

# CATALOG ADDENDUM LANCASTER

**Catalog Page Reference: 58**

**Effective Date: 01/17/2014**

The following was revised to read:

## **Certificate in Business Administration**

**(Online Modality Only)**

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. 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 (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a business administration related field.

### **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.

# CATALOG ADDENDUM LANCASTER

<b>Course Code</b>	<b>Course Title</b>	<b>Contact Hours</b>	<b>Quarter Credit Hours</b>
AC1110	Accounting Fundamentals	50	4.5
AC1160	Advanced Accounting Fundamentals	55	4.5
AC1210	Payroll Fundamentals	55	4.5
AC1320	Accounting Software Systems and Principles	55	4.5
AC1510	Cost Accounting Fundamentals	55	4.5
AC1520	Managerial Accounting and Decision-Making	55	4.5
BA1110	Business Fundamentals	45	4.5
BA1220	Leadership and Followership	45	4.5
BA1410	Marketing Fundamentals	45	4.5
BA2320	Business Law and Ethics	45	4.5
BA2580	Microeconomics	45	4.5
SS1001	Student Success Strategies	45	4.5
SS1110	Technology Fundamentals	50	4.5
SS1210	Professional Success Strategies	45	4.5
	<b>Grand Total</b>	<b>690</b>	<b>63.0</b>

# CATALOG ADDENDUM LANCASTER

**Effective Date: 02/10/2014**

The following program was added:

## **Certificate in Office Administration**

**(Online Modality Only)**

The Certificate in Office Administration program includes topics in management of technology, accounting and business fundamentals, accounting software systems, Microsoft Office software, leadership, multi-media design, software applications, project management, business law, and managerial communications. 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 (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in an office administration related field.

Program Outcomes:

1. Knowledge of Work Environments
  - a. Describe the changing work environment and the skills needed by the office administrator to function in such an environment.
  - b. Conduct Internet searches to locate sites that provide information on careers, salaries, administrative skills, and other business information.
2. Administrative Skills
  - a. Use word processing software to correctly format and complete business documents in mailable formats.
  - b. Produce complex documents containing graphics and tables with relative speed and efficiency.
  - c. Produce multiple documents required by a variety of office settings.
3. Oral and Written Communication Skills
  - a. Use good human relations skills, in interpersonal interactions, as well as verbal and written communications.
  - b. Use appropriate business English in written and verbal communication
  - c. Edit, format, proofread, and compose correspondences that meet course business standards.
4. Personal Development
  - a. Analyze a variety of self-assessment surveys and make recommendations for personal improvements.
5. Accounting Skills
  - a. Use accounting principles and software relatable to the business environment
  - b. Produce accounting spreadsheets, cash balance, and journals

## CATALOG ADDENDUM LANCASTER

Course Code	Course Title	Contact Hours	Quarter Credit Hours
AC1110	Accounting Fundamentals	50	4.5
AC1320	Accounting Software Systems and Principles	55	4.5
BA1035	Essentials of Business English	50	4.5
BA1110	Business Fundamentals	45	4.5
BA1220	Leadership and Followership	45	4.5
BA2025	Leadership and Team Management	50	4.5
BA2320	Business Law and Ethics	45	4.5
BA2720	Developing and Implementing Projects	50	4.5
OFM1010	Microsoft Word	50	4.5
OFM1020	Microsoft Excel	50	4.5
OFM1030	Microsoft Outlook & Office Communication	50	4.5
OFM1040	Microsoft PowerPoint	50	4.5
OFM1995	Capstone Project	90	3.0
SS1001	Student Success Strategies	45	4.5
SS1110	Technology Fundamentals	50	4.5
SS1210	Professional Success Strategies	45	4.5
	<b>Grand Total</b>	<b>820</b>	<b>70.5</b>

# CATALOG ADDENDUM LANCASTER

**Effective Date: 02/10/2014**

The following course descriptions were added:

## Course Descriptions

### **BA1035 Essentials of Business English**

**4.5 Quarter Credit Hours**

*Prerequisite: None*

This is a study on the essential language skills for business contexts. This course explores how to become proficient in communication in the workplace, participation in meetings, writing skills in business situations, and written conflict resolution techniques. This course will also focus on composition basics, grammatical usage, business writing, proposals and reports, and visual design basics.

### **BA2025 Leadership and Team Management**

**4.5 Quarter Credit Hours**

*Prerequisite: None*

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.

### **OFM1010 Microsoft Word**

**4.5 Quarter Credit Hours**

*Prerequisite: None*

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

### **OFM1020 Microsoft Excel**

**4.5 Quarter Credit Hours**

*Prerequisite: None*

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.

### **OFM1030 – Microsoft Outlook & Office Communication**

**4.5 Quarter Credit Hours**

*Prerequisite: None*

This course will provide students with the skills necessary to start sending and responding to email, as well as maintaining the Calendar, scheduling meetings, and creating tasks. Through this course the student will gain knowledge of written communications including letters and memos meeting a variety of situations in the business environment through the use of email and traditional communication formats. Included with this course are the writing of good news, bad news, sales, claims, and persuasive correspondence; letters and resumes appropriate to job seeking and application; and practicing oral skills as applied to job interviews and business reports.

### **OFM1040 Microsoft PowerPoint**

**4.5 Quarter Credit Hours**

*Prerequisite: None*

This course covers basic to advanced skills with PowerPoint. Presentations in PowerPoint and many other media are examined.

## CATALOG ADDENDUM LANCASTER

### **OFM1995 Capstone Project**

### **3.0 Quarter Credit Hours**

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

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.

## CATALOG ADDENDUM LANCASTER

**Effective Date: 02/10/2014**

The following course description was revised to read:

### Course Descriptions

**MOA1102 Medical Insurance Processing and Coding**

**4.5 Quarter Credit Hours**

*Prerequisites:* MA1001 Medical Terminology Fundamentals and MA1110 Introduction to Anatomy and Physiology Insurance – how to correctly code diagnostic and professional services rendered by the physician. Emphasis and review is done on the CPT, ICD-9, and the HCPCS for medical clients as well as private HMO and PPO medical insurances.

# CATALOG ADDENDUM LANCASTER

**Effective Date: 02/10/2014**

The following was revised to read:

## Course Descriptions

### **DA1210 Dental Sciences**

**4.5 Quarter Credit Hours**

*Prerequisite: none*

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.

### **DA1310 Preventative Dentistry**

**4.5 Quarter Credit Hours**

*Prerequisite: DA1210 Dental Sciences*

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. Nutrition and health promotion are also introduced.



## CATALOG ADDENDUM LANCASTER

**Catalog Page Reference: 36**  
**Effective Date: 01/17/2014**

The following was revised to read:

### Online/Blended Courses

Charter College offers several programs in an online or blended format. These programs are equal to those taught at any of our campuses. Charter College courses are not self-paced and must be completed as prescribed in the course syllabus. Student assignments and/or projects are typically responded to within 48-72 hours of receipt.

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. For a list of online or blended programs, contact the Education Department. Students who desire to attend online or blended courses should contact the Education Department for registration. Course requirements are the same whether the course is taken online, on-campus or in a blended modality. Student fees, textbook requirements, grade, and credit hour awards for courses taken in an online or blended format are equal to the same courses taken on-campus. Students taking courses online or blended must complete the online orientation. Blended and online courses require students to be dedicated and have self-discipline in order to succeed in their courses. In addition, students enrolled in blended or online courses are required to have available a computer and high-speed Internet access, and a supported web browser (including Mozilla Firefox, Internet Explorer, Chrome, 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
  - Mozilla Firefox
  - Internet Explorer, version 8 or 9
  - Chrome
  - Safari (Some content, i.e. Flash, will not work in Safari)
- Sound card and computer speakers to listen to audio presentations
- Headset/microphone
- Operating Systems for PC users
  - Windows XP with SP3 - 32 or 64 bit
  - Windows Vista with SP2 - 32 or 64 bit
  - Windows 7 - 32 or 64 bit
  - Windows 8
- Operating Systems for Mac users
  - OS X 10 - version 10.4x or newer
- Adobe Flash Player
- Adobe Reader
- Java
- A Media Player

## CATALOG ADDENDUM LANCASTER

- Windows Media
- Apple QuickTime

To check your computer's compatibility visit <http://onlinecoursesupport.com/chartercollege>. The platform for online or blended courses is MoodleRooms. Students enrolled in online or blended courses must sign in to the course during the first week of the course. Additionally, students will need to complete the Online Orientation prior to the first day of the first course.

## CATALOG ADDENDUM LANCASTER

**Effective Date: 02/10/2014**

The following was added:

### Scholarships

#### **Charter College YouthBuild Star Scholarship - \$2000 Award**

##### Eligibility Requirements:

- Any graduate of a YouthBuild program located in Los Angeles County.
- YouthBuild students who are expected to graduate within 90 days of the deadline for applications are also eligible.
- Is a citizen or legal resident of the United States and is eligible to work in the United States.
- Complete a “Star High Scholarship Essay” to outline career goals and execution plans, demonstrating a definite plan to use the education acquired through Charter College to enter a new field or re-enter the workforce.
- Submit a letter of reference provided by a YouthBuild counselor//teacher with whom the prospective student is currently working and with whom the prospective student will work, in cooperation of Charter College faculty and staff, to ensure the success and graduation of the applying prospective student.
- Complete a Career Planning Session with a Charter College Admissions Representative.
- Applicant must meet the admissions requirements of a certificate or diploma program at Charter College.

##### Applicants Should:

- Have demonstrated academic excellence while in the YouthBuild program.
- Have good attendance while in the YouthBuild program.

##### Application Criteria:

- The Scholarship Selection Committee will determine award recipients based on eligibility and need, and will notify recipients no later than 1 week prior to the start of the next academic term. Note, please take your time and check your essay for grammatical errors.
- All scholarship recipients must be enrolled as full-time students either on-ground at the campus location or enrolled online, maintain on Cumulative Grade Point Average (CGPA) of 2.5 on a 4.0 scale, meet attendance requirements, and successfully graduate from their program of study. Failure to do so will result in forfeit of the remaining allocation.
- The application and its accompanying components must be mailed, faxed, or hand delivered to the YouthBuild Scholarship Selection Committee at the Lancaster or Long Beach campus.
- Any materials submitted, other than those requested by Charter College, will not be considered. Incomplete applications will not be reviewed. Applications will be reviewed in order of receipt. Both the agency sponsor and award recipient will be contacted by an Admissions Representative to be informed of the committee’s decision.

## CATALOG ADDENDUM LANCASTER

### Star YouthBuild Scholarship Essay Guidelines:

- At Charter College, we understand that students are faced with a wide range of responsibilities that can hinder them from achieving their goals. This essay is intended to help them anticipate what obstacles they might face during their program and strategize to overcome them.
  - In a typed, one-page essay, please address the following:
    - Explain your overall career goals and how this new career will positively impact the lifestyle of yourself and your dependents.
    - Outline your plan for the following challenges, in one or two sentences per bullet. Keep the length of your program in mind when addressing these issues:
      - Childcare
      - Transportation and Housing
      - Income
      - Support and accountability for academic and emotional success
    - What are you most nervous/concerned/worried about in regards to your success at Charter College?
  - Please submit essay with scholarship application form.

## **CATALOG ADDENDUM LANCASTER**

**Catalog Page Reference: 31-32**

**Effective Date: 02/18/2014**

The following was revised to read:

### **Externship**

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

Some externships require students to have immunizations and/or a health clearance. Check with Career Services and the externship site to obtain a list of required immunizations. All costs for immunizations and a health clearance are the responsibility of the student. For students who are pregnant at the time of externship, the externship site may or may not accept a student who is pregnant. If the student/school is not able to find a suitable externship site, the student will be withdrawn from the College and can re-enter at an appropriate time (See Re-Entry section of the catalog for more information).

In order to be eligible for externship, students must meet the requirements of Satisfactory Academic Progress (SAP) and 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.

## **CATALOG ADDENDUM LANCASTER**

**Catalog Page Reference: 37**

**Effective Date: 02/18/2014**

The following was revised to read:

### **Re-Entry**

A student who has been voluntary or involuntary withdrawn for less than twelve (12) months and wishes to re-enter the College must contact the Student Success Office. The Student Success Office interviews the student and the student completes a petition form. The College reviews the student's petition, academic record, and financial aid. The Student Success Office 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, the current catalog policies and procedure and current program.

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.

## CATALOG ADDENDUM LANCASTER

**Catalog Page Reference: 18**

**Effective Date: 02/24/2014**

The following was revised to read:

### **Cash Paying Students**

Federal regulations prohibit giving a discount to students who pay in cash or who pay their tuition in full before the start of class.

Effective immediately the options listed in the *Cash Paying Students* section of the catalog are discontinued.

## CATALOG ADDENDUM LANCASTER

**Effective Date: 02/24/2014**

The following was added:

### Scholarships

#### **Charter College Career-Focused Educational Scholarship - \$1,500 Award**

##### Eligibility Requirements:

- High School graduate from accredited high school in 2014.
- Complete essay describing academic plans and career goals. Provide specific examples. ESSAY FORMAT: 1-2 pages, typed.
- Submit application with essay and official high school transcript no later than June 27, 2014, to start no later than September 8, 2014 OR submit by August 29, 2014, to start no later than November 17, 2014. Application with documents are accepted vial mail or at the campus.
- All applicants must complete an admission interview with an Admissions Representative at Charter College prior to June 20, 2014 or August 22, 2014, respective to anticipated start date.

##### Selection:

- The Scholarship Selection Committee will determine award recipients and notify recipients no later than July 18, 2014, for the August 4<sup>th</sup> and September 8<sup>th</sup> starts and September 19, 2014, for the October 13<sup>th</sup> and November 17<sup>th</sup> starts. 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.



## **CATALOG ADDENDUM LANCASTER**

**Catalog Page Reference: 11-12**

**Effective Date: 03/03/2014**

The following was revised to read:

### **Admissions Requirements**

#### **Admissions Requirements for the Associate of Applied Science in Applied Technology**

This program is designed for trades professionals with a certificate or coursework in a trades related program.

Minimum requirements for admission to the program:

1. Must have 54 quarter credit hours in a trades concentration or be a graduate of a trades related field program (i.e., HVAC, Welding, Building Maintenance, Industrial Maintenance Technician, etc.).
2. A completed certificate/diploma or coursework:
  - a. Coursework must be completed at an accredited institution recognized by the U.S. 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.

#### **Admissions Requirements for the Associate of Applied Science in Business Administration**

This program is designed for business professionals with a certificate or coursework in a business related program.

Minimum requirements for admission to the program:

1. Must have 54 quarter credit hours in a business administration concentration or be a graduate of a business administration related field program (i.e., Business Administration, Hospitality, Office Administration, etc.).
2. A completed certificate/diploma or coursework:
  - a. Coursework must be completed at an accredited institution recognized by the U.S. 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.

# CATALOG ADDENDUM LANCASTER

**Catalog Page Reference: 28-29**

**Effective Date: 03/03/2014**

The following was revised to read:

## **Advanced Academic Standing**

### **Transfer of Course Credit from Other Institutions**

Transfer credit will be considered from an institution of higher education accredited by an agency recognized by the U.S. Department of Education. Course credit will be awarded for courses that are comparable in scope, content and number of credits to courses offered at Charter College. Courses must be at the 100-level or higher and completed with a grade of “C” or higher or the equivalent. Technical coursework should be current and no older than eight (8) years; general education coursework should be current and no older than fifteen (15) years. Course Prerequisites and course sequencing must be observed to ensure appropriate skill development. A student will not be granted partial credit for a course; however, similar courses may be combined to allow for full credit transfer. If a student has a sequence or combination of courses that are worth fewer credits, those courses may be combined and granted for one course. If the course being evaluated does not match the content of the Charter College course, credit will not be awarded. Undergraduate courses cannot be transferred to Graduate degree level courses.

When evaluating transfer credit from other institutions, it may be necessary to convert the transfer credits to either semester credits or quarter credits, depending on the credit hour system of the Charter College program. When converting quarter credits to semester credits, the quarter credits are divided by one-and-a-half (1.5). When converting semester credits to quarter credits, the semester credits are multiplied by one-and-a-half (1.5).

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. A student may be required to produce a catalog, course description or other supporting documentation.

## CATALOG ADDENDUM LANCASTER

**Catalog Page Reference: 28**

**Effective Date: 03/03/2014**

The following was revised to read:

### **Academic Awards**

#### **Perfect Attendance Award**

Upon graduation a student with perfect attendance is recognized at commencement and receives a printed certificate. This award does not apply to online/blended courses and/or programs.

#### **Perfect Attendance List**

After each module, Charter College students with perfect attendance for the module are placed on the Perfect Attendance List. Upon graduation a student with perfect attendance is recognized at commencement and receives a printed certificate. This award does not apply to online/blended courses and/or programs.

## **CATALOG ADDENDUM LANCASTER**

**Catalog Page Reference: 28-29**

**Effective Date: 03/03/2014**

The following was revised to read:

### **Advanced Academic Standing**

#### **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. Proficiency exams are proctored by a staff member of the College. The student may take the test out exam at any Charter College location and must present a valid (non-expired) form of identification (i.e. driver's license, state issued ID, military ID, etc.) In order to successfully pass a proficiency examination a student must score 70% or higher. Proficiency examinations may be attempted only once. Students may not use proficiency credit for SS1001 and SS1210 courses. Proficiency credit awards may not exceed more than 25% of the credits in the student's program of study.

# CATALOG ADDENDUM LANCASTER

**Effective Date: 03/05/2014**

The following was revised to read:

## Course Descriptions

### **MED1151 Functions of Health Records Management**

**4.5 Quarter Credit Hours**

*Prerequisite: None*

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.

### **MED1230 Institutional Billing, Coding and Reimbursement**

**4.5 Quarter Credit Hours**

*Prerequisite: None*

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.

### **MED1270 Confidentiality of Health Care Records**

**4.5 Quarter Credit Hours**

*Prerequisite: None*

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.

### **MOA1101 Computerized Billing and Coding**

**4.5 Quarter Credit Hours**

*Prerequisite: None*

The medical manager program is studied, practiced, and learned. This program incorporates all parts of the medical office from front office, managing information, and insurance and medical billing and coding. Medical terminology is also covered. This module utilizes computers throughout.

### **MOA1102 Medical Insurance Processing and Coding**

**4.5 Quarter Credit Hours**

*Prerequisite: None*

Insurance – how to correctly code diagnostic and professional services rendered by the physician. Emphasis and review is done on the CPT, ICD-9, and the HCPCS for medical clients as well as private HMO and PPO medical insurances.

# CATALOG ADDENDUM

## LANCASTER

**MOA1103 Insurance Billing and Bookkeeping****4.5 Quarter Credit Hours***Prerequisite: None*

Study of the utilization of the 10-key to assist in solving math problems, developing speed, understanding charge slips and proficiency in the recording of accounting transactions is demonstrated and learned. Study will also be done on application of basis bookkeeping in regards to insurance billing as well as reconciling bank statements and records.

**MOA1105 Insurance Claims Processing****4.5 Quarter Credit Hours***Prerequisite: None*

In this course, students will learn to process claims in accordance with benefit and claims requirements. Responsibilities are to research, interpret client directives, and determine correct action to be taken for adjudication. Input claims in payment system. Special claims projects are required. Document action taken in payment system and letters to members and submitters.

**MOA1107 Office and Records Management and Medical Ethics****4.5 Quarter Credit Hours***Prerequisite: None*

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.

**MOA1108 – Office Accounting And Customer Service****4.5 Quarter Credit Hours***Prerequisite: None*

This course will introduce the student to the fundamental concepts and practices of medical office procedures and accounting. Students will be introduced to the basic concepts of customer service. They will enhance their capacity to anticipate, prevent and solve problems related to customer service using interpersonal tactics and technology. Topics covered in the course include basic bookkeeping procedures, accounts payable, accounts receivable, payroll and taxation, banking processes, petty cash, communication skills, time management, and working with internal and external customers.

**MT1120 Swedish Massage****4.5 Quarter Credit Hours***Prerequisite: None*

This course introduces the core foundation, ethics, and scientific art of therapeutic touch. The student will learn the history of massage therapies, as well as the massage fundamentals of equipment, environments, sanitation and safety, intake procedures, and SOAP notes. Identification of muscle groups and body mechanics will be introduced. The basic concepts and techniques of prenatal massage will also be explored. The student will be expected to perform a full body massage utilizing the techniques of flow and contact and Swedish massage strokes taught in this course.

**MT1220 Anatomy and Physiology I: Four Body Systems****4.5 Quarter Credit Hours***Prerequisite: None*

This course provides information on the content, function, and common pathologies of four body systems: integumentary, cardiovascular, nervous, and endocrine. Additionally, the indications and contraindications for massage concerning the four systems will be presented and studies. Appropriate massage techniques determined by the information provided on the four body systems will be discussed.

# CATALOG ADDENDUM

## LANCASTER

**MT1230 Anatomy and Physiology II: Four Body Systems****4.5 Quarter Credit Hours***Prerequisite: None*

This course provides information on the content, function, and common pathologies of four body systems: respiratory, digestive, excretory, and reproductive. Additionally, the indications and contraindications for massage concerning the four systems will be presented and studied. Appropriate massage techniques determined by the information provided on the four body systems will be discussed.

**MT1320 Reflexology and Energy Work****4.5 Quarter Credit Hours***Prerequisite: None*

This course examines the principles and practical applications of reflexology and energy modalities. Muscle groups, indications and contraindications, energy modalities and other energy therapies will be explored. The student will be required to demonstrate the proper techniques of Asian Bodywork, grounding and centering, as well as balance and treat chakras, zones, reflex points, and acupoints. Reiki techniques will be discussed.

**MT1420 Soft Tissue Therapy****4.5 Quarter Credit Hours***Prerequisite: None*

This course covers the concepts and applications relating to soft tissue therapy, as well as, massage consultation procedures. Therapeutic procedures including the development of client treatment plans are presented. The proper application of massage techniques for a number of conditions are covered and practiced. The origin, insertion, and function of applicable muscles provide foundation for study.

**MT1440 Deep Tissue Massage and Myofascial Release****4.5 Quarter Credit Hours***Prerequisite: None*

This course introduces the concepts and applications relating to deep tissue massage, including the importance of therapeutic presence during treatment, trigger point therapy, basic western massage, and seated massage using deep tissue manipulations. Students will also be instructed on the concepts and applications relating to soft tissue therapy and myofascial massage and release. The concepts of holistic healing, somatic holding patterns, and the basic applications in Craniosacral therapy, Feldenkrais method and Rolfing will be discussed. Additionally, the fundamentals of pain control, biofeedback, joint movements and an overview of the muscles in the human body will be explored.

**MT1520 Athletic Massage****4.5 Quarter Credit Hours***Prerequisite: None*

This course is an exploration of the main aspects of athletic massage, which will enable a comprehension of the effects and benefits of therapeutic massage to assist in dealing with injury and training requirements. The student will be expected to express an understanding of the muscles of the body, common athletic pathologies, indications and contraindications, and proper application of athletic massage techniques. Client intake, specific to athletes, will also be discussed. Additional topics of hydrotherapy techniques, lymph massage, muscle energy techniques and supplemental non-manual therapies will be explored.

## **CATALOG ADDENDUM LANCASTER**

**MT1620 Introduction to Kinesiology****4.5 Quarter Credit Hours***Prerequisite: None*

This course provides an introduction to the biomechanical principles of human movement, including upper and lower extremities. The course covers the content, function, and pathologies of the skeletal and muscle systems, as well as, the indication and contraindication of massage therapy for both. Additionally, students will be provided an introduction the range of motion techniques for all major joint structures, how to assess gait, and methods of postural analysis. Orthopedic testing for a range of common injuries will be presented with the goal of determining if treatment is within the scope of practice.

**MT1720 Spa Techniques****4.5 Quarter Credit Hours***Prerequisite: None*

This course introduces the history, scientific foundations, benefits, and practical applications of spa practice and techniques. Focus will be given to the techniques and properties of hydrotherapy, exfoliation, and aromatherapy. Additionally, the student will be instructed on the benefits and techniques of pelotherapy, thalassotherapy and fangotherapy. The muscle groups of the human body will also be explored.



## **CATALOG ADDENDUM LANCASTER**

**Catalog Page Reference: 106**

**Effective Date: 03/17/2014**

The following was revised to read:

### **Diploma in Legal Assistant**

**(Available at Canyon Country, Lancaster, and Long Beach Campuses Only – Charter College is not enrolling new or returning students into this program)**

## CATALOG ADDENDUM LANCASTER

**Catalog Page Reference: 46**

**Effective Date: 04/17/2014**

The following was revised to read:

### Charter College Allied Health Professional Program Campus 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; non-porous, solid top shoes and no piercings. Failure to comply with the Charter Dress code will result in a warning from the instructor for the first lapse. A student will not be allowed in class for any subsequent incidents.

Appropriate	Inappropriate
<b><u>Uniforms</u></b>	
<ul style="list-style-type: none"> <li>• Neat</li> <li>• Clean and pressed</li> </ul>	<ul style="list-style-type: none"> <li>• Wrinkled uniform</li> <li>• Dirty, bleached or torn uniform</li> </ul>
<b><u>Shirts, Tops and Jackets</u></b>	
<ul style="list-style-type: none"> <li>• White T-shirts</li> <li>• White sweaters</li> </ul>	<ul style="list-style-type: none"> <li>• Colored shirts or jackets</li> <li>• Jackets or sweatshirts over uniforms</li> <li>• T-shirts must be tucked in and may not hang below the uniform</li> </ul>
<b><u>Shoes and Footwear</u></b>	
<ul style="list-style-type: none"> <li>• Non-porous, solid top shoes (e.g., leather, vinyl, rubber, plastic)</li> </ul>	<ul style="list-style-type: none"> <li>• Any other shoes</li> </ul>
<b><u>Personal Hygiene</u></b>	
<ul style="list-style-type: none"> <li>• Fingernails: <ul style="list-style-type: none"> <li>○ Short cut</li> <li>○ Natural</li> <li>○ Neutral colored and well maintained at all times</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• No strong perfume or deodorants</li> <li>• Gel or acrylic fingernails</li> <li>• Colored fingernails</li> <li>• Long fingernails</li> </ul>
<b><u>Hair and Hats</u></b>	
<ul style="list-style-type: none"> <li>• Hair: <ul style="list-style-type: none"> <li>○ Kept up off shoulders</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Long, loose hair that is not clean</li> <li>• Hats are <b>never</b> appropriate</li> </ul>
<b><u>Jewelry</u></b>	
<ul style="list-style-type: none"> <li>• Pierced ears <ul style="list-style-type: none"> <li>○ One (1) earring per ear</li> <li>○ Earrings should be small and professional</li> <li>○ Piercings kept to earlobes</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• No large hoops</li> <li>• No facial piercings</li> </ul>
<b><u>Tattoos</u></b>	
<ul style="list-style-type: none"> <li>• Be aware that visible tattoos will impede your job search</li> </ul>	<ul style="list-style-type: none"> <li>• Offensive tattoos must be covered at all times</li> </ul>
<b>Charter College ID must be worn at all times</b>	

## CATALOG ADDENDUM LANCASTER

**Catalog Page Reference: 10**

**Effective Date: 04/17/2014**

The following was revised to read:

### Admissions **Admissions Requirements**

All students must comply with one of the following:

1. Provide a copy of a high school diploma, official transcript, or Proof of Graduation Letter
2. Provide a GED certification
3. Provide documentation of having passed a State-authorized examination recognized as the equivalent of a high school diploma (e.g., California High School Proficiency Examination, High School Equivalent Test (HiSET) or Test Assessing Secondary Completion (TASC), or other State-authorized examination)
4. 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 maturity, motivation, commitment and dedication to succeed in the programs they have chosen and the qualities of personality that will help make placement assistance effective.

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

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

Prospective students who received a high school diploma from a school outside the U.S. must have an official evaluation to determine equivalency to a U.S. high school diploma. Once the first class begins, the student will have a maximum of thirty (30) calendar days to have the official evaluation submitted, evaluated and returned to Charter College. To initiate the process, the student will provide the College with official copies of all foreign diplomas, degree certificates, and/or transcripts, including the original language documents as well as translations to English. The College will then submit the information to a foreign credential evaluation organization. There is no cost to the student for evaluating the official documents; however, the student may incur costs for requesting the official

## **CATALOG ADDENDUM LANCASTER**

documents and/or the translation to English. If the foreign credential evaluation organization determines the diploma is not equivalent to a U.S. high school diploma or the process is not completed within the allotted timeframe, the student's enrollment will be cancelled. When the enrollment is cancelled, the student is expected to return all materials (books, uniforms, supplies, etc.) within two weeks to avoid charges. Further, when the enrollment is cancelled, the student will not be responsible for any tuition charges and any/all loans that were scheduled will be cancelled.

# CATALOG ADDENDUM

## LANCASTER

**Effective Date: 04/22/2014**

The following was revised to read:

### Certificate in Medical Assistant

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. 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 (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a medical assistant related field.

Program Outcomes:

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

Course Code	Course Title	Contact Hours	Quarter Credit Hours
AH1200	Math for Medical Professionals*	55	4.5
AH1400	Compliance in Healthcare Environments*	45	4.5
AH1600	Ethical Decision Making in Healthcare*	45	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
MA1990	Medical Assistant Externship	180	6.0
SS1001	Student Success Strategies*	45	4.5
SS1110	Technology Fundamentals*	50	4.5

## CATALOG ADDENDUM LANCASTER

SS1210	Professional Success Strategies*	45	4.5
	<b>Grand Total</b>	<b>905</b>	<b>69.0</b>

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

# CATALOG ADDENDUM LANCASTER

**Effective Date: 04/22/2014**

The following was revised to read:

## Certificate in Massage Therapy

The Certificate in Massage Therapy program provides the technical skills and work habits required to seek entry-level positions as Massage Therapists. The computer technology and word processing facets of the curriculum enhance students' potential for employment. Prior to graduation, students are required to complete a 90-hour internship program at a on campus clinic. 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 (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a massage therapy related field.

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 massage therapy field.
3. Explain the knowledge, skills, and professional behavior necessary to perform as a competent entry level massage therapist in a variety of settings.
4. Demonstrate professional communication skills using both the written and spoken word.
5. Apply the knowledge of anatomy, physiology, and kinesiology during a massage therapy session.
6. Demonstrate an understanding of the biomechanics and kinesiology as they relate to bone, cartilage, tendons, and muscle tissue.
7. Evaluate and utilize the information received from a client's health history form.
8. Implement a safe and effective massage therapy session based on the initial interview.
9. Explain and perform appropriate administrative tasks effectively.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
AH1400	Compliance in Healthcare Environments*	45	4.5
MT1120	Swedish Massage*	55	4.5
MT1220	Anatomy and Physiology I: Four Body Systems*	55	4.5
MT1230	Anatomy and Physiology II: Four Body Systems*	55	4.5
MT1320	Reflexology and Energy Work*	55	4.5
MT1420	Soft Tissue Therapy*	55	4.5
MT1440	Deep Tissue Massage and Myofascial Release*	55	4.5
MT1520	Athletic Massage*	55	4.5
MT1620	Introduction to Kinesiology*	55	4.5
MT1720	Spa Techniques*	55	4.5
MT1910	Massage Business Fundamentals*	45	4.5

## CATALOG ADDENDUM LANCASTER

MT1990	Clinical Externship	90	3.0
SS1001	Student Success Strategies*	45	4.5
SS1110	Technology Fundamentals*	50	4.5
SS1210	Professional Success Strategies*	45	4.5
<b>Grand Total</b>		<b>815</b>	<b>66.0</b>

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



## CATALOG ADDENDUM LANCASTER

**Effective Date: 04/22/2014**

The following program was revised to read:

### Certificate in Heating, Ventilation, Air Conditioning and Refrigeration

The Certificate in Heating, Ventilation, Air Conditioning and Refrigeration program prepares students to seek entry-level employment in the industry. The program provides training in the installation, maintenance and repair of HVAC systems with a strong focus on industry safety practices. Standard rules and regulations will also be explored. 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 (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a heating, ventilation, air conditioning and refrigeration related field.

#### Program Outcomes:

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

1. Identify the importance of professionalism, communication, and collaboration skills in a professional setting.
2. Demonstrate basic industry safety practices, including working with electricity, refrigeration, and other HVAC systems.
3. Demonstrate the knowledge, skills, and abilities necessary to complete basic HVAC practices needed for heating, ventilation, air conditioning, and refrigeration systems maintenance and repair.
4. Identify and use EPA guidelines, Clean Air Act rules and regulations, manufacturer recommendations, and good trade practices.
5. Service and maintain residential and light commercial HVAC and refrigeration systems using standard industry practices.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
HV1110	Basic HVAC and Electrical*	45	4.5
HV1210	Basic Refrigeration and Air Properties*	45	4.5
HV1220	Refrigeration Pipe, Duct and Flue Systems*	55	4.5
HV1230	Refrigerants and Oils*	55	4.5
HV1240	Mid Temperature and Low Temperature Commercial Refrigeration Systems*	55	4.5
HV1310	Maintenance and Start-up Skills*	55	4.5
HV1410	Residential and Commercial Controls*	55	4.5
HV1420	Introduction to DDC, PLC, and Pneumatic Control Logic*	55	4.5
HV1510	Construction Drawings, Building Specifications, and Design Considerations*	55	4.5
HV1610	Gas and Oil Heating Systems*	55	4.5

## CATALOG ADDENDUM LANCASTER

HV1620	Boiler, Chiller, and Cooling Tower Systems*	55	4.5
HV1630	Residential and Commercial AC and Heat Pumps*	55	4.5
HV1710	Energy Conservation, IAQ, and Humidity*	55	4.5
SS1001	Student Success Strategies*	45	4.5
SS1110	Technology Fundamentals*	50	4.5
SS1210	Professional Success Strategies*	45	4.5
<b>Grand Total</b>		<b>835</b>	<b>72.0</b>

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

## CATALOG ADDENDUM LANCASTER

**Effective Date: 04/22/2014**

The following program was revised to read:

### Certificate in Industrial Maintenance Technician

The Certificate in Industrial Maintenance Technician program prepares students to seek entry-level employment in the building and/or industrial maintenance field. The program provides training in all aspects of the industrial maintenance including Control Logic, Boiler, Chiller and Cooling Tower Systems, Industrial Electrical Systems and Refrigerants and Oils. 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 (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see Graduation section of the catalog), graduates could seek entry level employment in the industrial or building maintenance fields.

#### Program Outcomes:

1. Demonstrate a working knowledge of construction/electrical math and basic physical science as a foundation to the core course content.
2. Understand basic refrigeration and HVAC trade knowledge and take the Environmental Protection Agency handling of refrigerant test.
3. Understand the basic safety and science of electricity.
4. Understand the digital control industry and review such topics as Programmable Logic Controllers, Direct Digital Control Systems, Pneumatic and Hydraulic Control Systems

Course Code	Course Title	Contact Hours	Quarter Credit Hours
HV1110	Basic HVAC and Electrical*	45	4.5
HV1210	Basic Refrigeration and Air Properties*	45	4.5
HV1230	Refrigerants and Oils*	55	4.5
HV1420	Introduction to DDC, PLC and Pneumatic Control Logic*	55	4.5
HV1620	Boiler, Chiller, and Cooling Tower Systems*	55	4.5
IM1110	Industrial Safety*	55	4.5
IM1210	Industrial Piping Systems*	55	4.5
IM1310	Make Up Air and Products of Combustion*	55	4.5
IM1410	Industrial Electrical Systems*	55	4.5
IM1510	Industrial Maintenance Skills*	55	4.5
WE1110	Welding Safety and Equipment*	45	4.5
WE1210	Trades Math and Welding Details*	45	4.5
WE1310	Basic Welding*	55	4.5
SS1001	Student Success Strategies*	45	4.5
SS1110	Technology Fundamentals *	50	4.5
SS1210	Professional Success Strategies*	45	4.5
<b>Grand Total</b>		<b>815</b>	<b>72.0</b>

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

## CATALOG ADDENDUM LANCASTER

**Effective Date: 04/22/2014**

The following program was revised to read:

### **Certificate in Hospitality** (Online Modality Only)

The Certificate in Hospitality program prepares students to seek entry-level employment in the hospitality industry. The program provides training in all aspects of the hospitality industry including food and beverage, housekeeping, sales and marketing and business fundamentals. Prior to graduation, students are required to complete a 200-hour externship in a hospitality environment.

#### **Program Outcomes:**

1. Identify the importance of professionalism, communication, and collaboration skills in a professional setting.
2. Demonstrate basic understanding of the travel and tourism industry
3. Demonstrate the knowledge, skills, and abilities necessary to complete basic event and conference planning.
4. Identify and understand how to manage employees in the hospitality industry.
5. Understand the front and back office management of a hotel or hospitality work environment.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
BA1110	Business Fundamentals	45	4.5
BA1220	Leadership and Followership	45	4.5
BA2220	Managing People: Human Resources Development	45	4.5
BA2420	Customer Focused Management	45	4.5
HS1000	Introduction to Hospitality, Travel and Tourism	55	4.5
HS1100	Hotel Front/BackOffice Management	55	4.5
HS1130	Food & Beverage Operations	55	4.5
HS1140	Housekeeping Management	55	4.5
HS1160	Event Management and Conference Planning	55	4.5
HS1170	Hotel Property Management Systems	55	4.5
HS1180	Hospitality Sales and Marketing	55	4.5
HS1200	Hospitality Externship*	200	6.5
SS1001	Student Success Strategies	45	4.5
SS1110	Technology Foundations	50	4.5
SS1210	Professional Success Strategies	45	4.5
	<b>Grand Total</b>	<b>905</b>	<b>69.5</b>

\*This course is taught off-site in a hospitality facility.

## CATALOG ADDENDUM LANCASTER

**Effective Date: 04/22/2014**

The following was revised to read:

### Certificate in Dental Assisting

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, and dental X-ray technician. 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. 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 (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a dental assisting related field.

#### 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.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
AH1400	Compliance in Healthcare Environments*	45	4.5
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
DA1220	Dental Care Delivery and Techniques*	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

## CATALOG ADDENDUM LANCASTER

DA1990	Dental Assisting Externship	180	6.0
SS1001	Student Success Strategies *	45	4.5
SS1110	Technology Fundamentals*	50	4.5
SS1210	Professional Success Strategies*	45	4.5
	<b>Grand Total</b>	<b>915</b>	<b>69.0</b>

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

# CATALOG ADDENDUM LANCASTER

**Effective Date: 04/22/2014**

The following was revised to read:

## **Certificate in Business Administration (Online Modality Only)**

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. 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 (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a business administration related field.

### **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.

## CATALOG ADDENDUM LANCASTER

Course Code	Course Title	Contact Hours	Quarter Credit Hours
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
	<b>Grand Total</b>	<b>690</b>	<b>63.0</b>



## CATALOG ADDENDUM LANCASTER

**Effective Date: 04/22/2014**

The following was revised to read:

### Certificate in Paralegal Studies (Online Modality 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. 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 (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a paralegal studies related field.

#### 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.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
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

## CATALOG ADDENDUM LANCASTER

SS1210	Professional Success Strategies	45	4.5
	<b>Grand Total</b>	<b>815</b>	<b>69.0</b>

\*This course is taught off-site in a paralegal/legal facility.