

CHARTER COLLEGE

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CATALOG ADDENDUM

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

Student's Right to Cancel

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

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

The written Notice of Cancellation need not take any particular form, and, however expressed, it is effective if it shows that a student no longer wishes to be bound by the Enrollment Agreement. If the College has provided any equipment, including books or other materials, the student shall return them to the College within seven (7) business days following the date of Notice of Cancellation. If a student fails to return this equipment, including books (except online students), or other materials, in good condition within the seven (7) business day period, the College may deduct its documented cost for the equipment from any refund that may be due. Once students pay for the equipment, it is theirs to keep without further obligation.

Effective Date: 11/01/2014

Bellingham Campus Only

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

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

Effective Date: 10/28/2014

Catalog Page Reference: 104-105

The Certificate in Medical Office Administrative Assistant is now available in Anchorage and Wasilla.

Certificate in Medical Office Administrative Assistant

Modality: Online Modality Only

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

The Medical Office Administration program prepares students to seek entry-level employment in a medical front office, hospital office setting, or medical insurance company. Typical job titles for students entering the field would be: medical secretary, medical insurance billing and coder and medical receptionist. The content of the program provides students with specialized training in industry-current medical administrative procedures. The program includes hands-on training with medical office computer programs. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see Graduation section of the catalog), graduates could seek entry level employing in the medical office administrative assistant field.

Program Outcomes:

1. Demonstrate the importance of professionalism, communication, and collaboration skills in the professional setting
2. Identify and describe the legal and ethical standards, guidelines, and regulations pertinent to the medical office administrative assistant field.
3. Explain the knowledge, skills, and professional behavior necessary to perform as a competent entry level medical office administrative assistants in a variety of settings.
4. Demonstrate professional communication skills using both the written and spoken word.
5. Apply the knowledge of anatomy, physiology, and medical terminology as it relates to medical billing and coding.
6. Demonstrate an understanding of medical health record systems and how to enter patient information, creation of Superbills, and medical office visits.
7. Demonstrate an understanding of the importance of medical health record retention and security.
8. Demonstrate an understanding of medical insurance plans for inpatient and outpatient services and how to code, bill, and apply for reimbursement.
9. Explain and perform appropriate administrative tasks effectively.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
AH1200	Math for Medical Professionals	55	4.5
AH1400	Compliance in Healthcare Environments	45	4.5
MED1151	Functions of Health Records Management	45	4.5
MED1230	Institutional Billing, Coding and Reimbursement	45	4.5
MED1270	Confidentiality of Health Care Records	45	4.5
MOA1101	Computerized Billing and Coding	55	4.5
MOA1102	Medical Insurance Processing and Coding	55	4.5
MOA1103	Insurance Billing and Bookkeeping	55	4.5
MOA1105	Insurance Claims Processing	50	4.5
MOA1107	Office and Records Management and Medical Ethics	50	4.5
MOA1108	Office Accounting and Customer Service	45	4.5
MOA1199	Medical Office Administrative Assistant Externship*	180	6.0
SS1001	Student Success Strategies**	45	4.5
SS1110	Technology Fundamentals**	50	4.5
SS1210	Professional Success Strategies	45	4.5
	Grand Total	865	69.0

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

**This course is taught on-ground. Students with extenuating circumstances or with a residence outside of a commuting distance must contact the Director of Admissions and/or Campus President to determine if they are eligible for a schedule revision. Students must complete this course prior to progressing in the program; extenuating circumstances must be approved by the Campus President.

Effective Date: 10/13/2014

Legal Assistant Requirements

California

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

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

Legal Assistant Disclosure

California

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

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

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

Effective Date: 10/13/2014

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

Academic Programs

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

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

Campus: Oxnard

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

The Bachelor of Science in Business Management Accounting program is designed to provide students with the knowledge, technical skills, and work habits required for management accountants in the public, private, or non-profit sector. The program covers general management and communication skills as well as accounting and business skills. This program has three (3) concentrations: Business Applications, Business Management Practice and Computerized Accounting. All three (3) concentrations prepare students to seek entry-level positions in accounting and business.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
ACC100	Accounting Essentials	40	4.0
ACC102	Payroll Reporting	40	3.5
ACC120	Automated Accounting	40	3.0
ACC121	Principles of Accounting	40	4.0
ACC300	Governmental / Non-Profit Accounting	40	3.5
ACC302	Financial Analysis for Managers	40	3.5
ACC305	Managerial Cost Accounting	40	3.5
ACC400	Accounting Information Systems	40	3.5
ACC404	Advanced Tax – Corporate	40	4.0
ACC406	Contemporary Accounting Issues	40	4.0
ACC450	Senior Accounting Externship	120	4.0
BSM200	Leadership and Team Management	40	4.0
BSM201	Managing People: Human Resource Development	40	4.0
BSM202	Managing Projects: Development and Implementation	40	4.0
BSM203	Marketing with Technology	40	4.0
BSM204	Managing Small Businesses: Entrepreneurship	40	4.0
BSM206	Business Law	40	4.0
BSM301	Project Management Applications	40	3.25
BSM302	Contract Management	40	4.0
BSM303	Lawful Employment Management	40	4.0
BSM307	Finance for Managers	40	4.0
BSM308	Economics for Managerial Decision Making	40	3.0
BSM401	Organizational Management	40	4.0
BSM403	Research Methodologies in Business Applications	40	4.0
CMP126	PowerPoint for Windows	40	3.0
CMP130	Word for Windows	40	3.0
CMP131	Excel for Windows	40	3.0
CMP233	Advanced Word and Excel for Windows	40	3.0
CMP305	Advanced Microsoft Office Applications	40	3.0
ENG400	Managerial Writing and Presentations	40	4.0
Total		1280	109.75

	General Education Requirements		
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
	Total	585	58.5
	Other Requirements		
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
	Total	160	15
	Grand Total	2025	183.25

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

Campus: Anchorage, Oxnard, Bellingham

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

The Bachelor of Science in Business Management Accounting program is designed to provide students with the knowledge, technical skills, and work habits required for management accountants in the public, private, or non-profit sector. The program covers general management and communication skills as well as accounting and business skills. This program has three (3) concentrations: Business Applications, Business Management Practice and Computerized Accounting. All three (3) concentrations prepare students to seek entry-level positions in accounting and business.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
ACC100	Accounting Essentials	40	4.0
ACC102	Payroll Reporting	40	3.5
ACC120	Automated Accounting	40	3.0
ACC121	Principles of Accounting	40	4.0
ACC200	Income Tax Preparation	40	4.0
ACC201	Advance Principles of Accounting	40	4.0
ACC202	Managerial Accounting	40	3.5
ACC203	Advanced Managerial Accounting	40	3.5
ACC204	Audit Preparation	40	4.0
ACC300	Governmental / Non-Profit Accounting	40	3.5
ACC302	Financial Analysis for Managers	40	3.5
ACC305	Managerial Cost Accounting	40	3.5
ACC400	Accounting Information Systems	40	3.5
ACC404	Advanced Tax – Corporate	40	4.0
ACC406	Contemporary Accounting Issues	40	4.0
ACC450	Senior Accounting Externship	120	4.0
BSM206	Business Law	40	4.0
BSM301	Project Management Applications	40	3.25
BSM302	Contract Management	40	4.0
BSM303	Lawful Employment Management	40	4.0
BSM307	Finance for Managers	40	4.0
BSM308	Economics for Managerial Decision Making	40	3.0
BSM401	Organizational Management	40	4.0
BSM403	Research Methodologies in Business Applications	40	4.0
CMP126	PowerPoint for Windows	40	3.0
CMP130	Word for Windows	40	3.0
CMP131	Excel for Windows	40	3.0
CMP233	Advanced Word and Excel for Windows	40	3.0
CMP305	Advanced Microsoft Office Applications	40	3.0
ENG400	Managerial Writing and Presentations	40	4.0
Total		1280	108.75

	General Education Requirements		
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
	Total	585	58.5
	Other Requirements		
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
	Total	160	15
	Grand Total	2025	182.25

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.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
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
Total		1200	111.25

	General Education Requirements		
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
	Total	585	58.5
	Other Requirements		
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
	Total	160	15
	Grand Total	1945	184.75

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.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
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
Total		1250	113.0

	General Education Requirements		
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
	Total	585	58.5
	Other Requirements		
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
	Total	160	15
	Grand Total	1995	186.5

Bachelor of Science in Health Care Administration

Campus: Anchorage, Oxnard, Bellingham, Vancouver

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

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

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

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.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
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
Total		1345	111.5

	General Education Requirements		
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
	Total	585	58.5
	Other Requirements		
BUS100	Success Strategies	40	4.0
BUS101	Career Development	40	4.0
BUS400	Capstone: An Integration of Learning	40	3.0
	Total	120	11.0
	Grand Total	2050	181.0

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.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
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
Total		1345	112.0

	General Education Requirements		
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
	Total	585	58.5
	Other Requirements		
BUS100	Success Strategies	40	4.0
BUS101	Career Development	40	4.0
BUS400	Capstone: An Integration of Learning	40	3.0
	Total	120	11.0
	Grand Total	2050	181.5

Associate of Applied Science in Business Management Practice

Campus: Oxnard, Bellingham, Vancouver

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

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

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
ACC100	Accounting Essentials	40	4
ACC102	Payroll Reporting	40	3.5
ACC120	Automated Accounting	40	3
ACC121	Principles of Accounting	40	4
BSM200	Leadership and Team Management	40	4
BSM201	Managing People: Human Resource Development	40	4
BSM202	Managing Projects: Development and Implementation	40	4
BSM203	Marketing with Technology	40	4
BSM204	Managing Small Businesses: Entrepreneurship	40	4
BSM206	Business Law	40	4
CMP126	PowerPoint for Windows	40	3
CMP130	Word for Windows	40	3
CMP131	Excel for Windows	40	3
CMP233	Advanced Word and Excel for Windows	40	3
CMP305	Advanced Microsoft Office Applications	40	3
	Total	600	53.5
General Education Requirements			
ENG100	Written Communication	45	4.5
ENG121	Technical Writing and Presentation	40	4
MTH100	College Mathematics	45	4.5
	Humanities Requirement	45	4.5
	Physical Science Requirement	45	4.5
	Social Science Requirement	45	4.5
	Total	265	26.5
Other Requirements			
BUS100	Success Strategies	40	4
BUS101	Career Development	40	4
OFM102	Customer Service	40	4
	Total	120	12
	Grand Total	985	92.0

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

Campus: Oxnard

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

The Associate of Applied Science in Computer Science: Concentration in Business Applications program prepares students to seek careers in receiving, processing, delivering, and storing information that is vital in both the short-term and the long-term operation and decision-making of virtually all businesses and governmental, social, and professional agencies and enterprises. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a computer science or business related field.

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

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

Campus: Anchorage, Vancouver

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

The Associate of Applied Science in Computer Science: Concentration in Network Security program prepares students to seek careers in the field of network security. Network security specialists plan, coordinate, and implement an organization's information security and security systems. Security specialists educate users on computer security, install security software, monitor the network for security breaches, respond to cyber attacks, and gather data and evidence. They install, configure, and manage firewall devices in an effort to provide a higher level of protection. Network security specialists are also responsible for developing security policies and procedures and for the physical security of the data network. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a computer science related field.

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

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

Campus: Anchorage, Oxnard

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

The Associate of Applied Science in Computer Science: Concentration in Networking Technology program prepares students to seek careers as computer professionals. The program begins by establishing primary knowledge and skills in computer operations. The program introduces Linux, wireless technology, Cisco routers, and enterprise-wide networks. The program builds a foundation in primary network architecture and current networking technology for local area networks (LANs), wide area networks (WANs), and the Internet. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a computer science related field.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
CMP125	Programming Essential	40	3.5
CMP129	Microsoft Server Windows Environment	45	4.0
CMP130	Word for Windows	40	3.0
CMP131	Excel for Windows	40	3.0
CMP133	Security+: Network Security Fundamentals	40	3.0
CMP134	Network+: Network Essentials	45	4.0
CMP210	Wireless Essentials	45	4.0
CMP211	Linux Networking	45	4.0
CMP229	Microsoft Server Network Services	40	3.5
CMP231	Microsoft Server Active Directory Infrastructure	40	3.5
CMP232	Microsoft Internet Security and Accelerations Server	40	3.5
CMP236	Server+	40	3.5
CMP237	Microsoft Small Business Server	40	3.5
CMP238	Microsoft Exchange Server	40	3.5
DET124	A+ Fundamentals	45	4.0
DET218	Virtualization	40	3.5
Total		665	57.0
General Education Requirements			
ENG100	Written Communication	45	4.5
ENG121	Technical Writing and Presentation	40	4.0
MTH100	College Mathematics	45	4.5
	Humanities Requirement	45	4.5
	Physical Science Requirement	45	4.5
	Social Science Requirement	45	4.5
Total		265	26.5
Other Requirements			
BUS100	Success Strategies	40	4.0
BUS101	Career Development	40	4.0
Total		80	8.0
Grand Total		1010	91.5

Associate of Applied Science in Computerized Accounting

Campus: Anchorage, Oxnard, Pasco, Vancouver

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

The Associate of Applied Science in Computerized Accounting program prepares students to seek careers in receiving, recording, storing, classifying, summarizing, communicating, and interpreting individual and multiple financial transactions that are vital to both the short-term and long-term operation and decision-making of virtually all businesses and governmental agencies and enterprises. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in an accounting or business related field.

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

Associate of Applied Science in Criminal Justice

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

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

The Associate of Applied Science in Criminal Justice program provides students interested in policing, criminal law, or corrections with an interdisciplinary study of crime and justice. The program's inclusion of interpersonal skills and managerial and administrative subject matter prepares students to seek positions of responsibility and leadership within the criminal justice community and related professions. The program examines the criminal justice process and its key components, effective interpersonal communication, administrative decision making and personnel management. Contemporary issues such as human relations and social conflict, professionalism and ethics, and the injection of technology into crime and its detection are also addressed. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Graduates of the program may find employment opportunities in public and private policing agencies, corrections, the court system, social services, and in corporate security.

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

Associate of Applied Science in Health Information Technology

Campus: Oxnard, Pasco, Vancouver

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

The Associate of Applied Science in Health Information Technology program prepares students to seek employment in health information positions. The program provides basic training in computers, health information content and management, quality improvement, statistics, coding and reimbursement, and legal aspects of health information. The program covers how to compile, analyze, and present health information for use by various health care professionals. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in health care records management or health care records related positions.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
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
	Total	650	57.5
General Education Requirements			
ENG100	Written Communication	45	4.5
MTH100	College Mathematics	45	4.5
	Humanities Requirement	45	4.5
	Physical Science Requirement	45	4.5
	Social Science Requirement	45	4.5
	Total	225	22.5
Other Requirements			
BUS100	Success Strategies	40	4.0
BUS101	Career Development	40	4.0
OFM102	Customer Service	40	4.0
	Total	120	12.0
	Grand Total	995	92.0

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

Campus: Anchorage, Vancouver

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

The Associate of Applied Science in Medical Office Administration: Concentration in Medical Assistant program provides students with the knowledge, technical skills, and work habits required to seek entry-level positions as Medical Assistants. The computer technology and word processing facets of the curriculum enhance the students' potential for placement, and the medical office administration orientation enhances graduates value in the fast-paced health care offices of today and the future. This program is broken into two phases, the first phase is the Certificate in Medical Assistant program, and the second phase is the medical office administration courses. Prior to advancing to the medical office administration courses, students must complete the Certificate in Medical Assistant program. *This program requires that students pass a certification exam in Medical Assisting prior to externship.*

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
CMP130	Word for Windows	40	3.0
CMP131	Excel for Windows	40	3.0
MAP101	Record Management and Ethics	40	3.5
MAP102	Patient Care Concepts	40	3.5
MAP103	Office Management and Communications	40	3.5
MAP104	Minor Office Surgery	40	3.5
MAP107	Fundamentals of Office Accounting	40	3.5
MAP109	Hematology and Phlebotomy	40	3.0
MAP111	Specimen Collection and Analysis	40	3.0
MAP113	Pharmacology	40	3.5
MAP115	Office Emergencies	40	3.0
MAP116	Cardiac Care	40	3.0
MAP200	Medical Assistant Externship	180	6.0
MED100	Medical Terminology Essentials	40	4.0
MED101	Medical Insurance Billing Essentials	40	4.0
MED122	ICD-9-CM Coding Essentials	40	3.5
MED123	CPT Coding Essentials	40	3.5
MED211	Reimbursement Methodologies	40	4.0
SCI102	Introduction to Human Anatomy and Physiology	55	4.5
	Total	915	68.5
General Education Requirements			
ENG100	Written Communication	45	4.5
ENG121	Technical Writing and Presentation	40	4.0
MTH100	College Mathematics	45	4.5
	Humanities Requirement	45	4.5
	Physical Science Requirement	45	4.5
	Social Science Requirement	45	4.5
	Total	265	26.5
Other Requirements			
BUS100	Success Strategies	40	4.0
BUS101	Career Development	40	4.0
	Total	80	8.0
	Grand Total	1260	103.0

Associate of Applied Science in Paralegal Studies

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

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

The Associate of Applied Science Degree in Paralegal Studies program prepares students to seek entry-level employment as paralegals in law offices and government agencies. The program includes family law, business law, dispute resolution, contracts, evidence, and torts. The program has coursework in office computer programs, mathematical and orderly reasoning, and written and oral communication. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in paralegal related field.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
BSM206	Business Law	40	4.0
CMP130	Word for Windows	40	3.0
CMP131	Excel for Windows	40	3.0
PAR100	American Legal System	40	4.0
PAR101	Substantive Law Overview	40	4.0
PAR102	Legal Research and Writing	40	3.5
PAR103	Wills and Trusts	40	3.5
PAR104	Civil and Federal Litigation	40	3.5
PAR106	Contracts	40	3.5
PAR107	Contract Terms and Remedies	40	3.5
PAR108	Torts	40	3.5
PAR109	Chapter 7 Bankruptcy	40	3.5
PAR110	Criminal Law	40	3.5
PAR111	Criminal Law and Evidence	40	3.5
PAR112	Real Estate Law and Transactions	40	3.5
PAR113	Family Law	40	3.5
PAR114	Dispute Resolutions	40	3.5
PAR115	Paralegal Externship	180	6.0
	Total	860	66.0
General Education Requirements			
ENG100	Written Communication	45	4.5
MTH100	College Mathematics	45	4.5
	Humanities Requirement	45	4.5
	Physical Science Requirement	45	4.5
	Social Science Requirement	45	4.5
	Total	225	22.5
Other Requirements			
BUS100	Success Strategies	40	4.0
BUS101	Career Development	40	4.0
	Total	80	8.0
	Grand Total	1165	96.5

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.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
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
	Total	740	54
General Education Requirements			
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
	Total	275	26.5
Other Requirements			
BUS100	Success Strategies	40	4.0
BUS101	Career Development	40	4.0
OFM102	Customer Service	40	4.0
	Total	120	12.0
	Grand Total	1135	92.5

Diploma in Computerized Accounting Specialist

Campus: Lancaster, Long Beach

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

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

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

Diploma in Computerized Office Specialist

Campus: Long Beach

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

The Computerized Office Specialist program is especially recommended to students seeking rapid computer literacy and operational skills. The program includes skills in mathematics and communications, word processing, computer operations, the use of essential business computer software, payroll reporting, customer service and career development. This program will prepare students for an entry-level position in many business environments.

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

Certificate in Dental Assisting

Campus: Bellingham, Fife, Lynnwood, Pasco, Vancouver

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

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

Program Outcomes:

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

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

Certificate in Dental Assisting

Campus: Fife, Lynnwood

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

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

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

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

Certificate in Dental Assisting

Campus: Oxnard

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

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

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

Diploma in Dental Assisting

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

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

The Diploma in Dental Assisting program has been designed to prepare graduates to seek entry-level employment in a variety of dental settings. Typical job titles for graduates entering the field would be chair-side dental assistant, and dental X-ray technician. The content of the program provides students with didactic, laboratory and clinical instruction in chair-side assisting procedures, infection control and treatment procedures commonly performed in a dental office setting. The program includes basic training in front office procedures.

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

Certificate in Heating, Ventilation, Air Conditioning and Refrigeration

Campus: Anchorage, Pasco

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

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

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

Certificate in Industrial Maintenance Technician

Delivery Method: Blended Modality Only

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

The Certificate in Industrial Maintenance Technician program prepares students to seek entry-level employment in the building and/or industrial maintenance field. The program provides training in all aspects of the industrial maintenance including Pneumatic Control Logic, Boiler, Chiller and Cooling Tower Systems, Industrial Electrical Systems and Refrigerants and Oils. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see Graduation section of the catalog), graduates could seek entry level employing in the industrial or building maintenance fields.

Program Outcomes:

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

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

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

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

Diploma in Legal Assistant

Campus: Canyon Country, Lancaster, Long Beach, Oxnard

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

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

Course Code	Course Title	Contact Hours	Semester Credit Hours
LAP100	The Structure of the American Legal System and Civil Procedures	80	4.0
LAP101	Legal Research and Writing	80	4.0
LAP102	Wills and Trusts	80	4.0
LAP103	Family Law	80	4.0
LAP104	Contracts	80	4.0
LAP105	Torts	80	3.5
LAP106	Criminal Law	80	4.0
LAP107	Criminal Procedure and Evidence	80	4.0
LAP108	Property and Real Estate	80	4.0
LAP109	Business – Legal Professional Ethics	80	4.0
LAP110	Externship	120	2.5
	Grand Total	920	42.0

Certificate in Massage Therapy

Campus: Canyon Country, Lancaster, Long Beach

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

The Certificate in Massage Therapy program provides the technical skills and work habits required to seek entry-level positions as Massage Therapists. The computer technology and word processing facets of the curriculum enhance students' potential for employment. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a massage therapy related field.

Program Outcomes:

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

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

Course Code	Course Title	Contact Hours	Quarter Credit Hours
AH1400	Compliance in Healthcare Environments	45	4.5
MT1020	Patient Consultation and Assessment	55	4.5
MT1120	Swedish Massage	55	4.5
MT1220	Anatomy and Physiology I: Four Body Systems	55	4.5
MT1230	Anatomy and Physiology II: Four Body Systems	55	4.5
MT1320	Reflexology and Energy Work	55	4.5
MT1420	Soft Tissue Therapy	55	4.5
MT1440	Deep Tissue Massage and Myofascial Release	55	4.5
MT1520	Athletic Massage	55	4.5
MT1620	Introduction to Kinesiology	55	4.5
MT1720	Spa Techniques	55	4.5
MT1820	Prenatal and Special Needs Populations	55	4.5
MT1910	Massage Business Fundamentals	45	4.5
SS1001	Student Success Strategies	45	4.5
SS1110	Technology Fundamentals	50	4.5
SS1210	Professional Success Strategies	45	4.5
	Grand Total	835	72.0

Certificate in Massage Therapy

Campus: Canyon Country, Lancaster, Long Beach

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

The Certificate in Massage Therapy program provides the technical skills and work habits required to seek entry-level positions as Massage Therapists. The computer technology and word processing facets of the curriculum enhance students' potential for employment. Prior to graduation, students are required to complete a 90-hour internship program at a on campus clinic. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a massage therapy related field.

Program Outcomes:

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
Grand Total		815	66.0

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

Diploma in Massage Therapy

Campus: Long Beach

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

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

Course Code	Course Title	Contact Hours	Semester Credit Hours
MED100	Introduction to Medical Programs	80	4.0
MTP100	Massage as a Healing Aid	80	4.0
MTP101	Human Anatomy and Physiology 1	80	4.0
MTP102	Effects, Benefits, Indications and Contraindications	80	4.0
MTP103	Consultation, Classifications and Applications of Massage	80	4.0
MTP104	Procedures for Complete Body Massage: Face and Body	80	3.0
MTP105	Massage in Nursing and Health Care	80	3.0
MTP106	Athletic Sports Massages	80	3.0
MTP107	Business Practices and Beginning a Business	80	4.0
	Grand Total	720	33.0

Certificate in Medical Assistant

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

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

The Certificate in Medical Assisting program provides the technical skills and work habits required to seek entry-level positions as Medical Assistants. The computer technology and word processing facets of the curriculum enhance students' potential for employment. Prior to graduation, students are required to complete a 180-hour externship program at a local clinic, physician's office, hospital, HMO (Health Maintenance Organization), or other allied health ambulatory facility. This program requires that students pass a certification exam in Medical Assisting prior to externship. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a medical assistant related field.

Program Outcomes:

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

Course Code	Course Title	Contact Hours	Quarter Credit Hours
MA1001	Medical Terminology Fundamentals	50	4.5
MA1110	Introduction to Anatomy & Physiology	55	4.5
MA1120	Administrative Procedures	55	4.5
MA1130	Medical Insurance Billing Essentials	55	4.5
MA1320	Patient Care Concepts	55	4.5
MA1340	Specimen Collection and Analysis	55	4.5
MA1420	Minor Surgical Procedures	55	4.5
MA1520	Pharmacology	55	4.5
MA1620	Medical Office Emergencies	55	4.5
MA1640	Cardiac Care	55	4.5
MA1920	Medical Assisting Review	55	4.5
MA1990	Medical Assistant Externship	180	6.0
SS1001	Student Success Strategies	45	4.5
SS1110	Technology Fundamentals	50	4.5
SS1210	Professional Success Strategies	45	4.5
	Total	920	69.0

Certificate in Medical Assistant

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

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

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

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

Diploma in Medical Assistant

Campus: Canyon Country, Lancaster, Long Beach

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

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

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

Diploma in Medical Office Administrative Assistant

Campus: Canyon Country, Lancaster, Long Beach

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

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

Course Code	Course Title	Contact Hours	Quarter Credit Hours
MOA100	Introduction to Medical Programs	80	8.0
MOA101	Computerized Billing and Coding	80	6.5
MOA102	Medical Insurance Processing and Coding	80	6.5
MOA103	Insurance Billing and Bookkeeping	80	6.0
MOA105	Insurance Claims Processing	80	6.0
MOA106	Medical Office Administrative Assistant Externship	200	5.0
MOA107	Office and Records Management and Medical Ethics	80	6.5
MOA108	Office Accounting and Customer Service	80	6.5
	Grand Total	760	51.0

Certificate in Office Administration

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

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

The Certificate in Office Administration program includes topics in management of technology, accounting and business fundamentals, accounting software systems, Microsoft Office software, leadership, multi-media design, software applications, project management, business law, and managerial communications. In addition to attendance in all courses, students will be required to complete out-of class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in an office administration related field.

Program Outcomes:

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

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

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

Certificate in Pharmacy Technician

Campus: Vancouver

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

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

Course Code	Course Title	Contact Hours	Quarter Credit Hours
BUS100	Success Strategies	40	4.0
MED100	Medical Terminology Essentials	40	4.0
PTP101	Pharmacy Law and Ethics	40	4.0
PTP102	Infection Control and Safety	40	3.0
PTP103	Introduction to pharmacy	40	3.5
PTP104	Administrative Aspects of Pharmacy Technology	40	3.0
PTP105	Basic Pharmacy Applications	40	3.5
PTP106	Professional Aspects of Pharmacy Technology	40	3.5
PTP107	Pharmaceutical Calculations	40	3.5
PTP108	Pharmacy Recordkeeping and Customer Service	40	3.5
PTP109	Pharmacy Operations	40	3.0
PTP110	Pharmacodynamics	40	3.5
PTP111	Pharmacokinetics	40	3.0
PTP112	Pharmacology	40	3.0
PTP113	Trends in Pharmacy	40	4.0
PTP114	Externship	180	6.0
SCI102	Introduction to Human Anatomy and Physiology	55	4.5
	Total	835	62.5

Certificate in Welding

Campus: Anchorage

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

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

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

Course Descriptions

AC1110 Accounting Fundamentals

4.5 Quarter Credit Hours

Prerequisite: None

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

AC1320 Accounting Software Systems and Principles

4.5 Quarter Credit Hours

Prerequisites: AC1110 - Accounting Fundamentals

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

ACC100 Accounting Essentials

4.5 Quarter Credit Hours

Prerequisite: None

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

ACC102 Payroll Reporting

3.5 Quarter Credit Hours

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

ACC120 Automated Accounting

3.0 Quarter Credit Hours

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

ACC121 Principles of Accounting

4.5 Quarter Credit Hours

Co-requisite: ACC100 Accounting Essentials

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

ACC200 Income Tax Preparation

4.0 Quarter Credit Hours

Prerequisite: ACC100 Accounting Essentials

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

ACC201 Advanced Principles of Accounting

4.0 Quarter Credit Hours

Prerequisite: ACC121 Principles of Accounting

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

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

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

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

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

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

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

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

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

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

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

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

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

ACC400 Accounting Information Systems**3.5 Quarter Credit Hours**

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

ACC404 Advanced Tax – Corporate**4.0 Quarter Credit Hours**

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

ACC406 Contemporary Accounting Issues**4.0 Quarter Credit Hours**

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

ACC450 Senior Accounting Externship**4.0 Quarter Credit Hours**

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

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

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

BA1035 Essentials of Business English**4.5 Quarter Credit Hours***Prerequisite: None*

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

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

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

BA1220 Leadership and Followership**4.5 Quarter Credit Hours***Prerequisite: None*

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

BA2025 Leadership and Team Management**4.5 Quarter Credit Hours***Prerequisite: None*

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

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

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

BSM200 Leadership and Team Management**4.0 Quarter Credit Hours***Prerequisite: None*

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

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

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

BSM202 Managing Projects: Development and Implementation**4.0 Quarter Credit Hours***Prerequisite: None*

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

BSM203 Marketing with Technology**4.0 Quarter Credit Hours***Prerequisite: None*

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

BSM204 Managing Small Businesses: Entrepreneurship**4.0 Quarter Credit Hours***Prerequisite: ENG100 Written Communication*

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

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

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

BSM300 Telecommunications for Managers**4.0 Quarter Credit Hours**

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

BSM301 Project Management Applications**3.25 Quarter Credit Hours***Prerequisite: None*

This is a study of project management from initiation to completion. Using a project management software, the processes for initiating, planning, controlling, reporting, and closing a project are introduced. Topics include integration, scope, time management, cost, quality, human resources, communications, risks, procurement, planning, executing, controlling and closing.

BSM302 Contract Management**4.0 Quarter Credit Hours**

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

BSM303 Lawful Employment Management**4.0 Quarter Credit Hours***Prerequisite: None*

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

BSM307 Finance for Managers**4.0 Quarter Credit Hours***Prerequisite: None*

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

BSM308 Economics for Managerial Decision Making**3.0 Quarter Credit Hours***Prerequisite: SOC101 Introduction to Economics*

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

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

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

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

This is an advanced study of organizational behavior and management. The course explores the power of employees and teams to navigate successfully the changing world of work. The course introduces the theories that form the foundation of this science, and practical skills and behaviors that lead to organizational success. Topics include organizational theory and design, organizational communication, teamwork, decision-making, and conflicts.

BSM402 Managing Conflict: Dispute Resolution**4.0 Quarter Credit Hours***Prerequisite: None*

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

BSM403 Research Methodologies in Business Applications**4.0 Quarter Credit Hours***Prerequisite: None*

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

BSM404 International Business for Managers**4.0 Quarter Credit Hours**

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

BSM405 E-Business for Managers**4.0 Quarter Credit Hours**

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

BUS100 Success Strategies**4.0 Quarter Credit Hours**

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

BUS101 Career Development**4.0 Quarter Credit Hours**

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

BUS400 Capstone: An Integration of Learning**3.0 Quarter Credit Hours**

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

This is an advanced course integrating the collegiate learning experience. Students collect, select, organize and develop a professional portfolio to showcase their knowledge, skills and competencies to prospective employers.

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

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

CJA101 Introduction to Policing and Corrections**4.0 quarter credit hours**

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

CJA103 Criminal Justice and Public Policy**4.0 quarter credit hours**

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

CJA105 Crime Scene and Investigations**4.0 quarter credit hours**

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

CJA201 Juvenile Justice**4.0 quarter credit hours**

Prerequisite: CJA100 Introduction to Criminal Justice and Law Enforcement

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

CJA202 Criminology**4.0 quarter credit hours**

Prerequisite: CJA100 Introduction to Criminal Justice and Law Enforcement

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

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

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

CJA204 Corrections**4.0 quarter credit hours**

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

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

CJA205 Constitutional Law**4.0 quarter credit hours**

Prerequisite: CJA100 Introduction to Criminal Justice and Law Enforcement

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

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

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

CJA302 Probation and Parole**4.0 quarter credit hours**

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

CJA304 Restorative Justice Studies**4.0 quarter credit hours**

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

CJA305 Cyber Crimes**4.0 quarter credit hours**

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

CJA400 Ethics in Criminal Justice**4.0 quarter credit hours**

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

CJA401 Perspectives on Terrorism**4.0 quarter credit hours**

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

CJA402 Drugs and the Criminal Justice System**4.0 quarter credit hours**

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

CJA404 White Collar and Organized Crime**4.0 quarter credit hours**

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

CJA405 Gangs and Deviant Social Groups**4.0 quarter credit hour**

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

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

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

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

CJA407 Natural and Catastrophic Events Management**4.0 quarter credit hours**

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

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

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

CMP125 Programming Essentials**3.5 Quarter Credit Hours**

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

CMP126 PowerPoint for Windows**3.0 Quarter Credit Hours**

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

CMP129 Microsoft Server Windows Environment**4.0 Quarter Credit Hours**

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

CMP130 Word for Windows**3.0 Quarter Credit Hours**

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

CMP131 Excel For Windows**3.0 Quarter Credit Hours**

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

CMP133 Security+: Network Security Fundamentals**3.0 Quarter Credit Hours**

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

CMP134 Network+: Networking Essentials**4.0 Quarter Credit Hours**

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

CMP210 Wireless Essentials**4.0 Quarter Credit Hours**

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

CMP211 Linux Networking**4.0 Quarter Credit Hours**

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

CMP229 Microsoft Server Network Services**3.5 quarter credit hours**

Prerequisite: CMP129 Microsoft Server Windows Environment

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

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

Prerequisite: CMP129 Microsoft Server Windows Environment

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

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

Prerequisite: CMP129 Microsoft Server Windows Environment

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

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

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

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

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

CMP236 Server+**3.5 Quarter Credit Hours**

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

CMP237 Microsoft Small Business Server**3.5 Quarter Credit Hours***Prerequisite: CMP129 Microsoft Server Windows Environment*

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

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

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

CMP302 Database Management**3.25 Quarter Credit Hours**

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

CMP303 Interconnecting Cisco Network Devices**3.0 Quarter Credit Hours**

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

CMP304 Programming Applications and Development**3.0 Quarter Credit Hours**

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

CMP305 Advanced Microsoft Office Applications**3.0 Quarter Credit Hours**

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

CMP306 Principles of Information Security**3.25 Quarter Credit Hours**

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

CMP334 Computer Forensics and Investigations**3.0 Quarter Credit Hours**

Prerequisite: CMP133 Security+: Network Security Fundamentals

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

CMP400 Advanced Web Design**3.0 Quarter Credit Hours**

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

CMP401 Cisco Certified Network Professional 1**6.75 Quarter Credit Hours**

Prerequisite: CMP303 Interconnecting Cisco Network Devices

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

CMP402 Network Design Applications**3.0 Quarter Credit Hours**

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

CMP403 Cisco Certified Network Professional 2**6.75 Quarter Credit Hours**

Prerequisite: CMP303 Interconnecting Cisco Network Devices

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

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

Prerequisite: CMP303 Interconnecting Cisco Network Devices

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

CMP410 JavaScript and Perl**3.0 Quarter Credit Hours**

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

CMP411 Cisco Network Security**3.0 Quarter Credit Hours**

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

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

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

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

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

DA1130 Dental Pharmacology and Emergencies**4.5 Quarter Credit Hours***Prerequisite: DA1210 Dental Sciences*

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

DA1210 Dental Sciences**4.5 Quarter Credit Hours***Prerequisite: none*

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

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

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

DA1310 Preventative Dentistry**4.5 Quarter Credit Hours***Prerequisite: DA1210 Dental Sciences*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

This course provides the principles and regulations concerning pharmacology and prescription writing with emphasis on the classification of drugs, actions of drugs commonly prescribed in the dental office and the potential interactions with other commonly prescribed drugs. The role of the dental assistant in preparing for, recognizing and assisting in the first aid/treatment of medical-dental emergencies with an emphasis on prevention is presented. Students earn the American Heart Association-Basic Life Support for Healthcare Providers (CPR) certification. Students also learn about the drugs and procedures associated with assisting in the administration of local anesthesia.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

DAP117 Externship**6.0 Quarter Credit Hours**

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

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

DET124 A+ Fundamentals**4.0 Quarter Credit Hours**

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

DET216 Tactical Perimeter Defense**3.5 Quarter Credit Hours**

Prerequisite: CMP133 Security+: Network Security Fundamentals

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

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

Prerequisite: CMP133 Security+: Network Security Fundamentals

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

DET218 Virtualization**3.5 Quarter Credit Hours**

Prerequisite: CMP129 Microsoft Server Windows Environment

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

DET400 Advanced Telecommunications Technologies**4.0 Quarter Credit Hours**

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

DET401 Cabling Standards and Codes**3.0 Quarter Credit Hours**

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

ENG100 Written Communication**4.5 Quarter Credit Hours**

Prerequisite: None

This is an introduction to the theory and practice of writing effective paragraphs and essays. There is a review of grammar, punctuation, sentence structure, and paragraph development. The course emphasizes research and APA documentation.

ENG101 Oral Communication**4.0 Quarter Credit Hours**

Prerequisite: None

This is an introduction to public speaking with an emphasis on speaking with ease and listening more effectively in individual and group situations. Topics include organizing ideas, opinions, and data. The course includes group activities and student formal and informal speeches.

ENG121 Technical Writing and Presentation**4.0 Quarter Credit Hours**

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

ENG201 Advanced Discourse**4.0 Quarter Credit Hours**

Prerequisite: ENG100 Written Communication

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

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

Prerequisite: ENG100 Written Communication

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

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

Prerequisite: ENG100 Written Communication

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

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

Prerequisite: ENG100 Written Communication

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

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

Prerequisite: None

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

HUM122 Ethics and Society**4.0 Quarter Credit Hours**

Prerequisite: None

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

HUM175 Music Appreciation**4.5 Quarter Credit Hours**

Prerequisite: None

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

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

This course explores the principles of good and orderly reasoning. Fallacious reasoning and evaluation of the rhetoric of others are investigated. Topics include claims, arguments, evaluation, cogency, cognitive and emotive meanings, and evaluating advertising.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

HVC103 Piping Practices**3.5 quarter credit hours**

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

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

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

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

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

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

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

HVC107 Electrical Essentials**3.5 Quarter Credit Hours**

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

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

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

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

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

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

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

HVC111 Maintenance Skills**3.5 Quarter Credit Hours**

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

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

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

HVC113 Environmental Systems**3.5 Quarter Credit Hours**

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

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

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

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

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

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

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

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

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

HVC118 Heating/Cooling Systems Design and Commercial Refrigeration

3.5 Quarter Credit Hours

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

IM1110 Industrial Safety

4.5 Quarter Credit Hours

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

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

IM1210 Industrial Piping Systems

4.5 Quarter Credit Hours

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

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

IM1310 Make Up Air and Products of Combustion

4.5 Quarter Credit Hours

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

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

IM1410 Industrial Electrical Systems

4.5 Quarter Credit Hours

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

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

IM1510 Industrial Maintenance Skills

4.5 Quarter Credit Hours

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

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

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

Prerequisite: None

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

LAP 101 Legal Research and Writing

4.0 Quarter Credit Hours

Prerequisite: None

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

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

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

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

Students will be provided with an overview of family law including: marriage, annulment, common law marriage, domestic violence, separation, dissolution of marriage, temporary orders, child support, child custody, visitation, alimony, abortion, paternity and adoption. Students will learn how to prepare divorce documents.

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

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

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

A general introduction into law governing private injury, harm and remedies is covered. This module equips the student with knowledge of the law of personal injury that results from the conduct of those who are careless, reckless, or impose harm in violation of state and federal law. The focus is on damage to persons or property, worker's compensation, international torts, negligence, product liability, malpractice and wrongful death. The student will develop skills to differentiate civil and criminal wrong.

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

Students will gain knowledge of state and federal court systems, the sources of law, criminal liability, constitutional safeguards, the nature and function of law in society, the stages of criminal accountability and the nature of criminal offenses. Constitutional issues that impact the rights of the accused are studied in order to enable the legal assistant and paralegal to assist the attorney in all stages of the criminal accountability process. Students will be taught the legal definitions of a crime. Students will learn why criminal litigation procedures differ from civil litigation procedures.

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

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

LAP108 Property/Real Estate**4.0 Quarter Credit Hours***Prerequisite: None*

Students will learn the basic substantive law of real property and the practical aspects of real estate transactions. Discussions will include the law of real property, deeds, conveyances, liens and encumbrances, easements and covenants, future interests and conditional estates. The basic obligations of landlord and tenants are covered, as well as how to write residential and commercial leases.

LAP109 Business-Legal Professional Ethics**4.0 Quarter Credit Hours***Prerequisite: None*

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

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

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

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

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

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

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

MA1120 Administrative Procedures**4.5 Quarter Credit Hours***Prerequisite: None*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

MAP116 Cardiac Care**3.0 Quarter Credit Hours**

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

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

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

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

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

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

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

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

Prerequisite: MED100 Introduction to Medical Programs

This course covers the fundamentals and use of microscopes with an emphasis on specimen collection, urinalysis, and hemoglobin analysis. Topics include procedures and protocol for infection control, patient data, medical health history, and physical examination.

MED103 Professional Billing, Coding and Reimbursement**3.5 Quarter Credit Hour**

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

MED104 Phlebotomy and Medical Terminology**4.0 Semester Credit Hours**

Prerequisite: MED100 Introduction to Medical Programs

This course covers the theory of hematology as it relates to special procedures such as therapeutic monitoring protocol. Topics include venipuncture, infection control, and medical terminology. Hands-on practice to gain experience collecting blood by venipuncture is included.

MED105 Medical Office and Insurance Introduction**4.0 Semester Credit Hours**

Prerequisite: MED100 Introduction to Medical Programs

This course presents correct coding processes for diagnostic and professional services rendered by physicians. Emphasis is on the International Classification of Diseases (ICD) and Current Procedural Terminology (CPT) coding.

MED106 Calculator/Bookkeeping and Minor Surgery Setup**3.0 Semester Credit Hours**

Prerequisite: MED100 Introduction to Medical Programs

This course examines various medical office management systems and operations. Topics include telephone answering, filing medical records, and letter writing with an emphasis on basic bookkeeping including accounts payable and receivable, and procedures for reconciling daily and monthly accounts. Handling of in-office patient care including vital signs and medical emergencies is also covered.

MED107 Externship**3.5 Semester Credit Hours**

Prerequisite: Successful completion of all courses in the Medical Assistant Program

This course provides an externship of 160 hours in a medical office setting under the direct supervision of the faculty administrator.

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

Prerequisite: MED100 Medical Terminology Essentials

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

MED123 CPT Coding Essentials**3.5 Quarter Credit Hours**

Prerequisite: MED100 Medical Terminology Essentials This is an introduction to the CPT (Current Procedural Terminology) coding and classification systems developed by the American Medical Association. Medical services, procedures and treatment performed for patients are translated into CPT numeric codes. Topics include CPT coding procedures, section guidelines, medicine section, modifier usage and HCPCS (healthcare Common Procedural Coding System) Levels, and computerized encoding software systems.

MED150 Introduction to Health Records Management**3.0 Quarter Credit Hours**

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

MED151 Function of Health Records Management**3.0 Quarter Credit Hours**

Prerequisite: MED150 Introduction to Health Records Management

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

MED211 Reimbursement Methodologies**4.0 Quarter Credit Hours**

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

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

MED212 AHIMA Professional Practice**3.5 Quarter Credit Hours**

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

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

MED216 Medical Office Skills**3.5 Quarter Credit Hours**

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

MED230 Institutional Billing, Coding and Reimbursement**4.0 Quarter Credit Hours**

Prerequisites: None

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

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

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

MED285 Pathophysiology and Pharmacology**4.0 Quarter Credit Hours**

Prerequisites: MED100 Medical Terminology Essentials, SC1102 Introduction to Human Anatomy and Physiology

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

MED300 The Health Care System**4.0 Quarter Credit Hours***Prerequisite: None*

This course is a study in the U.S. health care system and is designed to expose students to the critical issues facing health care. Students will learn about the complexity and multidimensional nature of health care delivery in the United States.

MED305 Health Care Economics**4.0 Quarter Credit Hours***Prerequisite: None*

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

MED310 Legal and Ethical Issues in Health Care**4.0 Quarter Credit Hours***Prerequisite: None*

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

MOA100 Introduction to Medical Programs**8.0 Quarter Credits**

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

MOA101 Computerized Billing and Coding**6.5 Quarter Credits***Prerequisite: MOA100 Introduction to Medical Programs*

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

MOA102 Medical Insurance Processing and Coding**6.5 Quarter Credits***Prerequisite: MOA100 Introduction to Medical Programs*

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

MOA103 Insurance Billing and Bookkeeping**6.0 Quarter Credits***Prerequisites: MOA100 Introduction to Medical Programs*

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

MOA105 Insurance Claims Processing**6.0 Quarter Credits***Prerequisites: MOA100 Introduction to Medical Programs*

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

MOA106 Medical Office Administrative Assistant Externship**5.0 Quarter Credits***Prerequisites: Successful completion of all courses in the Medical Office Administrative Assistant program*

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

MOA107 Office and Records Management and Medical Ethics**6.5 Quarter Credits***Prerequisites: MOA100 Introduction to Medical Programs*

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

MOA108 Office Accounting and Customer Service**6.5 Quarter Credit Hours***Prerequisites: none*

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

MT1020 Patient Consultation and Assessment**4.5 Quarter Credit Hours***Prerequisite: None*

The student will learn the fundamental principles and expectations of a massage therapist including the massage environment related to client treatment; consultation, assessment, recordkeeping, and sanitation and safety procedures. Additionally, medical terminology and anatomical positioning as it relates to the massage therapy treatment will be discussed.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

MT1820 Prenatal and Special Needs Populations**4.5 Quarter Credit Hours***Prerequisite: None*

This course covers the concepts and benefits for prenatal, geriatric, and special needs populations. The role of the massage therapist within the healthcare team is defined and identified. The importance of communication within the healthcare team is also covered. The focus is also on stages of pregnancy, contraindications and positioning for the prenatal population along with considerations for geriatric diseases, mental and physical disabilities are also included.

MT1910 Massage Business Fundamentals**4.5 Quarter Credit Hours***Prerequisite: None*

This course covers various aspects of massage therapy practice, whether as an employee or as self-employed. This course explores different considerations involved in the practice from goal setting, business and financial planning, marketing, business management, bookkeeping, and recordkeeping. The federal, state, and local laws, regulations, and licensure requirements are discussed. The course presents how to create business cards, flyers, and other marketing tools, and how to write a business plan.

MT1990 Clinical Externship**3.0 Quarter Credit Hours***Prerequisite: Successful completion of all core Massage Therapy coursework*

This course provides a student with the opportunity to apply learned massage techniques (from general Swedish, complementary therapies and muscle specifics). During this course, students perform massages using various techniques applicable to their client's complaints and objective assessment. This course provides a student with practice of proper body mechanics and alterations of techniques for more effective massage delivery and achieving client's goals. This course concentrates on the preparation for student's "real-life" practice of the profession.

MTH100 - College Mathematics**4.5 Quarter Credit Hours***Prerequisite: None*

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

MTH103 Algebra I**4.0 Quarter Credit Hours***Prerequisite: MTH100 College Mathematics*

This course focuses on the development of mathematical understandings and mathematical operations. Topics include signed numbers, algebraic expressions, equations and inequalities, linear equations, exponents, and scientific notation.

MTP100 Massage as a Healing Aid**4.0 Semester Credit Hours***Prerequisite: MED100 Introduction to Medical Programs*

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

MTP101 Human Anatomy and Physiology 1**4.0 Semester Credit Hours***Prerequisite: MED100 Introduction to Medical Programs*

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

MTP102 Effects, Benefits, Indications and Contradictions**4.0 Semester Credit Hours***Prerequisite: MED100 Introduction to Medical Programs*

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

MTP103 Consultation, Classifications and Applications of Massage**4.0 Semester Credit Hours***Prerequisite: MED100 Introduction to Medical Programs*

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

MTP104 Procedures for Complete Body Massage: Face and Body**3.0 Semester Credit Hours***Prerequisite: MED100 Introduction to Medical Programs*

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

MTP105 Massage in Nursing and Health Care**3.0 Semester Credit Hours***Prerequisite: MED100 Introduction to Medical Programs*

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

MTP106 Athletic Sports Massages**3.0 Semester Credit Hours***Prerequisite: MED100 Introduction to Medical Programs*

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

MTP107 Business Practices and Beginning a Business**4.0 Semester Credit Hours**

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

OFM102 Customer Service**4.0 Quarter Credit Hours**

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

OFM1010 Microsoft Word**4.5 Quarter Credit Hours***Prerequisite: None*

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

OFM1020 Microsoft Excel**4.5 Quarter Credit Hours***Prerequisite: None*

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

OFM1030 – Microsoft Outlook & Office Communication**4.5 Quarter Credit Hours***Prerequisite: None*

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

OFM1040 Microsoft PowerPoint**4.5 Quarter Credit Hours***Prerequisite: None*

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

OFM1995 Capstone Project**3.0 Quarter Credit Hours***Prerequisite: All core business core courses or the approval of the Education Department*

This is an advanced course integrating the collegiate learning experience. Students collect, select, organize and develop a professional portfolio to showcase their knowledge, skills, and competencies to prospective employers

PAR100 American Legal System**4.0 Quarter Credit Hours**

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

PAR101 Substantive Law**4.0 Quarter Credit Hours**

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

PAR102 Legal Research and Writing**3.5 Quarter Credit Hours**

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

PAR103 Wills and Trusts**3.5 Quarter Credit Hours**

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

PAR104 Civil and Federal Litigation**3.5 Quarter Credit Hours**

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

PAR106 Contracts**3.5 Quarter Credit Hours**

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

PAR107 Contract Terms and Remedies**3.5 Quarter Credit Hours**

Prerequisites: PAR100 American Legal System, PAR101 Substantive Law

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

PAR108 Torts**3.5 Quarter Credit Hours**

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

PAR109 Chapter 7 Bankruptcy**3.5 Quarter Credit Hours**

Prerequisites: PAR100 American Legal System, PAR101 Substantive Law

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

PAR110 Criminal Law**3.5 Quarter Credit Hours**

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

PAR111 Criminal Law and Evidence**3.5 Quarter Credit Hours**

Prerequisites: PAR100 American Legal System, PAR101 Substantive Law

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

PAR112 Real Estate Law and Transactions**3.5 Quarter Credit Hours**

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

PAR113 Family Law**3.5 Quarter Credit Hours**

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

PAR114 Dispute Resolution**3.5 Quarter Credit Hours***Prerequisites: PAR100 American Legal System, PAR101 Substantive Law*

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

PAR115 Paralegal Externship**6.0 Quarter Credit Hours**

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

PTP101 Pharmacy Law and Ethics**4.0 Quarter Credit Hours**

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

PTP102 Infection Control and Safety**3.0 Quarter Credit Hours**

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

PTP103 Introduction to Pharmacy**3.5 Quarter Credit Hours**

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

PTP104 Administrative Aspects of Pharmacy Technology**3.0 Quarter Credit Hours**

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

PTP105 Basic Pharmacy Applications**3.5 Quarter Credit Hours**

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

PTP106 Professional Aspects of Pharmacy Technology**3.5 Quarter Credit Hours**

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

PTP107 Pharmaceutical Calculations**3.5 Quarter Credit Hours**

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

PTP108 Pharmacy Recordkeeping and Customer Service**3.5 Quarter Credit Hours***Prerequisite: PTP103 Introduction to Pharmacy*

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

PTP109 Pharmacy Operations**3.0 Quarter Credit Hours***Prerequisite: PTP103 Introduction to Pharmacy*

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

PTP110 Pharmacodynamics**3.5 Quarter Credit Hours***Prerequisites: SCII02 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: SCII02 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.

SCII02 Introduction to Human Anatomy & Physiology**4.5 Quarter Credit Hours***Prerequisite: None*

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

SOC101 Introduction to Economics**4.5 Quarter Credit Hours**

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

SOC102 Interpersonal Psychology**4.0 Quarter Credit Hours***Prerequisite: None*

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

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

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

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

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

WE1110 Welding Safety and Equipment**4.5 Quarter Credit Hours***Co-requisite: WE1210 Trades Math and Welding Details*

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

WE1210 Trades Math and Welding Details**4.5 Quarter Credit Hours***Co-requisite: WE1110 Welding Safety and Equipment*

In this course students are exposed to the intricacies associated with Construction Math, blueprints and identifying and interpreting detailed drawings with regard to welding symbols, procedures, lines, fills, pipe breaks, object views, dimensioning, notes, and materials used. In addition, students will be introduced to the physical and mechanical characteristic and classifications of common ferrous and nonferrous metals as well as methods used in identifying each type.

WE1310 Basic Welding**4.5 Quarter Credit Hours***Prerequisite: WE1110 Welding Safety and Equipment; WE1210 Trades Math and Welding Details*

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

WLD100 Core Knowledge and Skills**4.0 Quarter Credit Hours**

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

WLD101 Welding Safety and Equipment**3.5 Quarter Credit Hours**

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

WLD102 Basic Welding**3.5 Quarter Credit Hours***Prerequisite: WLD100 and WLD101 or Approval by the Campus President.*

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

WLD103 Beads and Fillet Welds**3.5 Quarter Credit Hours***Prerequisite: WLD100 and WLD101 or Approval by the Campus President.*

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

WLD104 Cutting Procedures**3.5 Quarter Credit Hours**

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

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

WLD105 Groove Welds and Joint Fit**3.5 Quarter Credit Hours**

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

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

WLD106 Open V-Groove Welds I (Flat and Horizontal)**3.5 Quarter Credit Hours**

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

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

WLD107 Open V-Groove Welds II (Vertical and Overhead)**3.5 Quarter Credit Hours**

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

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

WLD108 Welding Details**3.5 Quarter Credit Hours**

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

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

WLD109 Gas Metal Arc Welding**3.5 Quarter Credit Hours**

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

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

WLD110 Flux-Cored Arc Welding**3.5 Quarter Credit Hours**

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

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

WLD111 Gas Tungsten Arc Welding I**3.5 Quarter Credit Hours**

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

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

WLD112 Gas Tungsten Arc Welding II**3.5 Quarter Credit Hours**

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

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

WLD201 Open-Root V-Groove Pipe Welds I**3.5 Quarter Credit Hours**

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

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

WLD202 Shielded Metal Arc Welding – Pipe**3.5 Quarter Credit Hours**

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

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

WLD203 Gas Metal Arc Welding – Pipe**3.5 Quarter Credit Hours**

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

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

WLD204 Flux-Cored Arc Welding – Pipe**3.5 Quarter Credit Hours**

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

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