



VETERANS INFORMATION BULLETIN
January 1, 2009 – December 31, 2009

Presented by:

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Approved for the training of veterans and eligible persons under the provisions of Chapter 36,
Title 38, U.S. Code.

Bulletin effective January 1, 2009 through December 31, 2009

The information contained in this bulletin is true and correct in content and policy.

Steve Rathje
Name of authorized official (please print)

President/CEO, CIO
Title

Signature of authorized official

Date

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ACCREDITATION

Allied Business Schools, Inc. is accredited by the Accrediting Commission of the Distance Education and Training Council, 1601 18th Street, N.W., Washington, D.C., 20009-2529, phone: (202) 234-5100, fax: (202) 332-1386, website: www.detc.org.

The Accrediting Commission of the Distance Education and Training Council is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

The Accrediting Commission of the Distance Education and Training Council is a recognized member of the Council for Higher Education Accreditation (CHEA.)

STATE OF CALIFORNIA APPROVAL TO OPERATE

Prior to the Bureau for Private Postsecondary and Vocational Education's (BPPVE) sunset on June 30, 2007, Allied Business Schools, Inc. was granted instructional approval pursuant to California's educational code.

EDUCATIONAL PHILOSOPHY

Our society is composed of individuals with different attributes, needs and values. Each individual makes decisions and choices based on what is perceived to be most beneficial to him or her. Most of us recognize that self-directed continuing education is high on the list of beneficial activities we all need.

At Allied Business Schools, Inc. educational programs are developed and administered in an environment where individuals, employers and other community-related groups participate to produce a continually upgraded learning process that benefits the individual and our society.

AMERICAN COUNCIL ON EDUCATION

The American Council on Education's College Credit Recommendation Service (ACE CREDIT) has evaluated and recommended college credit for 17 of Allied's courses. The [American Council on Education](http://www.acenet.edu), the major coordinating body for all the nation's higher education institutions, seeks to provide leadership and a unifying voice on key higher education issues and to influence public policy through advocacy, research, and program initiatives. For more information, visit the ACE CREDIT website at <http://www.acenet.edu/acecredit>.

The following courses have been successfully reviewed and college credits have been recommended by the American Council on Education's College Credit Recommendation Service: Administrative Assistant, Computerized Financial Accounting, Medical Administrative Assistant, Medical Billing and Medical Keyboarding.

College Credit Recommendation Service

American Council on Education
One Dupont Circle
Washington, D.C. 20036-1193

MISSION STATEMENT

Allied Business Schools, Inc., a distance education institution, is committed to providing affordable, high-quality courses, instructional materials, and student services that are easy for students to access and use. Allied's goal is to provide courses that prepare students for new careers in the areas of real estate, allied health, and business by enabling students to pass state licensure or certification exams or to satisfy the student's personal requirements. This goal is achieved by ensuring that all courses provide clear learning outcomes, student support, detailed instructions, and assessment which lead to course mastery and student success.

INSTITUTIONAL GOALS

The relationship between the institutional mission and the needs of the public is served by offering comprehensive programs that are taught in a convenient, thorough, and affordable manner, with the ultimate goal being new employment or career advancement for the student. It is our aim to provide competency skills for students who are actively pursuing a career path that meets their interest and aptitude.

The institution will achieve its goals through the fulfillment of the following objectives:

1. To offer courses in real estate, business, and healthcare that meet industry standards and employment demands.
2. To provide educational programs through a successful instructional delivery method which develops the student's knowledge, skills, attitudes, and work habits.
3. To provide easy access to educational and student support services that contribute to the student's success.
4. To prepare students for employment within the industry for which they are trained.

INSTRUCTIONAL FACILITIES

Allied Business Schools, Inc. is a distance education provider and holds no residential classes. School headquarters are at 22952 Alcalde Drive, Laguna Hills, CA, 92653 where student services and educational staff are located. Allied has nine additional facilities which house fulfillment, admissions, accounting, marketing, research, business development and compliance and Allied National High School.

SCHOOL GOVERNING BODY, ADMINISTRATORS, AND FACULTY

A. Owner

George E. Achenbach (in trust.)

B. Administrative Officials

George J. Achenbach, Chief Executive Officer

Steven Rathje, President & CEO

Geraldine K. Achenbach, Chief Financial Officer

Beth Wang, Chief Operations Officer

Charli Hislop, Chief Compliance Officer

Karen L. Wenzel, Director of Education / Registrar

C. Instructors

Achenbach, George J. – Real Estate, Property Management
Achenbach, George E. – Management and Home Inspection
Achenbach, Geraldine K. – Accounting and Real Estate
Bottger, Roy K. – Real Estate
Burke, Colby S. – Business Administration
Hislop, Charlotte D. – Business Administration Management
Ingram, Amelia – Medical Insurance, Medical Billing
Rathje, Steven – Small Business Administration/Management
Rebis, Jeremy – Real Estate Salesperson and Appraisal
Sharkey, Eric T. – Real Estate Appraisal
Vazquez, Frank – Microsoft Office Application
Wang, Beth – Information Technology
Wenzel, Karen L. – Business Administration / Management

ENTRANCE REQUIREMENTS

To be admitted, a student must be 18 years of age or have parent/legal guardian authorization and be a high school graduate or equivalent.

POLICIES

A. Enrollment Policy

Open enrollment (students may enroll at any time.) In order to satisfactorily complete Allied's enrollment process, all persons utilizing VA benefits must submit a fully completed and signed VA Form 22-1999C prior to enrollment.

B. Credit Evaluation Policy

Allied Business Schools, Inc. will conduct an evaluation of previous education or training for all students, grant appropriate credit, and shorten the training period proportionately.

C. Attendance Policy

Where attendance is required, if a student has seven (7) consecutive absences without phone or email contact and is not on Leave of Absence or Medical Hold, he or she will be dismissed. This is at the discretion of the President/Chief Operations Officer and the Director of Education.

D. Process for Resolving Disputed Grades

It is the responsibility of the Educational Support department graders to evaluate each student's work and to assign a grade which is a fair and valid measure of the student's achievement in the course. In the event of a dispute over an assigned grade, the student will document in writing the reasons for the grade dispute. The student must provide a copy of his or her perception of the dispute, the specific assignment or exam being disputed, the title of the course, and the student's full name (as enrolled) to the Manager of Educational Support where it will be noted in the student record.

The individual who graded the assignment and the manager of Educational Support will meet to attempt resolution of the disputed grade within seven business days of the receipt of the dispute in writing from the student. The result of the resolution will be communicated back to the student.

If the matter is still unresolved, the student may pursue the matter further with the vocational Director of Education who will make a final decision on the matter. Once this decision is rendered, it will be considered final. No further negotiations will be allowed.

E. Failure/Probation/Dismissal

Where submission of course work is required, if a student demonstrates three (3) consecutive weeks of unsatisfactory work, he or she will be placed on probation. If there is no attempt to improve their work after being placed on probation, they will be dismissed. Probation period is not-to-exceed two months.

F. Student Integrity and Academic Honesty Policy

Allied Business School, Inc. strives to encourage a spirit of honesty and integrity. Students will engage in any learning exercise or assessment with integrity and responsibility. Any work submitted by a student must represent original work by that student. Students are responsible for knowing and applying accepted principles of sound research and writing in all work. Any questions about what constitutes unethical behavior or plagiarism should be discussed with the instructor.

G. Student Privacy Policy

Student Records

Family Educational Rights and Privacy Act (FERPA)

Schools must have written permission from the eligible student in order to release any information from a student's education record. However, FERPA allows Allied to disclose those records, without consent, to the following parties or under the following conditions (34 CRF§ 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

H. Certification/Grading

California requires that a student who successfully completes a course of study be awarded an appropriate certificate verifying that fact. In order to earn a certificate of completion, students must complete all assignments and examinations in the prescribed order. Unless otherwise indicated, students must pass all assignments and final exams with a 70% or better.

I. Conditions for Re-enrollment

If a student has been dismissed due to unsatisfactory coursework/grades, he or she may request re-enrollment review by written request. All such re-enrollment requests should be submitted to:

Karen L. Wenzel, Director of Education
Allied Business Schools, Inc.
22952 Alcalde Drive, Laguna Hills, CA 92653
kwenzel@alliedschools.com

If course work is not completed after 13 months from the date of enrollment, a re-enrollment fee is required. This fee is course specific and will be provided upon request.

J. Buyer's Right to Cancel

You have the right to cancel the enrollment agreement and obtain a refund. Requests for cancellation and refunds may be made in any manner. Students should return course materials to:

Allied Business Schools, Inc.
Attn: Refund Department
22952 Alcalde, Laguna Hills, CA 92653
(888) 925-4282
Refunds@alliedschools.com

The student has a right to a full refund of all charges up to five (5) days after enrollment. If canceling during this five-day period, students should refuse UPS shipments from Allied Schools. From day six (6) to day (30) after enrollment, the student has a right to a full refund (excluding shipping charges). For refunds made after 30 days, a 10% non-refundable registration fee of the cost of the course (not to exceed \$50) will be deducted from the refund amount. Refunds for cancellations will be paid within 30 days.

K. Refund Information

If you have completed 60% or less of the course and wish to withdraw, you are entitled to receive a "pro-rata" refund for the unused portion of the tuition until the course termination date (see enrollment agreement for exact course termination date).

1. Deduct the non-refundable registration fee of 10% of the cost of the course (not to exceed \$50) from the total amount paid for the course. Divide this figure by the number of lessons in the course. The answer is the "per lesson" charge for the course.
2. Multiply the lessons NOT COMPLETED by the "per lesson charge. The answer is the refund amount due.

Refunds will be paid within 30-days of cancellation or withdrawal. Rights to refund usually terminate one year after date of enrollment.

See exceptions to the one year termination date below.

- 18 months for Advanced Medical Terminology (formerly MTAPPP)
- 18 months for Medical Coding students
- 14 months for Medical Terminology students
- 18 months for Medical Transcription students
- 14 months for MediSoft Applications students
- 14 months for Texas Real Estate Contracts students
- 18 months for Real Estate Appraisal students

REAL ESTATE RELATED COURSES

Real Estate Appraisal (68 Lessons)

Computer Hardware and Software Recommendations: The student *must have* an IBM-compatible computer and a calculator to take the course. Minimum system requirements are: 1GHz+ processor, 256MB of RAM (512MB recommended, required for Windows XP Home Service Pack 2 and Windows Vista Home), 10GB+ Available Hard Drive Space for Data Storage, sound card, 800 X 600 graphics with 16-bit colors, Windows compatible laser or inkjet printer, Windows XP Service Pack 2 minimum. (10/100 Network Card and/or Modem required for online course correspondence)

Real Estate Appraisal by Roy Boettger, Dwight Norris, and Eric Sharkey published by Ashley Crown Systems, Inc., covers all basic aspects of real estate appraisal.

Topics Covered: The Appraisal Industry; Real Property Concepts and Characteristics; Legal Considerations in Appraisal; Value and Economic Principles; Real Estate Markets and Analysis; Ethical Appraisal Practice; Valuation Process; Highest & Best Use and Site Valuation; Property Inspection and Description; Sales Comparison Approach; Income Capitalization Approach; Cost Approach - Reproduction of Improvements; Cost Approach - Depreciation of Improvements; Reconciliation and Reporting; Appraisal Statistical Concepts.

National USPAP Course Student Manual and USPAP 2008, published by (Ashley Crown Systems).

Topics: History, Professionalism, Valuation Services and Appraisal Practice, and Structure of USPAP; Definitions and Rules; Standards 1 through 10; and Statements and Advisory Opinions.

Allied National USPAP Course Study Guide, published by Ashley Crown Systems, Inc.

Understanding the Uniform Residential Appraisal Report, published by Ashley Crown Systems, Inc.

Topics Covered: Using the URAR; Contracts; Neighborhoods; Sites; Improvements; Sales Comparison Analysis, Cost Approach, Income Approach, PUD Information.

Residential Market Analysis and Highest and Best Use, by Daniel J Tosh and George H. Miller published by Ashley Crown Systems, Inc.

Topics Covered: Ethics and the Appraisal Process, Economic Principles of Value, The Real Estate Market, Market Analysis, Highest and Best Use, and Case Studies.

Residential Site Valuation & Cost Approach, by William G. Willson published by Ashley Crown Systems, Inc.

Topics Covered: Fundamentals of Real Estate and Value; Depreciation; Site Valuation: Theory and Practice; Estimating Improvement Costs; Cost Approach: Application and Summary; and Uniform Residential Appraisal Report.

Residential Sales Comparison & Income Approaches, by Lee R. Hess and George H. Miller published by Ashley Crown Systems, Inc.

Topics Covered: Characteristics of Property and Value; Valuation Principles; Identification of Property Rights; Property Inspection: Site and Improvements; Sales Comparison Approach; Measurement of Adjustments; Finance and Cash Equivalency; Income Approach: Analysis of Income and Expenses, Multipliers, and Capitalization; Introduction to the Financial Calculator; Reconciliation; and Case Studies.

State Licensing Exam Preparation Materials include:

Real Estate Appraiser License State Exam Preparation, published by Ashley Crown Systems, Inc., contains over 1,000 questions (with answers and explanations), glossary of key appraisal terms; includes both residential and income property.

Special Appraisal Prep CD, contains: Real Estate Math Tutor software, FHA Appraisal exam prep software and Real Estate Appraiser License State Exam Preparation.

Clipboard

Allied's Special Reports:

The Business Plan for Home-Based Business

Financial Management: How to Make a Go of Your Business

General Information:

Prior to the Bureau for Private Postsecondary and Vocational Education's (BPPVE) sunset on June 30, 2007, Allied's Real Estate Appraisal course was granted instructional approval pursuant to California's educational code.

Association Membership:

Once the student has successfully completed the Real Estate Appraisal course, Allied Business Schools, Inc. will furnish a one-year membership in the National Association of Real Estate Appraisers (NAREA). This \$195 value is provided at no cost to the student. Membership in the NAREA will provide the following: networking system for real estate appraisers; complimentary internet listing; official membership card and certificate; The Appraisal Times Newsletter; low cost incoming 800 phone number and service; valuation guidelines; regulation changes; directory of designated members; access to medical insurance; appraisal hotline; discounted Airborne Express service; invitation to annual Appraisal Expo & Conference; and logo slicks and decals.

Students have one year to complete the course, but must take a minimum of thirty (30) days to complete. Students must complete the required course and meet their state's experience and/or educational requirements (students can contact their state agency directly to ascertain exact requirements). To receive a passing grade, the student must score 70% or better on a closed book, multiple-choice final exam that includes a separate USPAP exam. Student also must pass twenty-two quizzes along with a five-hundred word essay and two instructor contacts, to be eligible to take the final exam.

If the student does not pass the final exam on the first try, the State of California Office of Real Estate Appraisers (OREA) requires that they re-enroll in the course, complete all course

requirements and re-take the final examination. They must wait 30 days to retake the final. The thirty (30) day minimum also applies when the student re-takes the course.

Allied's Real Estate Appraisal course has been approved by the OREA.

Allied's Real Estate Appraisal course has been reviewed and approved by the Appraisal Foundation's Appraiser Qualifications Board (AQB). Allied's Appraiser program also has been approved in other states.

Getting Started:

- Enroll in the course
- Study and send in assignments (can be done on-line)
- Take proctored final exam on-line and pass
- Receive Certificate of Completion
- Apply to the state for a test date
- Take and pass the state exam
- Receive your license

Real Estate Salesperson

(45 Lessons)

Computer Hardware and Software Recommendations: The student *must have* an IBM-compatible computer to take the course. Minimum system requirements are: 1GHz+ processor, 256MB of RAM (512MB recommended, required for Windows XP Home Service Pack 2 and Windows Vista Home), 10GB+ Available Hard Drive Space for Data Storage, sound card, 800 X 600 graphics with 16-bit colors, Windows compatible laser or inkjet printer, Windows XP Service Pack 2 minimum. (10/100 Network Card and/or Modem required for online course correspondence)

To qualify for a Real Estate Salesperson License you must complete:

Real Estate Principles and Real Estate Practice, and

One course from the following list:

- Legal Aspects of Real Estate
- Real Estate Finance
- Real Estate Appraisal
- Real Estate Economics
- Property Management
- Escrow
- Real Estate Office Administration

18-Month Conditional Program (for students who obtained their conditional license prior to 10/01/2007.)

The 18-Month Conditional Program satisfies the continuing educational requirements for the State of California. These courses are college level. Completion is required by the Department of Real Estate (DRE) within 18 months after original license is issued.

Course includes:

- Real Estate Practice and one of the following choices:
- Legal Aspects of Real Estate
- Real Estate Finance
- Real Estate Appraisal
- Real Estate Economics
- Property Management
- Escrow
- Real Estate Office Administration

Textbooks include:

Real Estate Practice (D.R.E. Approval #1521-94) ***California Real Estate Practice***, by Sherry Schindler-Price. Published by Ashley Crown Systems, Inc., it has major new updates focusing on the real world of California real estate practices. A step-by-step guide to the mechanics of our industry.

Topics Covered: A career in Real Estate; Preparing for Success at Your Brokerage; What Happens In a Brokerage; How Will I Get My Business?; Marketing and Advertising; Time Management; Sellers and Listings; Buyers; Handling Offers and Counteroffers; Financing the Sale; Escrow; Real Estate Specialization and Investment; Risk Management: Disclose, Disclose, Disclose; Risk Management: Agency, Ethics, & Fair Housing; Putting It All Together.

Legal Aspects of Real Estate (D.R.E. Approval #1382-93) ***California Real Estate Law***, by Robert Bruss & William Pivar, published by Real Estate Education Company, a division of Dearborn Financial Publishing, Inc. It is an up-to-date reference guide for real estate agents, brokers, and investors. Robert Bruss is an attorney and a renowned writer.

Topics covered: Sources of Law and the Judicial System; Law of Agency; Duties and Responsibilities of Licensees; Regulations of Licensees; Law of Contracts; Real Estate Contracts; Property, Estates and Recording; Ownership of Real Property; Acquisitions and Conveyances; Real Property Security Devices; Involuntary Liens and Homesteads; Adjacent Property Rights, Land Use Controls; Escrows and Title Insurance; and Landlord-Tenant Law.

Real Estate Finance (D.R.E. Approval #2011-04) ***Real Estate Finance***, by Sherry Schindler Price, published by Ashley Crown Systems, Inc. It has 483 pages and covers all the current topics in an easy to follow format. It includes most current important definitions. Required course.

Topics Covered: History of Finance and Lending; Real Property; Land Title and Estates; Instruments of Finance; Trust Deeds & Mortgages; Mortgage Lenders; The Mortgage Market; Mortgage Insurance and Government Participation in Finance; Real Estate as an Investment; Choosing a Lender; The Appraisal; Processing a Loan; Underwriting and Closing the Loan; Loan Servicing; and Consumer Protection.

Real Estate Appraisal (D.R.E. Approval #1879-02) ***Real Estate Appraisal***, by Roy Bottger, Dwight Norris, and Eric Sharkey published by Ashley Crown Systems, Inc. It covers current California appraisal techniques and standards and is approved by Office of Real Estate Appraisers. Required course.

Topics Covered: The Appraisal Industry; Real Property Concepts and Characteristics; Legal Considerations in Appraisal; Value and Economic Principles; Value and Economic Principles; Real Estate Markets and Analysis; Ethical Appraisal Practice; Valuation Process; Highest & Best Use and Site Valuation; Property Inspection and Description; Sales Comparison Approach; Income Capitalization Approach; Cost Approach - Reproduction of Improvements; Cost Approach - Depreciation of Improvements; Reconciliation and Reporting; Appraisal Statistical Concepts.

Real Estate Economics (D.R.E. Approval #1728-98) **California Real Estate Economics**, by Evan M. Butterfield, M.A., J.D., published by Real Estate Education Company, a division of Dearborn Financial Publishing, Inc. It takes you through the “A to Z” of real estate economics.

Topics Covered: California’s Economic Growth; Economic Principles and Cycles; Economic Theories and Measurements; Money and Financing; Cities -- Their Origin and Growth; Problems of the Cities; The Suburbs and Beyond; Government Regulations & Taxes; Housing; Nontraditional Housing; Farms and Land; Nonresidential Real Property; Planning & Land Use Control; The Economics of Development; and Economic Decision Making.

Property Management (D.R.E. Approval #1690-97) **Property Management**, by Dwight Norris, published by Ashley Crown Systems, Inc. It is a comprehensive course on property management from analysis to acquisition (including helpful glossary and index).

Topics Covered: Overview of Property Management; The Economics of Property Management; Financial Analysis; Property Analysis; Marketing; Leases; Tenant Relations; Forms; Apartment Management: Operations and Procedures; Day-To-Day Operations; Systems and Reports; Managing Commercial Property; Hotels and Motels; Hotel Business Operations; Current Issues in Hotel/Motel Management; and Legal Issues in Property Management.

Escrow (D.R.E. Approval #1670-97) **Escrow Principles & Practices**, by Sherry Shindler-Price, published by Ashley Crown Systems, Inc. It is a valuable proven procedures and explanations for the escrow process.

Topics Covered: What is Escrow?; Parties, Documents and Real Estate Basics; Real Estate Finance; Escrow, Title and Other Professionals; Contracts; Local Variations; Escrow Instructions; Record Keeping and Prorations; Processing and Closing; Contingencies; Title Insurance; Computerized Escrow; Disclosure and Consumer Protection; Other Types of Escrows; and Escrow Review.

Real Estate Office Administration (D.R.E. Approval #1520-94) **Real Estate Brokerage**, by John E. Cyr et al, published by Real Estate Education Company, a division of Dearborn Financial Publishing, Inc. This text was written by seasoned professionals and focuses on starting up and managing a brokerage business.

Topics Covered: Real Estate Finance; Leadership; Management Skills; Communications and Decision Making; Analyzing the Business Environment; Analyzing the Market; Developing a Plan; Structuring the Organization; Structuring Business Systems; Structuring the Finances; Business Policies and Procedures; Marketing and Advertising; The Practical and Legal Realities of Staffing; Recruiting, Selecting, and Hiring the Staff; Professional Competency; Coaching Performance; Monitoring Operations; and Managing Risk.

Additional Information:

Allied’s Real Estate 18-Month Conditional program materials were registered with the State of California’s Bureau for Private Postsecondary and Vocational Education's (BPPVE) prior to its sunset on June 30, 2007.

Getting Started:

- Enroll in the program
- Study assignments
- Take and pass proctored final exam on each course taken (can be done on-line and final can be taken on-line without a proctor)
- Receive Certificate of Completion

Florida Real Estate Principles

(23 Lessons)

Computer Hardware and Software Recommendations: The student *must have* an IBM-compatible computer with Internet access to take the course. Minimum system requirements are: 1GHz+ processor, 256MB of RAM (512MB recommended, required for Windows XP Home Service Pack 2 and Windows Vista Home), 10GB+ Available Hard Drive Space for Data Storage, sound card, 800 X 600 graphics with 16-bit colors, Windows compatible laser or inkjet printer, Windows XP Service Pack 2 minimum. (10/100 Network Card and/or Modem required for online course correspondence)

State Required Course: Florida Real Estate Principles

The Florida Real Estate and Prep course is 100% online. There are no books or materials to purchase.

Course Description: This course is designed to meet Florida's real estate education requirement and to assist those preparing for the real estate salesperson licensing examination. Students have the option to purchase Real Estate Principles and Prep as part of a special package or they can purchase each product separately.

Topics Covered: The Real Estate Business; License Law and Qualifications for Licensure; License Law and Administration; Brokerage Relationships and Ethics; Real Estate Brokerage Options; Complaints, Violations, and Penalties; Federal and State Housing Laws; Property Rights - Estates, Tenancies, and Multiple Ownership Interests; Title, Deeds, and Ownership Restrictions; Legal Descriptions; Real Estate Contracts; Real Estate Finance; The Mortgage Market; Computations and Title Closing; Estimating Real Property Value; Product Knowledge; Real Estate Investment Analysis and Business Opportunity Brokerage; Taxes Affecting Real Estate; The Real Estate Market; Planning and Zoning; Case Studies in Real Estate; Instructions for the Final Exam.

Additional Information

Allied Business Schools online Florida Real Estate Principles Course is approved by the Florida Real Estate Commission. Materials are registered with the State of California. Registration means we have met certain minimum standards imposed by the state for registered schools on the basis of our written application to the state. Registration does not mean we have met all of the more extensive standards required by the state for schools that are approved to operate or licensed or that the state has verified the information we submitted with our registration form.

Students have one year to complete the course. Students must complete all of the units in the Florida Real Estate Online Course before they can take the final exam. To receive a passing grade, the student must score a 70% or better on the proctored, multiple-choice final exam. After passing the state exam and receiving a real estate salesperson's license, the salesperson licensee may work as a real estate agent under a licensed real estate broker in Florida. A student who fails the state exam may re-apply and pay a \$31.50 re-examination fee.

Getting Started:

- Enroll in the online course(s)
- Complete the interactive online course(s)
- Take and pass the final exam
- Receive Certificate of Completion
- Apply to the state for a test date
- Review course and study prep material
- Take and pass the state exam
- Apply for and receive your license

Georgia Real Estate Salesperson (41 Lessons)

Computer Hardware and Software Recommendations: The student *must have* an IBM-compatible computer with Internet access to take the course. Minimum system requirements are: 1GHz+ processor, 256MB of RAM (512MB recommended, required for Windows XP Home Service Pack 2 and Windows Vista Home), 10GB+ Available Hard Drive Space for Data Storage, sound card, 800 X 600 graphics with 16-bit colors, Windows compatible laser or inkjet printer, Windows XP Service Pack 2 minimum. (10/100 Network Card and/or Modem required for online course correspondence)

State Required Course: Georgia Real Estate Principles

The Georgia Real Estate and Prep course is 100% online. There are no books or materials to purchase.

Course Description: This course is designed to meet Georgia's real estate education requirement and to assist those preparing for the real estate salesperson licensing examination. Students have the option to purchase Real Estate Principles and Prep as part of a special package or they can purchase each product separately.

Topics Covered: Introduction to the Real Estate Business; Real Property and the Law; Concepts of Home Ownership; Agency; Real Estate Brokerage; Listing Agreements and Buyer Representation; Interests in Real Estate; Form of Real Estate Ownership; Legal Descriptions; Real Estate Taxes and Other Liens; Real Estate Contracts; Transfer of Title; Title Records; Real Estate Financing Principles; Real Estate Financing Practice; Leases; Property Management; Real Estate Appraisal; Land-Use Controls and Property Development; Fair Housing and Ethical Practices; Environmental Issues and the Real Estate Transaction; Closing the Real Estate Transaction; Introduction to the Real Estate Investment; Math FAQs; Georgia Real Estate License Law; Rules of the Georgia Real Estate Commission; Georgia's Brokerage Relationships in Real Estate Transactions Act; Georgia Antitrust Laws; Georgia Legal Descriptions; Georgia Listing Agreements; Georgia Market Analysis; Georgia Estimate Net to Seller Form; Georgia Buyer Representation; Georgia Estimate to Cost to Buyer Form; Georgia Real Estate Contracts; Georgia Property Management; Georgia Leases; Georgia Community Association Management.

Additional Information

Allied Business Schools online Georgia Real Estate Principles Course is approved by the Georgia Real Estate Commission. Materials were registered with the State of California Bureau of Private Postsecondary and Vocational Education (BPPVE) prior to its sunset on June 30, 2007.

Students have one year to complete the course. Students must complete all of the units in the Georgia Real Estate Online Course before they can take the final exam. To receive a passing grade, the student must score a 70% or better on the proctored, multiple-choice final exam. After passing the state exam and receiving a real estate salesperson's license, the salesperson licensee may work as a real estate agent under a licensed real estate broker in Georgia. A student who fails the state exam may re-apply and pay a \$91.00 examination fee.

Getting Started:

- Enroll in the online course(s)
- Complete the interactive online course(s)
- Take and pass the final exam
- Receive Certificate of Completion
- Apply to the state for a test date
- Review course and study prep material
- Take and pass the state exam
- Apply for and receive your license

Texas Real Estate Salesperson
(97 Lessons)

Please Note: The student *must have* an IBM-compatible computer with Internet access to complete the Texas Real Estate Salesperson course.

State Required Core Courses: Texas Real Estate Principles
Texas Law of Agency
Texas Law of Contracts

Core Courses: Texas Real Estate Finance
Texas Real Estate Appraisal
Texas Residential Inspection for Real Estate Agents

Texas Real Estate Online Course published by Ashley Crown Systems, Inc.

These courses are designed to meet Texas real estate education requirements and to assist those preparing for the real estate salesperson licensing examination. Upon completion of this course, a student will be able to identify real estate terminology and to recognize real estate laws and principles used in Texas.

Texas Real Estate Principles:

Texas' Diversity; Property, Estates, and Ownership; Encumbrances and Transfer of Ownership; Contracts – The Basics; Agency Relationships; Real Estate Contracts; Disclosure in Real Estate; Closing the Transaction; Real Estate Finance – Loans; Real Estate Finance – Lending Institutions; Valuation and Appraisal; Land Use, Subdivision, and Housing; Real Estate Brokerage; Real Estate Specialization; and Getting and Keeping Your License.

Texas Law of Agency:

What is Agency?; Fiduciary Responsibilities and Duties; Legal and Ethical Considerations in Agency; Deceptive Trade Practices and Consumer Protection Act; Employment: Broker and Salesperson; Employment – Broker and Principal; Brokerage Relationships; Exclusive Agency Relationships; Intermediary Brokerage; Disclosing the Agency Relationships; Risk Management; and Know and Follow the Law.

Texas Law of Contracts:

The Texas Real Estate License Act (TRELA); Contract Basics; Agency Relationships; Listing Agreements; Buyer Representation Agreement; Residential Purchase Agreement; Purchase Agreement Addenda; Lease Agreements; Real Estate Disclosures; and Closing and Escrow Contracts.

Texas Real Estate Finance:

History of Finance and Lending; Instruments of Finance; Deeds of Trust and Mortgages; Mortgage Lenders; The Mortgage Market; Mortgage Insurance and Government Loan Programs; Choosing a Lender; Processing the Loan; Underwriting and Closing; Loan Servicing; Consumer Protection; and Real Estate Investment.

Texas Real Estate Appraisal:

The Appraisal Industry; Real Property Concepts and Characteristics; Legal Considerations in Appraisal; Value and Economic Principles; Real Estate Markets and Analysis; Ethical Appraisal Practice; The Appraisal Process; Highest and Best Use and Site Valuation; Property Inspection and Description; Sales Comparison Approach; Income Capitalization Approach; Cost Approach – Reproduction of Improvements; Cost Approach – Depreciation of Improvements; Reconciliation and Reporting; and Appraisal Statistical Concepts.

Texas Residential Inspection for Real Estate Agents:

What an agent sees; Why Home Inspections are Important; Soils, Foundations, and Floors; The Exterior; Roofs and Attics; Building Interior Finishes; Electrical Systems; Plumbing; Built-In Appliances and Systems; Heating Systems; Cooling Systems; Pools, Spas, and Saunas; Pests and Other Environmental Hazards; The Garage; and The Property Inspection Report. course.

General Information: Allied Business Schools online Texas Real Estate Principles Course is approved by the Texas Real Estate Commission. Materials were registered with the Bureau for Private Postsecondary and Vocational Education's (BPPVE) prior to its sunset on June 30, 2007.

Students have one year to complete the course. Students must complete all of the units in the Texas Real Estate Online Course before they can take the final exam. To receive a passing grade, the student must score a 70% or better on the proctored, multiple-choice final exam. After passing the state exam and receiving a real estate salesperson's license, the salesperson licensee may work as a real estate agent under a licensed real estate broker in Texas. A student who fails the state exam may re-apply and pay a \$59.00 application (exam) fee.

Getting Started:

- Enroll in the online course(s)
- Complete the interactive online course(s)
- Take and pass the final exam
- Receive Certificate of Completion
- Apply to the state for a test date
- Review course and study prep material
- Take and pass the state exam
- Apply for and receive your license

Virginia Real Estate Salesperson
(39 lessons)

State Required Course: Virginia Principles of Real Estate

Computer Hardware and Software Recommendations: The student *must have* an IBM-compatible computer with Internet access to take the course. Minimum system requirements are: 1GHz+ processor, 256MB of RAM (512MB recommended, required for Windows XP Home Service Pack 2 and Windows Vista Home), 10GB+ Available Hard Drive Space for Data Storage, sound card, 800 X 600 graphics with 16-bit colors, Windows compatible laser or inkjet printer, Windows XP Service Pack 2 minimum. (10/100 Network Card and/or Modem required for online course correspondence)

State Required Course: Virginia Principles of Real Estate

Virginia Real Estate Online Course by Doris Barrell, published by Dearborn Real Estate Education.

This course is designed to meet Virginia's real estate education requirement and to assist those preparing for the real estate salesperson licensing examination. Upon completion of this course, a student will be able to identify real estate terminology and to recognize the real estate laws and principles used in Virginia.

Topics Covered: The Business of Real Estate; Real Property and the Law; Concepts of Home Ownership; Agency; Real Estate Brokerage; Listing Agreements and Buyer Representation; Interests in Real Estate; Forms of Real Estate Ownership; Legal Descriptions; Real Estate Taxes and Other Liens; Real Estate Contracts; Transfer of Title; Title Records; Real Estate Financing Principles; Real Estate Financing Practice; Leases; Property Management; Real Estate Appraisal; Land-Use Controls and Property Development; Fair Housing and Ethical Practices; Environmental Issues and the Real Estate Transaction; Closing the Real Estate Transaction; Introduction to Real Estate Investment, Math FAQ's; and Glossary of Terms.

Additional Information:

Allied Business Schools online Virginia Real Estate Principles Course is approved by the State of Virginia Real Estate Board. Materials were registered with the Bureau for Private Postsecondary and Vocational Education's (BPPVE) prior to its sunset on June 30, 2007.

Students have one year to complete the course. Students must complete all of the units in the Virginia Real Estate Online Course before they can take the final exam. To receive a passing grade, the student must score a 70% or better on the proctored, multiple-choice final exam. After passing the state exam and receiving a real estate salesperson's license, the salesperson licensee may work as a real estate agent under a licensed real estate broker in Virginia. A student who fails the state exam may re-apply and pay a \$60.50 application (exam) fee.

Getting Started:

- Enroll in the online course
- Complete the interactive online course
- Take and pass the final exam.
- Receive Certificate of Completion
- Apply to the state for a test date
- Review course and study prep material
- Take and pass the state exam
- Apply for and receive your license

Washington Real Estate Fundamentals (26 lessons)

State Required Course: Washington Real Estate Fundamentals

Computer Hardware and Software Recommendations: The student *must have* an IBM-compatible computer with Internet access to take the course. Minimum system requirements are: 1GHz+ processor, 256MB of RAM (512MB recommended, required for Windows XP Home Service Pack 2 and Windows Vista Home), 10GB+ Available Hard Drive Space for Data Storage, sound card, 800 X 600 graphics with 16-bit colors, Windows compatible laser or inkjet printer, Windows XP Service Pack 2 minimum. (10/100 Network Card and/or Modem required for online course correspondence)

State Required Course: Washington Real Estate Fundamentals

Washington Real Estate Fundamentals Course by Gerald R. Cortesi, published by Dearborn Real Estate Education.

This course is designed to meet Washington's real estate education requirement and to assist those preparing for the real estate salesperson licensing examination. Upon completion of this course, a student will be able to identify real estate terminology and to recognize the real estate laws and principles used in Washington.

Topics Covered: Introduction to Real Estate; Real Estate Law; Real Estate Ownership; Transferring Real Estate; Real Estate Brokerage; Real Estate Licensing and Fair Housing Laws; Real Estate Valuation; Real Estate Finance; Specialty Topics; Washington Land Use; Washington Condominiums and Timeshares; Washington Property Ownership; Washington Homestead Laws; Washington Real Property Taxation; Washington Agency Relationships; Washington Purchase and Sale Agreements; Washington Transfer of Real Property; Washington Mortgages and Deeds of Trusts; Washington Real Estate Finance; Washington Landlord – Tenant Act; Washington Real Estate License Law Administration; Washington Real Estate License Business Practices; Washington Civil Rights and Fair Housing; Review of National Real Estate Principles.

Additional Information:

Allied Business Schools online Washington Real Estate Fundamentals Course is approved by the State of Washington, Department of Licensing, Real Estate Services. Materials were registered with the State of California's Bureau for Private Postsecondary and Vocational Education's (BPPVE) prior to its sunset on June 30, 2007.

Students have one year to complete the course. Students must complete all of the units in the Washington Real Estate Online Course before they can take the final exam. To receive a passing grade, the students must score a 70% or better on the proctored, multiple-choice final exam. After passing the state exam and receiving a real estate salesperson's license, the salesperson licensee may work as a real estate agent under a licensed real estate broker in Washington. A student who fails the exam may re-apply and pay an additional exam fee of \$138.25.

Getting Started:

- Enroll in the online course(s)
- Complete the interactive online course(s)
- Take and pass the final exam
- Receive Certificate of Completion
- Apply to the state for a test date
- Review course and study prep material
- Take and pass the state exam
- Apply for and receive your license

“This schools is approved under chapter 18.85 RCW; inquiries regarding this or any other real estate school may be made to: Washington State Department of Licensing, Real Estate Program, P.O. Box 9015, Olympia, WA 98507-9015”

Professional Home Inspection (27 Lessons)

Computer Hardware and Software Recommendations: The student *must have* an IBM-compatible computer to take the course. Minimum system requirements are: 1GHz+ processor, 256MB of RAM (512MB recommended, required for Windows XP Home Service Pack 2 and Windows Vista Home), 10GB+ Available Hard Drive Space for Data Storage, sound card, 800 X 600 graphics with 16-bit colors, Windows compatible laser or inkjet printer, Windows XP Service Pack 2 minimum. (10/100 Network Card and/or Modem required for online course correspondence)

Course Description: According to the American Society of Home Inspectors (ASHI), currently 77% of all homes in the U.S. and Canada are inspected prior to home purchase. Although more homebuyers are discovering the value of a professional home inspection, a large percentage of the market is still untapped. Allied's Home Inspection Course prepares students for positions in the growing field of home inspection (D.O.T. code: 168.167-030).

Allied's Home Inspection course has been successfully reviewed and college credits for two (2) semester hours in Construction Technologies, Real Estate or Business have been recommended by the American Council on Education's College Credit Recommendation Service.

Home Inspection, by Paul Shaktman and Cory Bosy, published by Ashley Crown Systems Inc.

Topics covered: Home Inspection: Getting Started; Soils, Foundations, and Floors; the Exterior Roofing and Attics; Interior Finishes; Electrical Systems; Plumbing Systems; Appliances, Heating Systems; Cooling Systems; Pools, Spas & Saunas; Pests & Other Environmental Hazards; Garages; and the Inspection Report

Course Objectives: Upon successful completion of the Home Inspection course, students will be able to:

- Identify the types of insurance home inspectors are required to carry
- Distinguish between the advantages of working for an established home inspection firm versus starting your own home inspection firm
- Identify the types of soil and the main attributes of soil that affect its weight-bearing ability
- Describe the basic components of and reportable deficiencies for:
 - a. Crawlspace/basements, foundations, drainage systems, and floors
 - b. Exterior components of a house including wood structures and roofs
 - c. Interior components of a house including walls, ceilings, flooring, doors, windows, cabinets, and staircases
 - d. Electrical systems, plumbing systems, built-in appliances, heating systems, central cooling systems, pools, spas, and saunas
 - e. Insect and animal infestation
 - f. Fungal growth and other environmental hazards
- Recognize the common report formats used in home inspection and list the items that should be included in an inspection report
- Recognize common business practices for success in home inspection

Course Requirements:

This course is organized into 14 lessons. Each lesson corresponds with a chapter in the textbook. Each lesson includes the following sections:

- **Objectives** - This section describes the skills and concepts you will learn by completing the assignments for each lesson.
- **Assignments** - Each lesson in the course has required assignments. There are three types of assignments: textbook reading, multiple-choice quizzes, and case studies.
- The quizzes will help test students comprehension of the reading. They consist of 15 multiple-choice questions.
- The case studies will help students apply what you have learned to a fictional home inspection scenario.
- The multiple-choice quizzes and case studies are available online and must be passed with a 70% or higher. Quizzes and case studies will be graded immediately online, and a copy of the results will be emailed to the student.
- A ride-along project and final exam are also required to pass the course. The ride-along project is a pass/fail assignment. It will be evaluated for completion and will not be returned. The final exam will be graded immediately online and a score given and emailed to you. Due to regulatory requirements imposed on Allied, the final exam cannot be returned or discussed.

Getting Started:

- Enroll in the course
- Study and complete the course requirements
- Take and pass the final exam
- Receive Certification of Completion

Additional Information:

Prior to the Bureau for Private Postsecondary and Vocational Education's (BPPVE) sunset on June 30, 2007, Allied's Home Inspection course was granted instructional approval pursuant to California's educational code.

Association Membership: Below you will find organizations that have offers for Allied Students.

- **NACHI: National Association of Certified Home Inspectors** - Over 8,500 members strong, NACHI features a plethora of unique membership benefits including listings, professional assistance, and home inspector product and service discounts. Your Allied course completion and fulfillment of membership requirements come with a complimentary one-year membership (\$289 value). For details, log on to their website at <http://www.nachi.org/benefits.htm>.
- **HIF: Housing Inspection Foundation** - HIF is an organization of professionals dedicated to providing members with education, ethics, and professional recognition. Allied pays for the first year of your membership to HIF (a \$195 value) once the student has completed the course and turns in the HIF application.

Professional Property Management (17 Lessons)

Computer Hardware and Software Recommendations: The student *must have* an IBM-compatible computer to take the course. Minimum system requirements are: 1GHz+ processor, 256MB of RAM (512MB recommended, required for Windows XP Home Service Pack 2 and Windows Vista Home), 10GB+ Available Hard Drive Space for Data Storage, sound card, 800 X 600 graphics with 16-bit colors, Windows compatible laser or inkjet printer, Windows XP Service Pack 2 minimum. (10/100 Network Card and/or Modem required for online course correspondence)

Professional Property Management Student Workbook, by Dwight Norris, includes student instructions and assignments, published by Ashley Crown Systems, Inc.

Property Management, 2nd Edition, by Dwight Norris. Published by Ashley Crown Systems, Inc., it is a comprehensive course on property management from analysis to acquisition (including helpful glossary and index).

Topics Covered: Overview of Property Management; The Economics of Property Management; Financial Analysis; Property Analysis; Marketing; Leases; Tenant Relations; Forms; Apartment Management: Operations and Procedures; Day-To-Day Operations; Systems and Reports; Managing Commercial Property; Hotels and Motels; Hotel Business Operations; Current Issues in Hotel/Motel Management; and Legal Issues in Property Management.

The Landlord's Troubleshooter, 3rd Edition, by Robert Irwin. Published by Dearborn Financial Publishing, Inc., it includes everything a landlord needs to know.

Topics Covered: When the Rent is Late; When the Tenant Doesn't Pay Up; When the Tenant Makes Unapproved Repairs or Improvements; The Tenant Who Calls in the Middle of the Night; When the Tenant Doesn't Maintain the Property; Advertising that Gets Results; Responding to Tenants Who Call on Your Ad; Eye-Catching Property Preparation; Qualifying the Tenant; Writing the Rental Agreement; How to Handle Deposits; Moving the Tenant In; The Move-In Walk-Through Inspection; Achieving a Friendly Move-Out; The Tenant Who Won't Move Out; When Eviction is Necessary; Raising the Rents; The Insurance You Need; The Involuntary Landlord; Taking Over a Rental Property; When to Hire a Property Management Firm; and Keeping Good Records.

The Plain English Real Estate Dictionary.

Property Management Demonstration Software, by Rent Right

Allied's Special Reports:

The Business Plan for Home-Based Business

Financial Management: How to Make a Go of Your Business

Tools of the Trade (included with course):

- Math Tutor Software
- Flash Cards
- Clipboard and Mechanical Pencil

Additional Information:

Prior to the Bureau for Private Postsecondary and Vocational Education's (BPPVE) sunset on June 30, 2007, Allied's Professional Property Management course was granted instructional approval pursuant to California's educational code.

Association Membership: Once the student has successfully completed the Professional Property Management course, Allied Business Schools, Inc. will furnish a one-year membership in the International Real Estate Institute (IREI). This \$195 value is provided at no cost to the student. Membership in the IREI will provide the following: access to medical insurance at discount rates; listing in "Expert Pages" (an internet directory of consultants) at a reduced rate; The IREI Newsletter; complimentary subscriptions to: Southeast Real Estate News, National Real Estate Investor Magazine, International Real Estate Investor Magazine; Airborne Express delivery at discount rates; discount rates on Errors and Omissions insurance.

Students have one year to complete the course. In order to successfully complete this course, the student must submit sixteen (16) quizzes, seven (9) required enrichment exercises, and one (1) proctored online final exam. The student must score 70% or better on all assignments and the final.

Getting Started:

- Enroll in the course
- Study and send in assignments. (Assignments can be done on-line)
- Take and pass the proctored final exam
- Receive Certificate of Completion

MEDICAL RELATED COURSES

Dental Office Assistant

(33 Lessons)

Computer Hardware and Software Recommendations: The student *must have* an IBM-compatible computer to take the course. Minimum system requirements are: 1GHz+ processor, 256MB of RAM (512MB recommended, required for Windows XP Home Service Pack 2 and Windows Vista Home), 10GB+ Available Hard Drive Space for Data Storage, sound card, 800 X 600 graphics with 16-bit colors, Windows compatible laser or inkjet printer, Windows XP Service Pack 2 minimum. (10/100 Network Card and/or Modem required for online course correspondence)

Course Description: This course uses text and technology to help you acquire the knowledge, skills, and ethics necessary to become successful in the dental field. The textbook, *Dental Assisting—A Comprehensive Approach*, presents you with history, terminology, and procedures used in a dental office setting. The exercises on the accompanying *Dental Assisting—A Comprehensive Approach CD-ROM* will help reinforce the concepts from the text in an interactive and fun manner.

Course Objectives:

Upon completion of this course, you will be able to:

- Distinguish between the career skills performed by dental hygienists, dental assistants, and dental laboratory technicians.
- Identify the nine specialties of dentistry.
- Identify the Dental Practice Act and what it covers, who oversees the Dental Practice Act, and how licenses for the dental field are obtained.
- Recognize the staff training that must be followed to be compliant with HIPAA laws.
- Identify the basis, regulations, recommendations, and training that govern infection control in the dental office.
- Distinguish between oral health and preventive techniques.
- List the anatomy of the head and neck and general anatomy and physiology of the human body.
- Identify the stages of tooth morphology and the surface and location of each tooth.
- Differentiate hazardous material management and emergency management.
- Identify areas of preparation for patient care.
- Identify basic dental charting terminology and why charting is used in most dental practices.
- Classify chairside assisting instruments and identify the special needs of patients.
- Recognize the properties of radiation and the biological effects.
- Identify the components of a dental x-ray unit and identify the functions.
- Identify materials used in the dental laboratory and associated procedures.
- Differentiate dental office staff and their areas of responsibility.

Course Requirements: To successfully complete this course, a student must complete 20 lessons, including reading, writing, and CD-Rom exercises. Successfully pass one non-proctored midterm (50 multiple choice questions) and one non-proctored final exam (100 multiple choice questions). A student must score 70% or better on all required assignments, quizzes, midterm and the final exam. Assignments with scores below 70% must be redone until the score is above 70%. If you fail the final exam, you are allowed to retake it.

Getting Started:

- Enroll in the course
- Study and complete the course requirements
- Take and pass the proctored final exam
- Receive Certification of Completion

Dental Terminology

(20 Lessons)

Computer Hardware and Software Recommendations: The student *must have* an IBM-compatible computer to take the course. Minimum system requirements are: 1GHz+ processor, 256MB of RAM (512MB recommended, required for Windows XP Home Service Pack 2 and Windows Vista Home), 10GB+ Available Hard Drive Space for Data Storage, sound card, 800 X 600 graphics with 16-bit colors, Windows compatible laser or inkjet printer, Windows XP Service Pack 2 minimum. (10/100 Network Card and/or Modem required for online course correspondence)

Course Description: This course uses text and technology to help you learn the language of the dental assisting field. This course will help you whether you are new to dental terminology or reviewing. The *Dental Terminology* textbook presents a variety of exercises within each chapter, which provide an excellent opportunity to review the terminology learned. The exercises on the accompanying *Dental Terminology StudyWARE CD-ROM* will help reinforce the concepts from the text in an interactive and fun manner. Finally, the course is organized by specialty area for a quick and easy reference.

Course Objectives:

Upon completion of this course, you will be able to:

- Define the meaning and use of dental words.
- Match terms related to the anatomy and oral structures.
- Identify terms related to the tooth origin and formation.
- Recognize terms related to practice and facility setups.
- Distinguish between terms related to infection control and emergency care.
- Identify terms related to examination and prevention.
- Match terms related to pain management and pharmacology.
- Recall terms related to radiology.
- Identify terms related to tooth restorations and cosmetic surgery.
- Differentiate terms related to prosthodontics and orthodontics.
- Identify terms related to endodontics and periodontics.
- Define terms related to oral and maxillofacial surgery.
- Recognize terms related to pediatric dentistry.
- Match terms related to dental laboratory materials and procedures.
- Recall terms related to business procedures.

Course Requirements: To successfully complete this course, a student must complete 20 lessons and successfully pass one online non-proctored final exam (50 multiple choice questions). A student must score 70% or better. Assignments with scores below 70% must be redone until the score is above 70%. If you fail the final exam, you are allowed to retake it.

Getting Started:

- Enroll in the course
- Study and complete the course requirements
- Take and pass the proctored final exam
- Receive Certification of Completion

Health Information Management (8 lessons)

D.O.T. Code: 079.362-014, 079.167-014

Computer Hardware and Software Recommendations: The student *must have* an IBM-compatible computer to take the course. Minimum system requirements are: 1GHz+ processor, 256MB of RAM (512MB recommended, required for Windows XP Home Service Pack 2 and Windows Vista Home), 10GB+ Available Hard Drive Space for Data Storage, sound card, 800 X 600 graphics with 16-bit colors, Windows XP Service Pack 2 minimum. A 10/100 Network Card and/or Modem are required for online course correspondence.

Course Description: This course is a complete resource tool for the student and/or professional learner. *Essentials of Health Information Management* covers the different health care organizations and medical offices and guides students through the various areas of the Health Information Management field. The course also discusses traditional record-keeping procedures and the concepts common to all types of health care facilities, including record-keeping practices in hospitals, ambulatory care facilities, and physicians' offices.

The course is complemented with a Study Ware CD ROM that contains games and activities to further the student's understanding of the course content. The CD ROM is strongly recommended to the student as tool to complement the student's study regimen. Also, within the textbook chapters, internet links are provided for the students so they may continue their learning and research on the internet. Overall, the student will have an understanding of the responsibilities and procedures the field requires by the numerous examples provided.

Topics Covered: Health Care Delivery Systems; Health Information Management Professionals; Health Care Settings; The Patient Record: Hospital, Physician Office, and Alternate Care Settings; Content of the Patient Record: Inpatient, Outpatient, and Physician Office; Numbering and Filing Systems and Record Storage and Circulation; Indexes, Registers, and Health Data Collection; Legal Aspects of Health Information Management

Course Objectives: Upon successful completion of the Health Information Management course, students will be able to:

- Define health information management concepts common to allied health professionals.
- Identify characteristics of health care delivery and settings in the United States.
- List career opportunities for health information management professionals.
- Describe types of patient records, including documentation issues associated with each.
- Describe numbering and filing systems and record storage and circulation methods.
- Explain indexes, registers, and health data collection.
- Name the legal aspects of health information management.

Course Requirements:

This course is organized into 8 required lessons. Each lesson corresponds with a chapter in the textbook. Each lesson includes the following sections:

- **Objectives** - This section describes the skills and concepts you will learn by completing the assignments for each lesson.
- **Assignments** - Each lesson in the course has required assignments which consist of textbook reading and multiple-choice quizzes. The quizzes will help test students comprehension of the reading. They consist of **20** multiple choice questions on the various topics taught within those lessons. Answer keys are provided for these quizzes. The minimum passing score for any lesson quiz is 70%.
- All quizzes are available to the student online (automatically graded). This document contains answer keys for all of the graded assignments. The keys are in the order the items appear in the course.
- There is 1 final exam within this course. All of the lesson quizzes must be completed before the student is able to complete the final exam. The final exam consists of **50** multiple choice questions and the student has 3 hours to complete the exam. The final exam will cover lessons from Lessons 1 through 8.

Getting Started:

- Enroll in the course
- Study and complete the course requirements
- Take and pass the final exam
- Receive Certification of Completion

Additional Information:

Prior to the Bureau for Private Postsecondary and Vocational Education's (BPPVE) sunset on June 30, 2007, Allied's Home Inspection course was granted instructional approval pursuant to California's educational code.

Medical Administrative Assistant
(28 Lessons)

Computer Hardware and Software Recommendations: The student *must have* an IBM-compatible computer to take the course. Minimum system requirements are: 1GHz+ processor, 256MB of RAM (512MB recommended, required for Windows XP Home Service Pack 2 and Windows Vista Home), 10GB+ Available Hard Drive Space for Data Storage, sound card, 800 X 600 graphics with 16-bit colors, Windows compatible laser or inkjet printer, Windows XP Service Pack 2 minimum. (10/100 Network Card and/or Modem required for online course correspondence)

Course Description: Healthcare is one the fastest growing industries in the United States according to the (Occupational Handbook 2006-7, US Dept. of Labor). Allied's *Medical Administrative Assistant* course prepares students for entry-level positions in the medical administrative assistant field (D.O.T. codes include 079.362-010, 201.362-014). Allied's Medical Administrative Assistant course concentrates on administrative office procedures. Our course does not cover the clinical duties more closely associated with medical back office assistant (taking medical histories, routine medical procedures). These duties may require further training or licensing.

Topics Covered: Medical Assisting as a Profession; Health Care Settings and the Health Care Team; Therapeutic Communication Skills; Coping Skills for the Medical Assistant; The Therapeutic Approach to the Patient with Life Threatening Illness; Legal Considerations; Ethical Considerations; Emergency Procedures and First Aid; Creating the Facility Environment; Computers in the Ambulatory Care Setting; Telephone Techniques; Patient Scheduling; Medical Records Management; Written Communications; Transcription; Daily Financial Practices; Medical Insurance; Medical Insurance Coding; Billing and Collections; Accounting Practices; and Employment Strategies.

The course is recommended for 3 semester hours by the American Council on Education's College Credit Recommendation Service.

Course Objectives:

Upon completion of this course, you will be able to:

- Discuss the attributes that medical assistants should strive to develop.
- Summarize the roles and responsibilities of various members of the health care team.
- Communicate effectively and appropriately with patients.
- Explain the legal responsibilities and public duties of health care professionals.
- Discuss the ethical considerations that medical administrative assistants must be aware of.
- Document telephone messages properly.
- Differentiate between different types of scheduling systems and appointment settings.
- Differentiate between different types of filing systems and techniques.
- Compose business letters and other medical office correspondence.
- Summarize the types of medical insurance coverage, as well as insurance issues that the medical administrative assistant may face.
- Describe the insurance coding system, claim forms, and the claims process.
- Summarize the techniques involved in the billing and collections process.
- Organize your resume and prepare for a job interview.

Course Requirements: To successfully complete this course, a student must complete 20 lessons, including reading, writing, and CD-Rom exercises. Successfully pass (2) midterm open book exams and (1) proctored final exam. A student must score 70% or better on all required assignments, quizzes, midterms and the final exam. Assignments with scores below 70% must be redone until the score is above 70%. If you fail the final exam, you are allowed to retake it.

Additional Information:

Prior to the Bureau for Private Postsecondary and Vocational Education's (BPPVE) sunset on June 30, 2007, Allied's Medical Administrative Assistant course was granted instructional approval pursuant to California's educational code.

Association Membership:

Upon successful completion of the course, Allied Business Schools, Inc. will furnish a one-year membership in the International Association of Administrative Professional (IAAP). Membership will provide the following: online services:

- One year's subscription to Office Pro® Magazine and newsletter
- Discounts on career enhancement materials, seminars, workshops and conferences
- Discounts on travel

Getting Started:

- Enroll in the course
- Study and complete the course requirements
- Take and pass the proctored final exam
- Receive Certification of Completion

Medical Billing with Introduction to Medical Coding (23 Lessons)

Computer Hardware and Software Recommendations: The student *must have* an IBM-compatible computer to take the course. Minimum system requirements are: 1GHz+ processor, 256MB of RAM (512MB recommended, required for Windows XP Home Service Pack 2 and Windows Vista Home), 10GB+ Available Hard Drive Space for Data Storage, sound card, 800 X 600 graphics with 16-bit colors, Windows compatible laser or inkjet printer, Windows XP Service Pack 2 minimum. (10/100 Network Card and/or Modem required for online course correspondence)

Course Description: Healthcare is one the fastest growing industries in the United States according to the (Occupational Handbook 2006-7, US Dept. of Labor). Allied's Medical Billing and Introduction to Medical Coding course prepares students for entry-level positions in the medical billing field (D.O.T. codes include 079.362-010, 214.362-022).

Medical Insurance Made Easy: Understanding the Claim Cycle, 2nd Edition, by Jill L. Brown, published by Saunders Elsevier.

Topics Covered: Learning to Speak the Language; You're Part of a Team; How the Medical Claim Cycle Works; Private Indemnity and Managed Care Medical Plans; Government Medical Plans; Basic Principles for Diagnosis Coding; Basic Principles for Evaluation and Management (E/M) Service; Basic Principles of Procedure Coding; HCFA-1500 Claim Form; Reimbursement Success; and Developing Critical Thinking Skills: Analyzing Problems and Making Decisions.

The course is recommended for (3) semester hours by the American Council on Education's College Credit Recommendation Service.

Course Objectives: Upon successful completion of the Medical Billing and introduction to Medical Coding course, students will be able to:

- Demonstrate proficiency in the use of medical terminology as it relates to medical billing and medical coding.
- Describe the processes of the medical insurance cycle.
- List the steps of the claim filing process.
- Explain the basic principles of diagnosis, evaluation and management (E/M), and procedure coding.
- Describe how medical billing codes are used to bill for medical services.
- Complete CMS-1500 and related claim forms with 100% accuracy.
- Distinguish between the types of insurance plans including Private Indemnity and Managed Care.
- Compare and contrast Medicare with other Government Medical Plans.
- Differentiate between the types of Hospital/Facility billing rules and regulations.
- Describe the types of payment systems used by Medicare.
- Evaluate insurance payments for additional actions or claim adjustments.
- Identify the key provisions of the Health Insurance Portability and Accountability Act (HIPPA).
- Apply documentation guidelines in compliance with the Correct Coding Initiative (CCI).

Course Requirements: To successfully complete this course, a student must complete 15 lessons, including reading, writing, and CD-Rom exercises. Successfully pass (3) midterm open book exams and (1) proctored final exam. A student must score 70% or better on all required assignments, quizzes, midterms and the final exam. Assignments with scores below 70% must be redone until the score is above 70%. If you fail the final exam, you are allowed to retake it.

Getting Started:

- Enroll in the course
- Study and complete the course requirements
- Take and pass the proctored final exam
- Receive Certification of Completion

Additional Information

Prior to the Bureau for Private Postsecondary and Vocational Education's (BPPVE) sunset on June 30, 2007, Allied's Medical Billing with Introduction to Medical Coding course was granted instructional approval pursuant to California's educational code.

Association Membership: Upon successful completion of the course, Allied Business Schools, Inc. will furnish a one-year membership in the Medical Association of Billers (MAB). Membership will provide the following: online services:

- Advanced notification of Medicare changes
- Access to MAB's database
- Ability to advertise your affiliation
- Code Trends Newsletter
- Discounted provider reports and services

Medical Coding

(25 Lessons)

Computer Hardware and Software Recommendations: The student *must have* an IBM-compatible computer to take the course. Minimum system requirements are: 1GHz+ processor, 256MB of RAM (512MB recommended, required for Windows XP Home Service Pack 2 and Windows Vista Home), 10GB+ Available Hard Drive Space for Data Storage, sound card, 800 X 600 graphics with 16-bit colors, Windows compatible laser or inkjet printer, Windows XP Service Pack 2 minimum. (10/100 Network Card and/or Modem required for online course correspondence)

Course Description: Healthcare is one the fastest growing industries in the United States according to the (Occupational Handbook 2006-7, US Dept. of Labor). Allied's Medical Billing and Introduction to Medical Coding course prepares students for entry-level positions in the medical coding field (D.O.T. codes include 245.362-010, 079.167-014). The Medical Coding course has an emphasis on a physician practice setting.

Topics Covered: Physician Documentation; Determining Physical Diagnosis; Utilizing the ICD-9-CM Code Book; V Codes and E Codes; ICD-9-CM Tables; Coding Special Complexities; ICD-10_CM; Determining Codeable Services; Utilizing CPT-4; Evaluation and Management Services; Anesthesia Services; Modifiers; HCPCS Codes; Hospital Diagnostic Coding; DRG Coding; Putting Together CPT-4; ICD-9-CM; and DRG; Coding From a Reimbursement Perspective; and The Monitoring and Compliance Process.

The course is recommended for (8) semester hours by the American Council on Education's College Credit Recommendation Service.

Course Objectives: Upon successful completion the Medical Coding course, students will be able to:

- Recall the role and importance of physician documentation in the coding process
- Identify the various components of medical chart documentation that drive the coding process, in both office and hospital settings
- Identify the steps involved in determining correct diagnostic codes
- Utilize the ICD-9-CM codebook to look up diagnostic codes with 100% accuracy, V codes, e codes, and codes for inpatient hospital coding
- Identify guidelines and steps to follow for coding medical services
- Utilize the CPT codebook to look up codes with 100% accuracy for the following types of medical services: anesthesia, surgery, radiology, pathology, and medicine
- Determine codes for various kinds of evaluation and management (E/M) services with 100% accuracy
- Identify situations where various modifiers have to be added to medical codes
- Utilize the HCPCS Level 11 codebook to select appropriate HCPCS codes with 100% accuracy
- Identify major reimbursement, compliance, and legal issues related to coding

Course Requirements: To successfully complete this course, a student must complete 19 lessons, including reading, writing, and online exercises. Successfully pass (2) proctored midterm exams (allowed to use codebooks and tool sheets only) and (1) proctored final exam (allowed to use codebooks and tool sheets only). A student must score 70% or better on all required assignments, quizzes, midterms and the final exam. Assignments with scores below 70% must be redone until the score is above 70%. If you fail the final exam, you are allowed to retake it.

Additional Information:

Prior to the Bureau for Private Postsecondary and Vocational Education's (BPPVE) sunset on June 30, 2007, Allied's Medical Coding course was granted instructional approval pursuant to California's educational code.

Association Membership:

Upon successful completion of the course, Allied Business Schools, Inc. will furnish a one-year membership in the American Academy of Professional Coders (AAPC). Membership includes

- Monthly issues of the Academy Coding Edge news magazine
- Discounts on coding books, publications, and seminars
- Access to job and resume postings at AAPC Career Edge hosted by HEALTHeCareers

Getting Started:

- Enroll in the course
- Study and complete the course requirements
- Take and pass the proctored final exam
- Receive Certification of Completion

Medical Keyboarding
(Prerequisite to Medical Transcription)
(123 Lessons)

Computer Hardware and Software Recommendations: The student *must have* an IBM-compatible computer to take the course. Minimum system requirements are: 1GHz+ processor, 256MB of RAM (512MB recommended, required for Windows XP Home Service Pack 2 and Windows Vista Home), 10GB+ Available Hard Drive Space for Data Storage, sound card, 800 X 600 graphics with 16-bit colors, Windows compatible laser or inkjet printer, Windows XP Service Pack 2 minimum. (10/100 Network Card and/or Modem required for online course correspondence)

Basic Keyboarding for the Medical Office Assistant, by Edna Jean Moss (ISBN: 0-7668-0923-4). This is an interactive, multi-component software instructional program for medical keyboarding.

Topics Covered: Beginning Keyboarding; Alphabetic Concentration Sentences and the Tab Keys; Skill-Building Paragraphs – Timed Writings; Double Letters, Speed Builders, and Timed Writings; All-Purpose Drills and Timed Writings; Numbers and Top Row Keys; Mechanics I; Mechanics II; Mechanics III – Capitalization; Formats I; Formats II; Medical Reports; Marketing Your Skills; and Appendix.

The Bantam Medical Dictionary (ISBN: 0-553-58189-9)

Medical Keyboarding Study Guide, published by Ashley Crown Systems, Inc., provides student instructions and assignments.

Student Handbook

Additional Information:

Prior to the Bureau for Private Postsecondary and Vocational Education's (BPPVE) sunset on June 30, 2007, Allied's Medical Keyboarding course was granted instructional approval pursuant to California's educational code.

Students have one year to complete the course. In order to successfully complete this course, the student must score 70% or better on all required assignments, quizzes, midterm and closed book final exam.

Getting Started:

- Enroll in the course
- Complete 79 lessons including online and offline keyboarding (typing) assignments
- Complete a midterm exam. (Available online only)
- Complete a proctored/monitored final exam. (Available online only)
- Keyboard (type) at least 40 wpm (words per minute)

Medical Terminology

(10 Lessons)

Computer Hardware and Software Recommendations: The student *must have* an IBM-compatible computer to take the course. Minimum system requirements are: 1GHz+ processor, 256MB of RAM (512MB recommended, required for Windows XP Home Service Pack 2 and Windows Vista Home), 10GB+ Available Hard Drive Space for Data Storage, sound card, 800 X 600 graphics with 16-bit colors, Windows compatible laser or inkjet printer, Windows XP Service Pack 2 minimum. (10/100 Network Card and/or Modem required for online course correspondence)

Course Description: Healthcare is one the fastest growing industries in the United States according to the (Occupational Handbook 2006-7, US Dept. of Labor). Allied's Medical Terminology course prepares students for further study in medical fields (such as the medical administrative assistant field: D.O.T. codes include 079.362,010, 201.362-014). Allied's Medical Terminology course concentrates on the learning of basic medical terminology. Further training or licensing is required for specific medical fields.

Topics Covered: Basic Word Structure; Organization of the Body; Suffixes; Prefixes; Medical Specialties and Case Reports; Body Systems; and Diagnostic Tests and Procedures.

Computer Hardware and Software Requirements: The student must have an IBM-compatible computer to take the Medical Terminology course. Minimum system requirements are as follows: 80486/66 MHz or Pentium processor; Microsoft Windows 95,98, 2000, ME, XP or NT: 24 MB of installed RAM; 256-color monitor with 640 x 480 screen resolution; 4x CD-ROM drive; SVGA or higher graphics; Microsoft Windows compatible sound card (speakers optional), printer (strongly recommended).

Course Objectives: Upon completion of this course, you will be able to:

- Divide medical terms into the component parts of word roots, suffixes and prefixes.
- Analyze medical terms using common combining forms, suffixes and prefixes.
- Spell medical terms with 100% accuracy.
- Pronounce medical terms with the correct phonetic articulation.
- Describe the anatomical and physiological terms related to the systems of the body.
- Identify the pathology, laboratory tests, diagnostic procedures, and treatment procedures associated with the systems of the body.
- Interpret medical terms in case reports written by medical specialists.

Course Requirements:

To successfully complete this course, a student must complete 8 lessons and quizzes, including reading and CD-Rom exercises. Successfully pass (1) review test and (1) proctored final exam.

A student must score 70% or better on all required assignments, quizzes, and the final exam. Assignments with scores below 70% must be redone until the score is above 70%. If you fail the final exam, you are allowed to retake it.

Additional Information:

Prior to the Bureau for Private Postsecondary and Vocational Education's (BPPVE) sunset on June 30, 2007, Allied's Medical Terminology course was granted instructional approval pursuant to California's educational code.

Getting Started:

- Enroll in the course
- Study and complete the course requirements
- Take and pass the proctored final exam
- Receive Certification of Completion

Advanced Medical Terminology
(Formerly MTAPPP)
(28 Lessons)

This course is a pre-requisite to Medical Coding and Medical Transcription.

Computer Hardware and Software Recommendations: The student *must have* an IBM-compatible computer to take the course. Minimum system requirements are: 1GHz+ processor, 256MB of RAM (512MB recommended, required for Windows XP Home Service Pack 2 and Windows Vista Home), 10GB+ Available Hard Drive Space for Data Storage, sound card, 800 X 600 graphics with 16-bit colors, Windows compatible laser or inkjet printer, Windows XP Service Pack 2 minimum. (10/100 Network Card and/or Modem required for online course correspondence)

Advanced Medical Terminology Study Guide, published by Ashley Crown Systems, Inc.

The Language of Medicine, 8th Edition, by Davi-Ellen Chabner.

Topics Covered: Basic Word Structure; Terms Pertaining to the Body as a Whole; Suffixes; Prefixes; Digestive System; Additional Suffixes and Digestive System Terminology; Urinary System; Female Reproductive System; Male Reproductive System; Nervous System; Cardiovascular System; Respiratory System; Blood System; Lymphatic and Immune Systems; Musculoskeletal System; Skin; Sense Organs: The Eye and the Ear; Endocrine System; Cancer Medicine (Oncology); Radiology, Nuclear Medicine, and Radiation Therapy; Pharmacology; and Psychiatry.

Mosby's Dictionary of Medicine, Nursing and Health Professions, 7th Edition

Allied Student Handbook

Tools of the Trade (included with course):

- Mechanical Pencil
- Highlighter

Additional Information:

Prior to the Bureau for Private Postsecondary and Vocational Education's (BPPVE) sunset on June 30, 2007, Allied's Advanced Medical Terminology course was granted instructional approval pursuant to California's educational code.

Students have 18 months to complete the Advanced Medical Terminology course. In order to successfully complete this course, the student must complete twenty-two (22) lessons with reading and writing assignments, complete four (4) review tests, complete one (1) proctored online midterm, and complete one (1) proctored online final exam. The student must score 70% or better on all required assignments, quizzes, review tests and the proctored final exam.

Getting Started:

Enroll in the course, study and complete the course assignments, take and pass the proctored final exam and receive a certificate of completion.

Medical Transcription
(Advanced Medical Terminology is a prerequisite)
(20 Lessons)

Computer Hardware and Software Recommendations: The student *must have* an IBM-compatible computer to take the course. Minimum system requirements are: 1GHz+ processor, 256MB of RAM (512MB recommended, required for Windows XP Home Service Pack 2 and Windows Vista Home), 10GB+ Available Hard Drive Space for Data Storage, sound card, 800 X 600 graphics with 16-bit colors, Windows compatible laser or inkjet printer, Windows XP Service Pack 2 minimum. (10/100 Network Card and/or Modem required for online course correspondence)

Medical Transcription Study Guide, published by Ashley Crown Systems, Inc.

Medical Transcription Fundamentals and Practice, 3rd Edition, by Linda C. Campbell, CMT; Dianne S. Heath, CMT; and Sally Crenshaw Pittman, M.A.; 494 pages.

Topics Covered: Medical Fundamentals, Perspectives on Medical Transcription, Style Guide Dermatology, Urology, Gastroenterology, Cardiology, Pulmonary Medicine, Endocrinology, Orthopedics, Obstetrics and Gynecology, Otorhinolaryngology, Ophthalmology, Neurology, Psychiatry, Pathology, and Radiology.

AAMT Book of Style for Medical Transcription, 2nd Edition.

Allied Student Handbook

Tools of the Trade (included with course):

- Transcription Foot Pedal (optional)
- Mechanical Pencil
- Highlighter

Additional Information:

Prior to the Bureau for Private Postsecondary and Vocational Education's (BPPVE) sunset on June 30, 2007, Allied's Medical Transcription course was granted instructional approval pursuant to California's educational code.

Association Membership:

We have formed a special partnership with the Association for Healthcare Documentation Integrity (AHDI). Allied's course has been approved to satisfy AHDI membership requirements. All Medical Transcription students will receive a one-year membership at no extra cost. Membership in the AHDI will increase your knowledge base, provide you with up-to-date news and information, and will demonstrate to your present or future employer that you're dedicated to your career!

Students have 17 months to complete the Medical Transcription course. In order to successfully complete this course, the student must complete seventeen (17) lessons with reading, writing, and transcription assignments, complete two (2) midterm exams, and complete one (1) proctored final exam. The proctored final exam is a practical examination of transcription skills.

Getting Started:

- Enroll in the course
- Study and complete the course assignments
- Take and pass the proctored final exam
- Receive Certificate of Completion

Medisoft® Applications (16 Lessons)

Computer Hardware and Software Recommendations: The student *must have* an IBM-compatible computer to take the course. Minimum system requirements are: 1GHz+ processor, 256MB of RAM (512MB recommended, required for Windows XP Home Service Pack 2 and Windows Vista Home), 10GB+ Available Hard Drive Space for Data Storage, sound card, 800 X 600 graphics with 16-bit colors, Windows compatible laser or inkjet printer, Windows XP Service Pack 2 minimum. (10/100 Network Card and/or Modem required for online course correspondence)

Course Description: Healthcare is one the fastest growing industries in the United States according to the (Occupational Handbook 2006-7, US Dept. of Labor). Allied's Medisoft Applications course is part of the Medical Billing Specialist Program and teaches students to use Medisoft Advanced-one of the leading medical billing and scheduling software programs. The Medical Billing Specialist program (including Allied's Medical Billing and Introduction to Medical Billing course) prepares students for entry-level positions in the medical billing field (D.O.T. codes include 079.362-010, 214.362-022).

Topics Covered: The Medical Office Billing Process and HIPAA, Medical Billing Programs, Introduction to Medisoft, Entering Patient Information, Working with Cases, Entering Charge Transactions, Entering Payments and Adjustments, Scheduling, Creating Claims and Statements, Printing Reports, Using Utilities, Handling Patient Records and Transactions, and Setting Up Appointments.

Course Objectives:

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

- Describe the billing and reimbursement cycle in a medical office
- Define the purpose of the Health Insurance Portability and Accountability Act of 1996 (HIPAA)
- Search for and edit patient information in the Medisoft software program
- Enter charge transactions and patient payments in the Medisoft software program
- Create and edit claims forms in the Medisoft software program
- Design and print reports in the Medisoft software program
- Schedule appointments in the Medisoft software program

Course Requirements: To successfully complete this course, a student must complete 14 lessons, including reading, writing, and CD-Rom computer practice exercises. Successfully pass all lesson quizzes (online), lesson assignments and (1) proctored final exam. A student must score 70% or better on all required assignments, quizzes and the final exam. Assignments with scores below 70% must be redone until the score is above 70%. If you fail the final exam, you are allowed to retake it.

Additional Information:

Prior to the Bureau for Private Postsecondary and Vocational Education's (BPPVE) sunset on June 30, 2007, Allied's MediSoft Applications course was granted instructional approval pursuant to California's educational code.

Getting Started:

- Enroll in the course
- Study and complete the course requirements
- Take and pass the proctored final exam
- Receive Certification of Completion

BUSINESS RELATED COURSES

Administrative Assistant

(47 Lessons)

Computer Hardware and Software Recommendations: The student *must have* an IBM-compatible computer to take the course. Minimum system requirements are: 1GHz+ processor, 256MB of RAM (512MB recommended, required for Windows XP Home Service Pack 2 and Windows Vista Home), 10GB+ Available Hard Drive Space for Data Storage, sound card, 800 X 600 graphics with 16-bit colors, Windows compatible laser or inkjet printer, Windows XP Service Pack 2 minimum. (10/100 Network Card and/or Modem required for online course correspondence)

Administrative Assistant's Study Guide, provides student instructions and assignments, Published by Ashley Crown Systems, Inc.

Administrative Assistant's & Secretary's Handbook, Second Edition, by J. Stroman & K. Wilson Published by American Management Association (AMACOM), it details all administrative policies and procedures.

Topics Covered: Overview for the New Administrative Assistant, Daily Routine, Telephone Usage, Mail Services and Shipping, Travel Arrangements, Meetings, Keeping Accurate Records, Office Machines, Telecommunications Equipment, Computer Hardware, Computer Software, Database Management, Computer Networking, E-Mail, Using the Internet, Spreadsheet Software, Data Security, Keyboarding Skills, Word Processing, Multimedia and Presentation Software, Office Ergonomics, Glossary of Computer Terms, The Business Letter, Other Written Communications, Forms of Address, Legal Documents and Terms, Grammar, Language Usage and Style, Common English Usage Problems, Spelling, Pronunciation, Punctuation, Numerals, Bookkeeping and Accounting, Business Taxes, Banking, Special Business and Financial Information for the Small Business Administrative Assistant, Weights and Measures and Your Future.

Keyboarding Module:

Keyboarding Study Guide, published by Ashley Crown systems, Inc.

College Keyboarding: Keyboarding Course, Lessons 1-25, by Susan H. VanHuss, Connie M. Forde, Donna Woo; 108 pages.

Topics Covered: Alphabetic Keys, Figure and Symbol Keys, Numeric Keypad, Communication Skills, and Repetitive Stress Injury.

Keyboarding Pro CD-ROM features alphabetic lessons, numeric and skill lessons, skill builder lessons, and numeric keypad lessons. Also includes games, 'open screen' word processor, and visual demonstrations of proper posture and keying techniques.

Allied Student Handbook

The American Century Dictionary, published by Warner Books

Allied's Special Reports:

The Business Plan for Home-Based Business

Financial Management: How to Make a Go of Your Business

7 Secrets to Studying – Hints on How to Pass Any Exam!

Tools of the Trade (included with course):

- Steno Notebook
- Ruler
- Mechanical Pencil
- Highlighter

Getting Started:

- Enroll in the course.
- Study and send in assignments, enrichment exercises and module exams.
- Take and pass proctored final exam. Take and pass proctored keyboarding final exam.
- Receive Certificate of Completion.

Additional Information

Prior to the Bureau for Private Postsecondary and Vocational Education's (BPPVE) sunset on June 30, 2007, Allied's Administrative Assistant course was granted instructional approval pursuant to California's educational code.

Association Membership: Once the student has successfully completed the Administrative Assistant course, Allied Business Schools, Inc. will furnish a one-year membership in the International Association of Administrative Professionals (IAAP). This \$65 value is provided at no cost to the student. Membership in the IAAP will provide the following: one year's subscription to Office Pro[®] Magazine; newsletter; discounts on career enhancement materials; seminars; workshops and conferences; and discounts on travel.

Allied's Administrative Assistant course has been successfully reviewed and college credits for four (4) semester hours in Secretarial Science or Office Systems Technology have been recommended by the American Council on Education's College Credit Recommendation Service.

Students have one year to complete the course. In order to successfully complete this course, the student must submit the four module exams, three required enrichment exercises, and complete the monitored keyboarding exam. The student must score 70% or better on the proctored, closed book, multiple-choice final exam.

Computerized Financial Accounting (23 Lessons)

Prerequisite: Due to the complex nature of this course, successful completion of the Professional QuickBooks course is a prerequisite to the Computerized Financial Accounting course.

Computer Hardware and Software Recommendations: The student *must have* an IBM-compatible computer with Internet access to take the course. Minimum system requirements are: 1GHz+ processor, 256MB of RAM (512MB recommended, required for Windows XP Home Service Pack 2 and Windows Vista Home), 10GB+ Available Hard Drive Space for Data Storage, sound card, 800 X 600 graphics with 16-bit colors, Windows compatible laser or inkjet printer, Windows XP Service Pack 2 minimum. (10/100 Network Card and/or Modem required for online course correspondence)

- QuickBooks—2004 or newer
- Microsoft Excel—2000 or newer

** Approximately 40% of all assignments are submitted traditionally (traditional hand written accounting problems). The remaining assignments are either auto-graded (Multiple-Choice/Fill-in-the-Blanks) or uploaded and hand-graded (QuickBooks problems).*

Course Description: Allied's Computerized Financial Accounting course is designed to teach computerized bookkeeping and accounting procedures for today's bookkeeping and accounting professionals. Upon completion of the course, students will earn their Computerized Financial Accounting certificate.

College Accounting, 9th Edition, by James Heintz and Robert Parry, published by South-Western College Publishing.

Topics Covered: Introduction to Accounting, Analyzing Transactions: The Accounting Equation; The Double-Entry Framework; Journalizing and Posting Transactions; Adjusting Entries and the Worksheet; Financial Statements and the Closing Process; Accounting for Cash, Payroll Accounting: Employee Earnings and Deductions, Payroll Accounting: Employer Taxes and Reports; Accounting for a Professional Service Business: The Combination Journal, Accounting for Sales and Cash Receipts; Accounting for Purchases and Cash Payments; Special Journals; The Voucher System; Adjustments and the Worksheet for a Merchandising Business; Financial Statements and Year-End Accounting for a Merchandising Business; Accounting for Accounts Receivable; Accounting for Notes and Interest; Accounting for Merchandise Inventory; Accounting for Long-Term Assets; and Accounting for Partnerships.

Materials included:

- Computerized Financial Accounting Study Guide, student's guide to course lessons, assignments, and tests, published by Ashley Crown Systems. Inc.
- Accounting Workbook for QuickBooks, by Carol Fischer, published by South-Western College Publishing. Includes instructions for computerized accounting assignments completed using QuickBooks software.

- QuickBooks Pro Data Files, packaged by South-Western College Publishing. Includes the data files for all QuickBooks problems assigned in the course.
- Computerized Financial Accounting Answer Forms, published by Ashley Crown Systems, Inc. Includes answer forms for graded assignments that are done by hand.
- Computerized Financial Accounting Answer Keys, published by Ashley Crown Systems, Inc. Includes answer keys for all non-graded assignments that are done by hand and selected QuickBooks problems.
- AICPA (American Institute of Certified Public Accountants) Booklet
- Allied's Special Reports:
 - *The Business Plan for Home-Based Business*
 - *Financial Management; How to Make a Go of Your Business*
- Tools of the Trade
- 8-Column Pad
- Mechanical Pencil

Additional Information

Prior to the Bureau for Private Postsecondary and Vocational Education's (BPPVE) sunset on June 30, 2007, Allied's Computerized Financial Accounting course was granted instructional approval pursuant to California's educational code.

Allied's Computerized Financial Accounting course has been successfully evaluated for three (3) semester hours in Accounting by the American Council on Education's College Credit Recommendation Service.

Students have one year to complete the course. In order to successfully complete this course, the student must submit the required forty-eight (48) required assignments, eight (8) multiple choice quizzes and tests, four (4) accounting unit tests, one proctored midterm exam, and one proctored final exam. The student must score 70% or better on each assignment and exam in order to pass the course.

Association Membership: Once the student has successfully completed the Computerized Financial Accounting course, Allied Business Schools, Inc. will furnish a one-year membership in the American Institute of Professional Bookkeepers (AIPB). This \$39 value is provided at no cost to the student. Membership in the AIPB will provide the following: one year's subscription to The General Ledger newsletter; free accounting and payroll help; three reports for free; low-cost continuing education; and more!

Entrepreneurship and Small Business Management (19 Lessons)

Computer Hardware and Software Recommendations: The student *must have* an IBM-compatible computer to take the course. Minimum system requirements are: 1GHz+ processor, 256MB of RAM (512MB recommended, required for Windows XP Home Service Pack 2 and Windows Vista Home), 10GB+ Available Hard Drive Space for Data Storage, sound card, 800 X 600 graphics with 16-bit colors, Windows compatible laser or inkjet printer, Windows XP Service Pack 2 minimum. (10/100 Network Card and/or Modem required for online course correspondence)

Introduction:

This course introduces the student to the area of small business management by defining key terms and providing real-world examples to connect the chapter concepts learned. Additionally, it combines text and technology to help the student learn the many skills they will need as a small business owner. Students will brainstorm business ideas and refine them, and ultimately produce a business plan using an easy to use template.

Furthermore, the course presents detailed information and activities to help students understand real-world responsibilities and issues, as well as prepare them for the entrepreneurial opportunities and professional challenges that lie ahead.

Course Objectives:

- Identify some motivators or rewards of entrepreneurial careers.
- Distinguish among the different types and sources of startup ideas.
- Identify the major pros and cons of franchising.
- Explain what a business plan is, when it is needed, how it is written, and what form it might take.
- Identify the components of a formal marketing plan.
- Describe the characteristics and value of a strong management team.
- Discuss the challenges of designing and equipping a physical facility.
- Understand the potential benefits of locating a startup on the Internet.
- Describe the purpose and content of the income statement, the balance sheet, and the cash flow statement.
- Identify the typical sources of financing used at the outset of a new venture.
- Describe the options available for harvesting.
- Define customer relationship management and explain its importance to a small firm.
- Explain product strategy and the alternatives available to small business.
- Discuss the nature of the operations process for both products and services.
- Define risk and explain the nature of risk.
- Identify the basic requirements of an accounting system.
- Assess a firm's overall profitability on its asset base.

Textbooks:

- “Small Business Management-An Entrepreneurial Emphasis 13th Edition”
- “If You’re Clueless About Accounting and Finance and Want to Know More“
- “If You’re Clueless About Starting Your Own Business and Want to Know More“

Topics covered:

The Entrepreneurial Life; Entrepreneurial Integrity—A Gateway to Small Business; Opportunities; Getting Started; Franchises and Buyouts; The Family Business; The Business Plan—Visualizing the Dream; The Marketing Plan; The Human Resource Plan—Managers, Owners, Allies, and Directors; The Location Plan; The Financial Plan, Part 1—Projecting Financial Requirements; The Financial Plan, Part 2—Finding Sources of Funds; The Harvest Plan; Customer Relationships—The Key Ingredient; Product and Supply Chain Management; Pricing and Credit Decisions; Promotional Planning; Global Marketing; Professional Management in the Entrepreneurial Firm; Managing Human Resources; Managing Operations; Managing Risk; Managing Assets; Evaluating Financial Performance.

Getting Started:

- Enroll in the course
- Study and send in assignments
- Take and pass proctored final exam
- Receive Certificate of Completion

Additional Information:

Prior to the Bureau for Private Postsecondary and Vocational Education's (BPPVE) sunset on June 30, 2007, Allied’s Small Business Management course was granted instructional approval pursuant to California's educational code.

Students have one year to complete the course. In order to successfully complete this course, the student must submit 19 required assignments, one midterm exam and one final exam. The student must score 70% or better on the review quizzes, enrichment exercises, and the proctored, closed book, multiple-choice final exam.

Keyboarding (26 Lessons)

Computer Hardware and Software Recommendations: The student *must have* an IBM-compatible computer and Microsoft Word software to take the course. Minimum system requirements are: 1GHz+ processor, 256MB of RAM (512MB recommended, required for Windows XP Home Service Pack 2 and Windows Vista Home), 10GB+ Available Hard Drive Space for Data Storage, sound card, 800 X 600 graphics with 16-bit colors, Windows compatible laser or inkjet printer, Windows XP Service Pack 2 minimum. (10/100 Network Card and/or Modem required for online course correspondence)

Keyboarding Study Guide, published by Ashley Crown Systems, Inc.

College Keyboarding: Keyboarding Course, lessons 1-25, by Susan H. VanHuss, Connie M. Forde, Donna Woo; 108 pages.

Keyboarding Pro CD-ROM. Features alphabetic lessons, numeric and skill lessons, skill builder lessons, and numeric keypad lessons. Also includes games, ‘open screen’ word processor, and visual demonstrations of proper posture and keying techniques.

Allied Student Handbook

Tools of the Trade (included in package):
Mechanical Pencil and Highlighter

Getting Started:

- Enroll in the module
- Study and complete the module assignments
- Take and pass the proctored final exam
- Receive Certificate of Completion

Additional Information

Prior to the Bureau for Private Postsecondary and Vocational Education's (BPPVE) sunset on June 30, 2007, Allied's Keyboarding course was granted instructional approval pursuant to California's educational code.

Students have one year to complete the module. In order to successfully complete this module, the student must complete twenty-five (25) lessons with keyboarding assignments and pass one (1) proctored final exam.

Microsoft® Office 2007

Computer Hardware and Software Recommendations: The student *must have* an IBM-compatible computer and Microsoft® Office 2007 software to take the course. Minimum system requirements are: 1GHz+ processor, 256MB of RAM (512MB recommended, required for Windows XP Home Service Pack 2 and Windows Vista Home), 10GB+ Available Hard Drive Space for Data Storage, sound card, 800 X 600 graphics with 16-bit colors, Windows compatible laser or inkjet printer, Windows XP Service Pack 2 minimum. (10/100 Network Card and/or Modem required for online course correspondence)

Microsoft® Windows XP or VISTA (5 lessons)

Topics covered: Getting Started with Windows XP or VISTA; Working with Programs, Files, and Folders; and Create and Save Documents; Open, Edit and Print Files

Microsoft® Office Word 2007 (11 lessons)

Topics covered: Getting started with Word 2007; Editing Documents; Formatting Text and Paragraphs; Formatting Documents; Creating and Formatting Tables; Illustrating Documents with Graphics; and Merging Word Documents.

Microsoft® Office Excel 2007 (11 lessons)

Topics covered: Getting Started with Excel 2007; Building and Editing Worksheets; Formatting a Worksheet; Working with Charts; Working with Formulas and Functions; Managing Workbooks; Automating Worksheet Tasks; and Using Lists.

Microsoft® Office PowerPoint 2007 (10 lessons)

Topics covered: Getting Started with PowerPoint; Creating a Presentation; Modifying a Presentation; Enhancing a Presentation; Customizing a Presentation; Enhancing Charts; Working with Embedded and Linked Objects and Hyperlinks; Using Advanced Features.

Additional Information:

Prior to the Bureau for Private Postsecondary and Vocational Education's (BPPVE) sunset on June 30, 2007, Allied's Microsoft® Office Professional course was granted instructional approval pursuant to California's educational code.

Students have one year to complete the course. In order to successfully complete this course, the student must submit and pass all required exercises, and take and pass all proctored final exams. The student must score 70% or better on each assignment and on the proctored, closed book, final exam.

Getting Started:

- Enroll in the course
- Study and send in assignments and exercises
- Take and pass the proctored final exam
- Receive Certificate of Completion

Professional Private Investigator

(5 lessons)

D.O.T. Codes: 376.267-018

Computer Hardware and Software Recommendations: The student *must have* an IBM-compatible computer to take the course. Minimum system requirements are: 1GHz+ processor, 256MB of RAM (512MB recommended, required for Windows XP Home Service Pack 2 and Windows Vista Home), 10GB+ Available Hard Drive Space for Data Storage, sound card, 800 X 600 graphics with 16-bit colors, Windows compatible laser or inkjet printer, Windows XP Service Pack 2 minimum. (10/100 Network Card and/or Modem required for online course correspondence)

Course Description: This course is designed to provide students with the skills necessary to be employed in the investigative field.

Textbook: *Practical Handbook for Professional Investigators* by Rory J. McMahon, CLI, CFE

Course Objectives: Upon successful completion of the Professional Private Investigator course, students will be able to:

- Define the duties and attributes of a successful professional private investigator
- List the types of investigations
- Identify the requirements for a successful interview and interrogation
- Describe the structure of the Constitution and Bill of Rights
- Define civil law and explain the differences between civil and criminal law
- Identify how to successfully plan and conduct undercover operations
- Outline the resources available for locating missing persons and runaways
- Identify fraud and computer crimes
- Outline the techniques of criminal investigations
- Identify the proper techniques for conducting domestic relations investigations
- Define the general rules of surveillance and the types of surveillance equipment
- Outline the fundamentals and techniques of good report writing
- Name the rules of service of process on citizens and businesses
- Define the ethics of professional private investigators
- Identify the methods to setup and operate a successful investigative agency

Topics covered: Introduction to Professional Private Investigation; Theory of Interviewing, Interrogation, and Investigation; Theory of Criminal and Background Investigation; Principles of Surveillance and Court Procedures; Establishing and Marketing Your Business;

Students have one year to complete the course. In order to successfully complete this course, the student must complete eight (5) lessons with reading and computer-based assignments, complete and complete a 2-part online proctored final exam. The student must score 70% or better on the proctored closed-book final exam.

Getting started:

- Enroll in the course
- Study and complete the course assignments
- Take and pass the proctored final exam
- Receive Certificate of Completion

Professional QuickBooks

(14 Lessons)

Computer Hardware and Software Recommendations: The student *must have* an IBM-compatible computer to take the course. Minimum system requirements are: 1GHz+ processor, 256MB of RAM (512MB recommended, required for Windows XP Home Service Pack 2 and Windows Vista Home), 10GB+ Available Hard Drive Space for Data Storage, sound card, 800 X 600 graphics with 16-bit colors, Windows compatible laser or inkjet printer, Windows XP Service Pack 2 minimum. (10/100 Network Card and/or Modem required for online course correspondence)

Professional QuickBooks Study Guide, published by Ashley Crown Systems, Inc.

Computer Accounting with QuickBooks Pro 2007, 9th Edition, by Donna Ulmer.

Topics covered: Guided Tour of QuickBooks; Chart of Accounts; Banking; Customers and Sales; Vendors, Purchases, and Inventory; Employees and Payroll; Reports and Graphs; Creating a Service Company in QuickBooks.

Professional QuickBooks Printout Keys, published by Ashley Crown Systems, Inc. (Contains correct printouts for students to check their work as they go through QuickBooks software skills exercises.)

QuickBooks Pro 2007 Software (optional for purchase if student does not already own a copy of QuickBooks 2007).

Allied Student Handbook

Tools of the Trade (included with course):

- Mechanical Pencil
- Highlighter

Additional Information

Prior to the Bureau for Private Postsecondary and Vocational Education's (BPPVE) sunset on June 30, 2007, Allied's Professional QuickBooks course was granted instructional approval pursuant to California's educational code.

Students have one year to complete the course. In order to successfully complete this course, the student must complete eight (8) lessons with reading and computer-based assignments, complete one (1) midterm quiz, and complete one (1) proctored final exam. The student must score 70% or better on the proctored closed-book final exam.

Getting Started:

- Enroll in the course
- Study and complete the course assignments
- Take and pass the proctored final exam
- Receive Certificate of Completion

Course Pricing

Course Name	Catalog Price	Tuition	10% Registration Not to Exceed \$50	Materials	Sub-total	Tax CA Only	Shipping 48 States	Veteran Pays
Administrative Assistant	\$1,488.00	\$1,238.00	\$ 50.00	\$ 200.00	\$1,488.00	\$ 15.50	\$ 15.00	\$1,518.50
Advanced Medical Terminology (formerly MTAPPP)	\$1,488.00	\$1,338.00	\$ 50.00	\$ 100.00	\$1,488.00	\$ 7.75	\$ 12.50	\$1,508.25
Computerized Financial Accounting	\$1,688.00	\$1,388.00	\$ 50.00	\$ 250.00	\$1,688.00	\$ 19.38	\$ 15.00	\$1,722.38
Dental Office Assistant	\$1,399.00	\$1,241.00	\$ 50.00	\$ 108.00	\$1,399.00	\$ 8.37	\$ 15.00	\$1,422.37
Dental Terminology	\$ 100.00	\$ 38.00	\$ 10.00	\$ 52.00	\$ 100.00	\$ 4.03	\$ 15.00	\$ 119.03
Entrepreneurship and Small Business Management	\$1,688.00	\$1439.00	\$ 50.00	\$ 199.00	\$1,688.00	\$ 15.42	\$ 15.00	\$1,718.42
Florida Real Estate Principles with exam prep	\$ 248.00	\$ 223.20	\$ 24.80	\$ 0.00	\$ 248.00	\$ 0.00	\$ 0.00	\$ 248.00
Georgia Real Estate Principles with exam prep	\$ 288.00	\$ 259.20	\$ 28.80	\$ 0.00	\$ 288.00	\$ 0.00	\$ 0.00	\$ 288.00
Health Information Management	\$ 488.00	\$ 402.03	\$ 48.80	\$ 50.00	\$ 488.00	\$ 3.88	\$ 12.50	\$ 504.38
Keyboarding	\$ 588.00	\$ 450.00	\$ 50.00	\$ 88.00	\$ 588.00	\$ 6.82	\$ 15.00	\$ 609.82
Medical Administrative Assistant	\$1,488.00	\$1,363.00	\$ 50.00	\$ 75.00	\$1,488.00	\$ 5.81	\$ 12.50	\$1,506.31
Medical Billing with Intro. to Medical Coding	\$1,488.00	\$1,232.00	\$ 50.00	\$ 206.00	\$1,488.00	\$ 5.97	\$ 12.50	\$1,506.47
Medical Coding (pre-requisites required)	\$1,488.00	\$1,199.00	\$ 50.00	\$ 239.00	\$1,488.00	\$ 18.52	\$ 12.50	\$1,519.02
Medical Keyboarding	\$ 688.00	\$ 571.00	\$ 50.00	\$ 67.00	\$ 688.00	\$ 5.19	\$ 12.50	\$ 705.69
Medical Terminology	\$ 988.00	\$ 838.00	\$ 50.00	\$ 100.00	\$ 988.00	\$ 7.75	\$ 12.50	\$1,008.25
Medical Transcription (pre-requisites required)	\$1,488.00	\$1,238.00	\$ 50.00	\$ 200.00	\$1,488.00	\$ 5.50	\$ 12.50	\$1,516.00
Medisoft Applications	\$ 988.00	\$ 838.00	\$ 50.00	\$ 100.00	\$ 988.00	\$ 7.75	\$ 12.50	\$1,008.25
Microsoft® Office 2007 Excel w/o software	\$ 788.00	\$ 638.00	\$ 50.00	\$ 100.00	\$ 788.00	\$ 7.75	\$ 15.00	\$ 810.75
Microsoft® Office 2007 PowerPoint w/o software	\$ 688.00	\$ 538.00	\$ 50.00	\$ 100.00	\$ 688.00	\$ 7.75	\$ 15.00	\$ 710.75
Microsoft® Office 2007 Word w/o software	\$ 788.00	\$ 638.00	\$ 50.00	\$ 100.00	\$ 788.00	\$ 7.75	\$ 15.00	\$ 810.75
Microsoft® Office VISTA w/o software	\$ 488.00	\$ 339.20	\$ 48.80	\$ 100.00	\$ 488.00	\$ 7.75	\$ 15.00	\$ 510.75
Professional Home Inspection (includes prep)	\$1,488.00	\$1,238.00	\$ 50.00	\$ 200.00	\$1,488.00	\$ 5.50	\$ 15.00	\$1,518.50
Professional Private Investigator	\$ 749.00	\$ 609.00	\$ 50.00	\$ 90.00	\$ 749.00	\$ 6.98	\$ 15.00	\$ 770.98
Professional Property Management	\$1,688.00	\$1456.00	\$ 50.00	\$ 182.00	\$1,688.00	\$ 14.11	\$ 15.00	\$1,717.11
Professional QuickBooks (w/o software)	\$ 588.00	\$ 428.00	\$ 50.00	\$ 110.00	\$ 588.00	\$ 7.75	\$ 15.00	\$ 610.75

			10% Registration			Tax	Shipping	
Course Name	Catalog Price	Tuition	Not to Exceed \$50	Materials	Sub-total	CA Only	48 States	Veteran Pays
Real Estate Appraisal Licensing	\$1,224.00	\$749.00	\$ 50.00	\$ 425.00	\$1,224.00	\$ 32.94	\$ 30.00	\$1,286.94
Real Estate Salesperson Licensing Program	\$ 586.00	\$ 154.00	\$ 50.00	\$ 382.00	\$ 586.00	\$ 29.61	\$ 15.00	\$ 630.61
Texas Real Estate Salesperson with Exam Prep	\$ 788.00	\$ 488.00	\$ 50.00	\$ 250.00	\$ 788.00	\$ 17.05	\$ 30.00	\$ 835.05
Virginia Real Estate Principles with Exam Prep	\$ 288.00	\$ 259.20	\$ 28.80	\$ 0.00	\$ 288.00	\$ 0.00	\$ 0.00	\$ 288.00
Washington Real Estate Principles w/ Exam Prep	\$ 308.00	\$ 277.20	\$ 30.80	\$ 0.00	\$ 308.00	\$ 0.00	\$ 0.00	\$ 308.00



Allied Business Schools, Inc.
22952 Alcalde
Laguna Hills, CA 92653

Attention Karen L. Wenzel, Director of Education:

I have received a copy of the Veterans Information Bulletin which contains the rules, regulations, course completion requirements, and costs for the specific course in which I have enrolled.

Print name (Veterans eligible person): _____

Signature: _____

Social Security or C-Number: _____

Enrolled by: _____ Date: _____

**TRUE AND CORRECT STATEMENT FOR SCHOOL CATALOG / BULLETIN
(Title 38 Approval Requirements)**

Institution name / Physical location:
ALLIED BUSINESS SCHOOLS, INC.
22952 ALCALDE
LAGUNA HILLS, CA 92653

THIS IS TO CERTIFY THAT A SCHOOLS CATALOG OR BULLETIN, OR ATTACHED MATERIAL SUBMITTED AS A BASIS FOR THIS APPROVAL, IS TRUE AND CORRECT IN CONTENT AND POLICY, IN ACCORDANCE WITH THE REQUIRMENTS OF THE CODE OF FEDERAL REGULATIONS SECTION 21.4253(d)(1) AND SECTION 21.4254(b)

Catalog / Bulletin **beginning** month and year: January 2009

Catalog / Bulletin **ending** month and year: December 2009

Steve Rathje
Name of authorized official (please print)

President/CEO, CIO
Title

Signature of authorized official

Date