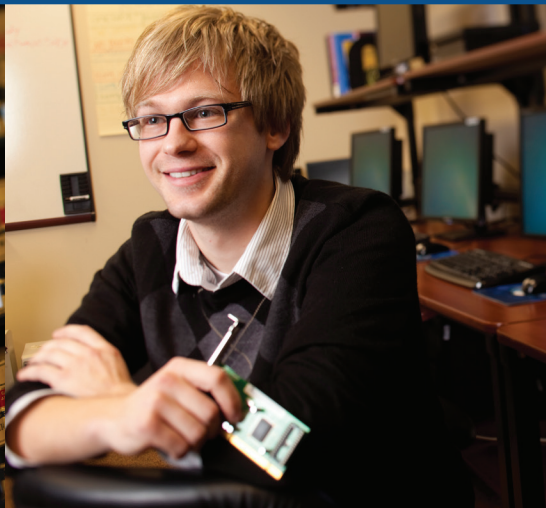


CHARTER COLLEGE

is my college.



2013-2014 CATALOG & STUDENT HANDBOOK

CANYON COUNTRY, LONG BEACH, LANCASTER and Oxnard, CA CAMPUSES

REVISED SEPTEMBER 9, 2013

CHARTER COLLEGE

CharterCollege.edu

CHARTER COLLEGE

CHARTER COLLEGE

CHANGE YOUR LIFE. START HERE.

**Catalog 2013-2014
&
Student Handbook**

September 2013

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Revision Date September 9, 2013

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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. Any updates to the catalog may be reflected in an addendum or supplement. The catalog is updated annually.

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 approved to operate by the California Bureau for Private Postsecondary Education. The Bureau for Private Postsecondary Education is located at 2535 Capitol

Oaks Drive, Suite 400, Sacramento California, 95833. The mailing address is P.O. Box 980818, West Sacramento, CA 95798-0818. The phone number is 916-431-6959.

State of California Disclosures

Prospective students are encouraged to review this catalog prior to signing an enrollment agreement. Students are also encouraged to review the School Performance Fact Sheet that must be provided prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about the College with the California Bureau for Private Postsecondary Education by contacting the Bureau at P.O. Box 980818 West Sacramento, CA 95798-0810, phone 888-370-7589 or by completing a complaint form located on the Bureau's web site www.bppe.ca.gov.

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 Manag-

ers. The members are Gunnar Bjorklund, Chairman, Michael L. Dawson, CEO, Leslie Pritchard, Manager and Jordan Richards, Manager.

Veterans' Benefits

Charter College has been approved by the California State approving Agency for Veterans Education (CSAAVE) for the education of veterans and eligible dependents of veterans. Students with veterans benefits are required to report all previous postsecondary education prior to attending. Official transcripts must be submitted for transfer credit.

Students with questions or complaints should contact the California State approving Agency for Veterans Education at 1227 O Street, suite 314, Sacramento, CA 95814, www.cdva.ca.gov, phone 916-503-8317 or the California Bureau for Private Postsecondary Education by contacting the Bureau at P.O. Box 980818 West Sacramento, CA 95798-0810, phone 888-370-7589.

Location and Facilities

Charter College - Oxnard is conveniently located off of HWY101 in Oxnard 2000 Outlet Center Drive, Oxnard, CA 93036.

The campus occupies 21,000 square feet and includes classrooms, laboratories, clinics, a library resource center, and computer laboratories. The classrooms and laboratories contain modern technology including instructor computers with projectors for visual aids. The campus mimics professional settings such as a modern medical office examination room, infection control area, pharmacy technician laboratory, and a medical office laboratory. The dental assisting laboratory is equipped to reflect a real-world environment with dental chairs, operating lights, X-ray unit, amalgamators, autoclave, typodonts, laboratory dental engines and X-ray daylight automatic processing units. The medical assistant laboratory has an EKG machine, microscopes, centrifuges, hematocrits and scales. The College houses a visitor reception area, admissions, financial aid, academics, career services and executive offices.

Charter College – Canyon Country, located at 27125 Sierra Highway in Canyon Country, CA, occupies 28,000 square feet in Sierra Crest Center. The campus is accessible from CA-14. Charter College – Lancaster, located at 43141 Business Center Parkway, Suite 102 Lancaster, CA occupies 26,500 square feet. The branch is accessible from CA HWY 14. Charter College - Long Beach has 28,000 square feet at 100 West Broadway, Suite 3000 in Long Beach and is easily accessible from I-710. The campus is conveniently located on bus lines and is within walking distance of the Blue rail line. In addition to classrooms, laboratories and a library resource center each location houses admissions, financial aid, and career services offices. 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, a massage therapy clinic, and pharmacy tech and medical assistant laboratories. The dental assisting laboratory is equipped with dental chairs, operating lights, X-ray unit, amalgamators, autoclave, typodonts, laboratory dental engines, and X-ray daylight automatic processing units. The massage therapy laboratories are equipped with massage tables and chairs. The medical assistant laboratories have EKG machines, microscopes, centrifuges, hematocrits and scales. The atmosphere and design of the campuses are highly conducive to academic achievement and performance.

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.

The six character course number assigned to each course provides substantial information. The first two or three characters are letters

that indicate the area of study. They are as follows:

Course Codes

| | |
|--|-----------------------------|
| AC/ACC: Accounting | AH: Allied Health |
| BA: Business | BSM: Business Management |
| BUS: Career Development | CJ/CJA: Criminal Justice |
| CS/CMP: Computer Science | DET: Digital Electronics |
| DA: Dental Assisting | ENG: Communications |
| GE: General Education | HUM: Humanities |
| MA: Medical Assistant | MED: Medical Administration |
| MTH: Mathematics | OFM: Office Administration |
| PA/PAR: Paralegal Studies | PT/PTP: Pharmacy Technician |
| SCI: Laboratory Science | SOC: Social Science |
| HV: Heating, Ventilation, Air Conditioning | VNP: Vocational Nursing |

The two or 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.

Coursework at Charter College is measured in quarter credit hours, one quarter credit hour equals 10 contact hours of lecture, 20 hours

of laboratory, or 30 hours of externship. One contact hour is 50 minutes.

Credit Hours

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.

Program Modification

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

(Available at Oxnard Campus 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 |
| 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 |
| 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 |
| ENG400 | Managerial Writing and Presentations | 40 | 4 |
| | Total | 1280 | 109.25 |

General Education Requirements

| | | | |
|--------|------------------------------------|------------|-------------|
| ENG100 | Written Communication | 45 | 4.5 |
| ENG101 | Oral Communication | 40 | 4 |
| ENG121 | Technical Writing and Presentation | 40 | 4 |
| MTH100 | College Mathematics | 45 | 4.5 |
| | Communications Requirement | 80 | 8 |
| | Humanities Requirement | 125 | 12.5 |
| | Mathematics Requirement | 40 | 4 |
| | Physical Science Requirement | 45 | 4.5 |
| | Social Science Requirement | 125 | 12.5 |
| | Total | 585 | 58.5 |

Other Requirements

| | | | |
|--------|--------------------------------------|-------------|---------------|
| BUS100 | Success Strategies | 40 | 4 |
| BUS101 | Career Development | 40 | 4 |
| BUS400 | Capstone: An Integration of Learning | 40 | 3 |
| OFM102 | Customer Service | 40 | 4 |
| | Total | 160 | 15 |
| | Grand Total | 2025 | 182.75 |

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

(Available at Oxnard Campus 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 |
| 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 |
| BSM204 | Managing Small Businesses: Entrepreneurship | 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 |
| 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 |
| ENG400 | Managerial Writing and Presentations | 40 | 4 |
| | Total | 1280 | 109.75 |

General Education Requirements

| | | | |
|--------|------------------------------------|------------|-------------|
| ENG100 | Written Communication | 45 | 4.5 |
| ENG101 | Oral Communication | 40 | 4 |
| ENG121 | Technical Writing and Presentation | 40 | 4 |
| MTH100 | College Mathematics | 45 | 4.5 |
| | Communications Requirement | 80 | 8 |
| | Humanities Requirement | 125 | 12.5 |
| | Mathematics Requirement | 40 | 4 |
| | Physical Science Requirement | 45 | 4.5 |
| | Social Science Requirement | 125 | 12.5 |
| | Total | 585 | 58.5 |

Other Requirements

| | | | |
|--------|--------------------------------------|-------------|---------------|
| BUS100 | Success Strategies | 40 | 4 |
| BUS101 | Career Development | 40 | 4 |
| BUS400 | Capstone: An Integration of Learning | 40 | 3 |
| OFM102 | Customer Service | 40 | 4 |
| | Total | 160 | 15 |
| | Grand Total | 2025 | 183.25 |

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

(Available at Oxnard Campus 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 |
| 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 |
| 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 |
| ENG400 | Managerial Writing and Presentations | 40 | 4 |
| | Total | 1280 | 108.75 |

General Education Requirements

| | | | |
|--------|------------------------------------|------------|-------------|
| ENG100 | Written Communication | 45 | 4.5 |
| ENG101 | Oral Communication | 40 | 4 |
| ENG121 | Technical Writing and Presentation | 40 | 4 |
| MTH100 | College Mathematics | 45 | 4.5 |
| | Communications Requirement | 80 | 8 |
| | Humanities Requirement | 125 | 12.5 |
| | Mathematics Requirement | 40 | 4 |
| | Physical Science Requirement | 45 | 4.5 |
| | Social Science Requirement | 125 | 12.5 |
| | Total | 585 | 58.5 |

Other Requirements

| | | | |
|--------|--------------------------------------|-------------|---------------|
| BUS100 | Success Strategies | 40 | 4 |
| BUS101 | Career Development | 40 | 4 |
| BUS400 | Capstone: An Integration of Learning | 40 | 3 |
| OFM102 | Customer Service | 40 | 4 |
| | Total | 160 | 15 |
| | Grand Total | 2025 | 182.25 |

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

(Available at Oxnard Campus 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. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a business and technology related field.

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 |
| 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 |
| ENG400 | Managerial Writing and Presentations | 40 | 4 |
| ENG401 | IT Business Communication | 40 | 4 |
| | Total | 1200 | 110.75 |

General Education Requirements

| | | | |
|--------|------------------------------------|------------|-------------|
| ENG100 | Written Communication | 45 | 4.5 |
| ENG101 | Oral Communication | 40 | 4 |
| ENG121 | Technical Writing and Presentation | 40 | 4 |
| MTH100 | College Mathematics | 45 | 4.5 |
| | Communications Requirement | 80 | 8 |
| | Humanities Requirement | 125 | 12.5 |
| | Mathematics Requirement | 40 | 4 |
| | Physical Science Requirement | 45 | 4.5 |
| | Social Science Requirement | 125 | 12.5 |
| | Total | 585 | 58.5 |

Other Requirements

| | | | |
|--------|--------------------------------------|-------------|---------------|
| BUS100 | Success Strategies | 40 | 4 |
| BUS101 | Career Development | 40 | 4 |
| BUS400 | Capstone: An Integration of Learning | 40 | 3 |
| OFM102 | Customer Service | 40 | 4 |
| | Total | 160 | 15 |
| | Grand Total | 1945 | 184.25 |

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

(Available at Oxnard Campus 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. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a business and technology related field.

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 |
| BSM204 | Managing Small Businesses: Entrepreneurship | 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 |
| 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 |
| ENG400 | Managerial Writing and Presentations | 40 | 4 |
| ENG401 | IT Business Communication | 40 | 4 |
| | Total | 1200 | 111.25 |

General Education Requirements

| | | | |
|--------|------------------------------------|------------|-------------|
| ENG100 | Written Communication | 45 | 4.5 |
| ENG101 | Oral Communication | 40 | 4 |
| ENG121 | Technical Writing and Presentation | 40 | 4 |
| MTH100 | College Mathematics | 45 | 4.5 |
| | Communications Requirement | 80 | 8 |
| | Humanities Requirement | 125 | 12.5 |
| | Mathematics Requirement | 40 | 4 |
| | Physical Science Requirement | 45 | 4.5 |
| | Social Science Requirement | 125 | 12.5 |
| | Total | 585 | 58.5 |

Other Requirements

| | | | |
|--------|--------------------------------------|-------------|---------------|
| BUS100 | Success Strategies | 40 | 4 |
| BUS101 | Career Development | 40 | 4 |
| BUS400 | Capstone: An Integration of Learning | 40 | 3 |
| OFM102 | Customer Service | 40 | 4 |
| | Total | 160 | 15 |
| | Grand Total | 1945 | 184.75 |

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

(Available at Oxnard Campus 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. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a business and technology related field.

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 |
| 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 |
| ENG400 | Managerial Writing and Presentations | 40 | 4 |
| ENG401 | IT Business Communication | 40 | 4 |
| | Total | 1200 | 110.25 |

General Education Requirements

| | | | |
|--------|------------------------------------|------------|-------------|
| ENG100 | Written Communication | 45 | 4.5 |
| ENG101 | Oral Communication | 40 | 4 |
| ENG121 | Technical Writing and Presentation | 40 | 4 |
| MTH100 | College Mathematics | 45 | 4.5 |
| | Communications Requirement | 80 | 8 |
| | Humanities Requirement | 125 | 12.5 |
| | Mathematics Requirement | 40 | 4 |
| | Physical Science Requirement | 45 | 4.5 |
| | Social Science Requirement | 125 | 12.5 |
| | Total | 585 | 58.5 |

Other Requirements

| | | | |
|--------|--------------------------------------|-------------|---------------|
| BUS100 | Success Strategies | 40 | 4 |
| BUS101 | Career Development | 40 | 4 |
| BUS400 | Capstone: An Integration of Learning | 40 | 3 |
| OFM102 | Customer Service | 40 | 4 |
| | Total | 160 | 15 |
| | Grand Total | 1945 | 183.75 |

Bachelor of Science in Criminal Justice

(Available at Oxnard Campus Only)

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 |
| 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 |
| ENG400 | Managerial Writing and Presentations | 40 | 4 |
| | Total | 1250 | 113 |

General Education Requirements

| | | | |
|--------|------------------------------------|------------|-------------|
| ENG100 | Written Communication | 45 | 4.5 |
| ENG101 | Oral Communication | 40 | 4 |
| ENG121 | Technical Writing and Presentation | 40 | 4 |
| MTH100 | College Mathematics | 45 | 4.5 |
| | Communications Requirement | 80 | 8 |
| | Humanities Requirement | 125 | 12.5 |
| | Mathematics Requirement | 40 | 4 |
| | Physical Science Requirement | 45 | 4.5 |
| | Social Science Requirement | 125 | 12.5 |
| | Total | 585 | 58.5 |

Other Requirements

| | | | |
|--------|--------------------------------------|-------------|--------------|
| BUS100 | Success Strategies | 40 | 4 |
| BUS101 | Career Development | 40 | 4 |
| BUS400 | Capstone: An Integration of Learning | 40 | 3 |
| OFM102 | Customer Service | 40 | 4 |
| | Total | 160 | 15 |
| | Grand Total | 1995 | 186.5 |

Bachelor of Science in Health Care Administration

(Available at Oxnard Campus Only)

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

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 |
| BSM206 | Business Law | 40 | 4 |
| BSM301 | Project Management Applications | 40 | 3.25 |
| BSM303 | Lawful Employment | 40 | 4 |
| BSM307 | Finance for Managers | 40 | 4 |
| BSM308 | Economics for Managerial Decision Making | 40 | 3 |
| BSM401 | Organizational Management | 40 | 4 |
| BSM402 | Managing Conflict: Dispute Resolution | 40 | 4 |
| BSM403 | Research Methodologies in Business Applications | 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 |
| | HCA Prerequisites of 67.5 Credits Transferred In | 0 | 67.5 |
| | Total | 680 | 133.75 |

General Education Requirements

| | | | |
|--------|--|-------------|---------------|
| ENG101 | Oral Communication | 40 | 4 |
| ENG201 | Advanced Discourse | 40 | 4 |
| ENG300 | Advanced Interpersonal Communications | 40 | 4 |
| ENG400 | Managerial Writing and Presentation | 40 | 4 |
| MTH103 | Algebra I | 40 | 4 |
| | Humanities Requirement | 90 | 9 |
| SOC102 | Interpersonal Psychology | 40 | 4 |
| | Social Science Requirement | 45 | 4.5 |
| | HCA Prerequisites of 22.5 General Education Credits Transferred In | 0 | 22.5 |
| | Total | 375 | 60 |
| | Grand Total | 1055 | 193.75 |

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

(Available at Oxnard Campus Only)

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. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in an information technology related field.

COURSES:

| Course Code | Course Title | Contact Hours | Quarter Credit Hours |
|-----------------------------------|---|---------------|----------------------|
| Concentration Requirements | | | |
| BSM301 | Project Management Applications | 40 | 3.25 |
| 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 | Microsoft 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 |
| | | Total | 1345 |
| | | | 112 |

General Education Requirements

| | | | |
|--------|------------------------------------|--------------|-------------|
| ENG100 | Written Communication | 45 | 4.5 |
| ENG101 | Oral Communication | 40 | 4 |
| ENG121 | Technical Writing and Presentation | 40 | 4 |
| MTH100 | College Mathematics | 45 | 4.5 |
| | Communications Requirement | 80 | 8 |
| | Humanities Requirement | 125 | 12.5 |
| | Mathematics Requirement | 40 | 4 |
| | Physical Science Requirement | 45 | 4.5 |
| | Social Science Requirement | 125 | 12.5 |
| | | Total | 585 |
| | | | 58.5 |

Other Requirements

| | | | |
|--------|--------------------------------------|--------------------|--------------|
| BUS100 | Success Strategies | 40 | 4 |
| BUS101 | Career Development | 40 | 4 |
| BUS400 | Capstone: An Integration of Learning | 40 | 3 |
| | | Total | 120 |
| | | Grand Total | 2050 |
| | | | 181.5 |

Associate of Applied Science in Allied Health

(Available at Canyon Country, Lancaster, Long Beach and Oxnard Campuses)

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

Program Outcomes

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

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

COURSES:

REQUIREMENTS

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

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

Associate of Applied Science in Applied Technology

(Available at Canyon Country, Lancaster, Long Beach and Oxnard Campuses)

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

Program Outcomes

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

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

COURSES:

REQUIREMENTS

| COURSE CODE | COURSE TITLE | CONTACT HOURS | QUARTER CREDIT HOURS |
|---------------------------------------|---|---------------|----------------------|
| Concentration Requirements | | | |
| BA2420 | Customer Focused Management* | 45 | 4.5 |
| BA2720 | Developing and Implementing Projects* | 50 | 4.5 |
| Transfer Credit | Transfer in 54 quarter credit hours in a trade or craft concentration | | 54.0 |
| Total | | 95 | 63.0 |
| General Education Requirements | | | |
| GE2110 | College Mathematics* | 50 | 4.5 |
| GE2210 | Environmental Science* | 55 | 4.5 |
| GE2310 | Written and Oral Communication Practices* | 45 | 4.5 |
| GE2510 | Introduction to Sociology* | 45 | 4.5 |
| GE2410 | Ethical Principles Across Societies* | 45 | 4.5 |
| Total | | 240 | 22.5 |
| Other Requirements | | | |
| SS2110 | Software Fundamentals | 50 | 4.5 |
| Total | | 50 | 4.5 |

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

Associate of Applied Science in Business Administration

(Available at Canyon Country, Lancaster, Long Beach and Oxnard Campuses)

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

COURSES:

| Course Code | Course Title | Contact Hours | Quarter Credit Hours |
|---------------------------------------|--|--------------------|----------------------|
| Concentration Requirements | | | |
| BA2220 | Managing People: Human Resources Development* | 45 | 4.5 |
| BA2420 | Customer Focused Management* | 45 | 4.5 |
| Transfer Credit | Transfer in 54 quarter credit hours in business administration | | 54 |
| | | Total | 90 |
| 63.0 | | | |
| General Education Requirements | | | |
| GE2110 | College Mathematics* | 50 | 4.5 |
| GE2210 | Environmental Science* | 55 | 4.5 |
| GE2310 | Written and Oral Communication Practices* | 45 | 4.5 |
| GE2410 | Ethical Principles Across Societies* | 45 | 4.5 |
| GE2510 | Introduction to Sociology* | 45 | 4.5 |
| | | Total | 240 |
| 22.5 | | | |
| Other Requirements | | | |
| SS2110 | Software Fundamentals | 50 | 4.5 |
| | | Total | 50 |
| 4.5 | | | |
| | | Grand Total | 380 |
| 90.0 | | | |

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

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

(Available at Oxnard Campus Only)

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. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a computer science or business related field.

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 |
| 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 |
| Total | | 600 | 53 |

General Education Requirements

| | | | |
|--------|------------------------------------|------------|-------------|
| ENG100 | Written Communication | 45 | 4.5 |
| ENG121 | Technical Writing and Presentation | 40 | 4 |
| MTH100 | College Mathematics | 45 | 4.5 |
| | Humanities Requirement | 45 | 4.5 |
| | Physical Science Requirement | 45 | 4.5 |
| | Social Science Requirement | 45 | 4.5 |
| | Total | 265 | 26.5 |

Other Requirements

| | | | |
|--------|--------------------|------------|-------------|
| BUS100 | Success Strategies | 40 | 4 |
| BUS101 | Career Development | 40 | 4 |
| OFM102 | Customer Service | 40 | 4 |
| | Total | 120 | 12 |
| | Grand Total | 985 | 91.5 |

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

(Available at Oxnard Campus Only)

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. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a computer science related field.

COURSES:

| Course Code | Course Title | Contact Hours | Quarter Credit Hours |
|-----------------------------------|---|---------------|----------------------|
| Concentration Requirements | | | |
| 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 | Microsoft Small Business Server | 40 | 3.5 |
| CMP238 | Microsoft Exchange Server | 40 | 3.5 |
| DET124 | A+ Fundamentals | 45 | 4 |
| DET218 | Virtualization | 40 | 3.5 |
| Total | | 665 | 57 |

General Education Requirements

| | | | |
|--------|------------------------------------|------------|-------------|
| ENG100 | Written Communication | 45 | 4.5 |
| ENG121 | Technical Writing and Presentation | 40 | 4 |
| MTH100 | College Mathematics | 45 | 4.5 |
| | Humanities Requirement | 45 | 4.5 |
| | Physical Science Requirement | 45 | 4.5 |
| | Social Science Requirement | 45 | 4.5 |
| | Total | 265 | 26.5 |

Other Requirements

| | | | |
|--------|--------------------|-------------|-------------|
| BUS100 | Success Strategies | 40 | 4 |
| BUS101 | Career Development | 40 | 4 |
| | Total | 80 | 8 |
| | Grand Total | 1010 | 91.5 |

Associate of Applied Science in Computerized Accounting

(Available at Oxnard Campus Only)

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. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in an accounting or business related field.

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 |
| 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 |
| Total | | 600 | 52.5 |

General Education Requirements

| | | | |
|--------|------------------------------------|------------|-------------|
| ENG100 | Written Communication | 45 | 4.5 |
| ENG121 | Technical Writing and Presentation | 40 | 4 |
| MTH100 | College Mathematics | 45 | 4.5 |
| | Humanities Requirement | 45 | 4.5 |
| | Physical Science Requirement | 45 | 4.5 |
| | Social Science Requirement | 45 | 4.5 |
| | Total | 265 | 26.5 |

Other Requirements

| | | | |
|--------|--------------------|------------|-----------|
| BUS100 | Success Strategies | 40 | 4 |
| BUS101 | Career Development | 40 | 4 |
| OFM102 | Customer Service | 40 | 4 |
| | Total | 120 | 12 |
| | Grand Total | 985 | 91 |

Associate of Applied Science in Criminal Justice

(Available at Oxnard Campus Only)

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 | | | |
| 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 |
| 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 |
| Total | | 600 | 55 |

General Education Requirements

| | | | |
|--------|------------------------------------|------------|-------------|
| ENG100 | Written Communication | 45 | 4.5 |
| ENG121 | Technical Writing and Presentation | 40 | 4 |
| MTH100 | College Mathematics | 45 | 4.5 |
| | Humanities Requirement | 45 | 4.5 |
| | Physical Science Requirement | 45 | 4.5 |
| | Social Science Requirement | 45 | 4.5 |
| | Total | 265 | 26.5 |

Other Requirements

| | | | |
|--------|--------------------|------------|-------------|
| BUS100 | Success Strategies | 40 | 4 |
| BUS101 | Career Development | 40 | 4 |
| OFM102 | Customer Service | 40 | 4 |
| | Total | 120 | 12 |
| | Grand Total | 985 | 93.5 |

Associate of Applied Science in Criminal Justice

(Available at Canyon Country, Lancaster, and Long Beach Campuses)

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.

| Course Code | Course Title | Contact Hours | Quarter Credit Hours |
|-----------------------------------|---|---------------|----------------------|
| Concentration Requirements | | | |
| BA1220 | Leadership and Followership | 45 | 4.5 |
| BA2320 | Business Law and Ethics | 45 | 4.5 |
| CJ1110 | Introduction to Criminal Justice and Law Fundamentals | 45 | 4.5 |
| CJ1160 | The American Legal System and Constitutional Law | 45 | 4.5 |
| CJ1210 | Introduction to Policing and Corrections | 45 | 4.5 |
| CJ1310 | Criminal Law and Evidence | 45 | 4.5 |
| CJ2220 | Probation, Parole and Rehabilitation | 45 | 4.5 |
| CJ2320 | Criminal Investigations and Analysis | 45 | 4.5 |
| CJ2350 | Criminal and Delinquent Behavior | 45 | 4.5 |
| CJ2360 | Drugs, Alcohol and Criminal Behavior | 45 | 4.5 |
| CJ2420 | Juvenile Justice | 45 | 4.5 |
| CJ2510 | Report Writing for Criminal Justice | 45 | 4.5 |
| CJ2920 | Criminology | 45 | 4.5 |
| CS1520 | Computer Forensics and Investigations | 55 | 4.5 |
| Total | | 640 | 63.0 |

General Education Requirements

| | | | |
|--------|--|------------|-------------|
| GE2110 | College Mathematics | 50 | 4.5 |
| GE2210 | Environmental Science | 55 | 4.5 |
| GE2310 | Written and Oral Communication Practices | 45 | 4.5 |
| GE2410 | Ethical Principles Across Societies | 45 | 4.5 |
| GE2510 | Introduction to Sociology | 45 | 4.5 |
| | Total | 240 | 22.5 |

Other Requirements

| | | | |
|--------|---------------------------------|-------------|-------------|
| SS1001 | Student Success Strategies | 45 | 4.5 |
| SS1110 | Technology Fundamentals | 50 | 4.5 |
| SS1210 | Professional Success Strategies | 45 | 4.5 |
| | Total | 140 | 13.5 |
| | Grand Total | 1020 | 99.0 |

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

Associate of Applied Science in Health Information Technology

(Available at Oxnard Campus Only)

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. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in health care records management or health care records related positions.

COURSES:

| Course Code | Course Title | Contact Hours | Quarter Credit Hours |
|-----------------------------------|---|---------------|----------------------|
| Concentration Requirements | | | |
| BSM200 | Leadership and Team Management | 40 | 4 |
| 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 |
| Total | | 650 | 57.5 |

General Education Requirements

| | | | |
|--------|------------------------------|------------|-------------|
| ENG100 | Written Communication | 45 | 4.5 |
| MTH100 | College Mathematics | 45 | 4.5 |
| | Humanities Requirement | 45 | 4.5 |
| | Physical Science Requirement | 45 | 4.5 |
| | Social Science Requirement | 45 | 4.5 |
| | Total | 225 | 22.5 |

Other Requirements

| | | | |
|--------|--------------------|------------|-----------|
| BUS100 | Success Strategies | 40 | 4 |
| BUS101 | Career Development | 40 | 4 |
| OFM102 | Customer Service | 40 | 4 |
| | Total | 120 | 12 |
| | Grand Total | 995 | 92 |

Associate of Applied Science in Paralegal Studies

(Available at Oxnard Campus Only)

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. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in paralegal related field.

COURSES:

| Course Code | Course Title | Contact Hours | Quarter Credit Hours |
|-----------------------------------|----------------------------------|---------------|----------------------|
| Concentration Requirements | | | |
| BSM206 | Business Law | 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 | 180 | 6 |
| Total | | 860 | 66 |

General Education Requirements

| | | | |
|--------|------------------------------|------------|-------------|
| ENG100 | Written Communication | 45 | 4.5 |
| MTH100 | College Mathematics | 45 | 4.5 |
| | Humanities Requirement | 45 | 4.5 |
| | Physical Science Requirement | 45 | 4.5 |
| | Social Science Requirement | 45 | 4.5 |
| | Total | 225 | 22.5 |

Other Requirements

| | | | |
|--------|--------------------|-------------|-------------|
| BUS100 | Success Strategies | 40 | 4 |
| BUS101 | Career Development | 40 | 4 |
| | Total | 80 | 8 |
| | Grand Total | 1165 | 96.5 |

Associate of Applied Science in Paralegal Studies

(Available at Canyon Country, Lancaster, and Long Beach Campuses)

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 Outcomes

1. Identify and apply strategies for personal, academic, and professional success.
2. Apply the correct procedures for properly creating and editing legal and other documents using commonly known software.
3. Apply information literacy, research and critical thinking skills to assess concepts related to the core functional areas of paralegal practice.
4. Identify and analyze legal and ethical issues presented within a law office setting.
5. Demonstrate a fundamental knowledge of communication, social, scientific, and customer-focused skills necessary to provide an informed perspective of current and future working environments.

| Course Code | Course Title | Contact Hours | Quarter Credit Hours |
|-----------------------------------|---|---------------|----------------------|
| Concentration Requirements | | | |
| BA2320 | Business Law and Ethics* | 45 | 4.5 |
| CJ1160 | American Legal System and Constitutional Law* | 45 | 4.5 |
| CJ1310 | Criminal Law and Evidence* | 45 | 4.5 |
| PA1220 | Legal Research and Writing* | 45 | 4.5 |
| PA1320 | Civil and Federal Litigation* | 45 | 4.5 |
| PA1340 | Contracts and Remedies* | 45 | 4.5 |
| PA1360 | Torts* | 45 | 4.5 |
| PA1520 | Wills and Trusts* | 45 | 4.5 |
| PA1540 | Real Estate Law* | 45 | 4.5 |
| PA1620 | Family Law* | 45 | 4.5 |
| PA1820 | Dispute Resolution* | 45 | 4.5 |
| PA1990 | Paralegal Externship* | 180 | 6.0 |
| PA2320 | Bankruptcy* | 45 | 4.5 |
| Total | | 720 | 60 |

| Course Code | Course Title | Contact Hours | Quarter Credit Hours |
|---------------------------------------|---|---------------|----------------------|
| General Education Requirements | | | |
| GE2110 | College Mathematics* | 50 | 4.5 |
| GE2210 | Environmental Science* | 55 | 4.5 |
| GE2310 | Written and Oral Communication Practices* | 45 | 4.5 |
| GE2410 | Ethical Principles Across Societies* | 45 | 4.5 |
| GE2510 | Introduction to Society* | 45 | 4.5 |
| | Total | 240 | 22.5 |
| Other Requirements | | | |
| SS1001 | Student Success Strategies | 45 | 4.5 |
| SS1210 | Professional Success Strategies* | 45 | 4.5 |
| SS2110 | Software Fundamentals* | 50 | 4.5 |
| | Total | 140 | 13.5 |
| | Grand Total | 1100 | 96.0 |

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

Associate of Applied Science in Pharmacy Technician

(Available at Oxnard Campus Only)

The Associate of Applied Science Degree in Pharmacy Technician program prepares students to seek employment as an entry-level assistant to a licensed pharmacist. The program provides the fundamentals of pharmacy calculations, drug distribution systems, preparation of sterile dosage forms, customer service, pharmacy law and ethics, and pharmacy operations. The program includes hands-on experience to prepare students for a career as a Pharmacy Technician. Employment opportunities include positions in hospitals, medical centers, skilled nursing facilities, private pharmacies, outpatient clinics and pharmaceutical companies.

COURSES:

| Course Code | Course Title | Contact Hours | Quarter Credit Hours |
|-----------------------------------|---|---------------|----------------------|
| Concentration Requirements | | | |
| MED100 | Medical Terminology Essentials | 40 | 4 |
| PTP101 | Pharmacy Law and Ethics | 40 | 4 |
| PTP102 | Infection Control and Safety | 40 | 3 |
| PTP103 | Introduction to Pharmacy | 40 | 3.5 |
| PTP104 | Administrative Aspects of Pharmacy Technology | 40 | 3 |
| PTP105 | Basic Pharmacy Applications | 40 | 3.5 |
| PTP106 | Professional Aspects of Pharmacy Technology | 40 | 3.5 |
| PTP107 | Pharmaceutical Calculations | 40 | 3.5 |
| PTP108 | Pharmacy Recordkeeping and Customer Service | 40 | 3.5 |
| PTP109 | Pharmacy Operations | 40 | 3 |
| PTP110 | Pharmacodynamics | 40 | 3.5 |
| PTP111 | Pharmacokinetics | 40 | 3 |
| PTP112 | Pharmacology | 40 | 3 |
| PTP113 | Trends in Pharmacy | 40 | 4 |
| PTP114 | Externship | 180 | 6 |
| Total | | 740 | 54 |

General Education Requirements

| | | | |
|--------|--|------------|-------------|
| ENG100 | Written Communication | 45 | 4.5 |
| ENG101 | Oral Communication | 40 | 4 |
| MTH100 | College Mathematics | 45 | 4.5 |
| SCI102 | Introduction to Human Anatomy and Physiology | 55 | 4.5 |
| | Humanities Requirement | 45 | 4.5 |
| | Social Science Requirement | 45 | 4.5 |
| | Total | 275 | 26.5 |

Other Requirements

| | | | |
|--------|--------------------|-------------|-------------|
| BUS100 | Success Strategies | 40 | 4 |
| BUS101 | Career Development | 40 | 4 |
| OFM102 | Customer Service | 40 | 4 |
| | Total | 120 | 12 |
| | Grand Total | 1135 | 92.5 |

Certificate in Business Administration

(Available at Canyon Country, Lancaster, Long Beach and Oxnard Campuses)

The Certificate in Business Administration program provides the information and skills in business administration, financial transaction reporting, computerized accounting, office software, and personal and professional development. The skills, competencies, knowledge base, and attributes necessary for most students to establish a business administration career may require the completion of a degree program.

Program Outcomes:

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

1. Identify and apply strategies for personal, academic, and professional success.
2. Apply the correct procedures for properly creating and editing documents, spreadsheets, and presentations using commonly known software.
3. Apply information literacy, research and critical thinking skills to assess concepts related to the core functional areas of business.
4. Identify and apply commonly practiced accounting concepts.
5. Identify and analyze legal and ethical issues presented within a given business setting.
6. Analyze core theories and models of leadership, marketing, and economics.

COURSES:

REQUIREMENTS

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

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

Diploma in Computerized Accounting Specialist

(Available at Canyon Country, Lancaster, and Long Beach Campuses)

The Computerized Accounting Specialist program seeks to prepare the student with the knowledge and skills in reporting financial transactions, computerized operations, computerized accounting and computerized business software, customer service and career development. This program will prepare students for an entry-level position in accounting.

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 |
| 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 |
| CMP102 | Computer Essentials with Microsoft Windows | 40 | 3 |
| CMP126 | PowerPoint and Presentations | 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 |
| MTH100 | College Mathematics | 45 | 4.5 |
| SOC101 | Introduction to Economics | 45 | 4.5 |
| Grand Total | | 730 | 66.5 |

Diploma in Computerized Office Specialist

(Available at Canyon Country, Lancaster, and Long Beach Campuses)

The Computerized Office Specialist program is especially recommended to 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. This program will prepare students for an entry-level position in many business environments.

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 |
| BSM201 | Managing People | 40 | 4 |
| BSM202 | Managing Projects | 40 | 4 |
| BSM203 | Marketing with Technology | 40 | 4 |
| BSM206 | Business Law | 40 | 4 |
| CMP102 | Computer Essentials with Microsoft Windows | 40 | 3 |
| CMP126 | PowerPoint and Presentations | 40 | 3 |
| CMP130 | Word for Windows | 40 | 3 |
| CMP131 | Excel for Windows | 40 | 3 |
| CMP233 | Advanced Word and Excel for Windows | 40 | 3 |
| ENG100 | Written Communication | 40 | 4 |
| ENG121 | Technical Writing and Presentation | 40 | 4 |
| MTH100 | College Mathematics | 45 | 4.5 |
| OFM102 | Customer Service | 40 | 4 |
| Grand Total | | 725 | 66 |

Certificate in Dental Assisting

(Available at Canyon Country, Lancaster, Long Beach and Oxnard Campuses)

The Certificate in Dental Assisting program prepares students to seek entry-level employment in a variety of dental settings. Typical job titles for a graduate entering the field would be chair-side dental assistant, dental X-ray technician and dental office manager. The content of the program provides students with didactic, laboratory and clinical instruction in chair-side assisting procedures, infection control and treatment procedures commonly performed in a dental office setting. Students will also receive basic training in front office procedures.

Program Outcomes:

1. Demonstrate the importance of professionalism, communication, and collaboration skills in the professional setting
2. Identify and describe the legal and ethical standards, guidelines, and regulations pertinent to the dental field and dental assisting.
3. Explain the knowledge, skills, and professional behavior necessary to perform as a competent entry level dental assistant in a variety of settings.
4. Demonstrate professional communication skills using both the written and spoken word.
5. Demonstrate skills and attitudes that contribute to safe working conditions in the dental office.
6. Demonstrate knowledge of environmental issues, including bloodborne pathogens, as they relate to infection control and dentistry.
7. Expose, process, mount, and evaluate diagnostic radiographs.
8. Demonstrate the clinical skills, diagnostic procedures, and appropriate operational functions of dental assisting as defined by state and local regulations and/or licensure requirements.
9. Explain and perform appropriate administrative tasks effectively.

COURSES:

| Course Code | Course Title | Contact Hours | Quarter Credit Hours |
|--------------------|--|---------------|----------------------|
| DA1110 | Introduction to Dental Assisting* | 55 | 4.5 |
| DA1120 | Dental Office Administrative Procedures* | 55 | 4.5 |
| DA1130 | Dental Pharmacology and Emergencies* | 55 | 4.5 |
| DA1210 | Dental Sciences* | 55 | 4.5 |
| DA1310 | Preventative Dentistry* | 55 | 4.5 |
| DA1410 | Introduction to Prosthodontics* | 55 | 4.5 |
| DA1420 | Dental Specialty* | 55 | 4.5 |
| DA1510 | Dental Radiology I* | 55 | 4.5 |
| DA1520 | Dental Radiology II* | 55 | 4.5 |
| DA1990 | Dental Assisting Externship | 180 | 6.0 |
| MA1001 | Medical Terminology Fundamentals* | 50 | 4.5 |
| SS1001 | Student Success Strategies | 45 | 4.5 |
| SS1110 | Technology Fundamentals | 50 | 4.5 |
| SS1210 | Professional Success Strategies* | 45 | 4.5 |
| Grand Total | | 920 | 69.0 |

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

Diploma in Legal Assistant

(Available at Canyon Country, Lancaster, and Long Beach Campuses)

The Legal Assistant program has been designed to prepare students for entry-level employment as legal assistants/paralegals who assist attorneys in settings that include law offices, firms, agencies and other governmental entities. The content of the program is intended to provide the student with specialized training in legal research and writing and in the substantive areas of law including family law, criminal law and procedure, real estate law, torts, contracts, evidence, business law and legal office operations. Knowledge of these substantive areas is required in order for the student to understand basic legal principles that would be relevant to the student's interaction with clients and the issues presented to an attorney.

COURSES:

| Course Code | Course Title | Contact Hours | Semester Credit Hours |
|-------------|---|---------------|-----------------------|
| LAP100 | The Structure of the American Legal System and Civil Procedures | 80 | 4.0 |
| LAP101 | Legal Research and Writing | 80 | 4.0 |
| LAP102 | Wills and Trusts | 80 | 4.0 |
| LAP103 | Family Law | 80 | 4.0 |
| LAP104 | Contracts | 80 | 4.0 |
| LAP105 | Torts | 80 | 3.5 |
| LAP106 | Criminal Law | 80 | 4.0 |
| LAP107 | Criminal Procedure and Evidence | 80 | 4.0 |
| LAP108 | Property and Real Estate | 80 | 4.0 |
| LAP109 | Business - Legal Professional Ethics | 80 | 4.0 |
| LAP110 | Externship | 120 | 2.5 |
| | Grand Total | 920 | 42 |

Diploma in Massage Therapy

(Available at Canyon Country, Lancaster, and Long Beach Campuses)

The Massage Therapy program has been designed to prepare students for entry-level employment as a massage therapist and/or to enter private practice. Employment opportunities include positions in massage offices and private practice, physicians' offices, hospitals and medical centers, chiropractic offices, nursing facilities, outpatient clinics, health clubs and fitness centers, spas and resorts, hotels, cruise ships, beauty and hair salons, pain management centers, sports team facilities, as well as setting up individual private practices. Structure is placed on the guidelines emphasized by the National Certification Board for Therapeutic Massage and Bodywork. The technical portion of the course introduces massage therapy techniques to facilitate the graduate's ability to address specific problem areas and concerns presented by the client, including Swedish Massage, Myofascial Release, Trigger Point Therapy, Shiatsu, Sports Massage and site-specific treatment techniques. Business, marketing, advertising and presentation skills as well as professional boundaries and ethics also are emphasized.

COURSES:

| Course Code | Course Title | Contact Hours | Semester Credit Hours |
|--------------------|---|---------------|-----------------------|
| MED100 | Introduction to Medical Programs | 80 | 4.0 |
| MTP100 | Massage as a Healing Aid | 80 | 4.0 |
| MTP101 | Human Anatomy and Physiology 1 | 80 | 4.0 |
| MTP102 | Effects, Benefits, Indications and Contradictions | 80 | 4.0 |
| MTP103 | Consultation, Classifications and Applications of Massage | 80 | 4.0 |
| MTP104 | Procedures for Complete Body Massage: Face and Body | 80 | 3.0 |
| MTP105 | Massage in Nursing and Health Care | 80 | 3.0 |
| MTP106 | Athletic Sports Massages | 80 | 3.0 |
| MTP107 | Business Practices and Beginning a Business | 80 | 4.0 |
| Grand Total | | 720 | 33 |

Certificate in Medical Assisting

(Available at Canyon Country, Lancaster, Long Beach and Oxnard Campuses)

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

Program Outcomes:

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

1. Demonstrate the importance of professionalism, communication, and collaboration skills in the professional setting.
2. Identify and describe the legal and ethical standards, guidelines, and regulations pertinent to the medical fields and medical assisting.
3. Explain the knowledge, skills, and professional behavior necessary to perform as a competent entry level medical assistant in a variety of settings.
4. Demonstrate professional communication skills using both the written and spoken word.
5. Demonstrate the clinical skills, diagnostic procedures, and appropriate operational functions of medical assisting as defined by state and local regulations and/or licensure requirements.
6. Explain and perform appropriate administrative tasks effectively.

COURSES:

REQUIREMENTS

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

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

Diploma in Medical Office Administrative Assistant

(Available at Canyon Country, Lancaster, and Long Beach Campuses)

The Medical Office Administration Diploma program prepares students to seek entry-level employment in a medical front office, hospital office setting, or medical insurance company. Typical job titles for students entering the field would be: medical secretary, medical insurance billing and coder and medical receptionist. The content of the program provides students with specialized training in industry-current medical administrative procedures. The program includes hands-on training with medical office computer programs.

COURSES:

| Course Code | Course Title | Contact Hours | Quarter Credit Hours |
|--------------------|--|---------------|----------------------|
| MOA100 | Introduction to Medical Programs | 80 | 8.0 |
| MOA101 | Computerized Billing and Coding | 80 | 6.5 |
| MOA102 | Medical Insurance Processing and Coding | 80 | 6.5 |
| MOA103 | Insurance Billing and Bookkeeping | 80 | 6.0 |
| MOA105 | Insurance Claims Processing | 80 | 6.0 |
| MOA106 | Medical Office Administrative Assistant Externship | 200 | 5.0 |
| MOA107 | Office and Records Management and Medical Ethics | 80 | 6.5 |
| MOA108 | Office Accounting and Customer Service | 80 | 6.5 |
| Grand Total | | 760 | 51 |

Certificate in Network Security

(Available at Oxnard Campus Only)

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.

Program Outcomes:

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

1. Setup, install and deploy a server into an existing network.
2. Configure local, network, and security policies and permissions.
3. Demonstrate the ability to correct a breach to an existing network, including writing evaluations and suggesting preventative steps.
4. Diagnose common PC issues and replace field-replaceable parts.
5. Setup and configure basic firewall appliances.
6. Setup, configure, and secure a wireless router behind a firewall.
7. Explain the basic components and concepts of mobile and cloud computing.
8. Perform a basic installation of a client desktop using a baseline configuration, and deploy it onto an existing network using a static IP address.
9. Perform basic subnetting tasks.
10. Properly document all work, including generating tickets and using language appropriate for the end user to understand.
11. Demonstrate the ability to be professional, customer-service oriented, and a team player in an IT environment.

COURSES:

| Course Code | Course Title | Contact Hours | Quarter Credit Hours |
|--------------------|--|---------------|----------------------|
| CS1110 | Introduction to Technology* | 45 | 4.5 |
| CS1130 | Networking and Wireless Essentials* | 55 | 4.5 |
| CS1220 | Server Configuration and Administration* | 55 | 4.5 |
| CS1320 | Security +: Network Security Fundamentals* | 55 | 4.5 |
| CS1420 | Firewall Essentials* | 55 | 4.5 |
| CS1430 | Strategic and Tactical Network Security* | 55 | 4.5 |
| CS1520 | Computer Forensics and Investigations* | 55 | 4.5 |
| CS1620 | Programming Essentials* | 55 | 4.5 |
| CS1630 | A+ Fundamentals* | 55 | 4.5 |
| CS1720 | Introduction to Cloud Computing* | 55 | 4.5 |
| CS1910 | Network Security Review* | 55 | 4.5 |
| SS1001 | Student Success Strategies | 45 | 4.5 |
| SS1110 | Technology Fundamentals | 50 | 4.5 |
| SS1210 | Professional Success Strategies* | 45 | 4.5 |
| Grand Total | | 735 | 63.0 |

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

Certificate in Paralegal Studies

(Available at Oxnard Campus Only)

The Certificate in Paralegal Studies program prepares students to seek entry-level employment as legal assistants/paralegals who assist attorneys in settings that include law offices, firms, agencies and governmental entities. The program provides training in basic legal principles and legal research and writing. Topics include family law, contracts, business law, and criminal law.

Program Outcomes:

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

1. Properly use and apply legal terminology.
2. Perform legal research, including the use of technological tools.
3. Analyze legal issues and procedures in the area of substantive law.
4. Demonstrate a proficiency in legal writing and the drafting of simple legal documents.
5. Describe the fundamentals of the United States legal system, including the processes, laws and rules within specific jurisdictions.
6. Organize and manage work flow and administrative duties within a law office setting.
7. Identify the ethical standards in paralegal practice, including the unauthorized practice of law and client confidentiality.

COURSES:

REQUIREMENTS

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

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

Certificate in Pharmacy Technician

(Available at Oxnard Campus Only)

The Diploma in Pharmacy Technician program has been designed to prepare students for employment as an entry-level assistant to a licensed pharmacist. Employment opportunities include positions in hospitals, medical centers, skilled nursing facilities, private pharmacies, outpatient clinics, and pharmaceutical companies. The program provides the student with the fundamentals of pharmacy calculations, drug distribution systems, and preparation of sterile dosage forms. The program emphasizes theory, as well as hands-on practice.

Program Outcomes:

1. Demonstrate the importance of professionalism, communication, and collaboration skills in the professional setting
2. Identify and describe the legal and ethical standards, guidelines, and regulations pertinent to the pharmacy field and pharmacy technicians.
3. Explain the knowledge, skills, and professional behavior necessary to perform as a competent entry level pharmacy technician in a variety of settings.
4. Demonstrate professional communication skills using both the written and spoken word.
5. Demonstrate the transcribing skills, compounding procedures, and appropriate operational functions of pharmacy technicians defined by state and local regulations and/or licensure requirements.
6. Explain and perform appropriate administrative tasks effectively.

COURSES:

| Course Code | Course Title | Contact Hours | Quarter Credit Hours |
|--------------------|---|---------------|----------------------|
| MA1001 | Medical Terminology Fundamentals* | 50 | 4.5 |
| MA1110 | Introduction to Anatomy and Physiology* | 55 | 4.5 |
| PT1110 | Introduction to Pharmacy* | 50 | 4.5 |
| PT1120 | Pharmacy Operations and Administration* | 55 | 4.5 |
| PT1130 | Pharmacy Law and Ethics* | 45 | 4.5 |
| PT1210 | Infection Control and Safety* | 55 | 4.5 |
| PT1310 | Pharmacy Calculations* | 50 | 4.5 |
| PT1320 | Pharmacy Measurements* | 50 | 4.5 |
| PT1330 | Compounding* | 55 | 4.5 |
| PT1410 | Pharmacology* | 50 | 4.5 |
| PT1420 | Pharmacodynamics* | 50 | 4.5 |
| PT1430 | Pharmacokinetics* | 55 | 4.5 |
| PT1910 | Pharmacy Technician Review* | 45 | 4.5 |
| PT1990 | Pharmacy Technician Externship | 180 | 6.0 |
| SS1001 | Student Success Strategies | 45 | 4.5 |
| Grand Total | | 890 | 69.0 |

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

Diploma in Vocational Nursing

(Available at Canyon Country and Long Beach Campuses)

The Vocational Nursing program has been designed to prepare students with nursing skills for direct patient care. Training in the following areas: patient care, nursing skills, medical-surgical nursing, specialty nursing - family nursing/obstetrics, pediatrics, mental health, home health, hospice and rehabilitation. Graduates should be able to function as part of the interdisciplinary health care team in selected health care settings with individuals, families and communities across the life span. The program provides the student with the fundamentals of nursing. The program emphasizes theory, as well as hands-on practice. Graduates of this program will be qualified for the entry-level position as a vocational nurse. (These positions include but are not limited to: Staff Nurse, Industrial Nurse, Private Nurse, Practical Nurse, and General Nurse.) Employment as a vocational nurse is the expected outcome as well as to successfully pass the National Council Licensure Examination for Practical/Vocational Nurses (NCLEX-PN Examination). Employment in this field requires a license.

COURSES:

| Course Code | Course Title | Contact Hours | Semester Credit Hours |
|--------------------|---------------------------------|---------------|-----------------------|
| VNP101 | Fundamentals of Nursing | 390 | 18 |
| VNP102 | Medical-Surgical Nursing Part A | 390 | 18 |
| VNP103 | Medical-Surgical Nursing Part B | 390 | 18 |
| VNP104 | Specialty Areas Nursing | 390 | 18 |
| Grand Total | | 1560 | 72 |

Vocational Nursing Mission Statement

Our mission is to educate qualified students for entry into the practice of vocational nursing in a variety of health care settings and to provide a foundation for further nursing education. This mission is accomplished by attaining five objectives. Our mission is implemented by faculty committed to ensuring a high level of competence in our graduates.

- The program prepares students to qualify for the National Council Licensure Examination. (NCLEX)
- The students will be able to identify the function and scope of practice of a vocational nurse.
- Students will be able to use the nursing process to care for patients and to teach the maintenance of health and the prevention of disease.
- The program prepares students to recognize and apply the fundamental principles of human behavior positively and effectively.
- Students learn to recognize the health field as a dynamic social force in a changing and complex society.

Vocational Nursing Health Status

Any student who has health problems, which constitute a possible threat to health to self or to the health of others, Charter College will require a physician's statement approving the safe continuation of the program. The physician will determine whether the student can physically carry out the required duties of the Vocational Nursing program.

Clinical facilities may have their own policies pertaining to the health status of employees. As invited guests of those facilities, the VN program students will abide by the clinical facility's policies and decisions regarding placement of the student.

Immunizations, titers, and tests that are required by various clinical facilities include TB testing (PPD), Diphtheria/Tetanus immunization, Measles titer, Rubella titer, Varicella titer, Hepatitis B titer and immunizations, and polio immunization.

The curriculum is delivered in a format where theory content and clinical practice must be simultaneously carried out or carried out within a reasonable time period. Therefore, any student unable to physically complete the clinical objective cannot take theory content alone.

Charter College will make every effort to enable the student to continue safely in the classroom and clinical areas. A student who cannot meet the physical requirement of the program will be withdrawn from the program.

Vocational Nursing Remediation Policy 2530(i)

Individual student progress in the classroom and at the clinical site is evaluated through the use of written test instruments, classroom participation, and clinical competency and performance of clinical objectives.

If nursing students fail to maintain required theory program grade averages and /or meet clinical performance objectives, they will be placed on Theory Probation and/or Clinical Probation and be required to participate in a remediation program. The remediation program consists of an individually developed remediation plan with the goal of assisting the student to remedy the deficiency and meet nursing program requirements. The remediation is designed to assist the student with improving their academic performance and is not a remedial course (i.e. a course code less than 100).

Utilizing the nursing program remediation form, areas requiring remediation and student weaknesses are identified, and short-term and long-term goals are developed along with an action plan and appropriate assignments to address the problem areas. Evaluation of student progress will occur at scheduled intervals accompanied by instructor recommendations. The student will remain in the remediation program and on Probation until such time that the nursing program requirements are met or the student is removed from the nursing program due to failure to meet nursing program requirements.

Theory Remediation

Efforts will be made to remediate students whose examination grade averages drop below the program average and/or demonstrate a need for assistance by the development of a remediation plan. The student will be placed in 'theory remediation' in an effort to improve knowledge of subject material. If the examination grade averages remain below the program average after remediation, the student will be placed on Theory Probation and remain in remediation until satisfactory progress is shown by achieving the program average. Remediation plans for theory may include, but are not

limited to special written assignments in the content area, individual/group tutoring and/or computer assisted assignments.

Clinical Remediation

Effort will be made to remediate students who fail to reach expected clinical competency levels during the semester. Students failing to meet the performance criteria after remediation will be placed on Clinical Probation. Remediation plans for clinical performance may include but are not limited to special assignments in the content area, individual/group tutorial in the campus skills lab and/or additional clinical days.

Vocational Nursing Attendance Policy

Additional Attendance Requirements: Vocational Nurse

The following provisions govern the theory and clinical absences that a Vocational Nursing Program student incurs during his/her program.

Remediation and Limit of Theory Absences

Theory Absence Definition: A theory absence is defined as missing the entire class session or being tardy two (2) separate times. A tardy is defined as arriving late to a class session or leaving early from a class session by 15 minutes or more. A student will be considered absent if he/she arrives late and leaves early by 15 minutes or more in the same session. An absence will equate to 5 hours for determining the 25 hours of theory absence.

A student is permitted to remediate a maximum of 25 hours of theory absences during any term without providing a reason or justification for the absences. Missed theory absences must be remediated by fulfilling course objectives through the completion of a specific assignment given to the student by his/her instructor, Director of Nursing, Assistant Director of Nursing, or other designated Charter College staff member.

Remediation assignments must be completed and submitted no later than seven (7) calendar days following the theory absence or prior to the start of the next term, whichever is shorter. Should a student not remediate each absence from theory sessions prior to the start of the next term, he/she will be withdrawn from the program. The student may petition the College for re-entry into the program.

The student must make up the theory time as determined by the instructor by:

1. Completing assignments of the following type: Theory objectives for the day missed, case studies, written examination, research reports, seminar or workshop attendance, or auto-tutorial lab.
2. Attending supervised make-up time on campus.

Students will be required to make-up all examinations, tests, or quizzes as the result of any absence. Upon returning to the College, the student must immediately arrange to meet with the instructor to make-up the examination, test, or quiz. The following penalties will apply:

1 day late, 10% deduction in grade penalty
2 days late, 20% deduction in grade penalty
3 days late, 30% deduction in grade penalty
4 days late, 40% deduction in grade penalty
No opportunity after the 4th day

The accumulated number of absences remains in effect within the 15-week term even after the make-up hours have been completed.

If a student accumulates greater than 25 hours of theory absence, he/she will be withdrawn from the program. The student may petition the College for re-entry into the program.

The following provisions govern the clinical absences (attendance at clinical sites or campus lab) that a Vocational Nursing Program student incurs during his/her program.

Remediation and Limit of Clinical Absences

Clinical Absence Definition: A clinical absence is defined as missing the entire clinical session or being tardy two (2) separate times at a clinical session. A tardy is defined as arriving late to a clinical session or leaving early from a clinical session by 15 minutes or more. A student will be considered absent if he/she arrives late and leaves early from a clinical session by 15 minutes or more in the same session. An absence will equate to 8 hours for determining the 32 hours of clinical absence.

A student is permitted to remediate a maximum of 32 hours of clinical absences during any term without providing a reason or justification for the absences. Missed clinical absences must be remediated by attending supervised make-up time on campus or by attending supervised make-up time at a clinical site as scheduled and at the discretion of the clinical instructor, Director of Nursing, or Assistant Director of Nursing.

All clinical absences in a given term must be remediated within 21 calendar days or prior to the start of the next term, whichever is shorter. Students may register to remediate a clinical absence for 14 calendar days following the absence. If the student has not registered the remediation date by the 15th calendar day, the remediation opportunity will be scheduled for the student by the clinical instructor, Director of Nursing, or Assistant Director of Nursing. The student will be informed of the scheduled date in person, by telephone, and/or by email. An email to the student's Charter College email address will be considered official notification even if the student fails to check the email account. Should a student not remediate each absence from clinical prior to the start of the next term, he/she will be withdrawn from the program. The student may petition the College for re-entry into the program.

The student must make-up clinical time as determined by the clinical instructor by:

1. Attending supervised make-up time on campus.
2. Attending supervised make-up time at the clinical site.

Each clinical site starts at a different time. The clinical instructor or clinical facility sets the time on orientation day. Some clinical facilities have limited capacity to orient students to the facility (which occurs only once per facility rotation). Students absent from orientation may not attend clinical education at that facility. If an alternate facility or orientation opportunity cannot be obtained, the student may not attend clinical education and will be dismissed from the program.

The accumulated number of absences remains in effect within the 15-week term even after the make-up hours have been completed.

If a student accumulates greater than 32 hours of absence, he/she will be withdrawn from the program. The student may petition the College for re-entry into the program.

Vocational Nursing HIPAA

What is HIPAA?

A federal law known as the Health Insurance Portability and Accountability Act ("HIPAA") provides regulations for the protection of individuals' health information. These regulations are sometimes referred to as the "Privacy Rule." Entities covered by the Privacy Rule, including doctors' offices, hospitals and health plans, must establish policies and procedures setting forth safeguards for the proper handling and protection of health information.

This clearly means that you as a student are responsible for clearly keeping all information regarding the care of any and all patients confidential. This includes, but is not limited to, public discussion as in the case of clinical rounds, submission of clinical prep forms, assignment sheets, notes, etc. Patient care should not be compromised, but common sense should remind all of us that a patient has the right to have their private information secured from potential or real threats of inappropriate disclosure. No patient information should be photocopied from a patient record and conversations over meals, in elevators, at home with family or fellow students should be discouraged. We must serve as a patient advocate and protect their rights to have their medical information private. This is a federal law and there are consequences for violations of this law.

ADMISSIONS

Admission Requirements

Students must comply with one of the following:

Provide a copy of a high school diploma, official transcript, or Proof of Graduation Letter

Provide a GED certification or official documentation of California High School Proficiency Examination

Provide documentation of an official passing score for an approved ability to benefit test

NOTE: Students who have passed an ability to benefit (ATB) test may enroll in Charter College. ATB students may not enroll in the Pharmacy Technician program. ATB students may be eligible to receive Title IV financial aid only if they have received Title IV funds prior to July 1, 2012. ATB students may be eligible for VA benefits, scholarships and other funding (contact Financial Aid for more information).

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 matu-

rity, 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 Associate of Applied Science in Allied Health

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

Minimum requirements for admission to the program:

1. Must have 54 quarter credit hours in an allied healthcare concentration or be a

graduate of an accredited institution in an allied-health related field (i.e. Medical Assistant, Dental Assistant, etc.).

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

Admission Requirements for the Associate of Applied Science in Applied Technology

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

Minimum requirements for admission to the program:

1. Must have 54 quarter credit hours in a trade or craft concentration or be a graduate of an accredited institution in a trade or craft related field.
2. A completed certificate or coursework completed in the last eight years
 - a. Coursework must be completed at an accredited institution recognized by the Department of Education and

confirmed with official transcripts .

3. Students must have a cumulative grade

point average of 2.0 or higher from the previous educational institution (including Charter College).

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

Minimum requirements for admission to the program:

1. Must have 54 quarter credit hours in business administration or be a graduate of an accredited institution in business

administration.

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

Admission Requirements for the Associate of Applied Science in Business 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:

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.

The College must receive an official transcript(s) prior to the student attending classes.

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 demon-

strates effective use of the technology taught in Charter College courses.

Any deviation from the “eight year” policy threshold must be approved in writing by the Education Department. Acceptance to the degree completion program is at the judgment and discretion of the Education Department and/or the President.

The associate degree must be from an institution of higher education accredited by an agency recognized by the United States Department of Education.

The student must have earned at least 67.5 semester credit hours or 90 quarter credit hours.

Students must also have completed 15 semester credit hours or 22.5 quarter credit hours of general education.

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

Admission Requirements for the Bachelor of Science in Health Care Administration

Because most employers conduct background checks prior to hiring, it is important to make our prospective students aware that many career fields prohibit or discourage hiring individuals with a history of criminal background. It is important to provide full disclosure of past criminal history (misdemeanors and/or felonies) to your Admissions Representative prior to enrolling to the College. Failure to disclose this history may affect externship and/or employment opportunities upon completion of your 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 a program requiring state licensure. Only the state licensure requirements for Alaska were researched. Many medical, accounting and paralegal careers prohibit externship or employment to individuals with a history of criminal offenses. Charter College recommends that all potential employability questions are discussed with the campus Director of Career Services.

Admissions Disclosure

The following programs require some form of licensure and a prospective student with any felony and/or drug or monetary theft related misdemeanor offenses may not enroll into:

- Criminal Justice Programs
- Allied Health Programs
 - * Medical Assistant
 - * Pharmacy Technician

Pharmacy Technician Requirements

In order for students to become employed and practice as a Pharmacy Technician, students must be licensed by the California State Board of Pharmacy. Upon completion of the classroom time, the procedure to become a licensed Pharmacy Technician through the California State Board of Pharmacy is:

1. Prior to externship, meet with Career Services to complete:
 - a. Application to the California State Board of Pharmacy which includes:
 - i. Completion of coursework at a minimum of 240 hours
 - ii. Application fee provided by the College
 - iii. Application for Pharmacy Technician license
 - iv. Passport style photo size 2x2
 - v. Provide documentation of a certified high school transcript, completion of the California proficiency examination, GED, or a copy of a translated foreign secondary school diploma or certificate
 - vi. Signed affidavit by the school confirming completion of coursework
 - vii. Provide a self-query report from the National Practitioner Databank

- viii. Submit fingerprinting from Livescan
- ix. Confirmation of California residency
- x. Confirmation of current status with payment on state taxes

2. Begin and complete the externship component of the program.
3. Charter College will submit all of the completed application materials on behalf of all students.

Note: Any missing item and/or incomplete packet of information may result in the denial of a license. Our course length is set at 835 clock hours as advised by our board of advisors for this program. The California State Board does not require 835 clock hours for Pharmacy Technicians. Our Board of Advisors strongly believes that the hours required by the California State Board of Pharmacy are inadequate and would produce a substandard result based on their experience with pharmacy technicians. Employers often request a drug screen prior to hiring. The administration, faculty and staff at Charter College will provide guidance to the Pharmacy Technician student in their application to the California State Board of Pharmacy.

Student's Right to Cancel

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

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

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

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

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

Cancellation of Classes

The College reserves the right to cancel a starting class if the number of students enrolling is insufficient. Such a cancellation will be consid-

ered a rejection by the College and will entitle students to a full refund of all money paid.

Massage Therapy Disclosure

The State of California requires massage certification/licensure. Therapists not licensed by the state must obtain licensing through local county or city licensing authorities. Fees, rules and requirements for local licensing differ by jurisdiction. Some cities require a business license to operate a massage business within city limits. It is the massage therapist's

responsibility to obtain state certification or appropriate local license.

Some employers conduct background checks prior to hiring. Massage therapists in California must undergo background checks as part of the licensing process.

Legal Assistant Requirements

Charter College administration, faculty and staff provide education and training to students enrolled in the Legal Assistant Program. This program provides practical, interactive applications and real office situations. Pursuant to California Business and Professions Code 6450, the program covers ethical and professional code requirements that are usual and customary to employment in the office of and under the direct supervision of a licensed attorney. The program covers substantive and practical legal principles, research and writing techniques, intra-office telephone, filing and interviewing requirements that prepare students to seek law office employment. A legal assistant is subject to the same confidentiality requirements as an attorney. The program is organized to meet the curriculum standards of the accrediting agency and includes preparation and assistance (including study materials) to successfully apply for the CLA examination. Requirements for licensure as a paralegal/

legal assistant in California include:

A certificate of completion of a legal assistant program from a postsecondary institution that requires the successful completion of a minimum of 24 semester, or equivalent, units in law-related courses and that has been accredited by a national or regional accrediting organization.

Paralegals are required to certify completion every three years of four hours of mandatory continuing legal education in legal ethics. All continuing legal education courses shall meet the requirements of Section 6070. Every two years, all paralegals shall be required to certify completion of four hours of mandatory continuing education in either general law or in a specialized area of law. Certification of these continuing education requirements shall be made with the paralegal's supervising attorney. The paralegal shall be responsible for keeping a record of the paralegal's certifications.

Legal Assistant Disclosure

In California, the state requires Legal Assistants to complete certified continuation education classes to work in the state in this professional capacity. Continuation requirements include:

- Four hours of mandatory continuing legal education in legal ethics every three years.

- Four hours of mandatory continuing legal education in general law or in a specialized area of law every two years.

The supervisory attorney in the legal assistant's place of work will monitor the continuing education requirements for the legal assistant. However, the legal assistant will be responsible for maintaining records of these certifications.

Admission Requirements for the Diploma in Vocational Nursing

Applicants must:

Be 18 years of age or older.

Have a High School Diploma or its equivalent (GED). Foreign transcripts must be evaluated and approved prior to applying to the Vocational Nursing Program.

Complete a personal interview with an Admissions Representative.

Pass two skills-based tests, Wonderlic test minimum 275 Verbal and 250 Math.

Write a one page essay addressing the following questions - What do you think are the ideal characteristics of a nurse and how do you match up to them?

Complete a personal interview with a Vocational Nursing Program Representative.

Complete enrollment process and all documents with Admission Representative.

The Admissions Committee, chaired by the Director of the Vocational Nursing Program,

will make the conditional admissions decision regarding candidate program entry.

Final acceptance into the Vocational Nursing Program is contingent upon the student submission of required screening and documentation. This includes complete packaging of financial aid, negative findings on criminal background check, medical examination with titers and immunization, hepatitis B series and Negative PPD or chest X-ray.

All Vocational Nursing applicants are responsible for providing the College with a health clearance prior to beginning classes. This includes a physical, TB clearance and current immunizations for measles, mumps and rubella and hepatitis B. All costs for the health clearance are the responsibility of the applicant. The College will provide health care provider options and approximate costs to those applicants who do not have a health care provider.

FINANCIAL INFORMATION

Student Financial Services

Preparing for a lifelong career requires not only a commitment of time and effort, but also 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 may be subject to dismissal for non-payment.

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

• **Full cash payment of program tuition at onset of program = 20% discount.** A student is not eligible if he or she receives Title IV loans. For example, for a \$19,700.00 program cost, the 20% discount is \$3,940.00. To qualify, the payment must be made in the first 5 days of the first mod start.

Cash down payment of \$5,000 for a given term = 10% discount. For example, term tuition x 10% = discount. To qualify, the payment must be made in the first 5 days of instruction.

Cash Paying Students

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

The following eligibility criteria and steps must be met:

1. Student must be a graduate from Charter College.
2. Tuition discounts apply to program charges only and will not result in any

cash payment to the student.

3. To apply, the recipient must complete an **Alumni Tuition Discount Application**. This form is available through the Student Success and Admissions departments. This can be completed at any time prior to or after graduation of the recipient.
4. If the recipient petitions for a change in program, the tuition discount will adjust to a percentage of new total tuition charges.

Student may receive more than one discount as the alumni discount is per program.

Charter College Alumni Tuition Discount

This discount applies to veterans, active military, students in the Reserve or National Guard, or a spouse of a military member. The amount of this discount is 25% of total tuition. Current and newly enrolled students may apply for the discount; the discount will apply to the remaining unbilled tuition. The following eligibility criteria and steps must be met:

1. The Military Tuition Discount (25%) applies to military veterans, active military members, and their spouses. Proof of eligibility is required as follows:

- Veterans: Valid DD214 (discharge papers)
- Active military members: Valid Certificate of Eligibility OR military identification card
- Spouses: Valid military identification card and/or a valid DD214 (discharge papers)

2. The tuition discount applies to program charges only and can result in a cash payment to the student. Discount will be applied to the student's account prorated over the remaining billing periods for his/

Charter College Military Tuition Discount

her program.

3. If any recipient petitions for a change in program, the tuition discount will adjust to a percentage of the new total tuition charges remaining for their program.
4. If a military member and his/her spouse are both enrolled at Charter College, they are both eligible for the tuition discount provided proper documentation is submitted.
5. Standard Withdrawal and Re-entry policies, procedures and fees may apply to

military personnel when deployed. See Re-Entry in the catalog.

6. Students participating in the Military Tuition Discount program are eligible for Title IV funds, but should be advised from accepting funding that exceed program charges.

Students participating in the Military Tuition Discount program are not eligible for additional tuition discount programs. Immediate family members, however, are eligible for the Share the Knowledge Tuition Discount.

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 additional financial assistance to families with multiple members attending Charter College together, the Share the Knowledge Tuition Discount is available. The amount of this discount is 10% of total tuition costs for each family member that attends the college. 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 student, enrolling student, or graduate.
2. If one student is currently attending, s/he must have a cumulative GPA of 2.5 or greater with no less than 80% attendance at the time of application for Share the Knowledge Tuition Discount.
3. Tuition discount applies to program charges only and will not result in any cash payment to the student. Discount will be applied to the student's account

prorated over the remaining billing periods for their program.

4. Recipients may attend different Charter College campuses.
5. To apply, enrolling and/or current students must complete a Tuition Discount Application. This form is available through Admissions. This can be completed at any time prior to graduation of the recipient(s). Each family member must complete an application.
6. If all but one family member drops or withdraws from the College, the earned discount completed will be applied, but any balance remaining will be forfeited by remaining student.
7. Students receiving Share the Knowledge Tuition Discount must be current on monthly payment plans for balances owed towards tuition. A student will not receive tuition discount until all monthly payments are current.
8. If the recipient petitions for a change in program, the tuition discount will adjust to a percentage of the new total tuition charges remaining for their program.

Boys and Girls Club of Ventura County Matching Program

Charter College is pleased to work with prospective or currently enrolled students who are referred to the College from the Boys and Girls Club of Ventura County. The College will offer prospective or enrolled students from the Boys and Girls Club of Ventura County a tuition matching program whereby the College will match the amount pledged by the Boys and Girls Club of Ventura County. The following

eligibility criteria and steps must be met:

1. Be an active member of the Boys and Girls Club of Ventura County.
2. Produce documentation to the College of the proposed amount pledged from the Boys and Girls Club of Ventura County.
3. Matching funds will be applied to program charges only and will not result in any

cash payment to the student. Matching funds will be applied to the students account at the time of receipt of payment

from the Boys and Girls Club of Ventura County.

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

In accordance with Title IV regulations, students are also required to complete all docu-

mentation, 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 eligibility 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 |
| FSEOG | 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

The Federal Pell Grant is authorized by the United States Congress and administered by the United States Department of Education. 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 a 0 EFC. 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 for eligible undergraduate students. While a 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 Direct Unsubsidized Stafford Loan is a non-need-based loan for eligible undergraduate students. Independent students and dependent students whose parents did not qualify for the Federal PLUS Loan (see below) may qualify. In addition, students who are ineligible for subsidized loans may qualify for unsubsidized Stafford loans. There is a six-month grace period after the last date of attendance during which no principal payments are due. Students are responsible for interest while in school and may choose to pay the interest while in school or 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. Minimum payments are \$50 per month per loan. 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 Finan-

cial Aid to determine eligibility if interested.

Veterans Assistance Programs

There are various Veterans Programs available to assist with educational funding. 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 awarded federal and state financial aid will be eligible for disbursement of their financial aid 30-days after the start of their program. Students must maintain Satisfactory Academic Progress (SAP) as outlined in the Charter College catalog in order to be eligible for subsequent disbursements. Subsequent disbursements are posted to the students' account approximately 7 days after the start of the next ten week quarter. For students attending certain Diploma programs,

the subsequent disbursements are posted once the student has completed half of the required weeks, credits and hours of the program.

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, in person, on-line or via mail. Students are encouraged to schedule a personal appointment with the Education Loan Specialist to complete the process prior to departure; however, in the event this isn't possible, exit counseling information will be mailed to the student.

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 exhausted these options, 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) is administered through a third party servicer; UNISA. While a student attends the College and for three months after graduating, 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 graduation or the student stops attending, the interest rate increases to 8% until the loan is paid in full.

iPay and THE GIFT Discounts

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

iPay Discount

Upon graduation for students current on their in-school payments, iPay will match dollar for dollar all out of pocket cash payments credited to a student's account up to 50 percent (50%) of the total unfunded balance that has been covered with a UNISA payment plan. This includes all out of pocket cash payments, but excludes all third party funded sources including, but not limited to, Federal Student

Financial Aid, State Financial Aid Programs, Veterans Benefits, Scholarships, WIA, EDD, and other sponsored payments from third parties. The College reserves the right to determine eligible cash payments as it sees fit. Because iPay will match up to 50 percent (50%) of the total unfunded balance that has been covered with a UNISA payment plan, iPay will never create a credit balance due to the student.

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

THE GIFT

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

Institutional Funding Option

Scholarships

Charter College 2013 High School Scholarship

Scholarship Eligibility Requirements:

- High School graduate from accredited high school in 2013.
- Complete essay describing academic plans and career goals. Provide specific examples. ESSAY FORMAT: 1-2 pages, typed.
- Deadline for submitting application with essay and official high school transcript are no later than July 19, 2013 to start no later than August 5, 2013, or September 6, 2013 to start no later than October 14, 2013. Application with documents are accepted via mail, fax, or at the campus.
- All applicants must complete an admission interview with an Admissions Representative at Charter College prior to July 9, 2013 for the July 19, 2013 submission, or September 3, 2013 for the September 6, 2013 submission.

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

Conditions of Award:

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

Charter College Community Scholarship

Scholarship Eligibility Requirements:

- High School graduate, GED recipient, or pass an approved ability to benefit test no later than January 4, 2013.

Students sponsored by foundations, companies, or governmental agencies, including,

- Complete and submit all required documents no later than January 4, 2013.
- Complete an Admissions Interview at Charter College campus and apply for admission.
- Begin classes with Charter College no later than January 7, 2013.

Applicants must submit the following required documents by January 4, 2013:

- 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 January 4, 2013 deadline via mail or delivery to:

Charter College - Oxnard
Attn: Scholarship Selection Committee
2000 Outlet Center Drive, Suite 150
Oxnard, CA 93036

All applicants must complete an admissions interview with an Admissions Representative at Charter College prior to January 4, 2013, 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, 2013.

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

but not limited to, the California Department of Rehabilitation (DOR), the Veteran's Affairs

Students Using Third-Party Funding

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 whose accounts with Charter College are past due and who have not made satisfactory payment arrangements may be **Involuntarily Withdrawn**. Many payment options

are available and students are encouraged to consult with the Department of Financial Aid for assistance.

Students with Financial Balances

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident.
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
5. An inability to collect on a judgment against the institution for a violation of the Act.

Student Tuition Recovery Fund (STRF)

Students have the right to withdraw from a program of instruction at any time. If a student attends the College and officially withdraws or is involuntarily withdrawn (see Voluntary and Involuntary Withdrawal sections) or dismissed, the student is obligated to pay for the institutional charges (tuition and fees) and possible equipment costs.

The amount of tuition and fees owed to the College is prorated based on the week of the last day of attendance. Students are obligated to pay for all of the tuition and fees if they attend more than 60% of the financial payment period (see the Refunds section).

If a student obtains equipment, as specified in the Enrollment Agreement, and returns it in good condition within 30 days follow-

Withdrawal or Dismissal

ing 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 prorated 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 arrangements to pay the College the outstanding balance. Student balances that remain unpaid for a period of 30 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 available to the student within 30 days of withdrawal (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. Third party funding such as Veterans Affairs Rehabilitation, Division of Vocational Rehabilitation, Worker's Compensation, WDP, and/or foundation funding
2. 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).

Post Withdrawal Disbursements

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

If a student is eligible for a post-withdrawal disbursement of Pell Grant, the grant money will be disbursed directly to the student's

account at the College within 45 days of the student's withdrawal date or graduation date.

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

Academic Awards

President's Award

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

Certificate Program - 4.0

Associate Degree - 3.9

Bachelor Degree - 3.8

Honors

Upon graduation a student with a cumulative grade point average (CGPA) of 3.7 or higher is recognized at commencement and receives a printed certificate.

Perfect Attendance Award

Upon graduation a student with perfect attendance is recognized at commencement and receives a printed certificate.

Dean's List

After each module, Charter College students who have earned a grade point average of 4.0 for the module are placed on the Dean's List.

Perfect Attendance List

After each module, Charter College students with perfect attendance for the module are placed on the Perfect Attendance List.

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 Education Department 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.

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

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 Education Department must receive an official transcript from the other institution. The transcript will be reviewed by the Education Department 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 cover 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 Education Department 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.

Experiential Learning Credit

Charter College students can apply for credit on the basis of experiential learning and receive college credit up to 25% of the program requirements. No more than 75% of the credit hours in a program may be awarded by any combination of Experiential Learning Credit, transfer of credit, or credit by examination.

Credit is awarded for experiential learning in a specific course (e.g., AC1210 Payroll Fundamentals, MA1130 Medical Insurance Billing Essentials, CS1350 Security+: Network Security Fundamentals, etc.). Students may only apply these credits toward the requirements of the program in which they are enrolled. Students can apply for Experiential Life Credit in certificate level programs only.

Students applying for experiential credit are required to complete a Portfolio to determine equivalency to college level coursework. Equivalency is determined by submission of supporting documentation (i.e., signed job description, a narrative of equipment used, a description of the work environment, verification of employment by the company on the employer's letterhead, signed performance reviews/evaluations, evidence of certification or licensure, resume, documentation of in-service training or professional growth

activities, community or volunteer work, military service record (DD 214), and/or various other appropriate forms of documentation verifying employment or work-related learning). The Portfolio may contain evidence to support multiple courses for which the student is applying for experiential learning credit. Students are required to demonstrate through documentation the fulfillment of course objectives based on the current course syllabus. The College reserves the right to deny credit or require supplementary readings and/or tests if required syllabus requirements or objectives are not met through the portfolio materials presented.

Experiential learning credits are not used in calculating the cumulative GPA but are used in the calculation for Rate of Progress (see Satisfactory Academic Progress section). Credit earned through experiential learning will be awarded the grade of "EC".

The Portfolio must be submitted and evaluated prior to the start of the student's second module of the program. The student will be charged a \$100 fee per course for which the student is applying for experiential learning credit. Students are limited to one Portfolio submission during their Charter College academic career. For assistance in writing the portfolio, see a member of the Education Department.

All experiential learning credit is reviewed on a case-by-case basis and credit is awarded at the discretion of the College.

Attendance

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

Students who fail to attend classes for more

than 14 calendar days will be subject to involuntary withdrawal (see Involuntary

Withdrawal) from the College.

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 instruc-

tor's decision, the student may meet with the Campus President. 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 Grade

Only 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 Education Department for information.

Change of Program

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.

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."

Copyright Policy

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.

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.

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

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 Education Department. Students wishing to change their schedules must contact the Education Department on or before the first day of a module.

Course Schedules and Registration

A diploma is awarded to graduates when all program requirements are met 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.

Degrees and Certificates

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

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 who wish to dispute a grade must complete the process within the first two weeks of the following module (see Change of Grade.) All grades are considered final 30 days after the end of the module.

Grade Scale

| Letter Grade | % | Quality | Quality Points |
|--------------|-----------|----------------------|----------------|
| A | 93.5-100 | Superior | 4.0 |
| A- | 89.5-93.4 | | 3.7 |
| B+ | 86.5-89.4 | | 3.3 |
| B | 83.5-86.4 | Excellent | 3.0 |
| B- | 79.5-83.4 | | 2.7 |
| C+ | 76.5-79.4 | | 2.3 |
| C | 73.5-76.4 | Satisfactory | 2.0 |
| C- | 69.5-73.4 | | 1.7 |
| D+ | 64.5-69.4 | | 1.3 |
| D | 59.5-64.4 | Min Passing Grade | 1.0 |
| F | 0-59.4 | Fail | 0.0 |
| P | N/A | Pass | 0.0 |
| I | N/A | Incomplete | 0.0 |
| T | N/A | Transfer Credit | 0.0 |
| EC | N/A | Experiential Credit | 0.0 |
| W | N/A | Withdrawal | 0.0 |
| WN | N/A | Withdrew (No Attend) | 0.0 |

Dental Assisting students are required to repeat any course in which the grade they receive is below a "C".

Incomplete

Once enrolled in a course, students should

make the effort to complete all course assignments 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 Education Department (or Program Chair). Students must complete a petition form and submit it to the instructor prior to the last class meeting. Petition forms are available in the Education 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 Education Department. 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. SStudents enrolled in any "SS" or "BUS" course may not petition for an "I" grade. Students in these courses will receive a grade at the end of the course. If a student would challenge an academic grade, the student would need to review the "Change of Grade" section of the catalog.

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 withdrawn 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).

Dental Assisting

Dental Assisting students are required to repeat any course in which the grade they receive is below a "C."

Vocational Nursing

Vocational Nursing requirements differ from those of other programs at Charter College. Students must pass each course at 80% cumulative grade point average or above and complete all assignments in order to progress to the next course.

During a course if a student has not completed the required coursework, a grade of "I" (Incomplete) will be assigned. Students cannot continue to the next course if coursework for the previous course is incomplete. If a course is not successfully completed with a cumulative grade point average of 80% or better, a grade of "F" (Failing) will be assigned and the course must be repeated..

Vocational Nursing Grading Scale

| Letter Grade | % | Quality | Quality Points |
|--------------|-----------|------------------------|----------------|
| A | 94.0-100 | Superior | 4.0 |
| B | 87.0-93.0 | Excellent | 3.0 |
| C | 80.0-86.0 | Satisfactory | 2.0 |
| F | Below 80 | Failing | 0.0 |
| I | N/A | Incomplete | 0.0 |
| T | N/A | Transfer Credit | 0.0 |
| EC | N/A | Experiential Credit | 0.0 |
| W | N/A | Withdrawal | 0.0 |
| WN | N/A | Withdrawal (No Attend) | 0.0 |

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 a cumulative Grade Point Average of at least 2.0;
2. meet the specific grade and other program requirements for specific

3. successfully complete the externship or clinical requirement (if applicable);
4. achieve Satisfactory Academic Progress;
5. meet all Career Services requirements
6. complete all required certifications (if applicable).

Holidays and Weather Closures

Occasionally the College will close due to holidays, bad weather or other natural phenomena. Make-up days for holidays are scheduled and can be found in the catalog supplement. If the College closes for more than one day, classes will meet on an unscheduled day. In the case of an 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, 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 involuntarily withdrawn from the College:

- failure to attend classes for more than 14 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 Education Department using attendance records. Re-admission to the College following

involuntary withdrawal will be at the discretion of the College. See the Re-entry section.

Students are not allowed to take a leave of absence (LOA). Students who are not attending

will be withdrawn and must follow the established process for reentry.

Leave of Absence

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.

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

Charter College offers several programs in an online format. These programs are equal to those taught at any of our campuses. Contact the Education Department 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 50 percent of the credit hours in their program online. For a list of online courses, contact the Education Department. Students who desire to attend online courses should contact the Education Department 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:

- A functioning e-mail account
- Access to Microsoft Office Word, Excel, and PowerPoint
- Intel Pentium 4 Processor
- 1 GB of RAM (recommended)
- High-speed internet access
- While dial-up may work, it may not be suitable for many applications
- A supported web browser
 - o Internet Explorer, version 8 or 9
 - o Mozilla Firefox
 - o Safari
- Sound card and computer speakers to listen to audio presentations
- Headset/microphone
- Operating Systems for PC users
 - o Windows XP with SP3 - 32 or 64 bit
 - o Windows Vista with SP2 - 32 or 64 bit
 - o Windows 7 - 32 or 64 bit
- Operating Systems for Mac users
 - o OS X 10 - version 10.4x or newer
- Adobe Flash Player
- Adobe Reader
- Java
- A Media Player
 - o Windows Media

Online Courses

- o Apple QuickTime

To check your computer's compatibility visit <http://onlinecoursesupport.com/chartercollege>

The platform for online courses is Moodlerooms. 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.

Online Student Identity Authentication and Privacy

The College Learning Management System (LMS) for online students is a restricted access and password protected electronic environment. Prior to entering the LMS, an online student's identity must be verified by way of an assigned unique login and password that is provided to each student upon enrollment and class registration. Verification of student

information is provided at no extra cost to the student. Student identity will be maintained in a private format by the College in accord with established institutional privacy and confidentiality policies with access provided only to agents of the College who require immediate and necessary use of the information in order to fulfill the various academic activities of the College. It is the student's responsibility to strictly preserve the privacy of their login and password information. Students are prohibited from sharing login and password information. Any such intentional compromise of the integrity of the privacy of a student's login and/or password (i.e., sharing of this information) will result in the student being subject to immediate termination from Charter College. In the event a student believes the privacy associated with their login and password information has been compromised, they are required to contact school officials for an immediate reset of their information. This is also done at no extra cost to the student.

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 Agreement and meet with the Financial Aid Department.

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. Dental Assisting students are required to repeat any course in which they receive a grade below "C." 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.

Satisfactory Academic Progress

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 | Minimum of 1.6 and 50% |
| | 2nd | Minimum of 1.8 and 60% |
| | 3rd and thereafter | Minimum of 2.0 and 67% |
| AAS Degree 60 weeks | 1st | Minimum of 1.0 and 33.4% |
| | 2nd | Minimum of 1.6 and 50% |
| | 3rd | Minimum of 1.8 and 60% |
| | 4th and thereafter | Minimum of 2.0 and 67% |
| 20 weeks | 1st and thereafter | Minimum of 2.0 and 67% |
| | | |
| BS Degree | 1st | Minimum of 1.0 and 33.4% |
| | 2nd | Minimum of 1.6 and 50% |
| | 3rd | Minimum of 1.8 and 60% |
| | 4th and thereafter | Minimum of 2.0 and 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 Chair or the Education Department (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 Education Department.

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 $55 - 15 = 40$, and $1.5 \text{ times } 40 = 60$ 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 Education Department or a Program Chair. 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 Education Department or a Program Chair. While the appeal is being considered by the Appeals Committee, the student should continue to attend classes. The Education Department 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 Education Department 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.

Changing Programs

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

Additional Program/Credentials

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

Academic Advising

Students not making satisfactory academic progress must meet with the Education Department or a Program Chair 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 Education Department or their Program Chair to determine progress toward completing the plan.

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.

Textbooks

Charter College will provide a transcript of the student's academic record upon written request by the student. An official copy will be mailed to the appropriate person and/or institution. An unofficial copy can be provided directly to a student upon graduation, provided the student is not past due on financial obligations to the institution. If the student is past due on their institutional loan (i.e. UNISA), a letter of completion can be sent to an employer.

No documentation will be released to another educational institution unless the student is current on a secured payment plan for their institutional loan. A student will not receive a diploma or official transcript if they are in default with any federal loan or if the student is placed with an outside collection agency for their institutional loan. The College archives academic transcripts indefinitely.

Transcripts

Only 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.

Transfer from One Charter College to Another Charter College

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 Credit from Charter College to another Institution

Students may voluntarily withdraw from the College by providing to the Education Department official notification either orally or in writing of their intent to withdraw. The Education Department will determine the last date of attendance based on the date of the official notice.

Voluntary Withdrawal

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

COURSE DESCRIPTIONS

Accounting

AC1110

Accounting Fundamentals

4.5 Quarter Credit Hours

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

AC1160

Advanced Accounting Fundamentals

4.5 Quarter Credit Hours

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

Prerequisite: AC1110 - Accounting Fundamentals

AC1210

Payroll Fundamentals

4.5 Quarter Credit Hours

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

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

AC1320

Accounting Software Systems and Principles

4.5 Quarter Credit Hours

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

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

AC1510

Cost Accounting Fundamentals

4.5 Quarter Credit Hours

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

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

AC1520

Managerial Accounting and Decision-Making

4.5 Quarter Credit Hours

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

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

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 course covers converting manual accounting systems to automation. Widely recognized accounting software is introduced. Topics include general ledger, accounts payable, accounts receivable, inventory, and payroll systems.

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. Accounts receivable, notes receivable, inventories, fixed assets, accounts payable, payroll, and other current liabilities are covered.

Co-requisite: 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.

Prerequisite: 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.

Prerequisite: 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: ACC121 Principles of Accounting

ACC300

Governmental and Non-Profit Accounting
3.5 Quarter Credit Hours

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

Prerequisite: ACC 121 - Principles of Accounting

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.

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.

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.

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.

Allied Health

AH2110

The Health Care System

4.5 Quarter Credit Hours

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

AH2120

Legal and Ethical Issues in Healthcare

4.5 Quarter Credit Hours

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

Business

BA1110

Business Fundamentals 4.5 Quarter Credit Hours

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

BA1220

Leadership and Followership 4.5 Quarter Credit Hours

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

BA1410

Marketing Fundamentals 4.5 Quarter Credit Hours

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

BA2220

Managing People: Human Resources Development 4.5 Quarter Credit Hours

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

Prerequisite: None

BA2320

Business Law and Ethics 4.5 Quarter Credit Hours

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

BA2420

Customer Focused Management 4.5 Quarter Credit Hours

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

Prerequisite: None

BA2720

Developing and Implementing Projects 4.5 Quarter Credit Hours

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

Prerequisite: None

BA2580

Microeconomics 4.5 Quarter Credit Hours

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

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

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.

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.

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.

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.

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.

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.

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.

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.

BA1220

Leadership and Followership
4.5 Quarter Credit Hours

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

BA2320

Business Law and Ethics

4.5 Quarter Credit Hours

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

Career Development

BUS100

Success Strategies

4.0 Quarter Credit Hours

This class presents students with the skills and behaviors necessary for success in their academic careers and in their professional lives. The exercises and activities prepare students for professional workplace experience. Also explored are the elements of effective workplace relationships and the skills to manage these relationships. There is a strong emphasis on the techniques and strategies for successful online learning, information literacy and computer literacy.

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.

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

BSM206

Business Law

4.0 Quarter Credit Hours / 40 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.

CMP102

Computer Essentials with Microsoft Windows

3.0 Quarter Credit Hours / 40 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 PowerPoint, information literacy, and the Internet are introduced.

CMP126

PowerPoint and Presentations

3.0 Quarter Credit Hours / 40 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.

CMP130

Word for Windows

3.0 Quarter Credit Hours / 40 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 / 40 Hours

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

OFM102

Customer Service

4.0 Quarter Credit Hours / 40 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.

ENG121

Technical Writing and Presentation

4.0 Quarter Credit Hours / 40 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.

MTH100

College Mathematics

4.5 Quarter Credit Hours / 45 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.

SOC101

Introduction to Economics

4.5 Quarter Credit Hours / 45 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.

Criminal Justice

CJ1160

American Legal System and Constitutional Law

4.5 Quarter Credit Hours

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

CJ1310

Criminal Law and Evidence

4.5 Quarter Credit Hours

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

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

4.0 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.

CJ204

Corrections

4.0 quarter credit hours

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

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

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.

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.

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.

CJA305

Cyber Crimes

4.0 quarter credit hours

This course examines the environment and span of cybercrime 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.

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.

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.

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.

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.

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.

CJ406

Criminal Justice Practicum

3.0 quarter credit hours

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

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

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).

CJ1110

Introduction to Criminal Justice and Law

Fundamentals

4.5 Quarter Credit Hours

This course provides an introduction and overview of criminology and criminal justice to provide an understanding of law, crime, criminal justice, and their functions within the American legal system. Starting with a review of the three branches of the U.S. government, the course covers civil and criminal procedures, sources of law, the legislative process, and differences in court jurisdictions. Topics also include an introduction to various theories of crime causation and the criminal justice response from policing to incarceration.

CJ1210

Introduction to Policing and Corrections

4.5 Quarter Credit Hours

This course is an introduction to policing and the correctional system 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 history, basic models, current strategies and approaches, and relationships with the community will be presented for both policing and corrections, in order to provide a foundation for understanding how enforcement and corrections function within the criminal justice system.

CJ1160

The American Legal System and Constitutional Law

4.5 Quarter Credit Hours

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

CJ1310

Criminal Law and Evidence

4.5 Quarter Credit Hours

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

CJ2320

Criminal Investigations and Analysis

4.5 Quarter Credit Hours

The course focuses on crime scene investigators and current investigatory methods. An introductory overview to a variety of procedures as well as proper process shall be presented, taking into consideration arrival on scene; scene and crime type; evidence gathering, preservation, and recovery; and methods of evidence control and management. Scene safety and personal protection and safety shall be stressed.

CJ2420

Juvenile Justice

4.5 Quarter Credit Hours

This course is a general orientation to the field of juvenile delinquency, including causation, development, treatment, and prevention of delinquent behavior. The challenges of successful juvenile justice are discussed, including initial apprehension, referral, incarceration and treatment well as preventive techniques. The need for evidence based programs is discussed and the Standardized Program Evaluation Protocol (SPEP) utilized by some states to determine successful programs is presented. 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 and juvenile justice.

CJ2510

Report Writing for Criminal Justice

4.5 Quarter Credit Hours

This course provides a foundation in effective criminal justice report writing with the goal of improving written communication and thus complete and accurate technical reports required in the criminal justice system. Simple, clear, logical, and grammatically correct writing as a method of effectively communicating facts, information, and ideas will be stressed. The practical aspects of gathering data, organizing, and preparing written reports absent extraneous opinion and facts will be emphasized. The legal and practical aspects of criminal justice reports will be presented, and multiple types of reports covered, including crime, arrest, evidence, probation, parole, and corrections, as well as internal memoranda, letter writing, and administrative reports.

CJ2920

Criminology

4.5 Quarter Credit Hours

This course provides an introduction to the theories on the causation of crime, and includes insight into crime types and trends. Victimology as a concept shall be presented. Theories shall be compared and contrasted to stimulate critical thinking on the topic.

CJ2350

Criminal and Delinquent Behavior

4.5 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.

CJ2360

Drugs, Alcohol, and Criminal Behavior

4.5 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 provides an overview of the nature and types of drug use, drug related problems and issues, and criminal justice involvement with drug offenders. Criminal justice issues raised by legalization for medical use, personal use, and grow operations in some states, including the conflict between state and federal laws and jurisdictions will be examined. Current trends in drugs and drug production will be discussed, including the development and use of synthetics (ex. Bath salts) and the control of retail sales of components (pseudoephedrine). This course will encourage critical thinking and problem solving with a focus on proactive measures for criminal justice solutions to the current societal issues with drugs and alcohol in the United States.

CJ2220

Probation, Parole, and Rehabilitation

4.5 Quarter Credit Hours

This course provides an overview of historical and contemporary views of offender management and treatment, corrections system operation, effects of institutionalization, alternatives to incarceration, and the roles of probation and parole. Topics include the correctional context, correctional practices, correctional issues and perspectives and probation and parole roles and models. The course also includes the examination of historical and contemporary approaches to the punishment of adult and juvenile offenders in institutional and community settings and to probation and parole.

CS1520

Computer Forensics and Investigations
4.5 Quarter Credit Hours

This course is a study of the fundamental tools and techniques used in computer forensics and investigations. The course introduces the computer forensics profession while exploring the investigative process. Topics include hardware and software, process of data acquisition, and forensic analysis. The legal and ethical components in crime scene investigations will also be discussed. The requirements for the certification exam will be reviewed.

Computer Science

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.

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.

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.

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.

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.

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.

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

SonicWALL Security Administration **3.5 Quarter Credit Hours**

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

Prerequisite: CMP133 Security+: Network Security Fundamentals

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: 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.

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 Inter-network Operating System (IOS). Topics include configuring of Cisco Ethernet switches, routers, and customer premise equipment.

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.

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, Power-Point 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.

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.

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.

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.

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: CMP303 Interconnecting Cisco Network Devices

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.

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.

CS1110

Introduction to Technology
4.5 Quarter Credit Hours

This course introduces the new IT student to a variety of IT concepts and issues, including nomenclature, basic operating principles, identification of parts, troubleshooting techniques, and problems commonly found in the office/production environment. The basics of various operating systems, the CLI (Command Line Interface), upgrading OSes, hardware and software and successful project management will be explored. The topics of binary math, IP addressing, storage, remote access, and security will also be discussed.

CS1130

Networking and Wireless Essentials
4.5 Quarter Credit Hours

This course explores networking and wireless fundamentals. Networks, network services, protocols including DHCP and IPv6, DNS, Web services, and peer to peer and client/server networks will be discussed. The course will also include discussions on access control lists (ACLs), wireless networks and network security, WLAN designs and antenna placement. Wireless Standards and organizations, wireless router configurations and access, radio frequencies, and IEEE 802.11 will be examined.

CS1220

Server Configuration and Administration
4.5 Quarter Credit Hours

This course provides an introduction to server management and maintenance. The course exposes students to the proper procedures for installing server operating systems, configuring and managing user accounts, permissions, and quotas, as well as, Disk and Raid configuration and data backup. Students will also develop policies related to password complexities and firewall configuration.

CS1320

Security +: Network Security Fundamentals
4.5 Quarter Credit Hours

This course provides an introduction to CompTIA's (Computing Technology Industry Association) Security+ computer network security. Students are exposed to the fundamentals of computer and network security to include configuring user accounts, using and managing certificates, and securing wireless networks. The course also reviews the procedures for configuring browser and email security and the basic concepts required for the Comptia Security+ certification.

CS1420

Firewall Essentials
4.5 Quarter Credit Hours

This course introduces students to the essentials of firewall configuration. Student will be exposed to best practices related to configuring both site to site and Global VPN client connections, as well as, on WLAN and DMZ network configuration. Topics also include system restore and backup, scheduling, and firewall policies.

Prerequisite: CS1120 Security+: Network Security Fundamentals

CS1430

Strategic and Tactical Network Security
4.5 Quarter Credit Hours

This course offers a study in network security protection. Topics include infrastructure and operating system hardening, process of network communication to protect secure communications, proper techniques for contingency planning, 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.

CS1520

Computer Forensics and Investigations

4.5 Quarter Credit Hours

This course is a study of the fundamental tools and techniques used in computer forensics and investigations. The course introduces the computer forensics profession while exploring the investigative process. Topics include hardware and software, process of data acquisition, and forensic analysis. The legal and ethical components in crime scene investigations will also be discussed. The requirements for the certification exam will be reviewed.

CS1620

Programming Essentials

4.5 Quarter Credit Hours

This course is intended as an introduction to structured and object-oriented programming. The essential concepts of computer programming languages including using memory, use of variables and constants, writing accurate statements, and the use of looping structures will be discussed. The development of basic GUIs will provide a focus, as will following specifications and troubleshooting incorrect specifications.

CS1630

A+ Fundamentals

4.5 Quarter Credit Hours

This course is an introduction to CompTIA's (Computing Technology Industry Association) A+ Core Hardware & OS (Operating System) Technologies. Topics include how to install, configure, upgrade, troubleshoot, and repair micro-computer hardware. PC technician professionalism will also be discussed.

CS1720

Introduction to Cloud Computing

4.5 Quarter Credit Hours

This course is an introduction to cloud based computing. The student will learn about the basics of cloud computing, such as how devices are connected to the cloud, as well as, the security constraints peculiar to cloud based computing including data at rest, mobile data and connectivity issues. Additional topics include how mobile devices connect to modern databases both on the cloud and on the local W/LAN and the basics of programming cloud based applications.

CS1910

Network Security Review

4.5 Quarter Credit Hours

This course is a comprehensive survey of the principles and procedures relating to information technology and network security. Topics include IP4/IP6 addressing, sub-netting, security foundations, best practices, programming, and firewall principles. Students will also explore how the principles learned relate and connect to each other, especially in the field of network security.

Prerequisite: Completion of all core CS courses

Dental Assisting

DA1110

Introduction to Dental Assisting

4.5 Quarter Credit Hours

This course introduces the basic components in the practice of dental assisting. Emphasis is placed on the role of the dental assistant, certifications for the dental assistant, patient assessment, infection control, blood borne pathogen training, and the legal and ethical responsibilities of the dental assistant. A brief overview of the history of dentistry will also be discussed.

Co-requisite: DA1130 Dental Pharmacology and Emergencies

DA1120

Dental Office Administrative Procedures

4.5 Quarter Credit Hours

This course is a comprehensive study on the administrative components in the dental office. Effective forms of communication and understanding cultural diversity will be discussed. Different systems for information management, appointment scheduling, recalling, and inventory management will be presented. Additionally, patient and insurance billing, receivables, payables, collections, and financial policies will be examined.

DA1130

Dental Pharmacology and Emergencies

4.5 Quarter Credit Hours

This course provides the principles and regulations concerning pharmacology and prescription writing with emphasis on the classification of drugs, actions of drugs commonly prescribed in the dental office and the potential interactions with other commonly prescribed drugs. The role of the dental assistant in preparing for, recognizing and assisting in the first aid/treatment of medical-dental emergencies, with an emphasis on prevention is presented. This course presents the procedures associated with assisting in the administration of local anesthesia.

Co-requisite: DA1110 Introduction to Dental Assisting

DA1210

Dental Sciences

4.5 Quarter Credit Hours

This course details terminology, anatomy and physiology related to dentistry. Emphasis will be placed on the anatomy of the head and neck, pathology, oral histology, and various procedures performed by the dental assistant. Nutrition and health promotion are also introduced.

Co-requisite: Dental Care Delivery and Techniques

DA1220

Dental Care Delivery and Techniques

4.5 Quarter Credit Hours

This course provides concepts related to general dentistry procedures with an emphasis on dental assisting during amalgam and composite restorative procedures, tray set-ups and chair side procedures. Topics include theory and practice in instrumentation basics, ergonomics, hand-pieces, rotary cutting instruments, and dental burs. The student is introduced to the patient record and assessment procedures including medical history, oral inspection and treatment planning.

Prerequisite: DA1110 Introduction to Dental Assisting;
Co-requisite: DA1210 Dental Sciences

DA1310

Preventative Dentistry

4.5 Quarter Credit Hours

This course provides discussion of the setting, techniques, materials, and equipment to meet the needs of all patients in a dental practice, with the emphasis on, but not limited to, the specialty of pediatrics. This course provides theory and practices to fluoride therapies, water fluoridation, preventive dentistry, coronal polishing and pit and fissure sealants. Students are required to demonstrate laboratory competency and preclinical competencies on student partners prior to successfully completing clinical competencies on patients.

Prerequisite: DA1110 Introduction to Dental Assisting, DA1130 Dental Pharmacology and Emergencies, DA1210 Dental Sciences, DA1220 Dental Care Delivery and Techniques

DA1410

Introduction to Prosthodontics

4.5 Quarter Credit Hours

This course addresses concepts related to fixed prosthodontics procedures with an emphasis on crown and bridge, inlay, onlay, veneers, and esthetic procedures. Topics include related dental materials, tray set-ups, chairside, and laboratory procedures. Materials, steps, indications and contraindications, and current trends are discussed.

Prerequisite: DA1110 Introduction to Dental Assisting, DA1130 Dental Pharmacology and Emergencies, DA1210 Dental Sciences, DA1220 Dental Care Delivery and Techniques

DA1420

Dental Specialties

4.5 Quarter Credit Hours

This course provides theory and discussion regarding the setting, procedures, instruments, dental materials, and the dental assistant's role associated with specialty dental practices of periodontics, orthodontics, and oral maxillo-facial surgery. Students gain knowledge of and skills in a variety of procedures related to the treatment of orthodontic patients during laboratory experience.

Prerequisites: DA1110 Introduction to Dental Assisting, DA1130 Dental Pharmacology and Emergencies, DA1210 Dental Sciences, DA1220 Dental Care Delivery and Techniques

DA1510

Dental Radiology I

4.5 Quarter Credit Hours

This course provides the theory, history, science, and general procedures for dental radiography. Topics include: Radiation physics and biology, radiation protection and safety, infection control, recognition of normal anatomical landmarks and abnormal conditions, exposure and processing techniques, prevention of errors, mounting/sequencing, viewing, intraoral techniques, armamentaria, holding devices, interproximal examination, intraoral examination, and identification and correction of faulty radiographs. Students are required to produce, process, and evaluate diagnostic quality full mouth and bitewing radiographs to laboratory competency on manikins and clinical competency on patients.

Prerequisites: DA1110 Introduction to Dental Assisting, DA1130 Dental Pharmacology and Emergencies, DA1210 Dental Sciences, DA1220 Dental Care Delivery and Techniques; Co-requisite: DA1520 Dental Radiology II

DA1520

Dental Radiology II

4.5 Quarter Credit Hours

This course provides theory, and practice of dental radiography. Topics include: quality assurance, patients with special needs, legal considerations, and supplemental techniques including the principles of bisecting technique, occlusal technique, extraoral radiography and computerized digital radiography. Students are required to produce, process, and evaluate diagnostic quality full mouth and bitewing radiographs to laboratory competency on manikins and clinical competency on patients.

Prerequisites: DA1110 Introduction to Dental Assisting, DA1130 Dental Pharmacology and Emergencies, DA1210 Dental Sciences, DA1220 Dental Care Delivery and Techniques; Co-requisite: DA1520 Dental Radiology I

DA1990

Dental Assisting Externship

6.0 Quarter Credit Hours

This is an advanced course applying professional dental assisting knowledge and skills at a sponsoring dental office under the direction of a site supervisor. The course provides 180 hours of supervised work involving a variety of professional dental assisting and front office procedures.

Prerequisite: Completion of all core Dental Assisting coursework

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 : SCP-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.

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.

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

General Education

GE2110

College Mathematics 4.5 Quarter Credit Hours

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

GE2210

Environmental Science

4.5 Quarter Credit Hours

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

GE2310

Written and Oral Communication Practices

4.5 Quarter Credit Hours

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

GE2410

Ethical Principles Across Societies

4.5 Quarter Credit Hours

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

GE2510

Introduction to Sociology

4.5 Quarter Credit Hours

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

Humanities

HUM120

Twentieth-Century Fiction

4.0 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.

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.

Legal Assistant

LAP100

The Structure of the American Legal System and Civil Procedures

4.0 Semester Credit Hours / 80 Hours

This is an introduction into the American Court System covering the political theories in the present system of government. Each branch of government is examined and the differences between the branches discussed. The rules of civil procedure including pleadings, complaints, and the laws that dictate how a suit will be filed, all pretrial matters, trial proceedings and post-trial issues are presented.

LAP101

Legal Research and Writing

4.0 Semester Credit Hours / 80 Hours

This course is an overview of the writing process, including prewriting, writing, editing, and revision. Topics include basic grammar, punctuation, rules of citation, and a review of the bluebook. The focus of the course is on researching and analyzing enacted law and court rules, preparing legal correspondence, and preparing a case brief using the IRAC format.

LAP102

Wills and Trusts

4.0 Semester Credit Hours / 80 Hours

This is an introduction to the complexities of wills, trusts and estate administration. The function of the probate courts is discussed. Topics include the purpose of a will, special clauses in a will, codicils, intestacy, incapacity, types of trusts and administration of a trust. Writing a will and a living will, advanced health care directives and durable power of attorney are presented.

LAP103

Family Law

4.0 Semester Credit Hours / 80 Hours

This is an overview of family law including marriage, annulment, common law marriage, domestic violence, separation, dissolution of marriage, temporary orders, child support, child custody, visitation, alimony, abortion, paternity and adoption. Topics include how to prepare divorce documents.

LAP104

Contracts

4.0 Semester Credit Hours / 80 Hours

This is an overview of basic contracts, including the elements of a contract, contract formation, breach and remedies for breach. An approach for analyzing contract problems is explored. There is a discussion of how the uniform commercial code governs the various practices of sales and financing by commercial business with one another and with the general public.

LAP105

Torts

3.5 Semester Credit Hours / 80 Hours

This is an introduction to law governing private injury, harm and remedies, differentiating civil and criminal wrong. The law of personal injury that results from the conduct of those who are careless, reckless, or impose harm in violation of state and federal law is examined. The focus is on damage to persons or property, worker's compensation, international torts, negligence, product liability, malpractice and wrongful death.

LAP106

Criminal Law

4.0 Semester Credit Hours / 80 Hours

This course explores the state and federal court systems, sources of law, criminal liability, constitutional safeguards, the nature and function of law in society, the stages of criminal accountability and the nature of criminal offenses. Constitutional issues that impact the rights of the accused are examined to identify how the legal assistant and paralegal assist the attorney in all stages of the criminal accountability process. Topics include the legal definitions of a crime and how criminal litigation procedures differ from civil litigation procedures.

LAP107

Criminal Procedure and Evidence

4.0 Semester Credit Hours / 80 Hours

This course examines the American legal system which is committed to fairness to persons accused of criminal conduct, and where every attempt is made to ensure that innocent persons are not convicted and punished. Criminal procedure begins at the moment law enforcement authorities' suspect criminal activity. This course focuses on how the Constitution continues to influence the proceedings through its mandates regarding bail, specific charges, right to counsel and a speedy trial. Topics include the discovery phase of a legal matter and how, when and what may be brought up during a trial.

LAP108

Property and Real Estate

4.0 Semester Credit Hours / 80 Hours

This course covers the basic substantive law of real property and the practical aspects of real estate transactions, including discussions of real property, deeds, conveyances, liens and encumbrances, easements and covenants, future interests and conditional estates. The basic obligations of landlord and tenants are covered, as well as how to write residential and commercial leases.

LAP109

Business - Legal Professional Ethics

4.0 Semester Credit Hours / 80 Hours

This course presents the basic concepts of business law, including sole proprietorships, partnerships (both limited and general), and limited liability companies and corporations (for profit, non-profit and S Corporations). Topics include business law and relations, common failures of a business organization and business organization risks and liabilities, and professional responsibility as it pertains to a legal assistant.

LAP110

Externship

2.5 Semester Credit Hours / 120 Hours

This course provides an extern of 120 hours in a legal office setting under the direct supervision of the law office administrator, attorney, or person designated by the managing attorney.

Prerequisites: Successful completion of all courses in the Legal Assistant Program.

Massage Therapy

MED100

Introduction to Medical Programs

4.0 Semester Credit Hours / 80 Hours

This course focuses on a student's particular academic and career path, medical terminology, introductory anatomy and physiology, CPR instruction, and basic computer skills. A basic introduction into the structure and function of the human body and body systems are examined. Medical terminology centers on the prefixes and suffixes and their meanings as they relate to each system of the human body.

MTP100

Massage as a Healing Aid

4.0 Semester Credit Hours / 80 Hours

The course examines the development of modern massage and terminology as well as the decline of massage in the twentieth century. The requirements for massage practice licenses, law educational requirements and health requirements for practitioners are reviewed.

Prerequisite: MED100 Introduction to Medical Programs

MTP101

Human Anatomy and Physiology 1

4.0 Semester Credit Hours / 80 Hours

This course examines living matter including cells, cell structure, and cell functions. Topics include enzymes, integument skin, skeletal and muscular systems, and terminology. The anatomical position of the body, body cavities, and organs are covered, also.

Prerequisite: MED100 Introduction to Medical Programs

MTP102

Effects, Benefits, Indications and Contradictions

4.0 Semester Credit Hours / 80 Hours

This course covers massage conditions and contradictions involving pregnancy and critical illness. Topics include precautions to take with HIV infected individuals, endangered sites, disease, infection, equipment products, place of business, sanitary and safety practices.

Prerequisite: MED100 Introduction to Medical Programs

MTP103

Consultation, Classifications and Applications of Massage

4.0 Semester Credit Hours / 80 Hours

The needs, expectations and procedures for meeting state policies, developing a treatment plan, and explaining the plan to clientele are discussed in this course. Topics include intake, medical history terms, body diagrams, soap charting, records, pulse, and temperature. Basic massage movements, joint movements, strength and flexibility of the hands, as well as body mechanics including strength, balance and body control are covered.

Prerequisite: MED100 Introduction to Medical Programs

MTP104
Procedures for Complete Body Massage: Face and Body
3.0 Semester Credit Hours / 80 Hours

This course presents draping and preparing clients for a professional massage. Topics include therapeutic procedures and assessment techniques for face, chest, back and scalp.

Prerequisite: MED100 Introduction to Medical Programs

MTP105
Massage in Nursing and Health Care
3.0 Semester Credit Hours / 80 Hours

This course covers the use of hot and cold applications, Swedish shampoo, seat rub, cabinet bath, whirlpool bath, friction bath and Russian bath. Therapeutic aid in nursing practices and massages is studied, also.

Prerequisite: MED100 Introduction to Medical Programs

MTP106
Athletic Sports Massages
3.0 Semester Credit Hours / 80 Hours

The focus of this course is on chair massages, exercise programs, strength, endurance, flexibility stretching and yoga, breathing, and posture improvements. Topics include lymph, deep tissue, neurophysiologic therapies, trigger points, neuromuscular therapy, muscle energy, passive techniques, energetic manipulation, organ meridian, yin and yang, stress therapy, and relaxation massage. Also included is how to plan a personal fitness program.

Prerequisite: MED100 Introduction to Medical Programs

MTP107
Business Practices and Beginning a Business
4.0 Semester Credit Hours / 80 Hours

Attitude, self and public image, and business planning and operations are discussed in this course. Topics include how to develop a start-up business, licensure and permits, business management practices, and ethics.

Medical Assistant

MA1001
Medical Terminology Fundamentals
4.5 Quarter Credit Hours

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

MA1110
Introduction to Anatomy and Physiology
4.5 Quarter Credit Hours

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

MA1120
Administrative Procedures
4.5 Quarter Credit Hours

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

Prerequisite: MA1001 Medical Terminology Fundamentals

MA1130
Insurance and Billing Procedures
4.5 Quarter Credit Hours

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

Prerequisites: None

MA1320
Patient Care Concepts
4.5 Quarter Credit Hours

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

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

MA1340
Specimen Collection and Analysis
4.5 Quarter Credit Hours

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

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

MA1420

Minor Surgical Procedures

4.5 Quarter Credit Hours

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

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

MA1520

Pharmacology

4.5 Quarter Credit Hours

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

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

MA1620

Medical Office Emergencies

4.5 Quarter Credit Hours

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

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

MA1640

Cardiac Care

4.5 Quarter Credit Hours

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

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

MA1920

Medical Assisting Review

4.5 Quarter Credit Hours

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

Prerequisite: Completion of all Core Medical Assisting Certificate Courses

MA1990

Externship

4.5 Quarter Credit Hours

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

Prerequisite: Completion of all Core Medical Assisting Certificate Courses

Medical Administration

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.

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 information, 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 Classification 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 computerized 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 present how to build patient files, post and edit entries, schedule appointments, bill insurance, generate reports, and keep records.

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-9-CM Coding Essentials, MED123 CPT Coding Essentials

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 health 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.

MOA100

Introduction to Medical Programs **8.0 Quarter Credits / 80 Hours**

This course introduces the structure and function of the human body and body systems. Topics include medical terminology, anatomy and physiology, CPR instruction and basic computer skills.

MOA101

Computerized Billing and Coding **6.5 Quarter Credits / 80 Hours**

This course reviews all activities of the medical office including front office, managing information, and insurance and medical billing and coding. Medical terminology and using computers for finding and entering coding and billing data are also covered.

Prerequisite: MOA100 Introduction to Medical Programs

MOA102

Medical Insurance Processing and Coding **6.5 Quarter Credits / 80 Hours**

This course discusses how to correctly code diagnostic and professional services rendered by physicians for insurance reimbursement. Emphasis and focus is placed on CPT, ICD, and HCPCS codes.

Prerequisite: MOA100 Introduction to Medical Programs

MOA103

Insurance Billing and Bookkeeping

6.0 Quarter Credits / 80 Hours

This course is the study and practice of bookkeeping skills for insurance billing and for reconciling bank statements and records. The focus is on developing speed using a 10-key to assist in solving math problems, verifying charge slips, and recording accounting transactions.

Prerequisites: MOA100 Introduction to Medical Programs

MOA105

Insurance Claims Processing

6.0 Quarter Credits / 80 Hours

This course covers processing claims in accordance with benefit and claims requirements. Topics include researching and interpreting client directives, determining correct action to be taken for adjudication, and inputting claims into the payment system.

Prerequisites: MOA100 Introduction to Medical Programs

MOA106

Medical Office Administrative Assistant Externship

5.0 Quarter Credits / 200 Hours

This course provides an extern of 200 hours in a medical setting under the direct supervision of the facility administrator.

Prerequisites: Successful completion of all courses in the Medical Office Administrative Assistant program

MOA107

Office and Records Management and Medical Ethics

6.5 Quarter Credits / 80 Hours

This course presents the major clerical and front office functions of a medical office. Topics include the medical office environment; types of practice; verbal, nonverbal, and written communication; telephone techniques and triage; hereditary and cultural influences on behavior; interpersonal skills; patient education; coping with stress; medical law, ethics, and management of medical records.

Prerequisites: MOA100 Introduction to Medical Programs

MOA108

Office Accounting and Customer Service

6.5 Quarter Credits / 80 Hours

This course discusses the concepts and practices of medical office procedures and accounting. The focus is on customer service and anticipating, preventing, and solving problems related to customer service using interpersonal tactics and technology. Topics include basic bookkeeping proce-

dures, accounts payable, accounts receivable, payroll and taxation, banking processes, petty cash, communication skills, time management, and working with internal and external customers.

Prerequisites: MOA100 Introduction to Medical Programs

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

PA1220

Legal Research and Writing

4.5 Quarter Credit Hours

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

PA1320

Civil and Federal Litigation

4.5 Quarter Credit Hours

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

PA1340

Contracts and Remedies

4.5 Quarter Credit Hours

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

PA1360

Torts

4.5 Quarter Credit Hours

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

PA1520

Wills and Trusts

4.5 Quarter Credit Hours

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

PA1540

Real Estate Law

4.5 Quarter Credit Hours

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

PA1620

Family Law

4.5 Quarter Credit Hours

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

PA1820

Dispute Resolution

4.5 Quarter Credit Hours

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

PA1990

Externship

4.5 Quarter Credit Hours

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

Prerequisite: Successful completion of all core Paralegal Studies coursework.

PA2320

Bankruptcy

4.5 Quarter Credit Hours

This course familiarizes students with the common forms of bankruptcy under Chapters 7, 11, and 13 of the United States Bankruptcy Code. The course explores the evolution of bankruptcy law, multiple participants in bankruptcy, voluntary and involuntary bankruptcy, and the federal and local procedures associated with bankruptcy filings.

Pharmacy Technician

PT1110

Introduction to Pharmacy

4.5 Quarter Credit Hours

This course explores the past, present, and future of the pharmacy professions. Medical terminology and abbreviations specific to the practice of pharmacy will be discussed. Additional topics include the evolution of the pharmacy technician, types of pharmacy practices, educational and licensure/certification requirements, and the regulations involved in maintaining confidentiality for healthcare patients.

PT1120

Pharmacy Operations and Administration

4.5 Quarter Credit Hours

This course introduces students to administrative components in the health-system pharmacy and includes the conceptual knowledge necessary to be a part of a successfully managed and operated pharmacy practice or facility. The fundamentals of record keeping, including customer service, patient confidentiality laws and policies, purchasing systems, pricing, and merchandising are presented. Accounting formulas and procedures, calculations, and insurance and other billing approaches and procedures are examined. The fundamentals of reading, processing, and filling prescriptions and medication orders, as well as dosing systems will be emphasized. Telepharmacy and other pharmacy technology approaches are also presented.

PT1130

Pharmacy Law and Ethics

4.5 Quarter Credit Hours

This course examines the major federal regulations and regulating agencies relating to pharmacy practice. Additionally, patient rights, drug monographs, and the ethical and moral philosophies pertaining to the practice of pharmacy will be discussed.

PT1210

Infection Control and Safety

4.5 Quarter Credit Hours

This course introduces the concepts of infection control by examining modes of transmission and types of microorganisms. Topics include proper IV preparation, sterile products, and patient safety relating to pharmacy.

PT1310

Pharmacy Calculations

4.5 Quarter Credit Hours

This course exposes students to the concepts and theories involved in pharmaceutical calculations in the creation of medications. The fundamentals of drug dosage calculations and conversions, concentrations and dilutions and the use of the alligation grid will be discussed. Calculations for flow rates, TPN, and other IV medications will also be explored.

PT1320

Pharmacy Measurements

4.5 Quarter Credit Hours

This course presents the fundamental components used in measuring medications in the pharmacy practice. The course explores various systems of measurement, as well as, the mathematical processes of percentage, ratio, and proportion used by pharmacy technicians.

PT1330

Compounding

4.5 Quarter Credit Hours

This course is a comprehensive exploration of compounding in pharmacy technology. The latest equipment, techniques and methods of compounding medication will be discussed. Students will learn to identify and use sterile, non-sterile, and cytotoxic products, as well as the important aspects of IV compounding. The fundamentals of dosage forms and medicinal flavoring are also presented.

Prerequisites: PT1310 Pharmacy Calculations & PT1320 Pharmacy Measurements

PT1410

Pharmacology

4.5 Quarter Credit Hours

This course focuses on the definitions, terms, and concepts of pharmacology, including drug nomenclature, sources, classifications, dosages, and administration. The particular challenges of neonatal, pediatric, and geriatric drug administrations and dosage adjustments are covered. Medication errors and prevention strategies are presented including the rights of medication administration. The description of drug addiction and dependency and the implications for the pharmacy industry are discussed. Legislation and regulations regarding drugs are emphasized.

Prerequisite: MA1110 Introduction to Anatomy and Physiology

PT1420

Pharmacodynamics

4.5 Quarter Credit Hours

This course introduces the terms, concepts, and processes of pharmacodynamics. The class will focus upon the pathways by which drugs act upon the body. Factors affecting medication potency, efficacy, and response are emphasized, including age, body mass, gender, administration, genetic factors, and psychological factors are reviewed. The challenges of medication therapy in neonatal, pediatric, geriatric, pregnant, and lactating patients are considered. Specific disorders and abnormalities affecting the body are investigated, and actions and uses of drugs on each body system are covered.

Prerequisite: PT1410 Pharmacology

PT1430

Pharmacokinetics

4.5 Quarter Credit Hours

This course introduces the definition and concepts of pharmacokinetics. The course examines the basic body processes involved in drug uptake and elimination, as well as, reviews the anatomy and physiology of the body systems involved. Specific disorders and abnormalities affecting the body are introduced and actions and uses of drugs on each body system are covered.

Prerequisite: PT1410 Pharmacology

PT1910

Pharmacy Technician Review

4.5 Quarter Credit Hours

This course reviews concepts required for pharmacy technician certification. Topics reviewed are job responsibilities and duties of the pharmacy technician, federal and state laws, rules and regulations, human anatomy, drug classifications, dosage forms, and drug names. The dispensing process, including preparing prescriptions, calculations, and sterile products will also be emphasized.

Prerequisite: Completion of all core Pharmacy Technician coursework, excluding externship.

PT1990

Pharmacy Technician Externship

6.0 Quarter Credit Hours

This is an advanced course applying pharmacy technician skills at a sponsoring pharmacy facility under the direction of a site supervisor. The course provides 180 hours of supervised work involving pharmacy technician practical/procedural skills and career professionalism. Students will be expected to perform entry-level pharmacy technician duties, as assigned by the designated supervisor.

Prerequisite: Completion of all core Pharmacy Technician coursework

PTP101

Pharmacy Law and Ethics

4.0 Quarter Credit Hours

This course covers the major federal regulations relating to pharmacy practice. The various categories of the U.S. law pertaining to pharmacy, as well as the regulatory agencies that oversee the practice of pharmacy, are examined.

PTP102

Infection Control and Safety

3.0 Quarter Credit Hours

This course introduces the concepts of infection control by examining modes of transmission and types of microorganisms. The course investigates patient safety relating to pharmacy practice. First Aid and Cardiopulmonary Resuscitation (CPR) are also covered.

PTP103

Introduction to Pharmacy

3.5 Quarter Credit Hours

This course covers the historical development of pharmacy and healthcare, as well as the organizational structure and function of a hospital pharmacy. It examines the evolution of the pharmacy profession, and how professional guidelines and regulations have developed. This course covers the role and characteristics of a pharmacy technician, as well as the requirements for certification.

PTP104

Administrative Aspects of Pharmacy Technology

3.0 Quarter Credit Hours

The concepts of the health-system pharmacy including policy and procedure manuals, dispensing systems, and receiving and processing medication orders, and compounding are examined. Topics include the use of technology in a pharmacy setting.

PTP105

Basic Pharmacy Applications

3.5 Quarter Credit Hours

The concepts of inventory management which includes purchasing systems, formularies, ordering process and returns are explored in this course. The course introduces health insurance billing for pharmacy services.

PTP106

Professional Aspects of Pharmacy Technology

3.5 Quarter Credit Hours

This course covers terminology, abbreviations, compounding, and dosage calculations. Basic math skills, as well as the measurement systems are reviewed.

PTP107

Pharmaceutical Calculations

3.5 Quarter Credit Hours

This course covers drug calculations relating to concentrations and dilutions, allegations and parenteral. Topics include formulations and administration.

PTP108

Pharmacy Recordkeeping and Customer Service

3.5 Quarter Credit Hours

This course investigates the importance of customer service, record-keeping, purchasing procedures, pricing, and merchandising. The concepts of communication process and the modes of communication used in pharmacy practice are examined.

PTP109

Pharmacy Operations

3.0 Quarter Credit Hours

This course explores the basic concepts and skills in pharmacy operations relating to retail and institutional pharmacies. The fundamentals of reading and processing prescriptions and the requirements for filling the prescriptions are covered. Accounting formulas, calculations, insurance billing and workplace safety are covered also.

PTP110

Pharmacodynamics

3.5 Quarter Credit Hours

This course introduces the concepts of pharmacodynamics. The course explores anatomy and physiology and the basic chemical components of the human body and how desired drug effects are produced and how drugs are processed by the body. Specific disorders and abnormalities affecting the body are investigated, and actions and uses of drugs on each body system are covered.

PTP111

Pharmacokinetics

3.0 Quarter Credit Hours

This course introduces the concepts of pharmacokinetics. The course examines anatomy and physiology and the basic chemical components of the human body and how the body handles drugs, how drugs are changed from original form, and how drugs are eliminated from the body. Specific disorders and abnormalities affecting the body are introduced, and actions and uses of drugs on each body system are covered.

PTP112

Pharmacology

3.0 Quarter Credit Hours

Classification of drugs and drug administration, as well as clinical applications of drug categories, are covered. Sources of drugs and drug nomenclature are included, along with addiction and drug dependency. Special situations involving drug administration, including pediatric, neonatal, and geriatric patients, are discussed. An introduction to biopharmaceutics is presented.

PTP113

Trends in Pharmacy

4.0 Quarter Credit Hours

This course explores the future trends in pharmacy. The daily activities of a Pharmacy Technician in both retail and hospital environments and the evolution of the Pharmacy Technician in the twentieth century are examined.

PTP114

Externship

6.0 Quarter Credit Hours

This is an advanced course applying pharmacy technician skills at a sponsoring pharmacy facility under the direction of a site supervisor. The course provides 180 hours of supervised work involving pharmacy technician practical/procedural skills and career professionalism.

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.

SCI220

Physics

4.5 Quarter Credit Hours

This course is an overview of our understanding of the physical world, covering many of the main concepts and theories. The following topics are explored: kinematics, dynamics, gravitation, energy, momentum and heat, and quantum theory. The course also explores some of its historical, technological, philosophical, and aesthetic aspects of physics, and its place in the history of ideas.

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.

SOC120

Introduction to Sociology **4.5 Quarter Credit Hours**

This course focuses on basic concepts and theories involved in increasing the understanding of human behavior and societies. Explored are the relationships among societies, individuals, organizations, and groups. Topics include culture, social interaction, social institutions, social stratification, community, and social change strategies. Social issues such as racial and ethnic relations, sexism, class bias, and homophobia are discussed.

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.

Student Success

SS1001

Student Success Strategies **4.5 Quarter Credit Hours**

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

SS1110

Technology Fundamentals **4.5 Quarter Credit Hours**

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

SS1210

Professional Success Strategies **4.5 Quarter Credit Hours**

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

SS2110

Software Fundamentals **4.5 Quarter Credit Hours**

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

Vocational Nursing

VNP101

Fundamentals of Nursing

18 Semester Credit Hours / 390 Hours

This course is an introduction to basic nursing skills for direct patient care in nursing with an emphasis on Vocational Nursing, the healthcare environment, critical thinking, and basic nursing skills and procedures. Topics include physical assessment, an introduction to anatomy and physiology, and an introduction to pharmacology principles and medication administration. This is a preparation course for the Nursing Assistant Certification Examination.

VNP102

Medical-Surgical Nursing Part A

18 Semester Credit Hours / 390 Hours

This course is comprised of three integrated components: anatomy and physiology, medical-surgical nursing and pharmacology. Topics include general care of patients having problems with pain, cancer, immobility and fluid and electrolyte imbalance. Emphasis is placed on disorders of the skin, endocrine system, cardiovascular systems, blood and lymph systems and respiratory system.

VNP103

Medical-Surgical Nursing Part B

18 Semester Credit Hours / 390 Hours

Anatomy and physiology, medical-surgical nursing and pharmacology are examined in this course. Emphasis is placed upon care of patients with musculoskeletal, neurological, eye and ear, gastrointestinal, urological and reproductive disorders and AIDS-HIV.

VNP104

Specialty Areas Nursing

18 Semester Credit Hours / 390 Hours

This course provides basic knowledge in various key areas. The topics include obstetrics, pediatrics, mental health, home health, hospice, rehabilitation, and leadership and supervision. In addition, career issues for the vocational nursing profession are discussed during preparation for professional practice.

STUDENT SERVICES

Career Services

The Campus President, Education Department, and 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 Career Services Department 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 Education Department 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. Additionally, 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. Students who are current clients of the California Department of Rehabilitation (DOR) may thereby have satisfied the requirement of the documentation of the disability. However, in order to verify the status of the students with the Department of Vocational Rehabilitation, Charter College reserves the right to request from those students who are seeking accommodation the release of documentation of their disability.

4. 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. If a student is a current client of DOR, it may be necessary to coordinate the Accommodation Plan with DOR as well.

5. 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 Education Department 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.

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 classes, to use placement 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.

Library

Tutoring is available for students who need additional assistance in their studies. Upon the request of the student faculty members are

available for help. Students who need assistance should contact their instructor.

Tutoring

STUDENT CONDUCT

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

- Accept assigned duties and responsibilities.
- Demonstrate initiative and productivity.
- Demonstrate sensitivity, compassion and a caring attitude towards peers, patients, and 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. In the State of California,

anyone under the age of 21 cannot be served or be in possession of alcohol.

For those who want to obtain direct assistance, there are several sources within the local community and many more within the greater Los Angeles area. 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

Clothing

- 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

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

Shoes and Footwear

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

- Neat
- Clean and pressed

- White T-shirts
- White sweaters

- White solid top shoes
- Puncture proof
- Covers entire foot

Fingernails:

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

Hair:

- Kept up off shoulders

Inappropriate

Uniforms

- Wrinkled uniform
- Dirty, bleached or torn uniform

Shirts, Tops, and Jackets

- 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

- Any other shoes

Personal Hygiene

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

Hair and Hats

- 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

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 Campus President. A “Complaint Form” can be obtained from the Campus President or the Academic Office.

Step 3: The Campus President will meet with the student to discuss the issue. The Campus President 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 Campus President 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 believes that the College did not address the complaint or concern, the student may consider contacting the Corporate Director of Compliance at 775-525-2117.

Step 6: 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*

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

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.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

STUDENT SEXUAL HARASSMENT POLICY

Title IX of the Education Amendment of 1972 prohibits discrimination on the basis of sex including, but not limited to sexual harassment, in any federally funded education institution.

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. It can have the effect of unreasonably interfering with a person's or a group's educational or work performance or can create an intimidating, hostile, or abusive educational or work environment. Examples of sexual harassment include but are not limited to unwelcome sexual advances, requests for sexual favors and lewd, vulgar or obscene remarks, jokes, posters or cartoons, and any unwelcome touching, pinching or other physical contact.

Charter College is strongly opposed to sexual harassment and is committed to providing a working and educational environment for all faculty, staff, and students that is free from sexual harassment. Sexual harassment is prohibited by state and federal laws including Title IX.

The Campus President serves as one of the Title IX Coordinators. If students feel that they have experienced sexual harassment, students must report any violations to the Campus President immediately. If the potential sexual harassment incident involves the Campus President, directly or indirectly, the student should report the violation to the Campus President the other Title IX Coordinator. The College takes all reports seriously and will provide a prompt and equitable response to all reports of sexual harassment in accordance with the College's Student Sexual Harassment Policy. A prompt and equitable response may include an early resolution of the issue, a formal investigation, and/or targeted training or educational programs. If an investigation is warranted, the College shall maintain confidentiality for all parties to the extent permitted by law. However, complainants should be aware that in a formal investigation due process requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment. Nonparty witnesses who participate in sexual harassment investigations shall not share with involved parties, other witnesses, or any others, information revealed to them during the investigation.

Students, staff and faculty are protected by law from retaliation for reporting alleged unlawful harassment or

discrimination or for otherwise participating in processes connected with an investigation, proceeding or hearing conducted by the College or a government agency with respect to such complaints.

Students, staff and faculty are protected by law from retaliation for reporting alleged unlawful harassment or discrimination or for otherwise participating in processes connected with an investigation, proceeding or hearing conducted by the College or a government agency with respect to such complaints.

The College recognizes that sexual harassment frequently involves interactions between persons that are not witnessed by others or cannot be substantiated by additional evidence. Lack of corroborating evidence or "proof" should not discourage individuals from reporting sexual harassment. However, making false charges of sexual harassment is a serious offense. If a report is found to have been intentionally false or made maliciously without regard for truth, the claimant may be subject to disciplinary action. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by an investigation.

The U.S. Department of Education Office for Civil Rights ("OCR") investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at: <http://www.hhs.gov/ocr/>.

Prospect Education and Charter College Student Sexual Harassment Policy

Introduction

Prospect Education LLC., and Charter College, LLC., (the “College”) is committed to providing a working and educational environment for all faculty, staff, and students that is free from sexual harassment. Every member of the College community should be aware that the College is strongly opposed to sexual harassment, and that such behavior is prohibited by state and federal laws including Title IX of the Education Amendments of 1972.

As part of the College’s commitment to providing a harassment-free working and learning environment, this policy shall be disseminated widely to the College community through publications, the College website, new employee orientations, student orientations, and other appropriate channels of communication. The College provides training to key staff members to enable the College to handle any allegations of sexual harassment promptly and effectively. The College will respond quickly to all reports of sexual harassment, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

Definitions

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, and it can have the effect of unreasonably interfering with a person’s or a group’s educational or work performance or can create an intimidating, hostile, or abusive educational or work environment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and lewd, vulgar or obscene remarks, jokes, posters or cartoons, and any unwelcome touching, pinching or other physical contact.

All acts of sexual violence are considered forms of sexual harassment under Title IX. Sexual violence is a sexual act

perpetrated against a person’s will or where a person is incapable of giving consent, whether because of an intellectual disability or due to drug or alcohol consumption. Sexual violence includes rape, sexual assault, sexual battery, and sexual coercion.

Sexual harassment can take many forms, and the determination of what constitutes sexual harassment will vary according to the particular circumstances. Sexual harassment may involve behavior by a person of either gender against a person of the same or opposite gender. Sexual harassment may include incidents between any members of the College community, including faculty, staff, students, and non-employees participants in the College community, such as vendors, contractors, and visitors.

Retaliation Prohibited

Employees and students are protected by law from retaliation for reporting alleged unlawful harassment or discrimination or for otherwise participating in processes connected with an investigation, proceeding or hearing conducted by the College or a government agency with respect to such complaints. The College will take disciplinary action up to and including the immediate termination or expulsion of any employee or student who retaliates against another employee or student for engaging in any of these protected activities.

Complaint Procedure

Any member of the College community may report conduct that may constitute sexual harassment under this policy. In addition, managers and other designated employees are responsible for taking whatever action is necessary to prevent sexual harassment, to correct it when it occurs, and to report it promptly to the Title IX Coordinator (Sexual Harassment Officer).

Any individual may file a complaint or grievance alleging sexual harassment by contacting the College’s Title IX Coordinator:

| Campus | Title IX Coordinator | Phone | Address |
|----------------|----------------------|--------------|--|
| Oxnard | Campus President | 805-973-1240 | 2000 Outlet Center Drive, Suite 150 Oxnard, CA 93036 |
| Canyon Country | Campus President | 661-252-1864 | 27125 Sierra Hwy, Suite 329 Canyon Country, CA 91351 |

| Campus | Title IX Coordinator | Phone | Address |
|------------|----------------------|--------------|---|
| Lancaster | Campus President | 661-341-3500 | 43141 Business Center Parkway, Suite 102 Lancaster, CA 93535 |
| Long Beach | Campus President | 562-216-7500 | 100 W Broadway, Suite 3000 Long Beach, CA 90802 |

Response to Sexual Harassment Allegations False Reports

The College takes all reports seriously and will provide a prompt and equitable response to all reports of sexual harassment. Any student with a sexual harassment complaint should contact the campus Title IX Coordinator immediately. A prompt and equitable response may include an early resolution of the issue, a formal investigation, and/or targeted training or educational programs. If an investigation is warranted, the College shall maintain confidentiality for all parties to the extent permitted by law. However, complainants should be aware that in a formal investigation due process requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment.

Nonparty witnesses who participate in sexual harassment investigations shall not share with involved parties, other witnesses, or any others, information revealed to them during the investigation.

The College recognizes that sexual harassment frequently involves interactions between persons that are not witnessed by others or cannot be substantiated by additional evidence. Lack of corroborating evidence or “proof” should not discourage individuals from reporting sexual harassment under this policy. However, making false charges of sexual harassment is a serious offense. If a report is found to have been intentionally false or made maliciously without regard for truth, the claimant may be subject to disciplinary action. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by an investigation.

Additional Information

The U.S. Department of Education Office for Civil Rights (“OCR”) investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at: <http://www.hhs.gov/ocr/>.

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 Education Department. Charter College will make records available for review within 45 days of receipt of the request. Students may then request amendment of their academic records by notifying the Education 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 regarding 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.

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.

Non-Discriminatory Policy

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.

Photo 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.

Placement Release

To obtain more information about any program regarding CIP numbers, related occupation information, median debt information,

completion rates, and placement rates, please visit <http://www.chartercollege.edu>.

Program Disclosures

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.

Report a Criminal Offense

As mentioned above, the students, faculty, staff and community members themselves are responsible for measures to ensure personal safety and to protect property on Charter College Campuses. The College does not have law enforcement or security personnel located on the facilities.

annual basis, is the main source of information pertaining to college policies in regards to campus security.

Security on Campus

To inform students and employees about campus security procedures, various measures are taken. The catalog, which is updated on an

Effective October 1, 2003, under the Violent Crime Control and Law Enforcement Act of 1994, colleges must make students aware of the web address concerning registered sex offenders, which is: <http://caag.state.ca.us/megan/index.htm>

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

Security Report

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.