

# CHARTER COLLEGE

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## CATALOG ADDENDUM

**Effective Date: 03/20/2015**  
**Catalog Page Reference: 98**

The Wasilla location was added and the program outcomes and the disclosure regarding SS1001 Student Success Strategies, SS1110 Technology Fundamentals and SS1210 Professional Success Strategies were revised to read:

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

Delivery Method: Blended Modality Only

Campus: Anchorage, Wasilla\*\*\*\*, Lancaster, Pasco, Vancouver, Yakima

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. Be prepared for the EPA refrigerant handling test and certification in order to service and maintain residential and light commercial HVAC and refrigeration systems using standard industry practices.

<b>Course Code</b>	<b>Course Title</b>	<b>Contact Hours</b>	<b>Quarter Credit Hours</b>
HV1110	Basic HVAC Science 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
HV1620	Boiler, Chiller, and Cooling Tower Systems	55	4.5
HV1630	Residential and Commercial AC and Heat Pumps	55	4.5
HV1710	Energy Conservation, Heat Recovery, and Air Quality	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>

\*\*This course is taught on-ground, blended, or online. Students must complete this course prior to progressing in the program; extenuating circumstances must be approved by the Campus President.

\*\*\*This course is taught on-ground, blended, or online.

\*\*\*\*Final approval from the Alaska Commission on Postsecondary Education (ACPE) for the Certificate in Heating, Ventilation, Air Conditioning, and Refrigeration (HVACR) program at the Wasilla Campus is dependent upon a compliant HVACR lab site visit.

## Effective Date: 03/20/2015

The following program was added:

### *Certificate in Computer Technician*

Delivery Method: Online Modality Only

Campus: Anchorage

The Certificate in Computer Technician program provides the information and technical skills required for entry-level careers in the field of computer information systems. Computer technicians provide information to users on computer questions, install application software, and gather information for the purposes of computer operation and integrity. They install, configure, and manage hardware and software devices in an effort to provide an efficient running computer system. Computer technicians are also responsible for implementing system policy and procedures and troubleshooting the computer system for users and in the client and server environment. 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 computer technician or computer information systems related positions.

#### **Program Outcomes:**

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

1. Support the setup, install, and deploy a server into an existing network.
2. Configure local, network, and security policies and permissions.
3. Demonstrate the ability to correctly identify a common computer, hardware, or network issue and employ troubleshooting skills to correct the identified problem.
4. Diagnose common computer issues and replace field-replaceable parts.
5. Setup and configure basic software applications.
6. Setup, configure, and secure a wireless network.
7. Perform a basic installation of a client desktop using a baseline configuration and deploy it onto an existing network.
8. Perform basic subnetting tasks.
9. Properly document all work, including generating tickets and using language appropriate for the end user to understand.

<b>Course Code</b>	<b>Course Title</b>	<b>Contact Hours</b>	<b>Quarter Credit Hours</b>
CIS1115	A+ Hardware	55	4.5
CIS1125	A+ Software	55	4.5
CIS1135	Operating Systems Fundamentals	55	4.5
CIS1145	Client Administration & Support	55	4.5
CIS1155	Windows Administration	55	4.5
CIS1165	CISCO Switches and Routers	55	4.5
CIS1175	Technology Infrastructure	55	4.5
CIS1185	Software Applications	55	4.5
CIS1195	Linux Administration	55	4.5
CIS1215	Computer Security Fundamentals	55	4.5
CIS1225	Fundamentals of Networking	55	4.5
CIS1235	Computer Troubleshooting	55	4.5
CIS2115	Windows Server Administration	55	4.5
CIS2155	Windows Server Active Directory Administration	55	4.5
SS1001	Student Success Strategies**	45	4.5
SS1210	Professional Success Strategies***	45	4.5
<b>Grand Total</b>		<b>860</b>	<b>72.0</b>

\*\*This course is taught on-ground, blended, or online. Students must complete this course prior to progressing in the program; extenuating circumstances must be approved by the Campus President.

\*\*\*This course is taught on-ground, blended, or online.

#### **CIS1115 A+ Hardware**

**4.5 Quarter Credit Hours**

*Prerequisite: None*

This course introduces the student to personal computers with an emphasis on the internal components and basic startup processing. Training is provided for installing, replacing and maintaining parts such as memory, chips, and interface cards. The student is taught to work with the hardware in a safe and effective way.

#### **CIS1125 A+ Software**

**4.5 Quarter Credit Hours**

*Prerequisite: None*

This course trains the student to install, configure and troubleshoot common operating systems for personal computers with emphasis on Microsoft operating systems.

#### **CIS1135 Operating Systems Fundamentals**

**4.5 Quarter Credit Hours**

*Prerequisite: None*

This course provides an overview of computer operating systems concepts to include the main functions, similarities, and differences. A variety of topics are explored: configurations, file system, security, administration, interfacing, multitasking, and performance analysis.

#### **CIS1145 Client Administration & Support**

**4.5 Quarter Credit Hours**

*Prerequisite: None*

This course prepares students to install, configure, and administer a desktop operating system, automate operating system installation, set up and manage user accounts, configure local file systems, configure and troubleshoot both local and network printers, manage and troubleshoot access to shared folders, and recover from system failures.

#### **CIS1155 Windows Administration**

**4.5 Quarter Credit Hours**

*Prerequisite: None*

This course prepares the student to administer a configuration of desktop systems, peripherals, and servers using Microsoft Windows server software. Specific areas covered include installing, configuring, and troubleshooting user accounts, file access, data storage, printers, and server security.

**CIS1165 CISCO Switches and Routers****4.5 Quarter Credit Hours***Prerequisite: None*

This course will teach the student how routers control communication across networks. Cisco router technology will be used to show many ways in which networks can be configured to achieve the desired network control and performance.

**CIS1175 Technology Infrastructure****4.5 Quarter Credit Hours***Prerequisite: None*

This course introduces fundamental concepts of the technology infrastructure. Students learn about the structure and purpose of hardware components (computer, networks, and interface devices) and software components (middleware, applications, and systems software).

**CIS1185 Software Applications****4.5 Quarter Credit Hours***Prerequisite: None*

This course teaches students to use application software. Students will receive an introduction to the Windows operating system and to Microsoft Office applications such as Word, Excel, and PowerPoint. Students will also learn how to troubleshoot Microsoft Office applications and the Windows operating system.

**CS1195 Linux Administration****4.5 Quarter Credit Hours***Prerequisite: None*

This course will introduce the student to the fundamental Linux operating system concepts including Linux file systems, BASH shell, system initialization and X Windows. This course covers basic Linux administration task for the system and peripherals.

**CIS1215 Computer Security Fundamentals****4.5 Quarter Credit Hours***Prerequisite: None*

Students learn the importance of key concepts of computer and information security, including technical, privacy, organizational, social, and policy issues. To further examine fundamental notions of authentication, authorization, and encryption.

**CIS1225 Fundamentals of Networking****4.5 Quarter Credit Hours***Prerequisite: None*

This course introduces the concepts, components, and design of information and communication infrastructures. Topics covered consist of methods of carrying data over wired and wireless media, fundamental network design components, topologies and access methods, basic administration of network operating systems.

**CIS1235 Computer Troubleshooting****4.5 Quarter Credit Hours***Prerequisite: None*

This course integrates problem-solving techniques and implementation solutions. Students research particular problems or issues they select, analyze the major concerns, and recommend viable information technology solutions to resolve or improve the problems or issues.

**CIS2115 Windows Server Administration****4.5 Quarter Credit Hours***Prerequisite: None*

This course covers advanced features of the Microsoft Windows server software. Specific areas covered include network protocols and control, IP addressing, server availability and scalability.

**CIS2155 Windows Server Active Directory Administration****4.5 Quarter Credit Hours***Prerequisite: None*

This course will cover managing an Active Directory network for small to large businesses. The student will learn how to configure DNS for Active Directory, manage Group Policy and policy settings, optimize Active Directory replication, and manage certificate services.

**SS1001 Student Success Strategies****4.5 Quarter Credit Hours***Prerequisite: None*

This course presents critical thinking strategies necessary for personal and academic success. Discussions will include ethical reasoning, assumptions, and errors in reasoning. Additionally, students will be introduced to critical thinking in research, mindful problem-solving and decision-making, and personal identification of learning style.

**SS1210 Professional Success Strategies****4.5 Quarter Credit Hours***Prerequisite: None*

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.

## Effective Date: 03/20/2015

The following program was added:

### *Associate of Applied Science in Computer Networking Systems*

Delivery Method: Online Modality Only

Campus: Anchorage

The Associate of Applied Science in Computer Networking Systems program prepares students to seek careers in the field of computer networking. Networking specialists plan, coordinate, and implement an organization's networking systems. The program includes Windows Active Directory administration, cloud computing concepts, application development coursework, as well as general education coursework in oral and written communication, ethics, sociology, mathematics, and environmental science. 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 computer networking or computer information systems related positions.

#### **Program Outcomes:**

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

1. Support the setup, install, and deploy a server into an existing network.
2. Configure local, network, and security policies and permissions.
3. Diagnose common computer issues and replace field-replaceable parts.
4. Setup and configure basic software applications.
5. Setup, configure, and secure a wireless network.
6. Perform a basic installation of a client desktop using a baseline configuration and deploy it onto an existing network.
7. Perform basic subnetting tasks.
8. Properly document all work, including generating tickets and using language appropriate for the end user to understand.
9. Perform a physical assessment of an existing network, as well as identify and locate potential vulnerabilities in the network.
10. Recommend appropriate action to plug network vulnerabilities.
11. Employ best practices in setting up and configuring basic firewall appliances.
12. Demonstrate the ability to correctly identify a common computer, hardware, or network issue and employ troubleshooting skills to correct the identified problem.
13. Define a proper baseline for a computer or network.
14. Illustrate how that baseline can be used to identify problems.

<b>Course Code</b>	<b>Course Title</b>	<b>Contact Hours</b>	<b>Quarter Credit Hours</b>
<b>Concentration Requirements</b>			
CIS1115	A+ Hardware	55	4.5
CIS1125	A+ Software	55	4.5
CIS1135	Operating Systems Fundamentals	55	4.5
CIS1145	Client Administration & Support	55	4.5
CIS1155	Windows Administration	55	4.5
CIS1165	CISCO Switches and Routers	55	4.5
CIS1175	Technology Infrastructure	55	4.5
CIS1185	Software Applications	55	4.5
CIS1195	Linux Administration	55	4.5
CIS1215	Computer Security Fundamentals	55	4.5
CIS1225	Fundamentals of Networking	55	4.5
CIS1235	Computer Troubleshooting	55	4.5
CIS2115	Windows Server Administration	55	4.5
CIS2125	Cloud Computing	55	4.5
CIS2145	Network Security Concepts	55	4.5
CIS2155	Windows Server Active Directory Administration	55	4.5
CIS2165	Server Application Infrastructure	55	4.5
<b>Total</b>		<b>935</b>	<b>76.5</b>
<b>General Education Requirements</b>			
GE2110	College Mathematics	50	4.5
GE2210	Environmental Science	55	4.5
GE2310	Written and Oral Communication Practices	45	4.5
GE2410	Ethical Principles Across Societies	45	4.5
GE2510	Introduction to Sociology	45	4.5
<b>Total</b>		<b>240</b>	<b>22.5</b>
<b>Other Requirements</b>			
SS1001	Student Success Strategies**	45	4.5
SS1210	Professional Success Strategies***	45	4.5
<b>Total</b>		<b>90</b>	<b>9.0</b>
<b>Grand Total</b>		<b>1265</b>	<b>108.0</b>

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\*\*\*This course is taught on-ground, blended, or online.

#### **CIS1115 A+ Hardware**

**4.5 Quarter Credit Hours**

*Prerequisite: None*

This course introduces the student to personal computers with an emphasis on the internal components and basic startup processing. Training is provided for installing, replacing and maintaining parts such as memory, chips, and interface cards. The student is taught to work with the hardware in a safe and effective way.

#### **CIS1125 A+ Software**

**4.5 Quarter Credit Hours**

*Prerequisite: None*

This course trains the student to install, configure and troubleshoot common operating systems for personal computers with emphasis on Microsoft operating systems.

**CIS1135 Operating Systems Fundamentals****4.5 Quarter Credit Hours***Prerequisite: None*

This course provides an overview of computer operating systems concepts to include the main functions, similarities, and differences. A variety of topics are explored: configurations, file system, security, administration, interfacing, multitasking, and performance analysis.

**CIS1145 Client Administration & Support****4.5 Quarter Credit Hours***Prerequisite: None*

This course prepares students to install, configure, and administer a desktop operating system, automate operating system installation, set up and manage user accounts, configure local file systems, configure and troubleshoot both local and network printers, manage and troubleshoot access to shared folders, and recover from system failures.

**CIS1155 Windows Administration****4.5 Quarter Credit Hours***Prerequisite: None*

This course prepares the student to administer a configuration of desktop systems, peripherals, and servers using Microsoft Windows server software. Specific areas covered include installing, configuring, and troubleshooting user accounts, file access, data storage, printers, and server security.

**CIS1165 CISCO Switches and Routers****4.5 Quarter Credit Hours***Prerequisite: None*

This course will teach the student how routers control communication across networks. Cisco router technology will be used to show many ways in which networks can be configured to achieve the desired network control and performance.

**CIS1175 Technology Infrastructure****4.5 Quarter Credit Hours***Prerequisite: None*

This course introduces fundamental concepts of the technology infrastructure. Students learn about the structure and purpose of hardware components (computer, networks, and interface devices) and software components (middleware, applications, and systems software).

**CIS1185 Software Applications****4.5 Quarter Credit Hours***Prerequisite: None*

This course teaches students to use application software. Students will receive an introduction to the Windows operating system and to Microsoft Office applications such as Word, Excel, and PowerPoint. Students will also learn how to troubleshoot Microsoft Office applications and the Windows operating system.

**CS1195 Linux Administration****4.5 Quarter Credit Hours***Prerequisite: None*

This course will introduce the student to the fundamental Linux operating system concepts including Linux file systems, BASH shell, system initialization and X Windows. This course covers basic Linux administration task for the system and peripherals.

**CIS1215 Computer Security Fundamentals****4.5 Quarter Credit Hours***Prerequisite: None*

Students learn the importance of key concepts of computer and information security, including technical, privacy, organizational, social, and policy issues. To further examine fundamental notions of authentication, authorization, and encryption.

**CIS1225 Fundamentals of Networking****4.5 Quarter Credit Hours***Prerequisite: None*

This course introduces the concepts, components, and design of information and communication infrastructures. Topics covered consist of methods of carrying data over wired and wireless media, fundamental network design components, topologies and access methods, basic administration of network operating systems.

**CIS1235 Computer Troubleshooting****4.5 Quarter Credit Hours***Prerequisite: None*

This course integrates problem-solving techniques and implementation solutions. Students research particular problems or issues they select, analyze the major concerns, and recommend viable information technology solutions to resolve or improve the problems or issues.

**CIS2115 Windows Server Administration****4.5 Quarter Credit Hours***Prerequisite: None*

This course covers advanced features of the Microsoft Windows server software. Specific areas covered include network protocols and control, IP addressing, server availability and scalability.

**CIS2125 Cloud Computing****4.5 Quarter Credit Hours***Prerequisite: None*

This course will cover and skills required to understand cloud computing terminology; to implement, maintain, and deliver cloud technologies and infrastructures; and to understand aspects of IT security and use of industry best practices related to cloud implementations and the application of virtualization.

**CIS2145 Network Security Concepts****4.5 Quarter Credit Hours***Prerequisite: None*

This course provides training with high-level security measures for web access, email, file transfer, wireless access, and instant messaging. Physical access security measures are also addressed. The student is taught intrusion detection, virus protection, and the use of encryption to secure network resources. Topics will include network security defense techniques and countermeasures, prevention and prosecution of criminal activity, and procedures and tools for collecting and investigating evidence from illegal or inappropriate computer use.

**CIS2155 Windows Server Active Directory Administration****4.5 Quarter Credit Hours***Prerequisite: None*

This course will cover managing an Active Directory network for small to large businesses. The student will learn how to configure DNS for Active Directory, manage Group Policy and policy settings, optimize Active Directory replication, and manage certificate services.

**CIS2165 Server Application Infrastructure****4.5 Quarter Credit Hours***Prerequisite: None*

This course teaches students to configure a server application infrastructure. Students will deploy images, create a virtual network, and configure a network load balancing (NLB) cluster. Students will also configure a remote desktop (RD) licensing server, secure socket layer (SSL), and are introduced to Windows Media Services (WMS).

**GE2110 College Mathematics****4.5 Quarter Credit Hours***Prerequisite: None*

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***Prerequisite: None*

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***Prerequisite: None*

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***Prerequisite: None*

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***Prerequisite: None*

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.

**SS1001 Student Success Strategies****4.5 Quarter Credit Hours***Prerequisite: None*

This class presents critical thinking strategies necessary for personal and academic success. Discussions will include ethical reasoning, assumptions, and errors in reasoning. Additionally, students will be introduced to critical thinking in research, mindful problem-solving and decision-making, and personal identification of learning style.

**SS1210 Professional Success Strategies****4.5 Quarter Credit Hours***Prerequisite: None*

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.

**Effective Date: 03/16/2015**  
**Catalog Page Reference: 13**

The Admissions Requirements were revised to include Marketing Through Digital and Social Media.

**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.

In addition to the *Admissions Requirements*, all students must comply with the following 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, Marketing Through Digital and Social Media, etc.).
2. A confirmed certificate/diploma or coursework:
  - a. Certificate/diploma or 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.

## **Effective Date: 03/16/2015**

The following program was added:

### ***Certificate in Marketing Through Digital and Social Media***

Delivery Method: Online Modality Only

Campus: Anchorage

The Certificate in Marketing Through Digital and Social Media program interlinks digital and social media theory and practice with traditional marketing principles and practices. Students learn how to approach new audiences within online communities and how companies can become more engaged with consumers and strengthen the relationship between customers, products, and services. Provide students with critical thinking experience to support the marketing challenge in a multi-disciplinary environment that includes communication, marketing, digital media, and social media. 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 marketing related positions.

#### **Program Outcomes:**

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

1. Create social media marketing strategies.
2. Apply marketing communication protocols to audiences via digital and social media.
3. Discuss the purpose and usage of various digital and social media platforms.
4. Convert research data into insightful, actionable business strategies.
5. Develop digital and social media campaigns to support marketing strategies.
6. Develop critical thinking and creative thinking skills related to marketing, social media, and communication activities.
7. Define appropriate strategies for digital and social media as it relates to the internet.
8. Develop a plan to maximize marketing efforts in digital and social media mediums by using best practices to optimize viewership, site visitation, and application usage.
9. Explain how to create content to bring life to digital and social media channels.

<b>Course Code</b>	<b>Course Title</b>	<b>Contact Hours</b>	<b>Quarter Credit Hours</b>
BA1110	Business Fundamentals	45	4.5
BA1410	Marketing Fundamentals	45	4.5
CM1010	Business Communication	45	4.5
MK1005	Social Media and Society	45	4.5
MK1010	Social Media	45	4.5
MK1020	Social Media and Mobile Marketing	45	4.5
MK1030	Social Media Marketing Strategy	45	4.5
MK1040	Marketing Communications	45	4.5
MK1050	Media Planning	45	4.5
MK1060	Social Media Policy and Practice	45	4.5
MK1070	Social Media and Public Relations	45	4.5
MK1080	Search Engine Optimization	45	4.5
MK1090	The Internet	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>725</b>	<b>72.0</b>

\*\*This course is taught on-ground, blended, or online. Students must complete this course prior to progressing in the program; extenuating circumstances must be approved by the Campus President.

\*\*\*This course is taught on-ground, blended, or online.

### **BA1110 Business Fundamentals**

**4.5 Quarter Credit Hours**

*Prerequisites: None*

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.

### **BA1410 Marketing Fundamentals**

**4.5 Quarter Credit Hours**

*Prerequisites: None*

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.

### **CM1010 Business Communication**

**4.5 Quarter Credit Hours**

*Prerequisites: None*

This course explores the practical application of diverse forms of written and oral business communication with the aid of technology. Topics include writing memos and reports, email messages, using multimedia PowerPoint slides in presentations, facilitating business meetings, using online blogs and wikis, and handling the challenges of cross-cultural communication.

### **MK1005 Social Media and Society**

**4.5 Quarter Credit Hours**

*Prerequisites: None*

This course explores the development and impact of social media on society: history, theory, and technology. The focus of exploration will be managing the message, communication with audiences, establishing relationships, and building networks. Legal and ethical parameters related to the message and audience communication will also be discussed.

**MK1010 Social Media****4.5 Quarter Credit Hours***Prerequisite: None*

This course covers the techniques of social media, in addition to the development and direction of social media as a creative industry. Topics explored are how to use the social media to market your company's services and products, different types of social media technologies, developing a marketing plan using social media, and how to measure the effectiveness of social media (ROI).

**MK1020 Social Media and Mobile Marketing****4.5 Quarter Credit Hours***Prerequisites: BA1410 Marketing Fundamentals and MK1010 Social Media*

This course covers social media related to mobile marketing and the integration into a digital marketing strategy. Student will develop marketing and branding strategies for projects related to a variety of business settings. Topics include mobile marketing, mobile websites, landing pages, SMS/texting, social media campaigns, campaign objectives, audience, and various social media tools.

**MK1030 Social Media Marketing Strategy****4.5 Quarter Credit Hours***Prerequisite: BA1410 Marketing Fundamentals and MK1010 Social Media*

This course focuses on the key elements of matching social media tactics with the appropriate target markets and developing strategies to engage those markets using relevant social media channels. The strategies implementation of online social media tools as they relate to a firm's integrated marketing communication strategies is examined. Students learn how companies position their marketing mix in the online world to contribute to the ultimate bottom line.

**MK1040 Marketing Communications****4.5 Quarter Credit Hours***Prerequisite: BA1410 Marketing Fundamentals and MK1010 Social Media*

This course is designed to give students an understanding of advertising, public relations, branding, corporate communication, and sales promotions and the role media play in integrated marketing communication strategies.

**MK1050 Media Planning****4.5 Quarter Credit Hours***Prerequisite: BA1410 Marketing Fundamentals and MK1010 Social Media*

This course covers the connection between media and markets. Students work with statistical tools as a measurement of media data and media usage patterns. Topics covered: media selection criteria, effective reach and frequency, costs, and media budget planning.

**MK1060 Social Media Policy and Practice****4.5 Quarter Credit Hours***Prerequisite: BA1410 Marketing Fundamentals and MK1010 Social Media*

This course examines an organization's need for a social media policy. Topics explored: formulation of a plan, policies governing social media, regulatory compliance of the design, and enforcement of media policy. Student will also investigate and analyze legal and ethical issues in social media standards related to a social media policy.

**MK1070 Social Media and Public Relations****4.5 Quarter Credit Hours***Prerequisite: BA1410 Marketing Fundamentals and MK1010 Social Media*

This course explores public relations (PR), building beneficial relationships between organizations and their audiences; specifically using social media. Topics include spreading messages to the masses, development of PR content for all types of social media (i.e., blogs, newsrooms, wikis, twitters, website copy, search engine optimization (SEO), press releases, and taglines).

**MK1080 Search Engine Optimization****4.5 Quarter Credit Hours***Prerequisite: BA1410 Marketing Fundamentals and MK1010 Social Media*

This course examines the guidelines and techniques needed to plan and implement a comprehensive search engine optimization (SEO) strategy. SEO is necessary in the business world of products and services to boost marketing visibility and relevance.

**MK1090 The Internet****4.5 Quarter Credit Hours***Prerequisite: BA1410 Marketing Fundamentals and MK1010 Social Media*

In this course, students will develop media for the Web. Student learn how to use social media to create, edit, and process digital media content into effective marketing strategies.

**SS1001 Student Success Strategies****4.5 Quarter Credit Hours***Prerequisite: None*

This course presents critical thinking strategies necessary for personal and academic success. Discussions will include ethical reasoning, assumptions, and errors in reasoning. Additionally, Students will be introduced to critical thinking in research, mindful problem-solving and decision-making, and personal identification of learning style.

**SS1110 Technology Fundamentals****4.5 Quarter Credit Hours***Prerequisite: None*

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***Prerequisite: None*

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.

## Effective Date: 03/16/2015

The following program was added:

### *Bachelor of Science in Computer Information Systems*

Delivery Method: Online Modality Only

Campus: Anchorage

The Bachelor of Science in Computer Information Systems program provides direct application, management, and control of technology concepts. Topics include data management, Cisco, programming applications, web design, and information systems project management. The program includes instruction in operating system operation such as Linux and Human Computer Interaction (HCI). Additionally, ethical hacking and virtualization is also covered. Students will have the opportunity to study the concepts of system analysis and design. The program also provides general education coursework in mathematics, science, written and oral communication, ethics, sociology, science, interpersonal communication, logic and reasoning, macroeconomics, and economic performance, political structures, and personal responsibility. 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 computer information systems related positions.

#### **Program Outcomes:**

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

1. Support the setup, install, and deploy a server into an existing network.
2. Configure local, network, and security policies and permissions.
3. Diagnose common computer issues and replace field-replaceable parts.
4. Setup and configure basic software applications.
5. Setup, configure, and secure a wireless network.
6. Perform a basic installation of a client desktop using a baseline configuration and deploy it onto an existing network.
7. Perform basic subnetting tasks.
8. Properly document all work, including generating tickets and using language appropriate for the end user to understand.
9. Perform a physical assessment of an existing network, as well as identify and locate potential vulnerabilities in the network.
10. Recommend appropriate action to plug network vulnerabilities.
11. Employ best practices in setting up and configuring basic firewall appliances.
12. Demonstrate the ability to correctly identify a common computer, hardware, or network issue and employ troubleshooting skills to correct the identified problem.
13. Define a proper baseline for a computer or network.
14. Illustrate how that baseline can be used to identify problems.
15. Configure a computer operating system.
16. Illustrate the processes of information systems project management from project initiation to completion.
17. Identify the ethical issues and responsibilities of the computer professional such as ethical hacking.
18. Demonstrate knowledge of Human Computer Interaction (HCI).
19. Perform computer system analysis and design.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
<b>Concentration Requirements</b>			
CIS1115	A+ Hardware	55	4.5
CIS1125	A+ Software	55	4.5
CIS1135	Operating Systems Fundamentals	55	4.5
CIS1155	Windows Administration	55	4.5
CIS1165	CISCO Switches and Routers	55	4.5
CIS1175	Technology Infrastructure	55	4.5
CIS1185	Software Applications	55	4.5
CIS1195	Linux Administration	55	4.5
CIS1215	Computer Security Fundamentals	55	4.5
CIS1225	Fundamentals of Networking	55	4.5
CIS1235	Computer Troubleshooting	55	4.5
CIS2115	Windows Server Administration	55	4.5
CIS2125	Cloud Computing	55	4.5
CIS2145	Network Security Concepts	55	4.5
CIS2155	Windows Server Active Directory Administration	55	4.5
CIS3115	Network Security Applications	55	4.5
CIS3125	Configuring Windows Server	55	4.5
CIS3135	Computer Information Systems Project Management	50	4.5
CIS3145	Technology in Contemporary Society	45	4.5
CIS3155	Trends in Computer Networks & Cybersecurity	45	4.5
CIS3165	Human Computer Interaction	45	4.5
CIS4115	Ethical Hacking	55	4.5
CIS4125	Virtualization	50	4.5
CIS4135	Systems Integration	50	4.5
CIS4145	Systems Analysis and Design	50	4.5
CIS4155	Network Planning and Maintenance	45	4.5
<b>Total</b>		<b>1370</b>	<b>117.0</b>
<b>General Education Requirements</b>			
GE2110	College Mathematics	50	4.5
GE2210	Environmental Science	55	4.5
GE2310	Written and Oral Communication Practices	45	4.5
GE2410	Ethical Principles Across Societies	45	4.5
GE2510	Introduction to Sociology	45	4.5
GE3110	College Algebra	50	4.5
GE3210	Scientific Discovery	45	4.5
GE3310	Interpersonal Communication	50	4.5
GE3330	Advanced Written and Oral Communication Practices	45	4.5
GE3410	Logic and Reasoning	45	4.5
GE3510	Macroeconomics	45	4.5
GE4560	Economic Performance, Political Structures, and Personal Responsibility	45	4.5
<b>Total</b>		<b>565</b>	<b>54.0</b>

<b>Other Requirements</b>			
SS1001	Student Success Strategies**	45	4.5
SS1210	Professional Success Strategies***	45	4.5
	<b>Total</b>	<b>90</b>	<b>9.0</b>
	<b>Grand Total</b>	<b>2025</b>	<b>180.0</b>

\*\*This course is taught on-ground, blended, or online. Students must complete this course prior to progressing in the program; extenuating circumstances must be approved by the Campus President.

\*\*\*This course is taught on-ground, blended, or online.

### **CIS1115 A+ Hardware**

**4.5 Quarter Credit Hours**

*Prerequisite: None*

This course introduces the student to personal computers with an emphasis on the internal components and basic startup processing. Training is provided for installing, replacing and maintaining parts such as memory, chips, and interface cards. The student is taught to work with the hardware in a safe and effective way.

### **CIS1125 A+ Software**

**4.5 Quarter Credit Hours**

*Prerequisite: None*

This course trains the student to install, configure and troubleshoot common operating systems for personal computers with emphasis on Microsoft operating systems.

### **CIS1135 Operating Systems Fundamentals**

**4.5 Quarter Credit Hours**

*Prerequisite: None*

This course provides an overview of computer operating systems concepts to include the main functions, similarities, and differences. A variety of topics are explored: configurations, file system, security, administration, interfacing, multitasking, and performance analysis.

### **CIS1155 Windows Administration**

**4.5 Quarter Credit Hours**

*Prerequisite: None*

This course prepares the student to administer a configuration of desktop systems, peripherals, and servers using Microsoft Windows server software. Specific areas covered include installing, configuring, and troubleshooting user accounts, file access, data storage, printers, and server security.

### **CIS1165 CISCO Switches and Routers**

**4.5 Quarter Credit Hours**

*Prerequisite: None*

This course will teach the student how routers control communication across networks. Cisco router technology will be used to show many ways in which networks can be configured to achieve the desired network control and performance.

### **CIS1175 Technology Infrastructure**

**4.5 Quarter Credit Hours**

*Prerequisite: None*

This course introduces fundamental concepts of the technology infrastructure. Students learn about the structure and purpose of hardware components (computer, networks, and interface devices) and software components (middleware, applications, and systems software).

### **CIS1185 Software Applications**

**4.5 Quarter Credit Hours**

*Prerequisite: None*

This course teaches students to use application software. Students will receive an introduction to the Windows operating system and to Microsoft Office applications such as Word, Excel, and PowerPoint. Students will also learn how to troubleshoot Microsoft Office applications and the Windows operating system.

### **CS1195 Linux Administration**

**4.5 Quarter Credit Hours**

*Prerequisite: None*

This course will introduce the student to the fundamental Linux operating system concepts including Linux file systems, BASH shell, system initialization and X Windows. This course covers basic Linux administration task for the system and peripherals.

**CIS1215 Computer Security Fundamentals****4.5 Quarter Credit Hours***Prerequisite: None*

Students learn the importance of key concepts of computer and information security, including technical, privacy, organizational, social, and policy issues. To further examine fundamental notions of authentication, authorization, and encryption.

**CIS1225 Fundamentals of Networking****4.5 Quarter Credit Hours***Prerequisite: None*

This course introduces the concepts, components, and design of information and communication infrastructures. Topics covered consist of methods of carrying data over wired and wireless media, fundamental network design components, topologies and access methods, basic administration of network operating systems.

**CIS1235 Computer Troubleshooting****4.5 Quarter Credit Hours***Prerequisite: None*

This course integrates problem-solving techniques and implementation solutions. Students research particular problems or issues they select, analyze the major concerns, and recommend viable information technology solutions to resolve or improve the problems or issues.

**CIS2115 Windows Server Administration****4.5 Quarter Credit Hours***Prerequisite: None*

This course covers advanced features of the Microsoft Windows server software. Specific areas covered include network protocols and control, IP addressing, server availability and scalability.

**CIS2125 Cloud Computing****4.5 Quarter Credit Hours***Prerequisite: None*

This course will cover and skills required to understand cloud computing terminology; to implement, maintain, and deliver cloud technologies and infrastructures; and to understand aspects of IT security and use of industry best practices related to cloud implementations and the application of virtualization.

**CIS2145 Network Security Concepts****4.5 Quarter Credit Hours***Prerequisite: None*

This course provides training with high-level security measures for web access, email, file transfer, wireless access, and instant messaging. Physical access security measures are also addressed. The student is taught intrusion detection, virus protection, and the use of encryption to secure network resources. Topics will include network security defense techniques and countermeasures, prevention and prosecution of criminal activity, and procedures and tools for collecting and investigating evidence from illegal or inappropriate computer use.

**CIS2155 Windows Server Active Directory Administration****4.5 Quarter Credit Hours***Prerequisite: None*

This course will cover managing an Active Directory network for small to large businesses. The student will learn how to configure DNS for Active Directory, manage Group Policy and policy settings, optimize Active Directory replication, and manage certificate services.

**CIS3115 Network Security Applications****4.5 Quarter Credit Hours***Prerequisite: None*

This course will focus on network security perimeter, network, host, application, and data defenses. Students will learn how to assess and perform an audit on a network.

**CIS3125 Configuring Windows Server****4.5 Quarter Credit Hours***Prerequisite: None*

This course covers the fundamental features of Windows exchange server software. Topics will include maintaining a multisite network, managing volumes and folders, and utilizing the event log for purposes of information collection and analysis.

- CIS3135 Computer Information Systems Project Management** **4.5 Quarter Credit Hours**  
*Prerequisite: None*  
 This course introduces students to the knowledge, tools, and techniques needed to successfully manage information technology projects throughout a project life cycle.
- CIS3145 Technology in Contemporary Society** **4.5 Quarter Credit Hours**  
*Prerequisite: None*  
 This course will introduce the student to importance of understanding the dimensions of technology in our society. The students will research the advantages and disadvantages of technology as it relates to the social network environment.
- CIS3155 Trends in Computer Networks & Cybersecurity** **4.5 Quarter Credit Hours**  
*Prerequisite: None*  
 This course will focus on past, present, and the future of computer networks and cybersecurity. Students will research the beginning of data transference over telephony lines to how information is exchanged today and project for the future. The importance of cybersecurity and how the evolution of data protection effect everyday transference of information will also be discussed.
- CIS3165 Human Computer Interactions** **4.5 Quarter Credit Hours**  
*Prerequisite: None*  
 This course will examine interaction design, implementation, and evaluation. Students will research the theory behind successful human-computer interaction, as well as an awareness of established procedures for good user interface design, including the 'usability engineering' process. A look at specific interface success stories and spectacular failures to learn from past experiences. An examination of portions of the design cycle, as well as familiarizing students about sound programming practices and effective tools and techniques to create successful user interfaces.
- CIS4115 Ethical Hacking** **4.5 Quarter Credit Hours**  
*Prerequisite: None*  
 This course will expose students to a different way of achieving optimal information security posture. Students will learn about scanning, testing, hacking, and securing systems. The importance of knowing different standards of computer information system ethical practices will also be examined.
- CIS4125 Virtualization** **4.5 Quarter Credit Hours**  
*Prerequisite: None*  
 This course provides the student skills in a virtual server. Students will practice skills in securing virtual server networking, configure shared storage, data stores, deploy/administer virtual machines and virtual applications, establish and maintain service levels, perform basic troubleshooting and monitoring a virtual server implement and manage virtual server alarms.
- CIS4135 Systems Integration** **4.5 Quarter Credit Hours**  
*Prerequisite: None*  
 This course will focus on the integration of information. Students will examine the process by which different computing systems and software applications are linked together physically or functionally.
- CIS4145 Systems Analysis and Design** **4.5 Quarter Credit Hours**  
*Prerequisite: None*  
 This course examines the system requirements (functional/nonfunctional), structural and function design, modeling, design representations and tools, application frameworks, security aspects of interfaces, and documentation.
- CIS4155 Network Planning and Maintenance** **4.5 Quarter Credit Hours**  
*Prerequisite: None*  
 This course will examine the life cycle of a network plan and maintenance. Students will utilize the system develop life cycle theory to design a network plan and follow-up maintenance. Different life cycle models will also be discussed.

**GE2110 College Mathematics****4.5 Quarter Credit Hours***Prerequisite: None*

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***Prerequisite: None*

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***Prerequisite: None*

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***Prerequisite: None*

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***Prerequisite: None*

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.

**GE3110 College Algebra****4.5 Quarter Credit Hours***Prerequisite: None*

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

**GE3210 Scientific Discovery****4.5 Quarter Credit Hours***Prerequisite: None*

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

**GE3310 Interpersonal Communication****4.5 Quarter Credit Hours***Prerequisite: None*

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

**GE3330 Advanced Written and Oral Communication Practices****4.5 Quarter Credit Hours***Prerequisite: None*

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

**GE3410 Logic and Reasoning****4.5 Quarter Credit Hours***Prerequisite: None*

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.

**GE3510 Macroeconomics****4.5 Quarter Credit Hours***Prerequisite: None*

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

**GE4560 Economic Performance, Political Structures, and Personal Responsibility****4.5 Quarter Credit Hours***Prerequisite: None*

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

**SS1001 Student Success Strategies****4.5 Quarter Credit Hours***Prerequisite: None*

This course presents critical thinking strategies necessary for personal and academic success. Discussions will include ethical reasoning, assumptions, and errors in reasoning. Additionally, students will be introduced to critical thinking in research, mindful problem-solving and decision-making, and personal identification of learning style.

**SS1210 Professional Success Strategies****4.5 Quarter Credit Hours***Prerequisite: None*

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.

## Effective Date: 03/16/2015

The following course descriptions were revised to read:

### Course Descriptions

#### **AC1210 Payroll Fundamentals**

**4.5 Quarter Credit Hours**

*Prerequisite: AC1110 Accounting Fundamentals*

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 bank reconciliations.

#### **AH1400 Compliance in Healthcare Environments**

**4.5 Quarter Credit Hours**

*Prerequisite: None*

This course introduces the student to compliance regulations within a healthcare facility. Students study workplace safety, universal precautions, personal protective equipment, OSHA, the Joint Commission, bloodborne pathogens, HIV/AIDS, and HIPAA.

#### **CS1420 Firewall Essentials**

**4.5 Quarter Credit Hours**

*Prerequisite: CS1320 Security+: Network Security Fundamentals*

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 VPN client connections, and on WLAN and DMZ network configuration. Topics also include system restore and backup, and firewall policies.

#### **OFM1030 Microsoft Outlook and 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.

#### **PT1430 Pharmacokinetics**

**4.5 Quarter Credit Hours**

*Prerequisites: None*

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

#### **SS1001 Student Success Strategies**

**4.5 Quarter Credit Hours**

*Prerequisite: None*

This course presents critical thinking strategies necessary for personal and academic success. Discussions will include ethical reasoning, assumptions, and errors in reasoning. Additionally, students will be introduced to critical thinking in research, mindful problem-solving and decision-making, and personal identification of learning style.

## **Effective Date: 03/16/2015**

### **Catalog Page Reference: 29-30**

The Student Tuition Recovery Fund assessment is no longer collected.

## **Student Tuition Recovery Fund (STRF)**

### *California*

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 in an educational program, who is a California resident, or are enrolled in a residency program, and prepay 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, or are not enrolled in a residency program, or
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 students in educational programs who are California residents, or are enrolled in a residency programs 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 or are enrolled in a residency program, 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 costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

## Effective Date: 03/16/2015

### Catalog Page Reference: 32-35

The unearned federal aid order of distribution to federal programs was revised in the Return of Title IV Funds section:

## Refunds

### Alaska

The following schedule is used to calculate refunds of tuition and fees. A quarter is ten (10) consecutive weeks of instruction. Courses will be taught in two (2) five (5) week modules with billing and refunds applied to the entire ten (10) week quarter. For example, if a student's last day of attendance is during week two (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 (6<sup>th</sup>) 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:

1. 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.
2. The *total number of days in the period* excludes any scheduled breaks of more than five (5) days, but includes all weekend days within the beginning and ending dates of each period.
3. For example, if a student attends the seventeenth (17<sup>th</sup>) day of a period with sixty-seven (67) days, the percentage of Title IV aid earned is 25.4% (17/67 times 100%).
4. 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 Pell Grant
5. Federal Supplemental Educational Opportunity Grant

For graduate students after a return of unearned federal aid has been calculated, the portion of aid to be returned to federal program is distributed in the following order:

1. Federal Grad PLUS Loan
2. Federal Unsubsidized Stafford Loan

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

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

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

### **California**

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%

### **Certificate in Vocational Nursing Program**

Students are obligated to pay for all of the institutional charges if they attend more than 60% of a term. For those students that attend less than 60%, a refund is calculated using the percentage of hours attended in a term. For example, if a student attends 110 hours of a term of 390 hours (28%), the student will be refunded 72% of the institutional charges for that term.

### **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:

1. 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.
2. The *total number of days in the period* excludes any scheduled breaks of more than five (5) days, but includes all weekend days within the beginning and ending dates of each period.
3. For example, if a student attends the seventeenth (17<sup>th</sup>) day of a period with sixty-seven (67) days, the percentage of Title IV aid earned is 25.4% (17/67 times 100%).
4. 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 Pell Grant
5. Federal Supplemental Educational Opportunity 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).

**Washington**

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:

1. 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.
2. The *total number of days in the period* excludes any scheduled breaks of more than five (5) days, but includes all weekend days within the beginning and ending dates of each period.
3. For example, if a student attends the seventeenth (17<sup>th</sup>) day of a period with sixty-seven (67) days, the percentage of Title IV aid earned is 25.4% (17/67 times 100%).
4. 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
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3. Federal PLUS Loan
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5. Federal Supplemental Educational Opportunity 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).

**Effective Date: 03/16/2015**  
**Catalog Page Reference: 44**

The following policy was revised and isolated from the attendance policy:

**Make-Up Work**

All graded assignments are expected to be handed in by the due date. However, in case of unforeseen emergencies or life events that may delay submission, the student must immediately contact the instructor to arrange to make-up any missed assignments. Not all assignments can be made-up; for example, the weekly discussion questions in the online classroom cannot be made-up.

All make-up work is due within seventy-two (72) hours of the due date and will receive a 20% grade reduction. If the assignment is not submitted within seventy-two (72) hours, the student will receive a zero (0) for that assignment.

All make-up work must be submitted by the last day of class. No make-up work can be accepted after the last day of class unless the student has an approved Incomplete.

**Make-up work is not permitted for the purpose of receiving veterans educational training benefits.**

## Effective Date: 03/16/2015

### Catalog Page Reference: 39

The Attendance policy was revised and isolated the make-up work policy:

### 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.

Hours of make-up work outside of the student's scheduled class will not be accepted as hours of class attendance.

The attendance in an online course is based on graded activity in the course.

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

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

In addition to the above requirements, Nursing students are expected to attend all classes, labs and clinicals as assigned. Any student missing more than 10% of a course will be involuntarily withdrawn from the program and must apply for Re-Entry. It is advised that students do not miss clinical experiences as this is a privilege with the College's partnering health care facilities and a requirement of the Board of Nursing. Make-up may not be available. In the event of unavoidable situations, efforts will be made to provide make-up opportunities, including the use of the simulation lab. If a student misses more than two (2) scheduled clinical days in a ten (10) week term, the student will be dismissed from the program. Upon successful re-entry in the Nursing program, the student must repeat the clinical course.

## Effective Date: 03/16/2015

### Catalog Page Reference: 59-60

Step 5 of this section was revised.

## 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 Education Department.

**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 fourteen (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, instructor and/or Program Chair.

The following steps must be followed:

- a. All parties involved must complete a “Complaint 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 fourteen (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 Chief Operations Officer at 775-525-2109.

### **Step 6:**

#### *Alaska*

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

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

#### *California*

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 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or by fax (916) 263-1897

### *Washington*

Students in Certificate programs: nothing in this grievance policy prevents you from contacting the Workforce Training and Education Coordinating Board, 128 10<sup>th</sup> Avenue SW, Olympia, WA 98504-3105, (360) 709-4600, at any time.

**Step 7:** 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, 20002-4223  
202-336-6780*

Other interested individuals or agencies with a concern or grievance should contact Charter College administration. This information will then be forwarded to the appropriate department for review and possible resolution.

## **Effective Date: 02/11/2015**

### **Catalog Page Reference: 8-10**

The information related to the Bellingham location was revised to indicate it is a learning site of the Lynnwood branch campus.

## **Location and Facilities**

### *Alaska*

Charter College - Anchorage is located at 2221 E Northern Lights Blvd., #120, Anchorage, AK 99508. The main campus is approximately 19,567 square feet.

Charter College - Mat Su is located at 721 W. Parks Highway, Wasilla, AK 99654. The learning site is approximately 11,986 square feet.

The facilities include classrooms, laboratories, computer laboratories, and a library resource center. The classrooms and laboratories have modern technology including audiovisual equipment. The facilities provide professional settings such as a modern medical office examination room, an infection control area, and medical assistant laboratories. The medical assistant laboratories have EKG machines, microscopes, centrifuges, hematocrits and scales. The nursing laboratory in Anchorage includes medical-surgical simulation equipment and skills lab. The campuses include a visitor reception area, admissions, financial aid, academics, career services and executive offices.

Charter College - Anchorage also occupies a learning site at 5911 Old Seward Highway, Anchorage, AK 99518. The campus addition is approximately 11,550 square feet and includes classrooms, faculty and administrative offices, one HVAC/R laboratory, one welding laboratory and a tool room. The classrooms and laboratories have modern technology including audiovisual equipment.

### *California*

Charter College - Oxnard is located off of HWY101 at 2000 Outlet Center Drive, Oxnard, CA 93036. The branch campus occupies approximately 20,100 square feet.

Charter College - Canyon Country, located at 27125 Sierra Highway in Canyon Country, CA, occupies approximately 18,000 square feet in Sierra Crest Center. The main campus is accessible from CA HWY 14.

Charter College - Lancaster, located at 43141 Business Center Parkway, Suite 102 Lancaster, CA occupies 26,500 square feet. The branch campus 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 branch campus is located on bus lines and is within walking distance of the Blue rail line.

The facilities include classrooms, laboratories, computer laboratories, and a library resource center. The classrooms and laboratories have modern technology including audiovisual equipment. The facilities provide professional settings such as a modern medical office examination room, an infection control area, and medical assistant laboratories. The medical assistant laboratories have EKG machines, microscopes, centrifuges, hematocrits and scales. The 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 Canyon Country and Long Beach facilities include a nursing laboratory with medical-surgical simulation equipment and skills lab. The Lancaster and Long Beach facilities include a massage therapy clinic. The Oxnard facility has a pharmacy technician laboratory equipped with a laminar flow hood, hot plates, digital balances, demonstration doses, prescription labels, and bubble packing. The Oxnard facility has a veterinary assistant laboratory equipped with a small animal ECG, exam tables, small animal tonometer, small animal X-ray, autoclave, centrifuge, exam lights, and small animal anatomical models. The facilities include a visitor reception area, admissions, financial aid, academics, career services and executive offices.

Charter College - Lancaster also occupies a learning site at 45761 Division Street, Lancaster, California. The learning site includes TransWestern Truck Driving Schools and is approximately 644 square feet. The location includes a multi-purpose classrooms, offices and an open parking lot for driving trucks. The facility also houses multiple vehicles for student driving.

### *Washington*

Charter College - Fife is located at 3700 Pacific Highway East, Suite 150, Fife, WA 98424. The branch campus is approximately 15,764 square feet.

Charter College - Lynnwood is located at 19401 40th Avenue West, Suite 400, Lynnwood, WA 98036. The branch campus is approximately 19,000 square feet.

Charter College - Vancouver is located in Vancouver at the Columbia Tech Center at 17200 SE Mill Plain Blvd. #100, Vancouver, WA 98683. The branch campus is approximately 19,802 square feet.

Charter College - Pasco is located at 5278 Outlet Drive, Pasco, WA 99301. The branch campus is approximately 24,385 square feet.

The facilities include classrooms, laboratories, clinics, a library resource center, and computer laboratories. The classrooms and laboratories have modern technology including audiovisual equipment. The classrooms and laboratories have modern technology including audiovisual equipment. The facilities provide professional settings such as a modern medical office examination room, an infection control area, and medical assistant laboratories. The medical assistant laboratories have EKG machines, microscopes, centrifuges, hematocrits and scales. The 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 Fife, Lynnwood, and Vancouver facilities have pharmacy technician laboratory equipped with a flow hood, demonstration doses, prescription labels, and bubble packing. The facilities include a visitor reception area, admissions, financial aid, academics, career services and executive offices.

Charter College - Vancouver also occupies a learning site at 17720 SE Mill Plain Blvd, Suite 170 in Vancouver, WA. The learning site is approximately 9,401 square feet and houses four classrooms, faculty and administrative offices, one HVAC/R laboratory, one welding laboratory and a tool room. The classrooms and laboratories have modern technology including audiovisual equipment.

Charter College - Pasco also occupies a learning site at 2706 West Nob Hill Boulevard in Yakima, WA. The learning site is approximately 6,500 square feet and houses classrooms, faculty and administrative offices, one HVAC/R laboratory, and one medical assistant laboratory. The classrooms and laboratories have modern technology including audiovisual equipment.

Charter College – Lynnwood also occupies a learning site at 410 W. Backerview Rd., Suite 112, Bellingham, WA 98226. The learning site is approximately 22,000 square feet and houses classrooms, faculty and administrative offices, one medical assistant laboratory, and one dental assisting laboratory. The classrooms and laboratories have modern technology including audiovisual equipment.

**Effective Date: 02/11/2015**  
**Catalog Page Reference: 3**

The following was revised to read:

**Bellingham Campus – Lynnwood Learning Site**  
410 W. Bakerview Road., Suite 112  
Bellingham, WA 98226  
360-647-5000

## **Effective Date: 02/09/2015**

### **Catalog Page Reference: 62-63**

The language was expanded regarding sexual harassment incidents between non-employee participants in the College community.

## **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-employee participants in the College community, such as vendors, contractors, visitors, and externship site employees.

### **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
Anchorage	Campus President	907-277-1000	2221 East Northern Lights Boulevard #120 Anchorage, AK 99508
Bellingham	Campus Manager	360-647-5000	410 West Bakerview Road, Suite 112 Bellingham, WA 98226
Canyon Country	Campus President	661-252-1864	27125 Sierra Highway, Suite 329 Canyon Country, CA 91351
Fife	Campus President	253-252-4200	3700 Pacific Highway East, Suite 150 Fife, WA 98424
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
Lynnwood	Campus President	425-275-4900	19401 40 <sup>th</sup> Avenue West, Suite 400 Lynnwood, WA 98036
Mat Su	Campus Manager	907-352-1000	721 West Parks Highway Wasilla, AK 99654
Oxnard	Campus President	805-973-1240	2000 Outlet Center Drive, Suite 150 Oxnard, CA 93036
Pasco	Campus President	509-546-3900	5278 Outlet Drive Pasco, WA 99301
Vancouver	Campus President	360-448-2000	17200 SE Mill Plain Blvd Vancouver, WA 98683
Yakima	Campus Manager	509-546-3900	2706 W Nob Hill Blvd, Suite 106 Yakima, WA 98902

### Response to Sexual Harassment Allegations

The College takes all reports seriously and will provide a prompt and equitable response to all reports of sexual 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.

### False Reports

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/>.

**Effective Date: 01/05/2015**  
**Catalog Page Reference: 36**

The statement was revised to clarify that it pertains to all students, including on-ground, blended, and online.

**Academic Dishonesty**

Academic honesty is essential in on-ground, blended, and online 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 cite 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, including plagiarism, will result in an “F” grade for the course and may be grounds for dismissal from the College.

## **Effective Date: 01/05/2015**

### **Catalog Page Reference: 54**

The statement was revised to clarify that it pertains to all students, including on-ground, blended, and online.

### **Student Conduct**

On-ground, blended, and online students are expected to observe the following policies and those described in this Catalog and Student Handbook:

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

On-ground, blended, and online students will be held accountable for, or should report, the following violations while on the College or externship property:

1. All forms of dishonesty, including cheating, plagiarism, forgery and intent to defraud through falsification, alteration, or misuse of College documents.
2. Theft or destruction of College or the private property of individuals associated with the College.
3. The possession or sale of firearms or other weapons, explosives, or dangerous chemicals.
4. 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.
5. The use of profanity, insubordination, dishonesty and violation of safety rules.
6. Possess or be under the influence of illegal drugs or alcohol while on the campus and/or surrounding structures.
7. Smoking on campus.
8. Failure to comply with the Campus Dress Code.
9. Food or drink in the classrooms.
10. Inappropriate use of pagers, cell phones, or other electronic devices. All electronic devices must be in the "off" position while in the classroom.
11. 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.
12. Externship/Clinical students only: Electronic devices are not allowed for students in clinical facility areas. Students should communicate with faculty as needed in these areas.

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.

## Effective Date: 01/05/2015

### Catalog Page Reference: 31

The following was revised to remove provisions for the Dental Assisting and Pharmacy Technician programs.

## Withdrawal or Dismissal

### *Washington*

Students have the right to withdraw from a program of instruction at any time. Within five (5) days of receipt of Notice of Withdrawal, the College will acknowledge to the student in writing the receipt of the Notice of Withdrawal with the effective withdrawal date. If a student attends the College and officially withdraws or is involuntarily withdrawn or dismissed, the student is obligated to pay for the institutional charges (tuition and fees), possible equipment costs, and an administrative fee of seventy five dollars (\$75).

The amount of tuition and fees owed to the College is based on the week of the last day of attendance. If a student attends after the sixth (6<sup>th</sup>) week of a quarter, the student is obligated to pay for all of the institutional charges for the quarter.

If a student obtains equipment, as specified in the Enrollment Agreement, and returns it in good condition within thirty (30) days following the date of withdrawal, the College will not charge for the equipment. If a student fails to return the equipment in good condition, allowing for reasonable wear and tear, within thirty (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 thirty (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 to the student within thirty (30) days of the last day of attendance (see Post Withdrawal Disbursements).

## **Effective Date: 01/05/2015**

### **Catalog Page Reference: 37-38**

The following was revised to include transfer credit related to courses that are currently being attended or that have already been attended.

### **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 could 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. A student cannot receive transfer credit for a course they are currently attending.

#### **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.

Students may not use proficiency credit for SS1001 and SS1210. 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.

#### ***Certificate in Vocational Nursing***

For the Certificate in Vocational Nursing, the student must have obtained a minimum passing grade of 80% in the course(s) and the course(s) must have been completed within the last 5 years.

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

In addition to the information contained in the "Transfer of Course Credit from Other Institutions" section of the catalog, the Associate of Applied Science in Nursing program requires the following criteria be met when evaluating transfer credits:

1. Transfer credit will be considered for non-science, general education courses with a grade of "B" or higher
  - a. This coursework should be current and no older than five (5) years.
2. Transfer credit for previous nursing or science courses will not be accepted.

**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.

**Credit by Certification Examination**

Students may receive credit for courses that cover certification examinations. Students may attempt certification exams as many times as permitted by the vendors. See the Tuition and Fees section for certification examination fees.

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 four (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.

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 three (3) or higher. Students who have scored fifty (50) or higher on College Level Examination Program (CLEP) tests may receive course credit. Course credit may be awarded for scores of four (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. A student cannot receive transfer credit for a course they are currently attending.

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 Learning 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 (e.g., 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.

## **Effective Date: 01/05/2015**

### **Catalog Page Reference: 28**

The retail installment contract, UNISA, was replaced by Charter College Credit:

### **Institutional Funding Option**

Charter College offers many federal, state, and alternative financial aid options for students to pay their educational expenses. Many of these options require credit worthiness and not all those who apply will be approved. For students who have exhausted these options, the College offers an institutional financing option called *Retail Installment Contract*. A Retail Installment Contract without credit worthiness is available.

A Retail Installment Contract (RIC) is administered through a third party servicer, Charter College Credit. While a student attends the College and for three (3) months after graduating, the interest rate is at 0% interest. Payments are due on the first of every month after attending class. If the loan extends beyond three (3) 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 Charter College Credit 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 Charter College Credit 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 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 thirty (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 College 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 thirty (30) days of graduation.

## **Effective Date: 01/05/2015**

### **Catalog Page Reference: 43-44**

The institutional loan program, UNISA, was replaced by Charter College Credit:

## **Institutional Leave of Absence**

### *Alaska*

Students with a demonstrated need to work during seasonal time in the state of Alaska, may be eligible for a Leave of Absence (LOA) from the College (the seasonal timeframe is defined as seasonal employment during the months of May through September). The student must make a written (in writing or e-mail) request for a LOA and submit the information to their Director of Student Success, Program Chair and/or Campus President. The written request must state the reason for the leave and when the student is planning to resume classes. Additionally, the student must be in good academic standing (i.e. not on any type of Satisfactory Academic Progress warning or probation). The LOA must be for a minimum of 14 days and may not exceed 180 calendar days within any 12-month period. The request for LOA must be approved by the College and the LOA must begin at the start of a module and the student must return at the start of a module. Once approved, the student is considered to be on an approved LOA.

The approved LOA may affect the student's financial aid eligibility. The student must return by the scheduled end of the approved LOA or the student will be withdrawn. Prior to returning, the student must meet with the Financial Aid department to determine Title IV eligibility. Additionally, students approved for a LOA, upon return, will need to understand that future courses may not be offered in a sequence that prevents further interruptions. Students on an approved LOA also will be provided a revised anticipated graduation date.

Pursuant to Department of Veterans' Affairs Guidelines, students receiving veteran's benefits will not be eligible for veteran's educational benefits while on Leave of Absence. Students who are receiving any type of state of Alaska financial aid must notify the appropriate agency of the approved leave of absence. Students who are participating in Title IV funding understand any loans could enter repayment while on an approved LOA. If a student is on a Leave of Absence and is part of the Institutional Loan Program (Charter College Credit), the student will be required to continue to make payments while on an approved LOA. Finally, students who are on an approved LOA will not lose eligibility for the "The Gift".

**Effective Date: 01/05/2015**  
**Catalog Page Reference: 39**

The Attendance requirements for the Associate of Applied Science in Nursing were revised to read:

***Associate of Applied Science in Nursing***

In addition to the above requirements, Nursing students are expected to attend all classes, labs and clinicals as assigned. Any student missing more than 10% of a course will be involuntarily withdrawn from the program and must apply for Re-Entry. It is advised that students do not miss clinical experiences as this is a privilege with the College's partnering health care facilities and a requirement of the Board of Nursing. Make-up may not be available. In the event of unavoidable situations, efforts will be made to provide make-up opportunities, including the use of the simulation lab. If a student misses more than two (2) scheduled clinical days in a ten (10) week term, the student will be dismissed from the program. Upon successful re-entry in the Nursing program, the student must repeat the clinical course.

## **Grading System**

**Effective Date: 01/05/2015**

**Catalog Page Reference: 41**

The Grading System for the Associate of Applied Science in Nursing was revised to read:

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

To pass a course in the Associate of Applied Science in Nursing program, a grade of C+ (76.5-79.4) or higher in the concentration course is required (RN and PHRM prefix courses) and 67% rate of progression requirements must be met. Additionally, Associate of Applied Science of Nursing students must meet the Core Performance Standards to progress through the program. Clinical/lab progression is on a pass/fail basis. At the end of each clinical/lab component, the student must be satisfactory in performance of clinical/lab to earn a passing grade. Failure to earn a passing grade in a course will result in involuntary withdrawal from the program; students must apply for Re-Entry and must repeat the course (see Repeating a Course and Re-Entry).

**Effective Date: 01/05/2015**  
**Catalog Page Reference: 70-71**

The disclosure regarding SS1001 Student Success Strategies and SS1210 Professional Success Strategies was revised to read:

***Bachelor of Science in Accounting***

Delivery Method: Online Modality Only

Campus: Anchorage, Mat Su, Oxnard, Fife, Lynnwood, Vancouver

The Bachelor of Science Degree in Accounting program is designed for accounting professionals with an Associate degree or substantial coursework in accounting. The program provides students with the knowledge, technical skills, and work habits required for accounting positions in the public, private, or non-profit sector. Topics include auditing, government and non-profit accounting, finance, corporate tax accounting, income tax preparation, project management, conflict management, and data driven decision making. The program also provides general education coursework in advanced oral and written communication, logic and reasoning, economics, and science. 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 accounting related field.

**Program Outcomes:**

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

1. Analyze accounting financial statements to support effective fiscal decision-making.
2. Apply ethical, legal and professional standards in relation to various accounting activities.
3. Evaluate the most current economic factors which shape businesses today.
4. Demonstrate working knowledge in the areas of corporate, government, and non-profit financial management.
5. Apply financial accounting principles to record and communicate business activities to stakeholders.
6. Illustrate the processes of project management from project initiation to completion.

<b>Course Code</b>	<b>Course Title</b>	<b>Contact Hours</b>	<b>Quarter Credit Hours</b>
	<b>Concentration Requirements</b>		
AC3420	Income Tax Preparation	50	4.5
AC3610	Auditing Fundamentals	45	4.5
AC3720	Governmental and Non-Profit Accounting	50	4.5
AC4320	Accounting Information Systems	50	4.5
AC4420	Corporate Tax Accounting	50	4.5
BA2720	Developing and Implementing Projects	50	4.5
BA3520	Finance Fundamentals	45	4.5
BA3620	Data Driven Decision Making	45	4.5
BA3920	Contemporary Issues in Business	45	4.5
BA4220	Managing Conflict: Dispute Resolution	45	4.5
Transfer Credit	Transfer in 67.5 quarter credit hours in accounting	0	67.5
	<b>Total</b>	<b>475</b>	<b>112.5</b>
	<b>General Education Requirements</b>		
GE3110	College Algebra	50	4.5
GE3210	Scientific Discovery	45	4.5
GE3310	Interpersonal Communication	50	4.5
GE3330	Advanced Written and Oral Communication Practices	45	4.5
GE3410	Logic and Reasoning	45	4.5
GE3510	Macroeconomics	45	4.5
GE4560	Economic Performance, Political Structures and Personal Responsibility	45	4.5
Transfer Credit	Transfer in 22.5 quarter credit hours in general education	0	22.5
	<b>Total</b>	<b>325</b>	<b>54.0</b>
	<b>Other Requirements</b>		
SS1001	Student Success Strategies**	45	4.5
SS1210	Professional Success Strategies***	45	4.5
SS4900	Developing and Managing a Career	45	4.5
	<b>Total</b>	<b>135</b>	<b>13.5</b>
	<b>Grand Total</b>	<b>935</b>	<b>180.0</b>

\*\*This course is taught on-ground, blended, or online. Students must complete this course prior to progressing in the program; extenuating circumstances must be approved by the Campus President.

\*\*\*This course is taught on-ground, blended, or online.

**Effective Date: 01/05/2015**  
**Catalog Page Reference: 72-73**

The disclosure regarding SS1001 Student Success Strategies and SS1210 Professional Success Strategies was revised to read:

***Bachelor of Science in Business Administration***

Delivery Method: Online Modality Only

Campus: Anchorage, Mat Su, Canyon Country, Lancaster, Long Beach, Oxnard, Fife, Lynnwood, Vancouver

The Bachelor of Science Degree in Business Administration program is designed for business professionals with an Associate degree or substantial coursework in business administration. The program provides students with the knowledge, technical skills, and work habits required for business administration in the public, private, or non-profit sector. Topics include entrepreneurship, project management, international business, conflict management, data driven decision making, and strategic planning and implementation. The program also provides general education coursework in advanced oral and written communication, logic and reasoning, economics, and science. 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.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
<b>Concentration Requirements</b>			
BA2720	Developing and Implementing Projects	50	4.5
BA3520	Finance Fundamentals	45	4.5
BA3620	Data Driven Decision Making	45	4.5
BA3640	Efficiency and Effectiveness	45	4.5
BA3920	Contemporary Issues in Business	45	4.5
BA4220	Managing Conflict: Dispute Resolution	45	4.5
BA4580	Business Tactics and Execution	45	4.5
BA4590	Strategy Development	45	4.5
BA4820	Global Influences on Business	45	4.5
BA4920	Entrepreneurship and Small Business Strategies	45	4.5
Transfer Credit	Transfer in 67.5 quarter credit hours in business administration	0	67.5
<b>Total</b>		<b>455</b>	<b>112.5</b>
<b>General Education Requirements</b>			
GE3110	College Algebra	50	4.5
GE3210	Scientific Discovery	45	4.5
GE3310	Interpersonal Communication	50	4.5
GE3330	Advanced Written and Oral Communication Practices	45	4.5
GE3410	Logic and Reasoning	45	4.5
GE3510	Macroeconomics	45	4.5
GE4560	Economic Performance, Political Structures and Personal Responsibility	45	4.5
Transfer Credit	Transfer in 22.5 quarter credit hours in general education	0	22.5
<b>Total</b>		<b>325</b>	<b>54.0</b>
<b>Other Requirements</b>			
SS1001	Student Success Strategies**	45	4.5
SS1210	Professional Success Strategies***	45	4.5
SS4900	Developing and Managing a Career	45	4.5
<b>Total</b>		<b>135</b>	<b>13.5</b>
<b>Grand Total</b>		<b>915</b>	<b>180.0</b>

\*\*This course is taught on-ground, blended, or online. Students must complete this course prior to progressing in the program; extenuating circumstances must be approved by the Campus President.

\*\*\*This course is taught on-ground, blended, or online.

**Effective Date: 01/05/2015**  
**Catalog Page Reference: 74-75**

The disclosure regarding SS1001 Student Success Strategies and SS1210 Professional Success Strategies was revised to read:

***Bachelor of Science in Computer Science***

Delivery Method: Online Modality Only

Campus: Anchorage, Canyon Country, Lancaster, Long Beach, Oxnard, Fife, Lynnwood, Vancouver

The Bachelor of Science Degree in Computer Science program is designed for information technology professionals with an Associate degree or substantial coursework in computer science. The program provides direct application, manipulation, and control of technology. Topics include data management, Cisco, programming applications, web design, and project management. The program also provides general education coursework in advanced oral and written communication, logic and reasoning, economics, and science. 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 computer science related field.

**Program Outcomes:**

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

1. Design and implement a computer-based system, process, component, or program.
2. Utilize system design notations and engineering processes to develop software applications, as well as problem solve those applications.
3. Illustrate the processes of project management from project initiation to completion.
4. Demonstrate the ability to work well within an IT team, as well as a developed customer-oriented focus in both written and oral communications.
5. Identify the ethical issues and responsibilities of the computer professional.

<b>Course Code</b>	<b>Course Title</b>	<b>Contact Hours</b>	<b>Quarter Credit Hours</b>
<b>Concentration Requirements</b>			
BA2420	Customer Focused Management	45	4.5
BA2720	Developing and Implementing Projects	50	4.5
CS3110	Database Fundamentals	55	4.5
CS3120	Cisco IOS	55	4.5
CS3210	Programming Applications and Development	55	4.5
CS3310	Computational Theory	55	4.5
CS4410	Web Design	55	4.5
CS4510	Information Technology and Ethics	45	4.5
CS4520	Web Programming Languages	55	4.5
CS4610	Operating Systems: Real Time	55	4.5
Transfer Credit	Transfer in 67.5 quarter credit hours in computer science	0	67.5
<b>Total</b>		<b>525</b>	<b>112.5</b>
<b>General Education Requirements</b>			
GE3110	College Algebra	50	4.5
GE3210	Scientific Discovery	45	4.5
GE3310	Interpersonal Communication	50	4.5
GE3330	Advanced Written and Oral Communication Practices	45	4.5
GE3410	Logic and Reasoning	45	4.5
GE3510	Macroeconomics	45	4.5
GE4560	Economic Performance, Political Structures and Personal Responsibility	45	4.5
Transfer Credit	Transfer in 22.5 quarter credit hours in general education	0	22.5
<b>Total</b>		<b>325</b>	<b>54.0</b>
<b>Other Requirements</b>			
SS1001	Student Success Strategies**	45	4.5
SS1210	Professional Success Strategies***	45	4.5
SS4900	Developing and Managing a Career	45	4.5
<b>Total</b>		<b>135</b>	<b>13.5</b>
<b>Grand Total</b>		<b>985</b>	<b>180.0</b>

\*\*This course is taught on-ground, blended, or online. Students must complete this course prior to progressing in the program; extenuating circumstances must be approved by the Campus President.

\*\*\*This course is taught on-ground, blended, or online.

**Effective Date: 01/05/2015**  
**Catalog Page Reference: 76-77**

The disclosure regarding SS1001 Student Success Strategies and SS1210 Professional Success Strategies was revised to read:

***Bachelor of Science in Criminal Justice***

Delivery Method: Online Modality Only

Campus: Anchorage, Mat Su, Canyon Country, Lancaster, Long Beach, Oxnard, Fife, Lynnwood, Vancouver

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. Foundations of management, conflict resolution, ethics, human relations, and use of technology are combined with an interdisciplinary array of communication, economics, and logic courses necessary to provide a broad perspective of current and future criminal justice working environments and demands. 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. 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 career in a criminal justice related field. Graduates of the program could seek entry-level employment opportunities in public and private policing agencies, corrections, the court system, social services, and in corporate security.

**Program Outcomes:**

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

1. Display the ability to communicate verbally, in writing, and in interpersonal relationships, and demonstrate an understanding of logic and reasoning as demanded to ensure public safety and professional success.
2. Describe the multifaceted demands of the U. S. criminal justice system and modern society on the criminal justice and correction fields.
3. Recognize and illustrate the different prevention and control programs available within the U.S. criminal justice system.
4. Utilize pertinent law and government databases in the demonstration of research competency, and the ability to analyze and interpret data in criminology and criminal justice venues.

<b>Course Code</b>	<b>Course Title</b>	<b>Contact Hours</b>	<b>Quarter Credit Hours</b>
<b>Concentration Requirements</b>			
BA2220	Managing People: Human Resources Development	45	4.5
BA4220	Managing Conflict: Dispute Resolution	45	4.5
CJ3620	Cybercrimes	45	4.5
CJ3820	Restorative Justice	45	4.5
CJ4220	Ethics in Criminal Justice	45	4.5
CJ4320	Gangs, White Collar, and Organized Crime	45	4.5
CJ4420	Perspectives on Terrorism	45	4.5
CJ4480	Natural and Catastrophic Events Management	45	4.5
CJ4520	Multiculturalism, Diversity, and Criminal Justice	45	4.5
Transfer Credit	Transfer in 67.5 quarter credit hours in criminal justice	0	67.5
<b>Total</b>		<b>405</b>	<b>108.0</b>
<b>General Education Requirements</b>			
GE3110	College Algebra	50	4.5
GE3210	Scientific Discovery	45	4.5
GE3310	Interpersonal Communication	50	4.5
GE3330	Advanced Written and Oral Communication Practices	45	4.5
GE3410	Logic and Reasoning	45	4.5
GE3510	Macroeconomics	45	4.5
GE4560	Economic Performance, Political Structures and Personal Responsibility	45	4.5
Transfer Credit	Transfer in 22.5 quarter credit hours in general education	0	22.5
<b>Total</b>		<b>325</b>	<b>54.0</b>
<b>Other Requirements</b>			
SS1001	Student Success Strategies**	45	4.5
SS1210	Professional Success Strategies***	45	4.5
SS2110	Software Fundamentals	50	4.5
SS4900	Developing and Managing a Career	45	4.5
<b>Total</b>		<b>185</b>	<b>18.0</b>
<b>Grand Total</b>		<b>915</b>	<b>180.0</b>

\*\*This course is taught on-ground, blended, or online. Students must complete this course prior to progressing in the program; extenuating circumstances must be approved by the Campus President.

\*\*\*This course is taught on-ground, blended, or online.

## **Effective Date: 01/05/2015**

### **Catalog Page Reference: 83-84**

The disclosure regarding SS1001 Student Success Strategies, SS1110 Technology Fundamentals, and SS1210 Professional Success Strategies was revised to read:

### ***Associate of Applied Science in Criminal Justice***

Delivery Method: Online Modality Online

Campus: Anchorage, Mat Su, Canyon Country, Lancaster, Long Beach, Oxnard, Fife, Lynnwood, Pasco, Vancouver

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. 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. Graduates of the program may find employment opportunities in public and private policing agencies, corrections, the court system, social services, and in corporate security.

#### **Program Outcomes:**

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

1. Describe the need for personal and career strategies focused on professionalism, performance quality, and high personal standards.
2. Demonstrate competency with the basic technology hardware and software necessary to a successful career in a criminal justice field.
3. Define and explain the functions and roles of the United States criminal justice system.
4. Define and explain the laws, theories, and institutions that make up the US legal system.
5. Explain the foundations necessary to the study of criminal justice, including that of criminology; criminal behavior in adults and juveniles; criminal and constitutional law; criminal investigation and evidence; computer forensics and investigation; and incarceration, parole, and rehabilitation.
6. Analyze and explain the availability as well as the use of criminal justice data and legal information using appropriate databases and technology.
7. Describe and apply the basic sociological and ethical principles pertinent to successful performance in criminal justice fields.

<b>Course Code</b>	<b>Course Title</b>	<b>Contact Hours</b>	<b>Quarter Credit Hours</b>
<b>Concentration Requirements</b>			
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	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
<b>Total</b>		<b>640</b>	<b>63.0</b>
<b>General Education Requirements</b>			
GE2110	College Mathematics	50	4.5
GE2210	Environmental Science	55	4.5
GE2310	Written and Oral Communication Practices	45	4.5
GE2410	Ethical Principles Across Societies	45	4.5
GE2510	Introduction to Sociology	45	4.5
<b>Total</b>		<b>240</b>	<b>22.5</b>
<b>Other Requirements</b>			
SS1001	Student Success Strategies**	45	4.5
SS1110	Technology Fundamentals**	50	4.5
SS1210	Professional Success Strategies***	45	4.5
<b>Total</b>		<b>140</b>	<b>13.5</b>
<b>Grand Total</b>		<b>1020</b>	<b>99.0</b>

\*\*This course is taught on-ground, blended, or online. Students must complete this course prior to progressing in the program; extenuating circumstances must be approved by the Campus President.

\*\*\*This course is taught on-ground, blended, or online.

**Effective Date: 01/05/2015**  
**Catalog Page Reference: 85-86**

The disclosure regarding SS1001 Student Success Strategies, SS1110 Technology Fundamentals, and SS1210 Professional Success Strategies was revised to read:

***Associate of Applied Science in Health Information Technology***

Delivery Method: Online Modality Only

Campus: Anchorage, Mat Su

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. 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 health care records management or health care records related positions.

**Program Outcomes:**

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

1. Collect, maintain, and analyze health data.
2. Code, classify, and index diagnoses and procedures for the purpose of reimbursement, standardization, retrieval, and statistical analysis.
3. Collect, maintain, and report healthcare for research and quality management.
4. Support laws and standards related to health information initiatives from healthcare providers and delivery of health care services.
5. Adhere to healthcare privacy, confidentiality, and ethical standards related to patient care.
6. Use technology, including hardware and software, to ensure data collection, storage, analysis, and reporting of information.
7. Maintain patient health records.

<b>Course Code</b>	<b>Course Title</b>	<b>Contact Hours</b>	<b>Quarter Credit Hours</b>
<b>Concentration Requirements</b>			
MED1101	Medical Insurance Billing Essentials	55	4.5
MED1103	Professional Billing, Coding and Reimbursement	55	4.5
MED1122	Medical Coding – Diagnosis	55	4.5
MED1123	Medical Coding – Procedural	55	4.5
MED1150	Health Records Management	55	4.5
MED1160	Introduction to Healthcare Quality	45	4.5
MED2220	Quality Assurance	55	4.5
MED2230	Institutional Billing, Coding and Reimbursement	55	4.5
MED2240	Reimbursement Methodologies	45	4.5
MED2250	Healthcare Informatics	45	4.5
MED2270	Healthcare Records – Ethical Practices	45	4.5
MED2280	Healthcare Delivery Services	45	4.5
MED2285	Pathophysiology and Pharmacology	50	4.5
MED2290	Regulatory Issues in Health Information	45	4.5
OFM1010	Microsoft Word	50	4.5
OFM1020	Microsoft Excel	50	4.5
	<b>Total</b>	<b>805</b>	<b>72.0</b>
<b>General Education Requirements</b>			
GE2110	College Mathematics	50	4.5
GE2210	Environmental Science	55	4.5
GE2310	Written and Oral Communication Practices	45	4.5
GE2410	Ethical Principles Across Societies	45	4.5
GE2510	Introduction to Sociology	45	4.5
	<b>Total</b>	<b>240</b>	<b>22.5</b>
<b>Other Requirements</b>			
SS1001	Student Success Strategies**	45	4.5
SS1110	Technology Fundamentals**	50	4.5
SS1210	Professional Success Strategies***	45	4.5
	<b>Total</b>	<b>140</b>	<b>13.5</b>
	<b>Grand Total</b>	<b>1185</b>	<b>108.0</b>

\*\*This course is taught on-ground, blended, or online. Students must complete this course prior to progressing in the program; extenuating circumstances must be approved by the Campus President.

\*\*\*This course is taught on-ground, blended, or online.

**Effective Date: 01/05/2015**  
**Catalog Page Reference: 89-90**

The disclosure regarding SS1001 Student Success Strategies and SS1210 Professional Success Strategies was revised to read:

***Associate of Applied Science in Paralegal Studies***

Delivery Method: Online Modality Only

Campus: Anchorage, Mat Su, Canyon Country, Lancaster, Long Beach, Oxnard, Fife, Lynnwood, Pasco, Vancouver

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. 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. 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.

<b>Course Code</b>	<b>Course Title</b>	<b>Contact Hours</b>	<b>Quarter Credit Hours</b>
<b>Concentration Requirements</b>			
BA2320	Business Law and Ethics	45	4.5
CJ1160	American Legal System and Constitutional Law	45	4.5
CJ1310	Criminal Law and Evidence	45	4.5
PA1220	Legal Research and Writing	45	4.5
PA1320	Civil and Federal Litigation	45	4.5
PA1340	Contracts and Remedies	45	4.5
PA1360	Torts	45	4.5
PA1520	Wills and Trusts	45	4.5
PA1540	Real Estate Law	45	4.5
PA1620	Family Law	45	4.5
PA1820	Dispute Resolution	45	4.5
PA1990	Paralegal Externship*	180	6.0
PA2320	Bankruptcy	45	4.5
<b>Total</b>		<b>720</b>	<b>60</b>
<b>General Education Requirements</b>			
GE2110	College Mathematics	50	4.5
GE2210	Environmental Science	55	4.5
GE2310	Written and Oral Communication Practices	45	4.5
GE2410	Ethical Principles Across Societies	45	4.5
GE2510	Introduction to Sociology	45	4.5
<b>Total</b>		<b>240</b>	<b>22.5</b>
<b>Other Requirements</b>			
SS1001	Student Success Strategies**	45	4.5
SS1210	Professional Success Strategies***	45	4.5
SS2110	Software Fundamentals	50	4.5
<b>Total</b>		<b>140</b>	<b>13.5</b>
<b>Grand Total</b>		<b>1100</b>	<b>96.0</b>

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

\*\*This course is taught on-ground, blended, or online. Students must complete this course prior to progressing in the program; extenuating circumstances must be approved by the Campus President.

\*\*\*This course is taught on-ground, blended, or online.

## Effective Date: 01/05/2015

### Catalog Page Reference: 94

The disclosure regarding SS1001 Student Success Strategies, SS1110 Technology Fundamentals, and SS1210 Professional Success Strategies was revised to read:

### *Certificate in Business Administration*

Delivery Method: Online Modality Only

Campus: Anchorage, Mat Su, Canyon Country, Lancaster, Long Beach, Oxnard, Bellingham, Fife, Lynnwood, Pasco, Vancouver

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.

<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>

\*\*This course is taught on-ground, blended, or online. Students must complete this course prior to progressing in the program; extenuating circumstances must be approved by the Campus President.

\*\*\*This course is taught on-ground, blended, or online.

## **Effective Date: 01/05/2015**

### **Catalog Page Reference: 95-96**

The disclosure regarding SS1001 Student Success Strategies, SS1110 Technology Fundamentals, SS1210 Professional Success Strategies, and AH1400 Compliance in Healthcare Environments was revised to read:

### ***Certificate in Dental Assisting***

Delivery Method: Blended Modality Only

Campus: Canyon Country, Lancaster, Long Beach, Oxnard, Bellingham, Fife, Lynnwood, Pasco, Vancouver

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.

<b>Course Code</b>	<b>Course Title</b>	<b>Contact Hours</b>	<b>Quarter Credit Hours</b>
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
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>

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

\*\*This course is taught on-ground, blended, or online. Students must complete this course prior to progressing in the program; extenuating circumstances must be approved by the Campus President.

\*\*\*This course is taught on-ground, blended, or online.

**Effective Date: 01/05/2015**  
**Catalog Page Reference: 97**

The disclosure regarding SS1001 Student Success Strategies, SS1110 Technology Fundamentals, SS1210 Professional Success Strategies, OFM1030 Microsoft Outlook & Office Communication, and OFM1050 Customer Service was revised to read:

***Certificate in Dispensing Optician***

Delivery Method: Blended Modality Only

Campus: Vancouver

The Certificate in Dispensing Optician program provides the student with knowledge about assisting customers in matters related to corrective vision decisions. The patient client interaction may include questions related to making informed eye care choices, selecting lens and frames, taking patient eye measurements, making adjustments, repairing/re-fitting frames, and educating patients regarding eye-ware. The Certificate in Dispensing Optician program is designed to prepare students for an entry-level position as a dispensing optician, optical technician, lab technician, or contact lens fitter. 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 optical dispensing related field.

**Program Outcomes:**

1. Conduct basic eye exams.
2. Fit eyeglasses and contact lenses.
3. Fill prescriptions from ophthalmologist and optometrists.

<b>Course Code</b>	<b>Course Title</b>	<b>Contact Hours</b>	<b>Quarter Credit Hours</b>
DO1100	Anatomy & Physiology and Terminology of the Eye	50	4.5
DO1110	Introduction to Ophthalmic Dispensing	50	4.5
DO1120	Optical Theory	50	4.5
DO1130	Light and Single Vision	55	4.5
DO1140	Multifocals	55	4.5
DO1150	Frames and Lenses	55	4.5
DO1160	Soft Contact Lenses	55	4.5
DO1170	Rigid Contact Lenses	55	4.5
DO1180	Optical Office Administration	50	4.5
DO1990	Dispensing Optician Externship*	180	6.0
OFM1030	Microsoft Outlook & Office Communication***	50	4.5
OFM1050	Customer Service***	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>890</b>	<b>69</b>

\*This course is taught off-site in an optical facility.

\*\* This course is taught on-ground, blended, or online. Students must complete this course prior to progressing in the program; extenuating circumstances must be approved by the Campus President.

\*\*\*This course is taught on-ground, blended, or online.

**Effective Date: 01/05/2015**  
**Catalog Page Reference: 99-100**

The disclosure regarding SS1001 Student Success Strategies, SS1110 Technology Fundamentals, and SS1210 Professional Success Strategies was revised to read:

***Certificate in Hospitality***

Delivery Method: Online Modality Only

Campus: Anchorage, Mat Su, Canyon Country, Lancaster, Long Beach, Oxnard, Bellingham, Fife, Lynnwood, Pasco, Vancouver

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. 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. Prior to graduation, students are required to complete a 200-hour externship in a hospitality environment.

**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 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.

<b>Course Code</b>	<b>Course Title</b>	<b>Contact Hours</b>	<b>Quarter Credit Hours</b>
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/Back Office Management	55	4.5
HS1130	Food and 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.

\*\*This course is taught on-ground, blended, or online. Students must complete this course prior to progressing in the program; extenuating circumstances must be approved by the Campus President.

\*\*\*This course is taught on-ground, blended, or online.

**Effective Date: 01/05/2015**  
**Catalog Page Reference: 101**

The disclosure regarding AH1400 Compliance in Healthcare Environments, SS1001 Student Success Strategies, SS1110 Technology Fundamentals, and SS1210 Professional Success Strategies was revised to read:

***Certificate in Massage Therapy***

Delivery Method: Ground Modality Only  
 Campus: Lancaster, Long Beach

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 an 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.

<b>Course Code</b>	<b>Course Title</b>	<b>Contact Hours</b>	<b>Quarter Credit Hours</b>
AH1400	Compliance in Healthcare Environments***	45	4.5
MT1025	Patient Consultation and Assessment	45	3.5
MT1125	Swedish Massage	45	3.5
MT1225	Anatomy & Physiology I: Four Body Systems	45	3.5
MT1235	Anatomy & Physiology II: Four Body Systems	45	3.5
MT1325	Reflexology and Energy Work	45	3.5
MT1425	Soft Tissue Therapy	45	3.5
MT1445	Deep Tissue Massage and Myofascial Release	45	3.5
MT1525	Athletic Massage	45	3.5
MT1625	Introduction to Kinesiology	45	3.5
MT1725	Spa Techniques	45	3.5
MT1825	Prenatal and Special Populations	45	3.5
MT1910	Massage Business Fundamentals	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>725</b>	<b>61.0</b>

\*\*This course is taught on-ground, blended, or online. Students must complete this course prior to progressing in the program; extenuating circumstances must be approved by the Campus President.

\*\*\*This course is taught on-ground, blended, or online.

**Effective Date: 01/05/2015**  
**Catalog Page Reference: 102**

The disclosure regarding AH1200 Math for Medical Professionals, AH1400 Compliance in Healthcare Environments, AH1600 Ethical Decision Making in Healthcare, SS1001 Student Success Strategies, SS1110 Technology Fundamentals, and SS1210 Professional Success Strategies was revised to read:

***Certificate in Medical Assistant***

Delivery Method: Blended Modality Only

Campus: Anchorage, Mat Su, Canyon Country, Lancaster, Long Beach, Oxnard, Bellingham, Fife, Lynnwood, Pasco, Vancouver, Yakima

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:**

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

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.

<b>Course Code</b>	<b>Course Title</b>	<b>Contact Hours</b>	<b>Quarter Credit Hours</b>
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

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

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

\*\* This course is taught on-ground, blended, or online. Students must complete this course prior to progressing in the program; extenuating circumstances must be approved by the Campus President.

\*\*\*This course is taught on-ground, blended, or online.

## **Effective Date: 01/05/2015**

### **Catalog Page Reference: 103-104**

The disclosure regarding AH1200 Math for Medical Professionals, AH1400 Compliance in Healthcare Environments, SS1001 Student Success Strategies, SS1110 Technology Fundamentals, and SS1210 Professional Success Strategies was revised to read:

### ***Certificate in Medical Office Administrative Assistant***

Modality: Online Modality Only

Campus: Anchorage, Wasilla, Canyon Country, Lancaster, Long Beach, Oxnard, Bellingham, Fife, Lynnwood, Pasco, Vancouver

The Medical Office Administration 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. 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 employing in the medical office administrative assistant 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 medical office administrative assistant field.
3. Explain the knowledge, skills, and professional behavior necessary to perform as a competent entry level medical office administrative assistants 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 medical terminology as it relates to medical billing and coding.
6. Demonstrate an understanding of medical health record systems and how to enter patient information, creation of Superbills, and medical office visits.
7. Demonstrate an understanding of the importance of medical health record retention and security.
8. Demonstrate an understanding of medical insurance plans for inpatient and outpatient services and how to code, bill, and apply for reimbursement.
9. Explain and perform appropriate administrative tasks effectively.

<b>Course Code</b>	<b>Course Title</b>	<b>Contact Hours</b>	<b>Quarter Credit Hours</b>
AH1200	Math for Medical Professionals***	55	4.5
AH1400	Compliance in Healthcare Environments***	45	4.5
MED1151	Functions of Health Records Management	45	4.5
MED1230	Institutional Billing, Coding and Reimbursement	45	4.5
MED1270	Confidentiality of Health Care Records	45	4.5
MOA1101	Computerized Billing and Coding	55	4.5
MOA1102	Medical Insurance Processing and Coding	55	4.5
MOA1103	Insurance Billing and Bookkeeping	55	4.5
MOA1105	Insurance Claims Processing	50	4.5
MOA1107	Office and Records Management and Medical Ethics	50	4.5
MOA1108	Office Accounting and Customer Service	45	4.5
MOA1199	Medical Office Administrative Assistant 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>865</b>	<b>69.0</b>

\*This course is taught off-site at a clinical facility.

\*\* This course is taught on-ground, blended, or online. Students must complete this course prior to progressing in the program; extenuating circumstances must be approved by the Campus President.

\*\*\*This course is taught on-ground, blended, or online.

## **Effective Date: 01/05/2015**

### **Catalog Page Reference: 105-106**

The disclosure regarding SS1001 Student Success Strategies, SS1110 Technology Fundamentals, and SS1210 Professional Success Strategies was revised to read:

### ***Certificate in Network Security***

Delivery Method: Online Modality Only

Campus: Anchorage, Canyon Country, Lancaster, Long Beach, Oxnard, Bellingham, Fife, Lynnwood, Pasco, Vancouver

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. 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 network security related field.

#### **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.

<b>Course Code</b>	<b>Course Title</b>	<b>Contact Hours</b>	<b>Quarter Credit Hours</b>
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
	<b>Grand Total</b>	<b>735</b>	<b>63.0</b>

\*\*This course is taught on-ground, blended, or online. Students must complete this course prior to progressing in the program; extenuating circumstances must be approved by the Campus President.

\*\*\*This course is taught on-ground, blended, or online.

## **Effective Date: 01/05/2015**

### **Catalog Page Reference: 107-108**

The disclosure regarding OFM1030 Microsoft Outlook and Office Communication, OFM1050, Customer Service, SS1001 Student Success Strategies, SS1110 Technology Fundamentals, and SS1210 Professional Success Strategies was revised to read:

### ***Certificate in Office Administration***

Delivery Method: Online Modality Only

Campus: Anchorage, Mat Su, Canyon Country, Lancaster, Long Beach, Oxnard, Bellingham, Fife, Lynnwood, Pasco, Vancouver

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:**

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

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

<b>Course Code</b>	<b>Course Title</b>	<b>Contact Hours</b>	<b>Quarter Credit Hours</b>
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 and Office Communication***	50	4.5
OFM1040	Microsoft PowerPoint	50	4.5
OFM1050	Customer Service***	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>775</b>	<b>72.0</b>

\*\*This course is taught on-ground, blended, or online. Students must complete this course prior to progressing in the program; extenuating circumstances must be approved by the Campus President.

\*\*\*This course is taught on-ground, blended, or online.

**Effective Date: 01/05/2015**  
**Catalog Page Reference: 109**

The disclosure regarding SS1001 Student Success Strategies, SS1110 Technology Fundamentals, and SS1210 Professional Success Strategies was revised to read:

***Certificate in Paralegal Studies***

Delivery Method: Online Modality Only

Campus: Anchorage, Mat Su, Canyon Country, Lancaster, Long Beach, Oxnard, Bellingham, Fife, Lynnwood, Pasco, Vancouver

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.

<b>Course Code</b>	<b>Course Title</b>	<b>Contact Hours</b>	<b>Quarter Credit Hours</b>
BA2320	Business Law and Ethics	45	4.5
CJ1160	American Legal System and Constitutional Law	45	4.5
CJ1310	Criminal Law and Evidence	45	4.5
PA1220	Legal Research and Writing	45	4.5
PA1320	Civil and Federal Litigation	45	4.5
PA1340	Contracts and Remedies	45	4.5
PA1360	Torts	45	4.5
PA1520	Wills and Trusts	45	4.5
PA1540	Real Estate Law	45	4.5
PA1620	Family Law	45	4.5
PA1820	Dispute Resolution	45	4.5
PA1990	Paralegal Externship*	180	6.0
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>69.0</b>

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

\*\*This course is taught on-ground, blended, or online. Students must complete this course prior to progressing in the program; extenuating circumstances must be approved by the Campus President.

\*\*\*This course is taught on-ground, blended, or online.

**Effective Date: 01/05/2015**  
**Catalog Page Reference: 110**

The disclosure regarding AH1400 Compliance in Healthcare Environments, SS1001 Student Success Strategies, SS1110 Technology Fundamentals, and SS1210 Professional Success Strategies was revised to read:

***Certificate in Pharmacy Technician***

Delivery Method: Blended Modality Only  
 Campus: Oxnard, Fife, Lynnwood, Vancouver

The Certificate 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. 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 employing in the pharmacy technician field.

**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 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.

<b>Course Code</b>	<b>Course Title</b>	<b>Contact Hours</b>	<b>Quarter Credit Hours</b>
AH1400	Compliance in Healthcare Environments***	45	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
PT1990	Pharmacy Technician 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>880</b>	<b>69.0</b>

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

\*\*This course is taught on-ground, blended, or online. Students must complete this course prior to progressing in the program; extenuating circumstances must be approved by the Campus President.

\*\*\*This course is taught on-ground, blended, or online.

## **Effective Date: 01/05/2015**

### **Catalog Page Reference: 111-112**

The disclosure regarding SS1001 Student Success Strategies, SS1110 Technology Fundamentals, and SS1210 Professional Success Strategies was revised to read:

### ***Certificate in Veterinary Assistant***

Delivery Method: Blended Modality Only

Campus: Oxnard

The Certificate in Veterinary Assistant program provides the technical skills and work habits required to seek entry-level positions as Veterinary 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 veterinary 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.

#### **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 veterinary setting
2. Identify and describe the legal and ethical standards, guidelines, and regulations pertinent to the veterinary assistant field.
3. Explain the knowledge, skills, and professional behavior necessary to perform as a competent entry level veterinary assistant in a variety of veterinary clinic settings.
4. Demonstrate professional communication skills using both the written and spoken word.
5. Demonstrate the knowledge of anatomy, physiology, and medical terminology in small animals as it relates to a veterinary assistant profession.
6. Demonstrate an understanding of how to perform small animal restraint during an examination.
7. Evaluate and utilize the information received from an animal's health history form.
8. Perform universal precautions during the course of different veterinary assistant tasks.
9. Explain and perform appropriate administrative tasks effectively.

<b>Course Code</b>	<b>Course Title</b>	<b>Contact Hours</b>	<b>Quarter Credit Hours</b>
VA1000	Veterinary Practice Management	50	4.5
VA1100	Small Animal Musculoskeletal and Circulatory Systems and Diseases	55	4.5
VA1120	Small Animal Cardiorespiratory and Nervous Systems and Diseases	55	4.5
VA1130	Small Animal Digestive and Urogenital Systems and Diseases	55	4.5
VA1140	Small Animal Ophthalmic, Integumentary, and Dental Systems and Diseases	55	4.5
VA1150	Small Animal Endocrinology and Oncology	55	4.5
VA1200	The Veterinary Exam Room and Preventative Care	55	4.5
VA1300	Small Animal Nursing	55	4.5
VA1400	Small Animal Pharmacology and Toxicology	55	4.5
VA1500	Veterinary Laboratory Procedures	55	4.5
VA1600	Small Animal Radiology and Surgical Assisting	55	4.5
VA1990	Veterinary Assistant 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>920</b>	<b>69.0</b>

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

\*\*This course is taught on-ground, blended, or online. Students must complete this course prior to progressing in the program; extenuating circumstances must be approved by the Campus President.

\*\*\*This course is taught on-ground, blended, or online.

**Effective Date: 01/05/2015**  
**Catalog Page Reference: 116**

The disclosure regarding SS1001 Student Success Strategies, SS1110 Technology Fundamentals, and SS1210 Professional Success Strategies was revised to read:

***Certificate in Welding***

Delivery Method: Blended Modality Only  
 Campus: Anchorage, Vancouver

The Certificate in Welding program is an exploration of basic welding methods. The welding program provides instruction and practice in safety processes, the fitting and metalworking processes, blueprint reading, and fabrication skills necessary for entry level positions in a variety of welding settings, including repair shops, construction, facility maintenance, and manufacturing. 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 welding 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, rules and regulations in the welding field.
3. Demonstrate the knowledge, skills, and abilities necessary to complete basic welding practices.

<b>Course Code</b>	<b>Course Title</b>	<b>Contact Hours</b>	<b>Quarter Credit Hours</b>
WE1110	Welding Safety and Equipment	45	4.5
WE1210	Trades Math and Welding Details	45	4.5
WE1310	Basic Welding	55	4.5
WE1320	Cutting Procedures	55	4.5
WE1340	Beads and Fillet Welds	55	4.5
WE1350	Groove Welds and Joint Fit	55	4.5
WE1410	Open V-Groove Welds I: Flat and Horizontal	55	4.5
WE1420	Open V-Groove Welds II: Vertical and Overhead	55	4.5
WE1430	Open-Root V-Groove Pipe Welds	55	4.5
WE1510	Gas Metal Arc Welding	55	4.5
WE1520	Flux-Cored Arc Welding	55	4.5
WE1530	Shielded Metal Arc Welding: Pipe	55	4.5
WE1540	Gas Tungsten Arc 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>835</b>	<b>72.0</b>

\*\*This course is taught on-ground, blended, or online. Students must complete this course prior to progressing in the program; extenuating circumstances must be approved by the Campus President.

\*\*\*This course is taught on-ground, blended, or online.

**Effective Date: 11/17/2014**  
**Catalog Page Reference: 19**

### **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 business day (excluding weekends and holidays) 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, e-mail, hand delivery, or fax; the Notice of Cancellation must include a signature from the student. 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 Agreement. If the College has provided any equipment, including books or other materials, the student shall return them to the College within seven (7) business days following the date of Notice of Cancellation. If a student fails to return this equipment, including books (except online students), or other materials, in good condition within the seven (7) business 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.

## **Effective Date: 11/01/2014**

### ***Bellingham Campus Only***

The Bellingham location is no longer enrolling new or returning students in the following programs:

Bachelor of Science in Accounting, Bachelor of Science in Business Administration, Bachelor of Science in Computer Science, Bachelor of Science in Criminal Justice, Bachelor of Science in Health Care Administration, Associate of Applied Science in Allied Health, Associate of Applied Science in Applied Technology, Associate of Applied Science in Business Administration, Associate of Applied Science in Criminal Justice, Associate of Applied Science in Network Security, Associate of Applied Science in Paralegal Studies.

**Effective Date: 10/13/2014**

## **Legal Assistant Requirements**

### *California*

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 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.

## **Legal Assistant Disclosure**

### *California*

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.

## Effective Date: 10/13/2014

The following information represents a program in which students receiving benefits from Veteran Affairs may be actively enrolled. However, Charter College is not enrolling new or returning students into this program. All new or returning students will be entered into the most current program version.

## Academic Programs

Area of Study		
AC/ACC: Accounting	GE: General Education	MT/MTP: Massage Therapy
AH: Allied Health	HCA: Health Care Administration	MTH: Mathematics
BA: Business	HS: Hospitality	OFM: Office Administration
BSM: Business Management	HUM: Humanities	PA/PAR: Paralegal Studies
BUS: Career Development	HV/HVC: Heating, Ventilation, Air Conditioning and Refrigeration	PTP: Pharmacy Technician
CJ/CJA: Criminal Justice	IM: Industrial Maintenance	SCI: Laboratory Science
CMP/CS: Computer Science	LA: Legal Assisting	SOC: Social Science
DA/DAP: Dental Assisting	MA/MAP: Medical Assistant	SS: Student Success
DET: Digital Electronics	MED: Medical Administration	WE/WLD: Welding
ENG: Communications	MOA: Medical Office Administration	

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

Campus: Oxnard

Note: Charter College is not enrolling new or returning students into this program

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 (3) concentrations: Business Applications, Business Management Practice and Computerized Accounting. All three (3) concentrations prepare students to seek entry-level positions in accounting and business.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
<b>Concentration Requirements</b>			
ACC100	Accounting Essentials	40	4.0
ACC102	Payroll Reporting	40	3.5
ACC120	Automated Accounting	40	3.0
ACC121	Principles of Accounting	40	4.0
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	4.0
ACC406	Contemporary Accounting Issues	40	4.0
ACC450	Senior Accounting Externship	120	4.0
BSM200	Leadership and Team Management	40	4.0
BSM201	Managing People: Human Resource Development	40	4.0
BSM202	Managing Projects: Development and Implementation	40	4.0
BSM203	Marketing with Technology	40	4.0
BSM204	Managing Small Businesses: Entrepreneurship	40	4.0
BSM206	Business Law	40	4.0
BSM301	Project Management Applications	40	3.25
BSM302	Contract Management	40	4.0
BSM303	Lawful Employment Management	40	4.0
BSM307	Finance for Managers	40	4.0
BSM308	Economics for Managerial Decision Making	40	3.0
BSM401	Organizational Management	40	4.0
BSM403	Research Methodologies in Business Applications	40	4.0
CMP126	PowerPoint for Windows	40	3.0
CMP130	Word for Windows	40	3.0
CMP131	Excel for Windows	40	3.0
CMP233	Advanced Word and Excel for Windows	40	3.0
CMP305	Advanced Microsoft Office Applications	40	3.0
ENG400	Managerial Writing and Presentations	40	4.0
<b>Total</b>		<b>1280</b>	<b>109.75</b>

<b>General Education Requirements</b>			
ENG100	Written Communication	45	4.5
ENG101	Oral Communication	40	4.0
ENG121	Technical Writing and Presentation	40	4.0
MTH100	College Mathematics	45	4.5
	Communications Requirement	80	8.0
	Humanities Requirement	125	12.5
	Mathematics Requirement	40	4.0
	Physical Science Requirement	45	4.5
	Social Science Requirement	125	12.5
	<b>Total</b>	<b>585</b>	<b>58.5</b>
<b>Other Requirements</b>			
BUS100	Success Strategies	40	4.0
BUS101	Career Development	40	4.0
BUS400	Capstone: An Integration of Learning	40	3.0
OFM102	Customer Service	40	4.0
	<b>Total</b>	<b>160</b>	<b>15</b>
	<b>Grand Total</b>	<b>2025</b>	<b>183.25</b>

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

Campus: Anchorage, Oxnard, Bellingham

Note: Charter College is not enrolling new or returning students into this program

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 (3) concentrations: Business Applications, Business Management Practice and Computerized Accounting. All three (3) concentrations prepare students to seek entry-level positions in accounting and business.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
<b>Concentration Requirements</b>			
ACC100	Accounting Essentials	40	4.0
ACC102	Payroll Reporting	40	3.5
ACC120	Automated Accounting	40	3.0
ACC121	Principles of Accounting	40	4.0
ACC200	Income Tax Preparation	40	4.0
ACC201	Advance Principles of Accounting	40	4.0
ACC202	Managerial Accounting	40	3.5
ACC203	Advanced Managerial Accounting	40	3.5
ACC204	Audit Preparation	40	4.0
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	4.0
ACC406	Contemporary Accounting Issues	40	4.0
ACC450	Senior Accounting Externship	120	4.0
BSM206	Business Law	40	4.0
BSM301	Project Management Applications	40	3.25
BSM302	Contract Management	40	4.0
BSM303	Lawful Employment Management	40	4.0
BSM307	Finance for Managers	40	4.0
BSM308	Economics for Managerial Decision Making	40	3.0
BSM401	Organizational Management	40	4.0
BSM403	Research Methodologies in Business Applications	40	4.0
CMP126	PowerPoint for Windows	40	3.0
CMP130	Word for Windows	40	3.0
CMP131	Excel for Windows	40	3.0
CMP233	Advanced Word and Excel for Windows	40	3.0
CMP305	Advanced Microsoft Office Applications	40	3.0
ENG400	Managerial Writing and Presentations	40	4.0
<b>Total</b>		<b>1280</b>	<b>108.75</b>

<b>General Education Requirements</b>			
ENG100	Written Communication	45	4.5
ENG101	Oral Communication	40	4.0
ENG121	Technical Writing and Presentation	40	4.0
MTH100	College Mathematics	45	4.5
	Communications Requirement	80	8.0
	Humanities Requirement	125	12.5
	Mathematics Requirement	40	4.0
	Physical Science Requirement	45	4.5
	Social Science Requirement	125	12.5
	<b>Total</b>	<b>585</b>	<b>58.5</b>
<b>Other Requirements</b>			
BUS100	Success Strategies	40	4.0
BUS101	Career Development	40	4.0
BUS400	Capstone: An Integration of Learning	40	3.0
OFM102	Customer Service	40	4.0
	<b>Total</b>	<b>160</b>	<b>15</b>
	<b>Grand Total</b>	<b>2025</b>	<b>182.25</b>

## *Bachelor of Science in Business Management Technology: Concentration in Business Management Practice*

Campus: Anchorage, Oxnard, Vancouver

Note: Charter College is not enrolling new or returning students into this program

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.

<b>Course Code</b>	<b>Course Title</b>	<b>Contact Hours</b>	<b>Quarter Credit Hours</b>
<b>Concentration Requirements</b>			
ACC100	Accounting Essentials	40	4.0
ACC102	Payroll Reporting	40	3.5
ACC120	Automated Accounting	40	3.0
ACC121	Principles of Accounting	40	4.0
ACC400	Accounting Information Systems	40	3.5
BSM200	Leadership and Team Management	40	4.0
BSM201	Managing People: Human Resource Development	40	4.0
BSM202	Managing Projects: Development and Implementation	40	4.0
BSM203	Marketing with Technology	40	4.0
BSM204	Managing Small Businesses: Entrepreneurship	40	4.0
BSM206	Business Law	40	4.0
BSM300	Telecommunications for Manager	40	4.0
BSM301	Project Management Applications	40	3.25
BSM302	Contract Management	40	4.0
BSM303	Lawful Employment Management	40	4.0
BSM307	Finance for Managers	40	4.0
BSM308	Economics for Managerial Decision Making	40	3.0
BSM400	Information Technology for Managers	40	4.0
BSM401	Organizational Management	40	4.0
BSM402	Managing Conflict: Dispute Resolution	40	4.0
BSM403	Research Methodologies in Business Applications	40	4.0
BSM404	International Business for Managers	40	4.0
BSM405	E-Business for Managers	40	4.0
CMP126	PowerPoint for Windows	40	3.0
CMP130	Word for Windows	40	3.0
CMP131	Excel for Windows	40	3.0
CMP233	Advanced Word and Excel for Windows	40	3.0
CMP305	Advanced Microsoft Office Applications	40	3.0
ENG400	Managerial Writing and Presentations	40	4.0
ENG401	IT Business Communication	40	4.0
<b>Total</b>		<b>1200</b>	<b>111.25</b>

<b>General Education Requirements</b>			
ENG100	Written Communication	45	4.5
ENG101	Oral Communication	40	4.0
ENG121	Technical Writing and Presentation	40	4.0
MTH100	College Mathematics	45	4.5
	Communications Requirement	80	8.0
	Humanities Requirement	125	12.5
	Mathematics Requirement	40	4.0
	Physical Science Requirement	45	4.5
	Social Science Requirement	125	12.5
	<b>Total</b>	<b>585</b>	<b>58.5</b>
<b>Other Requirements</b>			
BUS100	Success Strategies	40	4.0
BUS101	Career Development	40	4.0
BUS400	Capstone: An Integration of Learning	40	3.0
OFM102	Customer Service	40	4.0
	<b>Total</b>	<b>160</b>	<b>15</b>
	<b>Grand Total</b>	<b>1945</b>	<b>184.75</b>

## *Bachelor of Science in Criminal Justice*

Campus: Anchorage, Oxnard, Bellingham, Vancouver

Note: Charter College is not enrolling new or returning students into this program. All new or returning student will be entered into the most current program version.

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.

<b>Course Code</b>	<b>Course Title</b>	<b>Contact Hours</b>	<b>Quarter Credit Hours</b>
<b>Concentration Requirements</b>			
BSM206	Business Law	40	4.0
BSM401	Organizational Management	40	4.0
BSM402	Managing Conflict: Dispute Resolution	40	4.0
CJA100	Introduction to Criminal Justice and Law Enforcement	40	4.0
CJA101	Introduction to Policing and Corrections	40	4.0
CJA103	Criminal Justice and Public Policy	40	4.0
CJA105	Crime Scene and Investigations	40	4.0
CJA201	Juvenile Justice	40	4.0
CJA202	Criminology	40	4.0
CJA203	Criminal and Delinquent Behavior	40	4.0
CJA204	Corrections	40	4.0
CJA205	Constitutional Law	40	4.0
CJA301	Substantive Criminal Law	40	4.0
CJA302	Probation and Parole	40	4.0
CJA304	Restorative Justice Studies	40	4.0
CJA305	Cyber Crimes	40	4.0
CJA400	Ethics in Criminal Justice	40	4.0
CJA401	Perspectives on Terrorism	40	4.0
CJA402	Drugs and Criminal Justice System	40	4.0
CJA404	White Collar and Organized Crime	40	4.0
CJA405	Gangs and Deviant Social Groups	40	4.0
CJA406	Criminal Justice Practicum	90	3.0
CJA407	Natural and Catastrophic Events Management	40	4.0
CMP126	PowerPoint for Windows	40	3.0
CMP130	Word for Windows	40	3.0
CMP131	Excel for Windows	40	3.0
CMP133	Security+: Network Security Fundamentals	40	3.0
CMP233	Advanced Word and Excel for Windows	40	3.0
CMP334	Computer Forensics and Investigations	40	3.0
ENG400	Managerial Writing and Presentations	40	4.0
<b>Total</b>		<b>1250</b>	<b>113.0</b>

<b>General Education Requirements</b>			
ENG100	Written Communication	45	4.5
ENG101	Oral Communication	40	4.0
ENG121	Technical Writing and Presentation	40	4.0
MTH100	College Mathematics	45	4.5
	Communications Requirement	80	8.0
	Humanities Requirement	125	12.5
	Mathematics Requirement	40	4.0
	Physical Science Requirement	45	4.5
	Social Science Requirement	125	12.5
	<b>Total</b>	<b>585</b>	<b>58.5</b>
<b>Other Requirements</b>			
BUS100	Success Strategies	40	4.0
BUS101	Career Development	40	4.0
BUS400	Capstone: An Integration of Learning	40	3.0
OFM102	Customer Service	40	4.0
	<b>Total</b>	<b>160</b>	<b>15</b>
	<b>Grand Total</b>	<b>1995</b>	<b>186.5</b>

## *Bachelor of Science in Health Care Administration*

Campus: Anchorage, Oxnard, Bellingham, Vancouver

Note: Charter College is not enrolling new or returning students into this program. All new or returning student will be entered into the most current program version.

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.

<b>Course Code</b>	<b>Course Title</b>	<b>Contact Hours</b>	<b>Quarter Credit Hours</b>
<b>Concentration Requirements</b>			
ACC100	Accounting Essentials	40	4.0
ACC121	Principles of Accounting	40	4.0
BSM200	Leadership and Team Management	40	4.0
BSM201	Managing People: Human Resource Development	40	4.0
BSM202	Managing Projects: Development and Implementation	40	4.0
BSM203	Marketing with Technology	40	4.0
BSM206	Business Law	40	4.0
BSM301	Project Management Applications	40	3.25
BSM303	Lawful Employment Management	40	4.0
BSM307	Finance for Managers	40	4.0
BSM308	Economics for Managerial Decision Making	40	3.0
BSM401	Organizational Management	40	4.0
BSM402	Managing Conflict: Dispute Resolution	40	4.0
BSM403	Research Methodologies in Business Applications	40	4.0
MED300	The Health Care System	40	4.0
MED305	Health Care Economics	40	4.0
MED310	Legal and Ethical Issues in Health Care	40	4.0
Transfer Credit	HCA Prerequisites of 67.5 Credits Transferred In	0	67.5
<b>Total</b>		<b>680</b>	<b>133.75</b>
<b>General Education Requirements</b>			
ENG101	Oral Communication	40	4.0
ENG201	Advanced Discourse	40	4.0
ENG300	Advanced Interpersonal Communications	40	4.0
ENG400	Managerial Writing and Presentation	40	4.0
MTH103	Algebra I	40	4.0
	Humanities Requirement	90	9.0
SOC102	Interpersonal Psychology	40	4.0
	Social Science Requirement	45	4.5
Transfer Credit	HCA Prerequisites of 22.5 General Education Credits Transferred In	0	22.5
<b>Total</b>		<b>375</b>	<b>60.0</b>
<b>Grand Total</b>		<b>1055</b>	<b>193.75</b>

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

Campus: Anchorage, Vancouver

Note: Charter College is not enrolling new or returning students into this program

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.

<b>Course Code</b>	<b>Course Title</b>	<b>Contact Hours</b>	<b>Quarter Credit Hours</b>
<b>Concentration Requirements</b>			
BSM301	Project Management Applications	40	3.25
CMP125	Programming Essential	40	3.5
CMP129	Microsoft Server Windows Environment	45	4.0
CMP130	Word for Windows	40	3.0
CMP131	Excel for Windows	40	3.0
CMP133	Security+: Network Security Fundamentals	40	3.0
CMP134	Network+: Network Essentials	45	4.0
CMP210	Wireless Essentials	45	4.0
CMP211	Linux Networking	45	4.0
CMP235	Checkpoint Security Administration	40	3.5
CMP236	Server+	40	3.5
CMP237	Microsoft Small Business Server	40	3.5
CMP302	Database Management	40	3.25
CMP303	Interconnecting Cisco Network Devices	40	3.0
CMP304	Programming Applications and Development	40	3.0
CMP306	Principles of Information Security	40	3.25
CMP334	Computer Forensics and Investigations	40	3.0
CMP400	Advanced Web Design	40	3.0
CMP401	Cisco Certified Network Professional 1	80	6.75
CMP402	Network Design Applications	40	3.0
CMP403	Cisco Certified Network Professional 2	80	6.75
CMP404	Cisco Certified Network Professional 3	80	6.75
CMP410	JavaScript and Perl	40	3.0
CMP411	Cisco Network Security	40	3.0
DET124	A+ Fundamentals	45	4.0
DET216	Tactical Perimeter Defense	40	3.5
DET217	Network Defense and Countermeasures: SPC-NDC	40	3.5
DET218	Virtualization	40	3.5
DET400	Advanced Telecommunications Technologies	40	4.0
DET401	Cabling Standards and Codes	40	3.0
<b>Total</b>		<b>1345</b>	<b>111.5</b>

<b>General Education Requirements</b>			
ENG100	Written Communication	45	4.5
ENG101	Oral Communication	40	4.0
ENG121	Technical Writing and Presentation	40	4.0
MTH100	College Mathematics	45	4.5
	Communications Requirement	80	8.0
	Humanities Requirement	125	12.5
	Mathematics Requirement	40	4.0
	Physical Science Requirement	45	4.5
	Social Science Requirement	125	12.5
	<b>Total</b>	<b>585</b>	<b>58.5</b>
<b>Other Requirements</b>			
BUS100	Success Strategies	40	4.0
BUS101	Career Development	40	4.0
BUS400	Capstone: An Integration of Learning	40	3.0
	<b>Total</b>	<b>120</b>	<b>11.0</b>
	<b>Grand Total</b>	<b>2050</b>	<b>181.0</b>

## *Bachelor of Science in Information Technology Engineering: Concentration in Network Technology*

Campus: Anchorage

Note: Charter College is not enrolling new or returning students into this program

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.

<b>Course Code</b>	<b>Course Title</b>	<b>Contact Hours</b>	<b>Quarter Credit Hours</b>
<b>Concentration Requirements</b>			
BSM301	Project Management Applications	40	3.25
CMP125	Programming Essential	40	3.5
CMP129	Microsoft Server Windows Environment	45	4.0
CMP130	Word for Windows	40	3.0
CMP131	Excel for Windows	40	3.0
CMP133	Security+: Network Security Fundamentals	40	3.0
CMP134	Network+: Network Essentials	45	4.0
CMP210	Wireless Essentials	45	4.0
CMP211	Linux Networking	45	4.0
CMP229	Microsoft Server Network Services	40	3.5
CMP231	Microsoft Server Active Directory Infrastructure	40	3.5
CMP232	Microsoft Internet Security and Accelerations 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	3.0
CMP304	Programming Applications and Development	40	3.0
CMP306	Principles of Information Security	40	3.25
CMP400	Advanced Web Design	40	3.0
CMP401	Cisco Certified Network Professional 1	80	6.75
CMP402	Network Design Applications	40	3.0
CMP403	Cisco Certified Network Professional 2	80	6.75
CMP404	Cisco Certified Network Professional 3	80	6.75
CMP410	JavaScript and Perl	40	3.0
CMP411	Cisco Network Security	40	3.0
DET124	A+ Fundamentals	45	4.0
DET218	Virtualization	40	3.5
DET400	Advanced Telecommunications Technologies	40	4.0
DET401	Cabling Standards and Codes	40	3.0
<b>Total</b>		<b>1345</b>	<b>112.0</b>

<b>General Education Requirements</b>			
ENG100	Written Communication	45	4.5
ENG101	Oral Communication	40	4.0
ENG121	Technical Writing and Presentation	40	4.0
MTH100	College Mathematics	45	4.5
	Communications Requirement	80	8.0
	Humanities Requirement	125	12.5
	Mathematics Requirement	40	4.0
	Physical Science Requirement	45	4.5
	Social Science Requirement	125	12.5
	<b>Total</b>	<b>585</b>	<b>58.5</b>
<b>Other Requirements</b>			
BUS100	Success Strategies	40	4.0
BUS101	Career Development	40	4.0
BUS400	Capstone: An Integration of Learning	40	3.0
	<b>Total</b>	<b>120</b>	<b>11.0</b>
	<b>Grand Total</b>	<b>2050</b>	<b>181.5</b>

## *Associate of Applied Science in Business Management Practice*

Campus: Oxnard, Bellingham, Vancouver

Note: Charter College is not enrolling new or returning students into this program

The Associate of Applied Science in Business Management Practice program covers how to hire, support, and evaluate personnel; to supervise working teams of staff; to identify, develop, and implement vital projects; to comply with complex business laws and regulations; to review financial data for decision-making; to use information technology to communicate and market; to apply the critical elements of leadership; to use advanced computer technology to manage; and to start and manage a small business.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
<b>Concentration Requirements</b>			
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
BSM204	Managing Small Businesses: Entrepreneurship	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
<b>Total</b>		<b>600</b>	<b>53.5</b>
<b>General Education Requirements</b>			
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
<b>Total</b>		<b>265</b>	<b>26.5</b>
<b>Other Requirements</b>			
BUS100	Success Strategies	40	4
BUS101	Career Development	40	4
OFM102	Customer Service	40	4
<b>Total</b>		<b>120</b>	<b>12</b>
<b>Grand Total</b>		<b>985</b>	<b>92.0</b>

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

Campus: Oxnard

Note: Charter College is not enrolling new or returning students into this program

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.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
<b>Concentration Requirements</b>			
ACC100	Accounting Essentials	40	4.0
ACC102	Payroll Reporting	40	3.5
ACC120	Automated Accounting	40	3.0
ACC121	Principles of Accounting	40	4.0
BSM200	Leadership and Team Management	40	4.0
BSM201	Managing People: Human Resource Development	40	4.0
BSM202	Managing Projects: Development and Implementation	40	4.0
BSM203	Marketing with Technology	40	4.0
BSM206	Business Law	40	4.0
CMP125	Programming Essentials	40	3.5
CMP126	PowerPoint for Windows	40	3.0
CMP130	Word for Windows	40	3.0
CMP131	Excel for Windows	40	3.0
CMP233	Advanced Word and Excel for Windows	40	3.0
CMP305	Advanced Microsoft Office Applications	40	3.0
<b>Total</b>		<b>600</b>	<b>53.0</b>
<b>General Education Requirements</b>			
ENG100	Written Communication	45	4.5
ENG121	Technical Writing and Presentation	40	4.0
MTH100	College Mathematics	45	4.5
	Humanities Requirement	45	4.5
	Physical Science Requirement	45	4.5
	Social Science Requirement	45	4.5
<b>Total</b>		<b>265</b>	<b>26.5</b>
<b>Other Requirements</b>			
BUS100	Success Strategies	40	4.0
BUS101	Career Development	40	4.0
OFM102	Customer Service	40	4.0
<b>Total</b>		<b>120</b>	<b>12.0</b>
<b>Grand Total</b>		<b>985</b>	<b>91.5</b>

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

Campus: Anchorage, Vancouver

Note: Charter College is not enrolling new or returning students into this program

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

Course Code	Course Title	Contact Hours	Quarter Credit Hours
<b>Concentration Requirements</b>			
CMP125	Programming Essentials	40	3.5
CMP129	Microsoft Server Windows Environment	45	4.0
CMP130	Word for Windows	40	3.0
CMP131	Excel for Windows	40	3.0
CMP133	Security+: Network Security Fundamentals	40	3.0
CMP134	Network+: Network Essentials	45	4.0
CMP210	Wireless Essentials	45	4.0
CMP211	Linux Networking	45	4.0
CMP235	Checkpoint Security Administration	40	3.5
CMP236	Server+	40	3.5
CMP237	Microsoft Small Business Server	40	3.5
CMP334	Computer Forensics and Investigation	40	3.0
DET124	A+ Fundamentals	45	4.0
DET216	Tactical Perimeter Defense	40	3.5
DET217	Network Defense and Countermeasures: SPC-NDC	40	3.5
DET218	Virtualization	40	3.5
<b>Total</b>		<b>665</b>	<b>56.5</b>
<b>General Education Requirements</b>			
ENG100	Written Communication	45	4.5
ENG121	Technical Writing and Presentation	40	4.0
MTH100	College Mathematics	45	4.5
	Humanities Requirement	45	4.5
	Physical Science Requirement	45	4.5
	Social Science Requirement	45	4.5
<b>Total</b>		<b>265</b>	<b>26.5</b>
<b>Other Requirements</b>			
BUS100	Success Strategies	40	4.0
BUS101	Career Development	40	4.0
<b>Total</b>		<b>80</b>	<b>8.0</b>
<b>Grand Total</b>		<b>1010</b>	<b>91.0</b>

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

Campus: Anchorage, Oxnard

Note: Charter College is not enrolling new or returning students into this program

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.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
<b>Concentration Requirements</b>			
CMP125	Programming Essential	40	3.5
CMP129	Microsoft Server Windows Environment	45	4.0
CMP130	Word for Windows	40	3.0
CMP131	Excel for Windows	40	3.0
CMP133	Security+: Network Security Fundamentals	40	3.0
CMP134	Network+: Network Essentials	45	4.0
CMP210	Wireless Essentials	45	4.0
CMP211	Linux Networking	45	4.0
CMP229	Microsoft Server Network Services	40	3.5
CMP231	Microsoft Server Active Directory Infrastructure	40	3.5
CMP232	Microsoft Internet Security and Accelerations 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	4.0
DET218	Virtualization	40	3.5
<b>Total</b>		<b>665</b>	<b>57.0</b>
<b>General Education Requirements</b>			
ENG100	Written Communication	45	4.5
ENG121	Technical Writing and Presentation	40	4.0
MTH100	College Mathematics	45	4.5
	Humanities Requirement	45	4.5
	Physical Science Requirement	45	4.5
	Social Science Requirement	45	4.5
<b>Total</b>		<b>265</b>	<b>26.5</b>
<b>Other Requirements</b>			
BUS100	Success Strategies	40	4.0
BUS101	Career Development	40	4.0
<b>Total</b>		<b>80</b>	<b>8.0</b>
<b>Grand Total</b>		<b>1010</b>	<b>91.5</b>

## *Associate of Applied Science in Computerized Accounting*

Campus: Anchorage, Oxnard, Pasco, Vancouver

Note: Charter College is not enrolling new or returning students into this program

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. 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 accounting or business related field.

<b>Course Code</b>	<b>Course Title</b>	<b>Contact Hours</b>	<b>Quarter Credit Hours</b>
<b>Concentration Requirements</b>			
ACC100	Accounting Essentials	40	4.0
ACC102	Payroll Reporting	40	3.5
ACC120	Automated Accounting	40	3.0
ACC121	Principles of Accounting	40	4.0
ACC200	Income Tax Preparation	40	4.0
ACC201	Advance Principles of Accounting	40	4.0
ACC202	Managerial Accounting	40	3.5
ACC203	Advanced Managerial Accounting	40	3.5
ACC204	Audit Preparation	40	4.0
BSM206	Business Law	40	4.0
CMP126	PowerPoint for Windows	40	3.0
CMP130	Word for Windows	40	3.0
CMP131	Excel for Windows	40	3.0
CMP233	Advanced Word and Excel for Windows	40	3.0
CMP305	Advanced Microsoft Office Applications	40	3.0
	<b>Total</b>	<b>600</b>	<b>52.5</b>
<b>General Education Requirements</b>			
ENG100	Written Communication	45	4.5
ENG121	Technical Writing and Presentation	40	4.0
MTH100	College Mathematics	45	4.5
	Humanities Requirement	45	4.5
	Physical Science Requirement	45	4.5
	Social Science Requirement	45	4.5
	<b>Total</b>	<b>265</b>	<b>26.5</b>
<b>Other Requirements</b>			
BUS100	Success Strategies	40	4.0
BUS101	Career Development	40	4.0
OFM102	Customer Service	40	4.0
	<b>Total</b>	<b>120</b>	<b>12.0</b>
	<b>Grand Total</b>	<b>985</b>	<b>91.0</b>

## *Associate of Applied Science in Criminal Justice*

Campus: Anchorage, Mat Su, Lancaster, Long Beach, Oxnard, Bellingham, Lynnwood, Pasco, Vancouver

Note: Charter College is not enrolling new or returning students into this program. All new or returning student will be entered into the most current program version.

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. 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. Graduates of the program may find employment opportunities in public and private policing agencies, corrections, the court system, social services, and in corporate security.

<b>Course Code</b>	<b>Course Title</b>	<b>Contact Hours</b>	<b>Quarter Credit Hours</b>
<b>Concentration Requirements</b>			
BSM206	Business Law	40	4.0
CJA100	Introduction to Criminal Justice and Law Enforcement	40	4.0
CJA101	Introduction to Policing and Corrections	40	4.0
CJA103	Criminal Justice and Public Policy	40	4.0
CJA105	Crime Scene and Investigations	40	4.0
CJA201	Juvenile Justice	40	4.0
CJA202	Criminology	40	4.0
CJA203	Criminal and Delinquent Behavior	40	4.0
CJA204	Corrections	40	4.0
CJA205	Constitutional Law	40	4.0
CMP126	PowerPoint for Windows	40	3.0
CMP130	Word for Windows	40	3.0
CMP131	Excel for Windows	40	3.0
CMP133	Security+: Network Security Fundamentals	40	3.0
CMP233	Advanced Word and Excel for Windows	40	3.0
<b>Total</b>		<b>600</b>	<b>55.0</b>
<b>General Education Requirements</b>			
ENG100	Written Communication	45	4.5
ENG121	Technical Writing and Presentation	40	4.0
MTH100	College Mathematics	45	4.5
	Humanities Requirement	45	4.5
	Physical Science Requirement	45	4.5
	Social Science Requirement	45	4.5
<b>Total</b>		<b>265</b>	<b>26.5</b>
<b>Other Requirements</b>			
BUS100	Success Strategies	40	4.0
BUS101	Career Development	40	4.0
OFM102	Customer Service	40	4.0
<b>Total</b>		<b>120</b>	<b>12.0</b>
<b>Grand Total</b>		<b>985</b>	<b>93.5</b>

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

Campus: Oxnard, Pasco, Vancouver

Note: Charter College is not enrolling new or returning students into this program

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. 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 health care records management or health care records related positions.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
<b>Concentration Requirements</b>			
BSM200	Leadership and Team Management	40	4.0
CMP130	Word for Windows	40	3.0
CMP131	Excel for Windows	40	3.0
MED100	Medical Terminology Essentials	40	4.0
MED101	Medical Insurance Billing Essentials	40	4.0
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	3.0
MED151	Function of Health Records Management	40	3.0
MED212	AHIMA Professional Practice	40	3.5
MED216	Medical Office Skills	40	3.5
MED230	Institutional Billing, Coding and Reimbursement	40	4.0
MED270	Confidentiality of Health Care Records (HIPPA)	40	4.0
MED285	Pathophysiology and Pharmacology	50	4.0
MED310	Legal and Ethical Issues in Health Care	40	4.0
<b>Total</b>		<b>650</b>	<b>57.5</b>
<b>General Education Requirements</b>			
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
<b>Total</b>		<b>225</b>	<b>22.5</b>
<b>Other Requirements</b>			
BUS100	Success Strategies	40	4.0
BUS101	Career Development	40	4.0
OFM102	Customer Service	40	4.0
<b>Total</b>		<b>120</b>	<b>12.0</b>
<b>Grand Total</b>		<b>995</b>	<b>92.0</b>

## *Associate of Applied Science in Paralegal Studies*

Campus: Anchorage, Mat Su, Canyon Country, Lancaster, Long Beach, Oxnard, Fife, Lynnwood, Pasco

Note: Charter College is not enrolling new or returning students into this program. All new or returning student will be entered into the most current program version.

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.

<b>Course Code</b>	<b>Course Title</b>	<b>Contact Hours</b>	<b>Quarter Credit Hours</b>
<b>Concentration Requirements</b>			
BSM206	Business Law	40	4.0
CMP130	Word for Windows	40	3.0
CMP131	Excel for Windows	40	3.0
PAR100	American Legal System	40	4.0
PAR101	Substantive Law Overview	40	4.0
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	6.0
<b>Total</b>		<b>860</b>	<b>66.0</b>
<b>General Education Requirements</b>			
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
<b>Total</b>		<b>225</b>	<b>22.5</b>
<b>Other Requirements</b>			
BUS100	Success Strategies	40	4.0
BUS101	Career Development	40	4.0
<b>Total</b>		<b>80</b>	<b>8.0</b>
<b>Grand Total</b>		<b>1165</b>	<b>96.5</b>

## *Associate of Applied Science in Pharmacy Technician*

Campus: Oxnard

Note: Charter College is no longer enrolling new or returning students into the program

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.

<b>Course Code</b>	<b>Course Title</b>	<b>Contact Hours</b>	<b>Quarter Credit Hours</b>
<b>Concentration Requirements</b>			
MED100	Medical Terminology Essentials	40	4.0
PTP101	Pharmacy Law and Ethics	40	4.0
PTP102	Infection Control and Safety	40	3.0
PTP103	Introduction to Pharmacy	40	3.5
PTP104	Administrative Aspects of Pharmacy Technology	40	3.0
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	3.0
PTP110	Pharmacodynamics	40	3.5
PTP111	Pharmacokinetics	40	3.0
PTP112	Pharmacology	40	3.0
PTP113	Trends in Pharmacy	40	4.0
PTP114	Externship	180	6.0
<b>Total</b>		<b>740</b>	<b>54</b>
<b>General Education Requirements</b>			
ENG100	Written Communication	45	4.5
ENG101	Oral Communication	40	4.0
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
<b>Total</b>		<b>275</b>	<b>26.5</b>
<b>Other Requirements</b>			
BUS100	Success Strategies	40	4.0
BUS101	Career Development	40	4.0
OFM102	Customer Service	40	4.0
<b>Total</b>		<b>120</b>	<b>12.0</b>
<b>Grand Total</b>		<b>1135</b>	<b>92.5</b>

## *Diploma in Computerized Accounting Specialist*

Campus: Lancaster, Long Beach

Note: Charter College is not enrolling new or returning students into this program

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.

<b>Course Code</b>	<b>Course Title</b>	<b>Contact Hours</b>	<b>Quarter Credit Hours</b>
ACC100	Accounting Essentials	40	4.0
ACC102	Payroll Reporting	40	3.5
ACC120	Automated Accounting	40	3.0
ACC121	Principles of Accounting	40	4.0
ACC200	Income Tax Preparation	40	4.0
ACC201	Advanced Principles of Accounting	40	4.0
ACC202	Managerial Accounting	40	3.5
ACC203	Advanced Managerial Accounting	40	3.5
ACC204	Audit Preparation	40	4.0
BSM206	Business Law	40	4.0
CMP102	Computer Essentials with Microsoft Windows	40	3.0
CMP126	PowerPoint and Presentations	40	3.0
CMP130	Word for Windows	40	3.0
CMP131	Excel for Windows	40	3.0
ENG121	Technical Writing and Presentation	40	4.0
MTH100	College Mathematics	45	4.5
OFM102	Customer Service	40	4.0
SOC101	Introduction to Economics	45	4.5
	<b>Total</b>	<b>730</b>	<b>66.5</b>

## *Diploma in Computerized Office Specialist*

Campus: Long Beach

Note: Charter College is not enrolling new or returning students into this program

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.

<b>Course Code</b>	<b>Course Title</b>	<b>Contact Hours</b>	<b>Quarter Credit Hours</b>
ACC100	Accounting Essentials	40	4.0
ACC102	Payroll Reporting	40	3.5
ACC120	Automated Accounting	40	3.0
ACC121	Principles of Accounting	40	4.0
BSM200	Leadership and Team Management	40	4.0
BSM201	Managing People: Human Resource Development	40	4.0
BSM202	Managing Projects: Development and Implementation	40	4.0
BSM203	Marketing with Technology	40	4.0
BSM206	Business Law	40	4.0
CMP102	Computer Essentials with Microsoft Windows	40	3.0
CMP126	PowerPoint and Presentations	40	3.0
CMP130	Word for Windows	40	3.0
CMP131	Excel for Windows	40	3.0
CMP233	Advanced Word and Excel for Windows	40	3.0
ENG100	Written Communication	40	4.0
ENG121	Technical Writing and Presentation	40	4.0
MTH100	College Mathematics	45	4.5
OFM102	Customer Service	40	4.0
	<b>Total</b>	<b>725</b>	<b>66.0</b>

## *Certificate in Dental Assisting*

Campus: Bellingham, Fife, Lynnwood, Pasco, Vancouver

Note: Charter College is not enrolling new or returning students into this program. All new or returning student will be entered into the most current program version.

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.

<b>Course Code</b>	<b>Course Title</b>	<b>Contact Hours</b>	<b>Quarter Credit Hours</b>
DA1110	Introduction to Dental Assisting*	55.00	4.5
DA1120	Dental Office Administrative Procedures*	55.00	4.5
DA1130	Dental Pharmacology and Emergencies*	55.00	4.5
DA1210	Dental Sciences*	55.00	4.5
DA1220	Dental Care Delivery and Techniques*	55.00	4.5
DA1310	Preventative Dentistry*	55.00	4.5
DA1410	Introduction to Prosthodontics*	55.00	4.5
DA1420	Dental Specialty*	55.00	4.5
DA1510	Dental Radiology I*	55.00	4.5
DA1520	Dental Radiology II*	55.00	4.5
DA1990	Dental Assisting Externship	180.00	6.0
MA1001	Medical Terminology Fundamentals*	50.00	4.5
SS1001	Student Success Strategies	45.00	4.5
SS1110	Technology Fundamentals	50.00	4.5
SS1210	Professional Success Strategies*	45.00	4.5
	<b>Total</b>	<b>920</b>	<b>69.0</b>

## *Certificate in Dental Assisting*

Campus: Fife, Lynnwood

Note: Charter College is not enrolling new or returning students into this program. All new or returning student will be entered into the most current program version.

The Certificate in Dental Assisting program has been designed to prepare graduates to seek entry-level employment in a variety of dental settings. Typical job titles for graduates 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. The program includes basic training in front office procedures.

<b>Course Code</b>	<b>Course Title</b>	<b>Contact Hours</b>	<b>Quarter Credit Hours</b>
BUS100	Success Strategies	40	4.0
DAP101	Introduction to Dentistry, Concepts of Health and safety	40	2.5
DAP102	Dental Sciences 1	40	3.0
DAP103	Dental Sciences 2, Basics of Dental Care Delivery	40	2.5
DAP104	Pharmacology, Emergency Management, Local Anesthesia	40	3.0
DAP105	Introduction to General Dentistry	40	3.0
DAP106	Introduction to Fixed Prosthodontics	40	3.0
DAP107	Prosthodontics 2, Esthetics, Intro to Lab Procedures	40	3.0
DAP108	Business Operations, Communication, Orthodontics	40	2.5
DAP109	Pedodontics, Coronal Polishing	40	3.0
DAP110	Financial Management, Endodontics	40	3.0
DAP111	Periodontics, Oral and Maxillofacial Surgery	40	3.0
DAP112	Ethical-Legal-Professional Issues, Special Patients	40	4.0
DAP113	Concepts of Prevention, Oral Pathology	40	3.5
DAP114	Fluorides, Pit and Fissure Sealants	40	2.5
DAP115	Dental Radiology 1	40	2.5
DAP116	Dental Radiology 2	40	2.5
DAP117	Externship	180	6.0
MED100	Medical Terminology Essentials	40	4.0
	<b>Total</b>	<b>900</b>	<b>60.5</b>

BUS100 and MED100 are taught onsite. DAP117 is taught offsite in a clinical setting. All other courses are taught in a blended format, 50% onsite and 50% online.

## *Certificate in Dental Assisting*

Campus: Oxnard

Note: Charter College is not enrolling new or returning students into the program. All new or returning student will be entered into the most current program version.

The Certificate in Dental Assisting program has been designed to prepare graduates to seek entry-level employment in a variety of dental settings. Typical job titles for graduates 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. The program includes basic training in front office procedures.

<b>Course Code</b>	<b>Course Title</b>	<b>Contact Hours</b>	<b>Quarter Credit Hours</b>
DAP101	Introduction to Dentistry, Concepts of Health and safety	40	2.3
DAP102	Dental Sciences 1	40	3.4
DAP103	Dental Sciences 2, Basics of Dental Care Delivery	40	2.8
DAP104	Pharmacology, Emergency Management, Local Anesthesia	40	2.8
DAP105	Introduction to General Dentistry	40	2.8
DAP106	Introduction to Fixed Prosthodontics	40	2.8
DAP107	Prosthodontics 2, Esthetics, Intro to Lab Procedures	40	2.8
DAP108	Business Operations, Communication, Orthodontics	40	2.6
DAP109	Pedodontics, Coronal Polishing	40	2.9
DAP110	Financial Management, Endodontics	40	2.8
DAP111	Periodontics, Oral and Maxillofacial Surgery	40	2.8
DAP112	Ethical-Legal-Professional Issues, Special Patients	40	4.0
DAP113	Concepts of Prevention, Oral Pathology	40	3.8
DAP114	Fluorides, Pit and Fissure Sealants	40	2.2
DAP115	Dental Radiology 1	40	2.18
DAP116	Dental Radiology 2	40	2.2
DAP117	Externship	180	6.0
	<b>Total</b>	<b>820</b>	<b>51.18</b>

## *Diploma in Dental Assisting*

Campus: Canyon Country, Lancaster, Long Beach, Bellingham, Pasco, Vancouver

Note: Charter College is not enrolling new or returning students into the program. All new or returning student will be entered into the most current program version.

The Diploma in Dental Assisting program has been designed to prepare graduates to seek entry-level employment in a variety of dental settings. Typical job titles for graduates 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. The program includes basic training in front office procedures.

<b>Course Code</b>	<b>Course Title</b>	<b>Contact Hours</b>	<b>Quarter Credit Hours</b>
DAP101	Introduction to Dentistry, Concepts of Health and Safety	40	2.0
DAP102	Dental Sciences 1	40	3.0
DAP103	Dental Sciences 2, Basics of Dental Care Delivery	40	2.5
DAP104	Pharmacology, Emergency Management, Local Anesthesia	40	2.5
DAP105	Introduction to General Dentistry	40	2.5
DAP106	Introduction to Fixed Prosthodontics	40	2.5
DAP107	Prosthodontics 2, Esthetics, Intro to Lab Procedures	40	2.5
DAP108	Business Operations, Communication, Orthodontics	40	2.5
DAP109	Pedodontics, Coronal Polishing	40	2.5
DAP110	Financial Management, Endodontics	40	2.5
DAP111	Periodontics, Oral and Maxillofacial Surgery	40	2.5
DAP112	Ethical-Legal-Professional Issues, Special Patients	40	4.0
DAP113	Concepts of Prevention, Oral Pathology	40	3.5
DAP114	Fluorides, Pit and Fissure Sealants	40	2.0
DAP115	Dental Radiology 1	40	2.0
DAP116	Dental Radiology 2	40	2.0
DAP117	Externship	180	6.0
	<b>Total</b>	<b>820</b>	<b>47.0</b>

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

Campus: Anchorage, Pasco

Note: Charter College is not enrolling new or returning students into this program. All new or returning student will be entered into the most current program version.

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

<b>Course Code</b>	<b>Course Title</b>	<b>Contact Hours</b>	<b>Quarter Credit Hours</b>
BUS100	Success Strategies	40	4.0
CMP130	Word for Windows	40	3.0
HVC101	Core Knowledge and Skills	40	4.0
HVC102	Trade Mathematics and Tools	40	3.5
HVC103	Piping Practices	40	3.5
HVC104	Duct Systems, Vents, and Flues	40	3.5
HVC105	Cooling and Heat Pump Systems	40	3.5
HVC106	Heating and Refrigeration Systems	40	3.5
HVC107	Electrical Essentials	40	3.5
HVC108	HVAC Control Circuits	40	3.5
HVC109	Trouble Shooting Gas Heating and Cooling	40	3.5
HVC110	Trouble Shooting Heat Pumps and Oil Heating Systems	40	3.5
HVC111	Maintenance Skills	40	3.5
HVC112	Refrigerants Systems and Air Balancing Essentials	40	3.5
HVC113	Environmental Systems	40	3.5
HVC114	Water Treatment and Energy Conservation Systems	40	3.5
HVC115	Refrigerants / Oils and Hydronics Systems	40	3.5
HVC116	Air Distribution and Compressor / Metering Devices	40	3.5
HVC117	Construction Drawings, Building Management / Hydronics / Steam Systems	40	3.5
HVC118	Heating / Cooling System Design and Commercial Refrigeration	40	3.5
	<b>Total</b>	<b>800</b>	<b>70.5</b>

## *Certificate in Industrial Maintenance Technician*

Delivery Method: Blended Modality Only

Note: Charter College is not enrolling new or returning students into this program

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 Pneumatic 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 employing in the industrial or building maintenance fields.

### **Program Outcomes:**

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

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

<b>Course Code</b>	<b>Course Title</b>	<b>Contact Hours</b>	<b>Quarter Credit Hours</b>
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>

\*\*This course is taught on-ground. Students with extenuating circumstances or with a residence outside of a commuting distance must contact the Director of Admissions and/or Campus President to determine if they are eligible for a schedule revision.

## *Diploma in Legal Assistant*

Campus: Canyon Country, Lancaster, Long Beach, Oxnard

Note: Charter College is not enrolling new or returning students into this program

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.

<b>Course Code</b>	<b>Course Title</b>	<b>Contact Hours</b>	<b>Semester Credit Hours</b>
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
	<b>Grand Total</b>	<b>920</b>	<b>42.0</b>

## *Certificate in Massage Therapy*

Campus: Canyon Country, Lancaster, Long Beach

Note: Charter College is not enrolling new or returning students into this program

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. 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:**

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 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.

<b>Course Code</b>	<b>Course Title</b>	<b>Contact Hours</b>	<b>Quarter Credit Hours</b>
AH1400	Compliance in Healthcare Environments	45	4.5
MT1020	Patient Consultation and Assessment	55	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
MT1820	Prenatal and Special Needs Populations	55	4.5
MT1910	Massage Business Fundamentals	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>835</b>	<b>72.0</b>

## *Certificate in Massage Therapy*

Campus: Canyon Country, Lancaster, Long Beach

Note: Charter College is not enrolling new or returning students into this program

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:

10. Demonstrate the importance of professionalism, communication, and collaboration skills in the professional setting
11. Identify and describe the legal and ethical standards, guidelines, and regulations pertinent to the massage therapy field.
12. Explain the knowledge, skills, and professional behavior necessary to perform as a competent entry level massage therapist in a variety of settings.
13. Demonstrate professional communication skills using both the written and spoken word.
14. Apply the knowledge of anatomy, physiology, and kinesiology during a massage therapy session.
15. Demonstrate an understanding of the biomechanics and kinesiology as they relate to bone, cartilage, tendons, and muscle tissue.
16. Evaluate and utilize the information received from a client's health history form.
17. Implement a safe and effective massage therapy session based on the initial interview.
18. Explain and perform appropriate administrative tasks effectively.

<b>Course Code</b>	<b>Course Title</b>	<b>Contact Hours</b>	<b>Quarter Credit Hours</b>
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
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.

## *Diploma in Massage Therapy*

Campus: Long Beach

Note: Charter College is not enrolling new or returning students into this program.

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.

<b>Course Code</b>	<b>Course Title</b>	<b>Contact Hours</b>	<b>Semester Credit Hours</b>
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 Contraindications	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
	<b>Grand Total</b>	<b>720</b>	<b>33.0</b>

## *Certificate in Medical Assistant*

Campus: Anchorage, Mat Su, Oxnard, Bellingham, Fife, Lynnwood, Pasco, Vancouver

Note: Charter College is not enrolling new or returning students into this program. All new or returning student will be entered into the most current program version.

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.

<b>Course Code</b>	<b>Course Title</b>	<b>Contact Hours</b>	<b>Quarter Credit Hours</b>
MA1001	Medical Terminology Fundamentals	50	4.5
MA1110	Introduction to Anatomy & 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
SS1001	Student Success Strategies	45	4.5
SS1110	Technology Fundamentals	50	4.5
SS1210	Professional Success Strategies	45	4.5
	<b>Total</b>	<b>920</b>	<b>69.0</b>

## *Certificate in Medical Assistant*

Campus: Anchorage, Mat Su, Oxnard, Bellingham, Fife, Lynnwood, Pasco, Vancouver

Note: Charter College is not enrolling new or returning students into this program. All new or returning student will be entered into the most current program version.

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

<b>Course Code</b>	<b>Course Title</b>	<b>Contact Hours</b>	<b>Quarter Credit Hours</b>
BUS100	Success Strategies	40	4.0
MAP101	Record Management and Ethics	40	3.25
MAP102	Patient Care Concepts	40	3.25
MAP103	Office Management and Communications	40	3.25
MAP104	Minor Office Surgery	40	3.25
MAP107	Fundamentals of Office Accounting	40	3.25
MAP109	Hematology and Phlebotomy	40	3.0
MAP111	Specimen Collection and Analysis	40	3.0
MAP113	Pharmacology	40	3.25
MAP115	Office Emergencies	40	3.0
MAP116	Cardiac Care	40	3.0
MAP200	Medical Assistant Externship	180	6.0
MED100	Medical Terminology Essentials	40	4.0
MED101	Medical Insurance Billing Essentials	40	4.0
SCI102	Introduction to Human Anatomy and Physiology	55	4.5
	<b>Total</b>	<b>755</b>	<b>55.5</b>

## *Diploma in Medical Assistant*

Campus: Canyon Country, Lancaster, Long Beach

Note: Charter College is not enrolling new or returning students into this program.

The Medical Assistant program has been designed to prepare students for entry-level employment in a variety of medical settings, such as a physician's office or medical clinic. Typical job titles for Medical Assistants entering the field would be Clinical Medical Assistant, Electrocardiogram Technician, Medical Secretary and Medical Receptionist. The content of the program provides the student with specialized training in industry current medical, clinical and administrative procedures. Instruction in the clinical aspect of the program includes medical terminology, anatomy and physiology, patient relations, use and care of diagnostic equipment, venipuncture, injections, infection control protocol, EKG operations, urinalysis and treatment procedures commonly performed in a medical setting. The administrative aspect includes scheduling appointments, medical bookkeeping, processing insurance forms and other critical patient services.

<b>Course Code</b>	<b>Course Title</b>	<b>Contact Hours</b>	<b>Semester Credit Hours</b>
MED100	Introduction to Medical Programs	80	4.0
MED101	Cardiology and Pharmacy	80	4.0
MED102	Laboratory and Patient Service	80	4.0
MED103	Clinical Procedures and Anatomy and Physiology	80	3.0
MED104	Phlebotomy and Medical Terminology	80	4.0
MED105	Medical Office and Insurance Introduction	80	4.0
MED106	Calculator / Bookkeeping and Minor Surgery Setup	80	3.0
MED107	Externship	200	3.5
	<b>Total</b>	<b>760</b>	<b>29.5</b>

## *Diploma in Medical Office Administrative Assistant*

Campus: Canyon Country, Lancaster, Long Beach

Note: Charter College is not enrolling new or returning students into this program.

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.

<b>Course Code</b>	<b>Course Title</b>	<b>Contact Hours</b>	<b>Quarter Credit Hours</b>
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
	<b>Grand Total</b>	<b>760</b>	<b>51.0</b>

## *Certificate in Office Administration*

Campus: Anchorage, Mat Su, Canyon Country, Lancaster, Long Beach, Oxnard, Bellingham, Fife, Lynnwood, Pasco, Vancouver

Note: Charter College is not enrolling new or returning students into this program. All new or returning student will be entered into the most current program version.

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:**

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

6. 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.
7. 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.
8. 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.
9. Personal Development
  - a. Analyze a variety of self-assessment surveys and make recommendations for personal improvements.
10. Accounting Skills
  - a. Use accounting principles and software relatable to the business environment
  - b. Produce accounting spreadsheets, cash balance, and journals

<b>Course Code</b>	<b>Course Title</b>	<b>Contact Hours</b>	<b>Quarter Credit Hours</b>
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>

## *Certificate in Pharmacy Technician*

Campus: Vancouver

Note: Charter College is not enrolling new or returning students into this program. All new or returning student will be entered into the most current program version.

The Pharmacy Technician program prepares students to seek employment as an entry-level assistant to a licensed pharmacist. The program provides the fundamentals such as 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.

<b>Course Code</b>	<b>Course Title</b>	<b>Contact Hours</b>	<b>Quarter Credit Hours</b>
BUS100	Success Strategies	40	4.0
MED100	Medical Terminology Essentials	40	4.0
PTP101	Pharmacy Law and Ethics	40	4.0
PTP102	Infection Control and Safety	40	3.0
PTP103	Introduction to pharmacy	40	3.5
PTP104	Administrative Aspects of Pharmacy Technology	40	3.0
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	3.0
PTP110	Pharmacodynamics	40	3.5
PTP111	Pharmacokinetics	40	3.0
PTP112	Pharmacology	40	3.0
PTP113	Trends in Pharmacy	40	4.0
PTP114	Externship	180	6.0
SCI102	Introduction to Human Anatomy and Physiology	55	4.5
	<b>Total</b>	<b>835</b>	<b>62.5</b>

## Certificate in Welding

Campus: Anchorage

Note: Charter College is not enrolling new or returning students into this program. All new or returning student will be entered into the most current program version.

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

Course Code	Course Title	Contact Hours	Quarter Credit Hours
BUS100	Success Strategies	40	4.0
CMP130	Word for Windows	40	3.0
WLD100	Core Knowledge and Skills	40	4.0
WLD101	Welding Safety and Equipment	40	3.5
WLD102	Basic Welding	40	3.5
WLD103	Beads and Fillet Welds	40	3.5
WLD104	Cutting Procedures	40	3.5
WLD105	Groove Welds and Joint Fit	40	3.5
WLD106	Open V-Groove Welding I (Flat and Horizontal)	40	3.5
WLD107	Open V-Groove Welds II (Vertical and Overhead)	40	3.5
WLD108	Welding Details	40	3.5
WLD109	Gas Metal Arc Welding (Equipment, Filler Metals and Plates)	40	3.5
WLD110	Flux-Cored Arc Welding (Equipment, Filler Metals and Plates)	40	3.5
WLD111	Gas Tungsten Arc Welding I (Equipment, Filler Metals and Plates)	40	3.5
WLD112	Gas Tungsten Arc Welding II (Equipment, Filler Metals and Plates)	40	3.5
OFM102	Customer Service	40	4.0
WLD201	Open-Root V-Groove Pipe Welds	40	3.5
WLD202	Shielded Metal Arc Welding – Pipe	40	3.5
WLD203	Gas Metal Arc Welding – Pipe	40	3.5
WLD204	Flux-Cored Arc Welding - Pipe	40	3.5
	<b>Total</b>	<b>800</b>	<b>71.0</b>

## Course Descriptions

### **AC1110 Accounting Fundamentals**

**4.5 Quarter Credit Hours**

*Prerequisite: None*

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.

### **AC1320 Accounting Software Systems and Principles**

**4.5 Quarter Credit Hours**

*Prerequisites: AC1110 - Accounting Fundamentals*

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.

### **ACC100 Accounting Essentials**

**4.5 Quarter Credit Hours**

*Prerequisite: None*

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**

**4.5 Quarter Credit Hours**

*Co-requisite: ACC100 Accounting Essentials*

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

### **ACC200 Income Tax Preparation**

**4.0 Quarter Credit Hours**

*Prerequisite: ACC100 Accounting Essentials*

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.

### **ACC201 Advanced Principles of Accounting**

**4.0 Quarter Credit Hours**

*Prerequisite: ACC121 Principles of Accounting*

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.

**ACC202 Managerial Accounting****3.5 Quarter Credit Hours***Prerequisite: ACC121 Principles of Accounting*

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.

**ACC203 Advanced Managerial Accounting****3.5 Quarter Credit Hours***Prerequisites: ACC202 Managerial Accounting*

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.

**ACC204 Audit Preparation****4.0 Quarter Credit Hours***Prerequisite: ACC121 Principles of Accounting*

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.

**ACC300 Governmental/Non-Profit Accounting****3.5 Quarter Credit Hours***Prerequisite: ACC121 Principles of Accounting*

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.

**ACC302 Financial Analysis for Managers****3.5 Quarter Credit Hours***Prerequisite: ACC121 Principles of Accounting*

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.

**ACC305 Managerial Cost Accounting****3.5 Quarter Credit Hours***Prerequisite: ACC121 Principles of Accounting*

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.

**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.

**AH1400 Compliance in Healthcare Environments****4.5 Quarter Credit Hours***Prerequisite: None*

This course introduces the student to compliance regulations within a healthcare facility. Students study workplace safety, universal precautions, personal protective equipment, OSHA, The Joint Commission, Bloodborne pathogens, HIV/AIDS, and HIPAA.

**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.

**BA1110 Business Fundamentals****4.5 Quarter Credit Hours***Prerequisite: None*

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***Prerequisite: None*

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.

**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.

**BA2320 Business Law and Ethics****4.5 Quarter Credit Hours***Prerequisite: None*

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.

**BSM200 Leadership and Team Management****4.0 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.

**BSM201 Managing People: Human Resource Development****4.0 Quarter Credit Hours***Prerequisite: None*

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***Prerequisite: None*

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***Prerequisite: None*

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***Prerequisite: ENG100 Written Communication*

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.

**BSM206 Business Law****4.0 Quarter Credit Hours***Prerequisite: None*

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***Prerequisite: None*

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***Prerequisite: None*

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***Prerequisite: None*

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***Prerequisite: SOC101 Introduction to Economics*

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.

**BSM400 Information Technology for Managers****4.0 Quarter Credit Hours***Prerequisite: BSM300 Telecommunications for Managers*

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.

**BSM401 Organizational Management****4.0 Quarter Credit Hours***Prerequisite: None*

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***Prerequisite: None*

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***Prerequisite: None*

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 affecting e-businesses.

**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**

*Prerequisite: All core business 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.

**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**

*Prerequisite: CJA100 Introduction to Criminal Justice and Law Enforcement*

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.

**CJA202 Criminology****4.0 quarter credit hours**

*Prerequisite: CJA100 Introduction to Criminal Justice and Law Enforcement*

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.

**CJA203 Criminal and Delinquent Behavior****4.0 quarter credit hours**

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

**CJA204 Corrections****4.0 quarter credit hours**

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

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.

**CJA205 Constitutional Law****4.0 quarter credit hours**

*Prerequisite: CJA100 Introduction to Criminal Justice and Law Enforcement*

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.

**CJA301 Substantive Criminal Law****4.0 Quarter Credit Hours**

This course approaches criminal law as a complicated undertaking. Criminal law is 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.

**CJA406 Criminal Justice Practicum****3.0 quarter credit hours**

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

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.

**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).

**CMP102 Computer Essentials with Microsoft Windows****3.0 Quarter Credit Hours**

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

**CMP125 Programming Essentials****3.5 Quarter Credit Hours**

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

**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 standard 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**

*Prerequisite: CMP129 Microsoft Server Windows Environment*

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).

**CMP231 Microsoft Server Active Directory Infrastructure****3.5 quarter credit hours**

*Prerequisite: CMP129 Microsoft Server Windows Environment*

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.

**CMP232 Microsoft Internet Security and Acceleration Server****3.5 quarter credit hours**

*Prerequisite: CMP129 Microsoft Server Windows Environment*

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.

**CMP233 Advanced Word and Excel for Windows****3.0 Quarter Credit Hours***Prerequisites: CMP130 Word for Windows, CMP131 Excel for Windows*

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.

**CMP235 SonicWALL Security Administration****3.5 Quarter Credit Hours***Prerequisite: CMP133 Security+: Network Security Fundamentals*

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.

**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***Prerequisite: CMP129 Microsoft Server Windows Environment*

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.

**CMP238 Microsoft Exchange Server****3.5 quarter credit hours***Prerequisites: CMP229 Microsoft Server Network Services, CMP231 Microsoft Server Active Directory Infrastructure*

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.

**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 Internetwork 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**

*Prerequisite: CMP133 Security+: Network Security Fundamentals*

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.

**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**

*Prerequisite: CMP303 Interconnecting Cisco Network Devices*

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.

**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**

*Prerequisite: CMP303 Interconnecting Cisco Network Devices*

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.

**CMP404 Cisco Certified Network Professional 3****6.75 Quarter Credit Hours**

*Prerequisite: CMP303 Interconnecting Cisco Network Devices*

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.

**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.

**DA1110 Introduction to Dental Assisting****4.5 Quarter Credit Hours***Prerequisite: DA1210 Dental Sciences*

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.

**DA1120 Dental Office Administrative Procedures****4.5 Quarter Credit Hours***Prerequisite: DA1210 Dental Sciences*

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***Prerequisite: DA1210 Dental Sciences*

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.

**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.

**DA1220 Dental Care Delivery and Techniques****4.5 Quarter Credit Hours***Prerequisite: DA1210 Dental Sciences*

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, handpieces, 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.

**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.

**DA1410 Introduction to Prosthodontics****4.5 Quarter Credit Hours***Prerequisite: DA1210 Dental Sciences*

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.

**DA1420 Dental Specialties****4.5 Quarter Credit Hours***Prerequisite: DA1210 Dental Sciences*

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 maxillofacial surgery. Students gain knowledge of and skills in a variety of procedures related to the treatment of orthodontic patients during laboratory experience.

**DA1510 Dental Radiology I****4.5 Quarter Credit Hours***Prerequisite: DA1210 Dental Sciences**Corequisite: DA1520 Dental Radiology II*

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.

**DA1520 Dental Radiology II****4.5 Quarter Credit Hours***Prerequisite: DA1210 Dental Sciences**Corequisite: DA1510 Dental Radiology I*

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.

**DA1990 Dental Assisting Externship****6.0 Quarter Credit Hours***Prerequisite: Completion of all core (AH, DA and SS prefix courses) in the Dental Assisting Certificate Program*

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.

**DAP101 Intro to Dentistry, Concepts of Health and Safety****2.0 Quarter Credit Hours***Co-requisite: DAP104 Pharmacology, Emergency Management, Local Anesthesia*

This course presents the history of dentistry, dental office setting and routine, introduction to the principles of four-handed dentistry, instrument transfer and evacuation techniques, and the principles, techniques, and protocols for infection control and safety as mandated by the CDC and OSHA. Students are required to demonstrate preclinical and clinical competency in procedures related to infection control.

**DAP102 Dental Sciences****3.0 Quarter Credit Hours***Co-requisite: DAP103 Dental Sciences 2, Basics of Dental Care Delivery*

This course presents the study of general anatomy and physiology with emphasis on head, neck, and dental anatomy, dental morphology, tooth numbering, and oral structures. An overview of the standardization and properties of restorative and esthetic dental materials is also presented.

**DAP103 Dental Sciences 2, Basics of Dental Care Delivery****2.5 Quarter Credit Hours***Co-requisite: DAP102 Dental Sciences 1*

This course provides theory in dental embryology and oral histology, and provides theory and practice in instrumentation basics, ergonomics, handpieces, rotary cutting instruments, and dental burs. The student is introduced to the patient record and assessment procedures including medical history, vitals, oral inspection, dental charting and treatment planning.

**DAP104 Pharmacology, Emergency Management, Local Anesthesia****2.5 Quarter Credit Hours***Co-requisite: DAP101 Introduction to Dentistry, Concepts of Health and Safety*

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. Students earn the American Heart Association-Basic Life Support for Healthcare Providers (CPR) certification. Students also learn about the drugs and procedures associated with assisting in the administration of local anesthesia.

**DAP105 Introduction to General Dentistry****2.5 Quarter Credit Hours**

*Prerequisites: DAP101 Introduction to Dentistry, Concepts of Health and Safety, DAP102 Dental Sciences 1, DAP103 Dental Sciences 2, Basics of Dental Care Delivery, DAP104 Pharmacology, Emergency Management, Local Anesthesia*

This course provides an introduction to concepts related to general dentistry procedures with emphasis on dental assisting during amalgam and composite restorative procedures. Topics include cavity preparation, classification of restorations, rationale for associated procedures, tray set-ups, chairside procedures, and amalgam, composite and intermediate restorative dental materials.

**DAP106 Introduction to Fixed Prosthodontics****2.5 Quarter Credit Hours**

*Prerequisites: DAP101 Introduction to Dentistry, Concepts of Health and Safety, DAP102 Dental Sciences 1, DAP103 Dental Sciences 2, Basics of Dental Care Delivery, DAP104 Pharmacology, Emergency Management, Local Anesthesia*

This course provides an introduction to concepts related to fixed prosthodontic procedures with emphasis on crown and bridge procedures. Topics include related dental materials, tray set-ups, provisional coverage chair-side and laboratory procedures.

**DAP107 Prosthodontics 2, Esthetics, Intro to Lab Procedures****2.5 Quarter Credit Hours**

*Prerequisites: DAP101 Introduction to Dentistry, Concepts of Health and Safety, DAP102 Dental Sciences 1, DAP103 Dental Sciences 2, Basics of Dental Care Delivery, DAP104 Pharmacology, Emergency Management, Local Anesthesia*

This course addresses concepts related to fixed prosthodontic procedures with emphasis on inlay, onlay, veneer, and esthetic procedures. The fabrication and care of removable prosthetics and tooth whitening procedures are also discussed. Topics include related dental materials, tray set-ups, chair-side and laboratory procedures.

**DAP108 Business Operations, Communication, Orthodontics****2.5 Quarter Credit Hours**

*Prerequisites: DAP101 Introduction to Dentistry, Concepts of Health and Safety, DAP102 Dental Sciences 1, DAP103 Dental Sciences 2, Basics of Dental Care Delivery, DAP104 Pharmacology, Emergency Management, Local Anesthesia*

This course provides an overview of dental office business operations including recordkeeping, appointment management, recall programs, inventory management, and dental supply management and communication skills. Discussion regarding the setting, procedures, and materials required to meet the needs of patients of orthodontic specialty dental practices is also provided. Students gain skill in a variety of procedures related to the treatment of orthodontic patients during laboratory experiences.

**DAP109 Pedodontics, Coronal Polishing****2.5 Quarter Credit Hours**

*Prerequisites: DAP101 Introduction to Dentistry, Concepts of Health and Safety, DAP102 Dental Sciences 1, DAP103 Dental Sciences 2, Basics of Dental Care Delivery, DAP104 Pharmacology, Emergency Management, Local Anesthesia; Co-requisite: DAP114 Fluorides, Pit and Fissure Sealants*

This course provides discussion of the setting, techniques, materials, and equipment employed to meet the needs of patients of pediatric specialty dental practices. Detailed theory regarding the principles and practice in techniques of coronal polishing is provided. Students are required to demonstrate laboratory competency and preclinical competency before demonstrating clinical competency for coronal polishing on patients.

**DAP110 Financial Management, Endodontics****2.5 Quarter Credit Hours**

*Prerequisites: DAP101 Introduction to Dentistry, Concepts of Health and Safety, DAP102 Dental Sciences 1, DAP103 Dental Sciences 2, Basics of Dental Care Delivery, DAP104 Pharmacology, Emergency Management, Local Anesthesia*

This course provides an overview of financial management in the dental office including accounting, accounts receivable, collections, accounts payable, payroll, and dental insurance. Discussion regarding the setting, procedures, and materials required to meet the needs of patients of endodontic specialty dental practices is also provided.

**DAP111 Periodontics, Oral and Maxillofacial Surgery****2.5 Quarter Credit Hours**

*Prerequisites: DAP101 Introduction to Dentistry, Concepts of Health and Safety, DAP102 Dental Sciences 1, DAP103 Dental Sciences 2, Basics of Dental Care Delivery, DAP104 Pharmacology, Emergency Management, Local Anesthesia*

This course provides discussion regarding the settings, procedures, instruments, dental materials, and the dental assistant's role associated with periodontal and oral maxillofacial surgery specialty dental practices.

**DAP112 Ethical-Legal-Professional Issues, Special Patients****4.0 Quarter Credit Hours**

*Prerequisites: DAP101 Introduction to Dentistry, Concepts of Health and Safety, DAP102 Dental Sciences 1, DAP103 Dental Sciences 2, Basics of Dental Care Delivery, DAP104 Pharmacology, Emergency Management, Local Anesthesia*

This course details ethical guidelines, legal frameworks, and professional issues associated with dental assisting. Theory and discussion regarding the modification of treatment for the geriatric, physically compromised, and medically compromised patients with emphasis on HIV/AIDS is provided.

**DAP113 Concepts of Prevention, Oral Pathology****3.5 Quarter Credit Hours**

*Prerequisites: DAP101 Introduction to Dentistry, Concepts of Health and Safety, DAP102 Dental Sciences 1, DAP103 Dental Sciences 2, Basics of Dental Care Delivery, DAP104 Pharmacology, Emergency Management, Local Anesthesia*

This course provides theory regarding the etiology, process and prevention of dental decay and periodontal diseases and an introduction to oral pathology. Topics include: health promotion and disease prevention, oral infection control, nutrition, prevention-oriented community oral health programs, and common variations from normal and pathologic conditions of the oral cavity.

**DAP114 Fluorides, Pit and Fissure Sealants****2.0 Quarter Credit Hours**

*Prerequisites: DAP101 Introduction to Dentistry, Concepts of Health and Safety, DAP102 Dental Sciences 1, DAP103 Dental Sciences 2, Basics of Dental Care Delivery, DAP104 Pharmacology, Emergency Management, Local Anesthesia; Co-requisite: DAP109 Pedodontics, Coronal Polishing*

This course provides study regarding water fluoridation and the theory and practices related to topical fluoride therapies and pit and fissure sealants. Students apply topical fluorides to laboratory competency on manikins and preclinical competency on student partners. Students are required to apply pit and fissure sealants to laboratory competency on manikins and clinical competency on patients.

**DAP115 Dental Radiology 1****2.0 Quarter Credit Hours**

*Prerequisites: DAP101 Introduction to Dentistry, Concepts of Health and Safety, DAP102 Dental Sciences 1, DAP103 Dental Sciences 2, Basics of Dental Care Delivery, DAP104 Pharmacology, Emergency Management, Local Anesthesia; Co-requisite: DAP116 Dental Radiology 2*

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.

**DAP116 Dental Radiology 2****2.0 Quarter Credit Hours**

*Prerequisites: DAP101 Introduction to Dentistry, Concepts of Health and Safety, DAP102 Dental Sciences 1, DAP103 Dental Sciences 2, Basics of Dental Care Delivery, DAP104 Pharmacology, Emergency Management, Local Anesthesia; Co-requisite: DAP115 Dental Radiology 1*

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.

**DAP117 Externship****6.0 Quarter Credit Hours**

*Prerequisite: Successful completion of all courses in the Dental Assisting program*

This is an advanced course applying dental assisting 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 dental assisting and front office procedures and career professionalism.

**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**

*Prerequisite: CMP133 Security+: Network Security Fundamentals*

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.

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

*Prerequisite: CMP133 Security+: Network Security Fundamentals*

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.

**DET218 Virtualization****3.5 Quarter Credit Hours**

*Prerequisite: CMP129 Microsoft Server Windows Environment*

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).

**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.

**ENG100 Written Communication****4.5 Quarter Credit Hours**

*Prerequisite: None*

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**

*Prerequisite: None*

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**

*Prerequisite: ENG100 Written Communication*

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.

**ENG300 Advanced Interpersonal Communications****4.0 Quarter Credit Hours**

*Prerequisite: ENG100 Written Communication*

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.

**ENG400 Managerial Writing and Presentations****4.0 Quarter Credit Hours**

*Prerequisite: ENG100 Written Communication*

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.

**ENG401 IT Business Communication****4.0 Quarter Credit Hours**

*Prerequisite: ENG100 Written Communication*

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.

**HUM120 Twentieth-Century Fiction****4.0 Quarter Credit Hours**

*Prerequisite: None*

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**

*Prerequisite: None*

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**

*Prerequisite: None*

This course is an introduction to the elements, forms, styles and periods of Western music from the medieval period to present day, with focus on the popular music of the last 100 years. The different families of instruments and how composers employ those instruments to create certain effects will be explored. Students will be given the tools to develop critical listening skills and an understanding of how music and musicians shape society.

**HUM202 Logic and Reasoning****4.5 Quarter Credit Hours***Prerequisite: None*

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.

**HV1110 Basic HVAC Science and Electrical****4.5 Quarter Credit Hours***Prerequisite: None*

This course introduces the basic principles and theories of electricity and HVAC, and emphasizes safety concepts and practices. Appropriate mathematics will be introduced and practiced through study and use of Ohm's Law and its application to electrical circuits; and gas laws and their application to the HVAC industry.

**HV1210 Basic Refrigeration and Air Properties****4.5 Quarter Credit Hours***Prerequisite: None*

This course introduces some refrigeration concepts including safety issues, practices and applicable EPA laws, system components, and the mathematics necessary for AC and heat pump operations. Basic air properties and applicable physics as well as appropriate hand and power tools are presented.

**HV1230 Refrigerants and Oils****4.5 Quarter Credit Hours***Prerequisite: HV1110 Basic HVAC Science and Electrical; HV1210 Basic Refrigeration and Air Properties*

This course introduces the student to the basics of refrigeration chemicals and types as described by the Environmental Protection Agency. This class will overview correct refrigerant and refrigerant oil handling procedures and prepare the student for the US EPA refrigerant handling test and certification. The student will sit for the EPA test in this module. The student will be introduced to the specific high pressure safety concerns and systems that operate with R410A refrigerants.

**HV1420 Introduction to DDC, PLC, and Pneumatic Control Logic****4.5 Quarter Credit Hours***Prerequisite: HV1110 Basic HVAC Science and Electrical; HV1210 Basic Refrigeration and Air Properties*

This course introduces the student to the basics of Direct Digital Control (DDC), Pneumatic Logic Controllers (PLC) and Pneumatic Control Logic. The student will learn terminology, applications, control loops, input and output schedules and comparison to set point controls. This course will give the HVAC student needed knowledge to interface with the controls industry in the field.

**HV1620 Boiler, Chiller, and Cooling Tower Systems****4.5 Quarter Credit Hours***Prerequisite: HV1110 Basic HVAC Science and Electrical; HV1210 Basic Refrigeration and Air Properties*

This course introduces the student to the basics of low pressure and high pressure boiler systems, and low pressure, high pressure, absorption, and cooling towers in chilled water systems. The course will cover application in residential, commercial and industrial systems. Troubleshooting problems associated with the same systems as well as specific safety issues and procedures will be emphasized.

**HVC101 Core Knowledge and Skills****4.0 Quarter Credit Hours**

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

**HVC102 Trade Mathematics and Tools****3.5 quarter credit hours**

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

**HVC103 Piping Practices****3.5 quarter credit hours**

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

**HVC104 Duct Systems, Vents, and Flues****3.5 quarter credit hours**

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

**HVC105 Cooling and Heat Pump Systems****3.5 quarter credit hours**

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

**HVC106 Heating and Refrigeration Systems****3.5 Quarter Credit Hours**

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

**HVC107 Electrical Essentials****3.5 Quarter Credit Hours**

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

**HVC108 HVAC Control Circuits****3.5 Quarter Credit Hours**

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

**HVC109 Trouble Shooting Gas Heating and Cooling****3.5 Quarter Credit Hours**

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

**HVC110 Trouble Shooting Heat Pumps and Oil Heating System****3.5 Quarter Credit Hours**

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

**HVC111 Maintenance Skills****3.5 Quarter Credit Hours**

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

**HVC112 Trade Mathematics and Tools****3.5 Quarter Credit Hours**

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

**HVC113 Environmental Systems****3.5 Quarter Credit Hours**

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

**HVC114 Water Treatment and Energy Conservation Systems****3.5 Quarter Credit Hours**

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

**HVC115 Refrigerants/Oils and Hydronics Systems****3.5 Quarter Credit Hours**

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

**HVC116 Air Distribution and Compressors/Metering Devices****3.5 Quarter Credit Hours**

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

**HVC117 Construction Drawings, Building Management/ Hydronics/Steam Systems****3.5 Quarter Credit Hours**

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

### **HVC118 Heating/Cooling Systems Design and Commercial Refrigeration**

**3.5 Quarter Credit Hours**

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

### **IM1110 Industrial Safety**

**4.5 Quarter Credit Hours**

*Prerequisites: HV1110 Basic HVAC and Electrical; HV1210 Basic Refrigeration and Air Properties WE1110 Welding Safety and Equipment; WE1210 Trade Math and Welding Details*

This course complies with OSHA-10 training requirements. Explains safety obligations of workers, supervisors and managers to ensure a safe workplace. Discusses company policies and OSHA regulations. Defines safe work procedures, proper use of personal protective equipment, and working with hazardous chemicals.

### **IM1210 Industrial Piping Systems**

**4.5 Quarter Credit Hours**

*Prerequisites: HV1110 Basic HVAC and Electrical; HV1210 Basic Refrigeration and Air Properties WE1110 Welding Safety and Equipment; WE1210 Trade Math and Welding Details*

This course introduces the student to chemical, compressed air, fuel oil, steam, and water systems. The student will cover the basics in copper, plastic, and ferrous metal piping practices. The student will cover basic soldering and brazing practices as well the use of inert gasses for pressure testing and purging.

### **IM1310 Make Up Air and Products of Combustion**

**4.5 Quarter Credit Hours**

*Prerequisites: HV1110 Basic HVAC and Electrical; HV1210 Basic Refrigeration and Air Properties WE1110 Welding Safety and Equipment; WE1210 Trade Math and Welding Details*

This course covers proper venting and make up air of fossil-fuel furnace and boiler systems required by building codes in industrial physical plants. The course covers sizing and draft controls. The basics of combustion analysis are covered.

### **IM1410 Industrial Electrical Systems**

**4.5 Quarter Credit Hours**

*Prerequisites: HV1110 Basic HVAC and Electrical; HV1210 Basic Refrigeration and Air Properties WE1110 Welding Safety and Equipment; WE1210 Trade Math and Welding Details*

This course covers industrial electrical safety and industrial electrical distribution equipment. The student will be introduced to the necessary precautions to take for various precautions on the job site. Covers OSHA mandated Lock Out and Tag Out procedures. The student will be able to identify industrial electrical distribution equipment including grounding, switchboard and ground fault maintenance, transformers, and electrical drawing identification.

### **IM1510 Industrial Maintenance Skills**

**4.5 Quarter Credit Hours**

*Prerequisites: HV1110 Basic HVAC and Electrical; HV1210 Basic Refrigeration and Air Properties WE1110 Welding Safety and Equipment; WE1210 Trade Math and Welding Detail*

This course introduces the trainee to the basic mechanical procedures commonly performed by mechanical and electrical maintenance programs. Covers basic maintenance procedures and documentation. Explains preventive and predictive maintenance, destructive and nondestructive testing.

### **LAP 100 The Structure of the American Legal System & Civil Procedures 4.0 Quarter Credit Hours**

*Prerequisite: None*

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

### **LAP 101 Legal Research and Writing**

**4.0 Quarter Credit Hours**

*Prerequisite: None*

An overview of the writing process, including the prewriting stage, the writing stage, and the editing and revision stage is studied. The focus is on how to research and analyze enacted law and court rules. Each student is required to attain minimal proficiencies in legal research and writing. How to write an effective case brief using IRAC format will be taught. Students will learn how to prepare legal correspondence. Basic grammar and punctuation is covered. The basic rules of citation and an overview of the bluebook will be discussed.

**LAP102 Wills and Trusts****4.0 Quarter Credit Hours***Prerequisite: None*

This module is an introduction to the complexities of wills, trusts and estate administration. The function of the Probate Courts is discussed. Topics covered are: Purpose of a will, special clauses in a will, codicils, intestacy, incapacity, types of trusts and administration of a trust. Students will write a Will and a Living Will. Also covered are Advanced Health Care Directives and Durable Power of Attorney.

**LAP103 Family Law****4.0 Quarter Credit Hours***Prerequisite: None*

Students will be provided with 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. Students will learn how to prepare divorce documents.

**LAP 104 Contracts****4.0 Quarter Credit Hours***Prerequisite: None*

This module offers an overview of the basic law of contracts, including the elements of a contract, contract formation, breach and remedies for breach. Students learn an approach for analyzing contract problems. Discussion of how the Uniform Commercial Code governs the various practices of sales and financing by commercial business with one another and the general public.

**LAP 105 Torts****3.5 Quarter Credit Hours***Prerequisite: None*

A general introduction into law governing private injury, harm and remedies is covered. This module equips the student with knowledge of 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. The focus is on damage to persons or property, worker's compensation, international torts, negligence, product liability, malpractice and wrongful death. The student will develop skills to differentiate civil and criminal wrong.

**LAP 106 Criminal Law****4.0 Quarter Credit Hours***Prerequisite: None*

Students will gain knowledge of state and federal court systems, the 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 studied in order to enable the legal assistant and paralegal to assist the attorney in all stages of the criminal accountability process. Students will be taught the legal definitions of a crime. Students will learn why criminal litigation procedures differ from civil litigation procedures.

**LAP107 Criminal Procedure and Evidence****4.0 Quarter Credit Hours***Prerequisite: None*

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/Real Estate****4.0 Quarter Credit Hours***Prerequisite: None*

Students will learn the basic substantive law of real property and the practical aspects of real estate transactions. Discussions will include the law 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 Quarter Credit Hours***Prerequisite: None*

This module covers basic concepts of business law, including sole proprietorships, partnerships (both limited and general), limited liability companies and corporations (for profit, non-profit and S Corporations). Students will develop a basic understanding of business law and relations, common failures of a business organization and business organization risks and liabilities. The law of professional responsibility as it pertains to a legal assistant will be discussed.

**LAP110 Externship****2.5 Quarter Credit Hours***Prerequisite: Successful completion of all courses in the Legal Assistant Program*

Students will extern 120 hours in a legal office setting, under the direct supervision of the law office administrator, attorney, or person designated by the managing attorney.

**MA1001 Medical Terminology Fundamentals****4.5 Quarter Credit Hours***Prerequisite: None*

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 techniques will also be thoroughly examined.

**MA1110 Introduction to Anatomy & Physiology****4.5 Quarter Credit Hours***Prerequisite: None*

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***Prerequisite: None*

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.

**MA1130 Insurance and Billing Procedures****4.5 Quarter Credit Hours***Prerequisites: None*

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.

**MA1320 Patient Care Concepts****4.5 Quarter Credit Hours***Prerequisites: None*

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.

**MA1340 Specimen Collection and Analysis****4.5 Quarter Credit Hours***Prerequisites: None*

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.

**MA1420 Minor Surgical Procedures****4.5 Quarter Credit Hours***Prerequisites: None*

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.

**MA1520 Pharmacology****4.5 Quarter Credit Hours***Prerequisites: None*

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.

**MA1620 Medical Office Emergencies****4.5 Quarter Credit Hours***Prerequisites: None*

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.

**MA1640 Cardiac Care****4.5 Quarter Credit Hours***Prerequisites: None*

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.

**MA1920 Medical Assisting Review****4.5 Quarter Credit Hours***Prerequisites: Completion of all Core Medical Assisting Certificate Courses*

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.

**MA1990 Externship****6.0 Quarter Credit Hours***Prerequisite: Completion of all core (AH, MA and SS prefix courses) in the Medical Assistant Certificate Program*

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

**MAP101 Record Management and Ethics****3.5 Quarter Credit Hours***Prerequisite: MED100 Medical Terminology Essentials*

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

**MAP102 Patient Care Concepts****3.5 Quarter Credit Hours***Prerequisite: MED100 Medical Terminology Essentials*

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

**MAP103 Office Management and Communications****3.5 Quarter Credit Hours***Prerequisite: MED100 Medical Terminology Essentials*

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

**MAP104 Minor Office Surgery****3.5 Quarter Credit Hours***Prerequisite: MED100 Medical Terminology Essentials*

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

**MAP107 Fundamentals of Office Accounting****3.5 Quarter Credit Hours**

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

**MAP109 Hematology and Phlebotomy****3.0 Quarter Credit Hours***Prerequisite: MED100 Medical Terminology Essentials*

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

**MAP111 Specimen Collection and Analysis****3.0 Quarter Credit Hours***Prerequisite: MED100 Medical Terminology Essentials*

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

**MAP113 Pharmacology****3.5 Quarter Credit Hours***Prerequisite: MED100 Medical Terminology Essentials*

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

**MAP115 Office Emergencies****3.0 Quarter Credit Hours***Prerequisite: MED100 Medical Terminology Essentials*

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

**MAP116 Cardiac Care****3.0 Quarter Credit Hours**

*Prerequisite: MED100 Medical Terminology Essentials* This course introduces cardiac care. Topics include performing electrocardiograms and pulmonary function tests and diagnostic procedures of the circulatory and respiratory systems.

**MAP200 Medical Assistant Externship****6.0 Quarter Credit Hours**

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

**MED100 Medical Terminology Essentials****4.0 Quarter Credit Hours**

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

**MED101 Medical Insurance Billing Essentials****4.0 Quarter Credit Hours**

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

**MED102 Laboratory and Patient Service****4.0 Semester Credit Hours**

*Prerequisite: MED100 Introduction to Medical Programs*

This course covers the fundamentals and use of microscopes with an emphasis on specimen collection, urinalysis, and hemoglobin analysis. Topics include procedures and protocol for infection control, patient data, medical health history, and physical examination.

**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.

**MED104 Phlebotomy and Medical Terminology****4.0 Semester Credit Hours**

*Prerequisite: MED100 Introduction to Medical Programs*

This course covers the theory of hematology as it relates to special procedures such as therapeutic monitoring protocol. Topics include venipuncture, infection control, and medical terminology. Hands-on practice to gain experience collecting blood by venipuncture is included.

**MED105 Medical Office and Insurance Introduction****4.0 Semester Credit Hours**

*Prerequisite: MED100 Introduction to Medical Programs*

This course presents correct coding processes for diagnostic and professional services rendered by physicians. Emphasis is on the International Classification of Diseases (ICD) and Current Procedural Terminology (CPT) coding.

**MED106 Calculator/Bookkeeping and Minor Surgery Setup****3.0 Semester Credit Hours**

*Prerequisite: MED100 Introduction to Medical Programs*

This course examines various medical office management systems and operations. Topics include telephone answering, filing medical records, and letter writing with an emphasis on basic bookkeeping including accounts payable and receivable, and procedures for reconciling daily and monthly accounts. Handling of in-office patient care including vital signs and medical emergencies is also covered.

**MED107 Externship****3.5 Semester Credit Hours**

*Prerequisite: Successful completion of all courses in the Medical Assistant Program*

This course provides an externship of 160 hours in a medical office setting under the direct supervision of the faculty administrator.

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

*Prerequisite: MED100 Medical Terminology Essentials*

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

**MED123 CPT Coding Essentials****3.5 Quarter Credit Hours**

*Prerequisite: MED100 Medical Terminology Essentials* This is an introduction to the CPT (Current Procedural Terminology) coding and classification systems developed by the American Medical Association. Medical services, procedures and treatment performed for patients are translated into CPT numeric codes. Topics include CPT coding procedures, section guidelines, medicine section, modifier usage and HCPCS (healthcare Common Procedural Coding System) Levels, and computerized encoding software systems.

**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**

*Prerequisite: MED150 Introduction to Health Records Management*

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.

**MED212 AHIMA Professional Practice****3.5 Quarter Credit Hours**

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

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.

**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**

*Prerequisites: 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.

**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**

*Prerequisites: MED100 Medical Terminology Essentials, SC1102 Introduction to Human Anatomy and Physiology*

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.

**MED300 The Health Care System****4.0 Quarter Credit Hours**

*Prerequisite: None*

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***Prerequisite: None*

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***Prerequisite: None*

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**

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***Prerequisite: MOA100 Introduction to Medical Programs*

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.

**MOA102 Medical Insurance Processing and Coding****6.5 Quarter Credits***Prerequisite: MOA100 Introduction to Medical Programs*

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.

**MOA103 Insurance Billing and Bookkeeping****6.0 Quarter Credits***Prerequisites: MOA100 Introduction to Medical Programs*

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.

**MOA105 Insurance Claims Processing****6.0 Quarter Credits***Prerequisites: MOA100 Introduction to Medical Programs*

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.

**MOA106 Medical Office Administrative Assistant Externship****5.0 Quarter Credits***Prerequisites: Successful completion of all courses in the Medical Office Administrative Assistant program*

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

**MOA107 Office and Records Management and Medical Ethics****6.5 Quarter Credits***Prerequisites: MOA100 Introduction to Medical Programs*

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.

**MOA108 Office Accounting and Customer Service****6.5 Quarter Credit Hours***Prerequisites: 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.

**MT1020 Patient Consultation and Assessment****4.5 Quarter Credit Hours***Prerequisite: None*

The student will learn the fundamental principles and expectations of a massage therapist including the massage environment related to client treatment; consultation, assessment, recordkeeping, and sanitation and safety procedures. Additionally, medical terminology and anatomical positioning as it relates to the massage therapy treatment will be discussed.

**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 studied. Appropriate massage techniques determined by the information provided on the four body systems will be discussed.

**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.

**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 fango therapy. The muscle groups of the human body will also be explored.

**MT1820 Prenatal and Special Needs Populations****4.5 Quarter Credit Hours***Prerequisite: None*

This course covers the concepts and benefits for prenatal, geriatric, and special needs populations. The role of the massage therapist within the healthcare team is defined and identified. The importance of communication within the healthcare team is also covered. The focus is also on stages of pregnancy, contraindications and positioning for the prenatal population along with considerations for geriatric diseases, mental and physical disabilities are also included.

**MT1910 Massage Business Fundamentals****4.5 Quarter Credit Hours***Prerequisite: None*

This course covers various aspects of massage therapy practice, whether as an employee or as self-employed. This course explores different considerations involved in the practice from goal setting, business and financial planning, marketing, business management, bookkeeping, and recordkeeping. The federal, state, and local laws, regulations, and licensure requirements are discussed. The course presents how to create business cards, flyers, and other marketing tools, and how to write a business plan.

**MT1990 Clinical Externship****3.0 Quarter Credit Hours***Prerequisite: Successful completion of all core Massage Therapy coursework*

This course provides a student with the opportunity to apply learned massage techniques (from general Swedish, complementary therapies and muscle specifics). During this course, students perform massages using various techniques applicable to their client's complaints and objective assessment. This course provides a student with practice of proper body mechanics and alterations of techniques for more effective massage delivery and achieving client's goals. This course concentrates on the preparation for student's "real-life" practice of the profession.

**MTH100 - College Mathematics****4.5 Quarter Credit Hours***Prerequisite: None*

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***Prerequisite: MTH100 College Mathematics*

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.

**MTP100 Massage as a Healing Aid****4.0 Semester Credit Hours***Prerequisite: MED100 Introduction to Medical Programs*

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.

**MTP101 Human Anatomy and Physiology 1****4.0 Semester Credit Hours***Prerequisite: MED100 Introduction to Medical Programs*

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.

**MTP102 Effects, Benefits, Indications and Contradictions****4.0 Semester Credit Hours***Prerequisite: MED100 Introduction to Medical Programs*

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.

**MTP103 Consultation, Classifications and Applications of Massage****4.0 Semester Credit Hours***Prerequisite: MED100 Introduction to Medical Programs*

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.

**MTP104 Procedures for Complete Body Massage: Face and Body****3.0 Semester Credit Hours***Prerequisite: MED100 Introduction to Medical Programs*

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

**MTP105 Massage in Nursing and Health Care****3.0 Semester Credit Hours***Prerequisite: MED100 Introduction to Medical Programs*

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.

**MTP106 Athletic Sports Massages****3.0 Semester Credit Hours***Prerequisite: MED100 Introduction to Medical Programs*

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.

**MTP107 Business Practices and Beginning a Business****4.0 Semester Credit 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.

**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.

**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.

**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

**PAR100 American Legal System****4.0 Quarter Credit Hours**

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

**PAR101 Substantive Law****4.0 Quarter Credit Hours**

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

**PAR102 Legal Research and Writing****3.5 Quarter Credit Hours**

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

**PAR103 Wills and Trusts****3.5 Quarter Credit Hours**

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

**PAR104 Civil and Federal Litigation****3.5 Quarter Credit Hours**

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

**PAR106 Contracts****3.5 Quarter Credit Hours**

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

**PAR107 Contract Terms and Remedies****3.5 Quarter Credit Hours**

*Prerequisites: PAR100 American Legal System, PAR101 Substantive Law*

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

**PAR108 Torts****3.5 Quarter Credit Hours**

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

**PAR109 Chapter 7 Bankruptcy****3.5 Quarter Credit Hours**

*Prerequisites: PAR100 American Legal System, PAR101 Substantive Law*

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

**PAR110 Criminal Law****3.5 Quarter Credit Hours**

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

**PAR111 Criminal Law and Evidence****3.5 Quarter Credit Hours**

*Prerequisites: PAR100 American Legal System, PAR101 Substantive Law*

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

**PAR112 Real Estate Law and Transactions****3.5 Quarter Credit Hours**

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

**PAR113 Family Law****3.5 Quarter Credit Hours**

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

**PAR114 Dispute Resolution****3.5 Quarter Credit Hours***Prerequisites: PAR100 American Legal System, PAR101 Substantive Law*

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

**PAR115 Paralegal Externship****6.0 Quarter Credit Hours**

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

**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***Prerequisite: PTP103 Introduction to Pharmacy*

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 the pharmacy practice are examined.

**PTP109 Pharmacy Operations****3.0 Quarter Credit Hours***Prerequisite: PTP103 Introduction to Pharmacy*

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***Prerequisites: SC1102 Introduction to Human Anatomy and Physiology, PTP112 Pharmacology*

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***Prerequisites: SC1102 Introduction to Human Anatomy and Physiology, PTP112 Pharmacology*

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***Prerequisites: PTP101 Pharmacy Law and Ethics, PTP102 Infection Control and Safety, PTP103 Introduction to Pharmacy*

Classifications 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 included.

**PTP113 Trends in Pharmacy****4.0 Quarter Credit Hours***Prerequisites: PTP101 Pharmacy Law and Ethics, PTP103 Introduction to Pharmacy*

This course explores 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.

**SC1102 Introduction to Human Anatomy & Physiology****4.5 Quarter Credit Hours***Prerequisite: None*

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.

**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***Prerequisite: None*

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.

**SS1001 Student Success Strategies****4.5 Quarter Credit Hours***Prerequisite: None*

This class presents critical thinking strategies necessary for personal and academic success. Discussions will include ethical reasoning, assumptions, and errors in reasoning. Additionally, students will be introduced to critical thinking in research, mindful problem-solving and decision-making, and personal identification of learning style.

**SS1110 Technology Fundamentals****4.5 Quarter Credit Hours***Prerequisite: None*

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.

**WE1110 Welding Safety and Equipment****4.5 Quarter Credit Hours***Co-requisite: WE1210 Trades Math and Welding Details*

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

**WE1210 Trades Math and Welding Details****4.5 Quarter Credit Hours***Co-requisite: WE1110 Welding Safety and Equipment*

In this course students are exposed to the intricacies associated with Construction Math, blueprints and identifying and interpreting detailed drawings with regard to welding symbols, procedures, lines, fills, pipe breaks, object views, dimensioning, notes, and materials used. In addition, students will be introduced to the physical and mechanical characteristic and classifications of common ferrous and nonferrous metals as well as methods used in identifying each type.

**WE1310 Basic Welding****4.5 Quarter Credit Hours***Prerequisite: WE1110 Welding Safety and Equipment; WE1210 Trades Math and Welding Details*

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

**WLD100 Core Knowledge and Skills****4.0 Quarter Credit Hours**

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

**WLD101 Welding Safety and Equipment****3.5 Quarter Credit Hours**

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

**WLD102 Basic Welding****3.5 Quarter Credit Hours***Prerequisite: WLD100 and WLD101 or Approval by the Campus President.*

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

**WLD103 Beads and Fillet Welds****3.5 Quarter Credit Hours***Prerequisite: WLD100 and WLD101 or Approval by the Campus President.*

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

**WLD104 Cutting Procedures****3.5 Quarter Credit Hours**

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

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

**WLD105 Groove Welds and Joint Fit****3.5 Quarter Credit Hours**

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

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

**WLD106 Open V-Groove Welds I (Flat and Horizontal)****3.5 Quarter Credit Hours**

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

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

**WLD107 Open V-Groove Welds II (Vertical and Overhead)****3.5 Quarter Credit Hours**

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

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

**WLD108 Welding Details****3.5 Quarter Credit Hours**

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

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

**WLD109 Gas Metal Arc Welding****3.5 Quarter Credit Hours**

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

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

**WLD110 Flux-Cored Arc Welding****3.5 Quarter Credit Hours**

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

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

**WLD111 Gas Tungsten Arc Welding I****3.5 Quarter Credit Hours**

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

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

**WLD112 Gas Tungsten Arc Welding II****3.5 Quarter Credit Hours**

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

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

**WLD201 Open-Root V-Groove Pipe Welds I****3.5 Quarter Credit Hours**

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

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

**WLD202 Shielded Metal Arc Welding – Pipe****3.5 Quarter Credit Hours**

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

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

**WLD203 Gas Metal Arc Welding – Pipe****3.5 Quarter Credit Hours**

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

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

**WLD204 Flux-Cored Arc Welding – Pipe****3.5 Quarter Credit Hours**

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

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