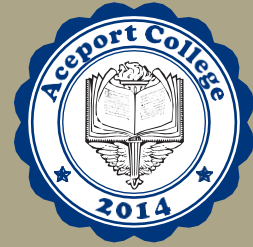


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January 1st, 2026- December 31st, 2026

Apeport College Catalog



Committed to Excellence in Education

Aceport College Catalog

January 1, 2026 – December 31, 2026

Aceport College

1661 N. Raymond Ave. Ste. # 145

Anaheim, Ca. 92801

(714) 455 2896

Website: aceportcollege.org

Classes will be held at 1661 N. Raymond Ave., St. # 203

Online Classes will be delivered Via google classroom

Committed to Excellence in Education

Last Updated 01/27/2026

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THE OFFICE OF STUDENT ASSISTANCE STATEMENT

“The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options.

The office may be reached by calling (toll-free telephone number) or by visiting (internet website address).”

Toll-free telephone #: (888) 370-7589

Web site Address: www.osar.bppe.ca.gov

WELCOME

Aceport College Students,

Welcome to Aceport College and thank you for considering our College to guide you to the world of IT QuickBooks and Microsoft Office ONLINE and Medical Billing and Coding ONLINE Careers, together with our already approved programs: **Certificate of Achievement in Medical Massage Therapy and Certificate of Achievement in Advanced Medical Massage Therapy** given on Campus

Our mission is to provide opportunities and prepare dedicated students to reach your full potential for a successful future.

We are committed to assisting you to obtain the skills and knowledge needed for your new career.

Through your education at Aceport College, you will learn how to enhance your skills, so you can be tomorrow's pacesetter in the field that you have chosen.

Our catalog will serve as a guide for you through your education . It provides general information regarding the College, policies, and expected outcomes.

If you have questions at your enrollment time, we are here to assist you in a successful **NEW CAREER.**

On behalf of the Administration. Faculty and staff , We **WELCOME** you to **Aceport College.**

OUR SUCCESS IS YOUR SUCCESS.

Mariana Bench

CEO

Approval Disclosure Statement

Aceport 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.**

Aceport College is a Vocational College that provides education in the following programs:

1. QuickBooks and MS Office (Online)	300 Hours	SOC 43-9061
2. Medical Billing and Coding (Online)	300 Hours	SOC 43-3010
3. Certificate of Achievement in Medical Massage Therapy	550 Hours	SOC 31-9011
4. Certificate of Achievement in Advanced Medical Massage Therapy	810 Hours	SOC 31-9011

MISSION STATEMENT AND GOALS

MISSION STATEMENT

Aceport College believes that “Our commitment to excellence in Education” Gives value to our program offerings for you the student.

MISSION STATEMENT

Aceport College’s mission is to provide the highest quality of education and training with our offered programs. Our commitment is to prepare the student with the knowledge and skills to obtain and continue the career ladder through the implementation of our curriculum. Students

- § Can be trained to be productive in the current workforce
- § Achieve the goals that have been set
- § Become an asset to their new employers

Our commitment is to prepare students to meet the growing demands of employers, attempting to stay abreast of the current needs of state-of-the-art training for employment.

-Goals and Objectives

Aceport College’s objectives are to equip each student with an entry-level working knowledge of skills required by companies and agencies within and related fields of our courses.

As a graduate, you will perform specific entry-level duties immediately upon employment. The students will be prepared to more fully use the specialized training offered.

Each student will find Aceport College a job-oriented practical program of laboratory practice, which includes “hands-on” experience with the materials and actual scenarios of typical industry requirements in the Massage Therapy setting.

This catalog contains information on courses, instructors, and policies. We offer hands on for the Massage Therapy Programs and instruction via google classroom for the other two(2) new proposed programs: QuickBooks and Microsoft Office ONLINE and Medical Billing and Coding ONLINE.

PROGRAMS MISSION STATEMENT AND GOALS AND OBJECTIVES

Program Mission Statement for : Certificate of Achievement in Medical Massage

Aceport College with this program offers a high-quality education to prepare a diverse population of Students with entry level skills needed to be competent and confident as a Massage Therapy Technician

Goals and Objectives

Aceport College a job-oriented practical program of laboratory practice, which includes “hands-on” experience with the materials and actual scenarios of typical industry requirements in the Massage Therapy setting. The student will learn Medical Terminology, anatomy, and physiology to apply in the work environment.

This is a Diploma program

Program Mission Statement for : Certificate of Achievement in Advanced Medical Massage Therapy

Aceport College with this program offers a high-quality education to prepare a diverse population of students with entry level skills needed to be competent and confident as a Massage Therapy Technician

Goals and Objectives

Aceport College a job-oriented practical program of laboratory practice, which includes “hands-on” experience with the materials and actual scenarios of typical industry requirements in the Massage Therapy setting. The student will learn Medical Terminology, anatomy, and physiology to apply in the work environment.

This is a Diploma program

Program Mission Statement for :QuickBooks and Microsoft Office Program OnLine

Aceport College **QuickBooks and MS Office Program** offers a high-quality education to prepare a diverse population of students with entry level skills needed to be competent and confident as **A QuickBooks software Application, and MS Office Employee**

Goals and Objectives

1. Graduates will have knowledge of Office Features, Essentials and techniques used in working with QuickBooks and Microsoft 365 Office software via google classroom.
2. They will including Microsoft Word, Microsoft Excel, Microsoft PowerPoint and, Microsoft Outlook applications.
3. Graduates will create forms, prepare documents, create reports, create charts with advanced access features, work with spread sheets and more as used in the Clerical arena.

This is a Diploma program.

Program Mission Statement for : Medical Billing and Coding OnLine

Aceport College Medical Billing and Coding program offers a high-quality education to prepare a diverse population of students with entry level skills needed to be competent and confident as a Medical Biller and Coder responsible for insurance eligibility, Medical Biller, Medical Coder, Medical Front Office Receptionist.

Goals and Objectives

1. Graduates will have the knowledge and skills to competently perform duties expected for a Medical Biller and Coder for Insurance claims and Front Office Receptionist with clerical skills.
2. The graduates will be proficient in Microsoft 365 Office software, and Medical billing software via google classroom-led on-line Instruction.
3. The students will learn office skills to include Microsoft office, Microsoft Excel.
4. The student will learn Medical Terminology, anatomy, and physiology to process Medical Insurance documents, process claims, collections, code Insurance forms for payment.

This is a Diploma program

ACEPORT COLEGE MANAGEMENT AND STAFF

Mariana Bench	Chief Executive Officer
Alfredo Malatesta	Administrative Assistant
Jose Munoz	Compliance Director
Estella Vergara	Admissions
Instructor Mariella Valdano	Medical Billing and Coding (OnLine)
B.S Business Administration California State University Pomona 2005	
Instructor Gabriel Garcia	QuickBooks and Microsoft Office Program(OnLine)
B.S Business Administration California State University Long Beach 2004	
Instructor.....Chunyi Jiang.....	Massage Therapy and Advance Massage Therapy
M.S. in Oriental Medicine at Kingston University	
B.S. in Clinical Medicine at Beijing Capital Medical University, China	
B.S. in Acupuncture & Chinese Orthopedics & Massage & Herbals at Tianjin	
Traditional Chinese Medical College, China	
Instructor Danny "Dokeun" Kim	Massage Therapy and Advance Massage Therapy
Ph.D. in Oriental Medicine at American Liverty University	
M.S. in Oriental Medicine & Acupuncture at Dongguk Royal University	
A.S. in Physical Therapy Technician and X-	
Ray Limited at American College of Medical Technology	

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

Aceport College's Instructors have been chosen from the Professional community as they excel in their field for 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.

DISCLOSURE FOR MASSAGE THERAPY STUDENTS:

Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC Student MUST seek certification for each place of employment he/she accepts (SEE CITY or COUNTY Requirements).

Applicants for certification shall meet all requirements as listed in California Business and Professions Code section 4600 et. seq.

Aceport COLLEGE UPDATES THIS CATALOG AT LEAST ANNUALLY

Updates to this catalog are made at least 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. aceportcollege.org.**

HOLIDAY OBSERVANCE

Aceport College Schedules a Holiday break period the last two weeks of December, which includes Christmas Day, and New Year’s Day. Aceport College resumes the day following the New Year’s Day observance. Other holidays or service days will be announced at least one week in advance of the day Aceport College will be closed.

HOURS OF OPERATION:

Class hours are as follows and are dependent on course taken:

CERTIFICATE OF ACHIEVEMENT IN MEDICAL MASSAGE THERAPY STUDENTS:

Monday – Friday: 8:00 am to 12:00 Noon

CERTIFICATE OF ACHIEVEMENT IN ADVANCED MASSAGE THERAPY STUDENTS:

Monday – Friday: 1:00 pm to 5:00 pm

Saturday and Sunday Additional Lab (As needed) 10:00 AM to 4:00 PM

QUICKBOOKS AND MICROSOFT OFFICE ONLINE STUDENTS:

Monday – Wednesday – Friday: 10:00 AM to 3:00 PM

MEDICAL BILLING AND CODING ONLINE STUDENTS:

Tuesday – Thursday – Saturday: 10:00 AM to 3:00 PM

Aceport College will Observe the Following Holidays in 2025

Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day After Thanksgiving Day, Veterans Day, Christmas Day and New Year’s Day

“NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION”

The transferability of credits you earn at Aceport College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the 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 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 that 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 Aceport College to determine if your diploma will transfer.

NOTICE OF ACCEPTANCE OR ADMISSION OF STUDENTS FROM OTHER COUNTRIES

Students abroad who are on an F-1 or M-1 visa. This institution does not offer visa services. This institution is not approved by the U.S. Immigration and Customs Enforcement (ICE) to participate in the Student and Exchange Visitor Program (SEVP) and is not authorized to issue an I-20 visa. Therefore, this institution cannot accept applications from students from other countries.

Aceport College accepts students with English language proficiency and teaches only in English. "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."

English language Standards

The level of English language proficiency required of students accepted to the program 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 a high school diploma, GED or equivalent.

ADMISSION REQUIREMENTS

At least 18 years of age, Complete Application, ,Driver License or ID, Official High School transcript, copy of High School Diploma or a copy of a GED Certificate. If the student does not have any of the listed, the student will be tested with the ACCT CELSA ATB Test. The passing score is 20/75.

Aceport College reserves the right to refuse admission to any applicant who does not meet the college's stablsh criteria for admission.

Aceport College awards its graduates a diploma as an acknowledgment of their accomplishment and graduation.

Neither Aceport College nor any of its programs are accredited by an accrediting agency recognized by the United States Department of Education.

Students enrolled in an unaccredited institution are not eligible for federal financial aid under Title IV funds.

Prospective students or the public may view the College catalog and the College performance fact sheet by going to our website at aceportcollege.org. In the College website, you can also find the link to the BPPE's Internet web site.

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

**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. (916) 574-8900**

A student or any member of the public may file a complaint at any time about this College with the 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.**

HOUSING: Aceport College **does not have** dormitory or housing facilities under its control. Aceport College does not provide housing assistance services to the students.

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

Residential living in the areas served by Aceport College may include room or apartment rental or private housing rental with costs ranging from \$1,700.00 and up per month.

The availability of housing located reasonably near the College is the responsibility of the student to seek out and obtain. There are ample rental properties in the Orange County areas. The range of costs for these facilities vary according to demand at any given period of time. Market value is dependent upon demand. No facilities are recommended or sponsored by this College.

CLASS SIZE:

Aceport College maintains an instructor-to-student ratio of not more than 10 students per 1 instructor. Aceport College believes that a small class size allows the student to have access to the Instructor at any time throughout the class time with questions or assistance in the program to learn competently, thus leading to a faster return to gainful employment.

FACILITIES DESCRIPTION:

1661 N. Raymond Ave. Ste. # 145, Anaheim, Ca. 92801 (Administrative Office)

1661 N. Raymond Ave Ste. # 203 Anaheim, Ca 92801 (Classes are held at this Suite in the Same building (2nd floor)) Total of 1,434 square feet for both suites.

The College includes (2) classrooms (2) office (cubicle) for Instructors at the administrative office (1) Restroom, Parking is available for 20 cars minimum.

EQUIPMENT FOR APPROVED PROGRAMS:

Massage Table, Head Rest, Back rest, Massage Table Sheets, Aroma Therapy Oil, Massage oil, Relaxing Massage oil

VIDEO RECORDING AND EDITING EQUIPMENT

Back of the Classroom	TENVEO HD CONFERENCE CAMERA
Front LED Video Light	NEWER NL480-2-4G
Side LED Video Light	NEWER NL480-2-4G
32 X Optical Zoom Camera	CANNON VIXIA HF R800
62" SCREEN	HISENSE 62
8" LED MONITOR	EYOYO EM08S
ATEM MINIPRO VIDEO EDITOR, HIGH SPEED INTERNET CONECTION SYSRACKS	
SOUND EDITOR BOX SYSRACKS, 40" SAMSUNG MONITOR AND A DELL COMPUTER	

BANKRUPTCY STATEMENT: Aceport College does not have a pending petition in bankruptcy, is not operating as a debtor in possession, 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 or under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

LIBRARY

Our Library/Resource are online for each designated program. This information is given to the On-Line student on enrollment for their information and Google Classroom offers the student resources for each program on new information for advancing your program knowledge. The information is updated through the links attached. Access is available to all Staff, students as well as graduate students. Students are encouraged to utilize the library/resources to enhance their learning experience as well as to promote their job growth. Library ONLINE access thru www.perlego.com

Students can access the library holdings and web sites related to the programs offered at any time with the links that follow: The Instructor will have web sites available for other learning resources that are linked to your program.

ONLINE PROGRAMS HAVE ACCESS TO THE LIBRARY THROUGH THE LINK PROVIDED TO STUDENTS AT THE START OF CLASS

DISTANCE EDUCATION ADMISSION POLICY:

When a student contacts Aceport College to inquire regarding on-line programs, the representative will assist the student to download the catalog, and School Fact Performance sheets from the College website.

The School representative will provide detailed information of the process , how its delivered, what is required to enroll and set a phone or zoom meeting with the Academic Dean.

The School Representative will meet on-line with a zoom meeting and the prospective student regarding what is expected of the on-line student, attendance, dedicated program process within the time frame, background of student, what expectations of future employment the student is looking to achieve and the admission policies as stated in our catalog.

The School Representative will advise the student of the ONLINE time available for the student to contact the Instructor for one-on-one questions, explanations or clarification of any material.

The School Representative and student will discuss the zoom on-line class and how to join and other FAQ to assist the student with successful on-line learning.

The School Representative will provide detailed information of the process , how its delivered, what is required to enroll and set a phone or zoom to answer questions.

The School Representative will go through the orientation of the program explaining how the program is delivered, the academic policies, discuss the applicant's qualifications, and assist him/her in determining the best way to meet the career objectives.

The student will see the content of curriculum, a short demonstration of the program, and what the expectation of time allocated to successful completion of the program.

Time management with the program and attendance being the key to complete the program they have chosen to enter, the zoom classroom, equipment to use during their on-line program and materials they will be using in the program. The student will discuss the equipment that is needed to take the on-line program, and discuss the library and how to use the GOOGLE CLASSROOM

Students who do not have a high school diploma or GED but are 18 years of age may be admitted after passing the Aceport College's **specific written standards test for student admissions for each educational program.**

If the School Representative and the Student find this a journey for education, the student will receive enrollment agreement, SPFS, (any test that the student needs to show ability to benefit without a diploma), and disclosures required for the student's file.

Aceport College

When the student is accepted, the student will forward the high school diploma or GED, Driver's License and the deposit of \$75.00. Aceport College will build a file for the on-line student. The student will then send the required documents and a copy of their Drivers lice (for daily attendance verification), high school diploma to set up a file.

As the documents are returned, the representative will set a start date and forward a book to the student prior to starting. The license for the IT programs will be ordered and set up for the student on the start date. The student will have a zoom address and password for the first day of the class.

The College will transmit Books, e-books, lessons and/ or google classroom access materials to the student within seven days after the College accepts the student for admission and the course deposit and arrangements for full payment have been made.

Aceport College will transmit all 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 College 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 approximate number of days that will elapse between the institution's receipt of student lessons, projects, and the Institution's mailing of its response or evaluation is 7 days.

Equipment Required for ONLINE classes:

All programs will need computers with Intel Pentium Processor, 4GB RAM, DVD ROM, 200GB Hard Drive running Microsoft Windows software. External devices include Networking equipment, Printer and Scanner, or compatible equipment to access to google classroom online.

Any student who is obviously unqualified or who does not appear to have a reasonable prospect of completing the program will not be accepted for enrollment, in the particular educational program.

This evaluation will also determine interest and most suitable level of training to assess evaluation results, prior education, motivation, placement potential and general aptitude for the chosen career field.

DISTANCE EDUCATION :

Aceport College offers distance education on-line programs where the instruction **is offered in real time via google classroom**

TRANSER OF CREDITS

If you have credits earned at another Institution that you may wish to transfer to a particular program offered by Aceport College, they will be examined at no additional charge or fee to determine if Aceport College will accept those credits. An achievement test for a particular program may be given. Acceptance will be based, but not limited to, on the compatibility of these credits to your program of study at Aceport College . Credit for transfer must be no more than 5 years from completing the coursework at another college. If accepted, the tuition charges and hours will be adjusted accordingly. No more than 30% of the credits earned at another institution can be accepted by Aceport College,. If a student is dissatisfied with a decision in this matter, they may make a written appeal to the College Director.

CREDIT FOR PRIOR FOR EXPERIENTIAL LEARNING

Aceport College will not award credit for prior experiential learning for any programs Offered

Aceport College does not have signed articulation agreements (or has not entered into an articulation or transfer agreement) with any other college or University.

POLICY REGARDING ACCEPTANCE OF CREDITS EARNED THROUGH CHALLENGE EXAMINATIONS:

Aceport College does not accept credits earned through challenge examinations.

JOB PLACEMENT ASSISTANCE:

Aceport College is required by the State of California and various other agencies to track your employment.

Aceport College maintains a Placement Assistance Department whose function is to assist the graduate student in finding employment upon successful completion of their enrollment.

Placement services are available for lifetime from the date of graduation. As the name implies this department assist graduates in their job search. The graduate has the prime responsibility to conduct the job search.

Aceport College does not nor will it not guarantee a job or starting wage.

With this stated the following are the policies and procedures for the relationship between this department and the graduate:

The students understand that they must comply with all reasonable requests by the placement department in order to conduct a successful job search.

The student understands that they will have to submit a resume to the placement department for use in job search. This resume must be submitted at least one month prior to their graduation date.

The College will work with the student to build their resume for the program they have taken.

The students understand that they must keep the department informed of all placement and job search activities.

This includes the job position; the name, address, and phone number of the employer, the name of the contact person; and the salary received.

STUDENT CONDUCT:

In order to ensure that there is no misunderstanding, Aceport College reserves the right to place on probation, suspension, or termination of any student who violates Aceport College polices including but not limited to the following:

There shall be no Falsification and/or untrue statements made on applications and/or documents
Insubordination to instructors or staff personnel

Sexually inappropriate conversations, remarks or behavior to any staff or student.

Negative behavior and/or attitude including the use of profanity or derogatory language.

Students who have any questions regarding these policies should address them to the Director in writing. Aceport College reserves the right to deny readmission to any student terminated for misconduct.

The tuition for the course must be paid in full at the time of scheduled graduation or students will need to make satisfactory arrangements to finish paying College.

GRADING AND PROGRESS SYSTEM:

Aceport College evaluates its students by oral, written, and practical tests and projects each month.

ASSIGNMENTS AND GRADING FOR DISTANCE EDUCATION COURSES

The College will provide the evaluation within five (5) to seven (7) business days of receipt of the College assignments, lessons, or projects.*

Aceport College evaluates its students by chapter tests each month.

Aceport College offers on-line educational programs where the instruction is offered in **real time via google classroom**. The Institution shall transmit the first lesson and any materials to any student after the College accepts the student for admission

The College shall 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 College 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.**

SATISFACTORY ACADEMIC PROGRESS POLICY:

Satisfactory academic progress is defined as meeting the minimum standards as set forth in the ACT and by meeting the pre-determined objectives as set by Aceport College. These pre-determined objectives are outlined in this catalog, the orientation materials and the College curriculum.

Aceport College grading system is as follows:

For the following programs:

- Certificate of Achievement in Medical Massage Therapy
- Certificate of Achievement in Advanced Medical Massage Therapy

PRACTICAL APPLICATITON AND TESTS	70% of grade
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For the following programs:

- QuickBooks and Microsoft Office ONLINE and Medical Billing and Coding ONLINE Programs

	70%
Retake	70%

Academic Probation Policy-As indicated under the section pertaining to Academic Policy, if a student fails to achieve a cumulative grade point average of 70%, for the ON LINE programs and 70% for the Software Application, Business Administrative Assistant program without a retake for that chapter.

The student will be obligated to retake that chapter before moving on to the next chapter.

Cumulative grade point average must be continuously reached with the appropriate test scores as shown above or be placed on an Academic probation.

During that probationary period, the student must maintain a cumulative grade point average as designated for your program. If a student maintains a grade point average of required score and achieves a cumulative grade point average of required % probation will be removed.

However, if the student fails to maintain an appropriate % as required, 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 Policy

A student who wishes to appeal any disciplinary action and/or decision made by an Instructor, must submit a letter to the Academic Dean 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. This Appeals Board shall consist of two (2) members attending. The student will be notified of the Appeal Board decision within 10 days following the receipt of the student's appeal. The decision of the Director shall be final.

A student or any member of the public may file a complaint at any time about this College 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 internet web site www.bppe.ca.gov.

Reinstatement Policy

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. Aceport College appeals board shall consist of (2) two administrators. The requesting prior student shall be contacted by the CEO within 10 days. The decision of the CEO will be final.

Satisfactory progress is determined as follows:

Students will be graded after each Month is completed. Grades are determined as a compilation of evaluations (practical tests) and such other criteria and observations as the College deems appropriate. To achieve satisfactory academic progress, the student must maintain the % GPA at all times.

Incomplete Subjects and Remediation:

Students will be given an opportunity, at the discretion of the Academic Dean of Aceport College and subject to space availability, to repeat, remediate or make-up lost work within 10 days of grade assignment and be credited the higher of any grade(s) earned, or a final, failing grade of "F" will be rendered. Failure to make satisfactory progress may result in probation or termination. Satisfactory Progress measurements consist of both a Quality Measurement and a Quantitative Measurement. Both the Qualitative Measurement and Quantitative Measurement are measured at the point when the student has attended the scheduled clock hours for each required section of the program in which they are enrolled.

STANDARDS FOR STUDENT ACHIEVEMENT

Students are required to achieve a level of competence in all lessons, which is consistent with the level of expertise required to perform the job or pass the certification exams for their chosen vocation. In order for students to be considered in good academic standing, they must be making Satisfactory Progress.

Satisfactory Progress measurements consist of both a Qualitative Measurement and a Quantitative Measurement. Both the Qualitative Measurement and Quantitative Measurement are measured at the point when the student has attended the scheduled clock hours for each required module of the program in which they are enrolled.

ACADEMIC REVIEW AND APPEAL PROCESS:

1. A challenge to the record for purposes of changing any of its contents must be requested in writing, stating fully the reason for the challenge.

2. The Academic Dean, in consultation with the instructor and the Campus Administrator will review all challenge requests. A determination will be made to either keep the records intact or change them. The student may meet with the CEO to review conclusions.
3. -Should the student request further review, a disinterested third party with competence in the program will be asked to review the student's records and the findings of the CEO and make recommendations to the CEO for final action

Parental access to records is not permitted, unless the student is dependent, in which case all items in numbers 2 and 3 will apply to parents

ATTENDANCE AND ABSENCE POLICY:

Full-time attendance without absence is critical to the successful completion of all coursework that is offered by Aceport College. To maintain satisfactory attendance, students may not be absent for more than 20% of the program hour time. Attendance will be monitored on a continual basis and calculated weekly.

Students not attending at least 80% of their class hours will be placed on attendance probation as stated below.

All absences must be approved in advance. All students will submit their absence requests in writing. If the absence is not anticipated, it shall be the responsibility of the student to report the absence by text or telephone to Aceport College program student services department.

All absences will be reported to your counselor, employment specialist, and/or any other governing body that has a financial or regulatory interest in the student's progress in training. If the student misses two (2) consecutive days without prior approval, the student will meet with the Academic Dean who will advise the student of the impact of the absences on his or her academic progress and the possibility of being placed on attendance probation. Students who have missed 10 (Ten) consecutive days without prior approval of the College will be dropped from the program.

TARDY/LEAVING EARLY:

Students who are tardy or leave early on a persistent basis as determined by the Instructor, will be required to attend a meeting with the Academic Dean. Non-excused tardiness or leaving early will be converted to absences ((three (3) tardy or leaving early equal one (1) absence) and may result in attendance probation, suspension, and/or termination of enrollment.

Any unused portion of the tuition and fees will be refunded as outlined in the Tuition Refund Policy as stated in this agreement to the agency or third party that has paid the tuition or refunded back to the student, if the student has paid the fee

SUSPENSION AND DISMISSAL .

Aceport College reserves the right to suspend or dismiss any student whose attendance, professional conduct, or academic performance does not meet Aceport College's I 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.

ATTENDANCE PROBATION:

If it is determined that these absences have seriously jeopardized the successful completion of the program, the student will be placed on attendance probation and notified orally and in writing that any further absences will result in attendance suspension as outlined below.

The length of attendance probation will be for a minimum of 8 scheduled class sessions.

During this probationary period, any additional absences may result in suspension or dismissal.

ATTENDANCE PROBATION AND SUSPENSION:

A student will be placed on attendance probation suspension when the Academic Dean, in consultation with the instructor and CEO, determines that because of cumulative absences, the student cannot successfully complete the program. The student shall be notified in writing of the terms of reinstatement to include completion of assignments, monitoring of missed classes or other chapters

to be determined by the Academic Dean of Aceport College.

A student may be subject to termination of enrollment if the original cause of suspension persists.

LEAVE OF ABSENCE

Occasionally circumstances arise that require students to interrupt their training. Students may be granted one leave of absence. To be granted a leave of absence you must submit in writing a request to the management of Aceport College.

This request must outline the circumstances and duration of the requested leave of absence. A leave may not exceed 60 calendar days. Only 1 (one) leave of absence may be granted in a 12-month period. Exceptions to this will be at the discretion of the CEO based on individual circumstances.

STUDENT RECORDS / RIGHT TO PRIVACY:

The Federal Right of Privacy Act of 1974 enables all students to review their academic records, including grades, attendance, transcripts, and counseling reports. Student records are confidential and only such agencies or individuals authorized by law are allowed access without written permission from the student.

State law requires that all records be maintained for 5 years. These records will be kept at the College to make them accessible to students and graduates. A copy of the records will be kept off site to ensure safety from fire or theft.

Student transcripts will be kept in the student files and a separate transcript file. Copies of transcripts will be kept on site. Availability of **transcripts will be KEPT for an indefinite period of time**. Students may request a review of these records by writing to the College CEO. All reviews will be scheduled during regular College business hours under appropriate supervision.

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 College

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 Academic Dean. All appointments must be made during regular business hours. At no time may the student and or parent remove, destroy and or damage any documents contents in the file.

COMPLAINT APPEAL PROCEDURE: STUDENT GRIEVANCE

Students are encouraged, at all times, to verbally communicate their concerns to members of the faculty and administration for amicable solutions. If a student feels that additional action must be taken or that their concerns are not being given the merit they feel is needed, then a written grievance, addressed to the College CEO, can be submitted.

The written grievance must be submitted to the College CEO within 48 hours of any incident. The College CEO will verify that the student has made a verbal attempt to resolve the concern with the instructor or other staff members.

After the student follows the above steps, the College CEO will call a grievance committee hearing within 24 hours of receipt of report. The grievance committee will consist of the College CEO, the Academic Dean, Instructor and/or any other appropriate staff members.

In addition, all people involved with the incident must be present at the time of the hearing. The committee will hear the evidence and then meet in a closed session to review the evidence and render a decision. The decision of the committee will be communicated immediately.

If the decision is unacceptable to the student, the student must then, within 24 hours of the hearing, send copies of all documents and a cover letter to the College CEO explaining why the decision is unacceptable.

All complaints will be resolved within 10 days from the receipt of the incident report.

Unresolved complaints by a student or any member of the public may file a complaint at any time about this College with the: **Bureau for Private Postsecondary Education at: 1747 North Market Blvd., 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.**

TUITION PAYMENT POLICY:

All tuition and fees for a specific program are payable in advance unless other arrangements are made with the College prior to commencing classes. A non-refundable **STRF** fee may be charged if the student is eligible. Eligibility for **STRF** is outlined below.

CALIFORNIA STUDENT TUITION RECOVERY FUND (STRF) DISCLOSURE

STUDENT RIGHTS AND RESPONSIBILITIES

THIS IS A STATE REQUIREMENT THAT A STUDENT WHO PAYS HIS OR HER TUITION IS REQUIRED TO PAY A STATE-IMPOSED ASSESSMENT FOR STRF

The following information regarding the Student Tuition Recovery Fund is disclosed to students in accordance with the regulations of the California Bureau for Private Postsecondary Education (BPPE) in this Institution catalog and the enrollment agreement.:

"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." It is important that you keep copies of your enrollment agreement, financial documents, receipts, or any other information that documents the amount paid to the school.

Questions regarding the STRF may be directed to the: Bureau for Private Postsecondary Education, 1747 North Market Blvd, Suite 225, Sacramento, Ca. 95834, (916) 574-8900 or (888) 370-7589.

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 the 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 location 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 education 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 (4) years since the action or event that made the student eligible, the student must have filed a written application for receiver 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

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

REFUNDS: Any student not completing their program as outlined in the catalog, will be considered a drop on the last day of attendance, (please see leave of absence and last day of attendance policy). After attending the program for **60%** of the allotted program length, there will be **NO REFUND** due.

STUDENT PROTECTION

Cancellation, Withdrawal and Refund Rights

You have the right to cancel this enrollment agreement for and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment,

whichever is later for educational service, or Books. Cancellation occurs when you give written notice of cancellation at the College address shown on the front page of this Catalog or as noted on the Enrollment Agreement. You can do this by mail, by FAX to: CEO of Aceport College 1661 N. Raymond Ave. Ste. # 145, 203 Anaheim, Ca. 92801.

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 the College has given you any books, you shall return them to the College within 30 days following the date of your notice of cancellation.

You have the right to withdraw from the College at any time. If you withdraw from the program of instruction after the cancellation period as stated paragraph 1, the College will remit a refund less a registration fee or any STRF fee assessed after the seventh day of enrollment prior to 60% of the program at which no refund will be required.

REFUNDS

• You are obligated to pay only for educational services rendered and unreturned books. The refund shall be the amount you paid for instruction multiplied by fraction. The numerator of which is the number of hours of instruction, which you have not received, but for which you have paid, the denominator of which is the total number of hours of instruction for which you have paid. **up to including 60% of the program. After 60% of the course has been taken, NO REFUND will be due to the student or third party.** If you obtain books, note them in this catalog and/or on your Enrollment Agreement, and return them in good condition within 30 days following the date of your withdrawal, the College shall also refund the amount paid by you for the books. If you fail to return the books in good condition within 30 days, the College may retain the documented cost of the listed books that exceeds the refund amount. The College may retain lesser amount of a pro rata portion as described below (up to 60% of course completion) or the documented cost of the listed books. (For re-enrolled) “the documented cost”. You are liable for the amount, if any by which (the pro rata or documented cost) for books exceeds the refund amount.

Refund Calculation

The refund will be calculated in the following manner:

- From the total course cost a registration fee, not to exceed \$100.00 will be deducted.
- From the resulting figure any STRF assessment that was due will be deducted.
- This will give you the actual “tuition” figure.
- This figure is then divided by the total number of hours in the course.
- The resulting figure is the hourly rate of instruction.
- The hourly rate is then multiplied by the actual number of hours attended. **UP TO 60% OF THE COURSE TAKEN.**

The resulting figure is the actual amount of tuition owed to the school. To this figure is added the registration fee, any STRF fee and the cost of unreturned books. This results in the total amount that is owed to the school. If this figure is less than the amount prepaid, a refund will be issued. If this figure is less than the prepaid amount, a refund for the difference will be issued.

An example would look like this:

The student enrolls in a course that costs \$3950.00. This is broken down as: Reg. Fee-\$100.00, books -\$400.00, tuition -\$3450.00. The course is 256 hrs. in length.

You begin classes and are issued your books. The course cost is paid in full. You withdraw after attending 132 hrs. and do not return books.

The calculation:

\$3450.00 (tuition) divided by 256 (total hrs.) equals \$13.48 (the hourly rate).

\$13.48 multiplied by 132 (actual hrs. attended) equals \$1778.91 (the amount of tuition owed) plus \$400.00 (cost of books issued and not returned) plus \$100.00 (Reg. Fee) plus any STRF fee equals \$2278.91 (the amount owed school).

\$3,975.00 (amount paid school) minus \$2278.91 (amount owed school) equals \$1696.09. This is the amount of refund that will be sent to the party responsible.

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

You notify the College of your withdrawal or the actual date withdrawn.

- (A) College terminates your enrollment.
- (B) You fail to attend classes for a 10-day period. You fail to return from a leave of absence,

The date of withdrawal shall be deemed to be the last date of recorded attendance. If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan.

EQUAL OPPORTUNITY IS THE LAW:

It is against the law for any individual, Collage, or government agency, whether it be federal, state or local to discriminate against any other individual in the United States, on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, political affiliation or belief.

WHAT TO DO IF YOU BELIEVE YOU HAVE EXPERIENCED DISCRIMINATION

If you think that you have been subjected to discrimination by any institution or in particular under any program or activity, you may file a complaint within 180 days from the date of the alleged violation with either of the following:

Bureau for Private
Postsecondary Education
1747 N. Market Blvd.# 225
Sacramento, CA 95834
(916) 574-8900

Fax (916) 263-1897

Civil rights Center
Director, Civil Rights Center
U.S. Department of Labor
200 Constitution Ave. N.W
Washington, D.C. 20210

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

Web Site Address: www.bppe.ca.gov

DISCLOSURES

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the College performance fact sheet, which must be provided to you prior to signing an enrollment agreement.

Any question a student may have regarding this catalog that have not been satisfactorily answered by the College may be directed to the: Bureau for Private Postsecondary Education at: 1747 N. Market Blvd. 225 Sacramento, CA 95798-0818 [www. Bppe.ca.gov](http://www.Bppe.ca.gov), (916) 574-8900 or by fax (916) 263-1897 Toll Free (888) 370-7589

A student or any member of the public may file a complaint about this College with the: Bureau for Private Postsecondary Education 1747 N. Market Blvd. 225 Sacramento, CA 95798-0818, (916) 574-8900 or by fax (916) 263-1897 Toll Free (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet website www.bppe.ca.gov

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 College

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.

Student services provided at Aceport College, but are not limited: Admissions counseling, determination of ability to benefit, job placement, Library/Recourse centers.

Student Record Retention

The College will maintain student records for each student, whether or not the student completes the educational program, for a period ending five years after the date of the student's graduation, withdrawal, or termination (with the exception of students who cancel their program). **Student transcripts will be maintained indefinitely.** The student records shall be retrievable by student name and shall contain all of the following applicable information:

- Written records and transcripts of any formal education or training relevant to the student's qualifications for admission to the College;
- Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid;
- Copies of all tests given to the student before admission; records of the dates of enrollment and, if applicable, withdrawal, leaves of absence, and graduation;
- A transcript showing all of the classes and courses or other educational services that were completed or were attempted but not completed and grades or evaluations given to the student;
- A copy of documents relating to student financial aid that are required to be maintained by law or by a loan guarantee agency;
- (If applicable) A document showing the total amount of money received on behalf of the student and the date or date on which the money was received;
- A document specifying the amount of a refund, including the amount refunded for tuition and the amount for equipment, the method of calculating the refund, the date the refund was made, the check number of the refund, and the name and address of the person or entity to which the refund was sent;
- Copies of any official advisory notices or warnings regarding the student's progress; and
- Complaints received from the student, including any correspondence, notes, memoranda, or telephone logs relating to a complaint.

PROGRAM: Quick Books and MICROSOFT Office (Online)

Standard Occupational Classification (SOC) Code 43-9061

ADMISSION REQUIREMENTS

At least 18 years of age, Complete Application, Driver License or ID. Official High School transcript, copy of High School Diploma or a copy of a GED Certificate. If the student does not have any of the listed, the student will be tested with the ACCT CELSA ATB Test. The passing score is 20/75. Aceport College reserves the right to refuse admission to any applicant who does not meet the college's establish criteria for admission.

SCHEDULE

Three (3) days per week, five (5) hours per day

ASSESSMENT AND EVALUATION METHODS

Students are evaluated with instructor-graded assignments, and practical exercises. Students must demonstrate a minimum competency level of 70% or higher in all practical assignments to successfully complete the program. Assignments are graded, posted and returned to the student within 7 days of the assignment date.

Student attendance is recorded in the application as he/she joins the class and checks in by clicking on the "present" icon. Meaningful communication between the teacher and the students is achieved through lectures, stream communication to the classroom, email, and private chat.

Graduation Requirements for completion: A final test which includes (word, excel, access, power point applications) with a passing score of 70% is required

OBJECTIVES

1. Keep accurate financial records and information.
2. Identify different scenarios and items for accounting entries.
3. Create presentation and manipulate the data.

EDUCATIONAL OBJECTIVES

Upon successful completion of this course, students will be able to:

- Navigate Microsoft Office applications effectively
Create, organize emails,
- Create, edit, format, and manage professional business documents using Microsoft Word
- Perform data entry, calculations, formatting, and chart creation using Microsoft Excel
Create presentations using PowerPoint
- Perform basic bookkeeping tasks using QuickBooks, including invoicing, payroll, and financial reporting
- Apply integrated office and accounting software skills in simulated workplace scenarios

TEXTBOOK & COURSE MATERIALS

1. Lambert, J. (2022). Microsoft Office Step by Step (Office 2021 and Microsoft 365).

Microsoft Press. ISBN: 978-0137544769. Available at:

<https://www.microsoftpressstore.com/store/microsoft-office-step-by-step-office-2021-and-microsoft-97801375447692>. McFedries, P. (2016).

QuickBooks 2016: The Missing Manual (Official Intuit Guide) O'Reilly Media. ISBN: 978-1491917891.

Available at: <https://www.amazon.com/QuickBooks-2016-Missing-Manual-Official/dp/149191789X>

COURSE DESCRIPTION

This course provides comprehensive, hands-on instruction in QuickBooks and Microsoft Office (Word, Excel, PowerPoint). The program is designed to prepare students for entry-level employment by developing practical, job-related skills commonly used in business and office environments.

An overview of the application is presented, including using the Easy Step Interview process to enter basic company information and set up accounts.

Tasks covered including setting up company records, entering historical data, managing accounts, and creating lists, reports, and graphs. Managing invoices, sales tax information, bills, and assets is also covered. Additional topics covered include managing payroll and employee data, managing taxes, online banking and creating budgets.

The MS Office component covers core techniques, productivity tips, keyboard shortcuts, and MS Office application best practices. Students gain the knowledge and skills they need to confidently pursue their career goals for gainful employment.

COURSE SYLLABUS

QuickBooks and Microsoft Office ONLINE

Program Length

- **Duration: 20 Weeks**
- **Total Clock Hours: 300**

Schedule

- **3 Classes per Week**
- **5 Hours per Class:**
- **15 Clock Hours per week**
- **Monday, Wednesday, Friday 10:00 am – 3:00 pm**

INSTRUCTIONAL METHOD

The instructional mode is online synchronous instructor led with assignments, demonstrations, guided practice, independent exercises and quizzes. The instructional platform is Google Classroom; the application was developed by Aceport College. The school has complete control over the contents/updates of the syllabus as well as student's attendance, grades and progress.

The application is proprietary

TEXTBOOKS AND INSTRUCTIONAL MATERIALS

Primary references may include, but are not limited to:

- Microsoft Office Step by Step (Microsoft Press)
- QuickBooks Desktop: The Official Guide (Intuit)

Additional instructor-developed digital materials, software simulations, and practice files are provided.

INSTRUCTOR:

Gabriel Garcia-Gallegos

COMPLETION REQUIREMENTS

To successfully complete the program, students must attend scheduled instruction, and complete all assignments with a passing score of 70% or higher

TEXTBOOK CITATIONS

1. Lambert, J. (2022). Microsoft Office Step by Step (Office 2021 and Microsoft 365). Microsoft Press. ISBN: 978-0137544769. Available at: <https://www.microsoftpressstore.com/store/microsoft-office-step-by-step-office-2021-and-microsoft-97801375447692>. McFedries, P. (2016).

QuickBooks 2016: The Missing Manual (Official Intuit Guide). O'Reilly Media. ISBN: 978-1491917891. Available at: <https://www.amazon.com/QuickBooks-2016-Missing-Manual-Official/dp/149191789X>

PROGRAM: QuickBooks and Microsoft Office ONLINE

Duration: 20 Weeks

Classes per Week: 3

Hours per Class: 5

Total Clock Hours: 300

Delivery Method: Synchronous

WEEKS 1–5: MICROSOFT WORD

Week 1

- **Class 1:** Introduction to MS Word, uses, interface
- **Class 2:** Creating, opening, saving documents, file formats
- **Class 3:** Typing, editing, selecting text

Week 2

- **Class 1:** Font styles, size, color, bold/italic/underline
- **Class 2:** Alignment, line spacing, indentation
- **Class 3:** Practice: Formatting paragraphs

Week 3

- **Class 1:** Page setup – margins, orientation, size
- **Class 2:** Bullets, numbering, borders, shading
- **Class 3:** Practice: Create a formatted document

Week 4

- **Class 1:** Creating and formatting tables
- **Class 2:** Inserting images, shapes, text wrapping
- **Class 3:** Headers, footers, page numbers

Week 5

- **Class 1:** Spell check, grammar, find & replace
- **Class 2:** Printing, PDF export, shortcuts
- **Class 3:** Final MS Word Project & Assessment

WEEKS 6–10: MICROSOFT EXCEL

Week 6

- **Class 1:** Introduction to Excel, interface, worksheets
- **Class 2:** Data entry, rows, columns, cells
- **Class 3:** Saving and managing workbooks

Week 7

- **Class 1:** Cell formatting, borders, alignment
- **Class 2:** Basic formulas (+, -, ×, ÷)
- **Class 3:** Functions: SUM, AVERAGE, AutoFill

Week 8

- **Class 1:** Functions: MIN, MAX, COUNT
- **Class 2:** Creating charts (bar, line, pie)
- **Class 3:** Practice: Sales data worksheet

Week 9

- **Class 1:** Sorting and filtering data
- **Class 2:** Conditional formatting
- **Class 3:** Data validation

Week 10

- **Class 1:** Page setup and printing
- **Class 2:** Excel shortcuts and revision
- **Class 3:** Final MS Excel Project & Assessment

WEEKS 11–15: MICROSOFT POWERPOINT

Week 11

- **Class 1:** Introduction to PowerPoint, interface
- **Class 2:** Creating slides and layouts
- **Class 3:** Saving and managing presentations

Week 12

- **Class 1:** Themes, backgrounds, slide design
- **Class 2:** Formatting text and objects
- **Class 3:** Practice: Simple presentation

Week 13

- **Class 1:** Inserting images, audio, video
- **Class 2:** Animations and transitions
- **Class 3:** Slide timing and slideshow settings

Week 14

- **Class 1:** Charts, tables, SmartArt
- **Class 2:** Presenter view and notes
- **Class 3:** Practice: Business/academic presentation

Week 15

- **Class 1:** Presentation tips and best practices
 - **Class 2:** Revision and shortcuts
 - **Class 3:** Final PowerPoint Project & Assessment
-

WEEKS 16–20: QUICKBOOKS

Week 16

- **Class 1:** Basics of accounting and terminology
- **Class 2:** Introduction to QuickBooks interface
- **Class 3:** Creating a company file

Week 17

- **Class 1:** Chart of accounts
- **Class 2:** Customers, vendors, products/services
- **Class 3:** Company settings and preferences

Week 18

- **Class 1:** Invoices and sales receipts
- **Class 2:** Recording expenses and bills
- **Class 3:** Payments and deposits

Week 19

- **Class 1:** Banking and bank reconciliation
- **Class 2:** Financial reports (P&L, Balance Sheet)
- **Class 3:** Exporting and printing reports

Week 20

- **Class 1:** Review of QuickBooks features
- **Class 2:** Complete accounting workflow practice
- **Class 3:** Final QuickBooks Project & Assessment

Description and purpose of course

Overall Objective: Participants will learn all phases and techniques used in working with Microsoft 365 software, including Word, Excel, PowerPoint and Access. The students will learn common features and uses of the four Microsoft Office applications.

Careers: Graduates will be employable either in private or public entities utilizing the skills attained in their course work. They will be employable as Receptionists, Office Clerical, Administrative Assistants, information clerks, Customer Service Data Entry and other rewarding positions.

Equipment, Materials, and Textbooks provided:

Software and Textbook:

Software: Microsoft Office 365 applications

Textbook: Building a Foundation with Microsoft Office 365 applications

MODE OF INSTRUCTION:

Instructor-led class via GOOGLE CLASSROOM, with lecture, lab, hands-on computer applications, class discussion, tests, all digital materials are available on google classroom for all students, as well as theory resources. There is no internship or Externship available for this program.

Course Certificates Awarded: Diploma

Program Length

- **Duration:** 20 Weeks
- **Total Clock Hours:** 300

Schedule

- **3 Classes per Week**
- **5 Hours per Class**
- **15 Clock Hours per Week**
- **Tuesday, Thursday, Saturday 10:00 am – 3:00 pm**

COMPLETION REQUIREMENTS

Total hours:300 hours

Students who complete all assessments will be awarded a certificate of completion.

OBJECTIVES

1. Utilize knowledge of medical terminology and insurance policies.
2. Design knowledge of diagnosis and procedure coding to orchestrate smooth flow of operations.
3. Develop knowledge of bookkeeping techniques in sync with medical terminology.
4. Utilize solutions based on knowledge of hospital, federal and state billing procedures.
5. Effectively use common acronyms and modifiers used within the industry.
6. Demonstrate proficient knowledge of basic legal aspects pertaining to medical records, HIPAA, and accurate coding.
7. Demonstrate proficient familiarity with each coding manual and proper usage of them.
8. Demonstrate the ability to proficiently apply coding principles, principles and sequencing rules.
9. Demonstrate proficiency in evaluation and management coding.
10. Build a fundamental understanding of medical terminology as they apply to medical coding.
11. Assign and understand diagnostic and procedure codes using ICD and HCPCS/CPT coding systems for the purpose of reimbursement, standardization and analysis.
12. Apply the principles of patient confidentiality within federal, state, and local guidelines.
13. Demonstrate proficiency in Microsoft office.
14. Effectively use common acronyms and modifiers used within the industry.
15. Demonstrate proficient knowledge of basic legal aspects pertaining to medical records, HIPAA, and accurate coding.
16. Demonstrate proficient familiarity with each coding manual and proper usage of them.
17. Demonstrate the ability to proficiently apply coding principles, principles and sequencing rules.
18. Demonstrate proficiency in evaluation and management coding.

EDUCATIONAL OBJECTIVES

Upon successful completion of this course, students will be able to:

1. Apply medical terminology and anatomy knowledge to healthcare documentation
2. Accurately assign ICD-10-CM diagnosis codes
3. Accurately assign CPT and HCPCS Level II procedure codes
4. Prepare, submit, and track medical insurance claims
5. Interpret Explanation of Benefits (EOBs) and post payments
6. Manage claim denials, corrections, and appeals
7. Demonstrate compliance with HIPAA and healthcare regulations
8. Complete the full medical billing revenue cycle

COURSE DESCRIPTION

This course provides comprehensive instruction in medical billing and coding, preparing students for entry-level employment in healthcare administrative settings. Instruction includes medical terminology, anatomy and physiology, and healthcare documentation. Students enrolled in this course will gain knowledge in Medical Terminology, Medical Billing, Electronic Medical Records and responsibilities of the front office medical assistant. This training also provides extensive hands-on training utilizing Medisoft and EMR. Students will learn about Medicare, Medicaid, Inception/history/present day focus, Information Technology (IT), types of insurance coverage including HMO,PPO, fee-based, health insurance exchanges and government/private plans. Fraud, abuse, HIPAA Compliance and the appeals process will be included. Students gain the knowledge and skills they need to confidently pursue their career goals for gainful employment. The Medical Coding segment is designed to teach students in medical terminology and the distinct types of medical codes such as ICD 10, CPT and HCPCS :Level II coding systems, insurance billing, processes, reimbursement methodologies, medial billing software and healthcare compliance, including healthcare guidelines for documentation and electronic health records.. Graduates of the program may find employment without licensure

TEXTBOOK & COURSE MATERIALS

MB/EMR- Computers in the medical office CIMO and Introduction to healthcare terminology Sanderson Susan ISBN 0077836383 9th edition CPT = ICD9

INSTRUCTIONAL METHOD

The instructional method is online synchronous instructor led with assignments, demonstrations, guided practice, independent exercises, and quizzes. The Instructional Platform is Google Classroom. The application was developed by Aceport College. The School has complete control over the contents/updates of the syllabus as well as students' attendance, grades, and academic progress. The application is proprietary.

ADMISSION REQUIREMENTS

At least 18 years of age, Complete Application, Driver License or ID. Official High School transcript, copy of High School Diploma or a copy of a GED Certificate. If the student does not have any of the listed, the student will be tested with the ACCT CELSA ATB Test. The passing score is 20/75. Aceport College reserves the right to refuse admission to any applicant who does not meet the college's stablish criteria for admission.

SCHEDULE

Three (3) days per week, five (5) hours per day

ASSESSMENT AND EVALUATION METHODS

Students are evaluated with instructor-graded assignments, and practical exercises. Students must demonstrate a minimum competency level of 70% or higher in all practical assignments to successfully complete the program. Assignments are graded, posted and returned to the student within 7 days of the assignment date.

Student attendance is recorded in the application as he/she joins the class and checks in by clicking on the "present" icon. Meaningful communication between the teacher and the students is achieved through lectures, stream communication to the classroom, email, and private chat.

INSTRUCTOR

Mariella Valdano

COMPLETION REQUIREMENTS

To successfully complete the program, students must attend scheduled instruction, and complete all assignments with a passing score of 70% or higher

TEXTBOOKS AND INSTRUCTIONAL MATERIALS

- Buck's 2025 ICD-10-CM for Physicians
Publisher Elsevier, 2024
ISBN 9780443261527
- CPT Professional 2025-2026
Elliot Spencer
Publisher Tektime
ISBN 9788835482376
- Optum HCPCS Level II Code Book
HCPCS Level II Codes with Medicare Coverage Essentials
Health Common Procedure Coding System
ISBN 979-8-88952-032-0

Duration: 20 Weeks

Classes per Week: 3

Hours per Class 5

Total Clock Hours: 300

Delivery Method: Synchronous

Week 1: Introduction to Healthcare & Billing

- **Class 1 (5 hrs):** Healthcare systems and delivery models
 - **Class 2 (5 hrs):** Roles of medical billers and coders
 - **Class 3 (5 hrs):** Revenue cycle overview
-

Week 2: Medical Terminology

- **Class 1:** Word roots, prefixes, suffixes
 - **Class 2:** Medical abbreviations and symbols
 - **Class 3:** Terminology lab and exercises
-

Week 3: Anatomy & Physiology

- **Class 1:** Skeletal, muscular, and integumentary systems
 - **Class 2:** Cardiovascular and respiratory systems
 - **Class 3:** Digestive, nervous, endocrine systems
-

Week 4: Medical Records & Documentation

- **Class 1:** Medical record types
 - **Class 2:** SOAP (Subjective, Objective, Assessment, Plan) notes and clinical documentation
 - **Class 3:** Documentation review lab
-

Week 5: Healthcare Compliance & Ethics

- **Class 1:** HIPAA (Health, Insurance, Portability & Accountability Act) privacy and security rules
 - **Class 2:** Fraud, abuse, and ethical standards
 - **Class 3:** Compliance case studies
-

Week 6: Health Insurance Fundamentals

- **Class 1:** Private insurance plans
- **Class 2:** Medicare, Medicaid, managed care
- **Class 3:** Eligibility and benefits verification

Week 7: Coding Systems Overview

- **Class 1:** ICD-10-CM structure and conventions (International Classification of diseases)
 - **Class 2:** CPT coding overview (Current Procedural Terminology)
 - **Class 3:** HCPCS Level II overview (Health Common Procedure Coding System)
-

Week 8: ICD-10-CM Coding Basics

- **Class 1:** Official coding guidelines
 - **Class 2:** Principal vs secondary diagnoses
 - **Class 3:** ICD-10-CM coding lab
-

Week 9: ICD-10-CM Advanced Coding

- **Class 1:** Injury and external cause codes
 - **Class 2:** Acute vs chronic conditions
 - **Class 3:** Case-based coding practice
-

Week 10: CPT Coding Fundamentals

- **Class 1:** CPT code structure and categories
 - **Class 2:** Evaluation & Management (E/M) coding
 - **Class 3:** CPT modifiers
-

Week 11: CPT Advanced Coding

- **Class 1:** Surgical coding guidelines
 - **Class 2:** Radiology, pathology, laboratory coding
 - **Class 3:** Medicine section coding
-

Week 12: HCPCS Level II Coding

- **Class 1:** DME(Durable Medical Equipment) and supply coding
 - **Class 2:** Non-physician services
 - **Class 3:** HCPCS coding lab
-

Week 13: Medical Billing Process

- **Class 1:** Charge entry and claim creation
 - **Class 2:** CMS-1500 claim form (Centers for Medicare & Medicaid Services)
 - **Class 3:** UB-04 claim form
-

Week 14: Claim Submission & Reimbursement

- **Class 1:** Electronic and paper claims
 - **Class 2:** Explanation of Benefits (EOB)
 - **Class 3:** Payment posting lab
-

Week 15: Denials & Appeals

- **Class 1:** Common billing errors
 - **Class 2:** Denial management strategies
 - **Class 3:** Appeals and corrections
-

Week 16: Specialty Coding

- **Class 1:** Inpatient vs outpatient coding
 - **Class 2:** Emergency department coding
 - **Class 3:** Specialty case studies
-

Week 17: Medical Billing Software

- **Class 1:** Billing software overview
 - **Class 2:** Electronic Health Records (EHR)
 - **Class 3:** Software practice lab
-

Week 18: Government Regulations

- **Class 1:** CMS guidelines
 - **Class 2:** NCCI (National Council on Compensation Insurance) edits and compliance
 - **Class 3:** Regulatory review
-

Week 19: Certification Preparation

- **Class 1:** ICD-10-CM comprehensive review
 - **Class 2:** CPT & HCPCS review
 - **Class 3:** Practice certification exam
-

Week 20: Final Evaluation

- **Class 1:** Comprehensive course review
 - **Class 2:** Final practical billing & coding project
 - **Class 3:** Final written examination
-

Careers: Graduates will be employable either in private or public entities utilizing the skills attained in their course work. They will be employable as Receptionists, Office Clerical, Administrative Assistants, front office medical assistant

MODE OF INSTRUCTION:

Instructor-led class via GOOGLE CLASSROOM, with lecture, lab, hands-on computer applications, class discussion, tests, all digital materials are available on google classroom for all students, as well as theory resources. There is no internship or Externship available for this program.

Course Certificates Awarded: Diploma

Certificate of Achievement in Medical Massage Therapy- 550 Clock Hours

This certificate program introduces students to fundamentals of medical massage therapy. During the first 280 hours of the program, MMTM I, covers basics of massage theory, basic human anatomy, physiology, healthcare, and hygiene to make it easier to understand for even those who are new to massage. Remaining of 270-hours of the program, MMTM II, provides detailed medical theory through pathology and students acquire skills through the theory and practice of various kinds of massages such as Swedish massage, acupressure, and kinesiology. This program will exceed the 500 hours required for graduates to become California Certified Massage Therapists

In order to successfully obtain the Certificate of Achievement, students must satisfy the following requirements:

1. Completion of all required classes
2. Receive a grade of "70%" or better in all courses
3. Maintain a Grade of 70% by the time of certificate completion

Student-Faculty Ratio

Student-faculty ratio will not exceed 1:10 for all current classes offered at Aceport College.

Eligibility for Licensure (THIS IS NOT A LICENSE PROGRAM)

In order to be certified as Certified Massage Therapist , students are required to complete a minimum of 500 hours of massage education and training. A minimum of 100 hours of 500 required hours must be in the following topics: anatomy and physiology, contraindications, health and hygiene, and business and ethics.

The courses are classified and distributed as follows:

Certificate of Achievement in Medical Massage Therapy (I) (280 hours)-

Course No.	Course Name	Theory		Practical	
		Units	Hours	Units	Hours
GEC601	Business & Ethics	3	30		
MMTM 101	Fundamental of Medical Massage Therapy	3	30		
MMTM 102	Healthcare & Hygiene	3	30		
MMTM 201	Musculoskeletal Systemic of Anatomy & Physiology	4	40		
MMTM 202	Internal Systemic of Anatomy & Physiology	3	30		
MMTM 203	Hand & Foot of Reflexology	2	20	2	40
MMTM 301	Swedish Massage 1	2	20	2	40
Total Quarter Units Required		20	200	4	80

Certificate of Achievement in Medical Massage Therapy (II) (270 hours)-

Course No.	Course Name	Theory		Practical	
		Units	Hours	Units	Hours
MMTM 103	Healthcare Management & Contraindications	3	30		
MMTM 204	Pathophysiology 1	3	30		
MMTM 205	Pathophysiology 2	3	30		
MMTM 302	Swedish Massage 2	2	20	2	40
MMTM 303	Introduction to Kinesiology	2	20	2	40
MMTM 304	Introduction to Acupressure	2	20	2	40
Total Quarter Units Required		15	150	6	120

COURSE DESCRIPTION

MMTM 101 Fundamental of Medical Massage Therapy (Theory 3Units/30Hours)

This course introduces students to the language of medicine. Through the knowledge of medical terms, the students can make use of proper terminology within a working medical environment. Students will learn the history of massage, the development of massage in the United States, and the various massage techniques. The distinct types of contraindication will be discussed.

MMTM 102 Healthcare & Hygiene (Theory 3Units/30Hours)

This is an introduction to the concepts, terminology, and methodology of industrial hygiene. Students who wish to pursue a Master's degree in industrial hygiene, complete an occupational health certificate, or those who need a basic understanding of industrial hygiene for other health fields can benefit from this course. Students will also learn the guidelines and regulations provided by HIPPA and OSHA.

MMTM 103 Healthcare Management & Contraindications (Theory 3Units/30Hours)

This course contains advertising, marketing, and the different strategies of business promotion. Students will learn basic marketing skills and strategies along with the policies and procedures recognized by the NCBTMB and CAMTC. The students will learn how to develop a business plan and identify the opportunities in hospital settings and as healthcare providers. Another objective of this course is the distinct types of contraindication. The students will learn the indications and contraindications for massage.

MMTM 201 Musculoskeletal Systemic of Anatomy & Physiology (Theory 4Units/40Hours)

This course provides students with an overall understanding of the musculoskeletal system. It is an introduction to joints, muscle tissue, connective tissue, nervous innervations and other features of the musculoskeletal system. The students will obtain an extensive knowledge of the medical terminology.

MMTM 202 Internal Systemic of Anatomy & Physiology (Theory 3Units/30Hours)

This course contains a more in-depth understanding of the musculoskeletal system. Students will explore the functions of organs and organ systems, associated joint structures and muscular attachments. Students will gain hands-on experience on how to locate, palpate, and define the various muscles and anatomical landmarks.

MMTM 203 Hand & Foot of Reflexology (Theory 2Units/20Hours, Practical 2Units/40Hours)

This is an introduction of basic history, theory, and practice of reflexology. Students will learn about the history of massage therapy and the various methods and types of massages. The students will also practice techniques that help relax, improve circulation, and promote a state of well-being in their clients. This course is designed to help students to perform a full reflexology session with the correct tools and techniques.

MMTM 204 Pathophysiology 1 (Theory 3Units/30Hours)

This course is designed to introduce the students to the basic concepts in pathophysiological processes. The students will gain an overall understanding of the process of diseases and the effects on the body's functions. The common disorders of each organ system and the indications and contraindications for massage will be discussed.

MMTM 205 Pathophysiology 2 (Theory 3Units/30Hours)

This course helps students have a detailed understanding of pathophysiology. The effects of stress on psychoneuroimmunological responses are examined thoroughly. Alterations in cutaneous and soft tissue are studied based on the viewpoint of the massage therapist.

Certificate of Achievement in Advanced Medical Massage Therapy- 810 Clock Hours

This certificate program introduces students to advanced medical massage therapy. After 550 hours of MMTM I and MMTM II, students will be able to learn MMTM III's more professional massage techniques. Through this course, students will explore the diverse types of professional studies such as Muscle Testing and therapy, therapeutic exercise, physical examination, and more details about pregnancy and infant massage. This program helps students to work in the medical field such as physical therapy clinics, chiropractic office, acupuncture clinic and more widely inpatient hospital by learning more about medical knowledge.

In order to successfully obtain the Certificate of Achievement, students must satisfy the following requirements:

- Completion of all required classes

- Receive a grade of "70%" or better in all courses

- Maintain a Grade of 70% by the time of certificate completion

Student-Faculty Ratio

Student-faculty ratio will not exceed 1:10 for all current classes offered at Aceport College.

Eligibility for Licensure (THIS IS NOT A LICENSE PROGRAM)

In order to be certified as Certified Massage Therapist , students are required to complete a minimum of 500 hours of massage education and training A minimum of 100 hours of 500 required hours must be in the following topics: anatomy and physiology, contraindications, health and hygiene, and business and ethics.

The courses are classified and distributed as follows:

Certificate of Achievement in Medical Massage Therapy (I) (280 hours)

Course No.	Course Name	Theory		Practical	
		Units	Hours	Units	Hours
GEC601	Business & Ethics	3	30		
MMTM 101	Fundamental of Medical Massage Therapy	3	30		
MMTM 102	Healthcare & Hygiene	3	30		
MMTM 201	Musculoskeletal Systemic of Anatomy & Physiology	4	40		
MMTM 202	Internal Systemic of Anatomy & Physiology	3	30		
MMTM 203	Hand & Foot of Reflexology	2	20	2	40
MMTM 301	Swedish Massage 1	2	20	2	40
Total Quarter Units Required		20	200	4	80

Certificate of Achievement in Medical Massage Therapy (II) (270 hours)-

Course No.	Course Name	Theory		Practical	
		Units	Hours	Units	Hours
MMTM 103	Healthcare Management & Contraindications	3	30		
MMTM 204	Pathophysiology 1	3	30		
MMTM 205	Pathophysiology 2	3	30		
MMTM 302	Swedish Massage 2	2	20	2	40
MMTM 303	Introduction to Kinesiology	2	20	2	40
MMTM 304	Introduction to Acupressure	2	20	2	40
Total Quarter Units Required		15	150	6	120

Certificate of Achievement in Medical Massage Therapy (III) (260 hours)-

Course No.	Course Name	Theory		Practical	
		Units	Hours	Units	Hours
MMTM 401	Microbiology	3	30		
MMTM 402	Complementary Therapy	3	30		
MMTM 403	Muscle Testing and Therapy	2	20	1	20
MMTM 404	Physical Examination	2	20	1	20
MMTM 405	Pregnancy and Infant Massage	2	20	2	40
MMTM 406	Therapeutic Exercise	2	20	2	40
Total Quarter Units Required		14	140	6	120

COURSE DESCRIPTION

GEC 601 Business & Ethics (Theory 3Units/30Hours)

This course introduces students to a wide range of important moral and social problems that philosophers have found especially interesting. The instruction will be emphasized in these ways: exploration of all the positions which can be taken on these issues, and evaluation of the arguments which can be given for those positions. Topics covered in this course include general moral theories, abortion, euthanasia, capital punishment, warfare, gender and sexuality issues, political and economic issues, and the moral status of the natural world.

MMTM 101 Fundamental of Medical Massage Therapy (Theory 3Units/30Hours)

This course introduces students to the language of medicine. Through the knowledge of medical terms, the students can make use of proper terminology within a working medical environment. Students will learn the history of massage, the development of massage in the United States, and the various massage techniques. The distinct types of contraindication will be discussed.

MMTM 102 Healthcare & Hygiene (Theory 3Units/30Hours)

This is an introduction to the concepts, terminology, and methodology of industrial hygiene. Students who wish to pursue a Master's degree in industrial hygiene, complete an occupational health certificate, or those who need a basic understanding of industrial hygiene for other health fields can benefit from this course. Students will also learn the guidelines and regulations provided by HIPPA and OSHA.

MMTM 103 Healthcare Management & Contraindications (Theory 3Units/30Hours)

This course contains advertising, marketing, and the different strategies of business promotion. Students will learn basic marketing skills and strategies along with the policies and procedures recognized by the NCBTMB and CAMTC. The students will learn how to develop a business plan and identify the opportunities in hospital settings and as healthcare providers. Another objective of this course is the distinct types of contraindication. The students will learn the indications and contraindications for massage.

MMTM 201 Musculoskeletal Systemic of Anatomy & Physiology (Theory 4Units/40Hours)

This course provides students with an overall understanding of the musculoskeletal system. It is an introduction to joints, muscle tissue, connective tissue, nervous innervations and other features of the musculoskeletal system. The students will obtain an extensive knowledge of the medical terminology.

MMTM 202 Internal Systemic of Anatomy & Physiology (Theory 3Units/30Hours)

This course contains a more in-depth understanding of the musculoskeletal system. Students will explore the functions of organs and organ systems, associated joint structures and muscular attachments. Students will gain hands-on experience on how to locate, palpate, and define the various muscles and anatomical landmarks.

MMTM 203 Hand & Foot of Reflexology (Theory 2Units/20Hours, Practical 2Units/40Hours)

This is an introduction of basic history, theory, and practice of reflexology. Students will learn about the history of massage therapy and the various methods and types of massages. The students will also practice techniques that help relax, improve circulation, and promote a state of well-being in their clients. This course is designed to help students to perform a full reflexology session with the correct tools and techniques.

MMTM 204 Pathophysiology 1 (Theory 3Units/30Hours)

This course is designed to introduce the students to the basic concepts in pathophysiological processes. The students will gain an overall understanding of the process of diseases and the effects on the body's functions. The common disorders of each organ system and the indications and contraindications for massage will be discussed.

MMTM 205 Pathophysiology 2 (Theory 3Units/30Hours)

This course helps students have a detailed understanding of pathophysiology. The effects of stress on psychoneuroimmunological responses are examined thoroughly. Alterations in cutaneous and soft tissue are studied based on the viewpoint of the massage therapist.

MMTM 301 Swedish Massage 1 (Theory 2Units/20Hours, Practical 2Units/40Hours)

This course is made to acquaint the beginners with the scope and nature of Massage Therapy. It is designed to assist the students to acquire a conceptual framework for practice based on a critical thinking model. Theory is practiced in concurrent laboratory settings. The students will practice each of the manipulations. The therapeutic effects of massage will be examined.

MMTM 302 Swedish Massage 2 (Theory 2Units/20Hours, Practical 2Units/40Hours)

This course continues the development of knowledge, skills and attitudes necessary for practice. The students will apply previously learned massage techniques to situations where adaptations are necessary due to time, positioning or client presentation. Facial assessment and stretching will be introduced as well as Remedial Exercise and Kinesiology. This course specifically focuses on the analysis of orthopedic testing and the application of treatment of pathophysiological processes of the musculoskeletal system studied concurrently.

MMTM 303 Introduction to Kinesiology (Theory 2Units/20Hours, Practical 2Units/40Hours) Through this course, basic concepts from kinesiology will be explored with emphasis on the understanding of efficient movement. By use of a critical thinking approach, students will assess wide range of motion and muscle strength and isolate those areas that are in need of mediation. This introductory course is designed to acquaint the students with the theory and assessment necessary to prescribe remedial exercises. Stretching, resistance, balance, and core stabilization principles are described and practiced as well as theoretical and practical instruction on performing joint mobilizations. Indications and contraindications for these types of exercises are discussed.

MMTM 304 Introduction to Acupressure (Theory 2Units/20Hours, Clinical 2Units/40Hours) This course is an introduction to the history, theory, and principles of the practice of acupressure. Students will learn the basic concepts of acupuncture points and locations. The applications of acupressure therapy, and the contraindications will be discussed. The therapeutic effects of acupressure will be examined.

MMTM 401 Microbiology (3Units/30Hours)

In this course, the student will learn about classification and identification characteristics of the different microorganisms (bacteria, viruses, fungi and parasites). Emphasis will be on microbial disease mechanisms and their clinical manifestations. The student will also be able to describe the infectious processes that require emergent care. The functions of the immune system and selected immunological disorders will be discussed.

MMTM 402 Complementary Therapy (3Unist/30Hours)

This course will introduce the student to the study of complementary and alternative therapies (CAM). The purpose of this course is to help you understand the nature and practice of various alternative therapies, analyze research available to demonstrate the effectiveness of these therapies, and to identify the trends and issues related to the use of complementary and alternative (CAM) therapies. After completing this course,

You should be able to evaluate the risks and benefits of using particular CAM therapies. The student will examine the principles, practices, and outcomes of selecting alternative healing and complementary therapies. The influences of diverse cultural groups, from both the West and East, are examined in relationship to healing practices.

MMTM 403 Muscle Testing and Therapy(Theory 2Units/20Hours, Clinical 1Units/20Hours) This course will train massage therapists to test muscle strength in many of the most common problem causing trunk and extremity muscles. Massage therapists will also be trained to recognize muscle spasticity through muscle testing as well as posture and movement observation. Massage therapists will also learn to recognize the more common entrapment syndromes. The massage therapist will be further trained to correct the above problems using massage therapy techniques and methods. This laboratory and lecture course focuses on soft tissue procedures which are complementary to the massage therapy. Emphasis in lab is placed on skills development and application of assessment and treatment procedures. The lecture series focuses on the history and scientific basis for the soft tissue technique that are taught.

MMTM 404 Physical Examination(Theory 2Units/20Hours, Clinical 1Units/20Hours)

This is a clinical skills course with the main emphasis on examination of the human body. Physical Diagnosis is the most fundamental of diagnostic techniques. After an introduction to diagnosis and clinical history taking, the course covers the basic principles and procedures used in physical examination, including inspection, palpation, percussion and instrumentation of the various body systems. The student will learn to select examination procedures that correlate with the patient's history, perform those procedures, use appropriate physical examination techniques, and integrate the findings with the patient's historical data. This course introduces the student to the etiology, pathogenesis, and morphological changes of diseases of the neuromusculoskeletal system.

MMTM 405 Pregnancy and Infant Massage (Theory 2Units/20Hours, Clinical 2Units/40Hours) This course examines pregnancy from conception to birth, and how massage therapist can be a tremendous benefit for both the mother and her unborn baby. This course continues the development of knowledge, skills, and attitudes necessary for practice. The student will apply massage techniques previously learned to situations where adaptations are necessary due to time, positioning or client presentation. Theory of normal growth and development will be introduced, and specific adaptations will be examined as applied to selected life stages.

MMTM 406 Therapeutic Exercise (Theory 2Units/20Hours, Clinical 2Units/40Hours)

This course is a study of basic theories and therapeutic application of exercise. Emphasis is given to the principles of therapeutic exercise and in the appropriate use of related equipment. Students will apply basic neuroanatomy and theoretical concepts related to therapeutic exercise and identify treatment interventions and special tests associated with specific orthopedic conditions

CHANGES IN SCHOOL PROGRAM

The school will make all attempts to notify the students of changes or modifications with an addendum to the catalog posted in the administrative area. It is the student's responsibility to stay abreast of any changes.

TUITION POLICIES

PROGRAMS CHARGES

SCHEDULE OF TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE and ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM and THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT

PROGRAM	Credit Hours	Tuition per Hour	Schedule of Total Charges for the current Period of Attendance	Total Tuition	Textbooks	Registration Fee	STRF NON-INSTITUTIONAL 0.0 cents/\$1000	Estimated Total Charges for entire educational Program
QuickBooks and Microsoft Office ONLINE	300	\$23.75	3750.00 at enrollment and 3750.00 at completion of program	7125	300	75	0.00	7500
Medical Billing and Coding ONLINE	300	\$23.75	3750.00 at enrollment and 3750.00 at completion of program	7125	300	75	0.00	7500
Certificate of Achievement in Medical Massage Therapy-	550	\$12.95	3750.00 at enrollment and 3750.00 at completion of program	7125	300	75	0.00	7500
Certificate of Achievement in Advanced Medical Massage Therapy-	8100	\$14.85	6250.00 at enrollment and 6250.00 at completion of program	12025	400	75	0.00	12500

The total Charges the student is obligated to pay upon enrollment is \$75.00 Registration Fee for all Programs

TUITION PAYMENT POLICY

Aceport College's tuition and fees for all programs may be satisfied with payment by check, money order, credit card. Cash payment for tuition and fees will only be accepted when paid at the admissions office.

REPAYMENT POLICY

All financial obligations are to be met prior to withdrawal or graduation from the program. Arrangements for repayment of tuition are to be made prior to withdrawal or graduate. The student who becomes indebted to Aceport College due to unpaid deferred tuition, , damage or loss of equipment/materials, or other reason may be denied further enrollment.

Release of information to potential employers or other agencies may be denied until all indebtedness has been cleared.

Web-Site Information

Information about Aceport College can be found at the following website address: www.aceportcollege.com.

The students may view and download information about the college at any time.

(1) The school catalog.

==> <http://aceportcollege.com/school-catalog/>

(2) A School Performance Fact Sheet for each educational program offered by the institution.

==> <http://aceportcollege.com/school-performance-fact-sheet/>

(3) Student brochures offered by the institution.

==> <http://aceportcollege.com/school-catalog-2/>

(4) A link to the bureau's Internet Web site.

==> <http://aceportcollege.com/approval-disclosure-statement/>

(5) The institution's most recent annual report submitted to the bureau.

==> <http://aceportcollege.com/annual-report/>

FACULTY MEMBERS

Faculty Employment

Faculty members are recruited as needed. Job announcements will be made on several job posting websites. Successful candidates are invited for an interview.

Staff and Faculty Meetings

Staff and faculty meetings will be scheduled by department chairs. All invited staff and faculty members are obliged to attend. Attendance and minutes of each meeting are recorded and kept in file. Excessive absences of staff and/or faculty members will be managed by respective department chair.

Faculty Training and Evaluation

Aceport College aims to provide the finest education possible to students. As a vocational college, Aceport College ensures faculty members' exceptional knowledge in both theories and practices in massage. Thus, Aceport College focuses on comprehensive review in school community. Faculty evaluation will be made by peer members and students at the end of each academic term.

Curriculum Development

Faculty members at Aceport College are obliged to review and update curriculum of each courses on a regular basis.

Based on the evaluation results from both students and instructors, faculty members will discuss about the needs in modifying curriculum at the end of each academic year. Any changes will be made upon approval of the Chief Academic Officer

SELF MONITORING PROCEDURES(CCR §71760)

The Aceport College shall develop and maintain adequate procedures used by the institution to assure that it is maintained and operated in compliance with the Act and this Division.

Note: Authority cited: Sections 94803 and 94885, Education Code. Reference: Sections 94823.5, 94893, 94894, 94895 and 94896, Education Code.

1. Students and instructors attend lectures.
2. The Custodian Record takes all the written information and files those documents into the individual student's files.
3. Test Scores are entered into the student's files.
4. Files are stored in a locked filing cabinet in the Personnel Departments office.
5. The instructor receives all information, written and verbal on each student.
6. Maintain communication with the BPPE and CAMTC to maintain compliance.
7. Faculty shall show evidence of a current California professional license or certification.
8. Faculty meetings attended by Instructor for quality assessment and improvement of program policies and procedures.
9. Board meetings are held twice a year for board members to discuss general school functions and resolve any problems.
10. The COO and the Custodian Record use the Graduation Follow-Up Survey Form to check the employment status of graduate students.
11. Student tuition recovery fund announcements.
12. Participate in Webinar and Conference Call information sessions with the BPPE and CAMTC.
13. Subscribe for "Alerts" to receive Bureau Proposed Regulation Notices and Annual Fee by e-mail.
 - o <https://www.bppe.ca.gov/webapps/subscribe.php>
 - o https://www.bppe.ca.gov/webapps/annual_fee.php