Charter College
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2011-2012 Catalog and Student Handbook

Anchorage, AK Campus

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Catalog 2011-2012

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Student Handbook

March 2012

2221 E Northern Lights Blvd. #120

Anchorage, AK 99508

907-277-1000

www.CharterCollege.edu

Revision Date March 15, 2012

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Mission

Charter College strives to be a leader in private postsecondary, career-focused education, serving a diverse population in a student-centered and collaborative learning environment, while assisting graduates to advance, enrich or change their careers.

Objectives

- Serve and offer access to a diverse student population
- Offer programs with technical, skill-based and career-oriented curricula
- Provide knowledgeable and experienced teaching faculty
- Provide a caring and nurturing environment
- Provide classrooms with appropriate technical equipment
- Assist graduates in obtaining positions in their chosen field

Catalog Preparation

This catalog was prepared by Prospect Education, LLC with the assistance of the leadership at Charter Colleges. Policies, curricula, fees, and other content is subject to change without notice at the discretion of Charter Colleges and Prospect Education. For more information contact Charter Colleges at the addresses shown below.

Accreditation and Licensure

Charter College is accredited by the Accrediting Council for Independent Colleges and Schools, 750 First Street N.E., Suite 980, Washington, DC, 20002-4242, 202-336-6780, to award bachelor of science degrees, associate of applied science degrees, and certificates. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. In addition, the College is approved by the United States Immigration and Naturalization Service to enroll qualified non-immigrant alien students.

Charter College is authorized by the Alaska Commission on Postsecondary Education, PO Box 110505 Juneau, Alaska 99811-0505, Phone (907) 465-6741, Fax (907) 465-5316, to offer bachelor degrees, associate degrees, and certificates and is approved to provide education for veterans who use special funding established for veterans.

Ownership

Charter College is a private, postsecondary institution that is owned and operated by Prospect Education LLC, 750 Sandhill Road Suite 100, Reno, NV 89521. Prospect Education LLC has a four-member Board of Managers. The members are Gunnar Bjorklund, Chairman, Michael L. Dawson, CEO, Leslie Pritchard, Manager and Jordan Richards, Manager.

Location and Facilities

Charter College - Anchorage is conveniently located at 2221 E Northern Lights Blvd. #120, Anchorage, AK 99508. The building housing the welding and heating, ventilation, air conditioning and refrigeration facilities is located at 5911 Old Seward Highway, Anchorage, AK 99518.

The campus includes classrooms, laboratories, computer laboratories, and a library resource center. The classrooms and laboratories have modern technology including audiovisual equipment. The facilities provide professional settings such as a modern medical office examination room, an infection control area, and medical assistant laboratories. The medical assistant laboratories have EKG machines, microscopes, centrifuges, hematocrits and scales. The College houses a visitor reception area, admissions, financial aid, academics, career services and executive offices.

Campus Administration

Richard McLean
President

David Herman
Dean of Education

Dody Donn
Director of Admissions

Wendy Novak
Director of Career Services

Amanda Hoke
Director of Financial Aid

Catharine Malinowski
Director of Student Success

PROGRAMS

All courses listed in this section include out-of-class activities including but not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student should anticipate two hours of out-of-class activities for every one hour of lecture.

Course Codes

The six character course number assigned to each course provides substantial information. The first three characters are letters that indicate the area of study. They are as follows:

ACC: Accounting	BSM: Business Management
BUS: Career Development	CAD: Computer Aided Drafting
CJA: Criminal Justice	CMP: Computer Science
CSM: Construction Management	DET: Digital Electronics
ENG: Communications	HUM: Humanities
MAP: Medical Assistant	MED: Medical Administration
MTH: Mathematics	OFM: Office Administration
PAR: Paralegal Studies	SCI: Laboratory Science
SOC: Social Science	

The three numeric digits indicate the level of the course. Course numbers that are 100-level and 200-level indicate lower division courses generally taken early in a program. Course numbers that are 300-level and 400-level indicate courses that are more advanced than 100-level and 200-level courses and are generally taken later in a program.

Credit Hours

Coursework at Charter College is measured in quarter credit hours, one quarter credit hour equals 10 contact hours of lecture, 20 hours of laboratory, and 30 hours of externship. One contact hour is 50 minutes.

Program Modification

The College reserves the right to modify the course content, structure and schedule without additional charges to the student and within regulatory guidelines. The College reserves the right to amend the Catalog and Student Handbook as required.

Bachelor of Science in Business Management Accounting: Concentration in Business Applications

The Bachelor of Science in Business Management Accounting program is designed to provide students with the knowledge, technical skills, and work habits required for management accountants in the public, private, or non-profit sector. The program covers general management and communication skills as well as accounting and business skills. This program has three concentrations, Business Applications, Business Management Practice and Computerized Accounting. All three concentrations prepare students to seek entry-level positions in accounting and business.

COURSES:

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
ACC100	Accounting Essentials	40	4
ACC102	Payroll Reporting	40	3.5
ACC120	Automated Accounting	40	3
ACC121	Principles of Accounting	40	4
ACC300	Governmental/Non-Profit Accounting	40	3.5
ACC302	Financial Analysis for Managers	40	3.5
ACC305	Managerial Cost Accounting	40	3.5
ACC400	Accounting Information Systems	40	3.5
ACC404	Advanced Tax - Corporate	40	4
ACC406	Contemporary Accounting Issues	40	4
ACC450	Senior Accounting Externship	120	4
BSM200	Leadership and Team Management	40	4
BSM201	Managing People: Human Resource Development	40	4
BSM202	Managing Projects: Development and Implementation	40	4
BSM203	Marketing with Technology	40	4
BSM206	Business Law	40	4
BSM301	Project Management Applications	40	3.25
BSM302	Contract Management	40	4
BSM303	Lawful Employment Management	40	4

BSM307	Finance for Managers	40	4
BSM308	Economics for Managerial Decision Making	40	3
BSM401	Organizational Management	40	4
BSM403	Research Methodologies in Business Applications	40	4
CMP102	Computer Essentials with Microsoft Windows	40	3
CMP125	Programming Essentials	40	3.5
CMP126	PowerPoint for Windows	40	3
CMP130	Word for Windows	40	3
CMP131	Excel for Windows	40	3
CMP233	Advanced Word and Excel for Windows	40	3
CMP305	Advanced Microsoft Office Applications	40	3
ENG121	Technical Writing and Presentation	40	4
ENG400	Managerial Writing and Presentations	40	4
	Total	**1360**	**116.25**

General Education Requirements

ENG100	Written Communication	45	4.5
ENG101	Oral Communication	40	4
ENG201	Advanced Discourse	40	4
ENG300	Advanced Interpersonal Communication	40	4
HUM120	Twentieth-Century Fiction	40	4
HUM122	Ethics and Society	40	4
HUM202	Logic and Reasoning	45	4.5
MTH100	College Mathematics	45	4.5
MTH103	Algebra I	40	4
SCI102	Introduction to Human Anatomy and Physiology	55	4.5
SOC101	Introduction to Economics	45	4.5
SOC102	Interpersonal Psychology	40	4
SOC300	US History Since the Civil War	40	4
	Total	**555**	**54.5**

Other Requirements

BUS101	Career Development	40	4
BUS400	Capstone: An Integration of Learning	40	3
OFM102	Customer Service	40	4
	Total	**120**	**11**
	Grand Total	**2035**	**181.75**

Bachelor of Science in Business Management Accounting: Concentration in Business Management Practice

The Bachelor of Science in Business Management Accounting program is designed to provide students with the knowledge, technical skills, and work habits required for management accountants in the public, private, or non-profit sector. The program covers general management and communication skills as well as accounting and business skills. This program has three concentrations, Business Applications, Business Management Practice and Computerized Accounting. All three concentrations prepare students to seek entry-level positions in accounting and business.

COURSES:

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
ACC100	Accounting Essentials	40	4
ACC102	Payroll Reporting	40	3.5
ACC120	Automated Accounting	40	3
ACC121	Principles of Accounting	40	4
ACC300	Governmental/Non-Profit Accounting	40	3.5
ACC302	Financial Analysis for Managers	40	3.5
ACC305	Managerial Cost Accounting	40	3.5
ACC400	Accounting Information Systems	40	3.5
ACC404	Advanced Tax - Corporate	40	4
ACC450	Senior Accounting Externship	120	4
BSM200	Leadership and Team Management	40	4
BSM201	Managing People: Human Resource Development	40	4
BSM202	Managing Projects: Development and Implementation	40	4
BSM203	Marketing with Technology	40	4
BSM204	Managing Small Businesses: Entrepreneurship	40	4
BSM205	Statistics for Business	40	3
BSM206	Business Law	40	4
BSM301	Project Management Applications	40	3.25
BSM302	Contract Management	40	4

BSM303	Lawful Employment Management	40	4
BSM307	Finance for Managers	40	4
BSM308	Economics for Managerial Decision Making	40	3
BSM401	Organizational Management	40	4
BSM403	Research Methodologies in Business Applications	40	4
CMP102	Computer Essentials with Microsoft Windows	40	3
CMP126	PowerPoint for Windows	40	3
CMP130	Word for Windows	40	3
CMP131	Excel for Windows	40	3
CMP233	Advanced Word and Excel for Windows	40	3
CMP305	Advanced Microsoft Office Applications	40	3
ENG121	Technical Writing and Presentation	40	4
ENG400	Managerial Writing and Presentations	40	4
	Total	**1360**	**115.75**

General Education Requirements

ENG100	Written Communication	45	4.5
ENG101	Oral Communication	40	4
ENG201	Advanced Discourse	40	4
ENG300	Advanced Interpersonal Communication	40	4
HUM120	Twentieth-Century Fiction	40	4
HUM122	Ethics and Society	40	4
HUM202	Logic and Reasoning	45	4.5
MTH100	College Mathematics	45	4.5
MTH103	Algebra I	40	4
SCI102	Introduction to Human Anatomy and Physiology	55	4.5
SOC101	Introduction to Economics	45	4.5
SOC102	Interpersonal Psychology	40	4
SOC300	US History Since the Civil War	40	4
	Total	**555**	**54.5**

Other Requirements

BUS101	Career Development	40	4
BUS400	Capstone: An Integration of Learning	40	3
OFM102	Customer Service	40	4
	Total	**120**	**11**
	Grand Total	**2035**	**181.25**

Bachelor of Science in Business Management Accounting: Concentration in Computerized Accounting

The Bachelor of Science in Business Management Accounting program is designed to provide students with the knowledge, technical skills, and work habits required for management accountants in the public, private, or non-profit sector. The program covers general management and communication skills as well as accounting and business skills. This program has three concentrations, Business Applications, Business Management Practice and Computerized Accounting. All three concentrations prepare students to seek entry-level positions in accounting and business.

COURSES:

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
ACC100	Accounting Essentials	40	4
ACC102	Payroll Reporting	40	3.5
ACC120	Automated Accounting	40	3
ACC121	Principles of Accounting	40	4
ACC200	Income Tax Preparation	40	4
ACC201	Advanced Principles of Accounting	40	4
ACC202	Managerial Accounting	40	3.5
ACC203	Advanced Managerial Accounting	40	3.5
ACC204	Audit Preparation	40	4
ACC300	Governmental/Non-Profit Accounting	40	3.5
ACC302	Financial Analysis for Managers	40	3.5
ACC305	Managerial Cost Accounting	40	3.5
ACC400	Accounting Information Systems	40	3.5
ACC404	Advanced Tax - Corporate	40	4
ACC406	Contemporary Accounting Issues	40	4
ACC450	Senior Accounting Externship	120	4
BSM206	Business Law	40	4
BSM301	Project Management Applications	40	3.25
BSM302	Contract Management	40	4

BSM303	Lawful Employment Management	40	4
BSM307	Finance for Managers	40	4
BSM308	Economics for Managerial Decision Making	40	3
BSM401	Organizational Management	40	4
BSM403	Research Methodologies in Business Applications	40	4
CMP102	Computer Essentials with Microsoft Windows	40	3
CMP126	PowerPoint for Windows	40	3
CMP130	Word for Windows	40	3
CMP131	Excel for Windows	40	3
CMP233	Advanced Word and Excel for Windows	40	3
CMP305	Advanced Microsoft Office Applications	40	3
ENG121	Technical Writing and Presentation	40	4
ENG400	Managerial Writing and Presentations	40	4
	Total	**1360**	**115.75**

General Education Requirements

ENG100	Written Communication	45	4.5
ENG101	Oral Communication	40	4
ENG201	Advanced Discourse	40	4
ENG300	Advanced Interpersonal Communication	40	4
HUM120	Twentieth-Century Fiction	40	4
HUM122	Ethics and Society	40	4
HUM202	Logic and Reasoning	45	4.5
MTH100	College Mathematics	45	4.5
MTH103	Algebra I	40	4
SCI102	Introduction to Human Anatomy and Physiology	55	4.5
SOC101	Introduction to Economics	45	4.5
SOC102	Interpersonal Psychology	40	4
SOC300	US History Since the Civil War	40	4
	Total	**555**	**54.5**

Other Requirements

BUS101	Career Development	40	4
BUS400	Capstone: An Integration of Learning	40	3
OFM102	Customer Service	40	4
	Total	**120**	**11**
	Grand Total	**2035**	**181.25**

Bachelor of Science in Business Management Accounting: Concentration in Medical Coding and Billing (Available Online Only)

The Bachelor of Science in Business Management Accounting program is designed to provide students with the knowledge, technical skills, and work habits required for management accountants in the public, private, or non-profit sector. The program covers general management and communication skills as well as accounting and business skills. This program has three concentrations, Business Applications, Business Management Practice and Computerized Accounting. All three concentrations prepare students to seek entry-level positions in accounting and business.

COURSES:

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
ACC100	Accounting Essentials	40	4
ACC121	Principles of Accounting	40	4
ACC201	Advanced Principles of Accounting	40	4
ACC300	Governmental/Non-Profit Accounting	40	3.5
ACC302	Financial Analysis for Managers	40	3.5
ACC400	Accounting Information Systems	40	3.5
ACC406	Contemporary Accounting Issues	40	4
BSM301	Project Management Applications	40	3.25
BSM302	Contract Management	40	4
BSM303	Lawful Employment Management	40	4
BSM307	Finance for Managers	40	4
BSM308	Economics for Managerial Decision Making	40	3
BSM401	Organizational Management	40	4
BSM403	Research Methodologies in Business Applications	40	4
MED100	Medical Terminology Essentials	40	4
MED101	Medical Insurance Billing Essentials	40	4
MED103	Professional Billing, Coding and Reimbursement	40	3.5
MED122	ICD-9-CM Coding Essentials	40	3.5
MED123	CPT Coding Essentials	40	3.5

MED206	ICD-9-CM Coding Procedures		40	3.5
MED208	CPT Coding Procedures		40	3.5
MED210	Medical Office Procedures		40	3.5
MED211	Reimbursement Methodologies		40	4
MED212	AHIMA Professional Practice		40	3.5
MED215	Claims Examining and Dental Billing and Coding		40	3.5
MED216	Medical Office Skills		40	3.5
MED230	Institutional Billing, Coding and Reimbursement		40	4
MED231	Medical Reimbursement		40	4
CMP102	Computer Essentials with Microsoft Windows		40	3
CMP130	Word for Windows		40	3
CMP131	Excel for Windows		40	3
ENG400	Managerial Writing and Presentations		40	4
		Total	**1280**	**117.25**

General Education Requirements

ENG100	Written Communication		45	4.5
ENG101	Oral Communication		40	4
ENG201	Advanced Discourse		40	4
ENG300	Advanced Interpersonal Communication		40	4
HUM120	Twentieth-Century Fiction		40	4
HUM122	Ethics and Society		40	4
HUM202	Logic and Reasoning		45	4.5
MTH100	College Mathematics		45	4.5
MTH103	Algebra I		40	4
SCI102	Introduction to Human Anatomy and Physiology		55	4.5
SOC101	Introduction to Economics		45	4.5
SOC102	Interpersonal Psychology		40	4
SOC300	US History Since the Civil War		40	4
		Total	**555**	**54.5**

Other Requirements

BUS101	Career Development		40	4
BUS400	Capstone: An Integration of Learning		40	3
OFM102	Customer Service		40	4
		Total	**120**	**11**
		Grand Total	**1955**	**182.75**

Bachelor of Science in Business Management and Technology: Concentration in Business Applications

The Bachelor of Science in Business Management and Technology program includes management of technology as well as the use of technology to manage. Topics include organizational management, conflict resolution, multi-media design, software applications, business law, and managerial communications. *This program requires students to achieve the following industry certifications: Microsoft Certified Application Specialist: Word, Excel, PowerPoint and Access.*

COURSES:

Course Code	Course Title	Contact Hours	Quarter Credit Hours
	Concentration Requirements		
ACC100	Accounting Essentials	40	4
ACC102	Payroll Reporting	40	3.5
ACC120	Automated Accounting	40	3
ACC121	Principles of Accounting	40	4
ACC400	Accounting Information Systems	40	3.5
BSM200	Leadership and Team Management	40	4
BSM201	Managing People: Human Resource Development	40	4
BSM202	Managing Projects: Development and Implementation	40	4
BSM203	Marketing with Technology	40	4
BSM206	Business Law	40	4
BSM300	Telecommunications for Managers	40	4
BSM301	Project Management Applications	40	3.25
BSM302	Contract Management	40	4
BSM303	Lawful Employment Management	40	4
BSM307	Finance for Managers	40	4
BSM308	Economics for Managerial Decision Making	40	3
BSM400	Information Technology for Managers	40	4
BSM401	Organizational Management	40	4
BSM402	Managing Conflict: Dispute Resolution	40	4

BSM403	Research Methodologies in Business Applications	40	4
BSM404	International Business for Managers	40	4
BSM405	E-Business for Managers	40	4
CMP102	Computer Essentials with Microsoft Windows	40	3
CMP125	Programming Essentials	40	3.5
CMP126	PowerPoint for Windows	40	3
CMP130	Word for Windows	40	3
CMP131	Excel for Windows	40	3
CMP233	Advanced Word and Excel for Windows	40	3
CMP305	Advanced Microsoft Office Applications	40	3
ENG121	Technical Writing and Presentation	40	4
ENG400	Managerial Writing and Presentations	40	4
ENG401	IT Business Communication	40	4
	Total	**1280**	**117.75**

General Education Requirements

ENG100	Written Communication	45	4.5
ENG101	Oral Communication	40	4
ENG201	Advanced Discourse	40	4
ENG300	Advanced Interpersonal Communication	40	4
HUM120	Twentieth-Century Fiction	40	4
HUM122	Ethics and Society	40	4
HUM202	Logic and Reasoning	45	4.5
MTH100	College Mathematics	45	4.5
MTH103	Algebra I	40	4
SCI102	Introduction to Human Anatomy and Physiology	55	4.5
SOC101	Introduction to Economics	45	4.5
SOC102	Interpersonal Psychology	40	4
SOC300	US History Since the Civil War	40	4
	Total	**555**	**54.5**

Other Requirements

BUS101	Career Development	40	4
BUS400	Capstone: An Integration of Learning	40	3
OFM102	Customer Service	40	4
	Total	**120**	**11**
	Grand Total	**1955**	**183.25**

Bachelor of Science in Business Management and Technology: Concentration in Business Management Practice

The Bachelor of Science in Business Management and Technology program includes management of technology as well as the use of technology to manage. Topics include organizational management, conflict resolution, multi-media design, software applications, business law, and managerial communications. *This program requires students to achieve the following industry certifications: Microsoft Certified Application Specialist: Word, Excel, PowerPoint and Access.*

COURSES:

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
ACC100	Accounting Essentials	40	4
ACC102	Payroll Reporting	40	3.5
ACC120	Automated Accounting	40	3
ACC400	Accounting Information Systems	40	3.5
BSM200	Leadership and Team Management	40	4
BSM201	Managing People: Human Resource Development	40	4
BSM202	Managing Projects: Development and Implementation	40	4
BSM203	Marketing with Technology	40	4
BSM204	Managing Small Businesses: Entrepreneurship	40	4
BSM205	Statistics for Business	40	3
BSM206	Business Law	40	4
BSM300	Telecommunications for Managers	40	4
BSM301	Project Management Applications	40	3.25
BSM302	Contract Management	40	4
BSM303	Lawful Employment Management	40	4
BSM307	Finance for Managers	40	4
BSM308	Economics for Managerial Decision Making	40	3
BSM400	Information Technology for Managers	40	4
BSM401	Organizational Management	40	4

BSM402	Managing Conflict: Dispute Resolution	40	4
BSM403	Research Methodologies in Business Applications	40	4
BSM404	International Business for Managers	40	4
BSM405	E-Business for Managers	40	4
CMP102	Computer Essentials with Microsoft Windows	40	3
CMP126	PowerPoint for Windows	40	3
CMP130	Word for Windows	40	3
CMP131	Excel for Windows	40	3
CMP233	Advanced Word and Excel for Windows	40	3
CMP305	Advanced Microsoft Office Applications	40	3
ENG121	Technical Writing and Presentation	40	4
ENG400	Managerial Writing and Presentations	40	4
ENG401	IT Business Communication	40	4
	Total	**1280**	**117.25**

General Education Requirements

ENG100	Written Communication	45	4.5
ENG101	Oral Communication	40	4
ENG201	Advanced Discourse	40	4
ENG300	Advanced Interpersonal Communication	40	4
HUM120	Twentieth-Century Fiction	40	4
HUM122	Ethics and Society	40	4
HUM202	Logic and Reasoning	45	4.5
MTH100	College Mathematics	45	4.5
MTH103	Algebra I	40	4
SCI102	Introduction to Human Anatomy and Physiology	55	4.5
SOC101	Introduction to Economics	45	4.5
SOC102	Interpersonal Psychology	40	4
SOC300	US History Since the Civil War	40	4
	Total	**555**	**54.5**

Other Requirements

BUS101	Career Development	40	4
BUS400	Capstone: An Integration of Learning	40	3
OFM102	Customer Service	40	4
	Total	**120**	**11**
	Grand Total	**1955**	**182.75**

Bachelor of Science in Business Management and Technology: Concentration in Computerized Accounting

The Bachelor of Science in Business Management and Technology program includes management of technology as well as the use of technology to manage. Topics include organizational management, conflict resolution, multi-media design, software applications, business law, and managerial communications. *This program requires students to achieve the following industry certifications: Microsoft Certified Application Specialist: Word, Excel, PowerPoint and Access.*

COURSES:

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
ACC100	Accounting Essentials	40	4
ACC102	Payroll Reporting	40	3.5
ACC120	Automated Accounting	40	3
ACC121	Principles of Accounting	40	4
ACC200	Income Tax Preparation	40	4
ACC201	Advanced Principles of Accounting	40	4
ACC202	Managerial Accounting	40	3.5
ACC203	Advanced Managerial Accounting	40	3.5
ACC204	Audit Preparation	40	4
ACC400	Accounting Information Systems	40	3.5
BSM206	Business Law	40	4
BSM300	Telecommunications for Managers	40	4
BSM301	Project Management Applications	40	3.25
BSM302	Contract Management	40	4
BSM303	Lawful Employment Management	40	4
BSM307	Finance for Managers	40	4
BSM308	Economics for Managerial Decision Making	40	3
BSM400	Information Technology for Managers	40	4
BSM401	Organizational Management	40	4

BSM402	Managing Conflict: Dispute Resolution	40	4
BSM403	Research Methodologies in Business Applications	40	4
BSM404	International Business for Managers	40	4
BSM405	E-Business for Managers	40	4
CMP102	Computer Essentials with Microsoft Windows	40	3
CMP126	PowerPoint for Windows	40	3
CMP130	Word for Windows	40	3
CMP131	Excel for Windows	40	3
CMP233	Advanced Word and Excel for Windows	40	3
CMP305	Advanced Microsoft Office Applications	40	3
ENG121	Technical Writing and Presentation	40	4
ENG400	Managerial Writing and Presentations	40	4
ENG401	IT Business Communication	40	4
	Total	**1280**	**117.25**

General Education Requirements

ENG100	Written Communication	45	4.5
ENG101	Oral Communication	40	4
ENG201	Advanced Discourse	40	4
ENG300	Advanced Interpersonal Communication	40	4
HUM120	Twentieth-Century Fiction	40	4
HUM122	Ethics and Society	40	4
HUM202	Logic and Reasoning	45	4.5
MTH100	College Mathematics	45	4.5
MTH103	Algebra I	40	4
SCI102	Introduction to Human Anatomy and Physiology	55	4.5
SOC101	Introduction to Economics	45	4.5
SOC102	Interpersonal Psychology	40	4
SOC300	US History Since the Civil War	40	4
	Total	**555**	**54.5**

Other Requirements

BUS101	Career Development	40	4
BUS400	Capstone: An Integration of Learning	40	3
OFM102	Customer Service	40	4
	Total	**120**	**11**
	Grand Total	**1955**	**182.75**

Bachelor of Science in Business Management and Technology: Concentration in Medical Coding and Billing (Available Online Only)

The Bachelor of Science in Business Management and Technology program includes management of technology as well as the use of technology to manage. Topics include organizational management, conflict resolution, multi-media design, software applications, business law, and managerial communications. *This program requires students to achieve the following industry certifications: Microsoft Certified Application Specialist: Word, Excel, and PowerPoint.*

COURSES:

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
BSM300	Telecommunications for Managers	40	4
BSM301	Project Management Applications	40	3.25
BSM302	Contract Management	40	4
BSM303	Lawful Employment Management	40	4
BSM307	Finance for Managers	40	4
BSM308	Economics for Managerial Decision Making	40	3
BSM400	Information Technology for Managers	40	4
BSM401	Organizational Management	40	4
BSM402	Managing Conflict: Dispute Resolution	40	4
BSM403	Research Methodologies in Business Applications	40	4
BSM404	International Business for Managers	40	4
BSM405	E-Business for Managers	40	4
CMP102	Computer Essentials with Microsoft Windows	40	3
CMP126	PowerPoint for Windows	40	3
CMP130	Word for Windows	40	3
CMP131	Excel for Windows	40	3
ENG400	Managerial Writing and Presentations	40	4
ENG401	IT Business Communication	40	4
MED100	Medical Terminology Essentials	40	4

Code	Course	Hours	Credits
MED101	Medical Insurance Billing Essentials	40	4
MED103	Professional Billing, Coding and Reimbursement	40	3.5
MED122	ICD-9-CM Coding Essentials	40	3.5
MED123	CPT Coding Essentials	40	3.5
MED206	ICD-9-CM Coding Procedures	40	3.5
MED208	CPT Coding Procedures	40	3.5
MED210	Medical Office Procedures	40	3.5
MED211	Reimbursement Methodologies	40	4
MED212	AHIMA Professional Practice	40	3.5
MED215	Claims Examining and Dental Billing and Coding	40	3.5
MED216	Medical Office Skills	40	3.5
MED230	Institutional Billing, Coding and Reimbursement	40	4
MED231	Medical Reimbursement	40	4
	Total	**1280**	**117.75**

General Education Requirements

Code	Course	Hours	Credits
ENG100	Written Communication	45	4.5
ENG101	Oral Communication	40	4
ENG201	Advanced Discourse	40	4
ENG300	Advanced Interpersonal Communication	40	4
HUM120	Twentieth-Century Fiction	40	4
HUM122	Ethics and Society	40	4
HUM202	Logic and Reasoning	45	4.5
MTH100	College Mathematics	45	4.5
MTH103	Algebra I	40	4
SCI102	Introduction to Human Anatomy and Physiology	55	4.5
SOC101	Introduction to Economics	45	4.5
SOC102	Interpersonal Psychology	40	4
SOC300	US History Since the Civil War	40	4
	Total	**555**	**54.5**

Other Requirements

Code	Course	Hours	Credits
BUS101	Career Development	40	4
BUS400	Capstone: An Integration of Learning	40	3
OFM102	Customer Service	40	4
	Total	**120**	**11**
	Grand Total	**1955**	**183.25**

B.S. in Construction Management: Concentration in Business Applications

The Bachelor of Science in Construction Management program presents the values, theory, and practices in use in the field of construction management. It underscores management of technology as well as the use of technology to manage. Topics include safety and risk management, materials statics and strengths, legal issues, cost estimating, project scheduling, and business related topics of organizational management, conflict resolution, advanced software applications, employment law, and managerial communications. *This program requires that a student achieve one or more of the following industry certifications: Microsoft Certified Application Specialist: Word, Excel, PowerPoint and Access.*

COURSES:

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
ACC100	Accounting Essentials	40	4
ACC102	Payroll Reporting	40	3.5
ACC120	Automated Accounting	40	3
ACC121	Principles of Accounting	40	4
BSM200	Leadership and Team Management	40	4
BSM201	Managing People: Human Resource Development	40	4
BSM202	Managing Projects: Development and Implementation	40	4
BSM203	Marketing with Technology	40	4
BSM206	Business Law	40	4
BSM301	Project Management Applications	40	3.25
BSM302	Contract Management	40	4
BSM303	Lawful Employment Management	40	4
BSM307	Finance for Managers	40	4
CMP102	Computer Essentials with Microsoft Windows	40	3
CMP125	Programming Essentials	40	3.5
CMP126	PowerPoint for Windows	40	3
CMP130	Word for Windows	40	3
CMP131	Excel for Windows	40	3
CMP233	Advanced Word and Excel for Windows	40	3

CMP305	Advanced Microsoft Office Applications		40	3
CSM300	Principles of Construction Management		40	4
CSM301	Reading Construction Drawings		40	4
CSM302	Building Codes and Standards		40	4
CSM303	Materials Statics and Strengths		40	4
CSM304	Mechanical Systems		40	4
CSM400	Construction Project Scheduling and Logistics		40	3
CSM401	Safety and Risk Analysis		40	4
CSM402	Legal Issues in Construction Management		40	4
CSM403	Cost Estimating and Analysis		40	3
CSM404	Federal Acquisition Requirements		40	4
ENG121	Technical Writing and Presentation		40	4
ENG400	Managerial Writing and Presentations		40	4
		Total	**1280**	**117.25**

General Education Requirements

ENG100	Written Communication		45	4.5
ENG101	Oral Communication		40	4
ENG201	Advanced Discourse		40	4
ENG300	Advanced Interpersonal Communication		40	4
HUM120	Twentieth-Century Fiction		40	4
HUM122	Ethics and Society		40	4
HUM202	Logic and Reasoning		45	4.5
MTH100	College Mathematics		45	4.5
MTH103	Algebra I		40	4
SCI102	Introduction to Human Anatomy and Physiology		55	4.5
SOC101	Introduction to Economics		45	4.5
SOC102	Interpersonal Psychology		40	4
SOC300	US History Since the Civil War		40	4
		Total	**555**	**54.5**

Other Requirements

BUS101	Career Development		40	4
BUS400	Capstone: An Integration of Learning		40	3
OFM102	Customer Service		40	4
		Total	**120**	**11**
		Grand Total	**1955**	**182.75**

B.S. in Construction Management: Concentration in Business Management Practice

The Bachelor of Science in Construction Management program presents the values, theory, and practices in use in the field of construction management. It underscores management of technology as well as the use of technology to manage. Topics include safety and risk management, materials statics and strengths, legal issues, cost estimating, project scheduling, and business related topics of organizational management, conflict resolution, advanced software applications, employment law, and managerial communications. *This program requires that a student achieve one or more of the following industry certifications: Microsoft Certified Application Specialist: Word, Excel, PowerPoint and Access.*

COURSES:

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
ACC100	Accounting Essentials	40	4
ACC102	Payroll Reporting	40	3.5
ACC120	Automated Accounting	40	3
BSM200	Leadership and Team Management	40	4
BSM201	Managing People: Human Resource Development	40	4
BSM202	Managing Projects: Development and Implementation	40	4
BSM203	Marketing with Technology	40	4
BSM204	Managing Small Businesses: Entrepreneurship	40	4
BSM205	Statistics for Business	40	3
BSM206	Business Law	40	4
BSM301	Project Management Applications	40	3.25
BSM302	Contract Management	40	4
BSM303	Lawful Employment Management	40	4
BSM307	Finance for Managers	40	4
CMP102	Computer Essentials with Microsoft Windows	40	3
CMP126	PowerPoint for Windows	40	3
CMP130	Word for Windows	40	3
CMP131	Excel for Windows	40	3
CMP233	Advanced Word and Excel for Windows	40	3

CMP305	Advanced Microsoft Office Applications	40	3
CSM300	Principles of Construction Management	40	4
CSM301	Reading Construction Drawings	40	4
CSM302	Building Codes and Standards	40	4
CSM303	Materials Statics and Strengths	40	4
CSM304	Mechanical Systems	40	4
CSM400	Construction Project Scheduling and Logistics	40	3
CSM401	Safety and Risk Analysis	40	4
CSM402	Legal Issues in Construction Management	40	4
CSM403	Cost Estimating and Analysis	40	3
CSM404	Federal Acquisition Requirements	40	4
ENG121	Technical Writing and Presentation	40	4
ENG400	Managerial Writing and Presentations	40	4
	Total	**1280**	**116.75**

General Education Requirements

ENG100	Written Communication	45	4.5
ENG101	Oral Communication	40	4
ENG201	Advanced Discourse	40	4
ENG300	Advanced Interpersonal Communication	40	4
HUM120	Twentieth-Century Fiction	40	4
HUM122	Ethics and Society	40	4
HUM202	Logic and Reasoning	45	4.5
MTH100	College Mathematics	45	4.5
MTH103	Algebra I	40	4
SCI102	Introduction to Human Anatomy and Physiology	55	4.5
SOC101	Introduction to Economics	45	4.5
SOC102	Interpersonal Psychology	40	4
SOC300	US History Since the Civil War	40	4
	Total	**555**	**54.5**

Other Requirements

BUS101	Career Development	40	4
BUS400	Capstone: An Integration of Learning	40	3
OFM102	Customer Service	40	4
	Total	**120**	**11**
	Grand Total	**1955**	**182.25**

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 management positions in hospitals, clinics, and long-term care facilities.

COURSES:

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
ACC100	Accounting Essentials	40	4
ACC121	Principles of Accounting	40	4
BSM200	Leadership and Team Management	40	4
BSM201	Managing People: Human Resource Development	40	4
BSM202	Managing Projects: Development and Implementation	40	4
BSM203	Marketing with Technology	40	4
BSM301	Project Management Applications	40	3.25
BSM307	Finance for Managers	40	4
BSM308	Economics for Managerial Decision Making	40	3
BSM401	Organizational Management	40	4
BSM403	Research Methodologies in Business Applications	40	4
BUS101	Career Development	40	4
MED300	The Health Care System	40	4
MED305	Health Care Economics	40	4
MED310	Legal and Ethical Issues in Health Care	40	4
HCA90+	HCA Pre-Requisites of 90+ Credits Transferred-In	0	90
	Total	**600**	**148.25**

General Education Requirements

ENG101	Oral Communication	40	4
ENG201	Advanced Discourse	40	4
ENG300	Advanced Interpersonal Communication	40	4
ENG400	Managerial Writing and Presentations	40	4
HUM120	Twentieth-Century Fiction	40	4
HUM122	Ethics and Society	40	4
MTH103	Algebra I	40	4
SCI102	Introduction to Human Anatomy and Physiology	55	4.5
SOC102	Interpersonal Psychology	40	4
SOC300	US History Since the Civil War	40	4
	Total	**360**	**36**
	Grand Total	**960**	**184.25**

Bachelor of Science in Criminal Justice

The Bachelor of Science in Criminal Justice program provides students interested in policing, criminal law, or corrections with an interdisciplinary study of crime and justice. The program's inclusion of interpersonal skills and managerial and administrative subject matter prepares students to seek positions of responsibility and leadership in the criminal justice community and related professions. The program examines the criminal justice process and its key components, effective interpersonal communication, administrative decision-making and personnel management. Contemporary issues such as human relations and social conflict, professionalism and ethics, and the injection of technology into crime and its detection are also addressed. The Criminal Justice program appeals to students who are currently employed and seeking advancement in the criminal justice community, or to working adults pursuing a new career in a criminal justice related field. Graduates of the program may find employment opportunities in public and private policing agencies, corrections, the court system, social services, and in corporate security.

COURSES:

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
BSM206	Business Law	40	4
BSM401	Organizational Management	40	4
BSM402	Managing Conflict: Dispute Resolution	40	4
CJA100	Introduction to Criminal Justice and Law Enforcement	40	4
CJA101	Introduction to Policing and Corrections	40	4
CJA103	Criminal Justice and Public Policy	40	4
CJA105	Crime Scene and Investigations	40	4
CJA201	Juvenile Justice	40	4
CJA202	Criminology	40	4
CJA203	Criminal and Delinquent Behavior	40	4
CJA204	Corrections	40	4
CJA205	Constitutional Law	40	4
CJA301	Substantive Criminal Law	40	4
CJA302	Probation and Parole	40	4
CJA304	Restorative Justice Studies	40	4
CJA305	Cyber Crimes	40	4
CJA400	Ethics in Criminal Justice	40	4
CJA401	Perspectives on Terrorism	40	4
CJA402	Drugs and the Criminal Justice System	40	4

CJA404	White Collar and Organized Crime	40	4
CJA405	Gangs and Deviant Social Groups	40	4
CJA406	Criminal Justice Practicum	90	3
CJA407	Natural and Catastrophic Events Management	40	4
CMP102	Computer Essentials with Microsoft Windows	40	3
CMP126	PowerPoint for Windows	40	3
CMP130	Word for Windows	40	3
CMP131	Excel for Windows	40	3
CMP133	Security+: Network Security Fundamentals	40	3
CMP233	Advanced Word and Excel for Windows	40	3
CMP334	Computer Forensics and Investigations	40	3
ENG121	Technical Writing and Presentation	40	4
ENG400	Managerial Writing and Presentations	40	4
	Total	**1330**	**120**

General Education Requirements

ENG100	Written Communication	45	4.5
ENG101	Oral Communication	40	4
ENG201	Advanced Discourse	40	4
ENG300	Advanced Interpersonal Communication	40	4
HUM120	Twentieth-Century Fiction	40	4
HUM122	Ethics and Society	40	4
HUM202	Logic and Reasoning	45	4.5
MTH100	College Mathematics	45	4.5
MTH103	Algebra I	40	4
SCI102	Introduction to Human Anatomy and Physiology	55	4.5
SOC101	Introduction to Economics	45	4.5
SOC102	Interpersonal Psychology	40	4
SOC300	US History Since the Civil War	40	4
	Total	**555**	**54.5**

Other Requirements

BUS101	Career Development	40	4
BUS400	Capstone: An Integration of Learning	40	3
OFM102	Customer Service	40	4
	Total	**120**	**11**
	Grand Total	**2005**	**185.5**

Bachelor of Science in Information Technology Engineering: Concentration in Network Security

The Bachelor of Science in Information Technology Engineering program underscores the direct application, manipulation and control of technology. Topics include enterprise computer networking, advanced telecommunications, IP routing, network design, cabling standards, and programming. *This program requires that the student achieve the following industry certification: Cisco Certified Network Associate.*

COURSES:

Course Code	Course Title	Contact Hours	Quarter Credit Hours
	Concentration Requirements		
BSM301	Project Management Applications	40	3.25
CMP102	Computer Essentials with Microsoft Windows	40	3
CMP125	Programming Essentials	40	3.5
CMP129	Microsoft Server Windows Environment	45	4
CMP130	Word for Windows	40	3
CMP131	Excel for Windows	40	3
CMP133	Security+: Network Security Fundamentals	40	3
CMP134	Network+: Network Essentials	45	4
CMP210	Wireless Essentials	45	4
CMP211	Linux Networking	45	4
CMP235	Checkpoint Security Administration	40	3.5
CMP236	Server+	40	3.5
CMP237	Microsoft Small Business Server	40	3.5
CMP302	Database Management	40	3.25
CMP303	Interconnecting Cisco Network Devices	40	3
CMP304	Programming Applications and Development	40	3
CMP306	Principles of Information Security	40	3.25
CMP334	Computer Forensics and Investigations	40	3
CMP400	Advanced Web Design	40	3

CMP401	Cisco Certified Network Professional 1	80	6.75
CMP402	Network Design Applications	40	3
CMP403	Cisco Certified Network Professional 2	80	6.75
CMP404	Cisco Certified Network Professional 3	80	6.75
CMP410	JavaScript and Perl	40	3
CMP411	Cisco Network Security	40	3
DET124	A+ Fundamentals	45	4
DET216	Tactical Perimeter Defense	40	3.5
DET217	Network Defense and Countermeasures: SPC-NDC	40	3.5
DET218	Virtualization	40	3.5
DET400	Advanced Telecommunications Technologies	40	4
DET401	Cabling Standards and Codes	40	3
ENG121	Technical Writing and Presentation	40	4
	Total	**1425**	**118.5**

General Education Requirements

ENG100	Written Communication	45	4.5
ENG101	Oral Communication	40	4
ENG201	Advanced Discourse	40	4
ENG300	Advanced Interpersonal Communication	40	4
HUM120	Twentieth-Century Fiction	40	4
HUM122	Ethics and Society	40	4
HUM202	Logic and Reasoning	45	4.5
MTH100	College Mathematics	45	4.5
MTH103	Algebra I	40	4
SCI102	Introduction to Human Anatomy and Physiology	55	4.5
SOC101	Introduction to Economics	45	4.5
SOC102	Interpersonal Psychology	40	4
SOC300	US History Since the Civil War	40	4
	Total	**555**	**54.5**

Other Requirements

BUS101	Career Development	40	4
BUS400	Capstone: An Integration of Learning	40	3
	Total	**80**	**7**
	Grand Total	**2060**	**180**

Bachelor of Science in Information Technology Engineering: Concentration in Networking Technology

The Bachelor of Science in Information Technology Engineering program underscores the direct application, manipulation and control of technology. Topics include enterprise computer networking, advanced telecommunications, IP routing, network design, cabling standards, and programming. *This program requires that the student achieve the following industry certification: Cisco Certified Network Associate.*

COURSES:

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
BSM301	Project Management Applications	40	3.25
CMP102	Computer Essentials with Microsoft Windows	40	3
CMP125	Programming Essentials	40	3.5
CMP129	Microsoft Server Windows Environment	45	4
CMP130	Word for Windows	40	3
CMP131	Excel for Windows	40	3
CMP133	Security+: Network Security Fundamentals	40	3
CMP134	Network+: Network Essentials	45	4
CMP210	Wireless Essentials	45	4
CMP211	Linux Networking	45	4
CMP229	Microsoft Server Network Services	40	3.5
CMP231	Microsoft Server Active Directory Infrastructure	40	3.5
CMP232	Microsoft Internet Security and Acceleration Server	40	3.5
CMP236	Server+	40	3.5
CMP237	Managing Small Business Server	40	3.5
CMP238	Microsoft Exchange Server	40	3.5
CMP302	Database Management	40	3.25
CMP303	Interconnecting Cisco Network Devices	40	3
CMP304	Programming Applications and Development	40	3

CMP306	Principles of Information Security	40	3.25
CMP400	Advanced Web Design	40	3
CMP401	Cisco Certified Network Professional 1	80	6.75
CMP402	Network Design Applications	40	3
CMP403	Cisco Certified Network Professional 2	80	6.75
CMP404	Cisco Certified Network Professional 3	80	6.75
CMP410	JavaScript and Perl	40	3
CMP411	Cisco Network Security	40	3
DET124	A+ Fundamentals	45	4
DET218	Virtualization	40	3.5
DET400	Advanced Telecommunications Technologies	40	4
DET401	Cabling Standards and Codes	40	3
ENG121	Technical Writing and Presentation	40	4
	Total	**1425**	**119**

General Education Requirements

ENG100	Written Communication	45	4.5
ENG101	Oral Communication	40	4
ENG201	Advanced Discourse	40	4
ENG300	Advanced Interpersonal Communication	40	4
HUM120	Twentieth-Century Fiction	40	4
HUM122	Ethics and Society	40	4
HUM202	Logic and Reasoning	45	4.5
MTH100	College Mathematics	45	4.5
MTH103	Algebra I	40	4
SCI102	Introduction to Human Anatomy and Physiology	55	4.5
SOC101	Introduction to Economics	45	4.5
SOC102	Interpersonal Psychology	40	4
SOC300	US History Since the Civil War	40	4
	Total	**555**	**54.5**

Other Requirements

BUS101	Career Development	40	4
BUS400	Capstone: An Integration of Learning	40	3
	Total	**80**	**7**
	Grand Total	**2060**	**180.5**

Associate of Applied Science in Business Management Practice

The Associate of Applied Science in Business Management Practice program covers how to hire, support, and evaluate personnel; to supervise working teams of staff; to identify, develop, and implement vital projects; to comply with complex business laws and regulations; to review financial data for decision-making; to use information technology to communicate and market; to apply the critical elements of leadership; to use advanced computer technology to manage; and to start and manage a small business. *This program requires that students achieve the following industry certifications: (1) Microsoft Certified Application Specialist: Word; (2) Microsoft Certified Application Specialist: Excel.*

COURSES:

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
ACC100	Accounting Essentials	40	4
ACC102	Payroll Reporting	40	3.5
ACC120	Automated Accounting	40	3
BSM200	Leadership and Team Management	40	4
BSM201	Managing People: Human Resource Development	40	4
BSM202	Managing Projects: Development and Implementation	40	4
BSM203	Marketing with Technology	40	4
BSM204	Managing Small Businesses: Entrepreneurship	40	4
BSM205	Statistics for Business	40	3
BSM206	Business Law	40	4
BUS101	Career Development	40	4
CMP102	Computer Essentials with Microsoft Windows	40	3
CMP126	PowerPoint for Windows	40	3
CMP130	Word for Windows	40	3
CMP131	Excel for Windows	40	3
CMP233	Advanced Word and Excel for Windows	40	3
CMP305	Advanced Microsoft Office Applications	40	3
ENG121	Technical Writing and Presentation	40	4
OFM102	Customer Service	40	4
	Total	**760**	**67.5**

General Education Requirements

Code	Course		
ENG100	Written Communication	45	4.5
HUM202	Logic and Reasoning	45	4.5
MTH100	College Mathematics	45	4.5
SCI102	Introduction to Human Anatomy and Physiology	55	4.5
SOC101	Introduction to Economics	45	4.5
	Total	**235**	**22.5**
	Grand Total	**995**	**90**

Associate of Applied Science in Computer Science: Concentration in Business Applications

The Associate of Applied Science in Computer Science: Concentration in Business Applications program prepares students to seek careers in receiving, processing, delivering, and storing information that is vital in both the short-term and the long-term operation and decision-making of virtually all businesses and governmental, social, and professional agencies and enterprises. *This program requires that the student achieve the following industry certifications: (1) Microsoft Certified Application Specialist: Word; (2) Microsoft Certified Application Specialist: Excel.*

COURSES:

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
ACC100	Accounting Essentials	40	4
ACC102	Payroll Reporting	40	3.5
ACC120	Automated Accounting	40	3
ACC121	Principles of Accounting	40	4
BSM200	Leadership and Team Management	40	4
BSM201	Managing People: Human Resource Development	40	4
BSM202	Managing Projects: Development and Implementation	40	4
BSM203	Marketing with Technology	40	4
BSM206	Business Law	40	4
BUS101	Career Development	40	4
CMP102	Computer Essentials with Microsoft Windows	40	3
CMP125	Programming Essentials	40	3.5
CMP126	PowerPoint for Windows	40	3
CMP130	Word for Windows	40	3
CMP131	Excel for Windows	40	3
CMP233	Advanced Word and Excel for Windows	40	3
CMP305	Advanced Microsoft Office Applications	40	3
ENG121	Technical Writing and Presentation	40	4
OFM102	Customer Service	40	4
	Total	**760**	**68**

General Education Requirements

ENG100	Written Communication	45	4.5
HUM202	Logic and Reasoning	45	4.5
MTH100	College Mathematics	45	4.5
SCI102	Introduction to Human Anatomy and Physiology	55	4.5
SOC101	Introduction to Economics	45	4.5
	Total	**235**	**22.5**
	Grand Total	**995**	**90**

Associate of Applied Science in Computer Science: Concentration in Network Security

This Associate of Applied Science in Computer Science: Concentration in Network Security program prepares students to seek careers in the field of network security. Network security specialists plan, coordinate, and implement an organization's information security and security systems. Security specialists educate users on computer security, install security software, monitor the network for security breaches, respond to cyber attacks, and gather data and evidence. They install, configure, and manage firewall devices in an effort to provide a higher level of protection. Network security specialists are also responsible for developing security policies and procedures and for the physical security of the data network. *This program requires that the student achieve the following industry certification: Security+.*

COURSES:

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
BUS101	Career Development	40	4
CMP102	Computer Essentials with Microsoft Windows	40	3
CMP125	Programming Essentials	40	3.5
CMP129	Microsoft Server Window Environment	45	4
CMP130	Word for Windows	40	3
CMP131	Excel for Windows	40	3
CMP133	Security+: Network Security Fundamentals	40	3
CMP134	Network+: Network Essentials	45	4
CMP210	Wireless Essentials	45	4
CMP211	Linux Networking	45	4
CMP235	Checkpoint Security Administration	40	3.5
CMP236	Server+	40	3.5
CMP237	Microsoft Small Business Server	40	3.5
CMP334	Computer Forensics and Investigations	40	3
DET124	A+ Fundamentals	45	4
DET216	Tactical Perimeter Defense	40	3.5
DET217	Network Defense and Countermeasures: SPC-NDC	40	3.5
DET218	Virtualization	40	3.5
ENG121	Technical Writing and Presentation	40	4
	Total	**785**	**67.5**

General Education Requirements

ENG100	Written Communication	45	4.5
HUM202	Logic and Reasoning	45	4.5
MTH100	College Mathematics	45	4.5
SCI102	Introduction to Human Anatomy and Physiology	55	4.5
SOC101	Introduction to Economics	45	4.5
	Total	**235**	**22.5**
	Grand Total	**1020**	**90**

Associate of Applied Science in Computer Science: Concentration in Networking Technology

The Associate of Applied Science in Computer Science: Concentration in Networking Technology program prepares students to seek careers as computer professionals. The program begins by establishing primary knowledge and skills in computer operations. The program introduces Linux, wireless technology, Cisco routers, and enterprise-wide networks. The program builds a foundation in primary network architecture and current networking technology for local area networks (LANs), wide area networks (WANs), and the Internet. *This program requires that students achieve the following industry certification: Microsoft Certified Professional.*

COURSES:

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
BUS101	Career Development	40	4
CMP102	Computer Essentials with Microsoft Windows	40	3
CMP125	Programming Essentials	40	3.5
CMP129	Microsoft Server Windows Environment	45	4
CMP130	Word for Windows	40	3
CMP131	Excel for Windows	40	3
CMP133	Security+: Network Security Fundamentals	40	3
CMP134	Network+: Network Essentials	45	4
CMP210	Wireless Essentials	45	4
CMP211	Linux Networking	45	4
CMP229	Microsoft Server Network Services	40	3.5
CMP231	Microsoft Server Active Directory Infrastructure	40	3.5
CMP232	Microsoft Internet Security and Acceleration Server	40	3.5
CMP236	Server+	40	3.5
CMP237	Managing Small Business Server	40	3.5
CMP238	Microsoft Exchange Server	40	3.5
DET124	A+ Fundamentals	45	4
DET218	Virtualization	40	3.5
ENG121	Technical Writing and Presentation	40	4
	Total	**785**	**68**

General Education Requirements

ENG100	Written Communication		45	4.5
HUM202	Logic and Reasoning		45	4.5
MTH100	College Mathematics		45	4.5
SCI102	Introduction to Human Anatomy and Physiology		55	4.5
SOC101	Introduction to Economics		45	4.5
		Total	**235**	**22.5**
		Grand Total	**1020**	**90.5**

Associate of Applied Science in Computerized Accounting

The Associate of Applied Science in Computerized Accounting program prepares students to seek careers in receiving, recording, storing, classifying, summarizing, communicating, and interpreting individual and multiple financial transactions that are vital to both the short-term and long-term operation and decision-making of virtually all businesses and governmental agencies and enterprises. *This program requires that students achieve the following industry certifications: (1) Microsoft Certified Application Specialist: Word; (2) Microsoft Certified Application Specialist: Excel.*

COURSES:

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
ACC100	Accounting Essentials	40	4
ACC102	Payroll Reporting	40	3.5
ACC120	Automated Accounting	40	3
ACC121	Principles of Accounting	40	4
ACC200	Income Tax Preparation	40	4
ACC201	Advanced Principles of Accounting	40	4
ACC202	Managerial Accounting	40	3.5
ACC203	Advanced Managerial Accounting	40	3.5
ACC204	Audit Preparation	40	4
BSM206	Business Law	40	4
BUS101	Career Development	40	4
CMP102	Computer Essentials with Microsoft Windows	40	3
CMP126	PowerPoint for Windows	40	3
CMP130	Word for Windows	40	3
CMP131	Excel for Windows	40	3
CMP233	Advanced Word and Excel for Windows	40	3
CMP305	Advanced Microsoft Office Applications	40	3
ENG121	Technical Writing and Presentation	40	4
OFM102	Customer Service	40	4
	Total	**760**	**67.5**

General Education Requirements

ENG100	Written Communication	45	4.5
HUM202	Logic and Reasoning	45	4.5
MTH100	College Mathematics	45	4.5
SCI102	Introduction to Human Anatomy and Physiology	55	4.5
SOC101	Introduction to Economics	45	4.5
	Total	**235**	**22.5**
	Grand Total	**995**	**90**

Associate of Applied Science in Criminal Justice

The Associate of Applied Science in Criminal Justice program provides students interested in policing, criminal law, or corrections with an interdisciplinary study of crime and justice. The program's inclusion of interpersonal skills and managerial and administrative subject matter prepares students to seek positions of responsibility and leadership within the criminal justice community and related professions. The program examines the criminal justice process and its key components, effective interpersonal communication, administrative decision-making and personnel management. Contemporary issues such as human relations and social conflict, professionalism and ethics, and the injection of technology into crime and its detection are also addressed. Graduates of the program may find employment opportunities in public and private policing agencies, corrections, the court system, social services, and in corporate security.

COURSES:

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
BUS101	Career Development	40	4
BSM206	Business Law	40	4
CJA100	Introduction to Criminal Justice and Law Enforcement	40	4
CJA101	Introduction to Policing and Corrections	40	4
CJA103	Criminal Justice and Public Policy	40	4
CJA105	Crime Scene and Investigations	40	4
CJA201	Juvenile Justice	40	4
CJA202	Criminology	40	4
CJA203	Criminal and Delinquent Behavior	40	4
CJA204	Corrections	40	4
CJA205	Constitutional Law	40	4
CMP102	Computer Essentials with Microsoft Windows	40	3
CMP126	PowerPoint for Windows	40	3
CMP130	Word for Windows	40	3
CMP131	Excel for Windows	40	3
CMP133	Security+: Network Security Fundamentals	40	3
CMP233	Advanced Word and Excel for Windows	40	3
ENG121	Technical Writing and Presentation	40	4
OFM102	Customer Service	40	4
	Total	**760**	**70**

General Education Requirements

ENG100	Written Communication	45	4.5
HUM202	Logic and Reasoning	45	4.5
MTH100	College Mathematics	45	4.5
SCI102	Introduction to Human Anatomy and Physiology	55	4.5
SOC101	Introduction to Economics	45	4.5
	Total	**235**	**22.5**
	Grand Total	**995**	**92.5**

Associate of Applied Science in Health Information Technology

The Associate of Applied Science in Health Information Technology program prepares students to seek employment in health information positions. The program provides basic training in computers, health information content and management, quality improvement, statistics, coding and reimbursement, and legal aspects of health information. The program covers how to compile, analyze, and present health information for use by various health care professionals.

COURSES:

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
BSM200	Leadership and Team Management	40	4
BUS101	Career Development	40	4
CMP102	Computer Essentials with Microsoft Windows	40	3
CMP130	Word for Windows	40	3
CMP131	Excel for Windows	40	3
MED100	Medical Terminology Essentials	40	4
MED101	Medical Insurance Billing Essentials	40	4
MED103	Professional Billing, Coding and Reimbursement	40	3.5
MED122	ICD-9-CM Coding Essentials	40	3.5
MED123	CPT Coding Essentials	40	3.5
MED150	Introduction to Health Records Management	40	3
MED151	Function of Health Records Management	40	3
MED212	AHIMA Professional Practice	40	3.5
MED216	Medical Office Skills	40	3.5
MED230	Institutional Billing, Coding and Reimbursement	40	4
MED270	Confidentiality of Health Care Records (HIPAA)	40	4
MED285	Pathophysiology and Pharmacology	50	4
MED310	Legal and Ethical Issues in Health Care	40	4
OFM102	Customer Service	40	4
	Total	**770**	**68.5**

General Education Requirements

ENG100	Written Communication	45	4.5
HUM202	Logic and Reasoning	45	4.5
MTH100	College Mathematics	45	4.5
SCI102	Introduction to Human Anatomy and Physiology	55	4.5
SOC101	Introduction to Economics	45	4.5
	Total	**235**	**22.5**
	Grand Total	**1005**	**91**

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

The Associate of Applied Science in Medical Office Administration: Concentration in Medical Assistant program provides students with the knowledge, 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 the students' potential for placement, and the medical office administration orientation enhances graduates value in the fast-paced health care offices of today and the future. This program is broken into two phases, the first phase is the Certificate in Medical Assistant program, and the second phase is the medical office administration courses. Prior to advancing to the medical office administration courses, students must complete the Certificate in Medical Assistant program. *This program requires that students achieve the following industry certification prior to their externship: NCCT National Certified Medical Assistant.*

COURSES:

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
BUS101	Career Development	40	4
CMP102	Computer Essentials with Microsoft Windows	40	3
MAP101	Record Management and Ethics	40	3.25
MAP102	Patient Care Concepts	40	3.25
MAP103	Office Management and Communications	40	3.25
MAP104	Minor Office Surgery	40	3.25
MAP107	Fundamentals of Office Accounting	40	3.25
MAP109	Hematology and Phlebotomy	40	3
MAP111	Specimen Collection and Analysis	40	3
MAP113	Pharmacology	40	3.25
MAP115	Office Emergencies	40	3
MAP116	Cardiac Care	40	3
MAP200	Medical Assistant Externship	180	6
MED100	Medical Terminology Essentials	40	4
MED101	Medical Insurance Billing Essentials	40	4
MED122	ICD-9-CM Coding Essentials	40	3.5
MED123	CPT Coding Essentials	40	3.5
MED211	Reimbursement Methodologies	40	4
SCI102	Introduction to Human Anatomy and Physiology	35	4.5
	Total	**895**	**68**

General Education Requirements

ENG100	Written Communication	45	4.5
	Humanities Requirement	45	4.5
MTH100	College Mathematics	45	4.5
	Social Science Requirement	45	4.5
	Mathematics or Science Requirement	45	4.5
	Total	**225**	**22.5**
	Grand Total	**1120**	**90.5**

Associate of Applied Science in Paralegal Studies

The Associate of Applied Science Degree in Paralegal Studies program prepares students to seek entry-level employment as paralegals in law offices and government agencies. The program includes family law, business law, dispute resolution, contracts, evidence, and torts. The program has coursework in office computer programs, mathematical and orderly reasoning, and written and oral communication.

COURSES:

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
BSM206	Business Law	40	4
BUS101	Career Development	40	4
CMP130	Word for Windows	40	3
CMP131	Excel for Windows	40	3
PAR100	American Legal System	40	4
PAR101	Substantive Law Overview	40	4
PAR102	Legal Research and Writing	40	3.5
PAR103	Wills and Trusts	40	3.5
PAR104	Civil and Federal Litigation	40	3.5
PAR106	Contracts	40	3.5
PAR107	Contract Terms and Remedies	40	3.5
PAR108	Torts	40	3.5
PAR109	Chapter 7 Bankruptcy	40	3.5
PAR110	Criminal Law	40	3.5
PAR111	Criminal Law and Evidence	40	3.5
PAR112	Real Estate Law and Transactions	40	3.5
PAR113	Family Law	40	3.5
PAR114	Dispute Resolutions	40	3.5
PAR115	Paralegal Externship	120	4
	Total	**840**	**68**

General Education Requirements

Code	Course		
ENG100	Written Communication	45	4.5
HUM202	Logic and Reasoning	45	4.5
MTH100	College Mathematics	45	4.5
SCI102	Introduction to Human Anatomy and Physiology	55	4.5
SOC101	Introduction to Economics	45	4.5
	Total	**235**	**22.5**
	Grand Total	**1075**	**90.5**

Certificate in Computerized Accounting Specialist

The Certificate in Computerized Accounting Specialist program provides the information and skills in financial transaction reporting, computerized operations, computerized accounting, computerized business software, customer service, and career development. The skills, competencies, knowledge base, and attributes necessary for most students to establish a financial accounting career may require the completion of a degree program.

COURSES:

Course Code	Course Title	Contact Hours	Quarter Credit Hours
ACC100	Accounting Essentials	40	4
ACC102	Payroll Reporting	40	3.5
ACC120	Automated Accounting	40	3
ACC121	Principles of Accounting	40	4
ACC201	Advanced Principles of Accounting	40	4
ACC202	Managerial Accounting	40	3.5
BSM206	Business Law	40	4
CMP102	Computer Essentials with Microsoft Windows	40	3
CMP130	Word for Windows	40	3
CMP131	Excel for Windows	40	3
ENG121	Technical Writing and Presentation	40	4
OFM102	Customer Service	40	4
	Total	**480**	**43**

Certificate in Computerized Office Specialist

The Certificate in Computerized Office Specialist program is for students seeking rapid computer literacy and operational skills. The program includes skills in mathematics and communications, word processing, computer operations, the use of essential business computer software, payroll reporting, customer service, and career development. The skills, competencies, knowledge base, and attributes necessary for most students to establish a career in the office professions may require the completion of a degree program.

COURSES:

Course Code	Course Title	Contact Hours	Quarter Credit Hours
ACC100	Accounting Essentials	40	4
ACC102	Payroll Reporting	40	3.5
ACC120	Automated Accounting	40	3
ACC121	Principles of Accounting	40	4
BSM200	Leadership and Team Management	40	4
BSM202	Managing Projects: Development and Implementation	40	4
BSM206	Business Law	40	4
CMP102	Computer Essentials with Microsoft Windows	40	3
CMP130	Word for Windows	40	3
CMP131	Excel for Windows	40	3
ENG121	Technical Writing and Presentation	40	4
OFM102	Customer Service	40	4
	Total	**480**	**43.5**

Certificate in Heating, Ventilation, Air Conditioning and Refrigeration

The Certificate in Heating, Air Conditioning, Ventilation and Refrigeration program prepares students to seek entry-level employment in industry. The program provides training in the installation, maintenance and repair of heating, air conditioning, ventilation and refrigeration systems.

COURSES:

Course Code	Course Title	Contact Hours	Quarter Credit Hours
HVC101	Core Knowledge and Skills	40	4
HVC102	Trade Mathematics and Tools	40	3.5
HVC103	Piping Practices	40	3.5
HVC104	Duct Systems, Vents, and Flues	40	3.5
HVC105	Cooling and Heat Pump Systems	40	3.5
HVC106	Heating and Refrigeration Systems	40	3.5
HVC107	Electrical Essential	40	3.5
HVC108	HVAC Control Circuits	40	3.5
HVC109	Trouble Shooting Gas Heating and Cooling	40	3.5
HVC110	Trouble Shooting Heat Pumps and Oil Heating Systems	40	3.5
HVC111	Maintenance Skills	40	3.5
HVC112	Refrigerants Systems and Air Balancing Essentials	40	3.5
HVC113	Environmental Systems	40	3.5
HVC114	Water Treatment and Energy Conservation Systems	40	3.5
HVC115	Refrigerants/Oils and Hydronics Systems	40	3.5
HVC116	Air Distribution and Compressor/Metering Devices	40	3.5
HVC117	Construction Drawings, Building Management/Hydronics/Steam Systems	40	3.5
HVC118	Heating/Cooling System Design and Commercial Refrigeration	40	3.5
	Total	**720**	**63.5**

Certificate in Medical Assistant

The Certificate in Medical Assistant 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 achieve the following industry certification prior to their externship: NCCT National Certified Medical Assistant.*

COURSES:

Course Code	Course Title	Contact Hours	Quarter Credit Hours
CMP102	Computer Essentials with Microsoft Windows	40	3
MAP101	Record Management and Ethics	40	3.25
MAP102	Patient Care Concepts	40	3.25
MAP103	Office Management and Communications	40	3.25
MAP104	Minor Office Surgery	40	3.25
MAP107	Fundamentals of Office Accounting	40	3.25
MAP109	Hematology and Phlebotomy	40	3
MAP111	Specimen Collection and Analysis	40	3
MAP113	Pharmacology	40	3.25
MAP115	Office Emergencies	40	3
MAP116	Cardiac Care	40	3
MAP200	Medical Assistant Externship	180	6
MED100	Medical Terminology Essentials	40	4
MED101	Medical Insurance Billing Essentials	40	4
SCI102	Introduction to Human Anatomy and Physiology	55	4.5
	Total	**755**	**53**

Certificate in Network Technology

The Certificate in Network Technology program seeks to build a body of knowledge and skills to prepare students for careers as computer professionals. The program begins by establishing primary understanding and skills in computer operations with Windows Server. The program covers essential Microsoft programs and servers that are often used by small businesses. *This program requires that the student achieve the following industry certification: Microsoft Certified Professional.*

COURSES:

Course Code	Course Title	Contact Hours	Quarter Credit Hours
CMP102	Computer Essentials with Microsoft Windows	40	3
CMP125	Programming Essentials	40	3.5
CMP129	Microsoft Server Windows Environment	45	4
CMP133	Security+: Network Security Fundamentals	40	3
CMP134	Network+: Network Essentials	45	4
CMP210	Wireless Essentials	45	4
CMP229	Microsoft Server Network Services	40	3.5
CMP231	Microsoft Server Active Directory Infrastructure	40	3.5
CMP236	Server+	40	3.5
CMP237	Microsoft Small Business Server	40	3.5
CMP238	Microsoft Exchange Server	40	3.5
DET124	A+ Fundamentals	45	4
	Total	**500**	**43**

Certificate in Network Security

The Certificate in Network Security program provides the information and technical skills required for entry-level careers in the field of network security. Security specialists educate users on computer security, install security software, monitor the network for security breaches, respond to cyber attacks, and gather data and evidence. They install, configure, and manage firewall devices in an effort to provide a higher level of protection. Network security specialists are also responsible for developing security policies and procedures and for the physical security of the data network. *This program requires that the student achieve the following industry certification: Security+.*

COURSES:

Course Code	Course Title	Contact Hours	Quarter Credit Hours
CMP102	Computer Essentials with Microsoft Windows	40	3
CMP125	Programming Essentials	40	3.5
CMP129	Microsoft Server Windows Environment	45	4
CMP133	Security+: Network Security Fundamentals	40	3
CMP134	Network+: Network Essentials	45	4
CMP210	Wireless Essentials	45	4
CMP235	Checkpoint Security Administration	40	3.5
CMP236	Server+	40	3.5
CMP334	Computer Forensics and Investigations	40	3
DET124	A+ Fundamentals	45	4
DET216	Tactical Perimeter Defense	40	3.5
DET217	Network Defense and Countermeasures: SPC-NDC	40	3.5
	Total	**500**	**42.5**

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, real estate law, contracts, business law, and criminal law.

COURSES:

Course Code	Course Title	Contact Hours	Quarter Credit Hours
CMP130	Word for Windows	40	3
BSM206	Business Law	40	4
PAR100	American Legal System	40	4
PAR101	Substantive Law Overview	40	4
PAR102	Legal Research and Writing	40	3.5
PAR103	Wills and Trusts	40	3.5
PAR104	Civil and Federal Litigation	40	3.5
PAR106	Contracts	40	3.5
PAR108	Torts	40	3.5
PAR110	Criminal Law	40	3.5
PAR112	Real Estate Law and Transactions	40	3.5
PAR113	Family Law	40	3.5
	Total	**480**	**43**

Certificate in Welding

The Certificate in Welding program is a combination of welding practices used in industry today. The program provides hands-on cutting, welding, layout, and fitting skills that are presently used and practiced in industry. Topics include welding processes, oxy-fuel welding and cutting, shielded metal arc (SMAW) and gas metal arc (GMAW). The program covers how the welding processes work and why certain welding processes are used. Graduates are prepared to seek entry level employment in fabrication shops and in the construction field.

COURSES:

Course Code	Course Title	Contact Hours	Quarter Credit Hours
WLD100	Core Knowledge and Skills	40	4
WLD101	Welding Safety and Equipment	40	3.5
WLD102	Basic Welding	40	3.5
WLD103	Beads and Fillet Welds	40	3.5
WLD104	Cutting Procedures	40	3.5
WLD105	Groove Welds and Joint Fit	40	3.5
WLD106	Open V-Groove Welding I (Flat and Horizontal)	40	3.5
WLD107	Open V-Groove Welds II (Vertical and Overhead)	40	3.5
WLD108	Welding Details	40	3.5
WLD109	Gas Metal Arc Welding (Equipment, Filler Metals and Plates)	40	3.5
WLD110	Flux-Cored Arc Welding (Equipment, Filler Metals and Plates)	40	3.5
WLD111	Gas Tungsten Arc Welding I (Equipments, Filler Metals and Plates)	40	3.5
WLD112	Gas Tungsten Arc Welding II (Equipments, Filler Metals and Plates)	40	3.5
OFM102	Customer Service	40	4
WLD201	Open-Root V-Groove Pipe Welds	40	3.5
WLD202	Shielded Metal Arc Welding -Pipe	40	3.5
WLD203	Gas Metal Arc Welding -Pipe	40	3.5
WLD204	Flux-Cored Arc Welding -Pipe	40	3.5
	Total	**720**	**64**

ADMISSIONS

Admission Requirements

All students enrolled in a certificate program must comply with one of the following:

1. Attest to having a high school diploma;
2. Attest to having a recognized equivalency certificate (GED);
3. Passed an approved ability to benefit test (must be 18 years of age to take the ATB test)

Students enrolled in bachelor or associate degree programs must comply with one of the following:

1. Attest to having a high school diploma;
2. Attest to having a recognized equivalency certificate (GED);
3. Passed an approved ability to benefit test and have completed at least 40 quarter credit hours at the 100-level or higher with a grade of "C" or better from an institution of higher education accredited by an agency recognized by the United States Department of Education. The College must receive an official transcript(s) prior to the student attending classes.

Students at Charter College must be at least seventeen years of age.

Prior to enrollment, all prospective students must be interviewed by an admissions representative to determine if they have the maturity, motivation, commitment and dedication to succeed in the programs they have chosen and the qualities of personality that will help make placement assistance effective.

Students who have been convicted of a crime, which may affect their ability to be eligible for employment in their chosen field, may be denied admission to the College.

In order to be admitted to Charter College, prospective students who are not citizens of the United States of America must provide Charter College with official documents verifying their current authorization from United States Immigration and Naturalization Service to attend college. Furthermore, because all courses are taught in English all applicants must demonstrate competence in the English language. This requirement may be met by submitting a diploma from a secondary school in a system in which English is the official language of instruction. If English is not the applicant's primary language, the applicant may be required to demonstrate English proficiency.

Admission Requirements for the Bachelor of Science in Health Care Administration

This program is designed to provide 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.

Requirements for admission to this degree are:

1. The associate degree must be in an allied health area (e.g., Associate RN, Medical Assistant, Respiratory Therapist, Medical Billing and Coding Technician, Pharmacy Technician, Surgical Technologist, etc.) and have been completed in the last eight years.
   a. The College must receive an official transcript(s) prior to the student attending classes.
   b. Associate degrees submitted for consideration for degree completion programs that are dependent on currency (e.g., programs where frequent equipment upgrades or changes in technique occur) must observe the 8 year threshold unless the applicant can show recent and continuous employment that demonstrates effective use of the technology taught in Charter College courses.
   c. Any deviation from the "eight year" policy threshold must be approved in writing by the Dean of Education. Acceptance to the degree completion program is at the judgment and discretion of the Dean of Education and/or the President.
2. The associate degree must be from an institution of higher education accredited by an agency recognized by the United States Department of Education.
3. The student must have earned at least 60 semester credit hours or 90 quarter credit hours.
4. Students must also have completed 15 semester credit hours or 22.5 quarter credit

hours of general education.

5. Students must have a cumulative grade point average of 2.5 or higher in the associate degree they are transferring.

Admissions Disclosure

Because most employers conduct background checks prior to hiring, it is important to make prospective students aware that many career fields prohibit or discourage hiring individuals with a criminal background. It is important to provide full disclosure of past criminal history (misdemeanors and/or felonies) prior to enrolling in the College. Failure to disclose this history may affect externship and/or employment opportunities upon completion of the program.

Charter College will not deny enrollment to any prospective student on the basis of a felony or misdemeanor criminal history except in the case for enrollment into one of the following programs. A prospective student with any felony and/or drug or monetary theft related misdemeanor may not enroll into:

- Criminal Justice Programs
- Allied Health Programs
  * Medical Assistant

Student's Right to Cancel

Students 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 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 Agreement. If the College has provided any equipment, including books or other materials, the student shall return them to the College within 30 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 30-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.

Cancellation of Classes

The school reserves the right to cancel a starting class if the number of students enrolling is insufficient. Such a cancellation will be considered a rejection by the school and will entitle the student to a full refund of all money paid.

TUITION AND FEES

Certificate Programs

Program	Credit Hours	Tuition	Books & Supplies	Fees	Total
Computerized Accounting Specialist	43	$19,700	$0	$0	$19,700
Computerized Office Specialist	43.5	$19,700	$0	$0	$19,700
Heating, Ventilation, Air Conditioning and Refrigeration	63.5	$20,400	$0	$0	$20,400
Medical Assistant	53	$22,000	$0	$0	$22,000
Network Technology	43	$19,700	$0	$0	$19,700
Network Security	42.5	$19,700	$0	$0	$19,700
Paralegal Studies	43	$19,700	$0	$0	$19,700
Welding	64	$20,400	$0	$0	$20,400

Associate of Applied Science Programs

Program	Credit Hours	Tuition	Books & Supplies	Fees	Total
Business Management Practice	90	$39,400	$0	$0	$39,400
Computer Science: Concentration in Business Applications	90.5	$39,400	$0	$0	$39,400
Computer Science: Concentration in Network Security	90	$39,400	$0	$0	$39,400
Computer Science: Concentration in Networking Technology	90.5	$39,400	$0	$0	$39,400
Computerized Accounting	90	$39,400	$0	$0	$39,400
Criminal Justice	92.5	$39,400	$0	$0	$39,400
Health Information Technology	91	$39,400	$0	$0	$39,400
Medical Office Administration: Concentration in Medical Assistant	90.5	$42,000	$0	$0	$42,000
Paralegal Studies	90.5	$39,400	$0	$0	$39,400

Bachelor of Science Programs

Program	Credit Hours	Tuition	Books & Supplies	Fees	Total
Business Management Accounting					
Concentration in Business Applications	181.75	$78,800	$0	$0	$78,800
Concentration in Business Management Practice	181.25	$78,800	$0	$0	$78,800
Concentration in Computerized Accounting	181.25	$78,800	$0	$0	$78,800
Business Management and Technology					
Concentration in Business Applications	183.25	$78,800	$0	$0	$78,800
Concentration in Business Management Practice	182.75	$78,800	$0	$0	$78,800
Concentration in Computerized Accounting	182.75	$78,800	$0	$0	$78,800
Construction Management					
Concentration in Business Applications	182.75	$78,800	$0	$0	$78,800
Concentration in Business Management Practice	182.25	$78,800	$0	$0	$78,800
Criminal Justice					
Criminal Justice	185.5	$78,800	$0	$0	$78,800
Health Care Administration					
Health Care Administration	184.25	$39,400	$0	$0	$39,400
Information Technology Engineering					
Concentration in Network Security	180	$78,800	$0	$0	$78,800
Concentration in Networking Technology	180.5	$78,800	$0	$0	$78,800

Certification Testing Fees*	Amount
A+ Core Hardware/Operating System Technologies	$168
Checkpoint Certified Security Administration	$150
Cisco Certified Network Associate (comprehensive)	$250
Cisco Certified Network Associate (composite)	$300
Microsoft Certified Application Specialist	$89
Microsoft Certified Professional/Systems Engineer	$125
NCCT (examination preparation materials are separate)	$90
Novell Certified Netware Administrator	$125
Security+	$237
Security Certified Network Professional	$199

Testing fees are refundable only when the student has not attempted the exam. See Financial Aid to determine if financial aid can be used to pay certification costs. Fees are one-time only. If a student fails the exam and wishes to retake it, then the student must pay the fee.

Other Costs	Amount
Credit Earned by Proficiency Exam* (per course)	$100
Duplication of Student File	$20
Graduation Fee (certificate)	$50
Graduation Fee (associate degree)	$75
Graduation Fee (bachelor degree)	$125
Official Transcript Fee	$7
Official Transcript Fee (24-hour processing)	$25
Student ID Replacement Fee	$20
Ten-Key (estimated Cost; only required for advanced accounting courses)	$55
Administration fee**	$75
Book Replacement	$75

Non-refundable; the charge is per attempt.

**This fee is assessed when a student officially withdraws or is involuntarily withdrawn or dismissed. See the Withdrawal or Dismissal section.*

Textbooks

The cost of textbooks is part of the program tuition. Textbooks will be provided to students on or before the first day of a course. Textbooks are provided for student use during the course and are expected to be returned at the end of each course in good condition. Failure to return a textbook or returning it in poor condition may result in a fee being assessed.

FINANCIAL INFORMATION

Preparing for a lifelong career requires not only a commitment of time and effort, but a financial investment. Charter College assists students and their families develop a payment plan to enable students to complete their programs. Students may apply for scholarships, grants and loans. Students seeking financial aid must first complete the Free Application for Federal Student Aid (FAFSA). Enrollment Processors guide students through the application process for federal and state grants and loans appropriate to students' circumstances. Students do not repay scholarships and grants, but loans must be repaid plus interest.

Students who receive federal and/or state financial aid must maintain satisfactory academic progress. See Satisfactory Academic Progress for details.

Students who opt to pay cash for any portion of their tuition, fees and books must make satisfactory payment arrangements. Various payment options are available for those who prefer to pay in installments. Charter College offers cash payment plans without additional upfront fees. Students who are late one or more times on agreed payment schedule will be assessed a non-refundable late payment service charge of 5% of the payment due and may be subject to dismissal for non-payment.

To encourage student to make substantial commitment to their own education, Charter College will offer the following discounts to cash payers:

- Full cash payment of program tuition at onset of program = 10% discount. To qualify, the payment must be made in the first 5 days of instruction. Students are not eligible if they are receiving Title IV loans. A student may receive a Pell Grant and still be eligible, but the 10% discount is based on the program cost, not the total tuition. For example, $17,725.00 (program costs) - $5550.00 (Pell) = $12,175. The 10% discount is $1217.50.
- Full cash payment of tuition for a given quarter = 5% discount. To qualify, the payment must be made in the first 5 days of instruction. Full cash payment of the quarter amount. Discount amount may vary by quarter as cost is based on amount per credit.
- Cash down payment of $5,000 = 5% discount. To qualify, the payment must be made in the first 5 days of instruction. 5% discount is calculated off of the total GAP amount.
- Cash payment of 50% of the total program tuition = 5% discount. To qualify, the payment must be made in the first 5 days of instruction. 5% discount is calculated off of the total program cost. Students are not eligible if they are receiving Title IV loans. A student may receive a Pell Grant and still be eligible, but the 5% discount is based on the program cost, not the total tuition. For example, $17,725.00 (program cost) - $5550.00 (Pell) = $12,175. The 5% discount equals $608.75.

Charter College graduates are eligible to receive a tuition discount if they enroll in another program at Charter College. Students who enroll in another program before graduation will receive a 15% discount on the tuition cost of the new program. Graduates who enroll in another program with Charter College will receive a 10% discount on the tuition cost of the new program.

The following eligibility criteria and steps must be met:

1. Student must be a graduate of Charter College to receive the discount.
2. Tuition discount applies to program costs only and will not result in any cash payment to a student.
3. To apply, an Alumni Tuition Discount Application must be completed. This form is available in the Student Success and Admissions departments. The form may be submitted at any time prior to graduation.
4. If a recipient petitions for a change in program, the tuition discount will adjust

relative to the new total tuition charges.

5. Students may receive more than one discount as the discount is per program.

Charter College Share the Knowledge Tuition Discount

Charter College recognizes the challenges families face when multiple members decide to attend college together. In order to provide financial assistance to families with two members attending Charter College together, the *Share the Knowledge Tuition Discount* is available. The amount of this discount is 20% of total tuition costs if applied to one student or 10% of total for each tuition costs if shared between two family members. Current and newly enrolled students may apply for discount but the discount only applies to remaining unbilled tuition. The following eligibility criteria and steps must be met:

1. Applicable to immediate family members only (father, mother, son, daughter, brother, sister, stepchildren, spouses, and grandparents/grandchildren) of an attending or enrolling student.
2. If one student is currently attending at time of application, they must have a cumulative GPA of 3.0 or greater with no less than 90% attendance at the time of application for *Share the Knowledge Tuition Discount*. If both students are currently attending at time of application, GPA and attendance requirement must be met for each. If both applicants are new students at time of application, the GPA and attendance are not required.
3. Tuition discount value may be shared between both students. If shared, both members will receive a 10% discount on the unbilled tuition remaining for their respective program tuition costs.
4. Tuition discount applies to program charges only and will not result in any cash payment to student. Discount will be applied to student's account prorated over the remaining billing periods for their program.
5. Recipients may attend different Charter College campuses.
6. To apply, a *Share the Knowledge Tuition Discount Application* must be completed (attached). This form is available through Admissions. This can be completed at any time prior to graduation of the recipient(s). Only one application per two students is required.
7. If one of the two recipients of the tuition discount drops or withdraws from the college, the earned discount per term completed will be applied, but any balance remaining will be forfeited by both students.
8. If the recipient petitions for a change in program, the tuition discount will adjust to percent of new total tuition charges remaining for their program.

Only one **Share the Knowledge Tuition Discount** per student. A student may not have more than one *Share the Knowledge Discount Application* on file.

Financial Aid Programs

Charter College administers many of the federal student financial aid programs in addition to other alternative loans based on an academic year, which varies by program. All students receiving federal aid are required to meet various disbursement requirements including entrance counseling and verification (if applicable).

In accordance with Title IV regulations, students are also required to complete all documentation, verification process (if applicable) and must have attended for 30 days before the first disbursement can be applied to their account. The time of transmission of financial aid resources to Charter College is dependent on action by the funding agency. The College will do everything possible to expedite the disbursement, after verifying students have met all requirements for disbursement. After this confirmation, funds are ordered and credited towards eligible tuition, books and fees. Any credit balance that occurs is available to students unless otherwise requested to be held on account.

The following financial aid programs are available to qualifying students at Charter College.

PELL	Federal Pell Grant
SEOG	Federal Supplemental Educational Opportunity Grant
DIRECT	Subsidized and Unsubsidized Loan Programs
PLUS	Federal Parent Loan for Undergraduate Students
WIA	Workforce Investment Act
REHAB	Private Rehabilitation Benefits
ALTERN	Alternative Loan/Cash Payment Programs
FWS	Federal Work Study
VA	US Department of Veterans Affairs

Federal Pell Grant

Authorized by the United States Congress and administered by the United States Department of Education, the Federal Pell Grant provides up to $5,550 for the 2011-2012 award year. As a grant, no repayment is necessary unless a student fails to complete a portion of the academic year, which will result in a Return of Title IV Aid calculation. The Federal Pell Grant is need-based and limited to undergraduate students who have not earned a bachelor's degree or first professional degree.

Federal Supplemental Educational Opportunity Grant

Authorized by the United States Congress and administered by the United States Department of Education, the Federal Supplemental Educational Opportunity Grant (FSEOG) is available for undergraduate students with exceptional financial need who are receiving a Federal Pell Grant. The FSEOG is available only to students who have not earned a bachelor's degree or first professional degree. FSEOG funding is limited and is awarded until funding is expended. Priority will be given to new students with an Auto 0 EFC. Students must complete their first payment period to be eligible. The maximum award is $400 for the 2011-2012 award year. Remaining funds are awarded to otherwise eligible students based on need.

Federal Direct Subsidized Stafford Loan

Authorized by the United States Congress and administered by the United States Department of Education, the Federal Direct Subsidized Stafford Loan is a need-based loan that provides up to $3500 per academic year for eligible first-year students. For loans disbursed after July 1, 2010, there is a loan origination fee and the interest rate fixed at 3.4%. While the student is in school and during the six-month grace period (after the last date of attendance), interest is subsidized (paid) by the federal government. After the grace period, minimum payments are $50 per month per loan.

Federal Direct Unsubsidized Stafford Loan

Authorized by the United States Congress and administered by the United States Department of Education, the Federal Unsubsidized Stafford Loan provides $2,000 per academic year to all eligible students. Independent students and dependent students whose parents did not qualify for the Federal PLUS Loan (see below) may qualify for a additional $4,000 (2011-2012) per academic year. In addition, students who are ineligible for subsidized loans may qualify for unsubsidized Stafford loans in lieu of subsidized loans in the amount of $3,500 (2011-2012) for freshmen. Increased amounts may be available to sophomores, juniors, and seniors. For loans disbursed after July 1, 2010 there is an origination fee and the interest rate is fixed at 6.8%. Interest begins accruing after the first disbursement. There is a six-month grace period after the last date of attendance during which no principal payments are due. Students may choose to pay the interest while in school or they can opt to capitalize the amount until after the grace period ends. Minimum payments are $50 per month per loan.

Federal Direct PLUS Loan

Authorized by the United States Congress and administered by the United States Department of Education, the Federal PLUS Loan provides funding up to the total cost of attendance (COA) minus all other financial aid students have for their current enrollment. Parents of dependent undergraduate students are eligible to apply and credit checks are conducted. For loans disbursed after July 1, 2010, there is a 4% origination fee and the interest rate is fixed 7.9%. Minimum payments are $50 per month. There is no grace period on this loan however parents may request a deferment of repayment while the student is enrolled at least half-time and for a period of six months after the student ceases to be enrolled

Federal Work Study

Federal Work-Study (FWS) provides part-time jobs for undergraduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the recipient's course of study. Please see Financial Aid to determine eligibility if interested.

Veterans Assistance Programs

There are various GI Bills available for many different types of Education Programs. Please go to http://www.gibill.va.gov/GI_Bill_Info/programs.htm for more detailed information or speak to Financial Aid to determine eligibility for Veterans Benefits.

Federal or State Loans

If a student is eligible for a loan(s) guaranteed by the federal or state government and the student defaults on the loan(s) both of the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.

2. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Verification

Under Title IV regulations, students who have applied for federal aid may be selected for verification. If selected, students will be required to submit additional documentation (including but not limited to prior year taxes and W-2s) to the Department of Financial Aid within five business days to complete the process so final eligibility for federal aid can be determined. Students should be aware, this process may require changes to the application, thereby affecting eligibility for grant and loan programs. Students whose eligibility changes will be notified of such changes upon determination by the College.

New Students

All first-time, first-term students who remain in attendance after the 30 day waiting period are eligible for their first disbursement of financial aid, if all other eligibility requirements are met. All subsequent disbursements are subject to attendance requirements and satisfactory academic progress.

Exit Counseling

All students using federal loans to fund any part of their educational costs are required to complete exit counseling within 30 days of their last day of attendance. There are various methods to complete exit counseling, on-line or via mail. Students are encouraged to schedule a personal appointment with the Loan Coordinator to complete the process prior to departure; however, in the event this isn't possible, exit counseling information will be mailed to the student.

Institutional Funding Option

Charter College offers many federal, state, and alternative financial aid options for students to pay their educational expenses. Many of these options require credit worthiness and not all those who apply will be approved. For students who have applied for these options and been denied, the College offers an institutional loan option called *Retail Installment Contracts*. A

Retail Installment Contract without credit worthiness is available.

A Retail Installment Contract (RIC) through a third party servicer, UNISA. While a student attends the College and for three months after leaving, the loan is at 0% interest. Payments are due on the first of every month after attending

class. If the loan extends beyond three months after the student stops attending, the interest rate increases to 8% until the loan is paid off.

Charter College 2011 High School Scholarship

Each campus will award 10 **Career Focused Educational Scholarships** to qualified 2011 high school graduates from area high schools. Each award is $2,000.

Scholarship Eligibility Requirements:

1. Must be a 2011 High School Graduate
2. Submit a completed Charter College High School Scholarship with one -two page essay included, describing academic plans and career goals and official high school transcript, no later than June 30, 2011 to campus of interest.
3. Must complete an admissions interview with an Admissions Representative at the college by June 30, 2011.
4. If a recipient, the student must begin classes no later than September 19 2011. Must attend college as a full-time student, maintain a cumulative grade point average of 2.5 or greater on 4.0 scale, meet attendance requirements , and successfully complete the program of study; otherwise, the scholarship, or the remaining portion of it, will be withdrawn.
5. Applicant may not be a current student of Charter College.

Selection Process:

Each campus president will appoint a minimum of 3 members to a **Scholarship Selection Committee.** These three members should be in managerial positions and may not include anyone working in the Admissions department.

The Director of Admissions (DOA) will submit a packet with all completed applications to the **Scholarship Selection Committee** by July 5th, 2011. The Committee will award recipients based on the quality of essay submitted. The Committee will document their final decision on the top-right corner of the scholarship application. A Committee member will write **APPROVED or DENIED, date and signature.**

All applications will be returned to DOA by July 18, 2011.

The DOA will retain a log that tracks all submitted applications and a file with all Approved and Denied Scholarship Applications, within the Admissions department.

Notification and Awarding:

Career Focused Educational Scholarship recipients will be notified no later than July 22, 2011. The college will notify all recipients via phone and through mail using the **Scholarship Congratulations Letter** (attached). The DOA is responsible for ensuring letters to recipients are mailed and assigned Admissions Representative contacts prospective student via phone.

Charter College Community Scholarship

Scholarship Eligibility Requirements:

• High School graduate, GED recipient, or pass an approved ability to benefit test no later than December 31, 2011.
• Complete and submit all required documents no later than December 31, 2011.
• Complete an Admissions Interview at Charter College campus and apply for admission.
• Begin classes with Charter College no later than January 17, 2012.

Applicants must submit the following required documents by December 31, 2011:

• A two-page (double-spaced with 1" margins) essay describing their academic plans and career goals. Please give specific examples.
• Completed Charter College Scholarship Application
• Official High School or GED Certificate

Submit documents to the College by December 31, 2011 deadline via mail or delivery to:

Charter College - Anchorage
Attn: Scholarship Selection Committee
2221 E Northern Lights Blvd. #120
Anchorage, AK 99508
Phone: (907) 277-1000

All applicants must complete an admissions interview with an Admissions Representative at Charter College prior to December 31, 2011, and complete the enrollment process. The applicant may contact the College at the

number listed above to schedule an interview.

All scholarship recipients must be enrolled as a full-time student, 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 meet these requirements will result in the full scholarship, or the remaining portion of it, to be withdrawn.

Current Charter College students are not eligible.

Notification and Awarding

The Scholarship Selection Committee will determine award recipients. All recipients will be notified via phone and mail no later than January 10, 2012.

The scholarship award is equal to 50% of the cost of a diploma program of an applicant's choice.

Charter College Career Planning Scholarship

New and existing students are eligible for the Charter College Career Planning Scholarship. The eligibility requirements, however, differ as follows.

Eligibility Requirements for New Students:

1. Must meet all admissions requirements, including an interview, no later than Nov. 28, 2011.
2. Begin classes with Charter College no later than January 09, 2012.
3. Submit a one page essay describing your academic plans and career goals, include specific examples (ESSAY FORMAT: one page, double spaced with 1" margins).
4. Complete a Charter College Scholarship Application.

Eligibility Requirements for Existing Students:

1. Must be a Charter College student in good standing with a cumulative grade point average of 3.0 or higher.
2. Submit a one page essay describing your academic plans and career goals, include specific examples (ESSAY FORMAT: one page, double spaced with 1" margins).
3. Complete a Charter College Scholarship Application.

Submit documents to the College on or before November 23, 2011 to:

Charter College - Anchorage
Attn: Scholarship Selection Committee
2221 E Northern Lights Blvd. #120
Anchorage, AK 99508
Phone: (907) 277-1000

Notification and Awarding

The Scholarship Selection Committee will determine award recipients. All recipients will be notified via phone or mail no later than November 28, 2011.

The award varies from $20 to $1000.

All scholarship recipients must be enrolled as a full-time student, maintain a cumulative grade point average of at least 2.5, meet attendance requirements, and successfully complete the program of study. Failure to meet these requirements will result in the full scholarship or the remainder portion of it, to be withdrawn.

Charter College Alaska Native and American Indian Matching Grant

Eligibility Requirements:

See Financial Aid at Charter College – Anchorage for information and applications.

Notification and Awarding

The scholarship awards vary not to exceed $2,000.

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.

Notification and Awarding

The Scholarship Selection Committee will determine award amounts.

Students Using Third-Party Funding

Students sponsored by foundations, companies, or governmental agencies, including, but not limited to, the Veteran's Administration Department of Vocational Rehabilitation (VA-DVR) and the Workforce Investment Act (WIA) or STEP, must provide written approval from the sponsoring agency affirming the student's authorization for the academic year. Any portion of tuition and fees not covered by the sponsoring agency will need to be paid by the student.

Prior to attending classes, Charter College must receive verbal authorization from an official of the organization to sponsor students. Within two weeks after the verbal authorization, the College must have received written authorization in order for sponsored students to continue attending class. The organization will be billed within 30 days of receipt of signed authorization.

Students with Financial Balances

Students whose accounts with Charter College are past due and who have not made satisfactory payment arrangements may be subject to the *Involuntary Withdrawal*. Many payment options are available and students are encouraged to consult with the Department of Financial Aid for assistance.

Withdrawal or Dismissal

Students have the right to withdraw from a program of instruction at any time. Within five days of receipt of Notice of Withdrawal, the College will acknowledge to the student in writing the receipt of the Notice of Withdrawal with the effective withdrawal date. If a student attends the College and officially withdraws or is involuntarily withdrawn or dismissed, the student is obligated to pay for the institutional charges (tuition and fees), possible equipment costs, and an administrative fee of seventy five dollars ($75).

The amount of tuition and fees owed to the College is based on the week of the last day of attendance. If a student attends after the sixth week of a quarter, the student is obligated to pay for all of the institutional charges for the quarter.

If a student obtains equipment, as specified in the Enrollment Agreement, and returns it in good condition within 30 days following the date of withdrawal, the College will not charge for the equipment. If a student fails to return the equipment in good condition, allowing for reasonable wear and tear, within 30 days, the College may charge the student for the cost of the equipment. A student will be liable for the amount, if any, if the cost of the equipment exceeds a refund amount. A list of equipment costs is available at the College.

The amount of tuition and fees owed to the College and charges for equipment are subtracted from the amount a student paid for tuition and fees. **If the amount owed is more than the amount paid to the student's account, the student must make arrange-**

ments to pay the College the outstanding balance. Student balances that remain unpaid for a period of 60 days without payment will be forwarded to an agency for collection. Additional fees will apply and this further attempt to collect the outstanding debt will adversely affect a student's permanent credit history.

If the amount paid for institutional charges is more than the amount owed, a refund will be made to the student within 30 days of the last day of attendance (see Post Withdrawal Disbursements).

Refunds

The following schedule is used to calculate refunds of tuition and fees. For example, if a student's last day of attendance is during week 2 of the quarter, the student will be refunded 80% of the tuition and fees for that quarter. A student that attends after the sixth week will not receive a refund of tuition and fees.

Last Week Attended	% Refund
Week 1	100%
Week 2	80%
Week 3	60%
Week 4	55%
Week 5	50%
Week 6	30%
Week 7-10	0%

Return of Title IV Funds

Students who are using Title IV federal aid and withdraw, are withdrawn, or dismissed from the College prior to completing more than 60% of the calendar days in the current financial aid payment period will have their eligibility for aid recalculated based on the percentage of the payment period completed *(percentage of Title IV aid earned)*.

The *percentage of Title IV aid earned* is calculated as follows:

- The number of days completed by a student divided by the total number of days in the period times 100% equals the percentage of the period completed. The percentage of the period completed represents *the percentage of Title IV aid earned* by the student.
- The *total number of days in the period* excludes any scheduled breaks of more than five days, but includes all weekend days within the beginning and ending dates of each period.
- For example, if a student attends the 17th day of a period with 67 days, the percentage of Title IV aid earned is 25.4% (17/67 times 100%).
- If a student attends more than 60% of the payment period, the student has earned 100% of the Title IV aid.

100% minus the percentage of earned Title IV aid earned equals *the percentage of unearned Title IV aid*. Using the example above, 74.6% (100% minus 25.4% equals 74.6%) of the Title IV funds remains unearned and must be returned to the financial aid program.

After a return of unearned federal aid has been calculated, the portion of aid to be returned to federal programs is distributed in the following order:

1. Federal Unsubsidized Stafford Loan
2. Federal Subsidized Stafford Loan
3. Federal Plus Loan
4. Federal Supplemental Educational Opportunity Grant
5. Federal Pell Grant

After a return of unearned federal aid has been calculated and returned as listed above, the portion of aid to be returned to other funding programs is distributed in the following order:

1. Alaska Supplemental Education Loan
2. Third party funding such as Veterans Administration Rehabilitation, Division of Vocational Rehabilitation, Worker's Compensation, WDP, and/or foundation funding
3. The student

The percentage of earned Title IV aid may include disbursed and not disbursed funding for which students were eligible prior to the withdrawal from the College. If withdrawing students are determined to have been eligible for and earned more aid than was actually disbursed before the official withdrawal date, Charter College will disburse the funds in accordance with federal regulations (see Post Withdrawal Disbursements).

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 the Pell Grant, grant money will be disbursed directly to the student's account at the College. That is, because Pell grants are not loans, the student does not have to approve receiving grant money.

If a student is eligible for disbursement of loan funds (different from Pell Grant), the student must submit a written acceptance/approval of those loans within 14 days of written notification from the College. If the student approves the loans, the loan funds will be disbursed to the student's account at the College. After outstanding institutional charges are paid and if excess funds remain, the funds will be given to the student within 30 days of the student's withdrawal.

ACADEMICS

Academic Awards

President's List

Upon graduation a student with a cumulative grade point average (CGPA) of 3.7 or higher and 100% attendance is placed on the President's List. Students so honored are recognized at their commencement ceremony and receive a printed certificate.

Dean's List

After each module, full time Charter College students who have earned a grade point average of 3.7 or higher and had perfect attendance during the quarter just concluded are placed on the Dean's List.

Associate Dean's List

The Associate Dean's List award is awarded to students with a grade point average of 3.5 or above for the module. Full and part-time students are eligible for the Associate Dean's List.

Perfect Attendance

Campuses may also recognize perfect attendance for a quarter with a Perfect Attendance Award. In order to be eligible for the Perfect Attendance Award students must have attended every minute of every assigned course.

Academic Dishonesty

Academic honesty is essential in student conduct. An academic honesty violation includes, but is not limited to, cheating, plagiarism, forgery, falsification, alteration, copying, fabrication, bribery, and collaboration without expressed permission. Charter College students are responsible for the preparation and presentation of work representing their own effort, skills and achievements. Students will identify any quotations, materials or paraphrased materials taken from the work of others and fully acknowledge and identify the sources. "The work of others" includes published works as well as work completed by other students, and encompasses projects, assignments, computer exercises and exams.

Cheating will result in an "F" grade for the course and may be grounds for dismissal from the College. Plagiarism will result in zero points for any research and may be grounds for dismissal from the College.

Academic Freedom

Charter College provides instructors with the freedom to teach and pursue knowledge and skills and to discuss them openly, consistent with the requirements and expectations of the subject matter and the College curriculum.

Instructors at Charter College are entitled to express professional points of view within the limits of the mission and academic policies and procedures.

Advanced Academic Standing

Course credit may be awarded by examination and transfer of credit. The Dean of Education is responsible for approving all advanced academic standing. Advanced standing credit is assigned a grade of "T ." Advanced academic standing counts toward meeting graduation requirements, however, these credits do not count toward satisfactory academic progress (see the Satisfactory Academic Progress section). Tuition will be adjusted accordingly for course credit.

No more than 75% of the credit hours in a program may be awarded either by transfer of credit and/or by examination.

Transfer of Course Credit from Other Institutions

Transfer credit will be considered from an institution of higher education accredited by an agency recognized by the U.S. Department of Education. Course credit will be awarded for courses that are comparable in scope, content and number of credits to courses offered at Charter College. Courses must be at the 100-level or higher and completed with a grade of "C" or higher or the equivalent. Technical coursework should be current and no older than 8 years. Course prerequisites and course sequencing must be observed to ensure

appropriate skill development.

To obtain transfer credit the Charter College Registrar must receive an official transcript from the other institution. The transcript will be reviewed by the Dean of Education or designee. A student may be required to produce a catalog, textbook or other supporting documentation.

Proficiency Credit

Charter College allows students to test out of a course by passing a proficiency examination. The fee for a proficiency examination is $100 per course. Students must test out of a course prior to the first day of the course.

In order to successfully pass a proficiency examination a student must score 70% or higher. Proficiency examinations may be attempted only once.

Credit by Certification Examination

Students may receive credit for courses that require certification examinations. The courses that may be challenged by passing the official certification exams are listed in the table below. Students may attempt certification exams as many times as permitted by the vendors. See the Tuition and Fees section for certification examination fees.

Charter College Course Name	Corresponding Official Certification
PowerPoint for Windows (CMP126)	Microsoft Certified Application Specialist (MCAS) Access and PowerPoint
Word for Windows (CMP130)	Microsoft Certified Application Specialist (MCAS) Word
Excel for Windows (CMP131)	Microsoft Certified Application Specialist (MCAS) Excel
Microsoft Server Windows Environment (CMP129)	Microsoft Exam 70–290: Managing and Maintaining a Microsoft Windows Server 2003 Environment (MCP)
Network+: Network Essentials (CMP134)	Network+
Security+: Network Security Fundamentals (CMP133)	Security+
A+ Fundamentals (DET124)	A+

Students who have passed an official certification examination must provide the College with the original certification approval showing a passing score for the exam. All official certification exams must be approved by the Dean of Education and be current (within the last 4 years) prior to credit being awarded. In addition to the certificate examination, a student may be required to take and successfully complete a proficiency examination to demonstrate mastery of the course content. Institutional and official Microsoft certification exams, as indicated on the chart, are offered only to students who have been officially admitted to Charter College.

Fees for official Microsoft certification exams

will be assessed for every attempt of the exam. Official certification exams may be taken at Charter College, if available, or at any certified testing center.

Credit by National Examination

Students who have taken an Advanced Placement Test may receive course credit by scoring 3 or higher. Students who have scored 50 or higher on College Level Examination Program (CLEP) tests may receive course credit. Course credit may be awarded for scores of 4 or higher on the Higher Level (HL) International Baccalaureate Test. Official documentation must be received by the College prior to a student starting classes.

The College emphasizes the need for all students to attend classes in order to develop

Attendance

the skills and attitudes necessary to compete in the highly competitive labor market. Since much of each program is conducted in a hands-on environment, attendance is critical to proper skill building.

Attendance is mandatory for all courses. Students are expected to attend every scheduled class, be on time, and attend for the entire scheduled class time. Attendance is taken in each class and is recorded permanently. Students arriving late for a class or leaving early are considered tardy. Tardiness and absenteeism will affect a student's grades.

Students who miss more than 20% of their scheduled class time (based upon contact hours assigned to the course) will earn a grade of "F" in that course. Students who are tardy or who leave class before the scheduled class end time must sign in or sign out and will be marked absent for the class time they miss. The cumulative class time missed by the student will be included in the calculation to determine if the student has been absent more than 20% of the scheduled class time.

Students at Charter College are responsible for completing all course assignments. Students who know in advance that they need to be absent must inform their instructors early so that appropriate make-up work can be arranged. Instructors will determine whether students who are absent from an exam may make it up.

Students are advised to call the administrative offices of Charter College when they are going to be absent from their course(s). Office hours are 8:00 a.m. to 8:00 p.m., Monday through Thursday and 8:00 a.m. to 5:00 p.m. on Friday. A message may be left with anyone answering the phone.

The attendance in an online course is based on activity in the course. Please contact the Online Registrar for details.

Students who fail to attend classes for more than 14 consecutive days will be subject to involuntary withdrawal (see Involuntary Withdrawal) from the College.

Change of Grade

If a student questions a grade received in a course, the student must first contact the instructor of the course. The instructor may request that the student supply any assignments or coursework for consideration. If the student is not satisfied with the instructor's decision, the student may meet with the Dean of Education. The student must complete this process within the first two weeks of the following module. All grades are considered final 30 days after the end of the module.

Change of Program

Students making satisfactory academic progress (See Satisfactory Academic Progress section) may transfer from one program to another. Because the program requirements differ, not all of the course credits may transfer. A student should check with the Dean of Education for information.

Copyright Policy

It is the policy of Charter College to comply with the Copyright Laws of the United States, and therefore, copyright infringement is not allowed by employees or students of Charter College.

Copyright infringement is the unauthorized reproduction, use, or display of copyrighted work without the permission of the copyright owner. Copyrighted work includes many forms of protected work including literary, musical, dramatic, and audiovisual creations, but not limited to these. Copyright protects the particular way an author has expressed himself; it does not extend to any ideas, systems, or factual information conveyed in the work.

The 1961 Report of the Register of Copyrights on the General Revision of the U.S. Copyright Law cites examples of activities that courts have regarded as fair use: "quotation of excerpts in a review or criticism for purposes of illustration or comment; quotation of short passages in a scholarly or technical work, for illustration or clarification of the author's observations; use in a parody of some of the content of the work parodied; summary of an address or article, with brief quotations, in a news report; reproduction by a library of a portion of a work to replace part of a damaged copy; reproduction by a teacher or student of a small part of a work to illustrate a lesson; reproduction of a work in

legislative or judicial proceedings or reports; incidental and fortuitous reproduction, in a newsreel or broadcast, of a work located in the scene of an event being reported."

Unless the doctrine of fair use would clearly apply to the situation, Charter College recommends that permission is obtained from the copyright owner before using copyrighted material. If there is any doubt, don't copy the work.

Course Schedules and Registration

Courses may be scheduled any day of the week Monday through Sunday, morning, afternoon and evening. Days and times of attendance may vary by program and may change from module to module.

Students are registered for courses by the Registrar. Students wishing to change their schedules must meet with the Registrar on or before the first day of a module.

Degrees and Certificates

A diploma is awarded to graduates when all program requirements and financial obligations are current. Prior to externship, students are encouraged to contact Financial Aid to confirm their financial status. Students with unpaid balances can request a completion letter to affirm their completion of the course requirements for their program.

Externship

For programs requiring an externship, the policies and grading are the same as required for other academic coursework. Days, hours, dress code, responsibilities, etc. are dependent on the requirements of the externship facility. During the externship, a student will be evaluated in the areas of professional performance, work habits, initiative, etc. If a student is unable to reach minimum competency in the extern facility, she/he will be required to return to the College for remedial assistance and/or serve additional externship hours. Students are required to submit weekly attendance documentation to the College while on externship.

Some externships require students to have immunizations and/or a health clearance. Check with Career Services and the externship site to obtain a list of required immunizations.

All costs for immunizations and a health clearance are the responsibility of the student.

In order to be eligible for externship, students must be current in their financial obligations to the College. Students who are delinquent in their monthly payments or who have unfunded debt with the College will be involuntary withdrawn from the College until such time as their financial obligations are met. Once the financial situation is resolved and a student is in good standing, the student is eligible for readmission to the College through the re-entry process. See the Re-Entry section.

Prior to externship, students are encouraged to contact Financial Aid to confirm their financial status. Students with unpaid balances can request a completion letter to affirm their completion of the course requirements for their program.

Grading System

Evaluation of student achievement will be based on meeting the objectives for each course. At the beginning of each course, the instructor will provide students with a syllabus identifying the objectives and grade determination criteria. Instructors base assessment on assignments, tests and quizzes, and course participation. The standard scale of A to F and P are considered earned grades. Official grades are issued at the completion of each module. Students have 14 days from the end of a module to dispute a grade (see Change of Grade). All grades are considered final 30 days after the end of the module.

Grade	Quality	Points
A	Superior	4
A-		3.7
B+		3.3
B	Excellent	3
B-		2.7
C+		2.3
C	Satisfactory	2
C-		1.7
D+		1.3
D	Min Passing Grade	1
F	Fail	0
G	Graduate	0
I	Incomplete	0
P	Pass	0
T	External Transfer Credit	0
W	Withdrawal	0
WN	Withdrew (No Attend)	0

Incomplete

Once enrolled in a course, students should make the effort to complete all course assign-ments during the module in which they are officially enrolled. However, circumstances of unusual and exceptional hardship may arise which prevent students from completing course assignments by the end of the module. In those cases, an Incomplete grade, "I," may be granted to a student who has completed most of the assignments required by the course. Students must petition to receive an Incomplete in the course with the approval of the instructor and the Dean of Education (or Associate Dean). Students must complete a petition form and submit it to the instructor prior to the last class meeting. Petition forms are available in the Academic Department.

Students who are granted an Incomplete will receive a grade of "I" followed by a "/" and the grade earned thus far in the course; example: "I/D." Students must submit all missing course requirements to the instructor within two weeks after the end of the module. Students officially enrolled in an externship may petition

for up to five weeks to complete the externship with the permission of the Dean of Education. If the missing requirements are not completed, the student will be issued the grade indicated on the Incomplete Petition.   Regardless of whether the course work is completed, the Incomplete will be changed to a letter grade.

Failure

Any course in a program of study that is failed must be repeated and passed. (See Repeating a Course.)

Withdrawal

A course is assigned a withdrawal grade of "W" when a student officially withdraws or is with-drawn by the College. A course withdrawal is not included in the calculation of a grade point average. A "WN" is assigned when a student withdraws from a course that s/he never attended.

Transfer Credit

When a student receives advanced academic standing a grade of "T" is assigned for the course. Advanced academic standing counts

toward meeting graduation requirements, however, these credits do not count toward satisfactory academic progress (see the Satisfactory Academic Progress section).

Grade Point Average

To calculate a grade point average, multiply the points associated with each grade times the number of credit hours for each course. Add these grade points and divide by the total number of credit hours.

Graduation Requirements

To be eligible for graduation, students must:

1. complete all required courses with at least a cumulative Grade Point Average of 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 financial and other obligations to the College
6. meet all Career Services requirements, i.e. final resume, Student Needs Assessment and Career Plan; and
7. complete all required certifications (if applicable).

Holidays and Weather Closures

Occasionally the College will close due to holidays, bad weather or other natural phenomenon. Class times are always scheduled to make up for one missed day per module. If the College closes for more than one day, classes will meet on an unscheduled day, Friday. In the case of more than one unexpected closure, if possible, students will be given notice at least one week in advance so that arrangements can be made to attend. When the College closes unexpectedly for more than one day, students should anticipate making up the time before the end of the module.

Homework

In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two hours for every hour of lecture. Out-of-class assignments such as papers, projects and presentations and sometimes exercises and problem solving will be graded and included in the final evaluation of a student's grade in a course. The syllabus for each course provides the criteria used to determine the grade in the course.

Involuntary Withdrawal

A student who meets any of the following criteria will be subject to involuntary withdrawal from the College:

- failure to attend classes for more than 14 consecutive calendar days
- academic dismissal (see Satisfactory Academic Progress)
- certification test not successfully completed (if applicable to program)

The last date of attendance will be determined by the Registrar using attendance records. Re-admission to the College following involuntary withdrawal will be at the discretion of the College. See the Re-entry section.

Online Courses

Charter College offers several programs in an online format. These programs are equal to those taught at any of our campuses. Contact the Registrar for a list of entire programs available online.

Students, who are unable to attend certain courses or wish to have some more flexibility when it comes to learning, may want to consider taking some courses online. Students have the option of taking up to 49 percent of the credit hours in their program online. For a list of online courses, contact the Registrar. Students who desire to attend online courses

should contact the Registrar for registration.

Course requirements are the same whether the course is taken online or on-campus. Student fees, textbook requirements, and grade and credit hour awards for courses taken in an online format are equal to the same courses taken on campus. Students taking courses online must complete the online orientation. The online orientation is available through the campus library website.

Online courses require students to be dedicated and have self-discipline in order to succeed in their courses. In addition, students enrolled in online courses are required to have available a computer and high-speed Internet access, and a supported web browser (including Internet Explorer, Mozilla, and Safari). Other system requirements include the following:

- Microsoft® Windows 2000 or Windows XP (recommended)
- Intel® or AMD® CPU at 266MHz or better
- 128 MB RAM
- Web browser: Microsoft Internet Explorer 6.0-7.0; Mozilla Firefox® 1.0–2.0; Mozilla 1.2.1–1.7.12 116 Revised 4/4/2011

- Java JRE 1.4.1_02–1.5/5.0 required for instructors and recommended for students
- Adobe® Flash® Player strongly recommended
- To print tests, Adobe Acrobat® Reader 4.05b or higher.
- Screen Resolution of 800 x 600 or higher, and color quality of 16-bit or higher.
- Pop-up blocking software turned off or configured to allow *.ilrn.com to display pop-ups.
- Recommended: Apple® QuickTime®, Real Player®, and Adobe® Shockwave® player. These free browser plug-ins are used to display multimedia components in some products, including TLE and Personalized Study courseware.
- Sound card for products with audio features (for example, The Learning Equation).

The platform for online courses is Moodle. Students enrolled in online courses must sign in the course during the first week of the course. Additionally, students who have not yet completed the Moodle Orientation are required to complete that during the first week of the course.

Re-Entry

A student who has been voluntary or involuntary withdrawn for less than 12 months and wishes to re-enter the College must contact the Director of Student Success. The Director of Student Success interviews the student and the student completes a petition form. The College reviews the student's petition, academic record, and financial aid. The Director of Student Success contacts the student as to the petition decision.

When a student has been approved to return, the student must sign a new Enrollment Agree-ment and meet with Financial Aid. The student is subject to the current tuition rate on the new Enrollment Agreement, a $100 re-entry deposit and the current catalog.

Exceptions to the re-entry deposit are listed below.

- The student was withdrawn due to no fault of their own such as an extern site or course was not available
- The student had a pre-arranged agreement with the College to leave for medical reasons, etc.

Repeating a Course

A student, who has received a failing grade ("F") or a withdrawal ("W") in a course, must repeat the course to meet the requirements of the student's program. When a course is repeated the higher of the two grades will be counted for purposes of calculating the student's cumulative grade point average. If repeating a course is required, the length of the program must not exceed 1½ times the scheduled program (see Satisfactory Academic Progress).

A course in which a student has received a "W" or "F" grade may be attempted only **three** times. A student who does not successfully complete a course after the third attempt will be academically dismissed from the College and may not appeal the dismissal. A student will be charged for all repeats.

In order to graduate a student must have a cumulative grade point average of 2.0 or higher and complete all the courses and requirements for graduation within 150% of the total number of credit hours in the program of study. To help students meet these requirements the College checks periodically that students are making Satisfactory Academic Progress (SAP). SAP is measured in two ways, CGPA and rate of progress. Rate of progress is the percentage of successfully completed credit hours relative to attempted credit hours. That is, number of completed credit hours divided by attempted credit hours times 100.

SAP is measured at evaluation points that occur every ten weeks (i.e., every quarter). The SAP table indicates what CGPA and rate of progress benchmarks a student must have at the evaluation points to be meeting SAP.

Satisfactory Academic Progress Evaluation Points and Benchmarks

Degree	Evaluation Point	Benchmarks CGPA and % Rate of Progress
Certificate	1st	1.6 and/or 50%
	2nd	1.8 and/or 60%
	3rd and thereafter	2.0 and/or 67%
AAS Degree	1st	1.0 and/or 33.4%
	2nd	1.6 and/or 50%
	3rd	1.8 and/or 60%
	4th and thereafter	2.0 and/or 67%
BS Degree	1st	1.0 and/or 33.4%
	2nd	1.6 and/or 50%
	3rd	1.8 and/or 60%
	4th and thereafter	2.0 and/or 67%

Students not meeting these benchmarks are not making Satisfactory Academic Progress. The first time a student is not making SAP, the student is placed on academic warning. If the student receives financial aid, the student may be placed on financial aid warning. Students on academic warning/financial aid warning will be notified via the student portal and contacted by their Program Head, Associate Dean or Dean of Education (see the Academic Advising section).

At the next evaluation point if a student on academic warning meets or exceeds the benchmark, the student is taken off academic warning. If, however, a student does not make SAP, the student is placed on academic probation. If the student receives financial aid, the student may be placed on financial aid warning or financial aid probation, also. Students on academic probation/financial aid probation will be notified via the student portal.

Students placed on financial aid probation must appeal in order to continue receiving financial aid. See the Appeal Financial Aid Probation section of the catalog for details.

Students on academic probation have until the next evaluation point to meet or exceed the SAP benchmark. If they do so, they are taken off academic probation. If a student does not make SAP, the student is dismissed from the College. A dismissed student is notified via the student portal and contacted by the Dean of Education.

A dismissed student may appeal the dismissal. See the Appealing Academic Dismissal section of the catalog for details. If a student's appeal is denied, the student may appeal again after one year of the date of the dismissal. A student may not return to the College if denied more than once. If a student's appeal is approved, the student is placed on academic probation and will be eligible for financial aid with an

academic plan until the next evaluation point.

Satisfactory Academic Progress and Course Withdrawals and Failures

When a student withdraws from a course, the course is assigned a "W" grade. This grade has no grade points and therefore does not impact a student's cumulative grade point average. A course withdrawal, however, negatively impacts the rate of progress by increasing the number of credit hours attempted.

A failing grade negatively impacts a student's cumulative grade point average and rate of progress.

Transfer Credit and Satisfactory Academic Progress

When a student receives transfer credit (advanced academic standing), the transferred credit hours do not carry grade points and therefore do not impact the student's cumulative grade point average. The total number of allowable credit hours attempted, however, decreases by the number of credit hours transferred to the College. For example, if a student transfers 15 credit hours into a program with 55 credit hours, the number of allowable credit hours attempted will equal 50 – 15 = 40, and 1.5 times 40 = 60 credits hours allowed.

Appealing Financial Aid Probation

To appeal financial aid probation a student must write a letter to the Appeals Committee stating what circumstances lead to poor academic performance. Acceptable circumstances are generally outside of the student's control and are unavoidable examples include death of a family member, military service, and child care problems. Documentation to support the appeal should be submitted with the appeal letter. In addition, the appeal letter must state what steps have been taken to correct the situation. The student should give the appeal letter to the Dean of Education or a Program Head. While the appeal is being considered by the Appeals Committee, the student should continue to attend classes.

If the financial aid appeal is denied, the student may continue to attend classes on a cash pay basis until the next SAP evaluation point.

At the next evaluation point the student must meet or exceed the SAP benchmark to be making satisfactory academic progress. If the student is making SAP, financial aid eligibility is reestablished. If a student does not make SAP, the student is dismissed from the College.

Appealing Academic Dismissal

A student that has been dismissed for not making satisfactory academic progress may appeal the dismissal. To appeal the student must write a letter to the Appeals Committee stating what the circumstances were that lead to poor academic performance. Acceptable circumstances are generally outside of the student's control and are unavoidable such as death of a family member, military service, and child care problems. Documentation to support the appeal should be submitted with the appeal letter. The student should give the appeal letter to the Dean of Education or a Program Head. While the appeal is being considered by the Appeals Committee, the student should continue to attend classes. The Dean of Education will notify the student regarding the outcome of the appeal.

A student who is academically dismissed and does not appeal the dismissal immediately will be involuntarily withdrawn from the College. When an academically dismissed student wishes to return to the College, the student must appeal the academic dismissal according to the requirements above. If the appeal is approved by the Appeals Committee, the student will be readmitted to the College. The Dean of Education will inform the student of the appeal approval and will direct the student in the re-admission process.

If a student's appeal is denied, the student may appeal again after one year of the date of the dismissal. A student may not return to the College if denied more than once. If a student's appeal is approved, the student is placed on academic probation and if applicable on financial aid with academic plan until the next evaluation point.

Academic Advising

Students not making satisfactory academic progress must meet with the Dean of Education or a Program Head for academic advising. Academic advising includes analyzing the circumstances that lead to poor academic performance and creating an academic improvement plan to address the circumstances. The academic improvement plan becomes part of a student's academic file.

Students with an academic improvement plan must meet weekly with the Dean of Education or their Program Head to determine progress toward completing the plan.

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. Student accounts must be paid in full to receive an official transcript. The College archives academic transcripts indefinitely.

Transfer Credit from Charter College to another Institution

The transferability of credits earned at Charter College is at the complete discretion of an institution to which a student may seek to transfer. Acceptance of the degree, diploma, or certificate earned in a program of study is also at the complete discretion of the institution to which a student may seek to transfer. If the credits or degree, diploma, or certificate earned at Charter College are not accepted at the institution to which a student seeks to transfer, the student may be required to repeat some or all of the coursework at that institution. For this reason a student should make certain that attendance at Charter College will meet his or her educational goals. This may include contacting an institution to which a student may seek to transfer after attending Charter College to determine if the credits or degree, diploma or certificate will transfer. A student should assume that no credits or degree, diploma or certificate will transfer to another institution.

Transfer from One Charter College to another Charter College

Students making satisfactory academic progress may transfer from one Charter College to another Charter College. Because the program requirements may differ, not all of the course credit may transfer. A student should check with the new campus for more information.

Voluntary Withdrawal

Students may voluntarily withdrawal from the College by providing to the Registrar or Dean of Education official notification either orally or in writing of their intent to withdraw. The Registrar will determine the last date of attendance based on the date of the official notice. Within five days of receipt of Notice of Withdrawal, the College will acknowledge to the student in writing the receipt of the Notice of Withdrawal with the effective withdrawal date.

Re-admission to the College following voluntary withdrawal will be at the discretion of the College. See the Re-entry section.

COURSE DESCRIPTIONS

Accounting

ACC100
Accounting Essentials
4.0 Quarter Credit Hours

This is an introduction to financial reporting. The course introduces the manual preparation of double-entry accounting with an emphasis on basis terminology, concept, and procedures for a service enterprise. Use of special journals, subsidiary ledgers, and their relation to the general ledger is also covered.

ACC102
Payroll Reporting
3.5 Quarter Credit Hours

Topics include payroll laws, 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.

ACC120
Automated Accounting
3.0 Quarter Credit Hours

This is a continuing study of accounting, converting manual systems to automation. Widely recognized accounting software is introduced. Topics include general, payable, receivable, inventory, payroll and systems.

Prerequisite: ACC100 Accounting Essentials

ACC121
Principles of Accounting
4.0 Quarter Credit Hours

This is a continuing study of Accounting Essentials. Topics include: special journals, subsidiary ledgers, and financial transactions and statements of a merchandising enterprise. Accounts receivable, notes receivable, inventories, fixed assets, accounts payable, payroll, and other current liabilities are covered.

Prerequisite: ACC100 Accounting Essentials

ACC200
Income Tax Preparation
4.0 Quarter Credit Hours

This course presents federal income taxation applied to individuals as well as preparation of forms. Topics include capital gains, losses, business profit and loss, self-employment, itemized deductions, rental, and royalty income.

Prerequisite: ACC100 Accounting Essentials

ACC201
Advanced Principles of Accounting
4.0 Quarter Credit Hours

This is a continuing study of Principles of Accounting with emphasis on more complex aspects of financial transactions. Topics include payroll, corporations, their organization, capital stock transactions, dividends, and bonds. Investments, fair value accounting, and perform capital investment analysis are presented. The course includes an accounting simulation that details the completion and preparation of financial transactions from day one in a small business enterprise. The complete accounting cycle is covered, also.

Prerequisites: ACC120 Automated Accounting, ACC121 Principles of Accounting

ACC202
Managerial Accounting
3.5 Quarter Credit Hours

This is an advanced study of automated accounting. Topics include reporting cash flow, analyzing financial statements, managerial accounting, job order costing and process cost systems. The course includes an accounting simulation (including payroll) that details the completion and preparation of financial transactions from day one in a small business enterprise. The complete accounting cycle is covered, also.

Prerequisites: ACC120 Automated Accounting, ACC121 Principles of Accounting

ACC203
Advanced Managerial Accounting
3.5 Quarter Credit Hours

This is an advanced study of automated accounting and application. The course presents Excel skills and relates them to functions in business. Topics include break-even analysis, budgeting, variance analysis, cost-volume-profit analysis, rate-of-return, performance evaluation, differential analysis, and product pricing.

Prerequisites: ACC202 Managerial Accounting

ACC204
Audit Preparation
4.0 Quarter Credit Hours

This is a study of preparation for external audits. These audits include financial, tax, and compliance. The course includes how to prepare supporting schedules of a trial balance for an auditor by performing a simulated audit project.

Prerequisite: ACC120 Automated Accounting, ACC121 Principles of Accounting

ACC300
Governmental/Non-Profit Accounting
3.5 Quarter Credit Hours

This course covers the fundamental concepts of governmental and non-profit accounting including the principles of fund accounting, budget and control issues, internal controls, and reporting requirements. Applicable non-profit GAAP, Sarbanes-Oxley Act and the Yellow Book regulations and professional standards are presented and discussed from a compliance perspective. Concepts are integrated with a variety of technological applications.

Prerequisite: ACC121 Principles of Accounting

ACC302
Financial Analysis for Managers
3.5 Quarter Credit Hours

This course explores financial analysis of the corporate, partnership, proprietorship, and LLC forms of business. Topics include application of analytical procedures including but not limited to variance analysis, horizontal/vertical analysis, and liquidity, productivity, and financial ratios. Topics include analysis of the balance sheet, income statement, statement of equity, and statement of cash flows. Concepts are integrated with a variety of technical applications.

Prerequisite: ACC121 Principles of Accounting

ACC305
Managerial Cost Accounting
3.5 Quarter Credit Hours

This course is an advanced study of cost accounting including cost-volume profit analysis, activity-based costing, budgeting, variance analysis, inventory costing methods, standard vs. actual costing, cost behavior and allocation, divisional profitability and analyzing cost behavior. Proper job costing techniques with accounting software applications are presented.

Prerequisite: ACC121 Principles of Accounting

ACC400
Accounting Information Systems
3.5 Quarter Credit Hours

This is an advanced study of accounting information systems and their role in the information technology environment. Topics include transaction cycles, the internal control structure, and the related support systems of the organization's financial reporting system.

Prerequisite: Approval by the Dean of Education

ACC404
Advanced Tax - Corporate
4.0 Quarter Credit Hours

This course delves into the benefits of tax planning and introduces alternative tax strategies for handling various business decisions at the corporate, partnership and limited liability company level. Topics include tax planning and research, tax strategies for new businesses, business operating tax strategies, strategies for business growth and expansion, tax implications on business capital transactions, and property transactions.

Prerequisite: Approval by the Dean of Education

ACC406
Contemporary Accounting Issues
4.0 Quarter Credit Hours

This advanced course examines key managerial accounting concepts typically associated with Intermediate Accounting concepts not otherwise covered. These concepts include future value and present valued concepts applied to managerial decision making, process costing and variance analysis, equity method of accounting for investments, corporate consolidation, leasing, foreign currency exchange and change/error analysis and correction. Corporate ethics applied. Concepts integrated with a variety of technological applications.

Prerequisites: Approval by the Dean of Education

ACC450
Senior Accounting Externship
4.0 Quarter Credit Hours

This externship takes place in an accounting office of an organization or accounting firm. Students experience an accounting office environment that may include a diverse set of accounting responsibilities with a variety of technological applications. The course provides 120 hours of practical experience in the technological aspects of managerial or financial accounting operations.

Prerequisite: Approval by the Dean of Education

Business Management

BSM200
Leadership and Team Management
4.0 Quarter Credit Hours

This is a study of leadership and group dynamics. This course explores how to work with subordinates while increasing the ability to influence, lead, and coordinate the efforts of team members. Through the use of simulations and case studies, this course investigates leadership effectiveness, leadership styles, and group dynamics to develop effective leadership strategies.

BSM201
Managing People: Human Resource Development
4.0 Quarter Credit Hours

This course introduces how to hire, train, supervise, and evaluate employees. Topics include legal issues, recruiting employees, training, performance appraisals, discipline, and grievance handling.

BSM202
Managing Projects: Development and Implementation
4.0 Quarter Credit Hours

This course presents the design, set up, and maintenance of a business management project to completion. Topics include deliverables, procedures, business survey, feasibility study, project analysis, detail design, project completion, and acceptance.

BSM203
Marketing with Technology
4.0 Quarter Credit Hours

This is a study of marketing with emphasis on usage with technology. Topics include identifying target markets, identifying niches, meeting customer needs using technology to create sales promotions, and using electronic media to market products.

BSM204
Managing Small Businesses: Entrepreneurship
4.0 Quarter Credit Hours

This course explores entrepreneurship. The course presents how to establish a small business or to evaluate an existing one and how to manage a small business for profit enhancement. A comprehensive business plan for opening a new business or purchasing an existing one is required. Special emphasis is placed on marketing, financing, operating, and controlling a small business enterprise.

Prerequisite: ENG100 Written Communication

BSM205
Statistics for Business
3.0 Quarter Credit Hours

The use of spreadsheets to analyze real world business data sets is introduced. Topics include statistical formulas, proper commands, and drawing conclusions from the results for business management decision-making.

Prerequisite: CMP131 Excel of Windows

BSM206
Business Law
4.0 Quarter Credit Hours

This is an introductory survey of the law as it relates to business. Topics include the American court system, forms or business organizations, real and personal property, contract, agency and employment law.

BSM300
Telecommunications for Managers
4.0 Quarter Credit Hours

This is a study of telecommunications for managerial professionals. The course introduces technology and managerial terminology for data, voice, image and video communications so that managers can communicate with technical, operational, and managerial professionals in the telecommunication field.

Prerequisite: CMP102 Computer Essentials with Microsoft Windows

BSM301
Project Management Applications
3.25 Quarter Credit Hours

This is a study of project management from initiation to completion. Using a project management software, the processes for 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.

Prerequisite: CMP130 Word for Windows, CMP131Excel for Windows

BSM302
Contract Management
4.0 Quarter Credit Hours

This course explores the nature and terminology of business contracts. The legalities, techniques, and procedures needed to manage contracts are explored. Topics include procurement, fixed price, lump sum, cost reimbursement, provisions, controlling variables, documentation, and close out.

BSM303
Lawful Employment Management
4.0 Quarter Credit Hours

This is an advanced study of federal and state protocols for every phase of the employment relationship. Topics include personnel policies, benefits, termination, discrimination, Americans with Disabilities Act, health and safety, workers' compensation, independent contractors, and harassment.

BSM307
Finance for Managers
4.0 Quarter Credit Hours

This course presents financial administration for management. Emphasis is on the tools of financial analysis as relating to an organization's capital structure alternatives. Topics include capital budgeting and structure, risk management, working capital management, and measuring rates of return.

Prerequisite: Approval of the Dean of Education

BSM308
Economics for Managerial Decision Making
3.0 Quarter Credit Hours

This course presents principles and tools in economics for managerial decision making. Topics incorporate both microeconomics and macroeconomic applications including pricing for profit maximization, market structures, management of business expansion and recessions, monetary policy, and survival in the new economy.

Prerequisite: SOC101 Introduction to Economics

BSM400
Information Technology for Managers
4.0 Quarter Credit Hours

This is a study of the management of information technology. The course explores methods and procedures for strategic planning, assessment, and systems integration. Real-world examples of the convergence of telecommunications and information systems management into current IT management philosophy are provided.

Prerequisite: BSM300 Telecommunications for Managers

BSM401
Organizational Management
4.0 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. Topics include organizational theory and design, organizational communication, teamwork, decision-making, and conflicts.

Prerequisite: Approval of the Dean of Education

BSM402
Managing Conflict: Dispute Resolution
4.0 Quarter Credit Hours

This is a study of conflict management as it applies to Alternative Dispute Resolution (ADR). Topics include mediation, arbitration, and negotiation. The techniques that are instrumental in managing conflicts in a constructive way are investigated.

Prerequisite: Approval of the Dean of Education

BSM403
Research Methodologies in Business Applications
4.0 Quarter Credit Hours

This is a study of qualitative and quantitative research methods needed to design, interpret and analyze research in the business world. Topics include electronic research, designing, sampling methodologies, analyzing data, and interpreting results.

Prerequisite: Approval of the Dean of Education

BSM404
International Business for Managers
4.0 Quarter Credit Hours

This is an international business course designed for managers to engage successfully in international commerce. Topics include culture, politics, law, economic systems and development, international trade, business-government trade relations, international monetary and financial markets, international operations and markets, hiring and managing employees.

Prerequisite: BSM308 Economics for Managerial Decision Making

BSM405
E-business for Managers
4.0 Quarter Credit Hours

This course examines the model for conducting business-to-business and business-to-consumer electronic transactions. Topics include the application of e-business strategic management, how to leverage technology to enhance business processes, the unique characteristics of e-marketing, and the legal, ethical, and regulatory environments affect e-businesses.

Prerequisite: Approval of the Dean of Education

Career Development

BUS101
Career Development
4.0 Quarter Credit Hours

Career planning and job search are presented in this course. Emphasis is placed on improving the marketability of students. Topics include self-assessment, interviewing skills, networking, completing employment applications, career management, and writing cover letters, resumes, and follow up letters.

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.

Prerequisites: Approval of the Dean of Education

Criminal Justice

CJA100
Introduction to Criminal Justice and Law Enforcement
4.0 quarter credit hours

This course is an introduction and overview of criminology and criminal justice to provide an understanding of law, crime, and the criminal justice system in America. This course examines the law's proactive function in teaching people how to live peacefully within their communities and the law's reactive function in sanctioning criminal behavior. Topics include an introduction to various theories of crime causation and an overview of the criminal justice system and its response in processing those who transgress the law.

CJA101
Introduction to Policing and Corrections
4.0 quarter credit hours

This course is an introduction to the study of policing in the United States. Policing is studied from three perspectives: the police officer-citizen interaction, the agency-community relationship, and the legal and ethical questions of policing in a democratic society. The course considers the history and future of policing, the police task, police strategies, theory of patrol, and police relationships with the community and criminal justice system. This course provides a foundation for understanding how the law enforcement function of the criminal justice system operates.

CJA103
Criminal Justice and Public Policy
4.00 quarter credit hours

This course is an overview of historical, sociological, biological, psychological, economic, and Marxist theories of crime causation. Particular attention is made to critically analyzing each theory presented in terms of its internal consistency and logic as well as its fit with data on crime, criminals, and victims. Policy implications stemming from these theories will be discussed.

CJA105
Crime Scene and Investigations
4.0 quarter credit hours

This course focuses on crime scene investigators and reveals the latest methods of investigation. The course is intended for the non-scientist or beginning forensic scientist and addresses how to, when to, and in what order to use the procedures to one's best advantage. The course presents how to conduct specific tasks; alternatives to try when the original technique is not viable and safety concerns that should be considered when working in the field.

CJA201
Juvenile Justice
4.0 quarter credit hours

This course is a general orientation to the field of juvenile delinquency, including causation and the development of delinquent behavior. The problems facing juveniles today are addressed, and adult and juvenile justice systems are compared, including initial apprehension, referral, and preventive techniques. Specific issues examined include chemical dependency, mental illness, and compulsive and habitual offenders. Special attention is given to the problems inherent in the police handling of juveniles and the function of juvenile courts. Attention is given also to appellate courts, juvenile courts, court reform, and the issues of gender, race, and ethnicity and how it applies to law enforcement.

Prerequisite: CJA100 Introduction to Criminal Justice and Law Enforcement

CJA202
Criminology
4.0 quarter credit hours

This course emphasizes criminological theory with the purpose of understanding the nature and extent of crime and delinquency in the United States. The course focuses on critical thinking about crime and its causes.

Prerequisite: CJA100 Introduction to Criminal Justice and Law Enforcement

CJA203
Criminal and Delinquent Behavior
4.0 quarter credit hours

This course is designed to provide an analysis of critical criminology theories and their underlying assumptions about criminals and delinquent behavior. It explores the connections between critical criminology and social behavior, the social justice movement, and the communities wherein social justice is practiced. Application of social justice theory to criminal justice policy and practice has created a new set of social response mechanisms to crime and delinquency: mediation, restitution, and restorative justice. These mechanisms are explored and discussed throughout the course.

CJA204
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: Approval of the Dean of Education

CJA205
Constitutional Law
4.0 quarter credit hours

This course is a comprehensive survey of the role and function of courts in the United States. Emphasis is placed on the operations of trial-level courts hearing criminal cases. The course explores the roles and duties of courtroom participants, 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. Attention is given to appellate courts, juvenile courts, court reform, and issues of gender, race, and ethnicity and how it applies to law enforcement. Issues of the Supreme Court of the U.S. are also visited including but not limited to the Bill of Rights leading to discussions over controversial issues.

Prerequisite: CJA100 Introduction to Criminal Justice and Law Enforcement

CJA301
Substantive Criminal Law
4.0 quarter credit hours

This course approaches criminal law as a complicated undertaking, full of moral uncertainties, ethical dilemmas and thoughtful disagreements about acts and omissions, criminal states of mind, harm, the relative gravity of offenses, and the purposes of punishment. This course assists in clarifying the role of criminal law in the study of crime and to continue to broaden student's perspectives of complex problems of political and moral philosophy.

Prerequisite: Approval of the Dean of Education

CJA302
Probation and Parole
4.0 quarter credit hours

This course examines the major developments of probation and parole, the current practices in probation and parole, the use of legal concepts employed within the field, and how probation and parole function as an integral part of the criminal justice system.

Prerequisite: Approval of the Dean of Education

CJA304
Restorative Justice Studies
4.0 quarter credit hours

This course emphasizes the fundamental principles and practices of restorative justice as applicable to the criminal justice system and society. The course explores the needs and roles of key stakeholders (victims, offenders, communities, justice systems), outlines the basic principles and values of restorative justice and introduces some of the primary models of practice. It also identifies challenges to restorative justice - the dangers, the pitfalls – as well as possible strategies.

Prerequisite: Approval of the Dean of Education

CJA305
Cyber Crimes
4.0 quarter credit hours

This course examines the environment and span of cyber-crime and the legal responses therewith. The course explores the challenges presented to legal frameworks and the courses of action available (laws, statutes, regulations, policies). Fundamental cybercrime issues, developing trends in cybercrime and cyber law, and the global nature of computer crime are investigated. Computer investigations, prosecution and defense issues are also addressed during the course. The course explores the various legal responses to cybercrime, to include regulatory and law enforcement initiatives at combating computer related crimes.

Prerequisite: Approval of the Dean of Education

CJA400
Ethics in Criminal Justice
4.0 quarter credit hours

This course presents an in-depth analysis of the theoretical and applied association between morality and the function of the criminal justice process. Special attention is given to the unavoidable ethical, moral and legal dilemmas regularly confronted by police and correctional officers in the course of their daily duties.

Prerequisite: Approval of the Dean of Education

CJA401
Perspectives on Terrorism
4.0 quarter credit hours

This course defines and describes terrorism, current terrorist organizations, their personnel and history, and their capacity to threaten the security and interests of the United States. Within this context, the course explores how law enforcement officials can predict patterns of terrorist activities. The course focuses especially on law enforcement's methods for combating terrorism within multiple arenas, including deterrence, detection, prevention and swift response. The course further addresses the challenges facing law enforcement and intelligence agencies in developing a coordinated response to terrorism.

Prerequisite: Approval of the Dean of Education

CJA402
Drugs and the Criminal Justice System
4.0 quarter credit hours

This course investigates a wide variety of issues related to drugs (including alcohol), drug-related crime, and the criminal justice system's responses to these concerns. This course is overview of the nature and types of drug use, drug related problems and issues, and criminal justice involvement with drug offenders.

Prerequisite: Approval of the Dean of Education

CJA404
White Collar and Organized Crime
4.0 quarter credit hours

This course presents the theoretical background to critically analyze abstract and real world problems. The course examines juvenile and adult criminal careers as well as the extent, etiology, control, and treatment of white-collar and organized crime.

Prerequisite: Approval of the Dean of Education

CJA405
Gangs and Deviant Social Groups
4.0 quarter credit hour

This course explores the history of street gangs and other deviant social groups primarily in America. A wide array of criminological theories applicable to gang formation, expansion, and intervention are reviewed. The influence of the family, media, peers, socio-economic status, drugs, neighborhood affiliation, public-housing, and schools on gang activity are presented. An overview of the legal framework in which police/and gangs interact along with the roles of the police, prosecutor, the juvenile court, and correctional personnel (e.g., security threat groups) is covered.

Prerequisite: Approval of the Dean of Education

CJA406
Criminal Justice Practicum
3.0 quarter credit hours

This practicum consists of working 90 hours in an institutional setting at various positions in the criminal justice field. Five written assignments based on reading and answering questions from the text and reflecting on experiences are required.

Prerequisite: Approval of the Dean of Education

CJA407
Natural and Catastrophic Events Management
4.0 quarter credit hours

This course is an introduction to emergency management covering society's organized response to natural and catastrophic hazards and disasters in the United States. The course examines the events that threaten communities and challenge those who are responsible for the lives, safety, and well-being of others. Changes in local emergency management systems are explored since the events of 9/11. Additionally, the Federal Emergency Management Agency (FEMA), the Federal Response Plan (FRP), and the roles, responsibilities, and interrelationship between FEMA and state and local emergency management systems are reviewed. The course includes an expanded look at the history of disaster and its consequences in the United States. An overview of risk assessment is included, along with an examination of the four tenants of emergency management and their role in disaster mitigation (mitigation, preparedness, response and recovery).

Computer Science

CMP102
Computer Essentials with Microsoft Windows
3.0 Quarter Credit Hours

This is an introduction to personal computer systems. Microsoft Windows and its applications such as desktop features, search capabilities, and file management are explored. Microsoft Outlook, Word, Excel, Access and Power-Point, information literacy, and the Internet are introduced.

CMP125
Programming Essentials
3.5 Quarter Credit Hours

This is an introduction to structured and object-oriented programming. The essentials of computer programming languages such as using memory, writing If statements and creating loops are presented.

Prerequisite: CMP102 Computer Essentials with Microsoft Windows

CMP126
PowerPoint for Windows
3.0 Quarter Credit Hours

This course covers basic to advanced skills with PowerPoint. Presentations in PowerPoint and many other media are examined. This course covers the material in the Microsoft Office Specialist exam for Microsoft Office PowerPoint.

CMP129
Microsoft Server Windows Environment
4.0 Quarter Credit Hours

This is an introduction to the management and maintenance of a Windows Server using Microsoft Official Curriculum (MOC). This course covers installation, managing accounts and resources, maintaining server resources, monitoring server performance, security, and mobile computing.

Prerequisite: CMP102 Computer Essentials with Microsoft Windows

CMP130
Word for Windows
3.0 Quarter Credit Hours

Topics include basic and advanced concepts such as creating, editing, and formatting documents, desktop publishing, customizing, and working with large documents.

CMP131
Excel For Windows
3.0 Quarter Credit Hours

Topics include basic and advanced Excel concepts such as creating spreadsheets, working with charts and graphs, formatting, using solver utility, and importing data into Excel.

CMP133
Security+: Network Security Fundamentals
3.0 Quarter Credit Hours

This is an introduction to CompTIA's (Computing Technology Industry Association) Security+ computer network security. How to identify security deficiencies, address these deficiencies, and prevent future attacks are investigated. Appropriate security policies and procedures plans are covered.

Prerequisite: CMP102 Computer Essentials with Microsoft Windows

CMP134
Network+: Networking Essentials
4.0 Quarter Credit Hours

This is an introduction to Internetworking using CompTIA official curriculum. Topics include industry standards, networking terminology, protocols, network standards, LANs/WANs, router programming, and network topologies. In addition, the basics of network cabling, network safety, and network troubleshooting are examined.

Prerequisite: CMP102 Computer Essentials with Microsoft Windows

CMP210
Wireless Essentials
4.0 Quarter Credit Hours

Wireless topics include building, installing, and configuring a wireless LAN. Standards related to physical, MAC layer and wireless LAN are covered.

Prerequisite: CMP129 Microsoft Server Windows Environment

CMP211
Linux Networking
4.0 Quarter Credit Hours

This is an introduction to the Linux operating system. The skills needed to perform Linux administrative tasks are presented. Topics include managing directories and files, using the command line prompt, create and maintain user accounts, managing processes, managing network configuration and services, and managing security.

Prerequisite: CMP102 Computer Essentials with Microsoft Windows

CMP229
Microsoft Server Network Services
3.5 quarter credit hours

This course is a continuing study of Microsoft Windows network infrastructure using Microsoft Official Curriculum (MOC). This course covers how to implement, manage and maintain a Microsoft Windows Server network infrastructure. Topics include network services, routing, implementing and managing Dynamic Host Configuration Protocol (DHCP), Domain Name System (DNS), and Windows Internet Naming Service (WINS).

Prerequisite: CMP129 Microsoft Server Windows Environment

CMP231
Microsoft Server Active Directory Infrastructure
3.5 quarter credit hours

This is a continuing study of Microsoft Windows Server Active Directory services infrastructure using Microsoft Official Curriculum (MOC). Topics include forest, domain structure, user and group accounts, and the integration of controllers and servers with Active Directory.

Prerequisite: CMP129 Microsoft Server Windows Environment

CMP232
Microsoft Internet Security and Acceleration Server
3.5 quarter credit hours

This is a continuing study of the network security infrastructure and Internet Security and Acceleration (ISA) server service using Microsoft Official Curriculum (MOC). Topics include assembling the design team, modeling threats, and analyzing security risks to meet business requirements for securing computers in a networked environment.

Prerequisite: CMP129 Microsoft Server Windows Environment

CMP233
Advanced Word and Excel for Windows
3.0 Quarter Credit Hours

This is an advanced study of Microsoft's Word and Excel applications. Topics include creating tables and charts, formatting and customizing documents, creating indexes and tables of content, creating pivot tables and pivot charts, creating macros, importing and exporting data, and working with multiple worksheets and workbooks. This course presents the material in the Microsoft Certified Application Specialist Excel and Word certification exams.

Prerequisites: CMP130 Word for Windows, CMP131 Excel for Windows

CMP235
Checkpoint Security Administration
3.5 Quarter Credit Hours

This is a study of Checkpoint Software's security products. This is a software-centric approach to network security administration. Topics include the differences and similarities between hardware and software security solutions and backups and disaster recovery. This course covers the material for the Checkpoint Certified Security Administrator (CCSA) Certification exam sponsored by Checkpoint Software

Prerequisite: CMP133 Security+: Network Security Fundamentals

CMP236
Server+
3.5 Quarter Credit Hours

This course covers the knowledge and skills required to build, maintain, troubleshoot and support server hardware and software technologies. Topics include industry terminology, server roles, environmental issues, and disaster recovery and physical and software security procedures.

CMP237
Microsoft Small Business Server
3.5 Quarter Credit Hours

This is a continuing study of Microsoft Windows Server using Microsoft Official Curriculum (MOC). This course covers how to select, deploy, and manage a Microsoft networking solution for small and medium-sized businesses. Topics include design a network solution, install, upgrade, configure and monitor a small business server, manage messaging and configure and secure windows server.

Prerequisite: CMP129 Microsoft Server Windows Environment

CMP238
Microsoft Exchange Server
3.5 quarter credit hours

This is a continuing study of Microsoft Windows Server using Microsoft Official Curriculum (MOC). This course covers how to configure and manage a messaging environment in accordance with technical requirements. Topics include install Microsoft Exchange Server, manage routing, client access, and the backup and restore of databases, manage addressing and recipient objects such as mailboxes, distribution groups, and contacts, monitor and troubleshoot an Exchange Server messaging system, correlate client and server issues and resolve those issues and monitor systems and create reports from the monitoring data.

Prerequisites: CMP210 Wireless Essentials, CMP229 Microsoft Server Network Services, CMP231 Microsoft Server Active Directory Infrastructure

CMP302
Database Management
3.25 Quarter Credit Hours

This is a study of the management of data using a database software program. Topics include installation, concepts, principles, issues and techniques for managing data resources, including methods of file organization, data structures, query languages, and micro to mainframe database environments.

Prerequisite: Approval of the Dean of Education

CMP303
Interconnecting Cisco Network Devices
3.0 Quarter Credit Hours

This is an introduction to Cisco network devices using Cisco Official Curriculum. This is an overview of Cisco's Internetwork Operating System (IOS). Topics include configuring of Cisco Ethernet switches, routers, and customer premise equipment.

Prerequisite: Approval of the Dean of Education

CMP304
Programming Applications and Development
3.0 Quarter Credit Hours

This is an advanced study of programming applications and development. Topics include writing functions, using arrays, creating structures and classes, linking applications to databases, and developing web applications using Microsoft's Visual Studio.

Prerequisite: Approval of the Dean of Education

CMP305
Advanced Microsoft Office Applications
3.0 Quarter Credit Hours

This is a study of Microsoft Access and a review of Microsoft Office suite of applications including Word, Excel, PowerPoint and Outlook. This course presents the many functions of Access including creating reports and macros, relating tables, building and using queries, using forms and reports and applying group and sort orders.

Prerequisite: CMP102 Computer Essentials with Microsoft Windows

CMP306
Principles of Information Security
3.25 Quarter Credit Hours

This course examines the technical and managerial aspects of information security. These topics include security planning, risk management, identification of threats, security assessments, physical security, and the effects of security on personnel. This course covers the material for the Certified Information Systems Security Professional (CISSP) Certification.

Prerequisite: Approval of the Dean of Education

CMP334
Computer Forensics and Investigations
3.0 Quarter Credit Hours

This is a study of computer forensics and investigation tools and techniques. The course introduces the computer forensics profession while exploring the investigative process. Topics include hardware and software forensic tools, process of data acquisition, and forensic analysis. This course covers the material for the International Association of Computer Investigative Specialists (IACIS) Certification exam.

Prerequisite: CMP133 Security+: Network Security Fundamentals

CMP400
Advanced Web Design
3.0 Quarter Credit Hours

This course introduces Adobe's design suite, including Dreamweaver, Flash, and Fireworks. The course presents next-generation web sites, dynamic content to these sites, and graphical elements of the sites. Topics include working with text, graphics, and links; creating animation and special effects; and importing, selecting and modifying graphics.

Prerequisite: Approval of the Dean of Education

CMP401
Cisco Certified Network Professional 1
6.75 Quarter Credit Hours

This is an advanced study of Implementing Secured Converged Wide-Area Networks. The course covers how to implement, operate and maintain remote access networks and wide-area networks. Topics include remote access theory, device programming and inter-office communications. Hands-on experience with state-of-the-art Cisco ISCW devices or netlab is provided.

Prerequisite: CMP303 Interconnecting Cisco Network Devices

CMP402
Network Design Applications
3.0 Quarter Credit Hours

This is a continuing study of network design and application of Microsoft's Visio network diagramming program. The course covers how to represent network models properly, incorporate them into existing network documents, and use them as discussion tools for future network deployment. The course covers how to create proprietary icons and stencils that may be easily recognized by industry professionals.

Prerequisite: Approval of the Dean of Education

CMP403
Cisco Certified Network Professional 2
6.75 Quarter Credit Hours

This is an advanced study of Cisco technology using Cisco Official Curriculum. The course presents how to build campus networks using multi-layer-switching technologies over high-speed Ethernet. The course covers how to model initially, develop conceptually, and deploy and document internetworks. The course examines industry-accepted symbology for system-block understanding.

Prerequisite: CMP303 Interconnecting Cisco Network Devices

CMP404
Cisco Certified Network Professional 3
6.75 Quarter Credit Hours

This is an advanced study of Cisco technology using Cisco Official Curriculum. The course covers how to build networks using multi-layer switching technologies over high-speed Ethernet, and how to model initially, develop conceptually, deploy, and document internetworks.

Prerequisite: CMP401 Cisco Certified Network Professional 1, CMP403 Cisco Certified Network Professional 2

CMP410
JavaScript and Perl
3.0 Quarter Credit Hours

This is a study of programming using JavaScript and Perl. Topics include form development, the browser object model, data types and operators, scalar data, lists and arrays, and regular expressions.

Prerequisite: Approval of the Dean of Education

CMP411
Cisco Network Security
3.0 Quarter Credit Hours

This course presents the concepts involved with Cisco's security model. These concepts are applied through the use of technologies such as access control lists, virtual private networks and network address translation. The course covers how to configure these technologies on Cisco's premier line of PIX firewalls.

Prerequisite: Approval of the Dean of Education

Construction Management

CSM300
Principles of Construction Management
4.0 Quarter Credit Hours

This is an introduction to the disciplines and practices involved in construction management. This course examines construction contracts, building methods, materials, and standard construction management functions. Safety standards and practices in construction are addressed.

Prerequisite: Junior student status. Lecture

CSM301
Reading Construction Drawings
4.0 Quarter Credit Hours

This course covers the symbology used in construction drawings of various types and purposes, including mechanical, architectural, and electrical diagrams. In addition, the course covers how to do takeoffs, requirement calculations, and modifications.

CSM302
Building Codes and Standards
4.0 Quarter Credit Hours

This course is an in-depth study of the building codes and standards applicable to commercial and residential construction.

Prerequisite: Approval by the Dean of Education

CSM303
Materials Statics and Strengths
4.0 Quarter Credit Hours

This is an analysis of the forces at play upon portions of structural elements and assemblies. The course covers the fundamentals of statics; material stress, strain, and deformation; shear and bending moment stresses in beams; and column analysis.

Prerequisite: Approval by the Dean of Education

CSM304
Mechanical Systems
4.0 Quarter Credit Hours

This is an analysis of the design, placement, and construction of the systems in buildings that provide occupants safety, comfort, and/or convenience. The course examines how the systems interact.

Prerequisite: Approval by the Dean of Education

CSM400
Construction Project Scheduling and Logistics
3.0 Quarter Credit Hours

This is an in-depth study of the principles of project management as applied to construction management situations. The course presents how to use modern software tools to plan, implement, and track construction projects. The course emphasizes the effects of logistics management issues on construction projects.

Prerequisite: Approval by the Dean of Education

CSM401
Safety and Risk Analysis
4.0 Quarter Credit Hours

This is an in-depth analysis of the human health and welfare, process, project, and customer risks associated with construction projects. The course examines how to conduct risk analyses for projects and to translate the analyses into comprehensive safety and risk management plans.

Prerequisite: Approval by the Dean of Education

CSM402
Legal Issues in Construction Management
4.0 Quarter Credit Hours

This course introduces the various legal issues that affect construction management situations. Topics include contracts, permitting, and human resource laws.

Prerequisite: Approval by the Dean of Education

CSM403
Cost Estimating & Analysis
3.0 Quarter Credit Hours

An analysis of the process used for estimating material and labor costs both pre-project and during the project for construction managers. Students learn to use software tools to assist them in properly estimating costs for projects and project modifications.

Prerequisite: Approval by the Dean of Education

CSM404
Federal Acquisition Requirements
4.0 Quarter Credit Hours

The requirements imposed upon construction managers by Federal Acquisition Regulations used by governmental agencies in the process of contracting are examined.

Prerequisite: Approval by the Dean of Education

Digital Electronics

DET124
A+ Fundamentals
4.0 Quarter Credit Hours

This is an introduction to CompTIA's (Computing Technology Industry Association) A+ Core Hardware and OS (Operating System) Technologies. This course covers how to install, configure, upgrade, troubleshoot, and repair microcomputer hardware.

DET216
Tactical Perimeter Defense
3.5 Quarter Credit Hours

This is a study of network security protection. Topics include infrastructure and operating system hardening, process of network communication to protect secure communications, and proper techniques for contingency planning. This course covers the material for the Security Certified Network Specialist (SCNS) Certification exam sponsored by the Security Certified Program.

Prerequisite: CMP133 Security+: Network Security Fundamentals

DET217
Network Defense and Countermeasures: SPC-NDC
3.5 Quarter Credit Hours

Topics include designing and configuring firewall systems, Virtual Private Networks (VPN), and a network intrusion detection system. Performing risk analysis and creating a network security policy are also covered. This course along with DET216 covers the material for the Security Certified Network Professional (SCNP) certification exam sponsored by the Security Certified Program.

Prerequisite: CMP133 Security+: Network Security Fundamentals

DET218
Virtualization
3.5 Quarter Credit Hours

This is a study of virtualization (hyper-V) networking using Microsoft Official Curriculum (MOC). This course covers how to implement, manage and maintain Windows Server Hyper-V. Topics include managing Hyper-V with Solution Center Virtual Machine Manager (SCVMM) and with PowerShell and V2 solution and deploying Virtual Machine Manager (VMM).

Prerequisite: CMP129 Microsoft Server Windows Environment

DET400
Advanced Telecommunications Technologies
4.0 Quarter Credit Hours

This course examines interconnectivity concepts, ranging from single-channel to multiplexed fiber-optic pipes servicing the core of the Internet, in order to understand global exchange networks. Other topics include convergence of voice, data and video, and the paths required to move this information.

Prerequisite: Approval of the Dean of Education

DET401
Cabling Standards and Codes
3.0 Quarter Credit Hours

This is a study of telecommunications distribution in accordance with federal and state regulations. The course investigates the latest techniques for installing distribution frames, terminating, designing and distributing most network topologies. The course presents the procedures for documenting premise cabling infrastructure.

Prerequisite: Approval of the Dean of Education

Communications

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.

ENG121
Technical Writing and Presentation
4.0 Quarter Credit Hours

This is an introduction to writing with technical orientation. The course covers correspondence, instructions, promotions, technical reports/proposals, and other presentations. Topics include technical communication, audience analysis, persuasion, analyzing and synthesizing information, and oral communication.

ENG201
Advanced Discourse
4.0 Quarter Credit Hours

This composition course is designed to develop deeper insight into strategies employed by skillful writers to narrate, explain, analyze, interpret, argue and persuade. The course covers how to develop ideas within contexts of particular reading communities, rewriting content and structure based on the audience and the purpose of the writing, while learning the value of editing and revising prose for stylistic effectiveness.

Prerequisite: ENG100 Written Communication

ENG300
Advanced Interpersonal Communications
4.0 Quarter Credit Hours

This course covers the skills needed by effective communicators. The course presents how to apply interpersonal communication skill theory to various situations in order to understand the clear connections between theory, skills, and life situations.

Prerequisite: ENG100 Written Communication

ENG400
Managerial Writing and Presentations
4.0 Quarter Credit Hours

This is an advanced study of managerial communication. Emphasis is on the three basic communication skills: listening, speaking, and writing, and applying these skills in various situations that confront a manager. This course expands the focus of organizational communication to include the delivery of effective presentations to clients, peers, and senior management using technology to enhance the presentation process while focusing on essential communication skills. This course includes student presentations.

Prerequisite: ENG100 Written Communication

ENG401
IT Business Communication
4.0 Quarter Credit Hours

This course covers writing skills geared toward Information Technology (IT) students. The focus is on effective communication with technical and non-technical individuals and groups. Topics include communication strategies, various methods for communication (written, multi-media, and oral), and understanding how effective communication supports business needs. Writing projects are geared toward both internal and external customers and require documents to be on the appropriate level of complexity for the intended audience.

Prerequisite: ENG100 Written Communication

Humanities

HUM120
Twentieth-Century Fiction
4.00 Quarter Credit Hours

This is an in-depth study of the essentials of fiction of the twentieth century. This course includes films and short stories and novels from various countries written between 1900 and 2000. The issues that have faced cultures and the various experiments that writers have explored to express dilemmas are discussed.

HUM122
Ethics and Society
4.0 Quarter Credit Hours

This is an introduction to the study of ethics in particular social responsibility. Topics include moral principles, ethical theories, and moral decision-making.

HUM125
Foreign Language
4.5 Quarter Credit Hours

This course examines the structural format of non-English languages. Examples include nouns, verbs, adjectives, statements, questions, subordinate clauses, and so on. Higher order linguistic competency is practiced (pronunciation, vocabulary, grammar, and discourse) in communication activities – applying language skills to common situational activities and conversation such as ordering meals or traveling.

HUM135
Western Civilization
4.5 Quarter Credit Hours

This course explores the most important events, individuals and ideas in the history of Western Civilization from its beginnings to about the 17th century. The focus is on political, religious, intellectual, social, and economic factors that have influenced and shaped Western Civilization.

HUM155
Introduction to Philosophy
4.5 Quarter Credit Hours

This course introduces philosophical thinking by examining the views of many famous philosophers. The focus is on illustrating how classical and modern thinkers formulate their questions and how they grapple with their issues.

HUM175
Music Appreciation
4.5 Quarter Credit Hours

This course provides an understanding of music and its purpose in our world through study of musical vocabulary, styles, composers, and performers. The focus is on music in Western civilization.

HUM202
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.

HUM215
Survey of Art History
4.5 Quarter Credit Hours

This course covers how historical events, intellectual history, and scientific and cultural trends have influenced Western European art. Art vocabulary is covered as well as techniques to enhance visual literacy and critical thinking skills. Key works of art, their artists, styles, materials, and working methods are covered.

HUM225
Music History
4.5 Quarter Credit Hours

This course studies the development of western music from its beginnings through the end of the Baroque period. Emphasis is placed on a thorough exposure of music literature.

HUM235
Early Civilizations
4.5 Quarter Credit Hours

This course reviews the origins of agriculture, urban life and state level societies. Theories, processes and the archaeological evidence for changes in human economic and social organization is discussed. The focus is on the essential relationship between economy, environment, and the society.

HUM245
American Immigration Experience
4.5 Quarter Credit Hours

This course exposes students to recent social science literature on contemporary immigration to the United States, its origins, adaptation patterns, and long-term effects on American society. As the United States is a nation comprised almost entirely of immigrants and descendants of immigrants, this course explores how immigrants shaped and were shaped by American ideals of citizenship, freedom, and independence.

HUM265
Contemporary Art History
4.5 Quarter Credit Hours

This course concentrates primarily on the meanings as well as stylistic, historical, and theoretical developments of painting, sculpture, mixed media works, performance art, and non-traditional photography and video/film extending from about 1965 to the present.

HUM295
History of the Theater
4.5 Quarter Credit Hours

This course is an examination of theater history from pre-writing through the English Renaissance. The focus is on dramatic literature, examining theatre aesthetics, architecture, and developments in theatrical production (directing, acting, scenery, costume, etc.).

HUM305
Western History – Medieval to Renaissance
4.5 Quarter Credit Hours

A study and examination of the intellectual, economic, social, artistic, and religious ramifications of the upheavals that characterized the period between 1300 and 1600 in Europe leading to the two great intellectual movements of early modern Europe: the Renaissance and the Reformation. An examination of the religious and social context in which the developments associated with these movements took place, as well as their impact on European society.

HUM315
Western History – Renaissance to 1900
4.5 Quarter Credit Hours

This course examines Western history between the time of the Renaissance and the present day. Main topics include the evolution of the nation-state, the Enlightenment, the Industrial Revolution, colonization and decolonization, war and society, the post-Cold War era, and autobiographical writings.

HUM325
Eastern History
4.5 Quarter Credit Hours

This course examines the major trends in the development of civilization in East Asia from prehistory to the end of the sixteenth century. It continues with an examination of the Qing dynasty, the last major dynasty in Chinese history, and an exploration of the forces, internal and external, driving China toward a major revolution in the twentieth century. A secondary focus is on the political, economic, social, religious, philosophical, and artistic developments contributing to and arising from this history.

HUM335
Modern World History –World War I to Present
4.5 Quarter Credit Hours

This course covers events and political, economic, environmental, and cultural trends in World History since the end of World War I. Specific topics include: the Cold War, independence and national movements in developing countries, the globalization of the world economy, scientific and technological innovations, wealth and poverty, pandemics and disease control, the fall of the Soviet Union, Middle East turmoil, and the emergence of environmental issues as a growing dimension of global affairs.

HUM345
African History
4.5 Quarter Credit Hours

This course provides an historical framework for interpreting the current state of African societies and their relations with the World. The course focuses on historical developments such as the African slave trade, European conquest and colonialism, African participation in World Wars I and II, the struggle for independence, and the era of the Cold War and post-Cold War politics.

HUM365
History of Central and South America
4.5 Quarter Credit Hours

This course examines the history of indigenous peoples of the Americas and the impact of the European colonization of the American continents to shed light on reasons behind current conflicts and social and political aspirations. The focus is on how states are formed from colonial territories and how nations, national identities, and national communities are constructed. It also focuses on questions of democratic representation, the struggles by many sectors for political, social, and economic inclusion, and the ways in which these struggles have been repressed, accommodated, absorbed, or ignored.

HUM415
Existentialism
4.5 Quarter Credit Hours

This course examines the "philosophy of existence," by examining the works of several "existentialist" philosophers: Kierkegaard, Nietzsche, Heidegger and Sartre. Covered are philosophies whose attempt has been to make sense of the human existence in a world caught up and focused on rational or cognitive thought. The focus is on comparing and contrasting how such philosophers view the role of emotion, desire and choice in interpersonal relations.

HUM425
World Religions
4.5 Quarter Credit Hours

This course introduces students to a number of religious traditions in their classical formulations and their contemporary practices. Consideration of how various disciplines approach the myths, stories, symbols, rituals, ideas, and ethical practices of these religions is covered. Also included is an overview of traditions from world religions including: Hinduism, Buddhism, Judaism, Christianity, and Islam.

HUM445
Constitutional History since 1910
4.5 Quarter Credit Hours

This course examines U.S. constitutional developments from the Progressive Era to the present. Emphasized are: amendments to the Constitution, the growth of the national government, and Supreme Court cases involving economic affairs, civil liberties, and civil rights.

Heating, Ventilation, Air Conditioning, and Refrigeration

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.

HVC102
Trade Mathematics and Tools
3.5 quarter credit hours

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

HVC103
Piping Practices
3.5 quarter credit hours

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

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.

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.

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.

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.

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 trouble-shooting aids.

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.

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.

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.

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 HVAC systems.

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.

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.

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.

HVC117
Construction Drawings, Building Management/Hydronics/Steam Systems
3.5 quarter credit hours

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

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.

Medical Assistant

MAP101
Record Management and Ethics
3.25 Quarter Credit Hours

This course introduces the medical assisting profession and medical office procedures. Topics include the role of the medical assistant, medical office environment, types of medical practices, medical law and ethics, and management of medical records. This course includes clinical lab work.

Prerequisite: MED100 Medical Terminology Essentials

MAP102
Patient Care Concepts
3.25 Quarter Credit Hours

This course introduces the medical assistant's role in caring for patients. Course discussion and projects concentrate on body structure and function; assisting with physical examinations, including preparation and maintenance of exam rooms and positioning of patients for an examination; assisting in life span specialties, including pediatrics and geriatrics; and the role of the clinical laboratory in patient care. This course includes clinical lab work.

Prerequisite: MED100 Medical Terminology Essentials

MAP103
Office Management and Communications
3.25 Quarter Credit Hours

This course presents the major clerical and front office functions of a medical office. Topics covered in the course include verbal, nonverbal, and written communication, telephone techniques and triage, prescription refill requests, hereditary and cultural influences on behavior, interpersonal skills, patient education, and ways to cope with stress. This course includes clinical lab work.

Prerequisite: MED100 Medical Terminology Essentials

MAP104
Minor Office Surgery
3.25 Quarter Credit Hours

This course introduces minor office surgical techniques and assisting with procedures related to the nervous system, immune system, and endocrine system. Topics include surgical asepsis, infection control, preparation of the patient for minor surgery, informed consent, assisting with diagnostic procedures of the nervous, immune, and endocrine systems, and postoperative care.

Prerequisite: MED100 Medical Terminology Essentials, SCI102 Introduction to Human Anatomy and Physiology

MAP107
Fundamentals of Office Accounting
3.25 Quarter Credit Hours

This course introduces the fundamental concepts and practices of medical office accounting, radiology examinations and guidelines, and physical therapy and rehabilitation. Topics include basic bookkeeping procedures, accounts payable, accounts receivable, payroll and taxation, banking processes, petty cash, x-ray implications, radiographic procedures, patient instruction, scheduling, nuclear medicine, range of motion exercises, crutch training, wheel chair training, heat/cold application, and define modalities associated with rehabilitative medicine. This course includes clinical lab work.

MAP109
Hematology and Phlebotomy
3.0 Quarter Credit Hours

This course introduces hematology, phlebotomy, and microbiology. Topics include types of specimens, specimen collection and transportation, routine blood tests, microorganisms, and microbiology equipment and procedures, and diagnostic procedures. This course includes clinical lab work.

Prerequisites: MED100 Medical Terminology Essentials, SCI102 Introduction to Human Anatomy and Physiology

MAP111
Specimen Collection and Analysis
3.0 Quarter Credit Hours

This course introduces specimen collection and analysis and how the urinary, digestive, and reproductive systems function. Topics include types of specimens, specimen collection and transportation, microorganisms, microbiology equipment, and diagnostic procedures of the urinary, digestive, and reproductive systems. This course includes clinical lab work.

Prerequisites: MED100 Medical Terminology Essentials, SCI102 Introduction to Human Anatomy and Physiology

MAP113
Pharmacology
3.25 Quarter Credit Hours

This course introduces the principles of pharmacology and the integumentary, skeletal, and muscular systems. Topics include drug calculations, classifications and classes of drugs, routes and methods of drug administration, reading and writing a prescription, abbreviations used in pharmacology. This course includes clinical lab work.

Prerequisites: MED100 Medical Terminology Essentials, SCI102 Introduction to Human Anatomy and Physiology

MAP115
Office Emergencies
3.0 Quarter Credit Hours

This course introduces office emergencies. Topics include basic first aid, cardiopulmonary resuscitation, patient triage, and the treatment of wounds and burns This course includes clinical lab work.

Prerequisites: MED100 Medical Terminology Essentials, SCI102 Introduction to Human Anatomy and Physiology

MAP116
Cardiac Care
3.0 Quarter Credit Hours

This course introduces cardiac care. Topics include performing electrocardiograms and pulmonary function tests and diagnostic procedures of the circulatory and respiratory systems.

Prerequisites: MED100 Medical Terminology Essentials, SCI102 Introduction to Human Anatomy and Physiology

MAP200
Medical Assistant Externship
6.0 Quarter Credit Hours

This is an advanced course applying medical assistant skills at a sponsoring medical facility. The course provides 180 hours of supervised work involving medical assistant practical/procedural skills, medical office management skills, and career professionalism.

Prerequisite: Approval of the Dean of Education

Medical Administration

MED100
Medical Terminology Essentials
4.0 Quarter Credit Hours

This is an introduction to medical vocabulary. Topics include definitions, spelling, pronunciation, prefixes, plurals, and combining forms. Medical specialty systems and terminology pathology, laboratory tests, clinical procedures, and abbreviations are examined.

MED101
Medical Insurance Billing Essentials
4.0 Quarter Credit Hours

This is an introduction to the process of billing medical insurance. Topics include managed health care organizations, the cycle of insurance claims, legal and regulatory issues, and CMS (Centers for Medicare and Medicaid Services) reimbursements. Several coding systems: ICD-9-CM (International Classification of Diseases, 9th Revision, and Clinical Modification), CPT (Current Procedural Terminology), and HCPCS (Healthcare Common Procedure Coding System) are presented.

MED103
Professional Billing, Coding and Reimbursement
3.5 quarter credit hour

This is a survey of the process of billing medical insurance for the medical office and professional components. Topics include the major types of medical insurance, managed health care organizations, the cycle of insurance claims and CMS (Centers for Medicare and Medicaid Services) reimbursements. The course introduces the preparation and submission of claims for payment including properly relating diagnoses to services. Emphasis is placed on the reasons why payers delay or deny claims and the billers' production of clean (perfect) claims at the time of first submission for optimum reimbursement and cash flow.

MED122
ICD-9-CM Coding Essentials
3.5 Quarter Credit Hours

This is an introduction to ICD -9-CM (International Classi-fication of Diseases – 9 th Revision – Clinical Modification) coding and classification systems that classify morbidity and mortality information. The course covers how to code medical diagnoses for medical insurance claims and diagnosis coding for half of the body systems. Topics include Prospective Payment System (PPS), Uniform Hospital Discharge Data Set (UHDDS), diagnostic related groups (DRGS), late effects, supplementary classifications, and computerized encoding software systems.

Prerequisites: MED100 Medical Terminology Essentials, MED101 Medical Insurance Billing Essentials

MED123
CPT Coding Essentials
3.5 Quarter Credit Hours

This is an introduction to the CPT (Current Procedural Terminology) coding and classification systems developed by the American Medical Association. Medical services, procedures and treatment performed for patients are trans-lated into CPT numeric codes. Topics include CPT coding procedures, section guidelines, medicine section, modifier usage and HCPCS (healthcare Common Procedural Coding System) Levels, and computerized encoding software systems.

Prerequisites: MED100 Medical Terminology Essentials, MED101 Medical Insurance Billing Essentials

MED150
Introduction to Health Records Management
3.0 Quarter Credit Hours

This course is an introduction to the basic fundamentals associated with the Electronic Health Record. The course presents medical record history with an emphasis on legislative concerns and supportive outcomes. Students are introduced to the Electronic Medical Record inclusive of patient data setup, scheduling, insurance information and input of patient examination statistics, documentation and imaging.

MED151
Function of Health Records Management
3.0 Quarter Credit Hours

This course provides a more detailed look at the Electronic Health Records system. The course examines the creation of a Superbill, adding comprehensive office visit informa-tion, entering of medical tests, sending faxes, accessing the bulletin board and the utilization of diagnoses and procedural coding information. In addition, the course covers archiving unused medical records, performing basic medical research and creating correspondence.

Prerequisite: MED150 Introduction to Health Records Management

MED206
ICD-9-CM Coding Procedures
3.5 quarter credit hours

This is a continuing study of ICD -9-CM (International Clas-sification of Diseases – 0th Revision – Clinical Modification) coding and classification systems for processing insurance claims. Topics include diseases of half of the body systems. Symptoms, injury and poisoning, E codes, and computerized encoding software are covered.

Prerequisites: MED122 ICD-9-CM Coding Essentials, MED123 CPT Coding Essentials

MED208
CPT Coding Procedures
3.5 quarter credit hours

This is a continuing study of the CPT (Current Procedural Terminology) coding systems developed by the American Medical Association. The course covers how to code specialty procedures and services for medical insurance claims. Topics include coding in surgery, radiology, pathology and laboratory, and anesthesia. Expansion of CPT applications, reimbursement in the ambulatory setting, and computer-ized encoding software system are covered.

Prerequisites: MED122 ICD-9-CM Coding Essentials, MED123 CPT Coding Essentials

MED210
Medical Office Procedures
3.5 quarter credit hours

This course explores computerized medical office administration and how to use computerized account management software to set up a medical office. Through practice sets, the course presents how to build patient files, post and edit entries, schedule appointments, bill insurance, generate reports, and keep records.

Prerequisites: MED122 ICD-9-CM Coding Essentials, MED123 CPT Coding Essentials

MED211
Reimbursement Methodologies
4.0 quarter credit hours

This is a continuing study of medical billing and reimbursement methodologies. The course covers how to complete, interpret, and process manual and automated insurance chain forms. Third party payer topics include Blue Cross and Blue Shield, Medicare, Medicaid, TRICARE, and Workers' Compensation.

Prerequisites: MED122 ICD-9-CM Coding Essentials, MED123 CPT Coding Essentials

MED212
AHIMA Professional Practice
3.5 quarter credit hours

This is an advanced course in medical billing and reimbursement. The course covers tasks and how to solve problems in the automated medical office environment. Projects and cases imitate typical billing tasks in a hospital, physician's office, clinic or other health care setting. Topics include compliance, billing and reimbursement resources, and billing and receivables management theory including technique, practice, law and convention.

Prerequisites: MED122 ICD Coding Essentials, MED123 CPT Coding Essentials, MED230 Institutional Billing, Coding and Reimbursement

MED215
Claims Examining and Dental Billing and Coding
3.5 quarter credit hours

The course is an introduction to managed care organizations; HMO, PPO, FFS, EPO, etc. The course includes instruction on contractual interpretation, explanations of benefits, and superbills, and working on the opposing side of medical billing specialists. The course also examines the expectations of the insurance companies.

MED216
Medical Office Skills
3.5 Quarter Credit Hours

This course provides instruction in basic front office and back office duties and skills, telephone protocol, appointment scheduling, filing, medical report and document preparation, data entry, billing and other software applications.

MED230
Institutional Billing, Coding and Reimbursement
4.0 Quarter Credit Hours

This is an introduction to CMS-1450 (UB04), ICD-9-CM for diagnosis, ICD-9-CM volume III for procedures, medical revenue codes, Diagnostic Related Groups (DRG), major diagnostic categories, charts, institutional forms and the electronic clearinghouse. Topics include the hospital billing process, confidentiality issues, admission procedures, coding procedures, billing and reimbursement. The course presents how to locate and sequence diagnostic codes, identify hospital departments that input data for the CMS-1450 (UB04) claim form block data and locate errors on a computer-generated CMS-1450 (UB04) claim form.

Prerequisites: MED122 ICD-9-CM Coding Essentials, MED123 CPT Coding Essentials

MED231
Medical Reimbursement
4.0 quarter credit hours

This is an advanced application course in medical billing and reimbursement preparing students to take the AMBA "CMRS" Certified Medical Reimbursement Specialist exam. Projects and cases replicate typical billing tasks in a hospital, physician's office, clinic or other health care setting. Topics include obtaining billing and reimbursement resources, compliance; knowledge of billing and receivables management theory, technique, practice, law and convention.

Prerequisites: MED122 ICD-9-CM Coding Essentials, MED123 CPT Coding Essentials

MED270
Confidentiality of Health Care Records (HIPAA)
4.0 Quarter Credit Hours

This course covers the concepts for correctly dealing with patient heath information utilized throughout multiple allied health careers. Topics include privacy and security rules, avoiding fraud and abuse, and overall industry compliance policies. Emphasis is placed on communication, written and oral skills, how to handle requests for information release, effective patient interviews and the completion of authorizations forms.

MED285
Pathophysiology and Pharmacology
4.0 quarter credit hours

This course is a study of human diseases using a systems approach. The course explores the basics of diseases, including causes, categories, terminology and pharmacological applications.

Prerequisites: MED100 Medical Terminology Essentials, SCI102 Introduction to Human Anatomy and Physiology

MED300
The Health Care System
4.0 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.

MED305
Health Care Economics
4.0 Quarter Credit Hours

In this course the students will analyze economic models that control health care markets. The content focuses on complex federal, state, and local policies that affect overall health care policy.

MED310
Legal and Ethical Issues in Health Care
4.0 Quarter Credit Hours

This course is a review of the legal responsibilities of physicians, health care workers, and health care institutions. The course exposes the student to the means by which health care related legislation is developed and implemented. Concepts related to health care ethics are discussed and evaluated.

Mathematics

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.

MTH103
Algebra I
4.0 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, and scientific notation.

Prerequisite: MTH100 College Mathematics

Office Administration

OFM102
Customer Service
4.0 Quarter Credit Hours

This is an introduction to the basic concepts of customer service. Topics include how to anticipate, prevent and solve problems related to customer service. The course explores how to deal with difficult situations, both in person and via technology, such as telephone, e-mail and the Internet.

Paralegal Studies

PAR100
American Legal System

4.0 quarter credit hours

This course is an overview of the three branches of the United States government. The course introduces the cast of characters and their functions in the American legal system. The course covers civil and criminal procedures, the sources of law – constitution, federal codes, state statutes and case law, the legislative process, and the differences between original and appellate jurisdictions.

PAR101
Substantive Law
4.0 quarter credit hours

This is an introduction to constitutional, tort, family, criminal and estate law to include wills and trusts. The course introduces contracts and bankruptcy law.

PAR102
Legal Research and Writing
3.5 quarter credit hours

In this course primary and secondary sources of authority are examined. Cases are briefed and legal memoranda are prepared according to Bluebook rules of citation. Students are introduced to legal research using a paid legal research service.

PAR103
Wills and Trusts
3.5 quarter credit hours

This is an introduction to estate planning. Topics include the importance of estate planning, the administration of an estate, testate and intestate succession, powers of attorney, and will and trust preparation.

PAR104
Civil and Federal Litigation
3.5 quarter credit hours

Interview investigation, case management, witness testimony, and rules of evidence are explored. Common pleadings used in civil litigation are prepared.

PAR106
Contracts
3.5 quarter credit hours

This course covers the fundamentals of contracts. Topics include elements of a legally enforceable contract and defending breached contracts. The evolution of laws pertaining to e-technolgy is investigated.

PAR107
Contract Terms and Remedies
3.5 quarter credit hours

Formation of sales, performance of sales and leases, and remedies for breaches of sales and lease contracts are explored.

Prerequisites: PAR100 American Legal System, PAR101 Substantive Law

PAR108
Torts
3.5 quarter credit hours

Negligence, intentional torts, and strict liability, are examined. Topics include defenses, privilege, and immunity.

PAR 109
Chapter 7 Bankruptcy
3.5 quarter credit hours

The history of bankruptcy law and the sources of bankruptcy law are explored in this course. There is an overview of the types of filings available under the United States Bankruptcy Code. The focus is on the process and procedure of voluntary Chapter 7 Bankruptcy.

Prerequisites: PAR100 American Legal System, PAR101 Substantive Law

PAR110
Criminal Law
3.5 quarter credit hours

This course provides a general introduction to the purposes of criminal law. Crimes against persons, property, and the state are examined. Discussions regarding treason, terrorism, and constitutional safeguards are included.

PAR111
Criminal Law and Evidence
3.5 quarter credit hours

The different types and rules of evidence are explored in this course. The exclusionary rule and exceptions, warrantless arrests and searches, witness testimony and hearsay are examined.

Prerequisites: PAR100 American Legal System, PAR101 Substantive Law

PAR112
Real Estate Law and Transactions
3.5 quarter credit hours

This course covers the types of real property ownership such as, freehold, concurrent, and joint tenancy. The purpose of title insurance and the components of agreement of sale are investigated. Elements and types of deeds, mortgage documents and mortgage products are explored.

PAR113
Family Law
3.5 quarter credit hours

The history and evolution of family law are discussed. Topics include premarital agreements, marriage, child custody, separation and divorce, division, and child and spousal support.

PAR114
Dispute Resolution
3.5 quarter credit hours

This course defines conflict. Discussions include the types of conflict and the roles of participants. Negotiations, mediation, arbitration, barriers to conflict resolution, and ethical considerations are covered.

Prerequisites: PAR100 American Legal System, PAR101 Substantive Law

PAR115
Paralegal Externship
4.0 quarter credit hours

This is an advanced course applying paralegal and legal office skills at a sponsoring law office under the direction of a site supervisor. The course provides 120 hours of supervised work involving law office and paralegal practical/procedural skills and career professionalism.

Prerequisite: Approval of the Dean of Education

Physical Sciences

SCI102
Introduction to Human Anatomy and Physiology
4.5 Quarter Credit Hours

This is an introduction to the anatomical structure and physiological functions of the human body. Topics include integumentary, skeletal, muscular, nervous, cardiovascular, lymphatic, respiratory, urinary, reproductive, endocrine, and digestive systems. Gross and microscopic anatomy and physiology of the cell are investigated.

Social Sciences

SOC101
Introduction to Economics
4.5 Quarter Credit Hours

This is an introduction to macro- and microeconomics. Basic concepts and theories used by economists as they apply to contemporary issues, problems, and policies are discussed. Topics include the government's role in economics, economic stability, demand and supply, organizations, and international trade.

SOC102
Interpersonal Psychology
4.0 Quarter Credit Hours

This is an introduction to interpersonal and social psychology. Topics include description and analysis of the relationship between culture, group life, social structures, and human behavior, as well as the development of cognition, and the influences of attitudes on social perception, and the powerful social forces that influence individual behavior. Emphasis is on self-concept, motives, values, learning, perceptions, motives, social structures and social interaction, and the effect of education, religion, politics, the economy, gender roles and urban life on individual's behavior.

SOC300
US History since the Civil War
4.0 Quarter Credit Hours

This course presents an overview of how America transformed itself, in a relatively short time, from a land inhabited by agricultural yeoman into the most powerful industrial nation on earth and dominated world politics by the latter half of the Twentieth century. The course will focus on how dominant and subordinate groups have affected the balance of power in America since the American Civil War.

Welding

WLD100
Core Knowledge and Skills
4.0 quarter credit hours

In this course, students will be introduced to Basic Principles of Welding, Construction Math, Blueprints, Communication and Employability skills.

WLD101
Welding Safety and Equipment
3.5 quarter credit hours

In this course, students will be introduced to principles of Welding Safety and the basic welding equipment. The student will be exposed to the general safety considerations that apply to welding and metal cutting. Joint design and how to prepare metal joints for welding will be addressed. Students will learn the types and use of shielded metal arc welding machines.

WLD102
Basic Welding
3.5 quarter credit hours

In this course students will be exposed to training on how Shielded Metal Arc Welding is executed. The students will prepare the welding area and the welding machine. The scratch and strike methods of striking an arc will be covered. Students will practice setting up welding equipment, striking an arc, and extinguishing an arc.

Prerequisite: WLD100 and WLD101 or Approval by the Dean.

WLD103
Beads and Fillet Welds
3.5 quarter credit hours

In this course students will be exposed to training on how to properly create Stringer, Weave, and Overlapping Beads. Restarting and terminating beads will be addressed. Students will learn and practice fillet beads in the horizontal, vertical and overhead positions.

Prerequisite: WLD100 and WLD101 or Approval by the Dean.

WLD104
Cutting Procedures
3.5 quarter credit hours

This course teaches the principles of oxyfuel, plasma arc, and carbon arc cutting. The students will learn safety and operating requirements for all three cutting procedures. Area preparation and equipment setup, care, and maintenance are also covered.

Prerequisite: WLD100, WLD101, WLD102 and WLD103 or Approval by the Dean.

WLD105
Groove Welds and Joint Fit
3.5 quarter credit hours

This course covers job code specifications, using gauges to check joint fit-up, fitting up joints using pipe and plate fit-up tools, controlling distortion, and checking for misalignment and poor fit-up. The students will also be trained on how to make groove welds with backing in the flat, horizontal, vertical, and overhead positions using electrodes.

Prerequisite: WLD100, WLD101, WLD102 and WLD103 or Approval by the Dean.

WLD106
Open V-Groove Welding I (Flat and Horizontal)
3.5 quarter credit hours

This course teaches the student to prepare arc welding equipment and make welds on pads and open-root V-groove joints in the flat and horizontal positions using electrodes.

Prerequisite: WLD100, WLD101, WLD102 and WLD103 or Approval by the Dean.

WLD107
Open V-Groove Welds II (Vertical and Overhead)
3.5 quarter credit hours

This course teaches the student to prepare arc welding equipment and make welds on pads and open-root V-groove joints in the vertical and overhead positions using electrodes.

Prerequisite: WLD100, WLD101, WLD102 and WLD103 or Approval by the Dean.

WLD108
Welding Details
3.5 quarter credit hours

In this course students are exposed to the intricacies associated with identifying and interpreting detailed drawings with regard to welding symbols, procedures, lines, fills, pipe breaks, object views, dimensioning, notes and materials used. In addition, students will be introduced to the physical and mechanical characteristic / classifications of common ferrous and nonferrous metals as well as methods used in identifying each type. Preheating, interpass temperature control, post heating procedures, weldment strength, ductility and weld quality will also be covered throughout.

Prerequisite: WLD100, WLD101, WLD102 and WLD103 or Approval by the Dean.

WLD109
Gas Metal Arc Welding (Equipment, Filler Metals and Plates)
3.5 quarter credit hours

In this course students are presented with an overview of the equipment required for gas metal arc welding. Topics include safety practices, power sources, equipment setup and filler metals. Students will also learn how to make fillet and open V-groove welds on carbon steel plate using gas metal arc welding (GMAW) in all positions.

Prerequisite: WLD100, WLD101, WLD102 and WLD103 or Approval by the Dean.

WLD110
Flux-Cored Arc Welding (Equipment, Filler Metals and Plates)
3.5 quarter credit hours

In this course students are presented with an overview of the equipment required for flux-cord arc welding. Topics include safety practices, power sources, equipment setup and filler metals. Students will also learn how to make fillet and open V-groove welds on carbon steel plate using flux-cord arc welding (FCAW) in all positions.

Prerequisite: WLD100, WLD101, WLD102 and WLD103 or Approval by the Dean.

WLD111
Gas Tungsten Arc Welding I (Equipments, Filler Metals and Plates)
3.5 quarter credit hours

This course provides an overview of gas tungsten arc welding (GTAW). Topics include welding safety, power sources, electrodes, equipment, GTAW torches, filler metals, and equipment setup. Primary focus involves lessons on the creating of fillet welds on carbon steel plate coupons in all welding positions.

Prerequisite: WLD100, WLD101, WLD102 and WLD103 or Approval by the Dean.

WLD112
Gas Tungsten Arc Welding II (Equipments, Filler Metals and Plates)
3.5 quarter credit hours

This course provides an overview of gas tungsten arc welding (GTAW). Topics include welding safety, power sources, electrodes, equipment, GTAW torches, filler metals, and equipment setup. Primary focus involves lessons on the creating of V-groove welds on carbon steel plate coupons in all welding positions.

Prerequisite: WLD100, WLD101, WLD102 and WLD103 or Approval by the Dean.

WLD201
Open-Root V-Groove Pipe Welds I
3.5 quarter credit hours

This course provides students with an understanding of how to prepare shielded metal arc welding (SMAW) equipment for open-root V-groove pipe welds. In addition, students will be given instruction on how to make open-root V-groove pipe welds in all positions using SMAW equipment.

Prerequisite: WLD104, WLD105, WLD106, WLD107, WLD108, WLD109, WLD110 and WLD112 or Approval by the Dean.

WLD202
Shielded Metal Arc Welding – Pipe
3.5 quarter credit hours

This course provides students with an understanding of how to prepare shielded metal arc welding (SMAW) equipment for open-root V-groove pipe welds. In addition, students will be given instruction on how to make open-root V-groove pipe welds in all positions using SMAW equipment.

Prerequisite: WLD104, WLD105, WLD106, WLD107, WLD108, WLD109, WLD110 and WLD112 or Approval by the Dean.

WLD203
Gas Metal Arc Welding – Pipe
3.5 quarter credit hours

In this course students will learn how to prepare gas metal arc welding (GMAW) equipment for open-root V-groove pipe welds. Topics include instruction on how to make open-root V-groove pipe welds in all positions using GMAW equipment.

Prerequisite: WLD104, WLD105, WLD106, WLD107, WLD108, WLD109, WLD110 and WLD112 or Approval by the Dean.

WLD204
Flux-Cored Arc Welding – Pipe
3.5 quarter credit hours

In this course students will learn how to prepare flux-cored arc welding (FCAW) equipment for open-root V-groove pipe welds. Topics include instruction on how to make open-root V-groove pipe welds in all positions using FCAW equipment.

Prerequisite: WLD104, WLD105, WLD106, WLD107, WLD108, WLD109, WLD110 and WLD112 or Approval by the Dean.

STUDENT SERVICES

Career Services

The Campus President, Dean of Education and Director of Career Services work closely together to develop a partnership between graduates and future employers. The Career Services Department informs the medical/legal/business community of the programs of study and the education of the graduates. Career Services assists students with resume preparation and coaches them on effective interview techniques. The office also matches graduates with positions available in the community, arranges interviews and provides job notices. Career Services and the Externship Coordinator work hand-in-hand with students during the last two months of their program.

Career Services administers a mandatory Exit Interview process prior to graduation whereby a student:

- completes a resume,
- prepares for interviews,
- charts a short and long term career plan,
- learns job search techniques,
- arranges a plan of contact to maintain relationships with Career Services after graduation in order to continue to receive notice of job leads that come available in his or her field of study.

The College continues to work with students even after graduation. Finally, the Director of Career Services sends out surveys to both graduates and employers to provide additional feedback to the College.

Policy on Accommodation for Disabled Individuals

Charter College's policy is to make its programs and services accessible to individuals defined as disabled in Section 504 of the Rehabilitation Act of 1973. The College provides evaluation of individual needs, advisement and appropriate support services when indicated. Students are responsible for identifying their needs to each instructor no later than the first day of a course. If any problems arise, please contact the Dean of Education or the Campus President.

Students with Disabilities

Charter College seeks the success of all students, including those who may be experiencing disabilities. Toward that end, Charter College will work with students to determine what, if any, accommodations might be available. However, Charter College also expects students to be active participants in this process. Accordingly, students who have an impairment that qualifies as a disability requiring an accommodation should contact the Dean/ Director of Education or the Campus President either upon enrollment or as soon as it becomes apparent that assistance may be necessary.

1. Students who will be requesting an accommodation may first be required to provide documentation from a professional qualified to address the particular disability, verifying the disabling condition. Addition- ally, if the accommodation requested does not seem to correspond with the type or severity of the disability, Charter College reserves the right to require additional documentation to support the appropriateness of the request. Students assume the cost, if any, of the required documentation.

2. The law governing disability does not find that impairment is a disability for which a school or a business is obliged to provide an accommodation. For instance, a condition that is short-term, such as a broken arm, is not a disability for purposes of consideration for an accommodation plan. Impairments must be long-term and/or permanent to be considered for an accommodation. Similarly, a physical or mental impairment that is corrected by medication or other measures is not considered to be a disability. For example, where a person's vision impairment is corrected with glasses or contacts, the impairment is not considered a disability. In such situations, Charter College also does not provide an accommodation. The above are only examples of situations where impairment may not be considered a disability. Charter College reserves the right to determine whether a student's impairment is a disability requiring consideration for accommodation.

3. Once a disability is verified, the

College will work with students to develop an Accommodation Plan that Charter College and the student will agree is reasonable and appropriate under the circumstances. Students will be assisted on an individual basis. Therefore, what is deemed a reasonable and appropriate accommodation for one student may be different for another student. The accommodation provided, if any, will be dependent upon the disability of the student, the cost of a requested accommodation and other available alternative accommodations.

4. Charter College will work to design an Accommodation Plan that will allow a student to participate in the academic environment without materially altering the nature of the instructional program or causing any undue burden on other students or the College. A student must contact the Dean of Education and complete a Request for Accommodation Plan in order to be considered for an accommodation. While the student's preference will be considered in developing the Plan, the College will make the final determination regarding the type of accommodation provided. The type of service provided may not be the type preferred by the student. Charter College does not provide services of a personal nature that are not necessary for participation in the academic environment.

Library

The Charter College Library is a traditional and virtual library. The traditional library provides access to physical resources such as books, magazines, and media resources. The library also provides students with a quiet place to study and write papers, perform research, and complete homework assignments. The library computer lab provides access to computer software utilized by students in their classrooms. The virtual library provides access to a wide variety of online full-text research databases, an online computer skills training library, and a growing collection of electronic books. Students may access the virtual library from on or off campus once accounts are set up.

Students and faculty are encouraged to use the library for educational and professional development purposes. All materials in the library, including computers, may be used for conducting research and completing class/homework assignments. Library staff is available to provide assistance during library hours. Reference materials and magazines are for library use only.

Those who abuse the privilege of the library, including improper usage of the Internet, may be denied library privileges.

Library Circulation Policy

Library patrons must possess a current Charter College ID card to receive library privileges, as it functions as their library card. Patrons are responsible for all materials checked out on their library card and are responsible for reporting the loss or theft of ID cards. As such, items will not be checked out to students not possessing a current Charter College ID. Borrowing privileges are suspended once a patron has kept library material(s) two weeks past the due date and remain suspended until the item is returned or replaced. A fee will be assessed for any lost and/or damaged materials. The librarian will determine when an item is damaged beyond repair and must be replaced. The replacement charge for lost or damaged materials will be contingent upon the original cost of the material up to $75.

In order for students to register for courses, to use placement assistance services, to receive Charter College transcripts, and to graduate, they must be in good standing with the library, to include returning overdue materials and having any assessed fees paid-in-full.

Tutoring

Tutoring is available for students who need additional assistance in their studies. Upon the request of the student faculty members are available on Fridays for help. Students who need assistance should contact their instructor.

STUDENT CONDUCT

Students are expected to observe the following policies and those described in this Catalog and Student Handbook:

- Accept assigned duties and responsibilities.
- Demonstrate initiative and productivity.
- Demonstrate sensitivity, compassion and a caring attitude towards peers, patients & clients.
- Maintain professional grooming and personal hygiene at all times.
- Demonstrate a cooperative, supportive team attitude toward peers, instructors and directors.

Students will be held accountable for, or should report, the following violations while on the College or externship property:

- All forms of dishonesty, including cheating, plagiarism, forgery and intent to defraud through falsification, alteration, or misuse of College documents.
- Theft or destruction of College or the private property of individuals associated with the College.
- The possession or sale of firearms or other weapons, explosives, or dangerous chemicals.
- Any type of harassment, horseplay, threats, verbal abuse, or violence of any kind as they will not be tolerated and may be reported to local authorities.
- The use of profanity, insubordination, dishonesty and violation of safety rules.
- Possess or be under the influence of illegal drugs or alcohol while on the campus and/or surrounding structures.
- Smoking on campus.
- No visible body piercings are acceptable (including tongue piercing). Only pierced ears are permitted.
- Food or drink in the classrooms.
- Inappropriate use of pagers, cell phones, or other electronic devices. All electronic devices must be in the "off" position while in the classroom.
- Failure to comply with all emergency evacuation procedures, disregarding safety practices, tampering with fire protection equipment, or violation of any other safety rules or regulations.

Violation of the rules of conduct present in the Catalog and Student Handbook may lead to dismissal from the College. All disciplinary matters will come before the administration, which will review the complaint, interview the person(s) involved and make a determination of the action. Results may include: dismissal of the charge, dismissal of the student, probation, or suspension for a specified period of time. The finding will become part of the student's permanent file, possibly affecting a recommendation from Charter College to future employers. Charter College reserves the right to dismiss any student for whom it feels continuation would be a detriment to the student, fellow students and/or the College.

Weapons

For the safety of everyone, all types of weapons are prohibited on campus. This includes, but is not restricted to, firearms, illegal knives, ammunition, explosives, gas or spring-loaded guns, crossbows, bows and arrows, spring-type guns, slingshots, firecrackers, fireworks and cherry bombs. Anyone possessing or using any of these weapons can and will be subject to disciplinary action or arrest.

Illegal Drugs and Alcohol

Charter College has standards that prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students, faculty and staff on campus property or as part of campus activities.

The unlawful possession or distribution of illicit drugs and alcohol is a violation of state and federal law.

For those who want to obtain direct assistance, there are several sources within the local community. These sources are listed in the "yellow pages" of the local phone book under "Alcohol and Drug Abuse."

All casual clothing is not suitable for the office. Therefore, such clothing is not suitable for Charter College. These guidelines will help a student determine what is appropriate to wear to Charter College and ultimately to the workplace. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests may not be appropriate for a professional appearance at work. Clothing that reveals too much cleavage, back, chest, feet, stomach or underwear is not appropriate for a place of business, even in a business casual setting. Even in a business casual work environment, clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable. All seams must be finished. Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable. Failure to comply with the Charter dress code will result in a warning from the instructor for the first lapse. A student will not be allowed in class for any subsequent incidents.

Appropriate

Inappropriate

Clothing

Appropriate
- Slacks similar to Dockers and other makers of cotton or synthetic material pants
  - Wool pants
  - Flannel suit pants.
  - Professional capris
  - Well-groomed dress synthetic pants
  - Casual shirts
  - Dress shirts
  - Sweaters
  - Golf-type shirts
  - Turtlenecks.
  - Suit jackets or sports jackets

Inappropriate
- Jeans
- Sweatpants. Exercise pants
- Shorts
- Leggings or any spandex or other form-fitting pants
  - Tank tops, Midriff tops
- Shirts with potentially offensive words, terms, logos, picture, cartoons, or slogans
  - Halter tops, tops with bare shoulders
  - Sweatshirts
- T-shirts unless worn under another blouse, shirt, jacket, or dress

Skirts, Dresses, and Skirted Suits

Appropriate
- Casual dresses split at or below the knee
- Skirts that are split at or below the knee
- Dress and skirt length should be at a length to sit comfortably in public

Inappropriate
- Short/mini, tight skirts that rides halfway up the thigh when sitting or standing
  - Skorts
  - Sundresses, beach dresses
  - Spaghetti-strap dresses

Shoes and Footwear

Appropriate
- Conservative walking shoes
- Loafers, Leather deck-type shoes
- Boots
- Flats/dress sandals
- Dress heels.

Inappropriate
- Athletic shoes
- Thongs, flip-flops, and slippers
- Clogs
- Sneakers, tennis shoes

Hats, Jewelry, Perfume, and Cologne

- Should be in good taste
- Pierced ears:
- One earring per ear
- Earrings should be small and professional
- Piercings kept to earlobes

- No facial piercings
- No strong perfumes or cologne (many are allergic to these)
- Hats are never appropriate inside the building

Charter College ID must be worn at all times

Charter College Allied Health Professional Program Dress Code

Charter College expects Allied Health students to dress professionally at all times. Our dress code is based on the expectations of the employers in the medical fields. Students should maintain a professional appearance by wearing clean, well-pressed uniforms that are have no tears or stains; hair that is off the collar; white, non-canvas topped shoes and no piercings. Failure to comply with the Charter Dress code will result in a warning from the instructor for the first lapse. A student will not be allowed in class for any subsequent incidents.

Appropriate   Inappropriate

Uniforms

- Neat
- Clean and pressed

- Wrinkled uniform
- Dirty, bleached or torn uniform

Shirts, Tops, and Jackets

- White T-shirts
- White sweaters

- Colored shirts or jackets
- Jackets or sweatshirts over uniforms
- T-shirts must be tucked in and may not hang below the uniform

Shoes and Footwear

- White solid top shoes

- Any other shoes

Personal Hygiene

Fingernails:

- Short cut
- Natural
- Neutral colored and well maintained at all times

- No strong perfume or deodorants
- Gel or acrylic fingernails
- Colored fingernails
- Long fingernails

Hair and Hats

Hair:

- Kept up off shoulders

- Long, loose hair that is not clean
- Hats are **never** appropriate

Jewelry

- Pierced ears: One earring per ear
- Earrings should be small and professional
- Piercings kept to earlobes

- No large hoops
- No facial piercings

Tattoos

- Be aware that visible tattoos will impede your job search

- Offensive tattoos must be covered at all times

Charter College ID must be worn at all times

Charter College HVAC-R Program Dress Code

Charter College expects HVAC-R students to dress professionally at all times. Our dress code is based on the expectations of the employers in the Heating, Ventilation, Air Conditioning and Refrigeration field. Students should maintain a professional appearance by wearing clean, pressed uniforms that have no tears or stains; hair that is off the collar; black, steel-toed boots and no piercings. Failure to comply with the Charter Dress code will result in a warning from the instructor for the first lapse. A student will not be allowed in class for any subsequent incidents.

Appropriate   Inappropriate

Uniforms

- Neat
- Clean and pressed

- Wrinkled uniform
- Dirty, bleached or torn uniform

Shirts and Jackets

- White T-shirts
- Blue jackets (in cold weather)
- White or black thermals (in cold weather)

- Colored shirts
- Sweatshirts over uniforms
- T-shirts must be tucked in and may not hang below the uniform

Footwear

- Black steel-toed boots

- Any other shoes

Hair and Hats

- Hair must be kept neat
- Long hair should be tied back

- Hats are **never** appropriate inside the campus

Tattoos

- Be aware that visible tattoos will impede your job search

- Offensive tattoos must be covered at all times

Jewelry

- Pierced ears: One earring per ear
- Earrings should be small and professional
- Piercings kept to earlobes
- No facial piercings

Charter College ID must be worn at all times

GRIEVANCE AND APPEALS POLICY

Occasionally, a problem may arise between a student and another party, or with some aspect of the College. Students are encouraged to verbally communicate their concerns to the appropriate person. The following are the steps the student should take to resolve concerns:

Step 1: Communicate with the appropriate instructor or staff member.

Step 2: Communicate with the Dean of Education. A "Complaint Form" can be obtained from the Dean of Education or the Academic Office.

Step 3: The Dean of Education will meet with the student to discuss the issue. The Dean of Education may also meet with the other party(ies) to attempt to resolve the issue.

Step 4: Unresolved concerns may be appealed within 14 days to the Grievance Committee in writing. The Grievance Committee may be comprised of the following people, but is not limited to, the President, Dean of Education, instructor and/or Program Chairperson.

The following steps must be followed:

   a. All parties involved must complete an "Incident Report" form.
   b. All documentation must be received prior to the meeting.
   c. All persons involved with the incident/complaint will be in attendance.
   d. Testimony will be presented by the student and all other parties involved and will be recorded in the official minutes.
   e. After all testimony is presented, the student and other parties will be excused.

   f. The Grievance Committee has the responsibility for reaching a decision within 14 days that is in balance with the best interests of both the student and the College.

Step 5: If a student does not feel that the College has adequately addressed a complaint or concern, the student may consider contacting the College's accrediting agency.

All complaints must be in written form, with permission from the complainant(s) for the Council to forward a copy of the complaint to the College for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Council. Please direct all inquiries to:

Accrediting Council for Independent Colleges and Schools
750 First Street N.E., Suite 980
Washington, DC, 20002-4242
202-336-6780

Other interested individuals or agencies with a concern or grievance should contact Charter College administration. This information will then be forwarded to the appropriate department for review and possible resolution. A student or any member of the public may file a complaint about this institution with the Alaska Commission on Postsecondary Education, PO Box 110505 Juneau, Alaska 99811-0505, Phone (907) 465-6741, Fax (907) 465-5316.

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the Campus President.

GENERAL INFORMATION

Administrative Hours of Operation	Charter College's administrative office hours are 8:00 a.m. to 8:00 p.m., Monday through	Thursday and 8:00 a.m. to 5:00 p.m. on Friday.
Campus Visitors	Parents, spouses, prospective employers, etc. are cordially invited to visit the campus at any time with appropriate notice to the College.	All visitors must check in at the front desk. To ensure classroom instruction is not disrupted, special arrangements may be made for groups.
Children on Campus	Students may not bring children with them to Charter College. It is disturbing to others and it may be hazardous for the children. Charter College is not equipped to serve children and	cannot assume responsibility for them. As a matter of policy, therefore, Charter College does not permit students to bring children to the school.

FERPA

Based on the Family Education Rights and Privacy Act (FERPA), Charter College students (if under 18 years of age, their parents) may request to inspect their academic records by submitting a written request to the Department of Financial Aid. Charter College will make records available for review in the Department within 45 days of receipt of the request. Students may then request amendment of their academic records by notifying the Department in writing. After evaluations of these requests, students will be notified in writing of the outcome.

In compliance with FERPA, Charter College will release "directory information" on all students. Directory information includes student names, program goals, student statuses, professional certifications, Charter College High School Scholarship awards, academic award and commencement information. Students may consent to release additional personally identifiable information in their academic records and/or decline release of directory information by completing the form titled Authorization to Release Information. Students who wish to decline to release directory information must complete a separate form.

Charter College will honor requests by students to withhold certain information from parties requesting it, except where governed by law and/or regulation.

Under FERPA, Charter College may release student information without student consent to school officials. This includes Charter College officials and those officials of other institutions who have a legitimate educational interest and need the information in order to fulfill their professional responsibilities. The College is also authorized to release student information to various federal and state agencies, accreditation agencies and to appropriate parties when so ordered by a federal or state court. Additionally, in the event of an emergency, Charter College will release student information to protect the health and safety of students, staff and faculty.

Charter College's responses to student requests for academic record amendments may be appealed in accordance with Charter's Career College Grievances and Appeals Policy. After exhausting all appeals, students who have a grievance regarding the release of their personally identifiable information may file a complaint with the U.S. Department of Education, Family Policy Compliance Office, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

Message for Students

Charter College is neither staffed nor organized to deliver personal messages to students. Nonetheless, the College realizes the importance of delivering messages regard-

ing medical or police emergencies. To assist students, Charter College will take and deliver messages to students while they are in class, during normal office hours, 8:00 a.m. to 7:30 p.m., Monday through Thursday, under the following provisions only: a) the call is a bona fide medical emergency (including calls from child care providers) and/or b) the call is a bona fide police emergency (from an official police agency). The caller will be required to disclose fully the nature of the call.

Non-Discriminatory Policy

Charter College is an equal opportunity institution providing an educational and working environment free from discrimination for students and employees. The College does not discriminate on the basis of race, color, national origin, sex, gender, sexual orientation, religion, disability, or age in its programs and activities.

Contact the President of the College with any inquiries and complaints regarding the Non-Discrimination Policy.

Photo Release

Charter College students give to the College absolute rights and permission to use photographic portraits, pictures or videos of them in character form for advertising or any other lawful purpose.

Placement Release

Monthly the Career Services Department announces to all campus staff the graduates by name and program who have secured career positions in their field of study. The message is sent via email in a celebratory fashion allowing all campus staff the opportunity to celebrate the career success of graduates. A graduate of Charter College may choose to "opt out" of such announcements by providing a request in writing to the Director of Career Services at the time of or prior to securing employment.

Report a Criminal Offense

As mentioned above under "Reporting Criminal Actions" the best method of reporting a non-emergency criminal action is to fill out an "Incident Report" located in Academics. A student who wishes may also speak with the College President if further concerns exist. For emergency criminal actions or life threatening situations, call 911.

Security Report

In compliance with federal regulations, Charter College is required to disclose crime statistics for the previous three calendar years as part of a campus security report to be published annually by each institution. This report details statistics regarding campus security issues and is distributed to all faculty, staff and students as a "Campus Security Report". The report includes information regarding on and off campus offenses, drug awareness and sexual assault programs.

The occurrence of the following crimes must be reported:
- Murder and non-negligent manslaughter
- Negligent manslaughter
- Forcible sex offenses
- Non-forcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson

In addition, Charter College has to report on liquor law violations, drug law violations and illegal weapons possession.

Campus crime statistics must be reported by location: on campus and public property (streets, sidewalks, lots adjacent to campus).

No criminal offenses or arrests have been reported in the following categories on the College premises: murder, manslaughter, arson, forcible and non-forcible sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, liquor law violations, drug abuse violations, weapons possessions, evidence of prejudice based on race, religion, sexual orientation, ethnicity, or disability. This information was reported to the Department of Education

in the crime statistics report.

The Charter College Annual Campus Security Report

Charter College is committed to promoting a safe and secure environment for all campus members and visitors. Charter College has developed policies and procedures designed to ensure that every possible precaution is taken to protect persons on campus from harm or theft.

On the Charter College campuses, the students, faculty, staff and community members themselves are responsible for measures to ensure personal safety and to protect property. The cooperation and involvement of students and employees in a campus safety program are absolutely necessary.

Crime statistics for the previous three calendar years are available. A daily log, which records all crimes reported to the campus, is maintained by the Campus President and open to public inspection during normal business hours. Limited information may be withheld to protect victim confidentiality. Charter College is also required to provide timely warning/ notices of crimes that pose an on-going threat to students and employees.

The annual report is made available to all current students upon enrollment and employees upon hire. Prospective students and employees are to be notified of its existence and afforded an opportunity to request a copy. Paper copies are available upon request through the Campus Presidents.

FACULTY

Name	Title	Credentials	Program Area
Bond, Malachi	Program Head	Associate of Applied Science in Medical Office Administration - Charter College Medical Assistant Program - Everest College	Medical Assisting
Brooks, Thomas	Instructor	Bachelor of Science - Portland State University Bachelor of Arts - Multnomah Bible College Bachelor of Arts - University of Alaska	Business and Accounting
Charlton, Sandra	Instructor	Master of Science in Education - University of Alaska Bachelor in Business Administration - University of Alaska Associate of Applied Science - Anchorage Community College	Computer Science/ Accounting
Granville, Elizabeth	Instructor	Bachelor of Arts in Legal Studies - University of California, Berkeley	Paralegal
Hinkle, Heather	Instructor	Certified Welding Inspector (CWI).	Welding
Hodge, Dolly	Associate Dean	Master of Arts in Philosophy - West Chester University Bachelor of Arts in Philosophy - West Chester University	Business, Accounting and General Education
Hull, Damien	Instructor	Bachelors of Science in Information Technology - Charter College in Anchorage, AK Associates of Applied Science in Information Technology - Charter College in Anchorage, AK.	Information Technology
Kabia, Milton	Associate Dean	Master of Science Development - University of East Anglia	Information Technology
Koller, Stephen	Instructor	Master of Arts Education - University of Cincinnati Bachelor of Science Physical Geography - University of Cincinnati	General Education
Naff, Don	Instructor	Bachelor of Science Education - University of Idaho	Information Technology
Purcell, Thomas	Instructor	Bachelor of Arts Accounting - Gonzaga University	Accounting
Rehmann, James	Program Head	Master of Arts Education in Guidance and Counseling - University of Alaska Master of Science Criminal Justice - Michigan State University Bachelor of Science Secondary Education - Michigan State University	Criminal Justice
Smith, Kenneth	Associate Dean	Bachelor of Science in Healthcare Administration and Business Studies - Wayland Baptist University in Anchorage, AK. Associates of Applied Science in Healthcare Administration and Business Studies - Wayland Baptist University in Anchorage, AK. Associates of Applied Science in Medical Assisting - the Community College of the Air Force in Maxwell-Gunter, AL.	Medical Assisting

Name	Title	Credentials	Program Area
Tigner, Frederick	Instructor	Completion of 2-Year HVAC-R Certification course - CTC Texas College EPA Certification for HVAC-R - Fairest State University HVAC-R Contractor License from the State of Texas.	HVAC-R
Torres, Daniel	Instructor	Associates Degree in HVAC-R - Del Mar College, Corpus Christi, TX EPA Certified - TACL License (Texas)	HVAC-R
Williams, Debbie	Instructor	Certified Welding Inspector (CWI).	Welding
Williams, Jeremiah	Instructor	Associate of Arts Air and Space Technology from Community College of the Air Force	Computer and Security Technology

ACADEMIC CALENDAR

YEAR	Mod Dates	
	Start	End
2011	01/17/11	02/17/11
	02/21/11	03/24/11
	03/28/11	04/28/11
	05/02/11	06/02/11
	06/06/11	07/07/11
	07/11/11	08/11/11
	08/15/11	09/15/11
	09/19/11	10/20/11
	10/24/11	11/24/11
	11/28/11	12/29/11
2012	01/09/12	02/09/12
	02/13/12	03/15/12
	03/19/12	04/19/12
	04/23/12	05/24/12
	05/28/12	06/28/12
	07/02/12	08/02/12
	08/06/12	09/06/12
	09/10/12	10/11/12
	10/15/12	11/15/12
	11/19/12	12/22/12

2011 Holidays

New Year's Day	1/1/2011
Memorial Day	5/30/2011
Independence Day	7/4/2011
Labor Day	9/5/2011
Thanksgiving	11/24/2011 to 11/25/2011
Winter Break	12/26/2011 to 1/1/2012

2012 Holidays

Memorial Day	5/28/2012
Independence Day	7/4/2012
Labor Day	9/3/2012
Thanksgiving	11/22/2012 to 11/25/2012
Winter Break	12/24/2012 to 1/4/2013

Program Start Dates

PROGRAM DISCLOSURES

B.S. Degree in Business Management Accounting

Program CIP Number: 52.0305

Program Name: Business Management Accounting

The Bachelor of Science in Business Management Accounting program provides students with the knowledge, technical skills, and work habits required for management accountants in the public, private, or non-profit sectors. The program covers general management and communication skills as well as accounting and business skills.

Program Length: Thirty months

Related Occupations:

Accountants

SOC Code 13-2011.01

http://www.onetonline.org/link/summary/13-2011.01

Accountants and Auditors

SOC Code 13-2011.00

http://www.onetonline.org/link/summary/13-2011.00

Auditors

SOC Code 13-2011.02

http://www.onetonline.org/link/summary/13-2011.02

Financial Managers

SOC Code 11-3031.00

http://www.onetonline.org/link/summary/11-3031.00

Treasurers and Controllers

SOC Code 11-3031.01

http://www.onetonline.org/link/summary/11-3031.01

Financial Managers, Branch or Department

11-3031.02

http://www.onetonline.org/link/summary/11-3031.02

Anchorage Campus Program Cost: Seventy-Four Thousand Nine Hundred Dollars

Online Program Cost: Sixty-Six Thousand Nine Hundred Dollars

Total Estimated Cost for Books and Supplies: Included

Median cumulative debt for federal student loans: Thirty-two thousand seven hundred five dollars and eighty-six cents

Median cumulative debt for private loans: Eight thousand five hundred dollars and zero cents

Median cumulative debt for institutional finance plans: Two thousand five hundred sixty-nine dollars and fifty cents

Normal Program Completion Time: Thirty months

Percent of Students completing the program between July 1, 2010 and June 30, 2011, who completed in the normal time: 22%

Job placement for graduates and completers of this program: 86%

Program CIP Number: 52.1201

Program Name: Business Management and Technology

The Bachelor of Science in Business Management and Technology program includes management of technology as well as the use of technology to manage. Topics include organizational management, conflict resolution, multi-media design, software applications, business law, and managerial communications. This program requires students to achieve the following industry certifications: Microsoft Certified Application Specialist: Word, Excel, PowerPoint and Access.

Program Length: Thirty months

Related Occupations:

Information Technology Project Managers

SOC Code 15-1099.11

http://www.onetonline.org/link/summary/15-1099.11

Computer and Information Systems Managers

SOC Code 11-3021.00

http://www.onetonline.org/link/summary/11-3021.00

Anchorage Campus Program Cost: Seventy-Four Thousand Nine Hundred Dollars

Online Program Cost: Sixty-Six Thousand Nine Hundred Dollars

Total Estimated Cost for Books and Supplies: Included

Median cumulative debt for federal student loans: Nineteen thousand six hundred four dollars and sixty cents

Median cumulative debt for private loans: Seven thousand one hundred sixty-five dollars and nineteen cents

Median cumulative debt for institutional finance plans: Five thousand one hundred forty-six dollars and sixty-four cents

Normal Program Completion Time: Thirty months

Percent of Students completing the program between July 1, 2010 and June 30, 2011, who completed in the normal time: 16%

Job placement for graduates and completers of this program: 100%

B.S. Degree in Business Management and Technology

B.S. Degree in Construction Management

Program CIP Number: 52.2001

Program Name: Construction Management

The Bachelor of Science in Construction Management program presents the values, theory, and practices in use in the field of construction management. It underscores management of technology as well as the use of technology to manage. Topics include safety and risk management, materials statics and strengths, legal issues, cost estimating, project scheduling, and business related topics of organizational management, conflict resolution, advanced software applications, employment law, and managerial communications. This program requires that a student achieve one or more of the following industry certifications: Microsoft Certified Application Specialist: Word, Excel, PowerPoint and Access.

Program Length: Thirty months

Related Occupations:

Construction Managers

SOC Code 11-9021.00

http://www.onetonline.org/link/summary/11-9021.00

First-Line Supervisors/Managers of Construction Trades and Extraction Workers

SOC Code 47-1011.00

http://www.onetonline.org/link/summary/47-1011.00

Cost Estimators

SOC Code 13-1051.00

http://www.onetonline.org/link/summary/13-1051.00

Construction and Building Inspectors

SOC Code 47-4011.00

http://www.onetonline.org/link/summary/47-4011.00

Civil Engineers

SOC Code 17-2051.00

http://www.onetonline.org/link/summary/17-2051.00

Program Cost: Seventy-Four Thousand Nine Hundred Dollars

Total Estimated Cost for Books and Supplies: Included

Median cumulative debt for federal student loans: Twenty-nine thousand seventy-two dollars and sixty-six cents

Median cumulative debt for private loans: Ten thousand one hundred forty-one dollars and six cents

Median cumulative debt for institutional finance plans: Twenty-seven thousand six hundred twenty-five dollars and forty-three cents

Normal Program Completion Time: Thirty months

Percent of Students completing the program between July 1, 2010 and June 30, 2011, who completed in the normal time: 17%

Job placement for graduates and completers of this program: 100%

Program CIP Number: 43.0103

Program Name: Criminal Justice

The Bachelor of Science in Criminal Justice program provides students interested in policing, criminal law, or corrections with an interdisciplinary study of crime and justice. The program's inclusion of interpersonal skills and managerial and administrative subject matter prepares students to seek positions of responsibility and leadership in the criminal justice community and related professions. The program examines the criminal justice process and its key components, effective interpersonal communication, administrative decision-making and personnel management. Contemporary issues such as human relations and social conflict, professionalism and ethics, and the injection of technology into crime and its detection are also addressed. The Criminal Justice program appeals to students who are currently employed and seeking advancement in the criminal justice community, or to working adults pursuing a new career in a criminal justice related field. Graduates of the program may find employment opportunities in public and private policing agencies, corrections, the court system, social services, and in corporate security.

Program Length: Thirty months

Related Occupations:

Detectives and Criminal Investigators

SOC Code 33-3021.00

http://www.onetonline.org/link/summary/33-3021.00

Police Detectives

SOC Code 33-3021.01

http://www.onetonline.org/link/summary/33-3021.01

Police Identification and Records Officers

SOC Code 33-3021.02

http://www.onetonline.org/link/summary/33-3021.02

Police and Sheriff's Patrol Officers

SOC Code 33-3051.00

http://www.onetonline.org/link/summary/33-3051.00

Police Patrol Officers

SOC Code 33-3051.01

http://www.onetonline.org/link/summary/33-3051.01

Sheriffs and Deputy Sheriffs

SOC Code 33-3051.03

http://www.onetonline.org/link/summary/33-3051.03

Private Detectives and Investigators

SOC Code 33-9021.00

http://www.onetonline.org/link/summary/33-9021.00

Gaming Surveillance Officers and Gaming Investigators

SOC Code 33-9031.00

http://www.onetonline.org/link/summary/33-9031.00

Transit and Railroad Police

SOC Code 33-3052.00

http://www.onetonline.org/link/summary/33-3052.00

Parking Enforcement Workers

SOC Code 33-3041.00

http://www.onetonline.org/link/summary/33-3041.00

Police, Fire, and Ambulance Dispatchers

SOC Code 43-5031.00

http://www.onetonline.org/link/summary/43-5031.00

Anchorage Campus Program Cost: Seventy-Four Thousand Nine Hundred Dollars

Online Program Cost: Sixty-Six Thousand Nine Hundred Dollars

Total Estimated Cost for Books and Supplies: Included

Median cumulative debt for federal student loans: Thirty-eight thousand seven hundred seventy dollars and forty-two cents

Median cumulative debt for private loans: Eleven thousand one hundred forty dollars and zero cents

Median cumulative debt for institutional finance plans: Twelve thousand seventy dollars and sixty-nine cents

Normal Program Completion Time: Thirty months

Percent of Students completing the program between July 1, 2010 and June 30, 2011, who completed in the normal time: 9%

Job placement for graduates and completers of this program: 100%

Program CIP Number: 51.0701

Program Name: 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 management positions in hospitals, clinics, and long-term care facilities.

Program Length: Fifteen months

Related Occupations:

Medical and Health Services Managers

SOC Code 11-9111.00

http://www.onetonline.org/link/summary/11-9111.00

Anchorage Campus Program Cost: Seventy-Four Thousand Nine Hundred Dollars

Online Program Cost: Sixty-Six Thousand Nine Hundred Dollars

Total Estimated Cost for Books and Supplies: Included

Median cumulative debt for federal student loans: No federal loans in this reporting period

Median cumulative debt for private loans: No private loans in this reporting period

Median cumulative debt for institutional finance plans: No institutional finance plans in this reporting period

Normal Program Completion Time: Fifteen months

Percent of Students completing the program between July 1, 2010 and June 30, 2011, who completed in the normal time: No graduates in this reporting period

Job placement for graduates and completers of this program: No graduates in this reporting period

B.S. Degree in Information Technology Engineering

Program CIP Number: 11.0103

Program Name: Information Technology Engineering

The Bachelor of Science in Information Technology Engineering program underscores the direct application, manipulation and control of technology. Topics include enterprise computer networking, advanced telecommunications, IP routing, network design, cabling standards, and programming. This program requires that the student achieve the following industry certification: Cisco Certified Network Associate.

Program Length: Thirty months

Related Occupations:

Information Technology Project Managers

SOC Code 15-1099.11

http://www.onetonline.org/link/summary/15-1099.11

Computer Systems Engineers/Architects

SOC Code 15-1099.02

http://www.onetonline.org/link/summary/15-1099.02

Network Designers

SOC Code 15-1099.03

http://www.onetonline.org/link/summary/15-1099.03

Computer Systems Analysts

SOC Code 15-1051.00

http://www.onetonline.org/link/summary/15-1051.00

Computer Hardware Engineers

SOC Code 17-2061.00

http://www.onetonline.org/link/summary/17-2061.00

Computer and Information Systems Managers

SOC Code 11-3021.00

http://www.onetonline.org/link/summary/11-3021.00

Computer Security Specialists

SOC Code 15-1071.01

http://www.onetonline.org/link/summary/15-1071.01

Program Cost: Seventy-Four Thousand Nine Hundred Dollars

Total Estimated Cost for Books and Supplies: Included

Median cumulative debt for federal student loans: Thirty-one thousand nineteen dollars and ninety-six cents

Median cumulative debt for private loans: Seventeen thousand seven hundred forty-three dollars and thirty-four cents

Median cumulative debt for institutional finance plans: One thousand seven hundred seventy dollars and ninety-one cents

Normal Program Completion Time: Thirty Months

Percent of Students completing the program between July 1, 2010 and June 30, 2011, who completed in the normal time: 17%

Job placement for graduates and completers of this program: 95%

Program CIP Number: 52.0201

Program Name: Business Management Practice

The Associate of Applied Science in Business Management Practice program covers how to hire, support, and evaluate personnel; to supervise working teams of staff; to identify, develop, and implement vital projects; to comply with complex business laws and regulations; to review financial data for decision-making; to use information technology to communicate and market; to apply the critical elements of leadership; to use advanced computer technology to manage; and to start and manage a small business. This program requires that students achieve the following industry certifications: (1) Microsoft Certified Application Specialist: Word; (2) Microsoft Certified Application Specialist: Excel.

Program Length: Fifteen months

Related Occupations:

General and Operations Managers

SOC Code 11-1021.00

http://www.onetonline.org/link/summary/11-1021.00

First-Line Supervisors/Managers of Office and Administrative Support Workers

SOC Code 43-1011.00

http://www.onetonline.org/link/summary/43-1011.00

Administrative Services Managers

SOC Code 11-3011.00

http://www.onetonline.org/link/summary/11-3011.00

Regulatory Affairs Managers

SOC Code 11-9199.01

http://www.onetonline.org/link/summary/11-9199.01

Compliance Managers

SOC Code 11-9199.02

http://www.onetonline.org/link/summary/11-9199.02

Supply Chain Managers

SOC Code 11-9199.04

http://www.onetonline.org/link/summary/11-9199.04

Anchorage Campus Program Cost: Thirty-Seven Thousand Four Hundred Fifty Dollars

Online Program Cost: Thirty-Seven Thousand Four Hundred Fifty Dollars

Total Estimated Cost for Books and Supplies: Included

Median cumulative debt for federal student loans: Twenty thousand three dollars and forty-two cents

Median cumulative debt for private loans: Seven thousand two hundred ninety-nine dollars and ninety-five cents

Median cumulative debt for institutional finance plans: Three thousand eight hundred forty-two dollars and seventy cents

Normal Program Completion Time: Fifteen months

Percent of Students completing the program between July 1, 2010 and June 30, 2011, who completed in the normal time: 20%

Job placement for graduates and completers of this program: 100%

A.A.S. Degree in Computer Science: Concentration in Business Applications

Program CIP Number: 52.0407

Program Name: Computer Science: Concentration in Business Applications

The Associate of Applied Science in Computer Science: Concentration in Business Applications program prepares students to seek careers in receiving, processing, delivering, and storing information that is vital in both the short-term and the long-term operation and decision-making of virtually all businesses and governmental, social, and professional agencies and enterprises. This program requires that the student achieve the following industry certifications: (1) Microsoft Certified Application Specialist: Word; (2) Microsoft Certified Application Specialist: Excel.

Program Length: Fifteen months

Related Occupations:

Information Technology Project Managers

SOC Code 15-1099.11

http://www.onetonline.org/link/summary/15-1099.11

Computer and Information Systems Managers

SOC Code 11-3021.00

http://www.onetonline.org/link/summary/11-3021.00

Program Cost: Thirty-Seven Thousand Four Hundred Fifty Dollars

Total Estimated Cost for Books and Supplies: Included

Median cumulative debt for federal student loans: Eleven thousand sixty-nine dollars and zero cents

Median cumulative debt for private loans: No private loans in this reporting period

Median cumulative debt for institutional finance plans: Two thousand one hundred ninety-five dollars and sixteen cents

Normal Program Completion Time: Fifteen months

Percent of Students completing the program between July 1, 2010 and June 30, 2011, who completed in the normal time: 20%

Job placement for graduates and completers of this program: 100%

Program CIP Number: 11.1003

Program Name: Computer Science: Concentration in Network Security

This Associate of Applied Science in Computer Science: Concentration in Network Security program prepares students to seek careers in the field of network security. Network security specialists plan, coordinate, and implement an organization's information security and security systems. Security specialists educate users on computer security, install security software, monitor the network for security breaches, respond to cyber attacks, and gather data and evidence. They install, configure, and manage firewall devices in an effort to provide a higher level of protection. Network security specialists are also responsible for developing security policies and procedures and for the physical security of the data network. This program requires that the student achieve the following industry certification: Security+.

Program Length: Fifteen months

Related Occupations:

Computer Security Specialists

SOC Code 15-1071.01

http://www.onetonline.org/link/summary/15-1071.01

Program Cost: Thirty-Seven Thousand Four Hundred Fifty Dollars

Total Estimated Cost for Books and Supplies: Included

Median cumulative debt for federal student loans: Seventeen thousand seven hundred ninety-two dollars and sixty-two cents

Median cumulative debt for private loans: Sixteen thousand five hundred sixty-four dollars and seventeen cents

Median cumulative debt for institutional finance plans: One thousand seven hundred seventy dollars and forty-four cents

Normal Program Completion Time: Fifteen months

Percent of Students completing the program between July 1, 2010 and June 30, 2011, who completed in the normal time: 29%

Job placement for graduates and completers of this program: 100%

A.A.S. Degree in Computer Science: Concentration in Networking Technology

Program CIP Number: 11.0701

Program Name: Computer Science: Concentration in Networking Technology

The Associate of Applied Science in Computer Science: Concentration in Networking Technology program prepares students to seek careers as computer professionals. The program begins by establishing primary knowledge and skills in computer operations. The program introduces Linux, wireless technology, Cisco routers, and enterprise-wide networks. The program builds a foundation in primary network architecture and current networking technology for local area networks (LANs), wide area networks (WANs), and the internet. This program requires that students achieve the following industry certification: Microsoft Certified Professional.

Program Length: Fifteen months

Related Occupations:

Network Designers

SOC Code 15-1099.03

http://www.onetonline.org/link/summary/15-1099.03

Network and Computer Systems Administrators

SOC Code 15-1071.00

http://www.onetonline.org/link/summary/15-1071.00

Network Systems and Data Communications Analysts

SOC Code 15-1081.00

http://www.onetonline.org/link/summary/15-1081.00

Information Technology Project Managers

SOC Code 15-1099.11

http://www.onetonline.org/link/summary/15-1099.11

Computer Systems Analysts

SOC Code 15-1051.00

http://www.onetonline.org/link/summary/15-1051.00

Computer Support Specialists

SOC Code 15-1041.00

http://www.onetonline.org/link/summary/15-1041.00

Program Cost: Thirty-Seven Thousand Four Hundred Fifty Dollars

Total Estimated Cost for Books and Supplies: Included

Median cumulative debt for federal student loans: Twenty thousand dollars and zero cents

Median cumulative debt for private loans: Eight thousand five hundred dollars and zero cents

Median cumulative debt for institutional finance plans: Three thousand five hundred six dollars and seventy-seven cents

Normal Program Completion Time: Fifteen months

Percent of Students completing the program between July 1, 2010 and June 30, 2011, who completed in the normal time: 18%

Job placement for graduates and completers of this program: 97%

Program CIP Number: 15.1301

Program Name: Computer Science: Concentration in Technical Graphics

The Associate of Applied Science in Computer Science: Concentration in Technical Graphics program prepares students to seek careers in producing, comprehending, analyzing, and expanding the information contained in drawings, sketches, manufacturer catalog information, and related documents. These functions are vital to the short-term and long-term operation, efficiency, and reputation of governmental agencies, professional engineering, architectural and construction businesses and enterprises, as well as for the environmental, health, and physical safety of the public.

Program Length: Fifteen months

Related Occupations:

Architectural Drafters

SOC Code 17-3011.01

http://www.onetonline.org/link/summary/17-3011.01

Civil Drafters

SOC Code 17-3011.02

http://www.onetonline.org/link/summary/17-3011.02

Mechanical Drafters

SOC Code 17-3013.00

http://www.onetonline.org/link/summary/17-3013.00

Electronic Drafters

SOC Code 17-3012.01

http://www.onetonline.org/link/summary/17-3012.01

Electrical Drafters

SOC Code 17-3012.02

http://www.onetonline.org/link/summary/17-3012.02

Program Cost: Thirty-Seven Thousand Four Hundred Fifty Dollars

Total Estimated Cost for Books and Supplies: Included

Median cumulative debt for federal student loans: Fourteen thousand forty-four dollars and fifty-two cents

Median cumulative debt for private loans: Seventeen thousand dollars and thirty-two cents

Median cumulative debt for institutional finance plans: Four thousand seven hundred eighty-six dollars and eighty-nine cents

Normal Program Completion Time: Fifteen months

Percent of Students completing the program between July 1, 2010 and June 30, 2011, who completed in the normal time: 39%

Job placement for graduates and completers of this program: 100%

A.A.S. Degree in Computerized Accounting

Program CIP Number: 52.0301

Program Name: Computerized Accounting

The Associate of Applied Science in Computerized Accounting program prepares students to seek careers in receiving, recording, storing, classifying, summarizing, communicating, and interpreting individual and multiple financial transactions that are vital to both the short-term and long-term operation and decision-making of virtually all businesses and governmental agencies and enterprises. This program requires that students achieve the following industry certifications: (1) Microsoft Certified Application Specialist: Word; (2) Microsoft Certified Application Specialist: Excel.

Program Length: Fifteen months

Related Occupations:

Bookkeeping, Accounting, and Auditing Clerks

SOC Code 43-3031.00

http://www.onetonline.org/link/summary/43-3031.00

Billing, Cost, and Rate Clerks

SOC Code 43-3021.02

http://www.onetonline.org/link/summary/43-3021.02

Statement Clerks

SOC Code 43-3021.01

http://www.onetonline.org/link/summary/43-3021.01

Tellers

SOC Code 43-3071.00

http://www.onetonline.org/link/summary/43-3071.00

Anchorage Campus Program Cost: Thirty-Seven Thousand Four Hundred Fifty Dollars

Online Program Cost: Thirty-Seven Thousand Four Hundred Fifty Dollars

Total Estimated Cost for Books and Supplies: Included

Median cumulative debt for federal student loans: Twenty thousand dollars and zero cents

Median cumulative debt for private loans: Eight thousands five hundred thirty-five dollars and fifteen cents

Median cumulative debt for institutional finance plans: Three thousand eight hundred eighty-nine dollars and thirty-two cents

Normal Program Completion Time: Fifteen months

Percent of Students completing the program between July 1, 2010 and June 30, 2011, who completed in the normal time: 11%

Job placement for graduates and completers of this program: 96%

Program CIP Number: 43.0103

Program Name: Criminal Justice

The Associate of Applied Science in Criminal Justice program provides students interested in policing, criminal law, or corrections with an interdisciplinary study of crime and justice. The program's inclusion of interpersonal skills and managerial and administrative subject matter prepares students to seek positions of responsibility and leadership within the criminal justice community and related professions. The program examines the criminal justice process and its key components, effective interpersonal communication, administrative decision-making and personnel management. Contemporary issues such as human relations and social conflict, professionalism and ethics, and the injection of technology into crime and its detection are also addressed. Graduates of the program may find employment opportunities in public and private policing agencies, corrections, the court system, social services, and in corporate security.

Program Length: Fifteen months

Related Occupations:

Detectives and Criminal Investigators

SOC Code 33-3021.00

http://www.onetonline.org/link/summary/33-3021.00

Police Detectives

SOC Code 33-3021.01

http://www.onetonline.org/link/summary/33-3021.01

Police Identification and Records Officers

SOC Code 33-3021.02

http://www.onetonline.org/link/summary/33-3021.02

Police and Sheriff's Patrol Officers

SOC Code 33-3051.00

http://www.onetonline.org/link/summary/33-3051.00

Police Patrol Officers

SOC Code 33-3051.01

http://www.onetonline.org/link/summary/33-3051.01

Sheriffs and Deputy Sheriffs

SOC Code 33-3051.03

http://www.onetonline.org/link/summary/33-3051.03

Private Detectives and Investigators

SOC Code 33-9021.00

http://www.onetonline.org/link/summary/33-9021.00

Gaming Surveillance Officers and Gaming Investigators

SOC Code 33-9031.00

http://www.onetonline.org/link/summary/33-9031.00

Transit and Railroad Police

SOC Code 33-3052.00

http://www.onetonline.org/link/summary/33-3052.00

Parking Enforcement Workers

SOC Code 33-3041.00

http://www.onetonline.org/link/summary/33-3041.00

Police, Fire, and Ambulance Dispatchers

SOC Code 43-5031.00

http://www.onetonline.org/link/summary/43-5031.00

Anchorage Campus Program Cost: Thirty-Seven Thousand Four Hundred Fifty Dollars

Online Program Cost: Thirty-Seven Thousand Four Hundred Fifty Dollars

Total Estimated Cost for Books and Supplies: Included

Median cumulative debt for federal student loans: Twenty thousand dollars and zero cents

Median cumulative debt for private loans: Eight thousand five hundred dollars and zero cents

Median cumulative debt for institutional finance plans: Two thousand eight hundred eighty-one dollars and forty-five cents

Normal Program Completion Time: Fifteen months

Percent of Students completing the program between July 1, 2010 and June 30, 2011, who completed in the normal time: 46%

Job placement for graduates and completers of this program: 95%

A.A.S. Degree in Health Information Technology

Program CIP Number: 51.0707

Program Name: Health Information Technology

The Associate of Applied Science in Health Information Technology program prepares students to seek employment health information positions. The program provides basic training in computers, health information content and management, quality improvement, statistics, coding and reimbursement, and legal aspects of health information. The program covers how to compile, analyze, and present health information for use by various health care professionals.

Program Length: Fifteen months

Related Occupations:

Medical Records and Health Information Technicians

SOC Code 29-2071.00

http://www.onetonline.org/link/summary/29-2071.00

Medical Transcriptionists

SOC Code 31-9094.00

http://www.onetonline.org/link/summary/31-9094.00

Billing, Cost, and Rate Clerks

SOC Code 43-3021.02

http://www.onetonline.org/link/summary/43-3021.02

Medical Secretaries

SOC Code 43-6013.00

http://www.onetonline.org/link/summary/43-6013.00

Anchorage Campus Program Cost: Thirty-Seven Thousand Four Hundred Fifty Dollars

Online Program Cost: Thirty-Seven Thousand Four Hundred Fifty Dollars

Total Estimated Cost for Books and Supplies: Included

Median cumulative debt for federal student loans: No federal loans in this reporting period

Median cumulative debt for private loans: No private loans in this reporting period

Median cumulative debt for institutional finance plans: No institutional finance plans in this reporting period

Normal Program Completion Time: Fifteen months

Percent of Students completing the program between July 1, 2010 and June 30, 2011, who completed in the normal time: No graduates in this reporting period

Job placement for graduates and completers of this program: No graduates in this reporting period

Program CIP Number: 51.0710

Program Name: Medical Office Administration: Concentration in Medical Assistant

The Associate of Applied Science in Medical Office Administration: Concentration in Medical Assistant program prepares students to seek entry-level positions as Medical Assistants. The computer technology and word processing facets of the curriculum enhance the students' potential for placement, and the medical office administration orientation enhances graduates value in the fast-paced health care offices of today and the future. This program is broken into two phases, the first phase is the Certificate in Medical Assistant program, and the second phase is the medical office administration courses. Prior to advancing to the medical office administration courses, students must complete the Certificate in Medical Assistant program.

Program Length: Eighteen months

Related Occupations:

Medical Assistants

SOC Code 31-9092.00

http://www.onetonline.org/link/summary/31-9092.00

Medical Secretaries

SOC Code 43-6013.00

http://www.onetonline.org/link/summary/43-6013.00

Program Cost: Thirty-Nine Thousand Nine Hundred Fifty Dollars

Total Estimated Cost for Books and Supplies: Included

Median cumulative debt for federal student loans: Fourteen thousand five hundred forty-one dollars and two cents

Median cumulative debt for private loans: Five thousand four hundred eighty-nine dollars and seventy-four cents

Median cumulative debt for institutional finance plans: One thousand one hundred nine dollars and sixty-one cents

Normal Program Completion Time: Eighteen months

Percent of Students completing the program between July 1, 2010 and June 30, 2011, who completed in the normal time: 36%

Job placement for graduates and completers of this program: 100%

A.A.S. Degree in Medical Office Administration: Concentration in Medical Assistant

A.A.S. Degree in Paralegal Studies

Program CIP Number: 22.0302

Program Name: Paralegal Studies

The Associate of Applied Science Degree in Paralegal Studies program prepares students to seek entry-level employment as paralegals in law offices and government agencies. The program includes family law, business law, dispute resolution, contracts, evidence, and torts. The program has coursework in office computer programs, mathematical and orderly reasoning, and written and oral communication. Program Length: Fifteen months

Related Occupations:

Paralegals and Legal Assistants

SOC Code 23-2011.00

http://www.onetonline.org/link/summary/23-2011.00

Law Clerks

SOC Code 23-2092.00

http://www.onetonline.org/link/summary/23-2092.00

Court, Municipal, and License Clerks

SOC Code 43-4031.00

http://www.onetonline.org/link/summary/43-4031.00

Court Clerks

SOC Code 43-4031.01

http://www.onetonline.org/link/summary/43-4031.01

Municipal Clerks

SOC Code 43-4031.02

http://www.onetonline.org/link/summary/43-4031.02

License Clerks

SOC Code 43-4031.03

http://www.onetonline.org/link/summary/43-4031.03

Legal Secretaries

SOC Code 43-6012.00

http://www.onetonline.org/link/summary/43-6012.00

Anchorage Campus Program Cost: Thirty-Seven Thousand Four Hundred Fifty Dollars

Online Program Cost: Thirty-Seven Thousand Four Hundred Fifty Dollars

Total Estimated Cost for Books and Supplies: Included

Median cumulative debt for federal student loans: No federal loans in this reporting period

Median cumulative debt for private loans: No private loans in this reporting period

Median cumulative debt for institutional finance plans: No institutional finance plans in this reporting period

Normal Program Completion Time: Fifteen months

Percent of Students completing the program between July 1, 2010 and June 30, 2011, who completed in the normal time: 0%

Job placement for graduates and completers of this program: No graduates in this reporting period

Program CIP Number: 52.0301

Program Name: Computerized Accounting Specialist

The Certificate in Computerized Accounting Specialist program provides the information and skills in reporting financial transactions, computerized operations, computerized accounting, and computerized business software, customer service, and career development. The skills, competencies, knowledge base, and attributes necessary for most students to establish a financial accounting career may require the completion of a degree program.

Program Length: Seven months

Related Occupations:

Bookkeeping, Accounting, and Auditing Clerks

SOC Code 43-3031.00

http://www.onetonline.org/link/summary/43-3031.00

Billing, Cost, and Rate Clerks

SOC Code 43-3021.02

http://www.onetonline.org/link/summary/43-3021.02

Statement Clerks

SOC Code 43-3021.01

http://www.onetonline.org/link/summary/43-3021.01

Tellers

SOC Code 43-3071.00

http://www.onetonline.org/link/summary/43-3071.00

Program Cost: Eighteen Thousand Seven Hundred Twenty-Five Dollars

Total Estimated Cost for Books and Supplies: Included

Median cumulative debt for federal student loans: Nine thousand five hundred dollars and zero cents

Median cumulative debt for private loans: Eight thousand eight hundred eighty-four dollars and zero cents

Median cumulative debt for institutional finance plans: Two thousand eight hundred sixteen dollars and eighty cents

Normal Program Completion Time: Seven months

Percent of Students completing the program between July 1, 2010 and June 30, 2011, who completed in the normal time: 42%

Job placement for graduates and completers of this program: 100%

Certificate in Computerized Office Specialist

Program CIP Number: 11.0101

Program Name: Computerized Office Specialist

The Certificate in Computerized Office Specialist program is for students seeking rapid computer literacy and operational skills. The program includes skills in mathematics and communications, word processing, computer operations, the use of essential business computer software, payroll reporting, customer service, and career development. The skills, competencies, knowledge base, and attributes necessary for most students to establish a career in the office professions may require the completion of a degree program.

Program Length: Seven months

Related Occupations:

Office Clerks, General

43-9061.00

http://www.onetonline.org/link/summary/43-9061.00

Computer Support Specialists

SOC Code 15-1041.00

http://www.onetonline.org/link/summary/15-1041.00

Office and Administrative Support Workers, All Other

43-9199.00

http://www.onetonline.org/link/summary/43-9199.00

Executive Secretaries and Administrative Assistants

SOC Code 43-6011.00

http://www.onetonline.org/link/summary/43-6011.00

Secretaries, Except Legal, Medical, and Executive

43-6014.00

http://www.onetonline.org/link/summary/43-6014.00

Human Resources Assistants, Except Payroll and Timekeeping

43-4161.00

http://www.onetonline.org/link/summary/43-4161.00

Receptionists and Information Clerks

SOC Code 43-4171.00

http://www.onetonline.org/link/summary/43-4171.00

File Clerks

SOC Code 43-4071.00

http://www.onetonline.org/link/summary/43-4071.00

Program Cost: Eighteen Thousand Seven Hundred Twenty-Five Dollars

Total Estimated Cost for Books and Supplies: Included

Median cumulative debt for federal student loans: Nine thousand five hundred dollars and zero cents

Median cumulative debt for private loans: Three thousand seven hundred eighteen dollars and zero cents

Median cumulative debt for institutional finance plans: One thousand four hundred ninety-four dollars and eight cents

Normal Program Completion Time: Seven Months

Percent of Students completing the program between July 1, 2010 and June 30, 2011, who completed in the normal time: 33%

Job placement for graduates and completers of this program: 92%

Program CIP Number: 15.0501

Program Name: Heating, Ventilation, Air Conditioning and Refrigeration

The Certificate in Heating, Air Conditioning, Ventilation and Refrigeration program prepares students to seek entry-level employment in industry. The program provides training in the installation, maintenance and repair of heating, air conditioning, ventilation and refrigeration systems.

Program Length: Ten months

Related Occupations:

Sheet Metal Workers

SOC Code 47.2211.00

http://www.onetonline.org/link/summary/47-2211.00

Heating and Air Conditioning Mechanics and Installers

SOC Code 49-9021.01

http://www.onetonline.org/link/summary/49-9021.01

Heating, Air Conditioning, and Refrigeration Mechanics and Installers

SOC Code 49-9021.00

http://www.onetonline.org/link/summary/49-9021.00

Refrigeration Mechanics and Installers

SOC Code 49-9021.02

http://www.onetonline.org/link/summary/49-9021.02

Program Cost: Seventeen Thousand Seven Hundred Twenty-Five Dollars

Total Estimated Cost for Books and Supplies: Included

Median cumulative debt for federal student loans: No federal loans in this reporting period

Median cumulative debt for private loans: No private loans for this reporting period

Median cumulative debt for institutional finance plans: No institutional finance plans for this reporting period

Normal Program Completion Time: Ten months

Percent of Students completing the program between July 1, 2010 and June 30, 2011, who completed in the normal time: No graduates in this reporting period

Job placement for graduates and completers of this program: No graduates in this reporting period

Certificate in Medical Assistant

Program CIP Number: 51.0801

Program Name: Medical Assistant

The Certificate in Medical Assistant program provides the information, technical skills, and business skills required for 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.

Program Length: Eleven months

Related Occupations:

Medical Assistants

SOC Code 31-9092.00

http://www.onetonline.org/link/summary/31-9092.00

Medical Secretaries

SOC Code 43-6013.00

http://www.onetonline.org/link/summary/43-6013.00

Program Cost: Twenty Thousand Nine Hundred Twenty-Five Dollars

Total Estimated Cost for Books and Supplies: Included

Median cumulative debt for federal student loans: Twelve thousand eight hundred ninety-eight dollars and zero cents

Median cumulative debt for private loans: Six thousand four hundred four dollars and seventy-five cents

Median cumulative debt for institutional finance plans: One thousand four hundred sixty-two dollars and sixty-eight cents

Normal Program Completion Time: Eleven months

Percent of Students completing the program between July 1, 2010 and June 30, 2011, who completed in the normal time: 37%

Job placement for graduates and completers of this program: 96%

Program CIP Number: 11.1003

Program Name: Network Security

The Certificate in Network Security program provides the information and technical skills required for entry-level careers in the field of network security. Security specialists educate users on computer security, install security software, monitor the network for security breaches, respond to cyber attacks, and gather data and evidence. They install, configure, and manage firewall devices in an effort to provide a higher level of protection. Network security specialists are also responsible for developing security policies and procedures and for the physical security of the data network. This program requires that the student achieve the following industry certification: Security+.

Program Length: Seven months

Related Occupations:

Computer Security Specialists

SOC Code 15-1071.01

http://www.onetonline.org/link/summary/15-1071.01

Program Cost: Eighteen Thousand Seven Hundred Twenty-Five Dollars

Total Estimated Cost for Books and Supplies: Included

Median cumulative debt for federal student loans: Ten thousand four hundred forty-seven dollars and fifty cents

Median cumulative debt for private loans: No private loans in this reporting period

Median cumulative debt for institutional finance plans: Six thousand three hundred forty dollars and thirty-five cents

Normal Program Completion Time: Seven months

Percent of Students completing the program between July 1, 2010 and June 30, 2011, who completed in the normal time: 29%

Job placement for graduates and completers of this program: 100%

Certificate in Network Technology

Program CIP Number: 11.0701

Program Name: Network Technology

The Certificate in Network Technology program seeks to build a body of knowledge and skills to prepare students for careers as computer professionals. The program begins by establishing primary understanding and skills in computer operations with Windows Server. The program covers essential Microsoft programs and servers that are often used by small businesses. This program requires that the student achieve the following industry certification: Microsoft Certified Professional.

Program Length: Seven months

Related Occupations:

Network Designers

SOC Code 15-1099.03

http://www.onetonline.org/link/summary/15-1099.03

Network and Computer Systems Administrators

SOC Code 15-1071.00

http://www.onetonline.org/link/summary/15-1071.00

Network Systems and Data Communications Analysts

SOC Code 15-1081.00

http://www.onetonline.org/link/summary/15-1081.00

Information Technology Project Managers

SOC Code 15-1099.11

http://www.onetonline.org/link/summary/15-1099.11

Computer Systems Analysts

SOC Code 15-1051.00

http://www.onetonline.org/link/summary/15-1051.00

Computer Support Specialists

SOC Code 15-1041.00

http://www.onetonline.org/link/summary/15-1041.00

Program Cost: Eighteen Thousand Seven Hundred Twenty-Five Dollars

Total Estimated Cost for Books and Supplies: Included

Median cumulative debt for federal student loans: Nine thousand five hundred dollars and zero cents

Median cumulative debt for private loans: Four thousand eight hundred sixty-eight dollars and zero cents

Median cumulative debt for institutional finance plans: Six hundred twenty-three dollars and fifty cents

Normal Program Completion Time: Seven months

Percent of Students completing the program between July 1, 2010 and June 30, 2011, who completed in the normal time: 28%

Job placement for graduates and completers of this program: 100%

Program CIP Number: 22.0302

Program Name: 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, real estate law, contracts, business law, and criminal law.

Program Length: Seven months

Related Occupations:

Paralegals and Legal Assistants

SOC Code 23-2011.00

http://www.onetonline.org/link/summary/23-2011.00

Law Clerks

SOC Code 23-2092.00

http://www.onetonline.org/link/summary/23-2092.00

Court, Municipal, and License Clerks

SOC Code 43-4031.00

http://www.onetonline.org/link/summary/43-4031.00

Court Clerks

SOC Code 43-4031.01

http://www.onetonline.org/link/summary/43-4031.01

Municipal Clerks

SOC Code 43-4031.02

http://www.onetonline.org/link/summary/43-4031.02

License Clerks

SOC Code 43-4031.03

http://www.onetonline.org/link/summary/43-4031.03

Legal Secretaries

SOC Code 43-6012.00

http://www.onetonline.org/link/summary/43-6012.00

Program Cost: Eighteen Thousand Seven Hundred Twenty-Five Dollars

Total Estimated Cost for Books and Supplies: Included

Median cumulative debt for federal student loans: Nine thousand seven hundred fifteen dollars and twelve cents

Median cumulative debt for private loans: Six thousand five hundred sixty-nine dollars and zero cents

Median cumulative debt for institutional finance plans: Three thousand seven hundred ninety-two dollars and zero cents

Normal Program Completion Time: Seven months

Percent of Students completing the program between July 1, 2010 and June 30, 2011, who completed in the normal time: 48%

Job placement for graduates and completers of this program: 100%

Certificate in Welding

Program CIP Number: 15.0613

Program Name: Welding

The Certificate in Welding program is a combination of welding practices used in industry today. The program provides hands-on cutting, welding, layout, and fitting skills that are presently used and practiced in industry. Topics include welding processes, oxy-fuel welding and cutting, shielded metal arc (SMAW) and gas metal arc (GMAW). The program covers how the welding processes work and why certain welding processes are used. Graduates are prepared to seek entry level employment in fabrication shops and in the construction field.

Program Length: Ten months

Related Occupations:

Welders, Cutters, and Welder Fitters

SOC Code 51-4121.06

http://www.onetonline.org/link/summary/51-4121.06

Welders, Cutters, Solderers, and Brazers

SOC Code 51-4121.00

http://www.onetonline.org/link/summary/51-4121.00

Solderers and Brazers

SOC Code 51-4121.07

http://www.onetonline.org/link/summary/51-4121.07

Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders

SOC Code 51-4122.00

http://www.onetonline.org/link/summary/51-4122.00

Structural Metal Fabricators and Fitters

SOC Code 51-2041.00

http://www.onetonline.org/link/summary/51-2041.00

Pipe Fitters and Steamfitters

SOC Code 47-2152.01

http://www.onetonline.org/link/summary/47-2152.01

Program Cost: Nineteen Thousand Four Hundred Twenty-Five Dollars

Total Estimated Cost for Books and Supplies: Included

Median cumulative debt for federal student loans: No federal loans in this reporting period

Median cumulative debt for private loans: No private loans in this reporting period

Median cumulative debt for institutional finance plans: No institutional finance plans in this reporting period

Normal Program Completion Time: Ten months

Percent of Students completing the program between July 1, 2010 and June 30, 2011, who completed in the normal time: No graduates in this reporting period

Job placement for graduates and completers of this program: No graduates in this reporting period

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