

# CHARTER COLLEGE

**CHANGE YOUR LIFE. START HERE.**

**CATALOG ADDENDUM 2015-2016**

## Effective: 07/28/2015

The list of flight partners was revised to read:

### *Associate of Applied Science in Aviation: Concentrations in Fixed Wing or Rotor Information*

#### *Flight Partners*

Fixed Wing:

1. American Aviation Academy, 2035 N. Marshall Avenue, El Cajon, CA 92020.
2. Carson Aviation Academy, 2640 East College Parkway HC2, Carson City, NV 89706.
3. Elite Flight Training, 2634 Airport Drive, Suite 103, North Las Vegas, NV 89032
4. Jacobs Flight Services, LLC, 1090 Airglades Boulevard., Clewiston, FL 33440.
5. JLS Aviation LLC, 3380 Shannon Airport Cir, Fredericksburg, VA 22408.
6. Marcair, Inc, 11310 Cleveland Gibbs Road, Roanoke, TX 76262.
7. Northway Aviation, 10108 32nd Avenue W, Building C-3, Everett, WA 98204.
8. Pacific States Aviation, Inc., 81 John Glenn Drive, Concord, CA 94520.
9. Snohomish Flying Service, 9900 Airport Way, Harvey Field, Snohomish, WA 98296-8218; including the adjacent building at 9832 Airport Way, Building 15, Harvey Field, Snohomish, WA 98296.
10. University Air Center, 4701 NE 40 Terrace, Gainesville, FL 32609.

Rotor:

1. Capital Helicopters, 6151 Freeport Blvd., Suite 166, Sacramento, CA 95822.
2. Classic Helicopter Corp, 8535 Perimeter Road South, Seattle, WA 98108.
3. Elite Flight Training, 2634 Airport Drive, Suite 103, North Las Vegas, NV 89032
4. Helipro, Inc., 945 B Airport Drive, San Luis Obispo, CA 93401.
5. Reno Tahoe Helicopters/HeliMinden, LLC, 1151 Airport Road, Suite 104, Minden, NV 89423.
6. Snohomish Flying Service, 9900 Airport Way, Harvey Field, Snohomish, WA 98296-8218; including the adjacent building at 9832 Airport Way, Building 15, Harvey Field, Snohomish, WA 98296.
7. Veracity Aviation, LLC, 2475 Rudeloff Road, Seguin, TX 78155.

#### *Veteran's Benefits and Flight Partners*

Veteran students are eligible to use their GI Bill benefits with the following VA approved flight partners:

VA Approved Flight Partners
Currently, none of the College's flight partners have been approved by the California State Approving Agency for Veterans Education for enrollment in our Aviation programs

## Effective: 08/17/2015

### Catalog Page Reference: 18-20

The Admissions Disclosure for Aviation programs was revised to read:

### Admissions Disclosure

#### *Alaska*

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

Charter College will not deny enrollment to any prospective student on the basis of a felony or misdemeanor criminal history *except* in the case for enrollment into a program requiring state licensure. Only the state licensure requirements for Alaska were researched. Many medical, accounting and paralegal careers prohibit externship or employment to individuals with a history of criminal offenses. Charter College recommends that all potential employability questions are discussed with the campus Director of Career Services.

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

- Criminal Justice Programs
- Allied Health Program:
  - Medical Assistant, A.A.S. in Allied Health

**The following programs have employment limitations for individuals who fail to pass a drug test and/or background check. Employment opportunities are limited for individuals without a valid driver's license. Additionally, a prospective student with any violent felonies, DUIs and/or a suspended or revoked driver's license within the past three (3) years may not enroll into:**

- Heating, Ventilation, Air Conditioning & Refrigeration, Welding, A.A.S. in Applied Technology

NOTE: If conditions for enrolling into Criminal Justice, Allied Health, or Heating, Ventilation, Air Conditioning & Refrigeration have not been met per restrictions outlined above, do NOT complete an enrollment agreement.

**Students enrolling in the A.A.S. in Nursing program must successfully pass a drug screen and background check prior to enrolling in the program.**

#### *California*

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

Charter College will not deny enrollment to any prospective student on the basis of a felony or misdemeanor criminal history *except* in the case for enrollment into a program requiring state licensure. Only the state licensure requirements for California were researched. Many medical, accounting and paralegal careers prohibit externship or employment to individuals with a history of criminal offenses. Charter College recommends that all potential employability questions are discussed with the campus Director of Career Services.

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

- Criminal Justice Programs
- Allied Health Programs:

- Massage Therapy, Pharmacy Technician, Vocational Nursing
- A.A.S. in Allied Health (*Applies only to Graduates of Massage Therapy, Pharmacy Technician and Vocational Nursing programs*)

**The following programs have employment limitations for individuals who fail to pass a drug test and/or background check. Employment opportunities are limited for individuals without a valid driver's license. Additionally, a prospective student with any violent felonies, DUIs and/or a suspended or revoked driver's license within the past three (3) years may not enroll into:**

- Heating, Ventilation, Air Conditioning & Refrigeration, A.A.S. in Applied Technology

***Associate of Applied Science in Aviation: Concentration in Fixed Wing and Rotor***

Applicants must review the *Age Pairing Requirement* specified by the Federal Aviation Administration prior to enrollment.

An applicant may not enroll into the any Aviation program if their background contains any of the following:

- any DUI/DWI within the last seven (7) years;
- any felony involving misuse or abuse of vehicles, drugs, alcohol, fraud, or theft.

Employment opportunities are limited for an applicant with:

- any DUI/DWI over seven (7) years ago;
- any misdemeanor involving misuse or abuse of vehicles, drugs, alcohol, fraud, or theft.

***Washington***

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

Charter College will not deny enrollment to any prospective student on the basis of a felony or misdemeanor criminal history *except* in the case for enrollment into a program requiring state licensure. Only the state licensure requirements for Washington were researched. Many medical, accounting and paralegal careers prohibit externship or employment to individuals with a history of criminal offenses. Charter College recommends that all potential employability questions are discussed with the campus Director of Career Services.

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

- Criminal Justice Programs
- Allied Health Programs
  - Medical Assistant, Pharmacy Technician, A.A.S. in Allied Health

**The following program requires some form of state registration and requires that anyone seeking registration disclose felony criminal history (admissions will not be denied):**

- Dental Assisting

**The following programs have employment limitations for individuals who fail to pass a drug test and/or background check. Employment opportunities are limited for individuals without a valid driver's license. Additionally, a prospective student with any violent felonies, DUIs and/or a suspended or revoked driver's license within the past three (3) years may not enroll into:**

- Heating, Ventilation, Air Conditioning & Refrigeration, A.A.S. in Applied Technology

NOTE: If conditions for enrolling into Criminal Justice, Allied Health, or Heating, Ventilation, Air Conditioning & Refrigeration have not been met per restrictions outlined above, do NOT complete an enrollment agreement.

**Effective: 08/04/2015**

**Catalog Page Reference: 38-40**

The Proficiency Credit statement was revised to read:

## **Advanced Academic Standing**

Advanced academic standing may be awarded by Academic Credit (“AC”), Certification/National Exam Credit (“CC”), Experiential Credit (“EC”), Proficiency Credit (“PC”), and Transfer Credit (“CC”). The Education Department is responsible for approving all advanced academic standing. See *Graduation Requirements* and *Satisfactory Academic Progress* for more information on how advanced academic standing impacts these requirements. 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.

### **Academic Credit**

Academic credit is awarded when a student meets the specific admissions requirements of a degree completion program.

### **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.

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

### **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.

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.

### **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 request a proficiency exam at least ten (10) business days prior to the first day of the course and the student 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, SS1210, or Aviation Ground School or Flight Lab courses. Proficiency credit awards may not exceed more than 25% of the credits in the student's program of study.

### ***Associate of Applied Science in Aviation Programs***

Regarding Aviation Ground School and Flight Lab Courses, Charter College may accept transfer credit for prior ground and flight instruction. Credit may be awarded for ground and flight instruction for any FAA Certificates, including Private Pilot, Commercial Pilot, Instrument Rating, or Flight Instructor. An applicant with a FAA Certificate must provide a copy of the Certificate to the Program Manager to review for transfer credit toward ground and/or flight instruction course(s).

### **Transfer 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 Aviation Programs***

Students may not use Proficiency Credit for Aviation Ground School or Flight Lab courses.

***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.

## Effective: 08/04/2015

The following *Course Descriptions* was revised to read:

### **MT1225 Anatomy and Physiology I: Four Body Systems**

**3.5 Quarter Credit Hour**

*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.

### **MT1235 Anatomy and Physiology II: Four Body Systems**

**3.5 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.

### **VA1000 Veterinary Practice Management**

**4.5 Quarter Credit Hours**

*Prerequisite: None*

In this introduction to the small animal hospital, students will explore the roles of the veterinary health-care team as well as the main organizations that play a part in veterinary medicine. This course will cover professional client communication skills, medical records, and general veterinary terminology. An overview of disinfection in the small animal clinic and universal safety precautions will be discussed and practiced. Students will learn about the procedures and emotional issues surrounding euthanasia in the small animal clinic.

### **VA1200 The Veterinary Exam Room and Preventative Care**

**4.5 Quarter Credit Hours**

*Prerequisite: None*

This course introduces students to the physical exam process and patient restraint. Students will explore the most important topics that a veterinary assistant may need to provide client education on such as vaccines, heartworm preventatives, nutrition and common behavioral issues in dogs and cats. Examples of topics include nail trimming, ear cleaning and anal gland expression.

### **WE1110 Welding Safety and Equipment**

**4.5 Quarter Credit Hours**

*Prerequisite: None*

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**

*Prerequisite: None*

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.



## Effective: 08/03/2015

### Catalog Page Reference: 109

The program was revised to read:

### *Certificate in Medical Assistant*

Delivery Method: Blended Modality Only

Campus: Anchorage, Wasilla, Canyon Country, Lancaster, Oxnard, Bellingham, East Wenatchee, Fife, Lacey, Lynnwood, Pasco, Vancouver, Yakima

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 Assistant prior to externship<sup>8</sup>. 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.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
AH1400	Compliance in Healthcare Environments	45	4.5
MA1120	Administrative Procedures	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 <sup>5</sup>	180	6.0
MED1115	Medical Terminology Fundamentals	45	4.5
MED1151	Functions of Health Records Management	45	4.5
MOA1102	Medical Insurance Processing and Coding	55	4.5
SS1001	Student Success Strategies <sup>1</sup>	45	4.5
SS1110	Technology Fundamentals <sup>1</sup>	50	4.5
SS1210	Professional Success Strategies <sup>2</sup>	45	4.5
	<b>Grand Total</b>	<b>895</b>	<b>69.0</b>

<sup>1</sup>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.

<sup>2</sup>This course is taught online.

<sup>5</sup>This course is completed off-site at an externship facility.

<sup>8</sup>This requirement does not apply to students enrolled in California or Alaska.

#### **MED1115 Medical Terminology Fundamentals**

**4.5 Quarter Credit Hours**

*Prerequisite: None*

This course covers an integrated approach to the structure and function of the human body to include pronunciation, spelling, and usage of medical terms and abbreviations, building of medical terms using word roots, suffixes, prefixes and combining forms. Emphasis is placed on medical abbreviations, definitions, and pronunciation of terms and the structural makeup of the human body, and disease process.

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

**4.5 Quarter Credit Hours**

*Prerequisite: None*

This course provides a more detailed look at Electronic Health Records. 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.

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

**4.5 Quarter Credit Hours**

*Prerequisite: None*

The course will focus on coding diagnostic and professional services rendered by the physician. Emphasis is placed on the use of procedural and diagnostic coding utilized in insurance claim processing. Managed care organization, medical terminology, anatomy, and physiology are covered in the course.

## **Effective: 08/03/2015**

### **Catalog Page Reference: 113**

The program was revised to read:

### ***Certificate in Paralegal Studies***

Delivery Method: Online Modality Only

Campus: Anchorage, Canyon Country, Lancaster, 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>
BA1035	Essentials of Business English	50	4.5
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
CM1010	Business Communication	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
SS1001	Student Success Strategies <sup>1</sup>	45	4.5
SS1110	Technology Fundamentals <sup>1</sup>	50	4.5
SS1210	Professional Success Strategies	45	4.5
<b>Grand Total</b>		<b>730</b>	<b>72.0</b>

<sup>1</sup>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.

#### **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.

#### **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.

**Effective: 08/03/2015**

**Catalog Page Reference: 94-95**

The program was revised to read:

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

Delivery Method: Online Modality Only

Campus: Anchorage, Canyon Country, Lancaster, 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>			
BA1035	Essentials of Business English	50	4.5
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
CM1010	Business Communication	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
PA2320	Bankruptcy	45	4.5
	<b>Total</b>	<b>635</b>	<b>63</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 <sup>1</sup>	45	4.5
SS1110	Technology Fundamentals <sup>1</sup>	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>1015</b>	<b>99.0</b>

<sup>1</sup>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.

#### **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.

#### **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.

## Effective: 08/03/2015

The following *Course Description* was revised to read:

### **HV1230 Refrigerants and Oils**

**4.5 Quarter Credit Hours**

*Prerequisites: HV1110 Basic HVAC Science and Electrical and 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 be introduced to the specific high pressure safety concerns and systems that operate with R410A refrigerants.

## **Effective: 07/20/2015**

### **Catalog Page Reference: 9-10**

The *Accreditation and Licensure* information was updated to include East Wenatchee:

### **Accreditation and Licensure**

Charter College is accredited by the Accrediting Council for Independent Colleges and Schools, 750 First Street N.E., Suite 980, Washington, DC, 20002-4242, 202-336-6780, to award master's degrees (Anchorage only), bachelor of science degrees (all campuses except East Wenatchee, Lacey, Pasco, Wasilla, and Yakima), associate of applied science degrees (all campuses except East Wenatchee, Lacey, Wasilla, and Yakima), and certificates (all campuses). The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. In addition, the Anchorage, Bellingham, Oxnard, and Vancouver campuses are approved by the United States Immigration and Naturalization Service to enroll qualified non-immigrant alien students.

#### ***Alaska***

Charter College is authorized by the Alaska Commission on Postsecondary Education, PO Box 110505 Juneau, Alaska 99811-0505, Phone (907) 465-6741, Fax (907) 465-5316, to offer a master's degree, bachelor degrees, associate degrees, and certificates.

#### ***California***

Charter College is approved to operate by the California Bureau for Private Postsecondary Education. The Bureau for Private Postsecondary Education is located at 2535 Capitol Oaks Drive, Suite 400, Sacramento California, 95833. The mailing address is P.O. Box 980818, West Sacramento, CA 95798-0818. The phone number is 916-431-6959.

Charter College Oxnard is authorized by the Washington Student Achievement Council and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes Charter College to offer specific degree programs. The Council may be contacted for a list of currently authorized programs. Authorization by the Council does not carry with it an endorsement by the Council of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the Council at P.O. Box 43430, Olympia, WA 98504-3430.

#### ***State of California Disclosures***

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site ([www.bppe.ca.gov](http://www.bppe.ca.gov)).

#### ***Nevada***

Charter College is licensed in Nevada by the Commission on Postsecondary Education to offer experiential training.

#### ***Washington***

Charter College Vancouver, Fife, Pasco, and Lynnwood are authorized by the Washington Student Achievement Council and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes Charter College to offer specific degree programs. The Council may be contacted for a list of currently authorized programs. Authorization by the Council does not carry with it an endorsement by the Council of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the Council at P.O. Box 43430, Olympia, WA 98504-3430.



This school is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding certificate programs at this private vocational school may be made to the Workforce Training and Education Coordinating Board, 128 - 10th Ave. SW, Box 43105, Olympia, Washington 98504, [wtb.wa.gov](http://wtb.wa.gov), phone: 360-753-5662, e-mail address: [wtecb@wtb.wa.gov](mailto:wtecb@wtb.wa.gov).

## **Effective: 07/20/2015**

### **Catalog Page Reference: 11-12**

The *Location and Facilities* information was updated to include East Wenatchee:

### **Location and Facilities**

In order to observe and evaluate staff and faculty performance, Charter College utilizes cameras and microphones in the classroom for the purpose of enhancing the learning environment. As such, students should have no expectation of privacy while in the classroom. Recordings are secure and are accessible to administrators within the Education Department for one week before being removed from the server.

#### *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 - Wasilla 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, a traditional library resource center and/or virtual library resources. 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 learning site 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 13,064 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, a traditional library resource center and/or virtual library resources. 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 facility includes a nursing laboratory with medical-surgical simulation equipment and skills lab. The Lancaster facility includes 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 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 traditional library resource center and/or virtual library resources, and computer laboratories. 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 – Vancouver also occupies a learning site at 595 Grant Rd, Suite 5, in East Wenatchee, WA. The learning site is 2,600 square feet and houses classrooms, an administrative office, and one medical assistant laboratory. The classrooms and laboratory have modern technology including audiovisual equipment.

Charter College – Vancouver also occupies a learning site at 4520 Lacey Blvd. SE, Suite 40, in Lacey, WA. The learning site is 4,950 square feet and houses classrooms, an administrative office, one medical assistant laboratory, and one pharmacy technician laboratory. The classrooms and laboratories have modern technology including audiovisual equipment.

Charter College – Pasco also occupies a learning site at 2706 West Nob Hill Boulevard, Suite 106, 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. Bakerview Rd., Suite 112, in Bellingham, WA. 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: 07/20/2015**

**Catalog Page Reference: 65-66**

The following information was updated to include East Wenatchee:

## **Prospect Education and Charter College Student Sexual Harassment Policy – Undergraduate Programs**

### **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
East Wenatchee	Campus Manager	509-415-3576	595 Grant Rd, Suite 5 East Wenatchee, WA 98802
Fife	Campus President	253-252-4200	3700 Pacific Highway East, Suite 150 Fife, WA 98424
Lacey	Campus Manager	360-292-7179	4520 Lacey Blvd. SE, Suite 40, Lacey, WA 98503
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
Wasilla	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	509-412-1694	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 harassment. Any student with a sexual harassment complaint should contact the campus Title IX Coordinator immediately. A prompt and equitable response may include an early resolution of the issue, a formal investigation, and/or targeted training or educational programs. If an investigation is warranted, the College shall maintain confidentiality for all parties to the extent permitted by law. However, complainants should be aware that in a formal investigation due process requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment.

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

### **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: 06/29/2015**  
**Catalog Page Reference: 88-89**

*Associate of Applied Science in Nursing*

For the 06/29/2015 term, GE1105 Human Growth and Development is delivered online.

## Effective Date: 06/29/2015

The following information represents a program in which students receiving benefits from Veteran Affairs may be actively enrolled. However, unless otherwise noted, Charter College is not enrolling new or returning students into these program. Unless otherwise noted, 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 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 Computer Science***

Campus: Anchorage

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

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 <sup>1</sup>	45	4.5
SS1210	Professional Success Strategies <sup>2</sup>	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>

<sup>1</sup>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.

<sup>2</sup>This course is taught on-ground, blended, or online.

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

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

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

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 <sup>1</sup>	45	4.5
SS1210	Professional Success Strategies <sup>2</sup>	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>

<sup>1</sup>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.

<sup>2</sup>This course is taught on-ground, blended, or online.

## ***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 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 Criminal Justice***

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

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

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 <sup>1</sup>	45	4.5
SS1110	Technology Fundamentals <sup>1</sup>	50	4.5
SS1210	Professional Success Strategies <sup>2</sup>	45	4.5
	<b>Total</b>	<b>140</b>	<b>13.5</b>
	<b>Grand Total</b>	<b>1020</b>	<b>99.0</b>

<sup>1</sup>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.

<sup>2</sup>This course is taught on-ground, blended, or online.

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

Campus: Anchorage

Note: Charter College is not enrolling new 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.

### **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 <sup>1</sup>	45	4.5
SS1110	Technology Fundamentals <sup>1</sup>	50	4.5
SS1210	Professional Success Strategies <sup>2</sup>	45	4.5
	<b>Total</b>	<b>140</b>	<b>13.5</b>
	<b>Grand Total</b>	<b>1185</b>	<b>108.0</b>

<sup>1</sup>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.

<sup>2</sup>This course is taught on-ground, blended, or online.

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

Delivery Method: Online Modality Only

Campus: Anchorage, Wasilla

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 <sup>1</sup>	45	4.5
SS1110	Technology Fundamentals <sup>1</sup>	50	4.5
SS1210	Professional Success Strategies <sup>2</sup>	45	4.5
	<b>Total</b>	<b>140</b>	<b>13.5</b>
	<b>Grand Total</b>	<b>1185</b>	<b>108.0</b>

<sup>1</sup>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.

<sup>2</sup>This course is taught on-ground, blended, or online.

## *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.

<b>Course Code</b>	<b>Course Title</b>	<b>Contact Hours</b>	<b>Quarter Credit Hours</b>
<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 Network Security*

Campus: Anchorage

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

The Associate of Applied Science Degree in Network Security is designed for information technology professionals with a certificate or substantial coursework in computer science. The 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. The program also includes networking and application development coursework, as well as, general education coursework in oral and written communication, ethics, sociology, 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 a network security related field.

### **Program Outcomes:**

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

1. Demonstrate the ability to setup, install and deploy a server into an existing network.
2. Choose and configure appropriate security policies.
3. Analyze and properly interpret data collected from an IDS/IPS system in an existing network.
4. Perform a physical assessment of an existing network, as well as identify and locate potential vulnerabilities in the network.
5. Recommend appropriate action to plug network vulnerabilities.
6. Appraise an actual breach of an existing network that has been documented by utilizing the following method:
  - a. Describe what went wrong
  - b. Discuss what was done properly
  - c. Contrast what can be done to prevent another breach
  - d. Report on the extent of the damage
7. Examine PCs that are functioning properly, diagnose the problems distinguish between non field-serviceable items and field-serviceable items, and demonstrate the ability to replace field-replaceable parts.
8. Employ best practices in setting up and configuring basic firewall appliances.
9. Setup, configure and secure a wireless router behind a firewall.
10. Appraise an existing network and demonstrate the ability to document the network.
11. Correctly interpret a network diagram employing commonly used tools, such as Visio.
12. Demonstrate the ability to correctly identify a common PC, printer or network issue and employ troubleshooting skills in order to correctly fix the problem.
13. Demonstrate the ability to be professional, customer-service oriented, and a team player in an IT environment.
14. Define a proper baseline for a PC or network and illustrate how that baseline can then be used to identify problems in the PC or network.
15. Demonstrate the ability to complete a standard baseline installation of a complex program, such as SQL Server.

<b>Course Code</b>	<b>Course Title</b>	<b>Contact Hours</b>	<b>Quarter Credit Hours</b>
	<b>Concentration Requirements</b>		
CS2110	Linux Networking	55	4.5
CS2220	Mobile & Cloud Application Development	55	4.5
Transfer Credit	Transfer in 54 quarter credit hours in computer science	0	54.0
	<b>Total</b>	<b>110</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>		
SS2110	Software Fundamentals	50	4.5
	<b>Total</b>	<b>50</b>	<b>4.5</b>
	<b>Grand Total</b>	<b>400</b>	<b>90.0</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>

## *Certificate in Massage Therapy*

Campus: Canyon Country, Lancaster

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:

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

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

## *Certificate in Network Security*

Campus: Anchorage

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

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 <sup>1</sup>	45	4.5
SS1110	Technology Fundamentals <sup>1</sup>	50	4.5
SS1210	Professional Success Strategies <sup>2</sup>	45	4.5
	<b>Grand Total</b>	<b>735</b>	<b>63.0</b>

<sup>1</sup>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.

<sup>2</sup>This course is taught on-ground, blended, or online.



## *Certificate in Office Administration*

Campus: Anchorage, Mat Su, Canyon Country, Lancaster, 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:

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 & 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>

## 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.

### **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.

### **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.

**CJ1110 Introduction to Criminal Justice and Law Fundamentals****4.5 Quarter Credit Hours***Prerequisites: None*

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

**CJ1210 Introduction to Policing and Corrections****4.5 Quarter Credit Hours***Prerequisites: None*

This course is an introduction to policing and the correctional system in the United States. Policing is studied from three perspectives: the police officer-citizen interaction, the agency-community relationship and the legal and ethical questions of policing in a democratic society. The history, basic models, current strategies and approaches, and relationships with the community will be presented for both policing and corrections, in order to provide a foundation for understanding how enforcement and corrections function within the criminal justice system.

**CJ2220 Probation, Parole, and Rehabilitation****4.5 Quarter Credit Hours***Prerequisites: None*

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

**CJ2320 Criminal Investigations and Analysis****4.5 Quarter Credit Hours***Prerequisites: None*

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

**CJ2350 Criminal and Delinquent Behavior****4.5 Quarter Credit Hours***Prerequisites: None*

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. Evidence based corrections approaches shall be presented and discussed.

**CJ2360 Drugs, Alcohol, and Criminal Behavior****4.5 Quarter Credit Hours***Prerequisites: None*

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

**CJ2420 Juvenile Justice****4.5 Quarter Credit Hours***Prerequisites: None*

This course is a general orientation to the field of juvenile delinquency, including causation, development, treatment, and prevention of delinquent behavior. The challenges of successful juvenile justice are discussed, including initial apprehension, referral, incarceration, treatment, and preventive techniques. The need for evidence based programs is discussed and the Standardized Program Evaluation Protocol (SPEP) utilized by some states to determine successful programs is presented. Specific issues examined include chemical dependency, mental illness, and compulsive and habitual offenders. Special attention is given to the problems inherent in the police handling of juveniles and the function of juvenile courts. Attention is given also to appellate courts, juvenile courts, court reform, and the issues of gender, race, and ethnicity and how it applies to law enforcement and juvenile justice.

**CJ2510 Report Writing for Criminal Justice****4.5 Quarter Credit Hours***Prerequisites: None*

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

**CJ2920 Criminology****4.5 Quarter Credit Hours***Prerequisites: None*

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

**CJ3620 Cybercrimes****4.5 Quarter Credit Hours***Prerequisites: None*

This course examines the environment and span of cybercrime and current legal responses. 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. Local, state, federal, and international agencies and their efforts will be researched and discussed.

**CJ3820 Restorative Justice****4.5 Quarter Credit Hours***Prerequisites: None*

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. International applications shall be presented, including both juvenile and adult justice programs in New Zealand, Australia, and Germany among others. Current and recent recommendations and approaches recommended by the Office of Juvenile Justice and Delinquency Prevention within the U.S. Department of Justice shall be reviewed and discussed. Challenges to restorative justice, including media, marketing, policy creation/lobbying, and other stakeholder pressures will be debated.

**CJ4220 Ethics in Criminal Justice****4.5 Quarter Credit Hours***Prerequisites: None*

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. The implication of criminal justice ethics and societal perceptions shall be explored, as well as the potential effects of popular media on professional and societal ethics and morality.



**CJ4320 Gangs, White Collar, and Organized Crime****4.5 Quarter Credit Hours***Prerequisites: None*

This course presents the theoretical background to critically analyze abstract and real world problems dealing with gangs, organized crime, and white collar crime. The course examines juvenile and adult criminal careers as well as the extent, etiology, control, and treatment of white-collar and organized crime. Definitions of organized crime groups will be explored and several of the active organized crime groups active in the United States will be presented and discussed. The history of street gangs and groups deemed socially deviant in modern day America will be reviewed, and a wide array of criminological theories applicable to gang formation, expansion, and intervention will be 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, corrections and gangs interact along with the roles of the police, prosecutor, the juvenile court, and correctional personnel (e.g., security threat groups) is covered.

**CJ4420 Perspectives on Terrorism****4.5 Quarter Credit Hours***Prerequisites: None*

This course defines and describes terrorism both domestic and international, 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.

**CJ4480 Natural and Catastrophic Events Management****4.5 Quarter Credit Hours***Prerequisites: None*

This course provides information about the Emergency Management and covers the United States of America's organized response to natural and catastrophic hazards and disasters in the United States. The course examines the events which 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 with the entry of the Federal Emergency Management Agency into the field in 1979, and particularly after the events of 9/11, and the subsequent evolution of integrated incident management. Accordingly, the Federal Emergency Management Agency (FEMA), the Federal Response Plan (FRP), the National Response Framework (NRF), and the roles, responsibilities, and interrelationship between FEMA and state and local emergency management systems are reviewed. The National Incident Interagency Management System and Homeland Security Presidential Directives 5 and 8 will be presented and the implications discussed. 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).

**CJ4520 Multiculturalism, Diversity, and Criminal Justice****4.5 Quarter Credit Hours***Prerequisites: None*

This course will explore the current challenges and issues of the administration of justice in a multicultural and diverse society. Rapidly changing ethnic demographics within communities and resultant public policy changes demands that the criminal justice professional stay informed and aware, and prepared to act in a professional manner. Such professionalism requires skill at cultural awareness, cross cultural communication, and sensitivity to diversity issues. Increasing diversity within criminal justice institutions also demands the same skills as multicultural and diverse professionals endeavor to work well together despite differences. Additionally, the course shall examine issues related to how women, elders, and minorities have contributed to and been affected by policy and legislation within the justice system.

**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).

**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.

**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.

**CS1110 Introduction to Technology****4.5 Quarter Credit Hours***Prerequisite: None*

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

**CS1130 Networking and Wireless Essentials****4.5 Quarter Credit Hours***Prerequisite: None*

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

**CS1220 Server Configuration and Administration****4.5 Quarter Credit Hours***Prerequisite: None*

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

**CS1320 Security +: Network Security Fundamentals****4.5 Quarter Credit Hours***Prerequisite: None*

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

**CS1420 Firewall Essentials****4.5 Quarter Credit Hours***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.

**CS1430 Strategic and Tactical Network Security****4.5 Quarter Credit Hours***Prerequisite: None*

This course offers a study in network security protection. Topics include infrastructure and operating system hardening, process of network communication to protect secure communications, proper techniques for contingency planning, designing and configuring firewall systems, Virtual Private Networks (VPN), and a network intrusion detection system. Performing risk analysis and creating a network security policy are also covered.

**CS1520 Computer Forensics and Investigations****4.5 Quarter Credit Hours***Prerequisites: None*

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

**CS1620 Programming Essentials****4.5 Quarter Credit Hours***Prerequisite: None*

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

**CS1630 A+ Fundamentals****4.5 Quarter Credit Hours***Prerequisite: None*

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



**CS1720 Introduction to Cloud Computing****4.5 Quarter Credit Hours***Prerequisite: None*

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

**CS1910 Network Security Review****4.5 Quarter Credit Hours***Prerequisite: Completion of all core (CS and SS prefix courses) in the Network Security Certificate Program*

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

**CS2110 Linux Networking****4.5 Quarter Credit Hours***Prerequisite: None*

This course is an introduction to the fundamentals of the Linux operating system. The skills required to properly perform Linux administrative tasks are presented. Topics include managing directories and files, using the command line prompt, creating and maintaining user accounts, and managing processes, network configuration and services, and security.

**CS2220 Mobile & Cloud Application Development****4.5 quarter Credit Hours***Prerequisite: None*

This course focuses on the different aspects of application programming on mobile devices. Understanding the different platforms and languages involved in application development will be discussed. Security, cross platform development, memory and storage, and utilizing media based content will be explored. Students will design a mobile application, implement the application, connect to a backend database from the application, and do any necessary testing and debugging.

**CS3110 Database Fundamentals****4.5 Quarter Credit Hours***Prerequisite: None*

This course is a study of data management using a database software program. Installation, concepts, principles, issues and techniques for managing data resources will be discussed. Methods of file organization, data structures, flat versus relational databases, query languages, micro to mainframe database environments, and front end interfaces will be discussed. The student will be asked to design and implement database reports and queries utilizing Microsoft Access.

**CS3120 Cisco IOS****4.5 Quarter Credit Hours***Prerequisite: None*

This course introduces the basics of the topologies, connectivity, and configuration of infrastructure devices, focusing primarily on the Cisco router, switch and security device IOS (Internetwork Operating System). Logging onto an IOS driven device and performing basic setups, such as addressing and configuration of ports will be discussed. Routing and Security configurations will be explored, including ACLs (Access Control Lists), VLANs (Virtual LANs), port security, routing tables, STP (Spanning Tree Protocol), and VTP (VLAN Trunking Protocol).

**CS3210 Programming Applications and Development****4.5 Quarter Credit Hours***Prerequisite: None*

This course is an in-depth study of programming applications and development. Topics include writing functions, using arrays and strings, creating structures, objects and classes, linking applications to databases and developing web applications. Students will also be instructed on Sub and Function procedures, various computer languages, graphical user interface, IF and case statements, and loops. Additionally, the creation of programs and saving/retrieving information from memory will be presented.

**CS3310 Computational Theory****4.5 Quarter Credit Hours***Prerequisite: None*

This course discusses computational theory. Various theories, such as Automata Theory, Computational Complexity Theory, Number Theory, and Computability Theory will be discussed. Turning machines, the halting problem, and algorithms will also be explored. Additional topics will focus on abstraction, decision trees, and converting problems to solutions.

**CS4410 Web Design****4.5 Quarter Credit Hours***Prerequisite: None*

This course introduces the products, procedures, and applications of web design. Next-generation websites and dynamic content and graphical elements of these sites will be explored. Additional topics include working with text, importing, selecting and modifying graphics, links, tables, creating animation and movies, and special effects. Code view, formatting with style sheets, creating an effective user-navigation interface, automation of tasks, creating forms, slices and rollovers, hotspots, and vector graphics will be presented.

**CS4510 Information Technology and Ethics****4.5 Quarter Credit Hours***Prerequisite: None*

This course introduces the IT/NWS professional to various ethical issues commonly encountered by the IT professional. Topics include various federal, state, and local laws governing the generation, storage, retention and disclosure, both intentional and unintentional, of confidential information. Critical thinking, moral reasoning, and the importance of consequences will be explored. Various IT working environments, such as in a medical facility, educational, accounting and legal offices will also be discussed.

**CS4520 Web Programming Languages****4.5 Quarter Credit Hours***Prerequisite: None*

This course introduces various web programming languages, such as HTML, PHP, Python and Ruby. The course explores how to design, build and publish web sites with dynamic content. Topics include choosing the right language, working with text, graphics, and links, creating animation and special effects, and importing, selecting and modifying graphics, including multimedia.

**CS4610 Operating Systems: Real Time****4.5 Quarter Credit Hours***Prerequisite: None*

This course explores operating systems with special focus on real time operating systems (RTOS) and their unique considerations. Topics include interrupts, scheduling, semaphore, memory allocations, debugging and design philosophies. Embedded systems and PLC's and their use in industry, manufacturing, and amusement rides will be discussed. The course includes hands-on experience with RTOS appliances.

**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.

**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.

**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.

**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.

**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.

**MED1101 Medical Insurance Billing Essentials****4.5 Quarter Credit Hours**

*Prerequisite: MED1122 Medical Coding – Diagnosis and MED1123 Medical Coding – Procedural*

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

**MED1103 Professional Billing, Coding and Reimbursement****4.5 Quarter Credit Hours**

*Prerequisite: MED1122 Medical Coding – Diagnosis and MED1123 Medical Coding – Procedural*

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. Medical terminology and anatomy and physiology are also covered.

**MED1123 Medical Coding – Procedural****4.5 Quarter Credit Hours**

*Prerequisite: None*

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. Medical terminology and anatomy and physiology are also covered.

**MED1150 Health Records Management****4.5 Quarter Credit Hours**

*Prerequisite: None*

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. In addition, the course covers archiving unused medical records, performing basic medical research and creating correspondence.

**MED1151 Functions of Health Records Management****4.5 Quarter Credit Hours***Prerequisite: None*

This course provides a more detailed look at Electronic Health Records. 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.

**MED1160 Introduction to Healthcare Quality****4.5 Quarter Credit Hours***Prerequisite: None*

This course introduces the principles, processes, and procedures associated with measuring, managing, and improving quality of health care and healthcare services. Various systems and tools used in quality performance assessment and improvement measurements will be explored.

**MED1230 Institutional Billing, Coding and Reimbursement****4.5 Quarter Credit Hours***Prerequisite: None*

This is an introduction to CMS-1450 (UB04), ICD-9/10-CM for diagnosis, CPT volume III for procedures, medical revenue codes, Diagnostic Related Groups (DRG), major diagnostic categories, charts, institutional forms and the electronic clearinghouse. 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. Medical terminology, anatomy and physiology are also covered.

**MED1270 Confidentiality of Health Care Records****4.5 Quarter Credit Hours***Prerequisite: None*

This course covers concepts for correctly dealing with patient health information utilized throughout multiple allied health careers. Emphasis is placed on communication, written and oral skills, how to handle requests for information release, effective patient interviews and the completion of authorization forms.

**MED2220 Quality Assurance****4.5 Quarter Credit Hours***Prerequisites: None*

This course covers quality assessment concepts as they relate to health information. Team concepts, risk management, utilization management, accreditation and licensure, data quality issues, and patient outcomes are important topics in this course. Health care and vital statistics from health care data will also be discussed.

**MED2230 Institutional Billing, Coding and Reimbursement****4.5 Quarter Credit Hours***Prerequisites: MED1122 Medical Coding – Diagnosis and MED1123 Medical Coding – Procedural*

This course covers 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.

**MED2240 Reimbursement Methodologies****4.5 Quarter Credit Hours***Prerequisites: None*

This course will show students the reimbursement side of health care and the importance of correct coding and billing practices to both the facility and the patient. Students will gain insight into the various types of health insurance plans, and also study compliance as it relates to reimbursement. How to complete, interpret, and process manual and automated insurance claim forms for government and third party payers are explored.

**MED2250 Healthcare Informatics****4.5 Quarter Credit Hours***Prerequisites: None*

This course is an introduction to health informatics; the application of computers, communication, and information technologies combined with operational systems used in problem solving, decision making, and healthcare process improvement. Topics discussed will include: data management, standards and tools to support health care delivery, information technology, and the emerging field of health informatics.



**MED2270 Health Care Records – Ethical Practices****4.5 Quarter Credit Hours***Prerequisites: None*

This course covers the concepts for correctly dealing with patient health information utilized throughout multiple allied health services. 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. Laws and regulations addressing release of information and retention of records are examined, as are the legal and regulatory issues surrounding confidentiality of information.

**MED2280 Healthcare Delivery Services****4.5 Quarter Credit Hours***Prerequisites: None*

This course covers the history, and current issues in the U.S. healthcare delivery systems. Interrelationships among system components and care providers are explored. Licensing, accreditation and regulatory compliance activities are discussed, safety and security, and the role of health information professionals. The evolution, and emerging trends in health information systems are explored.

**MED2285 Pathophysiology and Pharmacology****4.5 Quarter Credit Hours***Prerequisites: None*

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.

**MED2290 Regulatory Issues in Health Information****4.5 Quarter Credit Hours***Prerequisites: None*

This course covers legal and regulatory issues in healthcare, with emphasis on delivery of healthcare services and documentation of care. Students explore the rights and responsibilities of providers, employees, payers, and patients in a healthcare context. Legal terminology pertaining to civil liability and the judicial and legislative processes is covered.

**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.

**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.

**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.

**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.

**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

**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.

**SCI102 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.

**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.

**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.

**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.



This image shows a full page of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page, typical of notebook paper. There are no margins, text, or other markings on the page.

