



# **SCHOOL CATALOG**

**01/01/2022-12/31/2022**

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The Dream Academy is a private institution headquartered at 450 N Brand Blvd Suite 600, Glendale, CA 91203. It houses the corporate administrative and business offices of the institute. Our hours of operations are as follows:

Monday to Friday	9:00AM to 5:00PM
Saturday and Sunday	Closed

The following non degree programs are offered at this institution:

<b>CERTIFICATE PROGRAM TITLE</b>	<b>Credit Hours</b>
Basic Computer and ESL	13
QuickBooks and MS Office	13
Medical Insurance Billing	13

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

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

**2535 Capitol Oaks Drive Suite 400, Sacramento, CA 95833,  
PO Box 980818, West Sacramento, CA 95798-0818,  
www.bppe.ca.gov,  
Telephone: (888) 370-7589, (916) 431-6959 or Fax: (916) 263-1897**

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling **(888) 370-7589** or by completing a complaint form, which can be obtained on the bureau's internet Web site **www.bppe.ca.gov**

This institution does not have a pending petition in bankruptcy, or operating as a debtor in possession, and has not filed a petition within the preceding five years or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States bankruptcy code (11 U.S.C. Sec. 1101 et seq.).

The Dream Academy is not accredited by any accredited agency recognized by the United States Department of Education.

The Dream Academy updates this catalog annually. Annual updates may be made using supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies are required to be included in the catalog by statute or regulations are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

### **Organizational Structure and Ownership**

The Dream Academy is organized as a corporation in the State of California. The institution is owned by Hasmik Tsaturian, who is also the Chief Executive Officer and Director and Sevak Grigorian who is also the Chief Academic Officer and Chief Operating Officer.

### **Advisory Board Members**

Edwin Sahakian: IT Professional, Software Developer  
Naisa Ramos: Language Specialist

### **Mission Statement**

The Dream Academy is an educational institution with a team of professionals providing support to the community within the fields of computer information technology, medical billing, and English as a second language with the highest efficiency and quality. The Dream Academy's objective is to help our students in finding entry-level employment positions upon successful completion of the program.

### **Goals and Objectives**

The Dream Academy's graduates will be able to perform specific duties immediately upon completion of courses. Also, opportunities for career advancement will be greater due to the wide scope of knowledge each graduate has gained from The Dream Academy's training programs.

Each graduate will find that The Dream Academy's training is a job-oriented practical program of everyday use in an office environment, which includes hands-on experience with the materials and in typical industry job assignments. This active program of work training will give the graduate valuable pre-employment knowledge.

Our mission is to dedicate our efforts and resources toward ensuring a high-quality education and learning environment. The academy has a strong commitment to accessibility and diversity. The academy works to provide affordable education, a broad range of support services and innovative learning sources.

The academy is committed to taking a leadership role in technological changes, in economic development, in community services, and in the global marketplace with student success.

### **Instructional Facilities**

Our programs will be instructed 100% online. The instructors will be provided with the Lenovo Desktops 2023 model. Each student will be required to have their own computers to use during instruction. If a student does not have a personal computer, a loaner will be provided.

The students' computers are required to have Microsoft Office 365 or higher or compatible word processor software such as Google docs. Speakers, built in or external, are required to hear video clips and audio clips. Headsets are needed to listen to audio clips during class sessions and cannot be loaned due to hygienic reasons. If a student does not have a headset, The Dream Academy will provide one free of charge for the student to keep. The Dream Academy strongly recommends and urges all students to install adequate virus detection software and to routinely check for and install the most recent updates to their anti-virus software.

Students' computers must have loaded the latest version of the recommended browsers: Microsoft Edge, Mozilla Firefox or Google Chrome. Students' home computers must have a Windows Processor: 1.4GHz Intel® Core i3® or faster processor (or equivalent).

Operating System: Windows 10 (32-bit/64-bit) Memory: 4 GB of RAM (8 GB recommended). Screen Resolution: 1024 x 768 (or above). Google Chrome or Mozilla Firefox and Adobe Acrobat Reader. If using an Apple computer, requirements are Macintosh Processor: 1.83GHz Intel Core i3 or faster processor (or above) Operating System: Mac OS High Sierra (or above) Memory: 4 GB of RAM (or above). Screen Resolution: 1024 x 768 (or above). Google Chrome or Mozilla Firefox and Adobe Acrobat Reader. If using an Apple computer, requirements are Macintosh Processor: 1.83GHz Intel Core i3 or faster processor (or above) Operating System: Mac OS High Sierra (or above) Memory: 4 GB of RAM (or above). Screen Resolution: 1024 x 768 (or above). Google Chrome, Mozilla Firefox or Safari Adobe Acrobat Reader.

### **Library**

Upon enrollment, students are granted the username and password for The Dream Academy's e-library account powered by **Scribd** via email. The Dream Academy's e-library contains textbooks covering the approved courses, some required reading and some optional reading.

## **Transfer of Credit Policy**

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

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

The Dream Academy does not recognize acquired life experience and prior experiential learning as a consideration for enrollment or granting credit towards any of its programs.

Transferable credit will only be granted for courses:

- Earned at institutions approved by the Bureau, public or private institutions of higher learning, including foreign institutions.
- Taken in the same field of study as that required at the time of enrollment, as reflected in The Dream Academy’s catalog in effect at the time of enrollment, and for no greater number of semester units than required.
- Verified through an official transcript requested by and received by The Dream Academy directly from the institution at which the course was taken.
- If required, for which the student has produced course descriptions, course outlines, copies of university or college catalogs or any other documents, materials deemed reasonably necessary by The Dream Academy to perform an evaluation of the equivalency of the course in question.

The Chief Academic Officer reviews, evaluates and determines the acceptability of all transferred coursework requested by the student for course transfer approval.

The Chief Academic Officer will review all the transfer decisions. If a student wishes to petition this decision, he/she must appeal to the Registrar Office within 10 working days. The Chief Academic Officer will go through a second review of all work completed by the student and will notify the student through the Registrar within an additional 10 working days.

**THE DREAM ACADEMY HAS NOT ENTERED INTO ANY ARTICULATION OR TRANSFER AGREEMENT WITH ANY OTHER COLLEGE OR UNIVERSITY.**

**Admission Requirements**

As of January 1, 2022, section 94904 from the Education Code was repealed by Senate Bill 607. This code required students without a high school diploma or the equivalent to successfully complete an examination prior to executing an enrollment agreement. Amended section 94909 eliminated the need to include specific admissions requirements for these students in school catalogs and repealed section 94811 which defined “ability-to-benefit” (ATB students. Change Implementation Permits students without a high school diploma or the equivalent to enroll in postsecondary private institutions without having to complete the admissions prerequisite of passing an entrance examination. The BPPE will continue to: 1 monitor for the existence of written standards alternate for each educational program during licensure and 2 ensure enrolled students meet those standards through routine review of student files during compliance inspections.

Effective January 1, 2022, the Bureau will no longer require a universal standard of having a high school diploma, GED, or documentation of ATB exam passage. NOTE: SB 607 does not impact 5 CCR 71770(a), which states that “institutions shall establish specific written standards for student admissions for each educational program. These standards shall be related to the educational program. An institution shall not admit any student who is obviously the unqualified or who does not appear to have a reasonable prospect of completing the program.”

At The Dream Academy, our primary goal is to assist the adult learner in successfully returning to the workforce. As part of our admission process, the prospective student must:

1. Enrollees shall be eighteen (18) years of age or older.
2. Attend an in person, phone, or virtual interview with a school representative.
3. During the interview, the student must be able to read, write, speak, understand, and communicate in English at a 6th grade proficiency level, as well as possess the skills to use a cellular or equivalent electronic device, at a basic level.
4. The Dream Academy’s goal is to educate marginalized student populations. English language learners have lower rates of continuing education. Language barriers are a detriment to adult language learners. To combat these disadvantages, The Dream Academy’s ESL students are provided independent study materials based on their level of language proficiency. ESL textbooks and ESL software materials are given to all ESL students, free of charge. The students use the materials independently as they complete their course(s).

5. If the prospective student is derived from a Workers Compensation program via a SJDV, prior to acceptance into a program, the Insurance Company's adjuster and/or the Applicant Attorney will be contacted to confirm that the Qualified Medical Examiner has cleared the student physically, emotionally, and mentally to utilize the Voucher at an approved vocational institution without medical physical restrictions.

6. You will be requested to review our catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

7. Upon being accepted into one of our programs, it will be necessary for you to formally agree to certain terms. This agreement entails your commitment to successfully finish the program, attend classes on a regular basis, actively participate in assignments and practice, and fulfill the requirements of exams, quizzes, and tests as directed by your instructor. It's important to recognize that The Dream Academy will provide accommodation in cases of unexpected illness, challenging circumstances, or unforeseen natural events that result in your absence.

The Dream Academy requires timely notification of any personal issues that might prevent you from attending classes and fully participating in your academic tasks. Teachers will keep a monthly record documenting any absences, difficulties faced, or pertinent information related to your academic performance.

It's important to note that our institution is bound by the regulations outlined in the California Code of Regulations, specifically in title 5, section 71770(a). This section stipulates that "the institution shall establish specific written standards for student admissions for each educational program. These standards shall be related to the educational program. An institution shall not admit any student who is obviously unqualified or who does not appear to have a reasonable prospect of completing the program."

At The Dream Academy, our primary goal is to see you succeed. We are dedicated to collaborating as a team to support you in reaching your objectives. We encourage you to utilize this opportunity for personal growth and to demonstrate a genuine commitment to effectively participating in and completing your chosen educational program.

8. Foreign Students and Student Visas: The Dream Academy does not admit foreign students and it is not authorized to offer student visas.

9. Instruction Language: Classes at The Dream Academy are offered in English language only. Instructional materials such as books and assignments are also in English language only.



**Approximate Number of Days Between the Institution’s Receipt of Student Lessons, Projects, or Dissertations and the Institution’s Mailing of Response or Evaluation**

The approximate time or number of days that will elapse between a student’s completion of quizzes, exercises, and practice sets, and the school’s reporting of the results varies. For quizzes and exercises, the reporting back evaluation results varies from one to several hours depending on the type of quizzes and exercises assigned; and, for practice sets, reporting back evaluation results to students can range from two to three days.

**Non-Discrimination Policy**

The Dream Academy does not discriminate on any basis, including sex, age, race, national origin, creed, religion, or disability in its programs. The Dream Academy complies with the provisions of Title 1 of the Civil Rights Act of 1964 and 1974, the Rehabilitation Act of 1973, the Americans with Disabilities Act and all amendments therein.

**Observance of The Following Holidays for Students**

The Dream Academy observes the following holidays for the year 2023:

Monday, January 02	New Year’s Day
Monday, January 16	Birthday of Martin Luther King, Jr.
Monday, February 20	Washington’s Birthday
Monday, May 29	Memorial Day
Monday, June 19	Juneteenth National Independence Day
Tuesday, July 04	Independence Day
Monday, September 04	Labor Day
Monday, October 09	Columbus Day
Friday, November 10	Veterans Day
Thursday, November 23	Thanksgiving Day
Monday, December 25	Christmas Day

## **Programs of Study**

### **BASIC COMPUTER AND ESL**

#### **Description of Educational Program**

The Basic Computer and ESL education program is a blended curriculum designed to empower students with foundational computer skills and improve their English language communication abilities. The program recognizes the importance of digital literacy today and aims to bridge language barriers while equipping participants with essential computer competencies.

The total number of Credit Hours is 13. An exam will be administered at the end of each module. The student has to pass with a minimum grade of 75%.

Our programs will be instructed 100% online. The instructors will be provided with the Lenovo Desktops 2023 model. Each student will be required to have their own computers to use during instruction. If a student does not have a personal computer, a loaner will be provided.

This program will be taught by one faculty member. All faculty members are selected according to their individual skills and academic background within specific areas of knowledge and experience. They are experienced instructors who are skilled at stimulating and developing a professional attitude with their students. All instructors have a minimum degree or 3 years of experience in the field that they are training.

All Instructors participate in continuing education classes in teaching methodology and professional development.

The Dream Academy plans to enroll in this program 8-10 students per course duration. The projected number of students that the institution plans to enroll in this program during each of the three years following the date Form 94886 was submitted is 30 students per year, totaling 100 students in three years.

## Program Syllabus/Outline

Week Number	Description	Credits	Due Date
Week 1	Introduction to English and Basic Communication (Level 1)	1.00 hours	End of Week 1
	-Introductions and greeting		
	-Alphabet and pronunciation		
	-Numbers and basic counting		

Week Number	Description	Credits	Due Date
Week 2	Introduction to English and Basic Communication (Level 1) continued form Week 1	1.00 hours	End of Week 2
	-Personal information (name, age, nationality)		
	-Basic conversation skills (asking and answering simple questions)		
	-Vocabulary: colors, days of the week, months		

Week Number	Description	Credits	Due Date
Week 3	Everyday Activities and Simple Present Tense (Level 1)	1.5 hours	End of Week 3
	-Daily routines and activities		
	-Present tense verbs (affirmative and negative forms)		
	-Time expressions (in the morning, at night, etc.)		

Week Number	Description	Credits	Due Date
Week 4	Everyday Activities and Simple Present Tense (Level 1) continue from Week 3	1.5 hours	End of Week 4
	-Expressing likes and dislikes		
	-Vocabulary: family members		
	-Vocabulary: common objects in the house		

Week Number	Description	Credits	Due Date
Week 5	Descriptions and Expressing Preferences (Level 1)	1.00 hours	End of Week 5
	-Adjectives for describing people and things		
	-Forming questions with "What" and "Where"		
	-Expressing preferences and making choices		

<b>Week Number</b>	<b>Description</b>	<b>Credits</b>	<b>Due Date</b>
Week 6	Descriptions and Expressing Preferences (Level 1) continued from Week 5	1.00 hours	End of Week 6
	-Giving directions and locations		
	-Vocabulary: Food and drinks		
	-Vocabulary: Places in the city		

<b>Week Number</b>	<b>Description</b>	<b>Credits</b>	<b>Due Date</b>
Week 7	Review and Midterm Assessment	1.5 hours	End of Week 7
	-Comprehensive review of materials covered in the first six weeks		
	-Midterm assessment: speaking, listening, and writing exercises		

<b>Week Number</b>	<b>Description</b>	<b>Credits</b>	<b>Due Date</b>
Week 8	Past Tense and Everyday Conversations (Level 2)	1.00 hours	End of Week 8
	-Introduction to past tense (regular verbs)		
	-Talking about past activities and experiences		
	-Storytelling and sequencing events		

<b>Week Number</b>	<b>Description</b>	<b>Credits</b>	<b>Due Date</b>
Week 9	Past Tense and Everyday Conversations (Level 2) continued from Week 8	1.00 hours	End of Week 9
	-Participating in everyday conversations (ordering food, making plans)		
	-Vocabulary: travel and transportation		
	-Vocabulary: hobbies and leisure activities		

<b>Week Number</b>	<b>Description</b>	<b>Credits</b>	<b>Due Date</b>
Week 10	Expressing Opinions and Giving Reasons (Level 2)	1.5 hours	End of Week 10
	-Using modal verbs (can, should, must) for expressing ability, advice, and obligation		
	-Expressing opinions and giving reasons		
	-Engaging in discussions and debates		
	-Exploring cultural differences in communication styles		
	-Vocabulary: jobs and professionals, weather and seasons		

<b>Week Number</b>	<b>Description</b>	<b>Credits</b>	<b>Due Date</b>
Week 11	Review, Final Assessment, and Farewell	1.00 hours	End of Week 11
	-Comprehensive review of material covered in the program		
	-Final assessment: speaking, listening, reading, and writing tasks		
	-Celebrating progress and achievements		
	-Farewell activities and reflections on language learning journey		

**Occupation/Job Titles**

Occupations that a graduate from Basic Computer and ESL program can be acquired are the following:

- 43-4071 File Clerks
- 43-9061 Office Clerks, General

## QUICKBOOKS AND MS OFFICE

### Description of Educational Program

The QuickBooks and Microsoft Office program offers comprehensive training in two critical areas of modern business operations: financial management using QuickBooks and efficient document creation, analysis, and communication using Microsoft Office applications. This program is designed to equip participants with the practical skills and knowledge required to excel in a variety of professional roles that demand effective financial recordkeeping, data manipulation, and communication.

The total number of Credit Hours is 13. An exam will be administered at the end of each module. The student has to pass with a minimum grade of 75%.

Our programs will be instructed 100% online. The instructors will be provided with the Lenovo Desktops 2023 model. Each student will be required to have their own computers to use during instruction. If a student does not have a personal computer, a loaner will be provided.

This program will be taught by one faculty member. All faculty members are selected according to their individual skills and academic background within specific areas of knowledge and experience. They are experienced instructors who are skilled at stimulating and developing a professional attitude with their students. All instructors have a minimum degree or 3 years of experience in the field that they are training.

All Instructors participate in continuing education classes in teaching methodology and professional development.

The Dream Academy plans to enroll in this program 8-10 students per course duration. The projected number of students that the institution plans to enroll in this program during each of the three years following the date Form 94886 was submitted is 30 students per year, totaling 100 students in three years.

## Program Syllabus/Outline

Week Number	Description	Credits	Due Date
Week 1	Computer and Windows Basics	0.20 hours	End of Week 1
	-Basic computer concepts		
	-Introduction to typing skills		
	-Windows basics and 10-Key		

Week Number	Description	Credits	Due Date
Week 2	Windows Basics and Keyboard Training	0.20 hours	End of Week 2
	-Launching, logging, on/off and shutting down		
	-Opening browser and folders		
	-Sizing and moving windows and folders		
	-Creating folders and documents		
	-Add documents inside folders		
	-Rename, move, delete folders and documents		
	-Empty recycler bin		
	-Windows updates		
	-Keyboard training		

Week Number	Description	Credits	Due Date
Week 3	Introduction to Internet	0.20 hours	End of Week 3
	-Computer terminology		
	-Operating systems		
	-Introduction to windows		
	-Fundamental elements of the internet		
	-Concepts of browsers		

Week Number	Description	Credits	Due Date
Week 4	Introduction to Email	1.00 hours	End of Week 4
	-Wi-fi, domain		
	-Email system		
	-Explore different email services		
	-What is gmail?		
	-Create a student email address		
	-Viewing the inbox and reading incoming emails		
	-Practice replying to and sending an email		
	-Attaching a document/image to an email		

<b>Week Number</b>	<b>Description</b>	<b>Credits</b>	<b>Due Date</b>
Week 5	Introduction to MS Word	1.75 hours	End of Week 5
	-Launching the program		
	-Open and close documents		
	-Typing inside a new document		
	-Copy and pasting		
	-Undo and redo		
	-Move text, change fonts, highlight, and formatting toolbar		
	-Manual and autosave features		
	-Toggle in between open documents		
	-Mini toolbar and quick access toolbar		
	-Auto correct		
	-Saving and printing		
	-Business letters and resume builder templates		
	-Closing word		

<b>Week Number</b>	<b>Description</b>	<b>Credits</b>	<b>Due Date</b>
Week 6	Advanced MS Word	1.75 hours	End of Week 6
	-Expand on concepts from week 5		
	-Advanced editing of documents		
	-Advanced formatting features		
	-Advanced building of letters and templates		

<b>Week Number</b>	<b>Description</b>	<b>Credits</b>	<b>Due Date</b>
Week 7	Introduction to MS Excel	1.70 hours	End of Week 7
	-Introduction to 365 and google sheets		
	-Launching excel and creating a document		
	-Explore what a worksheet/cells are		
	-Open a new worksheet		
	-Enter text and numbers into cells		
	-Move data to different cells, move cells		
	-Use toolbars and editing tools		
	-Closing excel		

<b>Week Number</b>	<b>Description</b>	<b>Credits</b>	<b>Due Date</b>
Week 8	Advanced MS Excel	1.50 hours	End of Week 8
	-Autosum and other advanced formulas		
	-Adjusting size of cells		
	-Auto complete, auto fill, auto correct		
	-Advanced copy/paste/cut data inside cells, between worksheets and workbooks		
	-Advanced printing and saving		



<b>Week Number</b>	<b>Description</b>	<b>Credits</b>	<b>Due Date</b>
Week 9	Introduction to MS PowerPoint	1.00 hours	End of Week 9
	-Opening a new presentation		
	-Inserting slides		
	-Selecting and applying themes		
	-Typing inside a slide and using the toolbar for formatting		
	-Inserting images inside the slide		
	-Saving, printing and presenting a powerpoint presentation		
	-Closing powerpoint		

<b>Week Number</b>	<b>Description</b>	<b>Credits</b>	<b>Due Date</b>
Week 10	Advanced MS PowerPoint	0.30 hours	End of Week 10
	-Expand on concepts from week 9		
	-Advanced editing of slides		
	-Advanced formatting features		
	-Advanced building of powerpoint presentations		

<b>Week Number</b>	<b>Description</b>	<b>Credits</b>	<b>Due Date</b>
Week 11	Introduction to MS Access	1.30 hours	End of Week 11
	-Understanding database structure in business environment		
	-Opening database objects		
	-Navigating the tool pane		
	-Adding data		
	-Saving and printing		
	-Closing ms access		

<b>Week Number</b>	<b>Description</b>	<b>Credits</b>	<b>Due Date</b>
Week 12	Introduction to Accounting and QuickBooks	0.70 hours	End of Week 12
	-Over of QuickBooks		
	-Creating a new company file		
	-Setup employees and contractors		
	-Reconcile bank account		
	-Prepare income statement and balance sheet		
	-Printing reports/data		
	-Exiting program		

Week Number	Description	Credits	Due Date
Week 13	Advanced to Accounting and QuickBooks	1.00 hours	End of Week 13
	-Advanced features of QuickBooks		
	-Making journal entries		
	-Entering complex transactions		
	-Running complex/detailed reports		

Week Number	Description	Credits	Due Date
Week 14	Basic Tax Understanding, Part 1	0.20 hours	End of Week 14
	-Filing requirements for individuals and small businesses		
	-IRS forms		
	-When and how to file		
	-What is a w-2 and 1099 form		
	-Tax professional assistance in necessary data collection		

Week Number	Description	Credits	Due Date
Week 15	Basic Tax Understanding, Part 2	0.20 hours	End of Week 15
	-Research tax issues		
	-Explore irs webpage and contacting the IRS		
	-Electronic filing		
	-Tax Deadlines		

### Occupation/Job Titles

Occupations that a graduate from QuickBooks and MS Office program can be acquired are the following:

- 43-1011 Office and Administrative Support
- 43-2011 Switchboard operators
- 43-2021 Telephone operators
- 43-2029 Communication Equipment Operators
- 43-2099 Bill and Account Collectors
- 43-3021 Billing and Posting Clerks
- 43-3031 Bookkeeping Accounting Clerks
- 43-3041 Gaming Cage Workers
- 43-3051 Payroll and timekeeping clerks
- 43-3061 Procurement Clerks
- 43-3071 Tellers
- 43-3099 Financial Clerks

## **MEDICAL INSURANCE BILLING**

### **Description of Educational Program**

The Medical Insurance Billing program prepares individuals for a career in healthcare administration, specifically focusing on the complex process of handling medical insurance claims, billing procedures, and reimbursement systems. This program is designed to provide students with the knowledge and skills required to navigate the intricate landscape of medical insurance and billing accurately and efficiently within healthcare settings.

The total number of Credit Hours is 13. An exam will be administered at the end of each module. The student must pass with a minimum grade of 75%.

Our programs will be instructed 100% online. The instructors will be provided with the Lenovo Desktops 2023 model. Each student will be required to have their own computers to use during instruction. If a student does not have a personal computer, a loaner will be provided.

This program will be taught by one faculty member. All faculty members are selected according to their individual skills and academic background within specific areas of knowledge and experience. They are experienced instructors who are skilled at stimulating and developing a professional attitude with their students. All instructors have a minimum degree or 3 years of experience in the field that they are training.

All Instructors participate in continuing education classes in teaching methodology and professional development.

The Dream Academy plans to enroll in this program 8-10 students per course duration. The projected number of students that the institution plans to enroll in this program during each of the three years following the date Form 94886 was submitted is 30 students per year, totaling 100 students in three years.

Overall, The Dream Academy's program in Medical Insurance Billing program offers a comprehensive curriculum that covers various aspects of medical billing, coding, insurance regulations, and healthcare administrative procedures. The goal of the program is to equip students with the expertise necessary to work effectively as medical billing professionals, helping healthcare facilities and providers manage their financial operations while ensuring compliance with industry standards and regulations.

## Program Syllabus/Outline

Week Number	Description	Credits	Due Date
Week 1	Introduction to medical insurance billing	0.25 hours	End of Week 1
	-Career goals		
	-Legal and ethical issues in medical workplace		

Week Number	Description	Credits	Due Date
Week 2	Terminology in Medical and Body Systems	1.00 hours	End of Week 2
	-Basic medical terminology		
	-Physiology and anatomy		
	-Processes for diseases		
	-Creation of folders and documents		
	-Understanding surgical procedures		

Week Number	Description	Credits	Due Date
Week 3	Introduction and Understanding to Managed Care	1.00 hours	End of Week 3
	-Organization and history of managed care		
	-Effects on provider and employee by managed care		
	-Financial responsibility of patient		
	-Managed care plans and insurance coverage types		

Week Number	Description	Credits	Due Date
Week 4	Introduction to Medical Coding	1.00 hours	End of Week 4
	-Understanding ICD-10 codes		
	-Understanding ICD-10-PCS coding guidelines for hospitals		
	-History of coding procedures and services		
	-Management and evaluation services		
	-Assignments in code		
	-Categories in CPT		
	-Index, code ranges and conventions in CPT		
	-Add-ons and modifiers		

Week Number	Description	Credits	Due Date
Week 5	Coding Compliance and HCPCS	1.75 hours	End of Week 5
	-Coding in HCPCS		
	-Understanding modifiers		
	-Identifying and interpreting correct code linkages		
	-Understanding federal laws and regulations		
	-Coding compliance penalties		
	-Ethics of medical coders		

<b>Week Number</b>	<b>Description</b>	<b>Credits</b>	<b>Due Date</b>
Week 6	Implementation of Audits	1.75 hours	End of Week 6
	-Coding audit implementation		
	-Analyzing and reviewing medical records		
	-Documentation and content requirements		

<b>Week Number</b>	<b>Description</b>	<b>Credits</b>	<b>Due Date</b>
Week 7	Medical Billing for Physicians	1.50 hours	End of Week 7
	-Fulfilling medical claim forms		
	-Completion of manual and electronic forms		
	-Outlining claim form parts, sections, and required information		
	-Claim forms delay or rejection causes		
	-Secondary claim filing		

<b>Week Number</b>	<b>Description</b>	<b>Credits</b>	<b>Due Date</b>
Week 8	Medical Billing for Hospitals	1.75 hours	End of Week 8
	-Billing process for inpatients		
	-Accurate and timely hospital claims submission		
	-Collection follow-up techniques		
	-Outpatient and inpatient services		

<b>Week Number</b>	<b>Description</b>	<b>Credits</b>	<b>Due Date</b>
Week 9	CPT ICD-10	1.75 hours	End of Week 9
	-Extensive study and practice of ICD-10 coding guidelines		
	-Hospital setting procedural coding		
	-Sequencing of ICD-10-PCS codes		
	-CPT coding procedures and services history		
	-Management and evaluation		
	-Code assignment and (E/M) services		
	-Categories and index in CPT		
	-Conventions and code ranges		
	-Add-ons and modifiers		

<b>Week Number</b>	<b>Description</b>	<b>Credits</b>	<b>Due Date</b>
Week 10	Review of Medical Coding IDC-10	1.00 hours	End of Week 10
	-Review of ICD-10		

**Occupation/Job Titles**

Occupations that a graduate from Medical Insurance Billing program can be acquired are the following:

- 31-9092 Medical Assistants
- 31-9093 Medical Equipment Preparers
- 31-9094 Medical Coder and Biller
- 31-9095 Medical Transcriptionist

The Dream Academy is not accredited by any accredited agency recognized by the United States Department of Education.

**Tuition Policies**

**Schedule of Total Charges for a Period of Attendance AND Estimated Schedule of Total Charges for the Entire Educational Program**

<b>Program</b>	<b>Hours</b>	<b>Tuition per Hour</b>	<b>Schedule of Total Charges for a Period of Attendance</b>	<b>Total Tuition</b>	<b>Registration Fee</b>	<b>STRF NON INSTITUTIONAL</b>	<b>Estimated Schedule of Total Charges for the Entire Educational Program</b>
Basic Computer and ESL	13	\$387	\$2575.00 at enrollment and \$2574.00 at completion of program	5,031	\$100	\$18	\$5,149
QuickBooks and MS Office	13	\$387	\$2575.00 at enrollment and \$2574.00 at completion of program	5,031	\$100	\$18	\$5,149
Medical Insurance Billing	13	\$387	\$2575.00 at enrollment and \$2574.00 at completion of program	5,031	\$100	\$18	\$5,149

## **Tuition Payment Policy**

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

## **Repayment Policy**

All financial obligations are to be met prior to withdrawal or graduation from the program. Arrangements for repayment of tuition are to be made prior to withdrawal or graduation. The student who becomes indebted to the Dream Academy due to unpaid deferred tuition, damage or loss of equipment/materials, or other reason may be denied further enrollment and release of official academic transcripts. Release of information to potential employers or other agencies may be denied until all indebtedness has been cleared.

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

**Student Tuition Recovery Fund Payment (STRF):** "The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program." CCR §76215(a)

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the:

**Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833  
Telephone (916) 431-6959 or (888) 370-7589**

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution more than tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans. To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.”



## **Cancellation/Withdrawal Policy/Refund Policy**

### **Student's Right to Cancel**

#### **Overview**

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

#### **Federal Student Financial Aid Funds**

The Dream Academy does not provide financial student aid funds.

#### **Rejection of Student Applicant**

If a student application is rejected for enrollment by the school, a full refund of tuition monies paid will be made to the applicant.

#### **School Program Cancellation**

If the school cancels a program after a student's enrollment, the school will refund all monies paid by the student.

#### **Student Withdrawal or Cancellation Prior to Start of Class or No Show**

If an applicant accepted by the school cancels prior to the start of scheduled classes or never attends class (no-show), the school will refund all monies paid, less the non-refundable \$100 registration fee as described within this catalog and in the school's enrollment agreement.

#### **Student Withdrawal or Cancellation from First Session through 7th Business Day**

Students have a right to withdraw or cancel their Enrollment Agreement for school, without any penalty or obligation, within the seventh business day from the first day of the initial class session. A withdrawal or cancellation notice must be submitted in writing to the school Education Director.

#### **Student Refund Re Withdrawal or Cancellation after 7th Business Day of First Session**

Students have a right to withdraw or cancel training at the school at any time after the seventh day of the first session and have a right to receive a refund for that part of the course not taken on a pro-rata basis in accordance with Section 71750 of the California Private Postsecondary Education Act of 2009 described on the next page. A withdrawal or cancellation notice must be submitted in writing to the school Education Director.

#### **School Closures**

If the school closes before a student graduates, a student may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, web site address at [www.bppe.ca.gov](http://www.bppe.ca.gov), telephone (916) 431-6959, or fax number (916) 263-1897.

### **Withdrawals and Refunds Sec.71750 California Private Postsecondary Education of 2009**

(a) The school will make refunds that are no less than the refunds required under Section 71750 of the California Private Postsecondary Education Act of 2009.

(b) The school will not enforce any refund policy that is not specified in the school catalog as required pursuant to section 94909(a)(8)(B) of the California Education Code, and it will refund all institutional charges upon student's withdrawal. Withdrawal policy procedures pursuant to section 94909(a)(8)(B) of the Code include, at a minimum: the acceptable methods of delivery of a notice to withdraw; whether withdrawal can be accomplished by conduct, and if so, how; the positions to whom the notice to withdraw must be delivered; and the date that the notice to withdraw is considered effective, which shall be no later than the date received by the institution.

(c) A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the Code will be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

(1) The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

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

(3) Except as provided herein, all amounts that the student has paid will be subject to refund unless the enrollment agreement and the refund policy outlined in the catalog specify amounts paid for an application fee or deposit not more than \$100.00, books, supplies, or equipment, and specify whether and under what circumstances those amounts are non-refundable. Except when an institution provides a 100% refund pursuant to section 94919(d) or section 94920(b) of the Code, any assessment paid pursuant to section 94923 of the Code is non-refundable.

(4) For purposes of determining a refund under the Act and this section, a student will be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in its catalog.

(5) If the institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution will refund the money to the student within 45 days of the student's withdrawal or cancellation.

(6) The institution will refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

**Faculty Qualifications**

**NON-DEGREE PROGRAMS FACULTY**

Faculty members are chosen based on their unique abilities and academic history in specialized fields of knowledge and practice. These skilled educators are adept at motivating and nurturing a professional mindset among their students. All instructors possess either a minimum degree or a minimum of three years of practical experience in the subject area they teach.

**FACULTY MEMBERS AND QUALIFICATIONS**

<b>Faculty Name</b>	<b>Courses Teaching</b>	<b>Qualifications</b>
Sofia Gurlekian	Basic Computer and ESL	Certificate of English Language Professor, over 5 years teaching experience in the field Basic Computer and ESL
Garabet Yakoubian	QuickBooks and MS Office	Bachelor’s degree in electrical engineering, Google Classroom IT Training Specialist, over 10 years teaching experience in the field of QuickBooks and MS Office
Zarar Ali Tahir	Medical Insurance Billing	Certified Coding Specialist Certificate, Doctor of Pharmacy, over 5 years teaching experience in the field of Medical Insurance Billing

**Financial Aid Programs**

**The Dream Academy does not participate in federal or state financial aid programs other than ETPL/WIOA assistance. A student enrolled in an unaccredited institution is not eligible for federal financial programs.**

**If you are enrolled through the ETPL/WIOA Plan, you will follow the refund policy for third party payers.** The student is not entitled to a refund if the tuition and fees are paid by a third party. The amount more than the total charges incurred shall be returned to the third party.

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

### **Standards for Student Achievement**

The Dream Academy has specific standards students are expected to achieve in order to maintain satisfactory academic progress in their programs of study. These standards are based on grades and the completion of the program enrolled. Satisfactory progress for all students is defined by the following criteria:

Students are given the opportunity to attempt program completion not to exceed 1.5 times the normal duration of the program. Students must successfully meet or exceed the minimum accumulative grade average of 75%.

All students must meet the following minimum standards of academic achievement while enrolled at The Dream Academy. The student's progress will be reviewed based on required evaluation point 25%, 50%, 75% and at completion.

The Dream Academy permits students to take part in remediation when failing a test. To maintain satisfactory academic progress, a student must achieve an accumulative grade average of 75%.

A student may have absences of up to 20% of the total course length; however, they will be required to have make-up sessions to complete missed assignments. While the student is on the approved leave of absence, it will not be counted as absent time.

### **Attendance Policy**

It is essential for The Dream Academy to have a record of attendance for each student. It is the student's responsibility to sign in online at their designated times. Part of the graduation requirements are the specific hours of attendance. If a student fails to meet the required hours of training, it will result in denial of graduation status. All students are expected to be online on time for each class and complete the required work to the best of their ability.

If a student must be absent from class, the student should contact The Dream Academy prior to the start of class, noting the class they are in, the reason why they will not be able to attend class that day and when they are expected to return.

The Dream Academy does not differentiate between an excused and a non-excused absence in computing the maximum number of allowance absences due to the nature and scope of the

program. If a student misses more than 20% of the maximum time required for a program, unsatisfactory attendance shall occur.

Unsatisfactory attendance may lead to Probation status until the student has brought his/her attendance and/or academic grade point average to 75%. This would include any make- up hours and or make-up assignments and any test. Excessive absences may result in probation, suspension, or termination.

### **Probation Policy for Attendance**

If a student fails to maintain 80% of the maximum time frame for a particular program hour, shall be, at a minimum, placed on "Attendance Probation", unless extenuating circumstances are established. The length of probation shall be for the period required for the student to reach a minimum of 80% of the scheduled class hours. In no event shall it exceed one evaluation period unless extenuating circumstances are established. The probation period may be extended to provide assurance that the student achieves and maintains satisfactory attendance progress. The student will be allowed to make up hours, assignments and/or exams if possible and be removed from probation. No more than two terms on probation will be allowed.

### **Dismissal and Suspension**

The Dream Academy reserves the right to suspend or dismiss any student whose attendance, professional conduct or academic performance do not meet the institute's standards or who fail to abide by the rules and regulations. Any student who has been suspended or dismissed may appeal against the action by following the student appeal procedures outlined in this catalog.

### **Leave of Absence Policy**

If a student is requesting leave of absence, a student must submit in writing to the Student Service Department the basis of the request, expected return date and initial date of request along with the student's signature. This does not automatically reflect the institute's approval.

The leave of absence may be limited to a specified number of days (Not to exceed 60 days). Only one leave of absence will be granted per student during any 12-month enrollment period. If the leave of absence is approved, the student may return prior to or at the end of the leave of absence and resume training without paying additional tuition. Students requesting a leave of absence must understand that upon return, a revised course completion date will be established.

### **Student Complaint and Grievance Policy**

If students encounter difficulties, problems or have complaints should first bring the matter to the attention of their instructor. If the instructor is unable to resolve the situation, the student is to meet with the Institute's Director for a final resolution.

Students are encouraged, always, to verbally communicate their concerns to members of the faculty and administration for amicable solutions. A written grievance, addressed to the Institute's Director, must be received from the student within 48 hours after the incident occurs.

The Institute Director will verify that the student has made a verbal attempt to resolve the concern with the instructor or other staff member. If the student has followed the above steps, the Institute Director will call a Grievance Committee Hearing within 72 hours of receipt of the report.

All documentation must be submitted with the report which is to be signed and dated by the student. The CEO will chair a committee meeting which will consist of not less than 3 representatives.

In addition, all persons involved with the incident must be present at the time of the hearing. The committee will hear all sides and will immediately meet in the absence of those involved to review the information and evidence, and vote on a decision. The decision of the Committee/CEO will be communicated immediately.

If the decision is unacceptable to the student, the student must, within 24 hours of the hearing, send copies of all documents and a cover letter explaining why the decision is unacceptable. All complaint decision appeals will be resolved within 30 days from the receipt date of the incident report.

Unresolved complaints may be directed to the address:

**Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833  
P.O. Box 980818, West Sacramento, CA 95798-0818  
Telephone: (888) 370-7589, (916) 431-6959 Fax: (916) 263-1897**

### **Student Services**

The Dream Academy offers a variety of counseling support to its students.

### **Accreditation**

The Dream Academy does not offer any degree programs that are accredited by an accrediting agency recognized by the United States Department of Education. In addition, The Dream Academy does not offer certification programs that are accredited by an accrediting agency recognized by the United States Department of Education.

### **Advisory Services**

The Dream Academy's Director, CAO and instructors are available to advise students and assist them to overcome any difficulties they may encounter in the school. Advisory services are a part of the teaching process offered by The Dream Academy.

### **Placement Services**

The Dream Academy does not offer placement services and cannot and does not guarantee employment.

### **Housing**

The Dream Academy does not provide dormitory/housing facilities or has access under its control. In addition, The Dream Academy has no responsibility to find or assist a student in finding housing. No facilities are recommended or sponsored by this institution.

**Required school statement by California Education Code Section 94909 Regulation 571810(b)(13)(A): the school does not have dormitory facilities under its control.**

### **Retention of Student Records, Maintenance and Retention**

The Dream Academy abides by the requirements of CEC Section 94900 and 5 and CCR 71810, 71920 and 71930 with respect to maintenance, production, and retention of student records and shall maintain all records for a minimum of five years. The following are its policies:

#### **Student Records Policy**

The Dream Academy will maintain a file for each student who enrolls in the institution whether the student completes the education service. The file will contain the following records:

A. Written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's qualifications for admission to the institution or the institution's award of credit or acceptance transfer credits.

B. Records of the dates of enrollment and, if applicable, withdrawal from the institution,

leaves of absence, and graduation.

C. Documents showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received.

D. Documents specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and name and address of the person or entity to which the refund was sent.

E. Copies of any official advisory notices or warning regarding the student's progress and complaints received from the students.

### **Access to Records by Students**

The Dream Academy abides by the policy of compliance with the Family Educational Rights and Privacy Act of 1974 also known as FERPA. FERPA defines educational records as all records that schools or education agencies maintain concerning their students. FERPA affords students certain rights with respect to their educational records as summarized below:

A. The right to inspect and review their records. Students should contact the Director's office to determine the location of appropriate records and the procedure for reviewing such records.

B. The right to request that any records believed to be inaccurate, or misleading be amended. The request should be submitted in writing to the Director's office. If the request for change is denied, the student has a right to a hearing on the issue.

C. The right to consent to disclosures of personally identifiable information contained in the student's education records. The school must have written permission from the student before releasing any information from the student's record.

D. The right to file a complaint with the U.S. Department of Education and/or California's Bureau for Private Postsecondary Education if they feel their rights are being violated. Complaints should be in writing and sent to:

**U. S. Dept. of Education  
400 Maryland Avenue SW  
Washington, D.C. 20202-4605**

**California Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive Suite 400, Sacramento, CA 95833,  
PO Box 980818, West Sacramento, CA 95798-0818,**



[www.bppe.ca.gov](http://www.bppe.ca.gov),  
Telephone: (888) 370-7589, (916) 431-6959 or Fax: (916) 263-1897

### **Department of Labor Job Classifications**

The Dream Academy is required to identify the job classifications of each program it offers using the United States Department of Labor's Standard Occupational Classification Codes, at the Detailed Occupation (six-digit) level.

#### **Occupation/Job Titles**

Occupations that a graduate from Basic Computer and ESL program can be acquired are the following:

43-4071 File Clerks

43-9061 Office Clerks, General

#### **Occupation/Job Titles**

Occupations that a graduate from QuickBooks and MS Office program can be acquired are the following:

43-1011 Office and Administrative Support

43-2011 Switchboard operators

43-2021 Telephone operators

43-2029 Communication Equipment Operators

43-2099 Bill and Account Collectors

43-3021 Billing and Posting Clerks

43-3031 Bookkeeping Accounting Clerks

43-3041 Gaming Cage Workers

43-3051 Payroll and timekeeping clerks

43-3061 Procurement Clerks

43-3071 Tellers

43-3099 Financial Clerks

#### **Occupation/Job Titles**

Occupations that a graduate from Medical Insurance Billing program can be acquired are the following:

31-9092 Medical Assistants

31-9093 Medical Equipment Preparers

31-9094 Medical Coder and Biller

31-9095 Medical Transcriptionist

**“AS A PROSPECTIVE STUDENT, YOU ARE ENCOURAGED TO REVIEW THIS CATALOG PRIOR TO SIGNING AN ENROLLMENT AGREEMENT. YOU ARE ALSO ENCOURAGED TO REVIEW THE SCHOOL PERFORMANCE FACT SHEET, WHICH MUST BE PROVIDED TO YOU PRIOR TO SIGNING AN ENROLLMENT AGREEMENT”**