the part of the course you did not take (if payment has been made). The refund policy is in this catalog and also described in your enrollment agreement.
- 4 If you have unresolved complaints after following the grievance procedures, you may contact the Bureau for Private Postsecondary Education. Read the section on grievance procedures carefully.





## **14. BANKRUPTCY**

Aberdeen College has NO pending petition in bankruptcy, is NOT operating as a debtor in possession, has NOT filed a petition within the preceding five years, or had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

## **15. PLACEMENT DEPARTMENT**

The placement department offers instruction and guidance for students/graduates in the area of career planning and job search techniques, resume preparation, interview planning and preparation, Understanding the importance of networking, completing job applications, the characteristics of a professional image, interview follow-up, work place etiquette, time management skills, and successfully navigating the work place.

## **16. STUDENT TUITION RECOVERY FUND DISCLOSURES**

It is a state requirement that a student who pays his or her tuition is required to pay a state-imposed assessment for the Student Tuition Recovery Fund. This section shall also describe the purpose and operation of the Student Tuition Recovery Fund and the requirements for filing a claim against the Student Tuition Recovery Fund.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.



You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.”

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts, or any other information that documents money you paid to the institution.

Questions regarding the STRF may be directed to:

**Bureau For Private Postsecondary Education**

Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818 Phone Number: (916) 431-6959 Toll Free: (888) 370-7589 Fax Number: (916) 263-1897 [www.bppe.ca.gov](http://www.bppe.ca.gov)



## **17. "NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION."**

"The transferability of credits you earn at Aberdeen College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in the educational program, is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Aberdeen College to determine if your credits, degree, diploma or certificate will transfer."

## **18. FACILITIES AND EQUIPMENT**

The Facilities and equipment Aberdeen College fully comply with all federal, state and local ordinances and regulations, including requirements pertaining to fire safety, building safety, and health. Both campuses are located within easy reach of public transportation.

Aberdeen College's campus is located at 1216 Menlo Avenue #206, Los Angeles, California, 90006. Aberdeen's Main Campus Facilities include an administrative office and file room, a library, a student lounge, and general purpose classrooms furnished with modern equipments representative of the industry.

### **Equipment**

Specific equipment details can be found under each program. Aberdeen College asks students attending classes to show courtesy and respect for others around them. In order to maintain an environment that promotes and supports these objectives, the following rules are to be followed:

- 1 Smoking is prohibited in the classrooms and restrooms.
- 2 Smoking will be permitted outside of the building.
- 3 Students must maintain a clean, organized, area at all times.
- 4 When leaving the area, all electrical devices, computers, and so forth, must be turned off.
- 5 Food and drinks are prohibited in the classrooms.
- 6 Students misusing the equipment or instrumental devices may be subject to dismissal and may be billed for damaged equipment.
- 7 Accidents and/or breakdowns must be reported immediately to the student's instructor.

### **Parking**

In addition to street parking, secure (paid) parking in the parking lot is also available.



## 19. LIBRARIES

The nearest public libraries are located at 694 S. Oxford Avenue (Pio Pico Library) and 1030 S. Alvarado Street (Pico Union Branch Library), both within a few minutes of driving distance from the main campus. The hours are for both are as follows: 10AM – 8PM on Mondays and Wednesday, Noon-8PM on Tuesdays and Thursdays, and 9:30AM – 5:30PM on Fridays and Saturdays. In addition to the many other fine Los Angeles library branches conveniently located near our students, we also provide quiet places to study in our on-campus library, student library, and the courtyard.

The Aberdeen College library is located on the first floor at the main campus address. Library hours during weekdays are 9AM to 9PM. Library is also available on weekends by appointment.

The Aberdeen College administrative office has a spacious area housing computer stations with internet access, spacious study tables and contains a wide variety of resource materials for student use inside and outside of class. Students may do research and use textbooks, dictionaries, encyclopedias newspapers, and periodicals to stay abreast of current events and industry trends.

### **Student conduct**

To maintain a professional atmosphere, please maintain the same rules elsewhere in the catalog and the following additional behaviors while using the library:

1. Accept assigned duties and responsibilities.
2. Demonstrate initiative and productivity.
3. Demonstrate sensitivity, compassion and a caring attitude towards your peers and patients.
4. Demonstrate strong ethical character.
5. Treat people as you would like to be treated.
6. Maintain professional grooming and personal hygiene at all times.
7. Demonstrate a well-rounded personality and professional competence while completing their graduation requirements.
8. Rules of conduct at the Seminary are based on the California Administrative Code.
9. An act of dishonesty is the most serious violation of student conduct.
10. Cheating is the unauthorized use of study aids, examination files, and other related materials and receiving unauthorized assistance during any academic exercise.
11. Fabrication is the falsification or invention of any information in an academic setting.
12. Food or drink is NOT permitted in the classrooms, unless designated by the school Director, the instructor or the Registrar.

Violation of the rules of conduct present in the catalog may lead to dismissal from the College and/or probation. All disciplinary matters will come before the administration, which will review the complaint, interview the person(s) involved and make a determination of the action. Results may include: dismissal of the charge, dismissal of the student, probation or suspension for a specified period of time. The finding will become part of the student's permanent file, possibly affecting a recommendation from the College. The College reserves the right to dismiss any student for whom it feels continuation would be a detriment to the student, fellow students and/or the College.



## **20. STUDENT SERVICES POLICIES**

### **Student Orientation**

During orientation, a school administrator will familiarize the student with the College facilities, services, grading policies, graduation requirements, etc. as described in this catalog. Aberdeen College welcomes any suggestions as to ways in which any aspect of the school can be improved. Suggestions should be directed to the school's CEO.

### **Academic Advisement**

All students are provided with personal assistance regarding program requirements and scheduling. In addition, individual assistance and advising are readily available to students with special academic difficulties. Enrollees are encouraged to request an appointment with their instructor immediately if any scholastic problems arise. All students are urged to take advantage of this valuable assistance.

Aberdeen College welcomes any suggestions as to ways in which any aspect of the school can be improved. Suggestions should be directed to the school's President.

### **Current Student Information**

It is important that students notify the school be of any change in their residence or telephone numbers. Current and accurate personal information is necessary in the event of an emergency.

### **Telephone**

Emergency calls will be transmitted to the student as received.

### **Student Activities and Programs**

Aberdeen College provides a variety of services and programs designed to assist students during their matriculation. Recognizing that a well-rounded education demands attention to personal as well as professional growth, the College encourages students to include their families, friends, and significant others in the educational process. In addition, the college sponsors activities and organizations to foster integration of personal and professional development.

### **Study Groups**

Students are encouraged to form study groups with other Aberdeen College students enrolled in the same program. Study groups strongly aid in the learning process through group discussion and exam preparation. Experience has shown that students who participate in study groups improve their overall academic performance, and understanding of course subject matter.

### **Plagiarism**

Students are cautioned that all College instructors require that each student do his/her own original work. Any student(s) violating this policy by turning in work copied from another student may be subject to the consequences of unethical practices set forth in this catalog.



### **Medical, Dental, Psychological Care**

Successful progression through a program of study requires sufficient sleep, exercise and a proper diet. If the student requires medical and/or dental appointments, appointments should be made after school hours. If a student is in need of personnel psychological counseling, the CEO will provide a listing of services in the community.

### **Pregnancy**

Upon confirmation of pregnancy, the student must provide the CEO with a written statement from her attending physician indicating approval for continuation of course of study without limitations.

### **Child Care**

Aberdeen College is not equipped or properly staffed to provide childcare services for students.

### **Visitors**

Parents, spouses, prospective employers, etc. are cordially invited to visit the school at any time, with appropriate notice to the school. Special arrangements will be made for groups. Anyone, who disrupts the smooth operation of the school, may be asked to leave the premises immediately. Students are not allowed to bring children into the classrooms/laboratories without approval from the administration.

## **21. HOUSING INFORMATION**

Aberdeen College does not maintain dormitory facilities and has no responsibility to find or assist a student in finding housing. There are numerous types of housing options available located reasonably near Aberdeen College's facilities, ranging from renting out a single room from a family home (about \$500 per month, some of which even include meals) to apartment or condo in an exclusive neighborhood or gated community that can cost \$3,000 or more per month). Besides renting, purchasing a property in the area is also an option and can cost anywhere between an estimated \$300,000 to the millions depending on the property's size and its location.

## **22. ENGLISH PROFICIENCY**

Proficiency in the English language is required, as most courses at Aberdeen College are taught in English. The student must have the ability to read and write English at the level of a graduate of an American high school as demonstrated by the possession of a high school diploma, GED or passage of the California high school proficiency exam. As an alternative, a student must have a minimum score of 450 (paper based) or 60 (Internet based) on the TOEFL exam. Aberdeen College currently does not offer English language services.



## **23. TEST OF ABILITY TO BENEFIT**

### **Test of Ability and Capacity to Benefit from Instruction**

Students who do not have a high school diploma or a recognized equivalent may still be admitted if they are at least 16 years old and pass the Wonderlic Basic Skills Test. The Wonderlic Basic Skills Test (WBST) is an ability to benefit test approved by the US Department of Education that is used to determine whether an application without a high school diploma or recognized equivalent has the ability to benefit from our program. The following forms of the test are used: Verbal Forms VS-1 & VS-2, Quantitative Forms QS-1 & QS-2. The approved passing scores on this test are as follows: Verbal (200) and Quantitative (210).

Ability-to-benefit students must achieve a passing score on both skill assessments in a single testing session to pass the test and be eligible for admission. The student will be required to have the test administered by a third party and the results delivered to us prior to admission as a student at Aberdeen College.

Aberdeen College does not currently offer visa services for international students.

## **24. EXPERIENTIAL CREDIT**

Aberdeen College does not award credit for student's prior experiential learning.

## **25. FINANCIAL AID**

At the present time, Aberdeen College is unable to offer federal and state financial aid to students. A student enrolled in an unaccredited institution is not eligible for federal and state financial aid.

## **26. STUDENT GRIEVANCE PROCEDURES**

Aberdeen College, in the administration of discipline, guarantees procedural fairness to an accused person, whether the person is an Aberdeen College student, or staff/faculty member. In pursuit of its policy of openness, accountability, and responsiveness to students, the institution provides established grievance procedures. The CEO shall maintain a file on each grievance reported, including the procedures followed, and the final disposition of the case.



While it is suggested that students use Aberdeen College's internal grievance process first, it is not required and students may contact the Bureau for Private Postsecondary Education at any time. There are no guidelines for contacting the Bureau, students may contact the Bureau anytime and in any way they see fit. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling Toll Free (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's website: [www.bppe.ca.gov](http://www.bppe.ca.gov).

### **Definition of Grievance**

A grievance is a complaint arising out of any alleged, unauthorized, or unjustified act or decision by a student, faculty member, administrator, or staff person, which in any way adversely affects the status, rights or privileges of a member of the student body. The burden of proof shall rest with the complainant. If a student has a grievance, and wishes it to be recognized as such, a written complaint must be submitted to Aberdeen College's petition form, or in letter format. The written grievance must clearly state the student's name, the nature of the complaint, the name(s) of all parties directly involved in the complaint, and any appropriate documentary evidence.

### **Steps toward Resolution**

Based upon the information presented in the grievance, steps toward resolution shall begin with informal discussions, headed by the CEO. Resolution shall be attempted at the lowest possible level.

### **Procedures for Official Hearings**

If informal recourse fails to resolve the grievance within a reasonable time after filing, then the CEO will schedule a Student Grievance Committee meeting. The voting members of this committee shall be comprised of the CEO, the Admission Director, the Registrar, and one faculty member, who shall sit on the committee on a rotating basis.

A copy of the grievance shall be given in writing to the person(s) against whom the complaint is brought. The Committee shall review and consider documentary records, which relates to the case, including the grievance and its supporting documentation, and any documentary evidence or statement by the person(s) against whom the complaint was filed. Committee members shall arrive at a judgment in consultation among themselves. A majority vote of such members may make recommendation, as appropriate, for disciplinary actions, or for changes in policy.

### **Recourse after Grievance Hearing**

If students have exhausted these procedures, and the problems have not been resolved, they have the right to contact the Bureau for Private Postsecondary Education. **They may contact the Bureau at anytime in any way they see fit.** In contacting the Bureau with a grievance, students can use the following guidelines:

1. Contact the Bureau for Private Postsecondary Education offices by mail. A written follow-up letter may accompany complaints received by phone.
2. Include the following required information in the letter of complaint:
  - a. The nature of the problem
  - b. The approximate date(s) that the problem(s) occurred
  - c. The name(s) of the individual(s) involved in the problem(s) (within the institution, or any other students who were involved)
  - d. Copies of important information regarding the problem(s) (facts, not rumors, lead to solutions)
  - e. Evidence demonstrating that the institution's complaint procedure was followed before contacting the Dept. of Consumer Affairs
  - f. The complaint should be signed





Send the complaint to: Bureau for Private Postsecondary Education (BPPE), 2535 Capitol Oaks Drive, Suite 400, Sacramento California, 95833 (916) 431-6959

## **27. STUDENT RECORDS AND TRANSCRIPTS**

### **Student Records**

Student records, which include grades, attendance, prior education and training, personal achievements, etc. are kept on the school premises for a period of not less than five (5) years.

### **Transcripts**

The school retains academic transcripts indefinitely.

Aberdeen College will provide a transcript of the student's academic record upon written request by the student. Students are allowed one transcript at no charge. There will be a \$10.00 fee for each additional transcript.

An **official** copy will be mailed to the appropriate person and/or institution. An unofficial copy can be secured and given directly to a student, with the word "**unofficial**" stamped on the transcript. Transcripts issued to the student are marked "**Issued to Student.**"

Transcripts will be denied if the student has an outstanding balance against her/his account, or if any records are on hold, or there is missing documentation.

### **Family Educational Rights and Privacy Act of 1974, as amended**

Aberdeen College complies with the Family Educational Rights and Privacy Act (FERPA), which provide students certain rights related to their educational records. The following is a description of those rights:

- The right to inspect and review the student's educational records within 45 days of the day the Institution receives a written request for access. Students should submit to the college's Chief Academic Officer written requests that identify the record (s) they wish to inspect. The College's official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the College does not maintain the records, the official to whom the request was submitted shall advise the student of the correct official to whom the request should be addressed.
- The rights to request the amendment of the student's educational records that the student believes are inaccurate or misleading. Student may ask the Institution to amend a record that they believe is inaccurate or misleading. They should write the institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Institution decides not to amend the record as requested by the student, the Institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.



- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to institution officials with legitimate educational interests. An institution official is a person employed by the institution in an administrative, supervisory, and academic or research, or support staff position (including law enforcement unit personnel and health staff). A person or company with whom the Institution has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another institution official in performing his or her tasks. An institution official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the Institution discloses educational records without consent to officials of another institution in which a student seeks or intends to enroll.
- Directory information is information that may be unconditionally released to third parties by the school without the consent of the student unless the student specifically requests that the information not be released. The school requests students to present such requests in writing within 10 days of the date of enrollment. Directory information includes the student’s name, address(es), telephone number(s), birth date and place, program undertaken, dates of attendance and certificate or diploma awarded.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is Family Policy Compliance Office, Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605.

## **28. Program Descriptions**

### **Health Claims Examiner/Medical Biller**

(Diploma Program)

#### **Objective**

The Health Claims Examiner/Medical Biller (HCE/MB) program is designed to provide students with the knowledge and skills necessary to work successfully as an Entry-level Claims Examiner or medical Biller in a Medical Office, Clinic, HMO, other Health Care Setting, Insurance Company, or Independent Billing Company.

#### **Description:**

HCE/MB students develop their knowledge and skills through a variety of media. A majority of time is spent becoming proficient in completing and processing various health claim forms utilized in the insurance industry.

Students become familiar with and use industry-related reference materials such as the Physicians’ Current Procedural Terminology (CPT), International Classification of Diseases (ICD.10 CM) and HCFA Common



Procedure Coding Systems (HCPCS). Students gain practical experience by processing insurance claims including verification of coverage and contract interpretation. Students are introduced to the computer and have the opportunity to manipulate industry-related software and familiarize themselves with today’s computerized work environment.

The training program is divided in learning units called modules. Students must complete all modules. They may start with any module, then continue their rotation until all the modules have been completed. Upon completion of all eight modules, students participate in an externship. Completion of the program is acknowledged by the awarding of a diploma.

**Opportunities:**

Upon completion of the program, students will be prepared as entry-level health claims examiners or medical billers. Health Claims Examiner/Medical Biller graduates may also secure a job in other areas within this field, such as Claims Processor, Dental Biller, or Insurance Biller.

**Equipment:**

Aberdeen College students are trained on the appropriate equipment consistent with the demands of the job market.

**PROGRAM INFORMATION**

**Length: 800 Clock Hours**

**Admission Requirements:** Aberdeen College accepts students with one of the following qualifications: a High School Diploma, passing the General Education Development (GED) test, passing the California High School Proficiency Examination (CHSPE), or passing the Wonderlic Basic Skills Test (WBST) (Page 31 for explanation). The applicants should also have reached compulsory age to be accepted by Aberdeen College. The compulsory age is 16 years old and above as defined by the State of California Department of Education. Students must also be interviewed by the admissions department.

Health Claims Examiner/Medical Biller		
Module Number	Module Title	Clock Hours
Module 1	Medical Terminology, Anatomy & Physiology I	40
Module 2	Medical Terminology, Anatomy and Physiology II	40
Module 3	Clinical Medical Assisting	40
Module 4	Business Writing	40
Module 5	Medical Office Procedures	40
Module 6	Medical Insurance	40
Module 7	Medical Billing & Coding Theory	40



Module 8	Medical Billing & Coding Practical	40
Module 9	Electronic Health Record	40
Module 10	Employment Planning	40
Module 11	Health Claims Examining Theory	40
Module 12	Health Claims Examining Practical	40
Module 13	Health Claims Examining Clinical	40
Module 14	Dental Claims Examining	40
Externship	Externship	240
	<b>Program Total Hours:</b>	<b>800 Hours</b>

**Module 1 – Medical Terminology, Anatomy & Physiology I**

This module is the first of two that will introduce terminology, anatomy, and physiology of the human body. In this module we will focus on the skeletal, muscular, cardiovascular, lymphatic, immune, and respiratory systems. The course will introduce diagnostic methods and treatments associated with some of the more common diseases of these systems. Students will learn how to counsel patients regarding self-screening, nutrition guidelines and proper use of pharmaceuticals. Medical terminology including the prefixes, combining forms, and suffixes of associated with these body systems will be a focus of the course. Students will be introduced to medical terminology, their meanings, spellings and pronunciation. They will also learn common abbreviations used in the medical field. Terminology used in medical billing and coding will also be included in the module.

**Module 2—Medical Terminology, Anatomy & Physiology II**

This module builds on the first and introduces the terminology, anatomy and physiology of the digestive, urinary, nervous, eyes and ears, integumentary, endocrine, and reproductive systems of the human body. There will be discussion of diagnostic methods and treatments related to some of the more common diseases related to these body systems. The student will gain proficiency in the medical terminology, including the meaning, spelling and pronunciation of medical terms. Abbreviations and codes utilized in medical billing and coding will also be included in the module.

**Module 3 Clinical Medical Assisting**

In this module, students will be introduced to the medical assistant profession. They will gain a general knowledge of the role and responsibilities of a medical assistant and the relationship of the medical assistant to the medical team. Students will learn professional standards of behavior and practice that are expected in working in a medical office. The primary focus of the course is to prepare students for the duties and roles



often assigned to a clinical medical assistant in a wide variety of medical facilities. There will be some “hands on” training in common clinical tasks such as EKG, spirometry, audiometry, injections, and venipunctures. The student will also be instructed in how to assist a doctor with exams and basic procedures in the clinic and will learn to assist physicians with minor in-office surgical procedures and as well as sterilizing and caring for medical/surgical instruments.

#### **Module 4 Business Writing**

This module provides an introduction to various types of professional communication, both written and oral that are an important part of working as a medical professional. Students practice skills in communication styles such as memos, email, research reports, proposals, presentations, and interviews. Students will gain proficiency in working with common software applications, including word processing, spreadsheets, database, and email. They will gain hands on experience in keyboarding and working with common administrative tasks they are likely to encounter in a medical clinic setting. They will be introduced to common software used in a clinical setting.

#### **Module 5 Medical Office Procedures**

This module introduces the administrative duties of a medical assistant. Students will gain understanding of the attitudes, knowledge, discipline and skills that will be needed for employment in a medical clinic. Upon completion of the course, students should be able to carry out all administrative duties required for entry-level positions in medical assisting. One key focus will be patient record management. Other front-office management skills will also be emphasized: scheduling appointments, collecting patient information, and handling insurance claims, for example. Another important goal of the class is to gain an understanding of human relations, especially as it relates to working with patients. Topics such as dealing with difficult and problem patients, dealing with terminally ill patients, dealing with patients in traumatic situations will be discussed. Sensitivity to cultural issues and people from different backgrounds will also be considered.

#### **Module 6 Medical Insurance**

This module introduces the student to the basics of health insurance. The students will learn about medical terminology related to health insurance. They will also learn about the fundamentals of managed care, different types of health care plans, and the structure of insurance claims. They will be introduced to medical billing and coding. Legal and ethical issues will be discussed in regards to healthcare. Recent and ongoing developments in the health care system will be discussed. Today’s health care system will be analyzed from both a consumer and practice perspective.

#### **Module 7 Medical Billing and Coding Theory**

This module focuses on the use of medical reference books, including ICD-9-CM, CPT and HCPCS. Students become familiar with the use of the Physicians’ Desk Reference (PDR) and the medical dictionary in relationship to medical billing. A variety of commonly used forms are introduced. Students also discuss managed care, cost containment programs, Medicare, Medicaid/Medi-Cal, Worker’s compensation, and fraud guidelines. Students will continue to develop customer service, keyboarding, data entry, and job preparation skills.



### **Module 8 Medical Billing and Coding Practical**

Students must complete Module 7 or have the Program Directors approval prior to entering this module. Lectures will be a continuation of Medical Billing Theory. Students will continue to complete the medical billing forms located in the Computerized Medical Biller Workbook. The four most common used types of medical reports will also be introduced (triage reports, operative reports, diagnostic reports and medical history reports).

### **Module 9 Electronic Health Record**

In this module, the student is introduced to the basics of medical records management. This course provides the student with the practical experience of putting administrative skills (learned previously) into practice in a simulated medical setting using electronic health care records (HER) which allow the student to learn proper HER management practices. Medcin is the licensed core technology in many prominent commercial HER systems. We will cover the medical billing process, including the flow of information from preregistering patients through recording office visit transaction to collecting on overdue accounts, the role of information technology in medical offices, and discusses the HIPAA Security Rule and the HIPAA Transaction and Code Sets Rule as they relate to insurance claims. Types of electronic management systems will be explored along with their impact on various areas of the healthcare system.

### **Module 10 Employment Planning**

In this module, the students will learn how to use the tools of job searching, including the internet and social media, newspapers and career centers to search for job opportunities after completion of the course. They will learn to create proficient resumes and learn about job searching techniques. The students will also practice interviewing skills and learn about the most common mistakes of job seeking process.

### **Module 11 Health Claims Examining Theory**

This module is designed to introduce the student to the role fo the insurance company, its effect on the U.S. economy, and the function of each department within the insurance company. Discussion will also include the general context of contract eligibility requirements for medical coverage, the three most common coverage types, third party liability, and cost containment plans relating to hospital services. Recent changes to the health care system in light of the Affordable Care Act will also be discussed. Emphasis is placed on completing the standard form utilized for facility billing (UB-92) and claim preparation for reimbursement.

### **Module 12 Health Claims Examining Practical**

Students must complete Module 11 or have special approval from the Program Director before entering module 12. Students will receive hands-on training through simulated work activities calculating Coordination of Benefits (COV) for a variety of insurance plans. Students learn to adjudicate claims involving Medicare Part A and Part B. Lectures will also include contract provisions for ambulance expenses and durable medical equipment. Podiatric surgery guidelines and adjustments are also addressed.



### **Module 13 Health Claims Examining Clinical**

Students must complete Module 11 and 12 or have the Program Director's approval prior to entering Module 7. Students receive hands-on training through simulated work activities calculating Coordination of Benefits (COB) for a variety of insurance plans. Students learn to adjudicate claims involving Medicare Part A and Part B. Lectures will also include contract provisions for ambulance expenses and durable medical equipment. Podiatric surgery guidelines and adjustments are also addressed.

### **Module 14 Dental Claims Examining**

In this module, the student will be introduced to basic anatomy of the oral cavity, tooth structure, and the supporting anatomical structures. Spelling, pronunciation and definitions of dental terms are discussed including abnormalities, preventative, and restorative procedures. Students complete standard dental forms and match the description of services with the appropriate ADA codes. Evaluation of information from case histories for completion of dental insurance forms for claims processing is discussed.

### **Externship**

Upon successful completion of all classroom training, Health Claims Examiner/Medical Biller students participate in a 240-hour externship. The externship enables students to have the opportunity to demonstrate and reinforce the knowledge and skills presented and practiced throughout the training program. Externs work under the direct supervision of qualified personnel at the externship site and under general supervision of college staff. Externs are evaluated by supervisory personnel and the evaluations are placed in the student's permanent record. Students must complete their externship training to fulfill graduation requirements.

## **Medical Office Specialist (Certificate Program)**

### **OBJECTIVE**

The Medical Office Specialist program is designed to prepare students for entry-level positions to work in the front office of health care institutions. The students learn computer skills and applications, medical terminology, medical billing, medical insurance and coding, and medical records. Medical Anatomy and physiology is covered to provide the students a broader understanding of the human body. Medical office procedures provide the student the skills needed to interact with doctors, nurses and other specialists.

### **OPPORTUNITIES**

Students who successfully complete this Medical office Management program can expect to obtain employment in health care institutions, clinics, both large or small, medical offices or health maintenance organizations. Job titles for the medical clerical worker include medical administrative assistant or manager, front office medical clerk, medical secretary, medical records clerk, medical receptionist, medical insurance/billing clerk.

### **ENTRANCE REQUIREMENTS**

Students must obtain a passing score 70% on the school's Wonderlic Entrance Exam and be interviewed by the admissions department.

### **EQUIPMENT**

Aberdeen College students are trained on the appropriate equipment consistent with the demands of the job market.



Medical Office Specialist (Certificate Program)		
Course Number	Course Title	Clock Hours
CP500	Operating Systems	40
OS501	Keyboarding and Typing	40
OS510	MS Office I	40
OS520	MS Office II	40
MS500	Medical Terminology, Anatomy and Physiology I	40
MS501	Medical Terminology, Anatomy, and Physiology II	40
MB533	Medical Billing	40
MA510	Medical Assistant I	40
MA521	Medical Assistant II	40
EP501	Employment Preparation	40
EX500	Medical Assistant Internship	80
	<b>TOTAL:</b>	<b>480</b>

**CP500 Operating Systems**

This course introduces the student to computers and operating systems. Upon successful completion of the course, the student will have a solid foundation for understanding and using the most common operating systems. They will learn to troubleshoot common issues and gain confidence in utilizing computer technology that is used in a medical office.

**OS501 Keyboarding and Typing**

Proficiency in keyboarding is an essential for medical office work. The students will develop good keyboarding techniques to improve speed and accuracy. They will practice typing common forms and letters that would be used in a medical office setting.





### **OS510 MS Office I**

This course provides training and experience in the use of the Microsoft Office Software. Focusing on data processing (Word) and spread sheets (Excel) and introducing the other components of the system. The student will gain proficiency in the use of these essential programs.

### **OS520 MS Office II**

In this course, students will gain additional proficiency in using Microsoft Office. Students will gain advanced training in Word and Excel programs, and receive an introduction to the email/calendar (Outlook), presentation (Power Point), database (Access) and desktop publishing applications (Publisher).

**MS 500 Medical Terminology, Anatomy and Physiology I** This is the first of two courses that will introduce terminology, anatomy, and physiology of the human body. In this module we will focus on the skeletal, muscular, cardiovascular, lymphatic, immune, and respiratory systems. The course will introduce diagnostic methods and treatments associated with some of the more common diseases of these systems. Students will learn how to counsel patients regarding self-screening, nutrition guidelines and proper use of pharmaceuticals. Medical terminology including the prefixes, combining forms, and suffixes of associated with these body systems will be a focus of the course. Students will be introduced to medical terminology, their meanings, spellings and pronunciation. They will also learn common abbreviations used in the medical field. Terminology used in medical billing and coding will also be included in the module.

### **MS501 Medical Terminology, Anatomy and Physiology II**

This course builds on the foundation of MS500 and introduces the terminology, anatomy and physiology of the digestive, urinary, nervous, eyes and ears, integumentary, endocrine, and reproductive systems of the human body. There will be discussion of diagnostic methods and treatments related to some of the more common diseases related to these body systems. The student will gain proficiency in the medical terminology, including the meaning, spelling and pronunciation of medical terms. Abbreviations and codes utilized in medical billing and coding will also be included in the course.

### **MB533 Medical Billing**

This module focuses on the use of medical reference books, including ICD-10-CM, CPT and HCPCS. Students become familiar with the use of the Physicians' Desk Reference (PDR) and the medical dictionary in relationship to medical billing. A variety of commonly used forms are introduced. Students also discuss managed care, cost containment programs, Medicare, Medicaid/Medi-Cal, Worker's compensation, and fraud guidelines.

### **EP501 Employment Preparation**

In this course, the students will learn how to use the tools of job searching, including the internet and social media, newspapers and career centers to search for job opportunities after completion of the course. They will learn to create proficient resumes and learn about job searching techniques. The students will also practice interviewing skills and learn about the most common mistakes of job seeking process.



### **EX500 Medical Assistant Internship**

Upon successful completion of all classroom training, Medical Office Specialist students participate in an 80-hour internship. The internship enables students to have the opportunity to demonstrate and reinforce the knowledge and skills presented and practiced throughout the training program. Students work under the direct supervision of qualified personnel at the externship site and under general supervision of college staff. Students are evaluated by supervisory personnel and the evaluations are placed in the student's permanent record. Students must complete their internship to fulfill graduation requirements.

## **Massage Therapy Program**

### **Educational Objectives**

This program is designed to prepare the graduate for a job as a massage therapist. Graduates will be expected to give therapeutic massage and bodywork treatments. The techniques are based in anatomy and physiology so that graduates will be able to perform massage therapy safely and with the most satisfactory outcomes. Our goal is to provide the highest quality of education and training so that we may meet the following objectives:

- To instruct, enhance and assist the student in learning all components of the Massage Therapy curriculum.
- To ensure that each student gains a comprehensive understanding of the workings and interrelationships of all systems of the body through anatomy, physiology, pathology and biomechanics.
- To help the student understand and recognize the indications and contraindications of massage therapy, as well as understand and be able to communicate the benefits it can provide.
- To guide students in developing and applying knowledge of the prevention and spread of disease, as well as maintaining sanitary working environments and good personal hygiene.
- To teach students to be proficient and excel in the practical application of massage therapy techniques and client relationships.
- To teach the necessary skills to plan, develop and operate a successful business within the Laws and Rules of the State of California and other governing authorities.

### **Career Opportunities**

A graduate of the Massage Therapy Program may launch his/her own business; find employment as a massage therapist and physical therapy aid assistant in a hospital, chiropractic office, public or private health club/resort, or fitness centers, health clubs, salons and spas, rehabilitation clinics, multi-specialty medical groups, wellness facilities; or may be employed in the educational field as an instructor in a non-degree granting institution.

Length of Program: 600 hours (24 weeks, 25 hours per week)

### **CAMTC Disclosures**

The California Massage Therapy Council (CAMTC) is charged with oversight of California's massage businesses, including the certification of massage therapists and massage practitioners. The following disclosure statements are made available pursuant to CAMTC requirements.



***CAMTC's Law Related to Unfair Business Practices as Related to Massage***

Pursuant to California Business and Professions Code section 4611, it is an unfair business practice for a person to do any of the following:

- (a) To hold himself or herself out or to use the title of “certified massage therapist” or “certified massage practitioner,” or any other term, such as “licensed,” “certified,” “CMT,” or “CMP,” in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certificate issued by the California Massage Therapy Council.
- (b) To falsely state or advertise or put any sign or card or other device, or to falsely represent to the public through any print or electronic media, that he or she or any other individual is licensed, certified, or registered by a governmental agency as a massage therapist or massage practitioner.

***Attendance Policy Notice***

Applicants for CAMTC certification shall have attended 500 supervised hours total with more than 100 of those hours satisfying CAMTC specified subjects:

- A minimum of 64 hours of Anatomy & Physiology
- A minimum of 13 hours of Contraindications
- A minimum of 5 hours of Health & Hygiene, and
- A minimum of 18 hours of Business & Ethics

As mentioned under the Attendance Probation section of this Catalog, a student will be placed on attendance probation if he or she is below 85% attendance in any given class. Students can make up for missed hours by scheduling and attending make up sessions held on Saturdays.

***Leave of Absence Policy Notice***

Please refer to the “Leave of Absence” and “Effects of a Leave of Absence on Satisfactory Academic Progress” sections of this Catalog.

***Regarding Guarantee of Certification by CAMTC***

Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code section 4600 et. seq.

***Unanswered Questions and Filing a Complaint to CAMTC***

A student or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about this school may contact the California Massage Therapy Council at One Capitol Mall, Suite 320, Sacramento, CA 95814, [www.camtc.org](http://www.camtc.org), phone (916) 669-5336, or fax (916) 669-5337.



## **Program Prerequisites**

### ***Admission Requirements***

Aberdeen College accepts students with one of the following qualifications: a High School Diploma, passing the General Education Development (GED) test, passing the California High School Proficiency Examination (CHSPE), or passing the school-administered entrance exam. The applicants should also have reached compulsory age to be accepted by Aberdeen College. The compulsory age is 16 years old and above as defined by the State of California Department of Education.

Applicants for admission to the Massage Therapy program must provide the following information:

1. A completed admission application.
2. Documentation of the highest level of educational attainment.
3. Pay the non-refundable registration fee: \$100.00.

### ***Previous Training***

No previous training is required to enroll in the Massage Therapy program.

### ***Language Comprehension Skills***

Please refer to Section 22 of the Catalog regarding English proficiency requirements. Courses in the Massage Therapy program are also available in Korean and (Mandarin) Chinese. However, students must possess sufficient English skills in order to be able to pass the licensing exam, which is administered in English by the CAMTC (California Massage Therapy Council).

## **Professionalism Policies**

### ***Hygiene***

Personal hygiene is an important aspect of the professionalism one expects from Massage Therapists. Students enrolled in the program must maintain a high standard of personal hygiene and cleanliness. This includes but is not limited to the following: clean (no nail polish) and trimmed short nails, hair at shoulder length or longer be pulled back off the shoulders, and an odor-free body (show up having showered within 24 hours, and do not wear perfume or cologne as this could upset others around you). Prior to working on a subject or client, the student must also sanitize his or her hands (hand sanitizer will be provided by the College).

### ***Dress Code***

Students enrolled in the Massage Therapy program are required to wear the uniform (provided by the College upon enrollment) during classes that involve hands-on session(s) working on subjects or clients. The shirt must be tucked into pants, shorts, or skirt. Length of shorts or skirts must be to at least mid thigh. Clothing must be clean and in good repair. Footwear must be white non-skid shoes or sneakers. Students who fail to observe the dress code will be dismissed from the class for the day and not receive attendance credit for the missed class.

### ***Draping***

Aberdeen College maintains strict standards of draping and modesty. Exposure of a person's private genital region is not permitted.



Female subjects and clients receiving massage therapy from Aberdeen College students are required to use a chest towel at all times and to keep the breast tissue covered.

**Graduation Requirements**

Attend a minimum of 600 scheduled supervised clock hours and pass all modules, courses, and terms demonstrating knowledge of the class material and mastery of the techniques learned

Satisfy all financial obligations

Complete the programs

Pass the program’s final tests

Massage Therapy (Certificate Program: 60 Units/ 600 Hours)			
Course Number	Course Title	Credits	Clock Hours
Basic Assessment and Application Courses (50 Units/ 500 Hours)			
ANP-201	Anatomy & Physiology I	5	50
ANP-202	Anatomy & Physiology II	5	50
KIN-401	Kinesiology	4	40
PAT-301	Pathology	2	20
BPE-101	Business and Professional Ethics	2	20
CNM-101	Contraindications of Massage	2	20
HLH-101	Health and Hygiene	1	10
MSE-350	Massage Essentials	2	20
DTM-351	Deep Tissue Massage	2	20
TPB-352	Theory and Principles of Body Work	2	20
TMS-353	Therapeutic Massage	2	20
CMT-354	Assessment of Chinese Medical Theory	1	10



SHI-710	Shiatsu	5	50
SMG-712	Sports Massage	5	50
PNF-713	Proprioceptive Neuromuscular Facilitation	5	50
RFX-714	Reflexology	5	50
ELECTIVES (10 Units / 100 Hours)			
INT-551	Internship I	5	50
INT-552	Internship II	5	50
SPM-715	Specialty Massage	5	50
ACP-716	Acupressure	5	50

In addition to meeting the 500 hours of instruction required by the California Massage Therapy Council (CAMTC) to apply for certification, Aberdeen’s Massage Therapy program provides an additional 100 hours of internship to give the student added experience in the practice of Massage Therapy. Student may also elect to take two elective courses clocking in at 100 hours in lieu of the 100 hours of internship.

Please note that Aberdeen College has applied for and is currently awaiting CAMTC approval. Students completing the program at Aberdeen College will therefore be put on hold to take the certification exam until CAMTC grants its approval to Aberdeen College

Note that NCBTMB guidelines for national certification now require 750 hours of education from a NCBTMB assigned school and 250 hours of hands-on work experience in massage therapy. Those wishing to pursue national certification with NCBTMB will need to gain additional education and experience before they meet those minimum requirements.

Most massage professional licensing organizations will perform background checks and those with felony or misdemeanor convictions can find themselves denied of professional certificate / license from these organizations.

**Course Descriptions**

**ANP 201: Anatomy & Physiology I**

**Description:** This course uses a systems approach to provide a basic overview of the organization and the introduction of the different systems of the human body. Combined with the basic overview of the chemistry, cell structure, membranes, tissues and muscular systems is the use of proper terminology and spelling of anatomical structures. Students will also learn word structure related to medical terminology. This module includes a thorough examination of muscles, bones, nerves, and



the functioning of the body's systems. The subject matter in this module will include instruction in muscle origin insertion, action, and innervations. This material will provide students with the foundation of information and skill needed to determine where and when massage is most beneficial.

**Number of Credits:** 5

**Total hours:** 50

**Prerequisites:** None

### **ANP 202: Anatomy & Physiology II**

**Description:** This course is a continuation of Anatomy & Physiology I which builds upon the material gained in that class. Class time includes lecture and hands-on palpation to enable the student to fully integrate the material. Emphasis is placed upon studying and analyzing the human structure and its effect on body functions. While providing a solid foundation of theory, this course provides an open door to the student to see how the theory is relevant, helpful, and essential to proper techniques in massage therapy.

**Number of Credits:** 5

**Total hours:** 50

**Prerequisites:** Anatomy & Physiology I

### **KIN 401: Kinesiology**

**Description:** This Kinesiology class focuses on skeletal-muscular movement. In this class, students learn to identify the origins and insertions of skeletal muscles of the upper and lower body and the postural expressions they produce. Students learn the physiology and neurology of muscle tissue and neuromuscular techniques to palpate the muscles and relieve chronic tension in both the upper and lower body.

**Number of Credits:** 4

**Total hours:** 40

**Prerequisites:** None

### **PAT 301: Pathology**

**Description:** In this class we learn to understand how diseases develop in the body and how to prevent this from happening. Class content focuses on disorders and diseases commonly encountered by massage therapists and body workers. We will cover many of the major diseases that are considered to be contraindications for bodywork. This class will also go into the body mind connection of disease to help you better understand the psychological factors to disease and healing. Standard precautions and the need to ensure client and therapist safety and well being are also covered.

**Number of Credits:** 2

**Total hours:** 20

**Prerequisites:** Anatomy & Physiology I & II



### **BPE 101: Business and Professional Ethics**

**Description:** This module will consider issues associated with the ethics in regard to the massage profession. Information regarding national and state certification and/or licensing requirements will be provided and their importance discussed as it pertains to the desired outcomes of the program. Ethical and professional standards for massage therapists are discussed and situational dilemmas are presented. In addition, since we prepare students for a broad range of employment opportunities, information on business procedures, accounting, insurance reimbursement, and various marketing strategies are presented. The class will also go into basic ideas on how to organize your business for greatest efficiency and cost effectiveness.

**Number of Credits:** 2

**Total hours:** 20

**Prerequisites:** None

### **CNM 101: Contraindications of Massage**

**Description:** This course will further your knowledge of common contraindications, medical precautions and endangerment sites relating to massage. It will also present information on proper intake forms, formulation of treatment plans, professionalism and informed consent. You will learn when massage is appropriate and when massage is not appropriate for your clients with common medical conditions. You will also be presented with information on headaches and when you need to refer your client to another health care professional.

**Number of Credits:** 2

**Total hours:** 20

**Prerequisites:** None

### **HLH 101: Health & Hygiene**

**Description:** Hygiene is one of the most important factors when it comes to performing massage therapy. The course will cover the importance of personal health and hygiene as well as the importance of proper hygiene in the practice of massage therapy. Students will also gain hands on experience and training in first aid and CPR.

**Number of Credits:** 1

**Total hours:** 10

**Prerequisites:** None

### **MSE 350: Massage Essentials**

**Description:** The Massage Essentials course is a unique program training you in the fundamental principles of massage therapy as a whole. In this class you will learn all of the basic traditional bodywork techniques that are used in a practice. Training will be provided in the underlying techniques. Students conduct research case studies to explore which style of work clients prefer. We then correlate these preferences to body-mind-spirit issues. The class includes both theory and hands-on application.





**Number of Credits:** 2

**Total hours:** 20

**Prerequisites:** None

### **DTM 351: Deep Tissue Massage**

**Description:** This hands-on class introduces deep tissue massage and trigger point muscle therapy. Students will focus on terminology, muscle origins and insertions, trigger point pain patterns, muscle actions and record keeping. Students will have an expanded ability to focus on the musculature that is the source of pain and be able to demonstrate techniques that release the muscles being affected by trigger points.

**Number of Credits:** 2

**Total hours:** 20

**Prerequisites:** Massage Essentials

### **TPB 352: Theory and Principles of Body Work**

**Description:** In this class, the student will be exposed to a wide variety of bodywork approaches, including Swedish massage, Oriental massage theories, energetic techniques, and integrated massage approaches. You will learn about the philosophy and effects of these-and many other approaches. The theory, assessment and treatment techniques for Asian Bodyworks are considered. These include learning about Zang-fu (internal organ) signs and the Acupressure Point assessment and treatment. Our treatment techniques include balancing the Five Elements with Acupressure Points to treat specific conditions. Also included in this training is the use of Energy Building so that students can learn to build up the stamina and power to interact with clients in all spiritual, emotional and physiological levels.

**Number of Credits:** 2

**Total hours:** 20

**Prerequisites:** None

### **TMS 353: Therapeutic Massage**

**Description:** This course focuses on developing the technique necessary for therapeutic massage with a particular focus on both Swedish Massage and Myofascial Therapy. These massage techniques are employed to relax the muscles and increase blood flow throughout the body. It helps bring nutrition to the cells, as well as remove waste and toxins which have accumulated in the body. We will teach you through the use of deep relaxation techniques, to facilitate flexibility, proper muscle tone and spinal alignment. In addition to hands-on techniques, professional conduct and draping will be practiced as well.

**Number of Credits:** 2

**Total hours:** 20

**Prerequisites:** Theory and Principles of Body Work; Massage Essentials



### **CMT 354: Assessment of Chinese Medical Theory**

**Description:** In this class you will learn about the philosophy and practice of Chinese medicine, emphasizing health as balance and illness as imbalance. We will concentrate on the assessment methods of traditional Chinese medical theory: palpation, pulse reading, tongue observation, body and facial analysis, listening, smelling, and questioning. Students learn the foundational theory and are provided the opportunity to apply each of the techniques through in-class practice and case studies. You will learn about chi, as well as Traditional Chinese Medicine practitioners integrate massage, herbs, and dietetic theory into their approach. Qi Gong and Storing & Extending techniques are practiced. Students will be given opportunity to evaluate and assess these Chinese Medical theories in light of critiques from modern Western Medical approaches.

**Number of Credits:** 1

**Total hours:** 10

**Prerequisites:** None

### **SHI 710: Shiatsu**

**Description:** This hands-on class deepens the level of student competency in Shiatsu. Shiatsu is an ancient form of Japanese Bodywork which focuses on working with the energy of the body. Our class works with specific meridian pathways to support a client's overall health by balancing, enhancing and restoring the natural flow of Qi. The practitioner uses gentle acupressure and passive stretches to increase blood flow and to relax muscle tension.

**Number of Credits:** 5

**Total hours:** 50

**Prerequisites:** Theory and Principles of Body Work; Massage Essentials

### **SMG 712: Sports Massage**

**Description:** This hands-on class presents techniques that can be applied with various athletes and injury cases. The class instructs in a specific massage technique that uses a system of smooth movements such as gliding, compressing, and stretching. Pre-event and post-event massage techniques as well as maintenance/remedial massage techniques will be covered. Muscle identification and joint movement will also be reviewed. Sports massage focuses mainly on the manipulation, management, and rehabilitation of soft tissues. Athletic and common client injuries will be discussed and students will learn protocols to address such injuries.

**Number of Credits:** 5

**Total hours:** 50

**Prerequisites:** Kinesiology; Anatomy & Physiology I & II

### **PNF 713: Proprioceptive Neuromuscular Facilitation (PNF)**

**Description:** In this class, we will target therapeutic stretching techniques that are applicable in a multitude of settings. Specific attention will be given to utilizing PNF to improve clients' muscular



systems for optimum athletic performance. Students will also learn how to use PNF in for rehabilitation. The class also teaches students how to stretch receptors of the muscle spindle to immediately accommodate a greater muscle length.

**Number of Credits:** 5

**Total hours:** 50

**Prerequisites:** Kinesiology; Anatomy & Physiology I & II

#### **RFX 714: Reflexology**

**Description:** The class is about improving the functions of organs, connective tissues, bone structure, body systems, and energy pathways. Reflexology is a form of alternative medicine that is based on the massaging, squeezing or pushing precise areas of the feet and the palms. The intention of the massaging is to indirectly benefit other portions of the body and to improve overall health. We will learn how to improve blood circulation and induce relaxation, reduce pain and bring about an improvement in overall health to clients. The instructions in class integrates this system with Polarity Therapy, making this class a more dynamic and effective modality.

**Number of Credits:** 5

**Total hours:** 50

**Prerequisites:** None

### **ELECTIVE COURSES**

#### **INT 551: Internship**

**Description:** This class lets students practice their skills, and techniques necessary to be an effective and professional practitioner. Emphasis will be placed on the review of each student's private client work, with the refinement of skills attained in integration.

**Number of Credits:** 5

**Total hours:** 50

**Prerequisites:** Completion of other modules

#### **INT 552: Internship II**

**Description:** This class is a continuation of INT-551. This class lets students practice their skills, and techniques necessary to be an effective and professional practitioner. Emphasis will be placed on the review of each student's private client work, with the refinement of skills attained in integration. Through the experience, the student is expected to gain more and more confidence in dealing with clients, in working with other professionals in the workplace, and in putting their massage therapy knowledge and skills into practice.



**Number of Credits:** 5

**Total hours:** 50

**Prerequisites:** Internship I

### **SPM 715: Specialty Massage**

**Description:** Students will learn about specialty massage techniques including chair massage and lymph massage in this class. More than half of class time will be used to focus on giving students hands-on experience after the theoretical grounds have been covered in lectures.

**Number of Credits:** 5

**Total hours:** 50

### **ACP 716: Acupressure**

**Description:** Students learn the ancient Chinese art of acupressure. Utilizing the same meridian pathways and pressure points as acupuncture, the student learns to use fingers to apply pressure to relieve pain and help clients feel better and become healthier. Class focuses on the theory as well as the application of theory in laboratory experiences.

**Number of Credits:** 5

**Total hours:** 50

## **Massage Therapy II Program**

### **Educational Objectives**

This program is designed for students who are already familiar with the basics of massage therapy (such as graduates of our Massage Therapy program, or practicing professionals) who are looking to broaden their understanding and further develop their mastery of additional skills involved in their chosen profession. Those who successfully complete the Massage Therapy II program will be well prepared for a career in a massage therapy and be well versed in the following topics:

- History of Massage
- Consultation and documentation
- Proprioceptive neuromuscular facilitation.
- Tuina
- Shiatsu
- Lymph massage
- Clinical massage techniques

### **Career Opportunities**

A graduate of the Massage Therapy II Program can launch his/her own business; find employment as a general or specialized massage therapist and physical therapy aid assistant in a hospital, chiropractic office, public or private health club/resort, or fitness centers, health clubs, salons and spas, rehabilitation clinics,



multi-specialty medical groups, wellness facilities; or may be employed in the educational field as an instructor in a non-degree granting institution.

Length of Program: 12 Weeks (25 Hours/ Week)

**Admission Requirements**

Aberdeen College accepts students with one of the following qualifications: a High School Diploma, passing the General Education Development (GED) test, passing the California High School Proficiency Examination (CHSPE), or passing the Wonderlic Basic Skills Test (WBSI) (Page 31 for explanation). The applicants should also have reached compulsory age to be accepted by Aberdeen College. The compulsory age is 16 years old and above as defined by the State of California Department of Education.

Applicants for admission to the Massage Therapy program must provide the following information:

1. A completed admission application.
2. Documentation of the highest level of educational attainment.
3. Pay the non-refundable registration fee: \$100.00.

**Graduation Requirements:**

Pass all modules, course, and terms demonstrating knowledge of the class material and mastery of the techniques learned

Satisfy all financial obligations

Complete the programs

Pass the program’s final tests

Massage Therapy II			
Certificate Program: 30 Units/ 300 Hours			
Course Number	Course Title	Credits	Clock Hours
HSM-101	History of Massage	3	30
CSD-101	Consultation and Documentation	3.5	35
PNF-713	Proprioceptive Neuromuscular Facilitation	5	50
TUN-711	Tuina	5	50
SHT-717	Shiatsu	5	50
LPM-718	Lymph Massage	3.5	35
CMT-355	Clinical Massage Techniques	5	50



Completion of the Massage Therapy II Program alone does not meet the curriculum and hours required by the California Massage Therapy Council (CAMTC) to apply for certification, as this program only offers 300 hours total. Students without any prior work experience or educational background in Massage Therapy but wish to apply for CAMTC certification should enroll in the Massage Therapy Program instead.

Note that NCBTMB guidelines for national certification now require 750 hours of education and 250 hours of hands-on work experience in massage therapy. Those wishing to pursue national certification with NCBTMB will need to gain additional education and experience before they meet those minimum requirements.

Most massage professional licensing organizations will perform background checks and those with felony or misdemeanor convictions can find themselves denied of professional certificate / license from these organizations.

## Course Descriptions

### HSM 101: History of Massage

**Description:** This course will explain why massage is known as one of the earliest remedial practices for the relief of pain and discomfort, and why massage is a natural and instinctive remedy for some illnesses and injuries. Upon completion of the course, students will be able to name three historic Greeks who professed the benefits of exercise and massage, explain how developments in the 19<sup>th</sup> century influenced modern massage therapy, and why massage practitioners should understand massage history.

**Number of Credits:** 3

**Total hours:** 30

**Prerequisites:** None

### CSD 101: Consultation and Documentation

**Description:** This course illustrates the importance of consultation and documentation in the practice of massage therapy. Students will learn how to screen clients while making appointments, determine the needs and expectations of the clients, and explain why it is important to set policies during the first consultation. They will also be able to define a treatment plan with the information gathered during the consultation. After completing the course, students will be able to determine which records should be kept and the reason(s) they should be updated.

**Number of Credits:** 3.5

**Total hours:** 35

**Prerequisites:** None



**PNF 713: Proprioceptive Neuromuscular Facilitation (PNF)**

**Description:** In this class, we will target therapeutic stretching techniques that are applicable in a multitude of settings. Specific attention will be given to utilizing PNF to improve clients' muscular systems for optimum athletic performance. Students will also learn how to use PNF in for rehabilitation. The class also teaches students how to stretch receptors of the muscle spindle to immediately accommodate a greater muscle length.

**Number of Credits:** 5  
**Total hours:** 50  
**Prerequisites:** None

**TUN 711: Tuina**

**Description:** In this class, students will learn about the Chinese manipulative therapy known as Tuina, which involves treating the areas between the joints (the eight gates) and stimulating acupressure points. Techniques covered include brush, knead, roll, press, and rub. Upon completing the course, students will be able to explain relationship between the body's defensive chi (Wei Qi), the meridians, and the muscles.

**Number of Credits:** 5  
**Total hours:** 50  
**Prerequisites:** None

**SHT 717: Shiatsu**

**Description:** This hands-on class deepens the level of student competency in Shiatsu. Shiatsu is an ancient form of Japanese Bodywork which focuses on working with the energy of the body. Our class works with specific meridian pathways to support a client's overall health by balancing, enhancing and restoring the natural flow of Qi. The practitioner uses gentle acupressure and passive stretches to increase blood flow and to relax muscle tension.

**Number of Credits:** 5  
**Total hours:** 50  
**Prerequisites:** None

**LPM 718: Lymph Massage**

**Description:** In this class, students will learn about the systematic, gentle massage directed toward the superficial tissues, with the intent of enhancing lymph circulation. Topics covered include the influential people in the development of the practice, lymph circulation vs. blood circulation, function and location of lymph nodes, major contraindications to lymph massage, primary technique used in lymph massage, and sequence of movements for lymph massage on an area of the body.



**Number of Credits:** 3.5

**Total hours:** 35

**Prerequisites:** None

### **CMT 355: Clinical Massage Techniques**

**Description:** In this class, students will learn about the techniques used in neuromuscular therapy and muscle energy technique. Topics covered include (central vs. attachment) trigger points and their treatment, post-isometric relaxation vs. reciprocal inhibition, passive positioning and its associated bodywork styles, position release technique and associated positions of ease, superficial fascia vs. deep fascia, myofascial techniques, and the craniosacral system.

**Number of Credits:** 5

**Total hours:** 50

**Prerequisites:** None

## **Computer Office Specialist**

### **Program Description**

The Computer Specialist program provides competency in a broad spectrum of common computer applications. It is designed to develop versatile and proficient entry-level computer specialists who are able to handle word processing, spreadsheet, database, accounting, and presentation applications. It will also provide an introduction to computers, internet and web-site development, and the utilization of social media and email for business purposes.

### **Program Objectives**

Upon completion of the program, students will be able to:

- Demonstrate proficiency in creating and editing word processing documents and working with word processing software.
- Show mastery of spreadsheet applications by creating, editing and working with spreadsheets.
- Exhibit competence in working with financial accounting software.
- Describe the history and function of the internet
- Create professional looking documents and websites
- Utilize the latest internet and electronic communication software

### **Admission Requirements**

Aberdeen College accepts students with one of the following qualifications: a High School Diploma, passing the General Education Development (GED) test, passing the California High School Proficiency Examination (CHSPE), or passing the Wonderlic Basic Skills Test (WBST) (Page 31 for explanation). The applicants should also have reached compulsory age to be accepted by Aberdeen College. The compulsory age is 16 years old and above as defined by the State of California Department of Education.





**Program Information**

Length: 1000 hours, 1 year

Total Units: 50

Subject Area	Course Number	Course Title	Classroom Hours	Lab hours	Credits	Clock Hours
Introduction to Computers	COM100	Introduction to Computers	15	5	1	20
	COM101	Windows I	15	5	1	20
	COM102	Windows II	15	5	1	20
Word Processing	COM110	Word Processing I	60	20	4	80
	COM111	Word Processing II	60	20	4	80
Electronic Spreadsheets	COM120	Electronic Spreadsheet I	60	20	4	80
	COM121	Electronic Spreadsheet II	60	20	4	80
Computerized Accounting	COM130	Computerized Accounting I	30	10	2	40
	COM131	Computerized Accounting II	30	10	2	40
Database	COM140	Database I	30	10	2	40
	COM141	Database II	30	10	2	40
Electronic Communication Tools	COM150	Internet Basics	15	5	1	20
	COM151	Electronic Communications	30	10	2	40
	COM152	Presentation Software	60	20	4	80
Website and Social Media	COM200	Introduction to Website development	60	20	4	80
	COM201	Utilizing Social Media for Business	30	10	2	40
	COM202	Mobile Applications	30	10	2	40
Desktop Publishing	COM210	Desktop Publishing Applications	60	20	4	80
	COM211	Image Editing	60	20	4	80
<b>TOTAL PROGRAM</b>					50	1000
					Credits	Hours



In this Program, 20 Clock Hours=1 Unit

## Course Descriptions

### **COM100 Introduction to Computers**

Good computer skills are necessary in nearly any business environment. Students will learn both computer concepts and terminology which will help them acquire critical computer skills and experience with commonly used business software in the courses that follow in the Computer Office Specialist program. There will be an introduction to the history of computers, particularly in the business context, and the social implications of the widespread use of computers. Topics will include: computer and Internet basics, hardware, software, networks, file management, data security, web, e-commerce, digital media, and technology career skills including professionalism in communications and conducting business activities.

### **COM101 Windows I**

This course introduces the user to some of the essential features of Microsoft Windows. In addition to the basic concepts of involving start screen, desktop, taskbar, start bar, and charm bar, students will also learn and acquire skills including working with Windows apps, getting and sharing information apps, and working with media apps.

### **COM102 Windows II**

This course moves beyond the basic functions of Microsoft Windows into the more advanced features. Students will gain confidence in adapting the windows environment to their business needs and in keeping with their personal preferences. They will gain additional knowledge in the management of files, customization, security, and devices.

### **COM110 Word Processing I**

This course provides lecture and hands on experience in introducing Microsoft Word. It provides the basic skills necessary to create, format, modify, and print letters, documents, and reports; produce boilerplates and integrate mailing lists and form letters. The student will also develop keyboarding and essential word processing skills.

### **COM111 Word Processing II**

This course provides an in depth look at Microsoft Word for Windows. More advanced features in Word will be discussed and students will be given significant hands-on work to put the theory into practice. Topics include: multipage document development, styles and templates, references, integration with other programs, advanced graphics, building forms, collaborating with coworkers, and customizing Word. Students will also develop advanced document formatting skills while becoming familiar with documents for specialized fields.



**COM120      Electronic Spreadsheet I**

This course is designed to enable the student to gain proficiency in creating, designing and using a computer spreadsheet application such as Microsoft Excel, especially for business applications. The student will learn how to format and enhance spreadsheets, use appropriate functions, interpret data and design templates. Student will gain proficiency through hands on assignments in working with the spreadsheet application.

**COM121      Electronic Spreadsheet II**

This course builds upon the skills gained in the first module. Students gain added proficiency at basic functions while building their knowledge of spreadsheet functions. Special focus of this module include: data analysis, creating charts and graphics, using PivotTables and PivotCharts, preparing worksheets and charts for printing, working with macros and forms, integrating Excel use with other MS Office applications, sharing workbooks and collaboration with colleagues.

**COM130      Computerized Accounting I**

This course will train the student in using QuickBooks, the leading small business accounting package. Students will learn to create company files and set up chart of accounts, customers, jobs, vendors, items, and lists. This hands-on course starts with an introduction to basic accounting terms and concepts, and walks students through the QuickBooks set up process where they will proceed to acquire bookkeeping skills such as tracking time and mileage, paying for expenses, invoicing, and generating statements

**COM131      Computerized Accounting II**

This course builds upon the skills gained in Computerized Accounting 1, and enables students to master QuickBooks. After a brief review of previously learned skills, advanced bookkeeping features will be discussed and then students will learn to apply QuickBooks in managing a business.

**COM140      Database I**

This course is an introduction to relational database management systems. Students will use a relational database management system to create and maintain a database. Students will learn to perform common database tasks such as creating queries, forms, and reports through a case study simulating the day-to-day business needs of a health clinic. Emphasis will be placed on the skills needed to meet user requirements.

**COM141      Database II**

This course moves beyond the basics to provide insights into the more advanced functions of Microsoft Access. Students will learn how to create custom reports, share/integrate/analyze data, use action queries and advanced table relationships, automate tasks with macros, program Visual Basic application code, and manage/secure a database effectively.

**COM150      Internet Basics**

Internet Basics presents the student with a hands-on introduction to the latest Internet concepts and skills to help them become digitally literate computer specialists. Besides the technical side of Internet concepts and



skills, students will also be learn about the societal impact of the Internet by learning about e-business, social media and issues related to data breaches and other privacy concerns.

**COM151      Electronic Communications**

This course provides an overview of electronic communications as used in an office setting, with a special emphasis placed on the Microsoft Outlook software. Topics include: email fundamentals and management, scheduling, virus protection, message content enhancement, and wireless / mobile computing and emerging technologies.

**COM152      Presentation Software**

This course provides a foundation for creating, modifying and delivering presentations. Topics include: creating a presentation, formatting content, collaborating with others, managing a presentation, creating output and delivering a presentation. The student will learn how effectively use and integrate images, audio and video, and how to animate the presentation. Working with templates, designing templates and developing quality presentations will be a focus. Designing stylish yet practical and readable presentations will also be discussed.

**COM200      Introduction to Website Development**

This course will provide a basic understanding of the methods and techniques of developing a simple but professional web site. Using the current web standards for html, students will be instructed on creating and maintaining a simple web site. After the foundation language has been established, the aid of a web editor will be introduced. The course will also provide an introduction to useful programming languages and resources for further study.

**COM201      Utilizing Social Media for Business**

Businesses are utilizing social media strategies in numerous creative ways. This course will introduce the student to a variety of social media applications and provide hands on experience with each of them. Strategies for utilizing social media will be considered. Other Topics include: Blogging, creating content that grabs attention, Getting noticed (S.E.O.) on the web, Twitter, Facebook, Instagram, and other emerging technologies and how to use them in business.

**COM202      Mobile Applications**

The increased use of mobile phones to access information requires understanding how to optimize your website for mobile phones. Mobile Applications for iPhone and Android have created another way to utilize technology for business purposes. In this class, students will learn about the basic concepts of mobile app development and develop simple mobile apps.

**COM210      Desktop Publishing Applications**

This course emphasizes intensive use of desktop publishing software including MS Word, MS Publisher, Adobe Photoshop and Adobe Illustrator to create publications such as letterheads, resumes, fliers, posters, brochures, reports, newsletters, and business cards. Topics include: Desk top Publishing concepts, Desktop



publishing software, publication page layout, basic graphic design, designing desktop publications as a team, and practical applications.

**COM211      Image Editing**

In this class, students will learn how to edit, enhance, and get creative with their photographic images. Photoshop is a powerful photo editing program that is a great way to get more out of your photos. Many of the program's tools along with photo retouching techniques will be discussed. Topics include: Layers; file formats; program screen layout; toolbox and tool options; selection tools; crop; layer properties; quick fixes, basic video editing, and preparing files for web usage.

## **Computer Graphic Design**

### **Program Description**

The Computer Graphic Design program provides competency in a broad spectrum of traditional and digital graphic design skills. It is designed to develop versatile and proficient graphic designers who are able to provide professional-level graphic design services using software applications including Photoshop, Illustrator, InDesign and Dreamweaver, in addition to traditional skills including drawing, typography, logo design, watercolor painting, and ink art.

### **Program Objectives**

Upon completion of the program, students will be able to:

- Edit images using Photoshop
- Create digital drawings using Illustrator
- Produce desktop publishing documents using InDesign
- Design and develop web pages and web sites using Dreamweaver
- Discuss graphic design history and theory in a knowledgeable manner
- Exhibit competency in essential graphic design skills including drawing and typography
- Apply traditional fine arts techniques and aesthetics to graphic design projects

### **Admission Requirements**

Aberdeen College accepts students with one of the following qualifications: a High School Diploma, passing the General Education Development (GED) test, passing the California High School Proficiency Examination (CHSPE), or passing the Wonderlic Basic Skills Test (WBST) (Page 31 for explanation). The applicants should also have reached compulsory age to be accepted by Aberdeen College. The compulsory age is 16 years old and above as defined by the State of California Department of Education.

### **Program Information**

Length: 900 hours, 1.25 year (5 quarters)

Total Units: 60



Subject Area	Course Number	Course Title	Credits	Clock Hours
Essential Graphic Design Skills	ART101g	Drawing I	3	45
	ART102g	Drawing II	2	30
	ART103g	Drawing III	2	30
	ART111g	Typography I	2	30
	ART112g	Typography II	2	30
Graphic Design Fundamentals	ART150g	History of Graphic Design	2	30
	ART160g	Graphic Design Theory	2	30
Applied Graphic Design	ART180g	Logo Design and Branding	2	30
	ART190g	Portfolio	4	60
Fine Arts	ART130g	Introduction to Watercolor	2	30
	ART140g	Introduction to Ink Art	2	30
Computer Basics	COM100g	Computer Basics	3	45
Image Editing	COM211g	Photoshop I	4	60
	COM212g	Photoshop II	4	60
Vector Graphics Editing	COM221g	Illustrator I	4	60
	COM222g	Illustrator II	4	60
Desktop Publishing	COM231g	InDesign I	4	60
	COM232g	InDesign II	4	60
Web Design & Development	COM201g	Dreamweaver I	4	60
	COM202g	Dreamweaver II	4	60
TOTAL PROGRAM			60 credits	900 Hours

In this Program, 15 Clock Hours=1 Unit



## Course Descriptions

### **ART101g      Drawing I**

Drawing is one of the fundamental skills a graphic design artist must have. Even with digital substitutes such as drawing tablets and Adobe Illustrator, hand drawn sketch remains one of the most powerful, efficient, and quick ways to visualize designs and communicate ideas. In this class the students will get to learn about and practice in the following key areas: principles of good drawing, fundamental techniques, and composition guidelines. The knowledge and skills acquired in this class will be applicable to both hand drawn and digitally created sketches and drawings.

### **ART102g      Drawing II**

In this class, students will further develop their drawing skills after having acquired a solid understanding of the principles and communication techniques involved in traditional drawing from Drawing I. Using the human face and figure as the emphasized subject, students will learn new drawing techniques while refining what they have learned in Drawing I.

### **ART103g      Drawing III**

In this class, students will further develop their drawing skills after having acquired a solid understanding of the principles techniques involved in depicting organic matters such as muscle and hair from Drawing II. Using a variety of mammal animals as the emphasized subjects, students will learn new drawing techniques while refining what they have learned in Drawing II.

### **ART111g      Typography I**

Typography, or the art of designing with type, is one of the cornerstones of a graphic designer's skill set. This class will cover multiple aspects of typography including stroke weight, syntax, legibility, and structure. Students will learn to apply fundamental concepts to their typographical designs.

### **ART112g      Typography II**

In this class, students will learn to apply fundamental concepts while also be exposed to current and new trends of typography in media, time, and motion. Several educational case studies to be explored in this class will offer students a keen insight into the typographic design process.

### **ART130g      Introduction to Watercolor**

Watercolor painting is an art form with a very long history and found within many different cultures. Mastery of this form of expression will help expand an artist's practical skill set while honing other abilities essential to other fine arts disciplines. In this class, students will learn about techniques and composition principles associated with watercolor painting. They will also be given the opportunity to apply them to painting projects.



**ART140g Introduction to Ink Art**

In this class, students will learn basic ink art techniques from both Western (pen based) and Eastern (brush based) approaches to foster an appreciation of the aesthetics of two fundamentally distinct disciplines that will help them develop their own personal style.

**ART150g History of Graphic Design**

This course surveys the history of graphic design, covering its evolution from the 19th century to the present day. Students will learn about how historical, societal, political, cultural, and economical factors have helped shape and influence the development of styles of graphic design in the decades during the last two centuries. This will in turn provide the students with a better grasp of current trends and predict what the future holds for graphic design.

**ART160g Graphic Design Theory**

This course will explore the complex theories underlying the discipline of graphic design, covering topics that include communication models, visual representation as a system of signs, cognitive approaches to design, modernism, postmodernism, and the social, cultural, and material contexts of contemporary graphic design. Upon successful completion of this course, the student will be able to apply theory in a modern graphic design practice to improve their work.

**ART180g Logo Design and Branding**

Brand identity design deals with the visual aspects of a company or organization's identity. Graphic design artists are often tasked with finding a quick and effective way to express a company or organization's values through a symbolic image. In this course students will learn about the design process of creating a logo and developing a brand identity, a skill set that is useful to market both themselves and their clients.

**ART190g Portfolio**

The purpose of this course is to help graduating Graphic Design students develop a body of professional quality design work designed to showcase their strengths and creativity and help them launch professional careers. As it is a graduating class, students are expected to have successfully completed most courses in the Computer Graphic Design curriculum, so they can apply the skills taught in the other courses into developing their portfolios. Students are expected to be well rounded enough and offer both traditional and digital work samples in their portfolio in order to receive a Passing grade.

**COM100g Computer Basics**

Computer skills are indispensable for the modern graphic design artist. It can be used during any stage of the design process, from the rapid production of proof of concept to explore ideas during the creative process to the final layout and actual production of a completed design. As new graphic designers entering the field are expected to be well versed in application packages such as Photoshop, Illustrator, etc., a fundamental understanding of how computers work will help reduce the learning curve when mastering a new software package that is essential to the craft. In this class the student will learn the basics of





operating a personal computer, skills that will be applicable to virtually all the software tools they will be learning to use.

**COM201g Dreamweaver I**

The modern graphic design artists often find themselves working in web design related projects. Those with a working knowledge of a web design and development application, such as Dreamweaver, will have a competitive edge by offering clients a one-stop solution that offers both graphic design and web development. Having an understanding of the underlying technical requirements of web development also enables the graphic designer to make a visual approach that complements rather than taxes the functional side of web pages. This course will provide a basic understanding of the methods and techniques of developing simple but professional looking web page. Topics to be covered in this course include text, CSS, links, images, tables, HTML, tags and code, page layout, and CSS troubleshooting.

**COM202g Dreamweaver II**

In this course, students will build upon the skills they have acquired in Dreamweaver I which allow them to build web pages and learn to build websites for mobile device, bring their pages to life with interactivity / forms / multimedia, manage websites, and unleash the power of Dreamweaver with reusable page elements, templates, and customization. The student will learn about the concepts related to server-side programming.

**COM211g Photoshop I**

In this class, students will learn the basics of digital imaging using Adobe Photoshop, the industry standard tool for manipulating digital images. Photoshop is a powerful photo editing program that is a great way to get more out of your photos. Students will learn to use programs, tools, layers, and palettes to improve and edit photo composites and original artwork, transforming them into concept design elements. By the end of this class, the students will be familiar with Photoshop enough to tackle its more sophisticated features, which will be explored in the Photoshop II class.

**COM212g Photoshop II**

In this class, students will continue what they have started in Photoshop I and learn about the more advanced features in Photoshop. Photoshop is a powerful image editing program that helps graph design artists to get more out of their artworks and photos. Many of the program's tools along with photo imaging techniques will be discussed. Topics covered in this class include: vector drawing techniques, advanced compositing, painting with the mixer brush, editing video, working with Camera Raw, preparing files for web usage, producing and printing consistent color, and printing 3D files.

**COM221g Illustrator I**

In this class, students will learn the basics of digital drawing using Adobe Illustrator, the industry standard illustration application for print, multimedia, and online graphics that offers graphic designers the tools needed to get professional quality results in print publishing, multimedia graphics, web pages, and online content. Topics that will be covered in this class include: familiarizing with the work area, acquiring techniques for selecting artwork, using shapes to create artwork, transforming artwork, using drawing tools to



create an illustration, using color and patterns to enhance signage, and adding type to a poster. Students who complete this course successfully will be able to proceed to learn about Illustrator's other advanced features in the follow-up course, Illustrator II.

**COM222g      Illustrator II**

In this class, students will continue to build upon what they have learned in Illustrator I and learn about advanced features and tools available in Adobe Illustrator, the industry standard illustration software application. Topics covered in this class include: layers, blending colors and shapes, brushes, effects, graphic styles, perspective, symbols, cross-application functionalities, and web content prep. By the end of the course, students should be comfortable creating graphic design contents using Illustrator due to their familiarity with many of the software's tools and features.

**COM231g      InDesign I**

In this course, students will learn the basics of digital desktop publishing using Adobe InDesign, a powerful tool that enables graphic design artists to create digital/online content for tablet devices and printed works like books, brochures, flyers, newspapers, and posters from a personal computer. The main topics to be covered in this course include document setup, objects manipulation, text flow and editing, typography, and colors. Students who complete this course successfully will be able to proceed to learn about InDesign's other features in the follow-up course, InDesign II.

**COM232g      InDesign II**

In this class, students will continue to build upon what they have learned in InDesign I and learn about other features and tools available in Adobe InDesign, the industry standard desktop publication software. Topics covered in this class include: styles, graphics importation and modification, tables creation, transparency, printing, exporting, PDF file creation with form fields, fixed-layout EPUB creation and reflowable EPUB creation. By the end of the course, students should become well versed with the major InDesign features and tools to create visually striking online content and printed materials.

**COURSE TEXT BOOKS****Health Claims Examiner/Medical Biller**

Name of Book	Author	Publisher	ISBN	Cost
Guide to Health Claims Examining 2 <sup>nd</sup> Edition	Prentice Hall Pearson	ICDC Publishing Inc	978-0-19389-4	53.96
Medical Terminology: an Anatomy and Physiology systems Approach, 2 <sup>nd</sup> Edition	Fremgen, Bonnie F. Fruch, Suzanne S.	Prentice Hall Pearson	978-0-130-31182-5	66.88
Medical Billing and Coding Demystified, 1 <sup>st</sup> edition	Burgos, Marilyn	McGraw-Hill Professional	978-0-071-47220-3	20.85
Medical Billing 101, 1 <sup>st</sup> edition	Rimmer, Michelle M.	Thomson Delmar Learning-Cengage	978-1-418-03975-2	67.40
The Practice of Health Claims Examining	Prentice Hall Pearson	ICDC Publishing Inc.	978-0-813-81424-7	40.84
Clinical Skills for Healthcare Assistants	Ingram, Paula Lavery, Irene	Wiley	978-0-470-51071-1	35.14
Applied Dental Materials 9 <sup>th</sup> edition	John F. McCabe	Wiley-Blackwell	978-1-405-13961-8	80.74

**Medical Office Specialist**

Name of Book	Author	Publisher	ISBN	Cost
Administrative procedures for Medical Assisting with Student CD	Booth	Career Education McGraw	978-0-26127-0	103.74
Clinical Procedures for Medical Assistants-Text and Virtual Medical Office Package 7 <sup>th</sup> edition	Saunders-Elsevier	Bonewi-West	978-0-083-27127-0	107.35
Illustrated Guide to medical terminology 1 <sup>st</sup> edition	Davies, Juanita	Thomson Delmar Learning Cengage	978-1-401-87919-8	54.10
Anatomy and Physiology Revealed Version 2.0 CD	Ohio 2008	McGraw-Hill	978-0-073-37807-7	42.75
Case Studies for the Medical Office	Sanderson, Susan M.	McGraw-Hill	978-0-173-25480-7	61.28
Computers in the Medical office with Student CD-Rom	Sanderson 2005	Career Education	978-0-072-97411-9	77.90



**Textbooks for the Massage Therapy Program**

Name of Book	Author	Publisher	ISBN	Cost
<i>Theory &amp; Practice of Therapeutic Massage , 5<sup>th</sup> Edition</i>	Mark F.Beck	Milady	9781435485242	82.37
<i>Trail Guide to the Body &amp; Trail Guide to the Body, 4<sup>th</sup> Edition,</i>	Andrew Biel	Books of Discovery	9780982663400	49.98
<i>Fundamentals of Anatomy and Physiology, 3<sup>rd</sup> Edition</i>	Donald C. Rizzo	Cengage	9781435438712	69.82
<i>The Balanced Body: A Guide to Deep Tissue and Neuromuscular Therapy with CDROM, 3<sup>rd</sup> edition</i>	Donald Scheumann	Lippincott Williams & Wilkins	9780781763080	63.62
<i>A Massage Therapist's Guide to Pathology, 5<sup>th</sup></i>	Ruth Werner	Lippincott Williams & Wilkins	9781608319107	52.75
<i>Stedman's Medical Dictionary for the Health Professions and Nursing, 7<sup>th</sup> Edition</i>	Stedman	Lippincott Williams & Wilkins	9781608316922	36.89
<i>Medical Conditions and Massage Therapy: A Decision Tree Approach (LWW Massage Therapy and Bodywork Educational Series)</i>	Tracy Walton	Lippincott Williams & Wilkins	9780781769228	59.24
<i>Massage: A Career at Your Fingertips</i>	Martin Ashley JD LMT	Enterprise Publishing	9780964466258	25.95
<i>Kinesiology: The Mechanics and Pathomechanics of Human Movement</i>	Carol A Oatis, PT, PhD	Lippincott Williams & Wilkins	9780781774222	85.15
<i>Basic Clinical Massage Therapy: Integrating Anatomy and Treatment Second Edition</i>	Clay, James H. and David M. Pounds	Lippincott Williams & Wilkins	9780781756778	58.11
<i>Traditional Chinese Medicine: An Authoritative and Comprehensive Guide</i>	Henry Lu	Basic Health Publications	9781591201328	19.95
<i>Kinesiology For Manual Therapies</i>	Nancy Dail, Tim Agnew and RT. Floyd	McGraw Hill	978-0073402079	82.72
<i>Reflexology: the Definitive Practitioners's Manual</i>	Beryl Crane	Thorson's	97818620412157	19.99

**Textbooks for the Massage Therapy II Program**

Name of Book	Author	Publisher	ISBN	Cost
<i>Theory &amp; Practice of Therapeutic Massage , 5<sup>th</sup> Edition</i>	Mark F.Beck	Milady	9781435485242	82.37
<i>Facilitated Stretching, 4<sup>th</sup> Edition with Online Video</i>	Robert McAtee, Jeff Charland	Human Kinetics	9780736000666	34.95
<i>Chinese Tui Na Massage: The Essential Guide to Treating Injuries, Improving Health &amp; Balancing Qi</i>	Xiangcai Xu	YMAA Publications Center	9781886969049	13.98
<i>Shiatsu Theory and Practice, 3<sup>rd</sup> Edition</i>	Carola Beresford-Cooke	Singing Dragon	978184819308-6	56.66
<i>Foundations of Manual Lymph Drainage, 3<sup>rd</sup> Edition</i>	Michael Földi, Roman StröBenreuther	Elsevier Mosby	9780323030649	40.89

**Textbook List for Computer Office Specialist**

<i>Computer Concepts: Illustrated Introductory 9<sup>th</sup> Edition</i>	June Jamrich Parsons and Dan Oja	Course Technology, Cengage Learning	978-1133526162	130.95
<i>Microsoft Windows 8: Illustrated Introductory 1<sup>st</sup> Edition</i>	Steve Johnson	Course Technology, Cengage Learning	978-1285170220	74.95
<i>Microsoft Word 2013: Illustrated Complete 1<sup>st</sup> Edition</i>	Jennifer Duffy	Course Technology, Cengage Learning	978-1285093116	146.95
<i>Keyboarding and Word Processing Essentials, Lessons 1-55 19<sup>th</sup> Edition</i>	Susie H. VanHuss, Connie M. Forde, Donna L. Woo and Vicki Robertson	South-Western, Cengage Learning	978-11335888948	124.95
<i>Keyboarding and Word Processing Essentials, Lessons 56-110 19<sup>th</sup> Edition</i>	Susie H. VanHuss, Connie M. Forde, Donna L. Woo and Vicki Robertson	South-Western, Cengage Learning	978-11335888962	139.95
<i>Step by Step: Microsoft Excel 2013</i>	Curtis D. Frye.	Microsoft Press	978-0735681019	29.99
<i>QuickBooks 2015: The Missing Manual: The Official Intuit Guide to QuickBooks 2015 1<sup>st</sup> Edition</i>	Bonnie Biafore	O'Reilly Media	978-1-4919-4713-5	39.99
<i>New Perspectives on Microsoft Access 2013, Comprehensive Enhanced Edition 1<sup>st</sup> edition</i>	Joseph J. Adamski, Kathleen Finnegan and Sharon Scollard	Course Technology, Cengage Learning	978-1305501133	171.95
<i>Discovering the Internet: Complete (Shelly Cashman Series) 5<sup>th</sup> Edition</i>	Gary B. Shelly and Jennifer T. Campbell	Course Technology, Cengage Learning	978-1285845401	143.95
<i>Microsoft Outlook 2013 Step by Step</i>	Joan Lambert and Joyce Cox	Microsoft Press	978-0735669093	29.99
<i>Microsoft PowerPoint 2013: Complete (Shelly Cashman Series) 1<sup>st</sup> Edition</i>	Susan L. Sebok	Course Technology, Cengage Learning	978-1285167893	134.95



<i>Adobe Dreamweaver CC Classroom in a Book (2014 release)</i>	James J. Maivald	<i>Adobe Press</i>	978-0133924404	59.99
<i>Groundswell: Winning in a World Transformed by Social Technologies (Expanded and Revised 2001 Edition)</i>	Charlene Li and Josh Bernoff	<i>Harvard Business Review Press</i>	978-1422161982	18.00
<i>Programming with Mobile Application: Android, iOS, and Windows Phone 7 1<sup>st</sup> Edition</i>	Thomas J. Duffy	<i>Course Technology, Cengage Learning</i>	978-1133628132	99.95
<i>Introduction to Desktop Publishing with Digital Graphics, Student Edition 1<sup>st</sup> Edition</i>	Kevin Niemeyer	<i>McGraw-Hill Education, Glencoe</i>	978-0078729133	104.59
<i>Adobe Photoshop CC Classroom in a Book (2014 release)</i>	Brie Gyncild and Andrew Faulkner	<i>Adobe Press</i>	978-0133924442	59.99

**Textbook List for Computer Graphic Design**

<i>Drawing for the Absolute and Utter Beginner</i>	Claire Watson Garcia	<i>Watson-Guption</i>	978-0823013951	19.95
<i>Drawing the Head and Figure</i>	Jack Hamm	<i>Perigee Books</i>	978-0399507915	12.95
<i>How to Draw Animals</i>	Jack Hamm	<i>Perigee Books</i>	978-0399508028	12.95
<i>Typographic Design: Form and Communication, 6<sup>th</sup> Ed.</i>	Rob Carter, Philip B. Meggs, Ben Day, Sandra Maxa and Mark Sanders	<i>Wiley</i>	978-1118715765	65.00
<i>Watercolor Basics: Let's Get Started</i>	Jack Reid	<i>North Light Books</i>	978-0891348672	19.99
<i>Pen &amp; Ink Techniques (Dover Art Instruction)</i>	Frank Lohan	<i>Dover Publications</i>	978-0486474564	11.95
<i>The Art of Chinese Brush Painting</i>	Maggie Cross	<i>Crowood Press</i>	978-1847972897	45.00
<i>Graphic Design: A New History, 2<sup>nd</sup> Ed.</i>	Stephen J. Eskilson	<i>Yale University Press</i>	978-0300172607	65.00
<i>Graphic Design Theory (Graphic Design in Context), 1<sup>st</sup> Ed.</i>	Meredith Davis	<i>Thames &amp; Hudson</i>	978-0500289808	45.40
<i>Logo Design Love: A Guide to Creating Iconic Brand Identities, 2<sup>nd</sup> Ed.</i>	David Airey	<i>Peachpit Press</i>	978-0321985200	39.99
<i>The Graphic Designer's Guide to Portfolio Design, 3<sup>rd</sup> Ed.</i>	Debbie Rose Myers	<i>Wiley</i>	978-1118428146	45.00
<i>Computer Concepts: Illustrated Introductory 9<sup>th</sup> Edition</i>	June Jamrich Parsons and Dan Oja	<i>Course Technology, Cengage Learning</i>	978-1133526162	130.95



<i>Dreamweaver CC: The Missing Manual 2<sup>nd</sup> Ed.</i>	David Sawyer McFarland and Chris Grover	<i>O'Reilly Media</i>	<i>978-1491947203</i>	<i>49.99</i>
<i>Adobe Photoshop CC Classroom in a Book (2014 release)</i>	Brie Gyncild and Andrew Faulkner	<i>Adobe Press</i>	<i>978-0133924442</i>	<i>59.99</i>
<i>Adobe Illustrator CC Classroom in a Book (2014 Release) 1<sup>st</sup> Ed.</i>	Brian Wood	<i>Adobe Press</i>	<i>978-0133905656</i>	<i>59.99</i>
<i>Adobe InDesign CC Classroom in a Book (2015 Release)</i>	Kelly Kordes Anton and John Cruise	<i>Adobe Press</i>	<i>978-0134310008</i>	<i>59.99</i>



**EQUIPMENT LISTS FOR EACH PROGRAM**

**Health Claims Examiner/ Medical Biller Equipment List**

Name	Used	Rented	Leased	Owned
Billing Procedural Coding References				YES
Medical Office Software				YES
Word Processing Software				YES
Medical Claims Software				YES
Anatomical Charts				YES
Anatomical Models				YES
Anatomical Software				YES
Personal Computers				YES

**Medical Office Specialist Equipment List**

Name	Used	Rented	Leased	Owned
MS WORD Software				YES
Computer				YES
Mouse				YES
Keyboard				YES
White Board				YES
Television				YES
Projector				YES
Medical Software				YES
Monitor				YES

**Computer Office Specialist Equipment List**

Description	Rented	Leased	Owned
Computer, Monitor and accessories			<b>YES</b>
Software			<b>YES</b>
Projection equipment			<b>YES</b>
Copier/ Printer			<b>YES</b>





**Equipment List for Massage Therapy I & II**

Item	Description	Used	Rented	Leased	Own
PC	Each classroom is equipped with a PC				Yes
Monitor	Each Classroom is equipped with a large monitor or projection equipment				Yes
Keyboard	Each Classroom equipped with PC				Yes
Mouse	Each Classroom equipped with PC, software and accessories				Yes
Printer	A variety of Printers				Yes
Copier	Canon Image Runner Copier				Yes
Projector	Projection and Presentation Software				Yes
Television	Westinghouse Large Flat Screen TV				Yes
Massage Table	Ironman Astoria Massage Table w/ Warming Pad				Yes
Heat Therapy Unit	Infrarex Hand Held Heat Therapy Unit				Yes
Ice Massage Tool	Fabrication Industries CryoCup Ice Massage tool				Yes
Heat	Fabrication Enterprises Prossage Heat				Yes
Gel	Fabrication Enterprises Bio Freeze Gel				Yes
Massage Tool	Acuforce 3.0 Massage Tool Weighted Physical Therapy				Yes
Physical Therapy Tool	Acuforce Massage Star XL Weighted Physical Therapy Tool				Yes
Massage Chair	StrongLite Ergo-Pro Massage Chair				Yes
Anatomical Charts	Trigger Points, Reflexology, Anatomical, etc.				Yes

**Computer Graphic Design Equipment List**

Description	Rented	Leased	Owned
Drawing and Painting tools and supplies			Yes
Computer, Monitor and accessories			Yes
Software	Yes		
Projection equipment			Yes
Copier/ Printer			Yes



### Academic Calendar 2017

<b>Winter Quarter 2017</b>	
Student Registration and Orientation	Jan 3-6
Beginning of Quarter/First Day of Classes	Jan 9
Last day to add classes or register late	Jan 13
Martin Luther King, Jr. Day – Academic Holiday * Monday classes will meet on Saturday, Jan 21 for make-up session	Jan 16
Last day to drop classes	Jan 20
Last day to withdraw from classes with a passing grade “WP”	Feb 17
Presidents’ Day – Academic Holiday	Feb 20
Last day of classes	Mar 20
Final Examinations	March 14-20
End of Quarter	March 20

<b>Spring Quarter 2017</b>	
Student Registration and Orientation	Apr 3-Apr 7
Beginning of Quarter/First Day of Classes	Apr 10
Last day to add classes or register late	Apr 14
Last day to drop classes	Apr 21
Last day to withdraw from classes with a passing grade “WP”	May 19
Memorial Day – Academic Holiday	May 29
Last day of classes	Jun 19
Final Examinations	Jun 13-19
End of Quarter	Jun 19



<b>Summer Quarter 2017</b>	
Student Registration and Orientation	Jul 3, 5-7
Beginning of Quarter/First Day of Classes	Jul 10
Last day to add classes or register late	Jul 14
Last day to drop classes	Jul 21
Last day to withdraw from classes with a passing grade “WP”	Aug 18
Labor Day – Academic Holiday	Sep 4
Last day of classes	Sep 18
Final Examinations	Sep 12-18
End of Quarter	Sep 18

<b>Fall Quarter 2017</b>	
Student Registration and Orientation	Oct 2-6
Columbus Day/Indigenous People’s Day – Academic Holiday	Oct 9
Beginning of Quarter/First Day of Classes	Oct 10
Last day to add classes or register late	Oct 16
Last day to drop classes	Oct 23
Columbus Day/Indigenous People’s Day – Academic Holiday	Oct 10
Veterans Day (Observed) – Academic Holiday * Friday classes will meet on Saturday, Nov 4 for make-up session	Nov 10
Last day to withdraw from classes with a passing grade “WP”	Nov 20
Thanksgiving – Academic Holiday	Nov 23-24
Last day of classes	Dec 22
Final Examinations	Dec 12-13, 18, 21-22
End of Quarter	Dec 22