

# CATALOG ADDENDUM

## CHARTER COLLEGE - ANCHORAGE

CATALOG PAGE REFERENCE: 91

EFFECTIVE DATE: 5.2.13

### COURSE DESCRIPTION

CMP235

**SonicWALL Security Administration**

**3.5 Quarter Credit Hours**

This is a study of firewall concepts and fundamentals focusing primarily on appliance firewalls and using the SonicWALL firewall as the primary platform. Topics include best practices, firewall policies and schedules, user accounts, remote user authentication, VPNs, both site-to-site and client based, and high availability and fail-over and backup and recovery of appliance settings. Class will emphasize a hands-on approach to the configuring and securing of firewall appliances.

*Prerequisite: CMP133 Security+: Network Security Fundamentals*

# CATALOG ADDENDUM

## **CHARTER COLLEGE - ANCHORAGE**

CATALOG PAGE REFERENCE: 28

EFFECTIVE DATE: 5.9.13

### **PROGRAM DESCRIPTION**

#### **Bachelor of Science in Health Care Administration**

The Bachelor of Science in Health Care Administration program provides healthcare practitioners holding an associate degree in an allied health field with the skills and competencies to function as supervisors and managers in healthcare settings. The program prepares health care professionals to meet increasing responsibilities in the healthcare system by providing a foundation in management and interpersonal skills. The courses contain information on the healthcare delivery system and its many and varied issues and challenges. Graduates can seek entry-level positions in hospitals, clinics, and long-term care facilities.

## CATALOG ADDENDUM

### CHARTER COLLEGE - ANCHORAGE

CATALOG PAGE REFERENCE: 97.98

EFFECTIVE DATE: 5.13.13

#### COURSE DESCRIPTIONS

HVC101

##### **Core Knowledge and Skills**

**4.0 quarter credit hours**

This course introduces the basic principles of heating, ventilating, and air conditioning, safety concepts, construction math, blueprints, communication and employability skills.

*Prerequisite: BUS100 and CMP130*

HVC102

##### **Trade Mathematics and Tools**

**3.5 quarter credit hours**

This course introduces trade mathematics, hand and power tools, and basic rigging.

*Prerequisite: BUS100 and CMP130*

HVC103

##### **Piping Practices**

**3.5 quarter credit hours**

This course introduces safety precautions, installation guidelines and proper procedures associated with installing refrigerant piping.

*Prerequisite: BUS100 and CMP130*

HVC104

##### **Duct Systems, Vents, and Flues**

**3.5 quarter credit hours**

This course introduces sheet metal layout, fabrication, installation, insulating of sheet metal ductwork, installation of registers, diffusers, dampers, and other duct accessories. The course introduces fiberglass and flexible duct systems which includes layout, fabrication, installation and the proper methods for joining ductwork and fittings. The course covers chimneys, vents, and flue covers, and installing vent systems for gas-fired heating equipment.

*Prerequisite: BUS100 and CMP130*

HVC105

##### **Cooling and Heat Pump Systems**

**3.5 quarter credit hours**

This course introduces the basic principles of heat transfer, refrigeration, pressure-temperature relationships and components used in air conditioning systems. Topics include the principles of reverse cycle heating, types of heat pumps, and installation of vent systems for gas-fired heating equipment.

*Prerequisite: HVC101, HVC102, HVC103, and HVC104*

HVC106

##### **Heating and Refrigeration Systems**

**3.5 quarter credit hours**

This course introduces basic heating fundamentals, furnace types, system designs, and installation and service procedures. The course covers refrigeration components and systems such as reach-in coolers and freezers commonly used in retail stores.

*Prerequisite: HVC101, HVC102, HVC103, and HVC104*

## CATALOG ADDENDUM

### HVC107

#### **Electrical Essentials** 3.5 quarter credit hours

This course covers how electrical power is distributed. Topics include safety precautions, Ohm's law, various types of transformers, and basic theory of electronics and semi-conductors.

### HVC108

#### **HVAC Control Circuits** 3.5 quarter credit hours

This course presents the basic principles of thermostat control systems including different types of thermostats and how they are used. The course covers circuit diagrams and the similarities and differences between electronic and conventional controls.

*Prerequisite: HVC101, HVC102, HVC103, and HVC104*

### HVC109

#### **Trouble Shooting Gas Heating and Cooling** 3.5 quarter credit hours

This course introduces the basic operating sequence for gas heating equipment, various types of burner ignition methods, and basic tools and instruments. The course presents electrical and/or mechanical malfunctions in cooling systems, and the use of manufacturer's troubleshooting aids.

*Prerequisite: HVC101, HVC102, HVC103, and HVC104*

### HVC110

#### **Trouble Shooting Heat Pumps and Oil Heating System** 3.5 quarter credit hours

This course covers the basic operation sequence of an air-to-air heat pump and control circuit diagrams. The course presents checklists for troubleshooting heat pumps and the correct use of tools and instruments.

*Prerequisite: HVC101, HVC102, HVC103, and HVC104*

### HVC111

#### **Maintenance Skills** 3.5 quarter credit hours

This course presents how to install threaded and non-threaded fasteners, as well as different types of gaskets, packings, and seals. The course covers basic preventative maintenance, inspection and cleaning procedures, as well as how to develop good customer relations.

*Prerequisite: HVC101, HVC102, HVC103, and HVC104*

### HVC112

#### **Refrigerants Systems and Air Balancing Essentials** 3.5 quarter credit hours

This course covers the common types of leak detectors and how each is used. The course covers a range of tasks including, but not limited to, refrigerant recovery, balancing of air and water distribution, system evacuation and dehydration.

*Prerequisite: HVC101, HVC102, HVC103, and HVC104*

### HVC113

#### **Environmental Systems** 3.5 quarter credit hours

This course examines the importance of controlling humidity in a building, and how to install and service humidifiers used in HVACR systems.

*Prerequisite: HVC101, HVC102, HVC103, and HVC104*

### HVC114

#### **Water Treatment and Energy Conservation Systems** 3.5 quarter credit hours

This course examines the reasons why water treatment programs are needed and the symptoms in heating and cooling systems that indicate a water problem exists.

*Prerequisite: HVC101, HVC102, HVC103, and HVC104*

# CATALOG ADDENDUM

HVC115

**Refrigerants/Oils and Hydronics Systems**

**3.5 quarter credit hours**

This course explores the refrigerants in common use and the types of applications in which each is used.

*Prerequisite: HVC101, HVC102, HVC103, and HVC104*

HVC116

**Air Distribution and Compressors/Metering Devices**

**3.5 quarter credit hours**

This course examines air flow and pressures in a basic forced-air distribution system.

*Prerequisite: HVC101, HVC102, HVC103, and HVC104*

HVC117

**Construction Drawings, Building Management/  
Hydronics/Steam Systems**

**3.5 quarter credit hours**

This course presents reading HVACR drawings and architect's plans and their relationships. The course covers how to effectively transfer design information to component production.

*Prerequisite: HVC101, HVC102, HVC103, and HVC104*

HVC118

**Heating/Cooling Systems Design and Commercial  
Refrigeration**

**3.5 quarter credit hours**

This course presents the steps in the system design process. The course covers how to obtain information needed to complete heating and cooling. The course covers safety and inspection, and the importance of a supervisor's role.

*Prerequisite: HVC101, HVC102, HVC103, and HVC104*

# CATALOG ADDENDUM

## CHARTER COLLEGE - ANCHORAGE

EFFECTIVE DATE: 5.23.13

### ADMISSIONS REQUIREMENTS

#### **Associate of Applied Science in Registered Nursing**

The Associate of Applied Science in Registered Nursing program is designed to assist students in successfully passing the NCLEX exam. The NCLEX exam is a nationally recognized exam and successfully passing the NCLEX exam is required for employment opportunities and state licensure.

Applicants enrolling in the Associate of Applied Science in Registered Nursing program must meet the requirements established in the College Catalog, along with the following:

1. Applicant must attend an information seminar
2. Applicant must obtain a passing score on the entrance exam
3. Applicant must successfully pass a drug screen as administered by a designee of the College
  - a. A successful drug screen yields no evidence of non-prescription controlled substances
4. Applicant must successfully pass a background check as administered by a third party vendor of the College
  - a. Passing a background check means no criminal convictions as defined by the Alaska Board of Nursing Statutes and Regulations 12 AAC 44.705.
5. Applicant must complete an interview with the Director of Nursing, or designee

# CATALOG ADDENDUM

## CHARTER COLLEGE - ANCHORAGE

EFFECTIVE DATE: 5.14.13

### PROGRAM DESCRIPTION

#### Associate of Applied Science in Registered Nursing

The Associate of Applied Science - Registered Nurse Program prepares students to become a registered nurse. The program covers how to assess health outcomes, teach, administer, supervise, delegate, and evaluate nursing practice. The program includes general and specific health care needs of individuals from birth to the oldest adult. Emphasis is placed on Medical-Surgical nursing and specialty areas including, obstetrical nursing, pediatric nursing, psychiatric mental health nursing, and gerontological nursing. The program consists of didactic instruction, lab application, and clinical rotations in hospitals, clinics, and healthcare agencies in the region.

Course Code	Course Title	Hours	Quarter Credit Hours
<b>Concentration Requirements</b>			
PHRM210	Pharmacology	80	7
RN200	Fundamentals of Nursing	200	10
RN210	Gerontological Nursing	40	4
RN220	Adult Nursing 1	210	12
RN230	Adult Nursing 2	160	10
RN240	Family Centered Care – Maternal/Newborn	120	7
RN250	Family Centered Care – Pediatrics	120	7
RN260	Psychiatric Mental Health Nursing	160	8
RN270	CAPSTONE: Transition to Nursing Practice – Leadership	220	10
RN280	NCLEX Readiness	60	6
<b>Total</b>		<b>1615</b>	<b>81</b>
<b>General Education Requirements</b>			
ENG100	Written Communication	45	4.5
MTH100	College Mathematics	45	4.5
SCI231	Microbiology	45	4.5
SOC102	Interpersonal Psychology	40	4.0
SOC230	Cultural Anthropology	40	4.0
HUM	Humanities Elective	45	4.5
<b>Total</b>		<b>260</b>	<b>26</b>

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### Other Requirements

ENG101	Oral Communication	40	4
SCI180	Anatomy & Physiology – Integumentary, Skeletal, Muscular, Nervous, Urinary	60	5
SCI190	Anatomy & Physiology – Cardiovascular, Respiratory, Endocrine, Lymphatic, Digestive, and Reproductive	60	5
	<b>Total</b>	<b>160</b>	<b>14</b>
	<b>Grand Total</b>	<b>1790</b>	<b>121</b>

To PASS a course, a grade of 70% and progression requirements must be met.

Charter College and this Registered Nursing program are accredited through Accrediting Council for Independent Colleges and Schools, approved by the Alaska Commission on Postsecondary Education, and approved by the Alaska Board of Nursing. The program has also applied for candidacy status with the National League for Nursing Accrediting Commission. The registered nursing program at Charter College ANCHORAGE could prepare you to successfully pass the NCLEX exam.

## CATALOG ADDENDUM

### CHARTER COLLEGE - ANCHORAGE

EFFECTIVE DATE: 5.14.13

#### COURSE DESCRIPTIONS

**PHRM210 Pharmacology**  
**7.0 Quarter Credit Hours**

This course offers a clear approach to the study of drug prototypes and how they work. It provides the background needed to understand related drugs currently on the market, as well as drugs yet to be released. Summaries of major nursing implications provide an in-depth look at assessment, implementation, and ongoing evaluations.

*PREREQUISITES: MTH100 College Mathematics*

**RN200 Fundamentals of Nursing**  
**10.0 Quarter Credit Hours**

This course is designed to build on concepts of critical thinking and evidence-based practice to introduce the fundamentals of nursing and the scientific basis for nursing practice. Topics include beginning and intermediate nursing skills through reciprocal skill development utilizing the nursing process. The clinical experience provides the application phase of the course objectives.

**RN210 Gerontological Nursing**  
**4 Quarter Credit Hours**

This course provides a detailed study of the aging process including the health care needs and associated cultural considerations of our aging population. Analysis of the needs of the individual and family with associated community and system challenges will foster development of effective nursing interventions.

*PREREQUISITES: RN200 Fundamentals of Nursing*

**RN220 Adult Nursing 1**  
**12.0 Quarter Credit Hours**

This course provides the evidence based science and clinical knowledge that supports learning adult medical-surgical nursing skills. Concepts of client centered care, cultural sensitivity, informatics, safe practice, and professionalism are integrated throughout the course. Students will master basic and intermediate nursing skills in a high-tech simulation and skills lab setting.

*PREREQUISITES: RN200 Fundamentals of Nursing*

**RN230 Adult Nursing 2**  
**10.0 Quarter Credit Hours**

This course focuses on the care of adult clients with medical and/or surgical health alterations. Concepts of health promotion, health education, evidence based practice, and interdisciplinary collaboration will be integrated throughout the course. It builds on the basic and intermediate skills learned in RN220. . Students will further master these skills in lab and clinical settings.

*PREREQUISITE: RN220 Adult Nursing 1*

**RN240 Family Centered Nursing – Maternal/  
 Newborn**  
**7.0 Quarter Credit Hours**

This course presents a family-centered perspective on the theory of women's health during the reproductive years. Issues and care of childbearing women and newborns include wellness, health promotion, and disease prevention.

*PREREQUISITES: RN200 Fundamentals of Nursing*

## CATALOG ADDENDUM

### RN250 Family Centered Nursing – Pediatrics 7.0 Quarter Credit Hours

This course presents evidence based science and clinical knowledge regarding the development and care of children from birth through adolescence. Emphasis is placed on health promotion and maintenance, normal growth and development, family dynamics, common pediatric disorders, and promotion of healthy behaviors. The students' clinical experiences will facilitate development of basic pediatric nursing skills.

*PREREQUISITE: RN200 Fundamentals of Nursing*

### RN260 Psychiatric Mental Health Nursing 8.0 Quarter Credit Hours

This course focuses on the care of clients across the lifespan experiencing cognitive, mental and behavioral disorders. Emphasis is placed on management of clients facing emotional and psychological stressors, as well as promotion and maintenance of the mental health of individuals and families. Concepts of crisis intervention, therapeutic communication, anger management and coping skills are integrated throughout the course. The community as a site for care and support services is addressed. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe client care.

*PREREQUISITES: RN200 Fundamentals of Nursing*

### RN270 Capstone: Transition to Nursing Practice – Leadership 10.0 Quarter Credit Hours

This course focuses on refining leadership skills and assimilating all nursing education for the near graduate. This course assesses individual strengths in the core competencies of providing patient-centered care, working in interdisciplinary teams, employing evidence-based practice, applying quality improvement, and utilizing informatics as outlined in Institute of Medicine reports.

*PREREQUISITES: Approval of Dean of Education*

### RN280 NCLEX Readiness 6.0 Quarter Credit Hours

The NCLEX-RN Exam Review course covers the practical nursing curriculum from basic concepts to the complexities of specialty areas, while incorporating the nursing process throughout. The entire course is organized in a concise format to enhance study, and is followed by review questions. Practice online exams, focused reviews, and a comprehensive examination are included

*PREREQUISITE: all core nursing courses*

### ENG100 - WRITTEN COMMUNICATION 4.5 Quarter Credit Hours

This is an introduction to the theory and practice of writing effective paragraphs and essays. There is a review of grammar, punctuation, sentence structure, and paragraph development. The course emphasizes research and APA documentation.

### ENG101 - Oral Communication 4.0 Quarter Credit Hours

This is an introduction to public speaking with an emphasis on speaking with ease and listening more effectively in individual and group situations. Topics include organizing ideas, opinions, and data. The course includes group activities and student formal and informal speeches.

### MTH100 - College Mathematics 4.5 Quarter Credit Hours

This is a college mathematics course with an emphasis on mathematical reasoning as well as formula manipulation. The course begins with an extensive review of basic mathematics, including fractions and decimals, and progresses to solving algebraic equations.

### SCI180 Anatomy & Physiology 1 5.0 Quarter Credit Hours

This laboratory course examines the structure and function of the systems in the human body. In this course Cells and Tissues, the Urinary System, the Musculoskeletal System, the Nervous System, the Senses, the Integumentary System, and Fluid and Electrolyte balance will be covered. The course is designed to help unify anatomy and physiology concepts, stimulate critical thinking, and motivate students to master new vocabulary as they learn about the connectedness of human structure and function.

# CATALOG ADDENDUM

## **SCI190 Anatomy & Physiology II**

### **5.0 Quarter Credit Hours**

This laboratory course examines the structure and function of the systems in the human body. Systems of Circulation, Respiratory, Blood, Acid-Base Balance, Endocrinology, Lymphatics and Immunology, Digestion, Nutrition and Metabolism, Reproduction, and Growth and Development are studied. The course is designed to help unify anatomy and physiology concepts, stimulate critical thinking, and motivate students to master new vocabulary as they learn about human structure and function.

## **SCI231 Microbiology**

### **4.5 Quarter Credit Hours**

This course focuses on the essentials of diagnostic microbiology. Information progresses from basic principles and concepts to the systematic identification of etiologic agents of infectious diseases. The course explains basic principles and concepts to set-up a firm foundation in microbiology.

*PREREQUISITES: MTH100 College Mathematics*

## **SOC102 Interpersonal Psychology**

### **4.0 Quarter Credit Hours**

This course introduces the field of psychology; its basic concepts and theories of human behavior. Topics include the nervous system, perception, motivation, learning and memory, social behavior, personality and clinical psychology. Past and current theories and contributions of major psychologists are also explored.

## **SOC230 Cultural Anthropology**

### **4.0 Quarter Credit Hours**

This laboratory course is a comparative study of culture and human societies, exploring the general principles of social and cultural life. Urban as well as rural society and modern nation states are examined. The course explores social change, kinship, symbolism, exchange, belief systems, ethnicity and power relations to contribute to an understanding of contemporary issues such as war and conflict, the environment, poverty, injustice, inequality, and human and cultural rights. The topics include the dynamics of social change and the development of societies, including challenges to cultural assumptions.

# CATALOG ADDENDUM

## CHARTER COLLEGE - ANCHORAGE

CATALOG REFERENCE PAGE: 79-81

EFFECTIVE DATE: 5.17.13

### SAP POLICY

**In addition to the SAP policy listed in the catalog, the following information is added to the SAP policy:**

#### **Changing Programs**

If a student changes programs, only those courses that apply toward the new program will be counted in calculating the number of credits attempted and in calculating GPA.

#### **Additional Program / Credentials**

If a graduate of the College enrolls in a new program or if a student in good SAP standing transfers programs, only those course that apply toward the new program will be counted in calculating the number of credits attempted in calculating the cumulative GPA.

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## CHARTER COLLEGE - ANCHORAGE

CATALOG REFERENCE PAGE: 71

EFFECTIVE DATE: 5.27.13

### TITLE IV POST-WITHDRAWAL DISBURSEMENTS

Earned Title IV funding that has not been disbursed may be applied to outstanding institutional charges.

If a student is eligible for a post-withdrawal disbursement of Pell Grant, the grant money will be disbursed directly to the student's account at the College within 45 days of the student's withdrawal date or graduation date.

If a student is eligible for a disbursement of loan funds (different from Pell Grant), the College will send the student a written notice within 30 days of the student's withdrawal date or graduation date indicating the type and amount of the eligible disbursement. If the student would like the Post-withdrawal disbursement applied to their account, they must give the College either a verbal or written approval within 45 days of the student's withdrawal date or graduation date. Once the student has given their approval the eligible loan funds will be disbursed to the account. After outstanding institutional charges are paid and if excess funds remain, the excess funds will be provided to the student within 14 days of the credit balance occurring on the student's account.

# CATALOG ADDENDUM

## CHARTER COLLEGE - ANCHORAGE

EFFECTIVE DATE: 8.1.13

### PROGRAM OFFERING

**The following programs are no longer accepting enrollments and/or re-enters:**

Certificate in Computerized Office Specialist

Certificate in Computerized Accounting Specialist

Associate of Applied Science in Business Management Practice

Associate of Applied Science in Medical Office Administration: Concentration in Medical Assistant

Bachelor of Science in Construction Management (all concentrations)

## CATALOG ADDENDUM

### CHARTER COLLEGE - ANCHORAGE

EFFECTIVE DATE: 5.27.13

#### PROGRAM DESCRIPTION

##### Certificate in Business Administration

The Certificate in Business Administration program provides the information and skills in business administration, financial transaction reporting, computerized accounting, office software, and personal and professional development. The skills, competencies, knowledge base, and attributes necessary for most students to establish a business administration career may require the completion of a degree program. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a business related field.

#### REQUIREMENTS

COURSE CODE	COURSE TITLE	CONTACT HOURS	QUARTER CREDIT HOURS
<b>Concentration Requirements</b>			
AC1110	Accounting Fundamentals	50	4.5
AC1160	Advanced Accounting Fundamentals	55	4.5
AC1210	Payroll Fundamentals	55	4.5
AC1320	Accounting Software Systems and Principles	55	4.5
AC1510	Cost Accounting Fundamentals	55	4.5
AC1520	Managerial Accounting and Decision-Making	55	4.5
BA1110	Business Fundamentals	45	4.5
BA1220	Leadership and Followership	45	4.5
BA1410	Marketing Fundamentals	45	4.5
BA2320	Business Law and Ethics	45	4.5
BA2580	Microeconomics	45	4.5
		<b>Total</b>	<b>550</b>
			<b>49.5</b>
<b>Other Requirements</b>			
SS1001	Student Success Strategies	45	4.5
SS1110	Technology Fundamentals	50	4.5
SS1210	Professional Success Strategies	45	4.5
		<b>Total</b>	<b>140</b>
		<b>Grand Total</b>	<b>690</b>
			<b>63.0</b>

## CATALOG ADDENDUM

### CHARTER COLLEGE - ANCHORAGE

EFFECTIVE DATE: 5.27.13

#### COURSE DESCRIPTIONS

AC1110

##### **Accounting Fundamentals**

##### **4.5 Quarter Credit Hours**

This course provides an introduction to the basic accounting fundamentals used in to record, report and interpret business transactions. Students will explore the accounting standards and ethics in accounting, the accounting cycle, the reporting of current assets and liabilities, as well as, the financial statements for merchandizing organizations, and internal controls.

AC1160

##### **Advanced Accounting Fundamentals**

##### **4.5 Quarter Credit Hours**

This course is a continuing study of Accounting Fundamentals with emphasis on more complex aspects of financial transactions. Topics include long term assets, short and long term liabilities, investments, statement of cash flow, analyzing financial statements, business structures, accounting for stocks and dividends, and fair value accounting.

*Prerequisite: AC1110 - Accounting Fundamentals*

AC1210

##### **Payroll Fundamentals**

##### **4.5 Quarter Credit Hours**

This course introduces students to payroll accounting. Topics include payroll laws and regulations, payroll registers, employee earnings records, quarterly and annual payroll tax reports for manual and automated payroll systems. In addition, this course includes an introduction to 10-key by touch and bank reconciliations.

*Prerequisites: AC1110 - Accounting Fundamentals & AC1160 - Advanced Accounting Fundamentals*

AC1320

##### **Accounting Software Systems and Principles**

##### **4.5 Quarter Credit Hours**

This course introduces students to accounting principles using widely recognized accounting software. The course explores how accounting information is both produced and used. Students develop computerized accounting skills by preparing financial statements, setting up accounting systems, recording business transactions, adjusting entries, preparing bank reconciliations, and creating budgets using computerized accounting software.

*Prerequisites: AC1110 - Accounting Fundamentals & AC1160 - Advanced Accounting Fundamentals*

AC1510

##### **Cost Accounting Fundamentals**

##### **4.5 Quarter Credit Hours**

This course provides an introduction to cost accounting by exploring cost accounting principles and methods. Students are exposed to cost accounting concepts used to analyze data and assist with managerial decision making. Topics include variable, activity based, job order, and process costing, as well as, standard costing and variable analysis. Break-even point and cost-volume-profit analysis will also be presented.

*Prerequisites: AC1110 - Accounting Fundamentals & AC1160 - Advanced Accounting Fundamentals*

## CATALOG ADDENDUM

AC1520

### **Managerial Accounting and Decision-Making** 4.5 Quarter Credit Hours

This course is an advanced study of managerial cost accounting including cost-volume profit analysis, activity-based costing, budgeting, variance analysis, inventory costing methods, standard versus actual costing, cost behavior and allocation, divisional profitability and analyzing cost behavior.

*Prerequisites: AC1110 - Accounting Fundamentals, AC1160 - Advanced Accounting Fundamentals & AC1510 - Cost Accounting Fundamentals*

BA1110

### **Business Fundamentals** 4.5 Quarter Credit Hours

This course provides an introduction to the core functional areas of business. Students are exposed to common business language, as well as, introductory theories in employee motivation, leadership, economics, and strategic planning. This course also provides an introduction to the accounting cycle, the marketing mix, and financial management.

BA1220

### **Leadership and Followership** 4.5 Quarter Credit Hours

This course examines theories and models of leadership and analyzes the components, perspectives, strengths and weaknesses of each. Followership as both a component of the leadership process and a form of leadership shall be explored. The connection between leadership and followership theory and practice in real world settings will be researched and examined. Students will be encouraged to develop critical thinking skills while formulating their own personal leadership philosophies with a goal toward becoming more effective leaders and followers.

BA1410

### **Marketing Fundamentals** 4.5 Quarter Credit Hours

This course provides an introduction to marketing theory and strategies. Students will explore the development of a marketing plan from the initial environmental analysis to the final implementation and evaluation stages. Topics include target marketing, consumer behavior, product development, branding, ethics, global marketing, and the marketing mix.

BA2320

### **Business Law and Ethics** 4.5 Quarter Credit Hours

This course provides an introduction to business law and ethics. Students will explore the role of business law from both the business and consumer point of view. Topics include civil, criminal, and tort law, as well as, legal and ethical concepts pertaining to the valid formation of contracts, consumer law, international jurisdiction and conflict resolution, the Uniform Commercial Code, employment law, white collar crime, and corporate social responsibility.

BA2580

### **Microeconomics** 4.5 Quarter Credit Hours

This course provides an introduction to the fundamentals of microeconomic theory. The course focuses on theories related to the consumer, the producer, and the market to include such topics as supply and demand analysis, market forms, consumer choice theory, production costs, elasticity, competition, international trade, and the role of government in public policy.

SS1001

### **Student Success Strategies** 4.5 Quarter Credit Hours

This class presents students with the skills and behaviors necessary for personal and academic success. Students will be introduced to strategies focused on retaining information, improving study skills, organizing time, setting goals, assisting in personal financial planning, effective communication, and applying critical thinking skills in problem solving. A strong emphasis is also placed on the techniques and strategies for successful online learning and information literacy.

SS1110

### **Technology Fundamentals** 4.5 Quarter Credit Hours

This course introduces students to personal computer systems using Microsoft Windows and its applications, such as desktop features, search capabilities, and file management. The course also introduces students to creating, editing and formatting documents and spreadsheets word processing, spreadsheet, and presentation software.

# CATALOG ADDENDUM

SS1210

**Professional Success Strategies**

**4.5 Quarter Credit Hours**

This course is designed to prepare students for career success through a focus on professionalism. The course will emphasize the development of work and human resource skills and professional ethics. Students will learn how to portray professionalism in behavior, presentation, dress, and work ethic, and will also study the professional standards of their chosen industry.

# CATALOG ADDENDUM

## CHARTER COLLEGE - ANCHORAGE

CATALOG REFERENCE PAGE: 58

EFFECTIVE DATE: 5.27.13

### PROGRAM DESCRIPTION

#### Certificate in Paralegal Studies

The Certificate in Paralegal Studies program prepares students to seek entry-level employment as legal assistants/paralegals who assist attorneys in settings that include law offices, firms, agencies and governmental entities. The program provides training in basic legal principles and legal research and writing. Topics include family law, contracts, business law, and criminal law. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a business or legal related field.

### REQUIREMENTS

COURSE CODE	COURSE TITLE	CONTACT HOURS	QUARTER CREDIT HOURS
<b>Concentration Requirements</b>			
BA2320	Business Law and Ethics	45	4.5
CJ1160	American Legal System and Constitutional Law	45	4.5
CJ1310	Criminal Law and Evidence	45	4.5
PA1220	Legal Research and Writing	45	4.5
PA1320	Civil and Federal Litigation	45	4.5
PA1340	Contracts and Remedies	45	4.5
PA1360	Torts	45	4.5
PA1520	Wills and Trusts	45	4.5
PA1540	Real Estate Law	45	4.5
PA1620	Family Law	45	4.5
PA1820	Dispute Resolution	45	4.5
PA1990	Paralegal Externship	180	6.0
<b>Total</b>		<b>675</b>	<b>55.5</b>
<b>Other Requirements</b>			
SS1001	Student Success Strategies	45	4.5
SS1110	Technology Fundamentals	50	4.5
SS1210	Professional Success Strategies	45	4.5
<b>Total</b>		<b>140</b>	<b>13.5</b>
<b>Grand Total</b>		<b>815</b>	<b>69.0</b>

All courses are taught in a blended format, 50% onsite and 50% online, and may also be taught 100% online. Check with your department head to determine when these courses are offered in which modality.

# CATALOG ADDENDUM

## CHARTER COLLEGE - ANCHORAGE

CATALOG PAGE REFERENCE: 87, 103-104

EFFECTIVE DATE: 5.27.13

### COURSE DESCRIPTIONS

BA2320

**Business Law and Ethics****4.5 Quarter Credit Hours**

This course provides an introduction to business law and ethics. Students will explore the role of business law from both the business and consumer point of view. Topics include civil, criminal, and tort law, as well as, legal and ethical concepts pertaining to the valid formation of contracts, consumer law, international jurisdiction and conflict resolution, the Uniform Commercial Code, employment law, white collar crime, and corporate social responsibility.

CJ1160

**American Legal System and Constitutional Law****4.5 Quarter Credit Hours**

This course is a comprehensive survey of the role and function of the courts and the law in the United States, from the appellate level to the Supreme Court. Civil and criminal procedures and the sources of law including the constitution, federal codes, state statutes, and case law shall be examined. Operations of trial-level courts hearing criminal cases will be a focus. The roles and duties of courtroom participants, the structure of the judiciary, and the relationship between the formal rule of law and daily activities of courts, decision-making, and perspectives from which to view the courts shall be presented. Attention is given to appellate courts, juvenile courts, court reform, and issues of gender, race, and ethnicity and how it applies to law enforcement.

CJ1310

**Criminal Law and Evidence****4.5 Quarter Credit Hours**

This course provides an overview to criminal law and evidence. Crimes against person, property, and the state are examined, and types and rules of evidence are presented. The complexities of criminal law for the criminal justice professional are discussed, including criminal states of mind, potential harm, acts of omission, and purposes of punishment.

PA1220

**Legal Research and Writing****4.5 Quarter Credit Hours**

This course provides an introduction to legal research and writing using primary and secondary sources. Emphasis is placed on the analysis of case law, the purpose and use of memorandum of law, the identification of various types of laws, and effective legal writing techniques and methods.

PA1320

**Civil and Federal Litigation****4.5 Quarter Credit Hours**

This course explores civil and federal litigation. Students will examine the role of the paralegal in the civil law practice, as well as, the litigation process through the phases of planning, document study, discoveries, trial preparation, and post-trial procedures.

PA1340

**Contracts and Remedies****4.5 Quarter Credit Hours**

This course explores the concepts of the law of contracts from the formation termination. Topics include contractual doctrines, the Uniform Commercial Code, performance and non-performance, warranties, breach, and remedies.

PA1360

**Torts****4.5 Quarter Credit Hours**

This course examines various types of torts. Emphasis will be made on the concepts of negligence, intentional torts, damages, and liabilities.

## CATALOG ADDENDUM

PA1520

### **Wills and Trusts**

**4.5 Quarter Credit Hours**

This course introduces students to the estate-planning process, and explores intestate and testate successions. Students will research laws governing estate law and practice legal writing skills by drafting estate-planning documents. In addition, students will explore the paralegal's role in estate planning, beginning with initial fact gathering through the process of administering an estate.

PA1540

### **Real Estate Law**

**4.5 Quarter Credit Hours**

This course introduces students to the terms, concepts, principles, and laws of real estate. Different property ownership laws will be emphasized. An overview of how land ownership is recorded, the rights and limitations of landowners, and the laws regarding the financing of the purchase of land will be discussed.

PA1620

### **Family Law**

**4.5 Quarter Credit Hours**

This course provides an introduction to the practical and procedural aspects of family law practice. Topics explored include the role of the paralegal in family law, premarital agreements, marriage, separation and divorce, domestic partnerships, child custody and support, and family violence.

PA1820

### **Dispute Resolution**

**4.5 Quarter Credit Hours**

This course offers students an overview of Alternative Dispute Resolution by presenting the theories defining negotiation, arbitration, and mediation. Topics include the types of conflict and the roles of participants. Students will learn the distinguishing characteristics of each of the alternative approaches to disputes and will consider the ethical and legal considerations that may arise with each. Negotiations, mediation, arbitration, barriers to conflict resolution, and ethical and legal considerations are covered.

PA1990

### **Externship**

**4.5 Quarter Credit Hours**

This is an advanced course applying paralegal and legal office skills at a sponsoring law office under the direction of a lawyer or site supervisor. The course provides 180 hours of supervised work involving paralegal practical skills and career professionalism. Students will be expected to perform entry-level paralegal duties, as assigned by the designated supervisor.

*Prerequisite: Successful completion of all core Paralegal Studies coursework.*

SS1001

### **Student Success Strategies**

**4.5 Quarter Credit Hours**

This class presents students with the skills and behaviors necessary for personal and academic success. Students will be introduced to strategies focused on retaining information, improving study skills, organizing time, setting goals, assisting in personal financial planning, effective communication, and applying critical thinking skills in problem solving. A strong emphasis is also placed on the techniques and strategies for successful online learning and information literacy.

SS1110

### **Technology Foundations**

**4.5 Quarter Credit Hours**

This course introduces students to personal computer systems using Microsoft Windows and its applications, such as desktop features, search capabilities, and file management. The course also introduces students to creating, editing and formatting documents and spreadsheets word processing, spreadsheet, and presentation software.

SS1210

### **Professional Success Strategies**

**4.5 Quarter Credit Hours**

This course is designed to prepare students for career success through a focus on professionalism. The course will emphasize the development of work and human resource skills and professional ethics. Students will learn how to portray professionalism in behavior, presentation, dress, and work ethic, and will also study the professional standards of their chosen industry.

# CATALOG ADDENDUM

## CHARTER COLLEGE - ANCHORAGE

CATALOG PAGE REFERENCE: 84

EFFECTIVE DATE: 5.31.13

### COURSE DESCRIPTION

ACC300

#### **Governmental and Non-Profit Accounting**

**3.5 Quarter Credit Hours**

This course provides the fundamentals for accounting and financial reporting for government and non-profit entities. Students will explore the characteristics, measurement and basis of accounting, reporting standards, and financial statements for federal, local, and state government, as well as, for non-profit organizations. Topics include the Government Accounting and Standards Board (BASB), the Federal Standards Advisory Board (FSAB), the Comprehensive Annual Financial Report (CAFR), and budgetary accounting, contributions, investments, and funds.

*Prerequisite: ACC 121 - Principles of Accounting*

# CATALOG ADDENDUM

## CHARTER COLLEGE - ANCHORAGE

EFFECTIVE DATE: 6.3.13

### COURSE DESCRIPTION

CSM405

**Construction Accounting**

**3.25 quarter credit hours**

This course takes general business accounting and financial principles as well as engineering economics and adapts them to the unique characteristics of the construction industry. The course provides all of the key financial management principles needed by construction managers under one cover, addressing how they are applied in the construction industry. This course covers how to account for the company's financial resources, how to manage the costs and profits of a construction company, how to manage the company's cash flows, how to evaluate different sources of funding a company's cash needs, and how to quantitatively analyze financial decisions.

# CATALOG ADDENDUM

## CHARTER COLLEGE - ANCHORAGE

CATALOG PAGE REFERENCE: 88-90

EFFECTIVE DATE: 6.3.13

### COURSE DESCRIPTION

CJ204

**Corrections**

**4.0 quarter credit hours**

This course provides an overview of historical and contemporary views of offender management and treatment, corrections system operation, effects of institutionalization, and alternatives to incarceration. Topics include the correctional context, correctional practices, and correctional issues and perspectives. The course also includes the examination of historical and contemporary approaches to the punishment of adult and juvenile offenders in institutional and community settings. Controversial topics like prisoner rights, the death penalty, and mandatory sentencing are presented.

*Prerequisite: CJA100 Introduction to Criminal Justice and Law Enforcement and CJA 101 Introduction to Policing and Corrections*

CJ406

**Criminal Justice Practicum**

**3.0 quarter credit hours**

This practicum consists of working 90 hours in an institutional setting exposed to a variety of skills employed in the criminal justice field. A personal journal demonstrating conceptual understanding of the skills employed and reflecting on the experiences is required.

*Prerequisite: All core criminal justice core courses or the approval of the Education Department*

# CATALOG ADDENDUM

## CHARTER COLLEGE - ANCHORAGE

CATALOG PAGE REFERENCE: 87

EFFECTIVE DATE: 6.3.13

### COURSE DESCRIPTION

BUS400

**Capstone: An Integration of Learning**

**3.0 Quarter Credit Hours**

This is an advanced course integrating the collegiate learning experience. Students collect, select, organize and develop a professional portfolio to showcase their knowledge, skills and competencies to prospective employers.

*Prerequisite: All core business courses or the approval of the Education Department*

# CATALOG ADDENDUM

## **CHARTER COLLEGE - ANCHORAGE**

CATALOG PAGE REFERENCE: 77

EFFECTIVE DATE: 6.3.13

### **GRADUATION REQUIREMENTS**

To be eligible for graduation, students must:

1. complete all required courses with a cumulative Grade Point Average of at least 2.0;
2. meet the specific grade and other program requirements for specific modules (if applicable);
3. successfully complete the externship or clinical requirement (if applicable);
4. achieve Satisfactory Academic Progress;
5. meet all Career Services requirements
6. complete all required certifications (if applicable).

# CATALOG ADDENDUM

## CHARTER COLLEGE - ANCHORAGE

CATALOG PAGE REFERENCE: 66

EFFECTIVE DATE: 6.4.13

### CHARTER COLLEGE 2013 HIGH SCHOOL SCHOLARSHIP

#### **Scholarship Eligibility Requirements:**

High School graduate from accredited high school in 2013.

Complete essay describing academic plans and career goals. Provide specific examples. ESSAY FORMAT: 1-2 pages, typed.

Deadline for submitting application with essay and official high school transcript are no later than July 19, 2013 to start no later than August 5, 2013, or September 6, 2013 to start no later than October 14, 2013. Application with documents are accepted via mail, fax, or at the campus.

All applicants must complete an admission interview with an Admissions Representative at Charter College prior to July 9, 2013 for the July 19, 2013 submission, or September 3, 2013 for the September 6, 2013 submission.

The Scholarship Selection Committee will determine award recipients and notify recipients no later than July 22, 2013 for the August 5, 2013 start and September 16, 2013 for the October 14, 2013 start. Scholarship funds are limited. Applicants are encouraged to apply early.

#### **Conditions of Award:**

All scholarship recipients must be enrolled as full-time students, maintain a cumulative grade point average of at least 2.5 on a 4.0 scale, meet attendance requirements and successfully complete the program of study. Failure to do so will result in forfeit of the scholarship, or the remaining portion.

#### **Award Amounts:**

For Certificate program, the scholarship amount is \$1,500, for the Associate program the scholarship amount is \$3,000, and Bachelor program, the scholarship amount is \$5,000.

## CATALOG ADDENDUM

### CHARTER COLLEGE - ANCHORAGE

CATALOG PAGE REFERENCE: 67

EFFECTIVE DATE: 6.4.13

### MILTON BYRD ALASKA NATIVE SCHOLARSHIP

#### **Eligibility Requirements:**

Must be Alaska Native/American Indian and High School graduate, GED recipient or eligible ATB student.

Complete an Admissions Interview at Charter College -- ANCHORAGE campus and apply for admission.

#### **Applicants must submit the following required documents:**

- Provide documentation of tribal enrollment or proof of descent from a federally recognized tribe.
- Two-page essay (double spaced with 1" margins) describing their academic plans and career goals. Please give specific examples.
- Completed Charter College Alaska Native/American Indian Scholarship Application
- Official high school transcript or GED certificate

The first two requirements may be waived if the applicant has been awarded a tribal scholarship and is applying for a supplemental award from Charter College.

Submit documents to the College via mail or delivery to:

Charter College

Attn: Scholarship Selection Committee

2221 East Northern Lights Blvd. Suite 120

ANCHORAGE, Alaska 99508

All applicants must complete an admissions interview with an Admissions Representative at Charter College and complete the enrollment process. The applicant must contact the College to schedule an interview.

All scholarship recipients must be enrolled as full-time students, maintain a cumulative grade point average of at least 2.5 on a 4.0 scale, meet attendance requirements and successfully complete the program of study. Failure to do so will result in forfeit of the scholarship, or the remaining portion.

#### **Award Amounts:**

The scholarship amount is \$2,500.

## CATALOG ADDENDUM

### CHARTER COLLEGE - ANCHORAGE

CATALOG PAGE REFERENCE: 61

EFFECTIVE DATE: 7.5.13

#### STUDENT'S RIGHT TO CANCEL

Students who have signed a new Enrollment Agreement have the right to cancel the Enrollment Agreement for a program of instruction including any equipment such as books, materials and supplies or any other goods related to the instruction offered in the Agreement up until midnight of the seventh calendar day after the first scheduled class.

**Cancellation shall occur when a student has given written Notice of Cancellation at the College address shown on the top of the front page of the Enrollment Agreement. A student can do this by mail, hand delivery, or fax. The written Notice of Cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.**

The written Notice of Cancellation need not take any particular form, and, however expressed, it is effective if it shows that a student no longer wishes to be bound by the Enrollment Agree-

ment. If the College has provided any equipment, including books or other materials, the student shall return them to the College within 7 days following the date of Notice of Cancellation. If a student fails to return this equipment, including books, or other materials, in good condition within the 7.day period, the College may deduct its documented cost for the equipment from any refund that may be due. Once students pay for the equipment, it is theirs to keep without further obligation.

Within five days of receipt of Notice of Cancellation, the College will acknowledge to the student in writing the receipt of the Notice with the effective cancellation date. If a student cancels this agreement, the College will refund any monies paid, less any deduction for equipment not timely returned in good condition, within 30 days after Notice of Cancellation is received.

# CATALOG ADDENDUM

## **CHARTER COLLEGE - ANCHORAGE**

CATALOG PAGE REFERENCE: 72

EFFECTIVE DATE: 7.22.13

### **ACADEMIC AWARD**

#### **President's Award**

Upon graduation, a student will be recognized at commencement and receive a printed certificate if the cumulative grade point average (CGPA) is

Certificate Program – 4.0

Associate Degree – 3.9

Bachelor Degree – 3.8

# CATALOG ADDENDUM

## **CHARTER COLLEGE - ANCHORAGE**

CATALOG PAGE REFERENCE: 81

EFFECTIVE DATE: 7.24.13

### **TRANSCRIPTS**

Charter College will provide a transcript of the student's academic record upon written request by the student. An official copy will be mailed to the appropriate person and/or institution. An unofficial copy can be provided directly to a student upon graduation, provided the student is not past due on financial obligations to the institution. If the student is past due on their institutional loan (i.e. UNISA), a letter of completion can be sent to an employer. No documentation will be released to another educational institution unless the student is current on a secured payment plan for their institutional loan. A student will not receive a diploma or official transcript if they are in default with any federal loan or if the student is placed with an outside collection agency for their institutional loan. The College archives academic transcripts indefinitely.

## CATALOG ADDENDUM

### CHARTER COLLEGE - ANCHORAGE

CATALOG PAGE REFERENCE: 62

EFFECTIVE DATE: 7.30.13

### CHARTER COLLEGE ALUMNI TUITION DISCOUNT

Charter College would like to recognize our distinguished graduates and promote the advancement of their education. Students who enroll in another program with Charter College before graduating from the institution will receive a 15% discount of the next program's tuition cost. Students who enroll in another program with Charter College after graduating from the institution will receive a 10% discount of the next program's tuition cost.

The following eligibility criteria and steps must be met:

1. Student must be a graduate from Charter College.
2. Tuition discounts apply to program charges only and will not result in any cash payment to the student.
3. To apply, the recipient must complete an **Alumni Tuition Discount Application**. This form is available through the Student Success and Admissions departments. This can be completed at any time prior to graduation of the recipient.
4. If the recipient petitions for a change in program, the tuition discount will adjust to a percentage of new total tuition charges.
5. Student may receive more than one discount as the discount is per program.

## CATALOG ADDENDUM

### CHARTER COLLEGE - ANCHORAGE

EFFECTIVE DATE: 7.31.13

#### ADMISSIONS REQUIREMENTS

##### **Associate of Applied Science in Allied Health**

This program is designed for health care professionals with a certificate or coursework in an allied healthcare program. The enrollee must be able to transfer a minimum of 54 quarter credit hours with a grade of "C" or above in each course from an accredited postsecondary institution recognized by the U.S. Department of Education or be a graduate of an accredited institution in an allied-health related field.

Minimum requirements for admission to the program:

1. Must have 54 quarter credit hours in an allied healthcare concentration or be a graduate of an accredited institution in an allied-health related field (i.e. Medical Assistant, Dental Assistant, etc.).
2. A completed certificate or coursework completed in the last eight years.
  - a. Coursework must be completed at an accredited institution recognized by the Department of Education and confirmed with official transcripts.
3. Students must have a cumulative grade point average of 2.0 or higher from the previous educational institution (including Charter College).

# CATALOG ADDENDUM

## CHARTER COLLEGE - ANCHORAGE

EFFECTIVE DATE: 7.31-13

### PROGRAM DESCRIPTION

#### Associate of Applied Science in Allied Health

The Associate of Applied Science in Allied Health program provides healthcare professionals with complementary skills in critical thinking, problem solving, and contemporary issues, allowing them to expand their knowledge base to be successful and advance in their chosen career field. Core content may be transferred in from any of several health-related programs. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in an allied health related field.

#### Program Outcomes

Upon successful completion of this program, graduates should be able to:

1. Describe and demonstrate effective supervisory and management skills.
2. Use critical thinking and problem solving skills to explore solutions for specific workplace concerns and contemporary issues.
3. Demonstrate written and oral communication skills in maintaining interpersonal relationships and communicating effectively in a professional office environment.
4. Describe the purposes and intents of key federal, state and local healthcare policies.

### REQUIREMENTS

COURSE CODE	COURSE TITLE	CONTACT HOURS	QUARTER CREDIT HOURS
<b>Concentration Requirements</b>			
AH2110*	The Health Care System	45	4.5
AH2120*	Legal and Ethical Issues in Healthcare	45	4.5
Transfer Credit	Transfer in 54 quarter credit hours in an allied healthcare concentration		54.0
<b>Total</b>		<b>90</b>	<b>63.0</b>
<b>General Education Requirements</b>			
GE2110*	College Mathematics	50	4.5
GE2210*	Environmental Science	55	4.5
GE2310*	Written and Oral Communication Practices	45	4.5
GE2510*	Introduction to Sociology	45	4.5
GE2410*	Ethical Principles Across Societies	45	4.5
<b>Total</b>		<b>240</b>	<b>22.5</b>
<b>Other Requirements</b>			
SS2110	Software Fundamentals	50	4.5
<b>Total</b>		<b>50</b>	<b>4.5</b>
<b>Grand Total</b>		<b>380</b>	<b>90.0</b>

\*In any given quarter, courses for this program may be offered in either a blended or online format, depending on scheduling and class size. Check with your department head to determine when these courses are offered in which modality.

## CATALOG ADDENDUM

### CHARTER COLLEGE - ANCHORAGE

EFFECTIVE DATE: 7.31.13

#### COURSE DESCRIPTIONS FOR ASSOCIATE OF APPLIED SCIENCE IN ALLIED HEALTH

AH2110

**The Health Care System**  
4.5 Quarter Credit Hours

This course is a study in the U.S. health care system and is designed to expose students to the critical issues facing health care. Students will learn about the complexity and multidimensional nature of health care delivery in the United States, including healthcare provider and government roles, relationships between stakeholders, and the general continuum of health care. Healthcare administration and management practices are examined, and the goals of health research discussed.

AH2120

**Legal and Ethical Issues in Healthcare**  
4.5 Quarter Credit Hours

This course focuses on the laws, regulations, guidelines, ethics and bioethics in the health care industry. Legal topics include the various components of the US legal system, sources of law, licensure and certification requirements, laws specific to health care, and the legal responsibilities of medical personnel. Concepts related to health care ethics, such as ethical decision-making in various medical areas, AMA's ethical principles, the protection of patient's rights, and standard of care will be discussed. The additional topics of managed health care and plans, medical record-keeping, charting, and rules and regulations in the workplace will be explored.

GE2110

**College Mathematics**  
4.5 Quarter Credit Hours

This is a college mathematics course with an emphasis on mathematical reasoning as well as formula manipulation. The course begins with an extensive review of basic mathematics, including fractions and decimals, and progresses to solving algebraic equations.

GE2210

**Environmental Science**  
4.5 Quarter Credit Hours

This laboratory course offers an introduction to environmental science. Environmental science focuses on understanding environmental problems and creating reasonable solutions. Principles of ecology will be presented and ecosystems examined, with accompanying regional, national, and global environmental challenges explored. An overview of major environmental challenges will be presented, accompanied by current and proposed principles and methods of environmental management. Sustainability as an environmental concept and necessity will be emphasized. Students will develop skills to analyze past and current crises and their causes as well as potential solutions.

GE2310

**Written and Oral Communication Practices**  
4.5 Quarter Credit Hours

This course is designed to improve the student's reading, speaking, listening, and critical thinking skills. Writing as a process is presented, and includes the theory and practice of writing effective paragraphs and essays. Grammar, punctuation, sentence structure, and paragraph development are reviewed and APA publication format taught and required for all researched writing. Emailing, texting, and social network communications will be discussed as applicable forms of communication. Public speaking skills will also be emphasized including topic selection, research, outlining, and basic speech writing and delivery. Students will be encouraged to engage in critical thinking skills as they choose and research pertinent topics for both written and spoken delivery, and explore the application of effective writing and speaking to academic, work, and social environments.

# CATALOG ADDENDUM

GE2510

**Introduction to Sociology**

**4.5 Quarter Credit Hours**

This course surveys major sociological perspectives, theories, methods, and ideas and provides an overview of sociology and how it applies to everyday life. Major theoretical theories and concepts are presented, including social imagination, culture and its components, social change, social structure, social institutions, social class, and media influence among others

GE2410

**Ethical Principles Across Societies**

**4.5 Quarter Credit Hours**

This course provides an introduction to ethics across multiple societal perspectives. Topics include the role of ethics in philosophical thinking, dominant and alternative approaches to ethical reasoning, the critical thinking process, and current ethical issues facing a plurality of cultures.

SS2110

**Software Fundamentals**

**4.5 Quarter Credit Hours**

This course is an advanced study of software with a focus on Microsoft Word and Excel. Legacy Form fields, content controls, tables, and various ways of protecting Word documents will be discussed. Desktop publishing features, including automatic heading numbers, captions, graphs, page numbering and style will be explored. Utilizing the Quick Access Toolbar, creating macros and PivotTables/PivotCharts, queries, combining data from other sources, and the use of Visual Basic for Applications will be presented.

## CATALOG ADDENDUM

### CHARTER COLLEGE - ANCHORAGE

EFFECTIVE DATE: 7.31.13

#### ADMISSIONS REQUIREMENTS

##### **Associate of Applied Science in Applied Technology**

The enrollee must have completed a certificate of at least 54 quarter credit hours with a grade of "C" or above in each course from an accredited postsecondary institution recognized by the U.S. Department of Education or be a graduate of an accredited institution in a trade or craft related field.

Minimum requirements for admission to the program:

1. Must have 54 quarter credit hours in a trade or craft concentration or be a graduate of an accredited institution in a trade or craft related field.
2. A completed certificate or coursework completed in the last eight years.
  - a. Coursework must be completed at an accredited institution recognized by the Department of Education and confirmed with official transcripts.
3. Students must have a cumulative grade point average of 2.0 or higher from the previous educational institution (including Charter College).

# CATALOG ADDENDUM

## CHARTER COLLEGE - ANCHORAGE

EFFECTIVE DATE: 7.31-13

### PROGRAM DESCRIPTION

#### Associate of Applied Science in Applied Technology

The Associate of Applied Science in Applied Technology program is designed for trade and craft professionals with a certificate or substantial coursework in a trade program such as welding, plumbing, electrician, or HVAC. The program includes coursework in project management and customer services, as well as, coursework in oral and written communication, ethics, and advanced office software. Upon successful completion of the program, students could seek or obtain entry-level employment in a trades related field.

#### Program Outcomes

Upon successful completion of this program, graduates should be able to:

1. Apply effective verbal and written communication strategies consistent with the standards and best practices of the Applied Technology professional.
2. Demonstrate knowledge and application of word processing and spreadsheet software as needed in the Applied Technology fields.
3. Apply critical thinking skills and logic in order to evaluate and solve problems.
4. Articulate an understanding of the ethical framework and professional code of conduct necessary to make appropriate decisions as an Applied Technology professional.
5. Analyze and apply project management concepts using project management software.
6. Apply customer service skills and knowledge necessary to successfully engage and collaborate with customers and clients

### REQUIREMENTS

COURSE CODE	COURSE TITLE	CONTACT HOURS	QUARTER CREDIT HOURS
<b>Concentration Requirements</b>			
BA2420	Customer Focused Management	45	4.5
BA2720	Developing and Implementing Projects	50	4.5
Transfer Credit	Transfer in 54 quarter credit hours in a trade or craft concentration		54.0
		<b>Total</b>	<b>95</b>
<b>General Education Requirements</b>			
GE2110	College Mathematics	50	4.5
GE2210	Environmental Science	55	4.5
GE2310	Written and Oral Communication Practices	45	4.5
GE2510	Introduction to Sociology	45	4.5
GE2410	Ethical Principles Across Societies	45	4.5
		<b>Total</b>	<b>240</b>
			<b>63.0</b>

# CATALOG ADDENDUM

**Other Requirements**

SS2110	Software Fundamentals		50	4.5
		<b>Total</b>	<b>50</b>	<b>4.5</b>
		<b>Grand Total</b>	<b>385</b>	<b>90.0</b>

All courses are taught in a blended format, 50% onsite and 50% online, and may also be taught 100% online. Check with your department head to determine when these courses are offered in which modality.

## CATALOG ADDENDUM

### CHARTER COLLEGE - ANCHORAGE

EFFECTIVE DATE: 7.31.13

#### COURSE DESCRIPTIONS FOR ASSOCIATE OF APPLIED SCIENCE IN APPLIED TECHNOLOGY

BA2420

**Customer Focused Management**  
**4.5 Quarter Credit Hours**

This course provides an introduction to the concepts of customer services and is designed to promote professional customer service knowledge and skills. Topics include the role of customer service in the value chain within profitable business operations; the current theories, techniques, methods, and concepts of effective customer service; and the necessary communication skills to be a successful customer service professional. Emphasis is placed on meeting the needs and wants of the diverse and sometimes difficult customer; and effective strategies for anticipating, preventing, or solving customer problems will be presented. The unique if often overlooked role of customer service in marketing is also explored.

BA2720

**Developing and Implementing Projects**  
**4.5 Quarter Credit Hours**

This course presents the design, set up, and maintenance of a business management project to completion. The project process to include initiating, planning, controlling, reporting, and closing a project are introduced. Topics include integration, scope, time management, cost, quality, human resources, communications, risks, procurement, planning, executing, controlling and closing. A project management software shall be introduced and utilized throughout the study and application of project management.

GE2110

**College Mathematics**  
**4.5 Quarter Credit Hours**

This is a college mathematics course with an emphasis on mathematical reasoning as well as formula manipulation. The course begins with an extensive review of basic mathematics, including fractions and decimals, and progresses to solving algebraic equations.

GE2210

**Environmental Science**  
**4.5 Quarter Credit Hours**

This laboratory course offers an introduction to environmental science. Environmental science focuses on understanding environmental problems and creating reasonable solutions. Principles of ecology will be presented and ecosystems examined, with accompanying regional, national, and global environmental challenges explored. An overview of major environmental challenges will be presented, accompanied by current and proposed principles and methods of environmental management. Sustainability as an environmental concept and necessity will be emphasized. Students will develop skills to analyze past and current crises and their causes as well as potential solutions.

# CATALOG ADDENDUM

**GE2310****Written and Oral Communication Practices****4.5 Quarter Credit Hours**

This course is designed to improve the student's reading, speaking, listening, and critical thinking skills. Writing as a process is presented, and includes the theory and practice of writing effective paragraphs and essays. Grammar, punctuation, sentence structure, and paragraph development are reviewed and APA publication format taught and required for all researched writing. Emailing, texting, and social network communications will be discussed as applicable forms of communication. Public speaking skills will also be emphasized including topic selection, research, outlining, and basic speech writing and delivery. Students will be encouraged to engage in critical thinking skills as they choose and research pertinent topics for both written and spoken delivery, and explore the application of effective writing and speaking to academic, work, and social environments.

**GE2510****Introduction to Sociology****4.5 Quarter Credit Hours**

This course surveys major sociological perspectives, theories, methods, and ideas and provides an overview of sociology and how it applies to everyday life. Major theoretical theories and concepts are presented, including social imagination, culture and its components, social change, social structure, social institutions, social class, and media influence among others

**GE2410****Ethical Principles Across Societies****4.5 Quarter Credit Hours**

This course provides an introduction to ethics across multiple societal perspectives. Topics include the role of ethics in philosophical thinking, dominant and alternative approaches to ethical reasoning, the critical thinking process, and current ethical issues facing a plurality of cultures.

**SS2110****Software Fundamentals****4.5 Quarter Credit Hours**

This course is an advanced study of software with a focus on Microsoft Word and Excel. Legacy Form fields, content controls, tables, and various ways of protecting Word documents will be discussed. Desktop publishing features, including automatic heading numbers, captions, graphs, page numbering and style will be explored. Utilizing the Quick Access Toolbar, creating macros and PivotTables/PivotCharts, queries, combining data from other sources, and the use of Visual Basic for Applications will be presented.

# CATALOG ADDENDUM

## CHARTER COLLEGE - ANCHORAGE

EFFECTIVE DATE: 8.1.13

### ADMISSIONS REQUIREMENTS

#### **Associate of Applied Science in Business Administration**

The enrollee must have completed a certificate of at least 54 quarter credit hours with a grade of "C" or above in each course from an accredited postsecondary institution recognized by the U.S. Department of Education or be a graduate of an accredited institution in business administration.

Minimum requirements for admission to the program:

1. Must have 54 quarter credit hours in business administration or be a graduate of an accredited institution in business administration.
2. A completed certificate or coursework completed in the last eight years.
  - a. Coursework must be completed at an accredited institution recognized by the Department of Education and confirmed with official transcripts.
3. Students must have a cumulative grade point average of 2.0 or higher from the previous educational institution (including Charter College).

# CATALOG ADDENDUM

## CHARTER COLLEGE - ANCHORAGE

EFFECTIVE DATE: 8.1.13

### Associate of Applied Science in Business Administration

The Associate of Applied Science Degree in Business Administration program is designed for business professionals with a certificate or substantial coursework in business administration. The program includes coursework in personnel training, management, and evaluation, as well as, customer service management and office software. The program also provides general education coursework in oral and written communication, ethics, sociology, and environmental science. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a business related field.

#### COURSES:

Course Code	Course Title	Contact Hours	Quarter Credit Hours
<b>Concentration Requirements</b>			
BA2220	Managing People: Human Resources Development	45	4.5
BA2420	Customer Focused Management	45	4.5
Transfer Credit	Transfer in 54 quarter credit hours in business administration		54
		<b>Total</b>	<b>90</b>
<b>General Education Requirements</b>			
GE2110	College Mathematics	50	4.5
GE2210	Environmental Science	55	4.5
GE2310	Written and Oral Communication Practices	45	4.5
GE2410	Ethical Principles Across Societies	45	4.5
GE2510	Introduction to Sociology	45	4.5
		<b>Total</b>	<b>240</b>
<b>Other Requirements</b>			
SS2110	Software Fundamentals	50	4.5
		<b>Total</b>	<b>50</b>
		<b>Grand Total</b>	<b>380</b>
			<b>90.0</b>

All courses are taught in a blended format, 50% onsite and 50% online, and may also be taught 100% online. Check with your department head to determine when these courses are offered in which modality.

# CATALOG ADDENDUM

## CHARTER COLLEGE - ANCHORAGE

EFFECTIVE DATE: 8.1.2013

### Course Listing for Associate of Applied Science in Business Administration

BA2220

**Managing People: Human Resources Development**  
4.5 Quarter Credit Hours

This course introduces how to hire, train, supervise, motivate, and evaluate employees. Topics include legal issues, recruiting employees, training, performance appraisals, discipline, and grievance handling. The strategic planning process, with an emphasis on mission, vision, and goal setting will be emphasized. Management by objectives will be examined, and the global environment and the need to manage across borders will be presented.

BA2420

**Customer Focused Management**  
4.5 Quarter Credit Hours

This course provides an introduction to the concepts of customer services and is designed to promote professional customer service knowledge and skills. Topics include the role of customer service in the value chain within profitable business operations; the current theories, techniques, methods, and concepts of effective customer service; and the necessary communication skills to be a successful customer service professional. Emphasis is placed on meeting the needs and wants of the diverse and sometimes difficult customer, and effective strategies for anticipating, preventing, or solving customer problems will be presented. The unique if often overlooked role of customer service in marketing is also explored.

GE2110

**College Mathematics**  
4.5 Quarter Credit Hours

This is a college mathematics course with an emphasis on mathematical reasoning as well as formula manipulation. The course begins with an extensive review of basic mathematics, including fractions and decimals, and progresses to solving algebraic equations.

GE2210

**Environmental Science**  
4.5 Quarter Credit Hours

This laboratory course offers an introduction to environmental science. Environmental science focuses on understanding environmental problems and creating reasonable solutions. Principles of ecology will be presented and ecosystems examined, with accompanying regional, national, and global environmental challenges explored. An overview of major environmental challenges will be presented, accompanied by current and proposed principles and methods of environmental management. Sustainability as an environmental concept and necessity will be emphasized. Students will develop skills to analyze past and current crises and their causes as well as potential solutions.

GE2310

**Written and Oral Communication Practices**  
4.5 Quarter Credit Hours

This course is designed to improve the student's reading, speaking, listening, and critical thinking skills. Writing as a process is presented, and includes the theory and practice of writing effective paragraphs and essays. Grammar, punctuation, sentence structure, and paragraph development are reviewed and APA publication format taught and required for all researched writing. Emailing, texting, and social network communications will be discussed as applicable forms of communication. Public speaking skills will also be emphasized including topic selection, research, outlining, and basic speech writing and delivery. Students will be encouraged to engage in critical thinking skills as they choose and research pertinent topics for both written and spoken delivery, and explore the application of effective writing and speaking to academic, work, and social environments.

# CATALOG ADDENDUM

GE2510

**Introduction to Sociology**

**4.5 Quarter Credit Hours**

This course surveys major sociological perspectives, theories, methods, and ideas and provides an overview of sociology and how it applies to everyday life. Major theoretical theories and concepts are presented, including social imagination, culture and its components, social change, social structure, social institutions, social class, and media influence among others

GE2410

**Ethical Principles Across Societies**

**4.5 Quarter Credit Hours**

This course provides an introduction to ethics across multiple societal perspectives. Topics include the role of ethics in philosophical thinking, dominant and alternative approaches to ethical reasoning, the critical thinking process, and current ethical issues facing a plurality of cultures.

SS2110

**Software Fundamentals**

**4.5 Quarter Credit Hours**

This course is an advanced study of software with a focus on Microsoft Word and Excel. Legacy Form fields, content controls, tables, and various ways of protecting Word documents will be discussed. Desktop publishing features, including automatic heading numbers, captions, graphs, page numbering and style will be explored. Utilizing the Quick Access Toolbar, creating macros and PivotTables/PivotCharts, queries, combining data from other sources, and the use of Visual Basic for Applications will be presented.

# CATALOG ADDENDUM

## CHARTER COLLEGE - ANCHORAGE

EFFECTIVE DATE: 8.13.13

### ADMISSIONS REQUIREMENTS

#### **Bachelor of Science in Nursing**

This program is designed for registered nurses with a minimum of an associate degree from an accredited postsecondary institution recognized by the U.S. Department of Education.

Minimum requirements for admission to the program:

1. Must be a registered nurse and provide the College with an active, non-expired nursing license
2. Associate degree or higher
3. Degree coursework completed in the last eight years
  - a. Unless the applicant can document recent and continuous employment that demonstrates effective use of the skills and technology required in registered nursing
4. Degree must be from an accredited institution recognized by the Department of Education and confirmed by official transcripts
5. Must have successfully completed at least 60 semester credit hours or 90 quarter credit hours
  - a. Including 15 semester credit hours or 22.5 quarter credit hours of general education courses
6. Students must have a cumulative grade point average of 2.0 or higher in an associate degree

# CATALOG ADDENDUM

## CHARTER COLLEGE - ANCHORAGE

EFFECTIVE DATE: 8.13.13

### Bachelor of Science in Nursing

**Description**

The Bachelor of Science in Nursing program provides registered nurses with the administrative and management skills as well as critical thinking skills required to function as supervisors and managers in health care organizations. The program is a continuation of the knowledge of science and related professionalism of a registered nursing program. The coursework emphasizes critical thinking, legal and ethical issues, management, organizational leadership, and cultural considerations in health care.

**Program Outcomes**

Upon successful completion of this program, graduates should be able to:

1. Describe, contrast, and evaluate different management and leadership styles.
2. Identify opportunities and develop strategies for improving the quality of healthcare delivery including elements of safety, efficiency, and population diversity.
3. Apply critical thinking skills in decision making activities related to the legal, ethical, and cultural aspects of healthcare.
4. Demonstrate the importance of collaboration, professionalism, and communication skills in a variety of settings.
5. Analyze and evaluate opportunities for the development and growth of the professional nurse.
6. Formulate a strategic plan for an organizational change.

### COURSES:

Course Code	Course Title	Contact Hours	Quarter Credit Hours
<b>Concentration Requirements</b>			
BSM3150	Healthcare Finance	45	4.5
BSM4010	Organizational Management	45	4.5
NUR3100	Historical Perspectives in Nursing	45	4.5
NUR3200	Transition to Nursing Leadership	45	4.5
NUR3600	Epidemiology in Care of Populations	45	4.5
NUR3700	Healthcare Informatics and Technology	45	4.5

## CATALOG ADDENDUM

Course Code	Course Title	Contact Hours	Quarter Credit Hours
<b>Concentration Requirements (continued)</b>			
NUR3800	Legal and Ethical Issues for the Professional Nurse	45	4.5
NUR3850	Alternative Approach to Healthcare	45	4.5
NUR4050	Transcultural Nursing	45	4.5
NUR4100	Professional Nursing Leadership Role in Quality and Safety	45	4.5
NUR4250	Health Care Regulation and Policies	45	4.5
NUR4700	Evolving Models of Healthcare	45	4.5
NUR4800	Nursing Research	45	4.5
NUR4950	Capstone Project	90	3.0
Transfer Credit	Transfer in 67.5 quarter credit hours in Nursing		67.5
		<b>Total</b>	<b>720</b>
			<b>133.5</b>
<b>General Education Requirements</b>			
Transfer Credit	Transfer in 22.5 quarter credit hours in Nursing		22.5
GE3110	College Algebra	50	4.5
GE3210	Scientific Discovery	45	4.5
GE3310	Interpersonal Communication	50	4.5
GE3330	Advanced Written and Oral Communication	45	4.5
GE3410	Logic and Reasoning	45	4.5
GE3510	Macroeconomics	45	4.5
GE4560	Economic Performance, Political Structures, and Personal Responsibility	45	4.5
		<b>Total</b>	<b>325</b>
		<b>Grand Total</b>	<b>1,045</b>
			<b>187.5</b>

# CATALOG ADDENDUM

## CHARTER COLLEGE - ANCHORAGE

EFFECTIVE DATE: 8.13.2013

### Course Listing for Bachelor of Science in Nursing

BSM3150

**Healthcare Finance**

**4.5 Quarter Credit Hours**

This course presents finance from a healthcare perspective. Emphasis is placed on understanding the elements of financial statements and financial statement analysis relating to the organization's capital structure. Payroll is discussed from a management perspective. Fundamental accounting practices are covered.

*Prerequisites: None*

BSM4010

**Organizational Management**

**4.5 Quarter Credit Hours**

This is an advanced study of organizational behavior and management. The course explores the power of employees and teams to navigate successfully the changing world of work. The course introduces the theories that form the foundation of this science, and practical skills and behaviors that lead to organizational success.

*Prerequisites: None*

NUR3100

**Historical Perspectives in Nursing**

**4.5 Quarter Credit Hours**

This course presents the history of nursing and focuses on the development of the profession. It provides a definition of nursing and nursing practice. It examines the evolution of nursing, including the theory and principles that form the basis for practice in the future.

*Prerequisites: None*

NUR3200

**Transition to Nursing Leadership**

**4.5 Quarter Credit Hours**

This course is an introduction to the theory and practice of nursing leadership and management. The emphasis is on the key skills employed by highly successful nurse leaders/managers such as critical thinking, effective communication, conflict management and resolution, successful delegation, team building, resource management and control, improving quality in the environment, and leading change in an evolving work environment.

*Prerequisites: None*

NUR3600

**Epidemiology in Care of Populations**

**4.5 Quarter Credit Hours**

Epidemiology provides the basis for public and global health decisions and policies. This course explores key issues related to public and global health relevant to professional nursing practice. The course includes tracking the natural history of disease and identifying frequency, distribution, and etiology.

*Prerequisites: None*

NUR3650

**Prevention and Population Health**

**4.5 Quarter Credit Hours**

This is an introduction to primary, secondary, and tertiary prevention strategies as they pertain to health and wellness across the human lifespan. This course includes reproductive health, parenting, well-child care, school-age health, end of life, and chronic illness prevention strategies. State, federal, local, and community health agencies and their programs are examined and evaluated.

*Prerequisites: None*

## CATALOG ADDENDUM

NUR3700

### **Healthcare Informatics and Technology**

**4.5 Quarter Credit Hours**

This course provides an overview of medical informatics and the organization of medical information using computer technology. The impact of this technology for medical research, education and patient care is covered. Application of informatics and technology to nursing is explored to demonstrate how best practices improve patient care.

*Prerequisites: None*

NUR3800

### **Legal and Ethical Issues for the Professional Nurse**

**4.5 Quarter Credit Hours**

The legal and ethical aspects of the nurse's role in the delivery and management of health care are examined. This course introduces ethical responsibilities and decision making models related to various health care situations while exploring legal accountability to both the patient and the health care provider.

*Prerequisites: None*

NUR3850

### **Alternative Approaches to Healthcare**

**4.5 Quarter Credit Hours**

This course provides an introduction to evidence-based complementary and alternative approaches to healthcare. The course includes mind-body self-healing skills and practice environments and interventions that can be integrated into nursing and/or the nurse's personal lifestyle. The philosophical assumptions of complementary and alternative approaches are examined.

*Prerequisites: None*

NUR4050

### **Transcultural Nursing**

**4.5 Quarter Credit Hours**

This course examines "cultural competence" - a set of behaviors, attitudes and skills that enable nurses to work effectively with diverse populations. This course emphasizes social justice, critical self-reflection, transcultural knowledge, patient advocacy and empowerment, and cross-cultural communication. An emphasis is placed on social justice, critical self-reflection, transcultural knowledge, patient advocacy and empowerment, and cross-cultural communication.

*Prerequisites: None*

NUR4100

### **Professional Nursing Leadership Role in Quality and Safety**

**4.5 Quarter Credit Hours**

This course explores nursing innovations, practice and quality assurance. The use of technology in safety, and quality outcome tracking is examined together with root cause analysis. The focus is the development of a culture of safety, acknowledging the influence of human factors, the results of human-system interfaces, and system factors. Analyzing processes and technology is a major focus of this course.

*Prerequisites: None*

NUR4250

### **Health Care Regulations and Policies**

**4.5 Quarter Credit Hours**

This course examines health care system policies. The history, structure, theory and process of healthcare policy making is discussed and includes an exploration of the planning, implementation, and evaluation of policy. Economic, ethical and social implications of policy decisions is presented.

*Prerequisites: None*

NUR4700

### **Evolving Models of Healthcare**

**4.5 Quarter Credit Hours**

This course presents how contemporary topics in healthcare such as rising costs, an increased proportion of elderly in the population, proliferation of high technology, and an increased focus on efficient and effective services have led to redefining healthcare models.

*Prerequisites: None*

NUR4800

### **Nursing Research**

**4.5 Quarter Credit Hours**

This course reviews current nursing research literature and evidence-based practice. Three areas of research competencies are examined which include interpreting and using research in nursing practice, evaluating research, and conducting research. This course introduces quantitative, qualitative, and mixed method research methodologies.

*Prerequisites: None*

# CATALOG ADDENDUM

NUR4950

**Capstone Project**

**3.0 Quarter Credit Hours**

This course focuses on developing an intervention related to a current problem being faced in a nursing setting. With the assistance of a mentor, the course includes the problem definition, secondary research and discussion, literature review, and the development and presentation of a comprehensive report with anticipated outcomes.

*Prerequisites: All core nursing courses or the approval of the Education Department.*

GE3110

**College Algebra**

**4.5 Quarter Credit Hours**

This course focuses on the development of mathematical understandings and mathematical operations. Topics include signed numbers, algebraic expressions, equations and inequalities, linear equations, exponents, power functions, logarithms, exponential functions, and matrices.

GE3210

**Scientific Discovery**

**4.5 Quarter Credit Hours**

This laboratory course provides a survey of the major sciences, including physics, chemistry, biology, earth science, and astronomy. Basic theories, concepts, and facts of each science are explored and discussed. Achievements made possible by each science will be presented, both past and present, and their effects on society, both national and global, debated. Critical thinking and problem solving are encouraged as the ethics of science and discovery are presented and applicable questions posed.

GE3310

**Interpersonal Communication**

**4.5 Quarter Credit Hours**

This course covers the dynamics and skills needed for effective interpersonal communications. The principle tools and skill of interpersonal communication will be examined and application methods for various situations are explored. Topics include communication and self, verbal and non-verbal communications, the importance of perception, conflict management, cross cultural communication and the influence of the media and technology on interpersonal communication.

GE3330

**Advanced Written and Oral Communication Practices**

**4.5 Quarter Credit Hours**

In this course, students deepen their understanding of oral and written communication by extending their critical thinking ability, researching to a greater depth, and producing both written and oral presentations, including literature reviews. Development of pertinent research questions is stressed, as is the development of well written and organized reports, essays, case studies, speeches, and presentations based on research information. As a further extension, students will be encouraged to learn and practice principles of participating in and conducting effective meetings and conferences. Interpersonal communication skills to accompany oral presentations are presented and practiced. APA publication format is stressed throughout.

*Prerequisite: GE3310 Interpersonal Communication*

GE3410

**Logic and Reasoning**

**4.5 Quarter Credit Hours**

This course explores the principles of good and orderly reasoning. Fallacious reasoning and evaluation of the rhetoric of others are investigated. Topics include claims, arguments, evaluation, cogency, cognitive and emotive meanings, and evaluating advertising.

# CATALOG ADDENDUM

GE3510

**Macroeconomics**

**4.5 Quarter Credit Hours**

This course provides an introduction to the principles of macroeconomics, focusing on economic factors including the functioning of markets, economic growth, inflation, unemployment, recession, economic institutions, and the policies that define and affect them. Various economic models are presented and their application to current events and situations explored. The United States' role in the world economy is also emphasized.

GE4560

**Economic Performance, Political Structures, and  
Personal Responsibility**

**4.5 Quarter Credit Hours**

We live in a society where our attention focuses almost equally on economic performance and our political system, with much less thought given on a daily basis to the personal responsibility of our citizens to contribute to the economy and political life. This course explores the intersection of economics, political systems, and personal values and responsibilities. Philosophical, economic and political discussions are framed in the issues of everyday life. Students will be challenged to consider their own obligations to those they work with, those they live with, and those with whom they share our political system.

*Prerequisite: At least 135 quarter credit hours earned toward the BS degree*

## CATALOG ADDENDUM

### CHARTER COLLEGE - ANCHORAGE

EFFECTIVE DATE: 8.15.13

#### TUITION DISCOUNT

The iPay and THE GIFT discount benefits were created to reward our students that graduate on time and/or are current on their financial commitment to Charter College by reducing their indebtedness. Students may qualify for both iPay and THE GIFT. For questions regarding iPay and THE GIFT, please see the Financial Aid Department.

##### **iPay Discount**

Upon graduation for students current on their in-school payments, iPay will match dollar for dollar all out of pocket cash payments credited to a student's account up to 50 percent (50%) of the total unfunded balance that has been covered with a UNISA payment plan. This includes all out of pocket cash payments, but excludes all third party funded sources including, but not limited to, Federal Student Financial Aid, State Financial Aid Programs, Veterans Benefits, Scholarships, WIA, EDD, and other sponsored payments from third parties. The College reserves the right to determine eligible cash payments as it sees fit. Because iPay will match up to 50 percent (50%) of the total unfunded balance that has been covered with a UNISA payment plan, iPay will never create a credit balance due to the student.

To be eligible for iPay, a student must have their tuition funded by a third party (Title IV, State Grants, VA, WIA, etc.). Students eligible for a cash discount (i.e. paying all tuition prior to starting school or a given module) do not qualify for the iPay Discount. Students must be current on their in-school payments as of their last date of attendance (graduation) in order to be eligible for the iPay Discount. Any iPay Discount will be credited to the student's account within 30 days of graduation.

##### **THE GIFT**

Students who successfully complete all coursework and graduate on time (the student's first /original enrollment in a program) receive a graduation gift of \$1,000 from Charter College. THE GIFT will be applied first to any remaining balance owed to Charter College and any remaining credit balance after that will go to the graduate. The graduate may choose to apply the credit to their next Charter program, reduce their Federal student loan and/or have a check issued to them. To "graduate on time," students must graduate on or before the "Estimated Completion Date" as defined in the student's enrollment agreement. THE GIFT will be applied to a student's account within 30 days of graduation.

# CATALOG ADDENDUM

## CHARTER COLLEGE - ANCHORAGE

EFFECTIVE DATE: 7.31-13

### PROGRAM DESCRIPTION

#### Certificate in Medical Assisting

The Certificate in Medical Assisting program provides the technical skills and work habits required to seek entry-level positions as Medical Assistants. The computer technology and word processing facets of the curriculum enhance students' potential for employment. Prior to graduation, students are required to complete a 180-hour externship program at a local clinic, physician's office, hospital, HMO (Health Maintenance Organization), or other allied health ambulatory facility. *This program requires that students pass a certification exam in Medical Assisting prior to externship.*

### REQUIREMENTS

COURSE CODE	COURSE TITLE	CONTACT HOURS	QUARTER CREDIT HOURS
<b>Concentration Requirements</b>			
MA1001	Medical Terminology Fundamentals	50	4.5
MA1110	Introduction to Anatomy and Physiology	55	4.5
MA1120	Administrative Procedures	55	4.5
MA1130	Medical Insurance Billing Essentials	55	4.5
MA1320	Patient Care Concepts	55	4.5
MA1340	Specimen Collection and Analysis	55	4.5
MA1420	Minor Surgical Procedures	55	4.5
MA1520	Pharmacology	55	4.5
MA1620	Medical Office Emergencies	55	4.5
MA1640	Cardiac Care	55	4.5
MA1920	Medical Assisting Review	55	4.5
MA1990	Medical Assistant Externship	180	6.0
<b>Total</b>		<b>780</b>	<b>55.5</b>
<b>Other Requirements</b>			
SS1001	Student Success Strategies	45	4.5
SS1110	Technology Fundamentals	55	4.5
SS1210	Professional Success Strategies	45	4.5
<b>Total</b>		<b>145</b>	<b>13.5</b>
<b>Grand Total</b>		<b>925</b>	<b>69.0</b>

All courses are taught in a blended format, 50% onsite and 50% online, and may also be taught 100% online. Check with your department head to determine when these courses are offered in which modality.

## CATALOG ADDENDUM

### CHARTER COLLEGE - ANCHORAGE

EFFECTIVE DATE: 7.31.13

#### COURSE DESCRIPTIONS FOR CERTIFICATE IN MEDICAL ASSISTING

MA1001

##### **Medical Terminology Fundamentals**

**4.5 Quarter Credit Hours**

This course covers the pronunciation, spelling, and usage of medical terms and abbreviations, including the building of medical terms using word roots, suffixes, prefixes and combining forms. Emphasis is placed on medical abbreviations, definitions, and pronunciation of terms. Proper CPR and first aid techniques will also be thoroughly examined.

MA1110

##### **Introduction to Anatomy and Physiology**

**4.5 Quarter Credit Hours**

This course presents an integrated approach to the structure and function of the human body. Emphasis is placed on the structural makeup of the human body, disease process, and the organic processes of living matter. Body planes, direction, and position are also discussed.

MA1120

##### **Administrative Procedures**

**4.5 Quarter Credit Hours**

This course explores the administrative activities of a medical office. Emphasis is placed on the roles of the healthcare team, effective communication skills, and medical record management. Legal, ethical, and cultural aspects of healthcare are also introduced.

*Prerequisite: MA1001 Medical Terminology Fundamentals*

MA1130

##### **Insurance and Billing Procedures**

**4.5 Quarter Credit Hours**

This course is a study of insurance and billing processes. Emphasis is placed on the major insurance companies, claim submission, reimbursement practices, and the coding systems used in healthcare. Bookkeeping procedures are also discussed.

*Prerequisites: None*

MA1320

##### **Patient Care Concepts**

**4.5 Quarter Credit Hours**

This course introduces the medical assistant's role in patient care. Emphasis is placed on assisting with physical examinations, obtaining vital signs and anthropometric measurements, preparation and maintenance of exam rooms, and assisting in life span specialties. Medical documentation is also introduced.

*Prerequisites: MA1001 Medical Terminology Fundamentals; MA1110 Introduction to Anatomy and Physiology*

MA1640

##### **Cardiac Care**

**4.5 Quarter Credit Hours**

This course introduces the fundamentals of cardiac care for the medical assistant. The main body systems involved in cardiology (Cardiovascular, Circulatory, Respiratory, and Lymphatic) will be explored. The class will discuss pulmonary issues including lung volume and capacity, pulmonary diseases, and airway obstructions. Maintaining and operating electrocardiogram and pulmonary equipment, including identifying causes and corrections of artifacts, will be presented.

*Prerequisites: MA1001 Medical Terminology Fundamentals; MA1110 Introduction to Anatomy and Physiology*

## CATALOG ADDENDUM

MA1420

### **Minor Surgical Procedures**

**4.5 Quarter Credit Hours**

This course introduces minor office surgical techniques and assisting with diagnostic procedures. Emphasis is placed on surgical asepsis, infection control, preparation of the patient for minor surgery, informed consent, assisting with diagnostic procedures, and postoperative care. Rehabilitative modalities are also introduced.

*Prerequisites: MA1001 Medical Terminology Fundamentals; MA1110 Introduction to Anatomy and Physiology*

MA1340

### **Specimen Collection and Analysis**

**4.5 Quarter Credit Hours**

This course introduces the proper handling, collecting, transportation, and testing of various types of specimens. Emphasis is placed on specimen collection and analysis, including equipment and procedures. Hematology, phlebotomy, microbiology, and nutritional concepts as they pertain to organ systems and pertinent tissues are presented

*Prerequisites: MA1001 Medical Terminology Fundamentals; MA1110 Introduction to Anatomy and Physiology*

MA1520

### **Pharmacology**

**4.5 Quarter Credit Hours**

This course introduces the principles of pharmacology. Emphasis is placed on drug classification and dosage calculation, routes and methods of drug administration, prescription management, and abbreviations used in pharmacology.

*Prerequisites: MA1001 Medical Terminology Fundamentals; MA1110 Introduction to Anatomy and Physiology*

MA1620

### **Medical Office Emergencies**

**4.5 Quarter Credit Hours**

This course introduces the management of medical office emergencies. Emphasis is placed on wound recognition and basic treatment, patient triage through primary assessment, and diagnostic testing for the cardiac and respiratory systems. The medical assistant's role in emergency preparedness and response is emphasized throughout.

*Prerequisites: MA1001 Medical Terminology Fundamentals; MA1110 Introduction to Anatomy and Physiology*

MA1920

### **Medical Assisting Review**

**4.5 Quarter Credit Hours**

This course provides a basic introduction to the different medical specialties as well as a final review of all the skills learned through the program. Topics include a supervisory skill review, preparation for medical assistant certification and preparation for externship. Upon completion of this course, students will be able to demonstrate competency in specialty examinations, set up rooms properly, and prepare patients for examination.

*Prerequisite: Completion of all Core Medical Assisting Certificate Courses*

MA1990

### **Externship**

**4.5 Quarter Credit Hours**

This is an advanced course applying medical assistant skills at a sponsoring medical facility. The course provides 180 Quarter Credit Hours of supervised work involving medical assistant practical/procedural skills, medical office management skills, and career professionalism. Students will be expected to perform entry-level medical assisting duties, as assigned by the designated supervisor.

*Prerequisite: Completion of all Core Medical Assisting Certificate Courses*

# CATALOG ADDENDUM

SS1001

**Student Success Strategies**

**4.5 Quarter Credit Hours**

This class presents students with the skills and behaviors necessary for personal and academic success. Students will be introduced to strategies focused on retaining information, improving study skills, organizing time, setting goals, assisting in personal financial planning, effective communication, and applying critical thinking skills in problem solving. A strong emphasis is also placed on the techniques and strategies for successful online learning and information literacy.

SS1110

**Technology Fundamentals**

**4.5 Quarter Credit Hours**

This course introduces students to personal computer systems using Microsoft Windows and its applications, such as desktop features, search capabilities, and file management. The course also introduces students to creating, editing and formatting documents and spreadsheets word processing, spreadsheet, and presentation software.

SS1210

**Professional Success Strategies**

**4.5 Quarter Credit Hours**

This course is designed to prepare students for career success through a focus on professionalism. The course will emphasize the development of work and human resource skills and professional ethics. Students will learn how to portray professionalism in behavior, presentation, dress, and work ethic, and will also study the professional standards of their chosen industry.