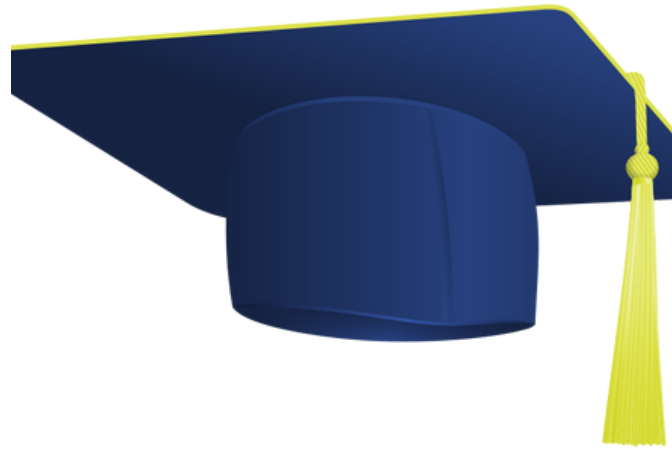




THE PROVIDENCE COLLEGE



CATALOG

JUNE 1, 2022 – JUNE 1, 2023

(562) 949-0449 FAX (562) 949-9868
www.theprovidencecollege.org

Classes will be held at:

**9471 E. SLAUSON AVENUE
PICO RIVERA, CALIFORNIA 90660**

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GENERAL INFORMATION

Approval Disclosure Statement

The Providence College is a private Institution, that is approved to operate by the bureau, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. An institution may not imply that the Bureau endorses programs, or that Bureau approval means the institution exceeds minimum state standards.

*****Approval to operate indicates that the institution meets minimum state standards as set forth in the California Private Postsecondary Education Act of 2009 and Division 7.5 of the Title 5 of the California Code of Regulations***

Our renewal to operate was reviewed by the Bureau for Private Postsecondary Education and extended with a current approval to 2023

"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".

Instruction is in residence with a facility occupancy level that will accommodate 20 students. All instructions are delivered at:
**9471 E. SLAUSON AVENUE
PICO RIVERA, CALIFORNIA 90660**

California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying the fact. The Providence College awards its graduates a diploma/ completion certificate as an acknowledgment of their accomplishment and graduation from The Providence College.

Prospective students are encouraged to visit the physical facilities of the College and to discuss personal educational and occupational plans with the College personnel prior to enrolling or signing enrollment agreements. The Providence College does not have assistance programs to provide the student the opportunity to finance their tuition and fees in the form of a loan.

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the College Director, N'DriAboli, President .

Unresolved complaints may be directed to the Bureau for Private Postsecondary Education,
1747 North Market, Suite 225, Sacramento, CA 95834, P.O. Box 980818, West Sacramento, Ca. 95798-0818
Web Site: www.bppe.ca.gov, Toll-free telephone number (888) 370-7589 or by fax (916) 263-1897. (916) 574-8900

"A student or any member of the public may file a complaint about this College with The Bureau for Private Postsecondary

Education by calling Toll Free Number 1 (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's internet web site www.bppe.ca.gov".

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

**Address: 1747 North Market, Suite 225, Sacramento, CA 95834,
P.O. Box 980818, West Sacramento, CA 95798-0818
Web Site Address: www.bppe.ca.gov
Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897
(916) 574-8900 or by fax (916) 263-1897**

" Prior to enrollment, an institution shall provide a prospective student, either in writing or electronically, with a College catalog.

The Providence College Catalog Updates

Updates to this catalog are made annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog. A copy of the catalog will be provided to each prospective student or interested person and to the perspective student at the time of the initial interview, via email or on our website, and given to each student in the enrollment procedure A copy of the catalog will be provided to each prospective student at the time of the initial interview, via email or on our website.

The Providence College is not accredited and at this time has NO DEGREE programs accredited by any accrediting agency recognized by the United States Department of Education.

CLASSES AVAILABLE:

Monday thru Thursday Morning Class 9:00 A.M. -1:00 P.M.
Monday thru Thursday Afternoon Class 1:30 P.M. -5:30 P.M.

Administration & Staff

College Director	N'dri, Aboli B.A.,M.A, EDD In progress
Director of Admissions	Cynthia Cuellar, A.A Psychology
Student Services	Makou Aboli M.A.Education
Placement Specialist	Ndri Aboli

Faculty

Computerized Medical Billing I	Nerissa Charles,Certified in Medical Billing
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Computerized Medical Billing I (ON-LINE) (Inactive/Not Applicable)	Amari Whyte El, Certified in Medical Billing
Computerized Medical Billing II	Nerissa Charles, Certified in Medical Billing
Microcomputer Office Specialist	Nerissa Charles, Certified in Medical Billing

All faculty members meet the qualifications determined by 94909 (a) (7)

The Providence College's Instructors have been chosen from the Professional community as they excel in their field of Instruction. All Faculty are qualified and have met the minimum standards set forth by regulation 5, CCR 71720. Instructors are encouraged to inspire students to achieve career goals through their attainment of knowledge, skills and self-confidence.

Instructors attend continuing education and/or subject upgrade with teaching methodology and professional development skills as they relate to their field.

Diploma Programs

Computerized Medical Billing I	240 Hours	16.0 Sem. Credit Hours
Computerized Medical Billing 1 (Distance Education)	240 Hours	16.0 Sem Credit Hours
Computerized Medical Billing II	720 Hours	48 Sem. Credit Hours
Microcomputer Office Specialist	600 Hours	40 Sem. Credit Hours
A+ Computer Repair Technician	720 Hours	48 Sem. Credit Hours

Institution Mission

The Providence College's mission is to provide high quality training programs that will give students the knowledge and technical proficiency that will make them employable for entry-level positions upon graduation in their chosen career.

The Providence College's philosophy is in providing students with the opportunities to recognize their own potential through the development of new skills, preparing the student to enter their new career and meet the needs of business and industry where they can benefit each other.

As well as our offerings of classroom approved programs, we offer on-line (Distance Education) courses in Computerized Medical Billing I and Computerized Medical Billing II, to meet the growing demands, in working with employers, attempting to stay abreast with the current needs of employers and the public requests.

Goals and Objectives:

The Providence College's primary goal is to provide quality programs and training that will enable students to successfully complete the program and upon graduation be placed in an entry-level career position in their chosen field. The Providence College's following objectives support the College's goals:

- * to provide quality "hands-on" training.
- * To maintain current, up-to-date training equipment and materials.
- * To assure programs that are responsive to employer needs.
- * To assist graduates with effective placement preparation and assistance programs.

History

The Providence College was founded in 1979 and started the College with a security and investigation training program. In keeping current with changing technology, The Providence College added the computer training program to its offerings and Medical Billing programs, and on-line Medical Billing programs in 2022 to meet the current needs of the job markets.

Semester Credit Hour Measure

A Semester Credit Hour (Unit) equals one or any combination of 15 hours of lecture/theory equals 1 semester unit, 30 hours of laboratory/demonstration equals 1 semester unit and 45 hours clinical/externship/work-based activity equals 1 semester unit. A clock hour is defined as "A period of sixty (60) minutes with a minimum of fifty (50) minutes of instruction and 10 minutes allowed for student break. This formula complies with the Federal 34 CFR.

Academic Year Definition

The academic year for programs less than 24 semester credit hours is 32 weeks. The academic year for programs with at least 24 semester credit hours is 36 weeks (48 if beyond 2 semesters).

Transfer of Credit Policy

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

The transferability of credits you earn at The Providence College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate or diploma you earn in **the educational program** is also at the complete discretion of the institution to which you may seek to transfer. If the certificate or diploma that you earn at this Institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at the institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending The Providence College to determine if your credits or certificate or diploma will transfer.

If a student obtains a loan to pay for the educational program, the student will have the responsibility of 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 money not paid from federal financial aid funds.

The institution **DOES NOT HAVE A PENDING PETITION IN BANKRUPTCY**, operating as a debtor in possession, and has not filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United

States bankruptcy code (11 U.S.C. SEC 1101 ET SEQ).

The College does not offer dormitory/housing facilities or have access under its control. The availability of housing located reasonably near the College is the responsibility of the student to seek out and obtain. No facilities are recommended or sponsored by this College. This will be the responsibility of each student on their own.

The College has no responsibility to find or assist a student in finding housing.

The availability of housing located reasonably near the College facilities are numerous apartments and an estimation of the approximate cost or range of cost of the housing is \$ 1,200.00 to \$ 1,800.00 per month, depending on what the student is looking to rent.

This College has not entered into an articulation or transfer agreement with any other Institution or College or University that provides for the transfer of credits earned in the program of instruction.

This College **DOES NOT OFFER** visa services or **WILL NOT** vouch for student status, and has no associated charges for this service.

Instruction will occur in **English Only**

The level of English language proficiency required of students accepted to the training will 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 high school diploma, GED or passage of the California high school proficiency exam as demonstrated by possession of a high school diploma, GED or passage of the California high school proficiency exam. **OR ABILITY-TO-BENEFIT TEST.**

The student will document their proficiency by producing a High School/GED or ability-to-benefit test prior to enrollment.

English language services are not provided, such as translators or ESL classes at this College.

COLLEGE POLICIES AND INFORMATION

Physical Description of College

The Providence College occupies approximately 1,200 square feet in a traditional campus facility located at 9471 E. Slauson Avenue, Pico Rivera, California 90060, with ample parking. The College maintains a comfortable environment for students. The average classroom ratio is 1 Instructor to 15 students. with a maximum capacity of 20 students. Equipment used in the training classrooms include up-to-date computers, and a library with computer and internet access for student research and materials.

Admissions Policy

Applicants must be 18 years of age, and, at a minimum, possess a high school diploma or its equivalent (GED).

This College will accept a non-graduate for the programs with the ability to benefit from the program offered.

Prospective students should contact The Providence College to set up an appointment with an Admissions Representative to receive information about the College, its curriculum, and admission policies. The

representative will give a tour of the campus, provide detailed information of the College's programs and policies, discuss the applicant's qualifications, and assist him/her in determining the best way to meet his/her career objectives.

Ability to Benefit:

A student without a high school diploma or GED is considered an ability-to-benefit student. This student will take an independently administered examination of a wonderlic test, (approved by the USDOE).

The acceptable score, as specified by Wonderlic demonstrating that the student will benefit from the education and training being offered as follows:

Computerized Medical Billing I	200
Computerized Medical Billing II	200
Microcomputer Office Specialist	200

Transfer Credit, Granting of Credit Policy

Students may receive credit earned from a previous institute approved by the Bureau, public or private institutions of higher learning accredited by an accrediting association recognized by the United States Department of Education, or any institution of higher learning. The College will evaluate the transcripts and make a final determination. The transcripts must be no more than 5 years from the date of the class and the final grade must be a "B" or better.

Credit for prior Experiential Learning

The institute does not grant credit for "Prior experiential learning recognize acquired life experience and prior experiential learning (observed, practical) as a consideration for enrollment or granting credit towards any of its programs.

THIS INSTITUTE DOES NOT RECOGNIZE OR ACCEPT CREDITS THROUGH CHALLENGE EXAMINATIONS AND/OR ACHIEVEMENT TESTS.

Credit for prior Education Credit

Courses that will be considered for transfer credits will be any of our diploma programs. The program will be evaluated on the student transcripts presented to the institute.

An official transcript will be required from the student, prior to the start of the 1st class of the program. The course taken in which the prior education credit (s) will be used, will be reflected in the reduction of the units and amount charged for the entire course.

The student will receive a worksheet with the prior education credit calculation, with the option to repeat this information as a choice, as review is always helpful.

CREDIT EVALUATION POLICY

Students with previous coursework from other institutions can apply for prior course credit transfer approval. Students who have completed similar courses offered at our College are authorized to retake the courses for improving their skills. All students who are interested in receiving credit transfer approval must complete the Credit Transfer Approval Request Form. The Credit Transfer Approval Request Form must be submitted to the registrar office and will be reviewed and approved by the College Director. Based on the official transcript issued by the Institute attended and the recommendations of the Course Instructor a decision will be made for the transfer request.

*The decision made by the College Director will be communicated to the student by the Admissions Representative. Students who receive course transfer approval will be provided with a revised course requirement document. Students are required to submit **an original transcript of records from the institution** where they have completed the classes or programs.*

This Institute will evaluate transcripts for credit related to the actual course within a 5 years period from the date of earned credits. This process will evaluate your earned credits within the last five years as equal to the subject matter offered in your program.

The final decision will be that of the College Director. There is no charge for this evaluation to the student, if accepted transcript credits, the student/Institution may be credited the cost of the accepted credit for prior education not to exceed the maximum of 20 Semester Credit hours from an approved institution. Each student/Program will be evaluated separately by the College Director.

Admissions Procedures

As part of the admission procedure, applicants must:

- o Complete and submit an Application Form*
- o Submit an original high school diploma or GED*
- o Attend a New Student Orientation.*
- o Complete, sign, and submit an Enrollment Agreement.*
- o Sign documents acknowledging receipt of disclosure forms.*
- o Pay a Registration Fee of \$100.00.(Non-Refundable)*

Admissions Policy

Programs of training are open for enrollment to men and women who possess a High School Diploma or the equivalent, and the ability to benefit from the training offered. Prospective students are invited to visit the College and discuss their needs, goals, and objectives with Admissions Representatives.

The College will consider a non-high school graduate for enrollment if they exhibit and possess the ability-to-benefit from the education and training offered, and pass an Independent proctored ability to benefit test and have met all other standards for admissions.

ON_LINE EDUCATION ADMISSION POLICY: (Inactive/ Not Applicable)

The Providence College offers on-line Zoom programs where the instruction **is offered in real time.**

When the student has contacted the College to inquire regarding on-line programs, the College will assist the student to download the catalog, and School Fact Performance sheet from the College website.

The Providence College will contact the student to answer any and all questions on the program, Catalog and School Performance Fact Sheet.

The Providence College will communicate via a phone/zoom conference with the student when accepted and send the enrollment documents, College Catalog, School Fact Performance Sheet, Career Assessment questionnaire and time management documents to the student via zoom.

When the Student returns the documents to The Providence College , the Instructor will discuss the Time Management Checklist and Career Assessment evaluation with the prospective student. The On-Line Instructor will evaluate the student's ability to succeed in an On-line Real time Zoom education environment and accept or counsel the student based on the discussion.

When the student is accepted, the student will forward the high school diploma or GED, Driver's License and Social Security Card and the deposit of \$100.00. The Providence College will build a file for the on-line student.

The College will transmit Books, lessons and materials to the student within seven days via email after the institution accepts the student for admission and the course **has been paid in full.**

The College will transmit all lessons and other materials to the student if the student (a) has fully paid for the educational program; and (b) after having received the first lesson and initial materials, requests in writing that all of the material be sent. If the Institution transmits the balance of the material as the student requests, the College shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comments on lessons submitted by the student, but shall not be obligated to pay any refund after all of the lessons and material are transmitted.

The on-line student will have an on-line orientation with the Instructor to reinforce the time management checklist, Career Assessment Questionnaire and discuss the library on-line resources for the student.

During the phone conference the Instructor will answer any questions regarding the course content and the student will also be advised how to use online tools to communicate with their instructor.

The Instructor will advise the student of the zoom time available for the student to contact the Instructor for one-on-one questions, explanation or clarification of any material. The Instructor and student will discuss the zoom on-line class and how to join and other FAQ to assist the student for successful on-line learning.

The Providence College within 7 days after receiving student lessons, projects or dissertations will e-mail the response or evaluation to the student.

Within 7 days, are the numbers between the receipt of student lessons, and the institution's response.

CCR 71716 ©

1 An institution shall transmit all of the lessons and other materials to the student if the student: (A) has fully paid for the educational program; and (B) after having received the first lesson and initial materials, requests in writing that all of the material be sent.

2. If an institution transmits the balance of the material as the student requests, the institution shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student, but shall not be obligated to pay any refund after all of the lessons and material are transmitted. (End of Inactive/Not Applicable paragraph)

Ability to Benefit

All non-graduate applicants for admission to the College will be administered a test that is designed to reliably measure their ability to be successfully trained to perform the tasks associated with the program of instruction.

Withdrawal / Dropout Policy & Procedure

Students who wish to withdraw from their training program should contact the College Director. All students who withdraw or dropout (failed to attend classes for a three-week period without prior arrangement) are required to meet with the Business office. Regardless of the circumstances of withdrawal or the date of notification to the College, the official withdrawal date is the last date a student attended classes. Both refunds and final grade determinations are based upon the last date of class attendance.

Reenrollment

Any student who wishes to re-enroll in the same program should first submit a letter to the College Director explaining the reason for initial withdrawal and reasons to re-enroll. Any student who re-enrolls must sign a new enrollment agreement at the prevailing tuition. This procedure is for a “Seven Day Cancellation” as well as program cancellations or terminations.

All outstanding balance due to program cancellations/terminations must be paid in full.

Any credit given for prior training will be determined on a case-by-case basis by the College Director. College payments received will be credited to the applicable program. The remaining credit balances will be transferred to the new program. The College at its sole discretion will determine the student’s re-enrollment. A change from one program to another is not considered re-enrolled additional information on course changes can be found in this catalog under Changes in Program. Based on each individual’s financial assistance packaging, it is important that all financial obligations are discussed prior to re enrolling.

The Providence College Observes the Following Holidays

*New Year's Day and Day after
Martin Luther King's Day
President's Day
Memorial Day
Independence Day
Labor Day
Veterans Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day
Summer Break 1 Week (Will be announced 2 weeks prior)*

*Students will be on Winter Break beginning Friday, December 21, 2022 through Monday, January 3, 2023
Classes resume on Monday, January 4, 2023. The Providence College reserves the right to modify this
schedule with reasonable advance notice to students.*

Statement of Non-Discrimination

*The Providence College does not deny admission or discriminate against students currently enrolled on the
basis of Race, Color, Religion, Sex, Age, Handicap, Financial Status, Area of Origin, Residence, Sexual
Orientation, from participation in any of the College's activities. The Providence College will reasonably
accommodate applicants and students with disabilities to the extent required by applicable law.*

STUDENT SERVICES

Student Parking

*Student parking is available. The Providence College's not responsible for parking violations, property
theft, property damage. Ample parking is available for the students.*

Advising

*The staff of The Providence College makes every effort to maintain close communication with its students.
Students have access to faculty and administrative staff for vocational and academic advising. Students
experiencing personal problems, which require professional counseling and are requested by the student,
will be referred to the appropriate agencies.*

Placement Services

*Upon completion of a program, students are encouraged to take a seminar on how to obtain employment.
(offered through the placement office). This seminar is critical as it includes such topics as proper
grooming, resume writing, successful interviewing techniques, mock interviews, and completing employment
applications.*

The Providence College's Placement Assistance provides direct assistance as students near their

completion date and beyond graduation. Delays in course completion may result in delaying employment assistance activity. The Providence College **CANNOT AND DOES NOT GUARANTEE EMPLOYMENT.**

Disclosure and Retention of Education Records

Students have the right to inspect, review, and challenge information contained in their education records. Education records are defined as files, materials, and documents, which contain information directly related to the student and are maintained by the Institution. Written consent is required before education records may be disclosed to third parties with the exception of regulatory education agencies. Students wishing to review their file must make an appointment with the student service department. All appointments must be made during regular business hours

At no time may the student and or parent remove, destroy and or damage any document's contents in the file.

Student records are to be kept for 5 years; Transcripts will be available for students permanently.

Tuition Assistance: *At the present time, The Providence College does not offer financial aid programs.*

Library:

The Providence College's library is composed of books and videos that can be used as supplemental or reference materials from the content of the programs. These reference materials are maintained and upgraded on a consistent basis. Periodicals are available for students reading. The library has a computer with internet availability and web sites available for the use of the students and Instructors. These websites are updated regularly as new web sites are available.

Procedure to Access Library Resources

The books and websites for the students are kept in the classroom.

The student will have access to the resources after classes from 12:30 P.M. to 3:00 P.M. Monday through Thursday

ATTENDANCE POLICIES

Attendance

Attendance standards at The Providence College are designed to prepare graduates to meet the demands of employers.

If the student and The Providence College are to achieve the goal of placement in a chosen career field, it is necessary for the student to exhibit the most essential characteristics desired by employers; reliability. Employers define reliability as punctuality, regular attendance, and working an entire shift. It is extremely important while attending The Providence College to maintain excellent attendance as it will be monitored and used to market the student to prospective employers upon graduation.

Students are expected to be on time to class every day. Should a student arrive to class after roll has been taken, it is the student's responsibility to inform the instructor at the conclusion of the class of his or her presence. When students must be absent from class, they need to call the College prior to the start of class, noting the class they are in, an explanation of why they will not be in class that day, and when we can expect their return.

Recurring and unexcused absences could result in disciplinary action, including dismissal. Students must maintain a 75% attendance record or better to maintain "Satisfactory Attendance Progress." Unsatisfactory attendance may lead to Probation status. Excused absences are not automatic; your instructor monitors and provides all attendance to the Student Services Department.

Make-up Time/Work Accountability

Make-up hours, assignments and/or tests are available and encouraged. Make-up time/work must be scheduled with your instructor to assure proper credit. Students must make up time/work for proper credit towards graduation. Make-up classroom time must be completed on the College premises. Make-up assignments and/or tests will be given for those who need to make up for academic grade/ semester credit hours.

Leave of Absence Policy

If a "Leave of Absence" is required, a student must submit in writing to the Student Service Department the basis of the request, expected return date and the initial date of request with the student's signature. This does not automatically reflect the Institution's approval. A Leave of Absence may be limited to a specified amount of days (NOT TO EXCEED 60 DAYS). Only one Leave of Absence will be granted for a student during any 12-month enrollment period. If the student's leave of absence is NOT approved, the student will be considered to have withdrawn from the College.

*If the Leave of Absence is approved, the student may return prior to or at the end of the Leave of Absence and resume training without paying additional tuition. Students requesting Leave of Absences must understand that upon return, a revised course completion date will be **established, which will delay their graduation date.***

Suspension and Dismissal

The Providence College reserves the right to suspend or dismiss any student whose attendance, professional conduct, or academic performance does not meet the Institution's standards and/or who fails to abide by the rules and regulations. Any student who has been suspended or dismissed may appeal the action by following the student appeal procedures outlined in this catalog.

Standards for Student Achievement and Satisfactory Academic Progress Policy

In addition to completion of time frames, to be making satisfactory academic progress, each student must maintain a cumulative minimum grade point average of 75% or "C" or better. For determining satisfactory progress, a progress report is given to the student at the end of each module or course. A student achieving a cumulative grade point average below a grade of 75% or "C" at the time of evaluation will be placed on academic probation.

The Academic Probation will be removed upon the successful completion of the deficiencies that lead to it. Any student dismissed for failure to meet the academic requirements of the institution, may appeal the dismissal by following the student appeals procedure outlined in this catalog.

GRADING FORMAT

A = Excellent 90% - 100%

B = Good 80% - 89%

C = Satisfactory 75% - 79%

P/F= Pass/Fail

Credit/No Credit Assigned

D = Poor 65% - 69%

F = Failing 00% - 64%

I = Incomplete 00%

W=Withdrawal from Module

No Grade Assigned

If a student withdraws from a course before the completion of a module, the student will receive a W for that module. If the student returns to the Institution, all coursework grade "I" (Incomplete) may be successfully completed within a 30-day period or training may be interrupted. If the student returns to the College, all course work graded "W" Should be completed. Any Incomplete and Withdrawal will be counted as a 0 in the overall cumulative grade point average. It is important that the student makes up the Incompletes or Withdrawal as soon as possible.

Students will be allowed to repeat a module once at no additional charge. The time needed to repeat the module must be within the maximum time frame for that course. The student will be given an opportunity, at the discretion of the College Director and subject to the availability of space, to repeat, remediate or make up work. This work shall be given full standing and credit with respect to the evaluation of the student's maintaining of Satisfactory Progress.

Students that have been dismissed for lack of satisfactory academic progress from any program may apply to the College Director to be re-admitted by following the reinstatement procedures outlined in this catalog.

*A student may appeal the determination of unsatisfactory academic progress and/or their dismissal based upon extenuating circumstances by following the Student Appeals Procedure outlined in this catalog. Permanent transcripts of the student's progress record are maintained by the College and are available upon written request by the student. Under State Regulations, the College is only required to maintain a student file for 5 years from the student's last date of attendance. **TRANSCRIPTS ARE KEPT INDEFINITELY.***

Academic Probation Policy

As indicated under the section pertaining to Academic Policy, if a student fails to achieve a cumulative grade point average of 75% or "C", the student will be placed on academic probation until such time as their cumulative grade point average reaches 75% or "C". During that probationary period, the student must maintain a cumulative grade point average of 75% or "C" of the program.

If a student maintains a grade point average of 75% or "C" and/or achieves a cumulative grade point average of 75% or "C", probation will be removed. However, if the student fails to maintain a 75% or "C" grade point average and/or is unable to achieve a cumulative grade point average within one evaluation period, the student will be dismissed from their program (unless extenuating circumstances are established).

Student Appeal Procedures

A student, who wishes to appeal any disciplinary action and/or decision made by an Instructor, must submit a letter to the College Director to be reviewed by an Appeals Board. Students must provide supportive documentation along with their letter in order to support his/her position and any mitigating circumstances that may have existed.

The student will be notified of the Appeal Board decision within 30 days following the receipt of the student's appeal. The decision of the College Director shall be final.

Reinstatement

A student requesting to be reinstated as an active student, based on whatever reasons or circumstances, should do so in writing. Supportive documentation and/or information concerning any mitigating circumstances should be noted in the request. The requesting prior student shall be notified of the Reinstatement Review within 30 days following the decision of the College Director.

Graduation Requirements

Upon successfully completing a program and being current in their tuition payments, students will receive a Diploma/completion certificate.

Student Records

*The Family Right and Privacy Act of 1974 prohibits an institution from releasing the College records or any other information about a student to any third party without the written consent of the student. The Providence College protects the privacy and confidentiality of all student records. Students are guaranteed the right to access their own files. Student files of this period are maintained in fire retardant storage. **All files are kept for a maximum of 5 years and transcripts are kept indefinitely.***

Changing Programs

At times, a student may wish to change his chosen career goal. The institution reserves the right to allow or disallow a transfer from one program to another offered at this institution. For this transfer, the student will sign an addendum to the original contract. The student will be charged for the appropriate time used for the prior program and be charged the additional fees for the new program as the published regulations allow.

The process for this program change will be as follows: Notify the Admission Office, Business Office and Student Services prior to the change. Instructors will not make the decision to transfer a student as this affects the student's financial status.

COLLEGE POLICIES AND REGULATIONS

Dress Policy

Professional dress is recommended at all times. The Providence College's Professional Dress Policy was established in order to enable our students to become comfortable with the type of apparel expected by the majority of employers who hire our graduates. This policy is part of The Providence College's expectations for graduation.

THE PROVIDENCE COLLEGE RESERVES THE RIGHT TO ITS INTERPRETATION OF THIS POLICY AND ITS ENFORCEMENT BASED UPON THE PROFESSIONAL EXPECTATIONS OF THE PROVIDENCE COLLEGE'S STAFF AND OF THE EMPLOYERS WHO HIRE OUR GRADUATES.

Eating in Classrooms

Eating and/or drinking are not permitted in classrooms. Unfortunately, due to the necessity of maintaining a professional learning environment that respects the rights of all students, children are not permitted on the College premises.

Student Conduct

An important part of the training at The Providence College includes the development of professional conduct. Students are expected to conduct themselves in a business-like manner. Normal standards of professional attire apply to all students and unconventional clothing cannot be permitted at the College.

Grounds for Disciplinary Action

1. Unsatisfactory Academic performance.

2. Unsatisfactory Attendance.
3. Unprofessional conduct that reflects unfavorably upon the Institution and/or its students.
4. Use of Drugs, Narcotics, Alcohol (or under the influence), Gambling, Profanity.
5. Inappropriate professional clothing worn during training.
6. Failure to abide by the Rules and Regulations of the Institution.
7. Failure to pay tuition (or any other charges) when due.
8. Breach of Institution enrollment agreement.
9. Cheating.
10. Falsifying Institution records.
11. Carrying a concealed or potentially dangerous weapon.
12. Disorderly conduct, which interferes with the learning process of any other student, instructor, or the general progress of the class.
13. Instigation and/or participation in rebellious activities against the Institution and/or its student(s).
14. Solicitation, which reflects unfavorably upon the Institution and/or its students.
15. Vandalism of Institution property.
16. Any form of gang related activity including but not limited to: flashing of gang signs, wearing of gang colors/attire, etc.
17. Fighting (physical or verbal)
18. Verbal confrontation with any employee and or student

Disciplinary action may include, but not limited to, a verbal or written warning, probation, suspension, or dismissal.

A student dismissed for unsatisfactory or unprofessional conduct may request re-admittance into his or her program by following the procedure set forth under reinstatement as noted in this catalog.

The Institution is required to have you sign and date the information included in the College performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing the enrollment agreement.

Student Grievance Procedure

If a student has a grievance and wishes it to be recognized as such, a written complaint must be submitted to The Providence College 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 towards resolution: based upon the information presented in the grievance, steps toward resolution shall begin with informal discussions headed by the College Director. Resolution shall be attempted at the lowest possible level. If a satisfactory solution cannot be reached within a reasonable period, the grievance shall be scheduled for presentation to the Grievance Committee for hearing and appropriate action. Informal discussion between persons directly involved in a grievance is essential in the early stages of dispute reconciliation and shall be encouraged at all stages of the grievance procedure.

If informal recourse fails to resolve the grievance within 30 days after filing, the College Director will schedule a Grievance Committee meeting. The members of the Committee will be (3) three. The Committee will review and consider documentary records, which relate 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. The committee and the College Director will arrive at a fair and equitable decision. It is the College Directors final decision.

If students/College has exhausted procedures and the problem has not been resolved, they have the right to contact the:

Bureau for Private Postsecondary Education

Bureau for Private Postsecondary Education at: 1747 North Market, Suite 225, Sacramento, CA 95834, P.O. Box 980818, West Sacramento, Ca. 95798-0818 Web Site: www.bppe.ca.gov, Toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

Policy on Student Rights

The Student's Rights Policy concerning enrollment states:

"You have the right to cancel this enrollment agreement and obtain a refund of charges paid through attendance of the first-class session or the seventh day after enrollment, whichever is later. Business day means a day on which you were scheduled to attend a class. Cancellation occurs when you give a written notice of cancellation. You can do this by mail, in person, by FAX or telegram or Email. The notice of cancellation, if mailed is effective when deposited in the mail, properly addressed with postage prepaid. This notice need not take any particular form; it needs only to state you wish to cancel the agreement. You will be given two notices of cancellation forms on the first day of class. If you cancel this agreement, the College will refund any money that you paid within 30 days after your notice is received. Students are advised that notification of withdrawal or cancellation must be made in writing. This is the process that the student should follow to cancel and obtain a refund (if applicable).

The Cancellation Notice must be addressed to

:

College Director, The Providence College
9471 E. Slauson Avenue
Pico Rivera, California 90660

The Notice of Cancellation form will be given to you prior to the first day of class. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the College for a sample copy.

"After the end of the cancellation period, you also have the right to stop the College at any time, and you have the right to receive a refund for the part of the course not taken.

Your refund rights are described in the contract. If you have lost your contract, ask the Institution for a description of the refund policy.

"If the Institution closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and telephone number printed below for information.

"If you have a complaint, questions, or problems that you cannot work out with the College, write or call the:

Bureau for Private Postsecondary Education (BPPE):

1747 North Market, Suite 225, Sacramento, CA 95834, P.O. Box 980818, West Sacramento, Ca. 95798-0818 Web Site: www.bppe.ca.gov, Toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

"Prior to signing your enrollment agreement, you must be given a catalog or brochure and a School performance Fact Sheet, which you are encouraged to review prior to signing the agreement. These documents contain important policies performance data for this institution. The College is required to have you sign and date the information included in the School performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing the agreement

If the Institution has given you any equipment, you shall return the equipment within 30 days of the date you signed a cancellation notice. If you do not return this equipment within this 30-day period, the College may keep an amount out of what you paid that equals the cost of the books.

The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The College is required to refund any amount over that as provided above, and you may keep the books. You have the right to withdraw from a program of instruction at any time.

If you withdraw from the course of instruction after the cancellation period as in paragraph The College will remit a refund less non-refundable registration fee and non-refundable STRF fee within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and unreturned equipment, books and materials. . If the amount you have paid is more than the amount that you owe, then a refund will be made within 30 days of your withdrawal. The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

(2) Except as provided for in subdivision (a)(3) of this section, all amounts paid by the student in excess of what is owed as calculated in subdivision (a)(1) shall be refunded.

If the amount that you owe is more than the amount you paid, then you will have to make arrangements to pay it.

For unreturned books/materials, there will be an enforceable fee of \$200.00

If the 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.

:

The Providence College is approved and eligible to enroll students through I-Train, which includes Caljob..

The ETPL was established in compliance with the Workforce Investment Act of 1998 amended by the Workforce and Opportunity Act (WIOA) of 2014.

The Providence College's rights and responsibilities to the student enrolled through 1-Train, Caljobs or ETPL.

When the student has been approved for educational retraining or skill enhancement or both, the student will receive a voucher and submit it to the College for direct payment.

As the student registers for the program, and follows the admission procedures for enrollment, the student agrees to adhere to the policies and procedures of the College as listed in this catalog.

These policies include admissions policy, grading and progress policy, academic probation policy, satisfactory progress, College standards for student achievement, attendance and absence policy, refunds, cancellation and withdrawal rights and any and all other policies and procedures listed in this catalog.

Please read the catalog carefully to understand your rights and procedures of this College.

****Please review the refund policy as your refund will be returned to the third party, which is I-Train and/or the agency that has funded your voucher, if a refund is due, prior to 60% of your attended hours of training.**

GENERAL TERMS:

No applicant shall be rejected from admission to the College on the basis of age, race, color, sex, disability or national origin nor be subjected to discrimination of any kind base on the above. For information regarding non-discrimination issues or to resolve complaints, contact the College Director of designee.

The College does not and cannot guarantee employment nor level of income or wage rate to any student or graduate. However, placement assistance will be provided in the form of referrals to potential employers, resume preparation, training on job seeking skills and interview techniques.

All instructional equipment for the course selected will be furnished by the College. There are, however, required books and materials that are to be paid by you.

The cost of medical or other examinations, if required, is to be paid by the student.

Diplomas, certificates signifying satisfactory completion will be issued after the completion of the entire program. Students will be tested/evaluated in the classroom (lecture). The student must achieve the cumulative grade point average (GPA) as stated in the catalog in order to graduate and receive the Diploma or certificate.

The College reserves the right to postpone training in the event of Acts of God, labor disputes, equipment failure, etc. for a maximum of 30 days. Students will be duly notified by phone, e-mail, or letter.

All course schedules are subject to change in starting and completion dates. Students will be duly notified. Students will be offered the opportunity to consent`` as provided by law.

In cases where such changes would cause an undue hardship, a refund will be offered. The maximum postponement of class is 90 days.

The College reserves the right to withdraw a scheduled course if the registration is insufficient to make up a class.

All student charges paid will be refunded. The College reserves the right to change or modify the program

content, equipment, staff, or materials and organization as necessary. Such changes may be required to keep pace with technological advances and to improve teaching of any program or result in tuition changes for current attending students.

The College reserves the right to reject an applicant from admission not meeting the requirements for the course selected. The student's enrollment may be terminated at the discretion of the College Director if the student's academic progress, behavior, absences, lateness, dress, etc. does not conform to the attendance requirements, rules and regulations of the College, as stated in the catalog; in which event, the extent of the student's tuition obligation will be in accordance with the College's refund policy.

In any particular provision of this agreement shall be deemed invalid if unenforceable, it shall not affect the other provisions hereof, and this agreement shall be construed in all respects as if such invalid or unenforceable provisions were omitted.

This Agreement constitutes the complete contract between the College and the student, and no verbal statements or promises will be recognized.

Any questions a student may have regarding the catalog/ enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

Address: 1747 North Market, Suite 225, Sacramento, CA 95834,

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

Web Site Address: www.bppe.ca.gov

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

(916) 574-8900 or by fax (916) 263-1897

ACADEMIC PROGRAMS



COMPUTERIZED MEDICAL BILLING I

240 Hours / 12 Weeks 16.0 Semester Credit Hours

PROGRAM DESCRIPTION:

This **16.0 semester credit hour (240 clock hour)** program requires 12 weeks of training and prepares students for an entry-level medical biller using a computerized software package.

PROGRAM OBJECTIVES:

Graduates will demonstrate knowledge and skills to perform medical billing in the general health care office.

OCCUPATIONAL OBJECTIVES: (DOL 43-3021-00) (SOC) 43-4131

Graduates will be able to work as Professional medical billers specializing in computerized software.

* Typing 40-45 WPM

Module No	Module Description	Hours	Semester Credit Hours
CMB1	Microsoft word, excel - Computers in the Medical field	40	2.67
CMB2	Medical Terminology/ Anatomy	20	1.33
CMB3	Medical Laws and Ethics, HIPAA, Medical Documentation	20	1.33
CMB4	Introduction to Medical Billing (Insurance)	20	1.33
CMB5	Diagnostic Coding, Procedure Coding	40	2.67
CMB6	HMO & PPO (Benefits)	28	1.87
CMB7	HCFA 1500 Forms	28	1.87
CMB8	Introduction to Medisoft (Medical Billing software)	40	2.67
CMB9	Final Test	4	0.26
	TOTAL	240	16.0

EQUIPMENT, MATERIAL, TEXTBOOKS USED : COMPUTER, PRINTER, SOFTWARE

BOOK : Insurance Handbook for the Medical Office By Marilyn T. Fordney

Description of Instruction provided will be lecture, lab, hands-on computer

Requirements for completion of the program: All course subject modules with a GPA of 75% or higher.

Course Certificates Awarded: Diploma

CMB I:

The student will review Microsoft word and excel to understand how the medical billing software will be enhanced through computerized billing.

CMB 2:

The student is introduced to general medical billing as the insurance applies.

CMB 3:

The student will be introduced to the medical laws and ethics in the medical field and discussions regarding HIPAA are stressed in regard to patients and patient documents, and billing records. The student will build a patient's file and be introduced to the documentation used in files and the importance of all documentation.

CMB 4:

The student will learn the medication terminology used in the medical office and how to use the terminology with patient billing.

CMB 5:

The student will learn how to use the Diagnostic Coding, and Procedure Coding used in the medical billing, patient files and other documentation .

CMB 6:

The student will be introduced to the IMO & PPO (Benefits) and how to recognize these documents and to fill them out properly.

CMB 7:

The student will be introduced to HCFA 1500 Forms, how to fill them out correctly and submit for payment to the patient's account.

CMB 8:

The student will be introduced and physically begin to learn and experience working with the software used in an office, Medi-soft, which is the medical billing software used in this course.

CMB 9:

The student will review and prepare for the final exam to measure the knowledge of the Computerized Medical Billing I course.

COMPUTERIZED MEDICAL BILLING I(ON-LINE) INACTIVE/ NOT APPLICABLE

240 Hours / 12 Weeks 16.0 Semester Credit Hours

PROGRAM DESCRIPTION:

This is a 12 Week – 240 Hours **16.0 Credit** course. Computerized Medical Billing 1 is designed for students to first learn all phases and techniques used in working with Microsoft Office Word, Excel and Access. In addition, they will be exposed to and learn about the different types of medical insurances. The student will acquire knowledge of medical terminology, anatomy – as well as commonly used insurance

terms. They also learn the techniques used to process all phases of medical billing and insurance claims using a Medical Office Software program QuickBooks. The Student will learn coding techniques, scheduling, collection of copays, claims completion and proper front desk protocol.

Emphasis is placed on maintaining good patient and insurance Company relations., Special emphasis is placed on using computerized programs such as MS Office and Medial software management programs.

PROGRAM OBJECTIVES:

Graduates will demonstrate knowledge and skills to perform medical billing in the general health care office in an entry-level position..

OCCUPATIONAL OBJECTIVES: (DOL 43-3021-00) (SOC) 43-4131

Module No	Module Description	Hours	Semester Credit Hours
CMB1	Microsoft word, excel - Computers in the Medical field	40	2.67
CMB2	Medical Terminology/ Anatomy	20	1.33
CMB3	Medical Laws and Ethics, HIPAA, Medical Documentation	20	1.33
CMB4	Introduction to Medical Billing (Insurance)	20	1.33
CMB5	Diagnostic Coding, Procedure Coding	40	2.67
CMB6	HMO & PPO (Benefits)	28	1.87
CMB7	HCFA 1500 Forms	28	1.87
CMB8	Introduction to Medisoft (Medical Billing software)	40	2.67
CMB9	Final Test	4	0.26
	TOTAL	240	16.0

EQUIPMENT, MATERIAL, TEXTBOOKS USED : COMPUTER, PRINTER, SOFTWARE

BOOK : *Insurance Handbook for the Medical Office* By Marilyn T. Fordney

Description of Instruction provided will be in real time provided by zoom class attendance, which includes lecture, projects, hands-on computer

Requirements for completion of the program: All course subject modules with a GPA of 75% or higher.

Course Certificates Awarded: Diploma

CMB 1:

The student will learn to operate and move through the Microsoft, excel ,system

CMB 2:

The student is introduced to medical terms, insurance terms and anatomy and terminology as used in the medical offices.

CMB 3:

The student will be introduced to the medical laws and ethics in the medical field and discussions regarding HIPAA are stressed in regard to patients and patient documents, and billing records.

The student will build a patient file and be introduced to the documentation used in files and the importance of all documentation.

CMB 4:

The student will learn the protocol in completing and processing all forms of medical insurance from Private to government coverage.

CMB 5:

The student will learn how to understand the Diagnostic Coding, and Procedure Coding used in the medical billing, patient files and practice with the forms from the prior information learned in completing the forms. .

CMB 6:

The student will be introduced to the IMO & PPO (Benefits) and how to recognize these documents and to use the forms and coding required to complete and process the forms .

CMB 7:

The student will be introduced to HCFA 1500 Forms, how to fill them out correctly and submit for payment to the patients account, using the Diagnostic and Procedure coding. .

CMB 8:

The student will be introduced to the actual billing software with the information learned and actual forms in processing. The billing software used in this program is Medisoft.

CMB 9:

The student will review and prepare for the final exam to measure the knowledge learned and readiness to move into the position of a Medical Billing..

COMPUTERIZED MEDICAL BILLING II

720 Hours / 36 Weeks 48.0 Semester Credit Hours

Schedule of Total Charges:

Registration: \$100.00

Tuition Fee: \$11, 520.00

Estimated Total Charges For Entire Education Program: \$11, 620.00

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: \$5, 760.00

First payment will be on enrollment 50% of the estimated total charges

Second and final payment will be the remaining 50% upon completion of the class

PROGRAM DESCRIPTION:

This 48.0 semester credit hour (720 clock hour) program requires 36 weeks of training and prepares students for an entry-level medical biller with the knowledge and skills to work through the entire medical billing system in a medical office taking the billing to the full completion. Working in a Doctor's office.

PROGRAM OBJECTIVES:

Graduates will be able to demonstrate knowledge and skills to perform medical billing and the follow through from patient appointments to billing and coding to payment collections, and payment posting and the insurance billing needed for doctors collections.

OCCUPATIONAL OBJECTIVES: (DOL 43-3021-00)

Graduates will be able to work as Professional medical billers specializing in front office procedures and operations of the medical biller and coder.

* Typing 40-45 WPM

Module	Module Description	Hours	Semester Credit Hours
Module 1	Computer Operations	30	2.0
Module 2	Medical Office Operations	20	1.33
Module 3	Medical Manager	90	6.0
Module 4	Patient files set-up and maintain	90	6.0
Module 5	Posting entries, retrieving patients accounts, posting to reports	90	6.0
Module 6	Scheduling appointments	90	6.0
Module 7	Practice Management and billing routines	90	6.0
Module 8	Report Generation	90	6.0
Module 9	Advanced functions	90	6.0
Module 10	Written/Practical Examinations	20	1.33
Module 11	Employment Preparation	20	1.33
	TOTAL	720	48.0

Module 1:

The student will learn the basics of computer applications.

Module 2:

The student will learn the flow of information in a medical office, insurance payments, and the role of computers in the medical office.

Module 3:

The student will learn file maintenance, printing reports, daily file backup, fatal error messages, schedule patient appointments, produce patient receipts, post patient charges and payments, create super bills, age accounts receivable and compile a variety of reports.

Module 4:

The student will learn new patient entries, guarantor information, account information, and enter data into supplemental areas.

Module 5:

The student will build upon the previous modules and learn to retrieve patient accounts, posting ailment reports, advancing dates, and editing prior entries.

Module 6:

The student will learn to make and cancel appointments, practice entering and printing hospital reports, print a daily list of appointments, and make follow up appointments from super bills.

Module 7:

The student will learn billing routines, prepare an insurance billing worksheet, learn to post payments from various sources, make posting adjustments from the procedure and payment screen, interpret the information on an insurance billing worksheet, and learn the meaning of deductible "and" dual insurance coverage.

Module 8:

The student will learn to produce different types of reports, guarantor, current period, system summary, patient statement, and other reports.

Module 9:

The student will practice the advanced functions including learning to post a variety of unique payments, the importance of a period close and purge, and understand account aging process.

Module 10:

The student will take a series of written and practical tests to determine overall comprehension and retention of the material and topics covered.

Module 11:

The student will learn job seeking skills, professional resume preparation and interview techniques

EQUIPMENT, MATERIALS AND TEXTBOOKS USED : COMPUTER, PRINTER, DISTANCE

SOFTWARE

Book: Insurance Handbook for the Medical Officer Marilyn T. Fordney

Medisoft Training Software

Description of Instruction provided will be lecture, lab, hands-on computer

Requirements for completion of the program: All course subject modules with a GPA of 75% or higher.

Course Certificates Awarded: Diploma

MICROCOMPUTER OFFICE SPECIALIST

600 Hours / 30 Weeks 40.0 Semester Credit Hours

Schedule of Total Charges:

Registration: \$100.00

Tuition Fee: \$9, 600.00

Estimated Total Charges For Entire Education Program: \$9, 700.00

First payment will be on enrollment 50% of the estimated total charges

Second and final payment will be the remaining 50% upon completion of the class

Period of Attendance: 30 Weeks

PROGRAM DESCRIPTION:

This **40.0 semester credit hour (600 clock hour)** program requires 30 weeks of training and prepares students for an entry-level Administrative employee using the components of the computerized office systems, with the knowledge and skills to work through the required job description.

PROGRAM OBJECTIVES:

Graduates will be able to demonstrate knowledge and skills to perform data-entry, spreadsheet solutions, database and word processing.

OCCUPATIONAL OBJECTIVES:(DOL 43-90 11-00)

Graduates will be able to work as Office Assistant, Receptionist, Secretary, Administrative assistant, and Customer service representative.

MODULES	CONTENTS	Clock Hours	Semester Credit Hours
Module 1	Basic skills in using Word	45	3.0
Module 2	Paragraph formatting, margins, and tabs	45	3.0
Module 3	Moving, copying and replacing text	45	3.0
Module 4	Printing and page formatting	45	3.0
Module 5	Basic skills using Excel	45	3.0
Module 6	Developing a worksheet	45	3.0
Module 7	Basic skills using PowerPoint	45	3.0
Module 8	Developing a presentation	45	3.0
Module 9	Customizing a presentation	45	3.0
Module 10	Basic skills using Access	45	3.0
Module 11	Building a database	45	3.0
Module 12	Web page design	65	4.33
Module 13	Written/Practical examination	20	1.33
Module 14	Employment Preparation	20	1.33
Total		600	40.0

Description of Instruction provided will be lecture, lab, hands-on computer

Requirements for completion of the program: All course subject modules with a GPA of 75% or higher.

EQUIPMENT, MATERIALS AND TEXTBOOKS USED : COMPUTER, PRINTER, SOFTWARE, BOOK, Microsoft

Course Certificates Awarded: Diploma

Module 1: Basic Skills using Word

The student will learn the basics of word processing such as creating documents, editing text, and formatting characters.

Module 2: Paragraph Formatting, Margins, and tabs

The student will learn skills in formatting paragraphs, learning different types of margins, creating, and setting tab settings.

Module 3: Moving, Copying, and Replacing Texts

The student will learn different techniques in moving, copying, cutting, and pasting text, finding and replacing text in a document, and using the clipboard.

Module 4: Printing and Page formatting

The student will learn skills in how to print, understand how to insert page and section breaks, insert page numbers, headers and footers, and learn to compose and send Email.

Module 5: Basic skills using Excel

The student will learn what a spreadsheet is, learn the different parts of the Excel screen, and create and enhance a simple worksheet.

Module 6: Developing a Worksheet

The student will learn to design and print a worksheet, copy data, learn to use the toolbars, learn about ranges and sorting, protect files, select display options and use the find/ replace features.

Module 7: Basic skills using PowerPoint

The student will learn what a graphics presentation program is, how to navigate in PowerPoint, key text on slides, use the views, run a slideshow, use the AutoContent Wizard, and how to choose print options.

Module 8: Developing a Presentation

The student will learn how to create a presentation from scratch, use the outline pane, how to apply a design template, import and export, apply fonts and text attributes, and change size/position of text place holders.

Module 9: Customizing a Presentation

The student will learn how to work with PowerPoint objects, work with lines, fills, and colors, use clipart, how to rotate and flip text, use basic auto shapes, and learn how to add patterns, shading, and textures.

Module 10: Basic skills using Access

The student will learn what a database is, how to add and edit data, find and sort reports, work with tables, and use filters.

Module 11 Building a Database

The student will learn how to add tables, forms, and reports to a database, make design changes, import and link tables, insert a sub-datasheet, and create auto forms.

Module 12: Web Page Design

The student will begin with an introduction to the internet, learn what a browser is, learn how to search the World Wide Web, understand Usenet and Newsgroups, and how to create web pages.

Module 13: Written / Practical Examination

The student will take a series of written and practical tests to determine overall comprehension and retention of the material and topics covered.

Module 14: Employment Preparation

The student will learn job seeking skills, professional resume preparation and interview techniques.

SCHEDULE OF TUITION AND FEES

Name of Program	Clock Hours	Registration Fee (non-refundable) and STRF Fee (non-refundable)	Tuition & Textbook Fee	Total Cost
Computerized Medical Billing I	240	\$100.00	\$ 3,900.00	\$4,000.00
Computer Medical Billing I (On-Line)	240	\$ 100.00	\$ 3,900.00	\$ 4,000.00
Computerized Medical Billing II	720	\$100.00	\$11,700.00	\$11,800.00
Microcomputer Office Specialist	600	\$ 100.00	\$9,600.00	\$ 9,700.00

SCHEDULE OF TUITION AND FEES

Name of Program		Clock Hours	Registration Fee (non-refundable) and STRF Fee (non-refundable)	Books	Tuition	Estimated Schedule of Total Charges	Total Charges
Computerized Billing I	Medical	240	\$100.00	0.00	\$3900.00	\$4000.00	\$4000.00
Computerized Billing I	Medical ON-LINE	240	\$100.00	0.00	\$3900.00	\$4000.00	\$4000.00
Computerized Billing II	Medical	720	\$100.00	0.00	\$11,700.00	\$11,700.00	\$11,800.00
Microcomputer Specialist	Office	600	\$100.00	0.00	\$2,825.00	\$2,825.00	\$ 2,925.00

Upon completion of the program, all books are to be returned to the school

***Books are available while attending classes. Upon completion to be returned to the school**

***If books/materials are not returned after completion, graduation, cancellation or withdrawal. There will be an enforceable fee of \$200.00**

This institution DOES NOT participate in Federal financial aid programs.

THE CHARGES INDICATING THE PERIOD OF ATTENDANCE IS THE SAME AS THE ENTIRE EDUCATIONAL PROGRAM.

*****The Providence College is approved and eligible to enroll students through I-Train, which includes Caljobs. (See Page 21 for the Policies and Practices regarding I-Train Students with vouchers).**

THIRD PARTY PAYERS:

If a third-party payer is funding the course taken by the student, the student will follow all additional guidelines stipulated by the third-party payer.

The student is also reminded that the graduation requirements policy of the school will apply even when a third-party payer is responsible for the payment of the tuition. Any refunds due will be paid

directly to the third-party The Providence College **DOES NOT** participate in federal financial aid programs,

If a student obtains a loan (received) 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 in the case of a student's withdrawal.

If the student receives federal student financial aid funds, and withdraws from the institution the student is entitled to a refund of the money not paid from federal financial aid funds.

If the student received federal student financial aid funds, or a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

PAYMENT PLAN INFORMATION:

Your payment schedule will be \$ _____ each () week or () month, commencing on _____ for _____ Weeks or _____ Months until the balance is paid in full. Student and Co-buyer (if applicable) understand that payments are to be made to the Institute or assignee. If the Agreement is assigned, Student and Co-buyer (if applicable) will be bound by all of its terms and conditions. Payments which are 10 days delinquent may accrue a LATE CHARGE of the lesser of 5%, \$5, or maximum allowed by law. If the account is delinquent for over 90 days, the entire amount may become due and payable. Should this agreement be assigned, such a third party is independent of the Institute and any Institute-related questions or problems that arise must be settled between me and the Institute. Students may pay off the balance in advance and receive a partial refund of interest computed by the actuarial method.

76215. STUDENT TUITION RECOVERY FUND DISCLOSURES

(a) A qualifying institution shall include the following statement on both its enrollment agreement and The Providence College catalog:

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be

paid on your behalf, if 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.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its The Providence College catalog:

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the Providence College. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, **1747 North Market, Suite 225, Sacramento, CA 95834, P.O. Box 980818, West Sacramento, Ca. 95798-0818 Web Site: www.bppe.ca.gov, Toll-free telephone number (888) 370-7589 or by fax (916) 263-1897. (916) 574-8900**

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

IF A STUDENT DOES NOT HAVE A SS# OR TAX PAYER ID, THEIR CLAIM WILL NOT BE PAID.

"You may be eligible for STRF if you are a California resident or 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 Providence College closed before the course of instruction was completed.
- 2). The Providence College's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose and any other charges collected within 180 days before the closure of the Providence College.
- 3). The Providence College'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 Providence College 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 Providence College 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."

"Note: Authority Cited: Section 94803, 94877 and 94923, Educational Code. Reference: Section 94923, Education Code.

CAMPUS EMERGENCY PLAN

In case of emergency, it is important to remain calm and to listen for instructions from personnel in charge, whether these are university personnel or an emergency response team. In all emergencies, someone should phone 911; if this is an emergency involving the whole The Providence College and is during regular office hours, someone in administration will make the call. If this is a personal emergency, such as a medical emergency, or after hours and the office is

closed, the student or a capable friend or acquaintance should make the call to 911. If you have not had a first aid course, you may want to familiarize yourself now with the first aid survival guide at the front of the white pages in the phone directory. It addresses a variety of medical emergencies and earthquake issues. When you dial 911, be prepared to tell the operator: The phone number from which you are calling; (562) 949-0449

1. The address: 9471 Slauson Ave. Pico Rivera CA 90660
2. Any special directions of how to find the victim;
3. Describe the victim's condition (i.e., unconscious, bleeding, burned, broken bones, etc.);
4. Describe what happened; how many are injured; what help is being given;
5. Give your name;
6. DO NOT HANG UP until the 911 operator tells you; they may have special questions.

Medical Emergency

A first aid kit is kept in the Admissions Office for minor medical care. Students are encouraged to provide their own first aid supplies as they know their potential medical needs better than anyone. Students are encouraged to visit their own physicians as needed to prevent medical emergencies. If a medical emergency is acute, phone 911 and request an ambulance or paramedics.

Weather-Related and Emergency-Related Closings

At times, emergencies such as severe weather, fires, or power failures can disrupt classroom activities. In such instances, the instructor will decide on the closure and will provide the official notification to the Providence College Director.

Fire

In case of fire or fire drill on the campus, all persons are to proceed quickly and calmly to the main square in front of the building. Faculty is responsible for ensuring that all students leave the classrooms immediately.

Earthquake

In case of an earthquake: If inside, stay there and drop, cover and hold.

- DROP to the ground. (Do not rush for the doors and try to get in to a doorway)
- Take COVER by getting under a sturdy desk/table or crouching down close to a wall. Protect your head, neck, and face from falling objects.
- HOLD ON until the "shaking" stops (2 to 5 minutes).
- If outside, stay there and stay clear of falling objects.

Crime

If you are the victim of a violent criminal act, or witness one, phone 911 immediately. Also report any crime to the administration office at the earliest possible time. Students should use caution after leaving campus at night.

Campus Intruder

In the event of a campus intruder or shooter please follow all emergency policies and instructions by faculty and staff. If you notice strange or suspicious behavior, please contact staff OR call 911 to

report the behavior.

Offices and Related Facilities

You must never disable, disarm, obstruct, or tamper with any doors or fire exits; locks, alarms, or other security devices; smoke alarms, fire alarms, or security lights; fire extinguishers or sprinklers; or similar devices or equipment. For any security or concern about building related, student can call *(562) 949-0449*

NOTICE OF CANCELLATION

THE PROVIDENCE COLLEGE

FIRST DAY OF CLASS

"YOU MAY CANCEL YOUR CONTRACT FOR 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 AS DESCRIBED IN THE NOTICE OF CANCELLATION FORM.

TO CANCEL THE CONTRACT FOR THE PROVIDENCE COLLEGE, MAIL OR DELIVER A SIGNED AND DATED COPY OF THIS CANCELLATION NOTICE OR ANY OTHER WRITTEN NOTICE TO:

THE PROVIDENCE COLLEGE
9471 E. Slauson Avenue
Pico Rivera, California 90660

NOT LATER THAN _____

MIDNIGHT OF ATTENDANCE AT THE FIRSTCLASS SESSION OR THE SEVENTH DAY AFTER ENROLLMENT, WHICHEVER IS LATER ,

I CANCEL CONTRACT FOR THE PROVIDENCE COLLEGE, _____
DATE

STUDENT SIGNATURE

(SIGNATURE IN THIS AREA REPRESENTS CANCELLATION OF CONTRACT)

IF YOU HAVE ANY COMPLAINTS, QUESTIONS, OR PROBLEMS WHICH YOU CANNOT WORK OUT WITH THE PROVIDENCE COLLEGE, WRITE OR CALL:

BUREAU FOR PRIVATE POSTSECONDARY VOCATIONAL EDUCATION

**BUREAU FOR PRIVATE POSTSECONDARY VOCATIONAL EDUCATION 2535 CAPITOL OAKS DRIVE
STE. 400 SACRAMENTO, CALIFORNIA 95833 916-431-6959 FAX (916) 263-1897**

I, _____ BY SIGNING ON THE LINE BELOW, I AM ONLY STATING MY UNDERSTANDING OF THE CONTENTS IN THIS FORM NOT CANCELING MY ENROLLMENT CONTRACT.

STUDENT SIGNATURE

DATE

(SIGNATURE IN THIS AREA DOES NOT REPRESENT THE CANCELLATION OF CONTRACT)

THE PROVIDENCE COLLEGE

I have received a copy of the Catalog Which contain the rules, regulations, course completion requirements, and costs for the specific course in which I have enrolled and I have received an enrollment agreement and the School Fact Performance report prior to my enrollment

Program Interest _____

Print Name: _____

Signature: _____

Date: _____